

NOTICE
REGULAR MEETING OF THE GOVERNING BOARD
TRACY UNIFIED SCHOOL DISTRICT

DATE: TUESDAY, MARCH 12, 2013
PLACE: DISTRICT EDUCATION CENTER
BOARD ROOM
1875 W. WEST LOWELL AVENUE
TRACY, CALIFORNIA
TIME: 5:30 PM Closed Session
7:00 PM Open Session

A G E N D A

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|-----------|--|----------------|
| 1. | Call to Order | Pg. No. |
| 2. | Roll Call – Establish Quorum
Board: J. Costa, G. Crandall, W. Gouveia, T. Guzman, K. Lewis, G. Silva, J. Vaughn
Staff: J. Franco, C. Goodall, S. Harrison, B. Etcheverry | |
| 3. | Closed Session: Opportunity to Address the Board Regarding Closed Session Items which follow. Closed session is limited to consideration of items specifically authorized under the Government Code and/or the Education Codes.
3.1 Administrative & Business Services:
3.1.1 Conference with Legal Counsel <ul style="list-style-type: none">- Anticipated Litigation (G.C. 54956.9(b))- Number of Potential Cases: 1 3.2 Educational Services
3.2.1 Finding of Fact #12-13/#54, 56, 58, 59
3.2.2 Application for Reinstatement #12-13/#32
Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain ___
3.2.3 PE Exemption: THS# 1018983
Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain ___
3.3 Human Resources
3.3.1 Release Probationary Classified Employee #UCL-178
Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain ___
3.3.2 Consider Non-Paid Leave of Absence Request for Classified Employee #UCL-179, Pursuant to Article XXIII
Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain ___
3.3.3 Consider Public Employee/Employment/Discipline/Dismissal/Release
Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain ___
3.3.4 Conference with Labor Negotiator
Agency Negotiator: Sheila Harrison
Assistant Superintendent of Educational Services & Human Resources
Employee Organization: CSEA, TEA | |
| 4. | Adjourn to Open Session | |

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| 5. | Call to Order and Pledge of Allegiance | Pg. No. |
| 6. | Closed Session Issues: | |
| 6a | Finding of Fact #12-13/ #54, 56, 58, 59 | |
| | Action: Motion ___; Second ___. Vote: Yes ___; No ___; Absent ___; Abstain ____. | |
| 6b | Report Out of Action Taken on Application for Reinstatement #12-13/#32 | |
| | Action: Vote: Yes ___; No ___; Absent ___; Abstain ____. | |
| 6c | Report Out of Action Taken on Application for PE Exemption: THS# 1018983 | |
| | Action: Vote: Yes ___; No ___; Absent ___; Abstain ____. | |
| 6d | Report Out of Action Taken on Release Probationary Classified Employee #UCL-178 | |
| | Action: Vote: Yes ___; No ___; Absent ___; Abstain ____. | |
| 6e | Report Out of Action Taken Consider Non-Paid Leave of Absence Request for Classified Employee #UCL-179, Pursuant to Article XXIII | |
| | Action: Vote: Yes ___; No ___; Absent ___; Abstain ____. | |
| 7. | Approve Regular Minutes of February 26, 2013. | 1-5 |
| | Action: Motion___ ; Second ___. Vote: Yes ___; No ___; Absent ___; Abstain ____. | |
| 8. | Student Representative Reports: None | |
| 9. | Recognition & Presentations: An opportunity to honor students, employees and community members for outstanding achievement: | |
| | 9.1 McKinley School Update | |
| | 9.2 Monte Vista School Update | |
| | 9.3 Recognize and Congratulate Monte Vista Middle School Students for Winning First Place at the Math Counts Competition | |
| | 9.4 Recognize the Outstanding Employees of the Winter Term for the 2012-13 School Year | 6 |
| | 9.5 Recognize the Recipient of the Diversity & Equity Staff Recognition Award for the Winter Term of the 2012-13 School Year | 7 |
| 10. | Hearing of Delegations: Anyone wishing to address the Governing Board on a non-agenda item may be heard at this time. Presentations shall be held to a reasonable length, normally not to exceed five (5) minutes. If formal action is required, the item will be placed on a future agenda and action will be taken at a future date. If information or a report is requested, the request for it must also be submitted in writing to the superintendent. (Please complete a yellow speaker's card). | |
| 11. | Information & Discussion Items: An opportunity to present information or reports concerning items that maybe considered by Trustees at a future meeting. | |
| | 11.1 Administrative & Business Services: | |
| | 11.1.1 Receive Report on District External Communications | 8-9 |
| 12. | PUBLIC HEARING: None. | |

- 13. Consent Items:** Actions proposed for consent are consistent with the approved practices of the district and are deemed routine in nature. Trustees receive board agenda background information in advance of scheduled meetings and are prepared to vote with knowledge on the consent items. **Pg. No.**
- Action:** Motion___; Second___. **Vote:** Yes___; No___; Absent___; Abstain___.
- 13.1 Administrative & Business Services**
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|---------------|---|--------------|
| 13.1.1 | Approve Assembly, Service, Business and Food Vendors | 10-17 |
| 13.1.2 | Ratify Routine Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda | 18-19 |
| 13.1.3 | Ratify Measure E Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda | 20-21 |
| 13.1.4 | Ratify Measure S Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda | 22-23 |
- 13.2 Educational Services**
- | | | |
|---------------|---|-----------|
| 13.2.1 | Approve Overnight Travel for the Tracy High School Academic Decathlon Team to Attend the California Academic Decathlon State Finals in Sacramento, CA on March 14-17, 2013 | 24 |
| 13.2.2 | Ratify Overnight Travel for West High School Wrestlers to Attend the California Interscholastic Federation (CIF) State Wrestling Tournament in Bakersfield, CA on March 1 – 3, 2013 | 25 |
| 13.2.3 | Approve Overnight Travel for the Tracy High School Mock Trial Team and Advisors to Attend the CA State Mock Trial Finals in Riverside, CA on March 21-24, 2013 | 26 |
| 13.2.4 | Approve Overnight Travel for Tom Renner and Katrin Gutierrez to Attend the ACDA CA All-State Honor Choir in San Jose, CA on March 21-23, 2013 | 27 |
- 13.3 Human Resources**
- | | | |
|---------------|---|--------------|
| 13.3.1 | Accept the Resignations/Retirements/Leaves of Absence for Certificated, Classified and/or Management Employees | 28 |
| 13.3.2 | Approve Classified, Certificated and/or Management Employment | 29-30 |
| 13.3.3 | Ratify Agreement for Special Contract Services for Assistant Softball Coach Ed Smith for the 2012-2013 Season | 31-33 |
| 13.3.4 | Approve Agreement for Special Contract Services with Ink International Inc. for Manuel V. Scott to Present the Keynote Address at the District's Welcome Back Program and a Student Assembly at West High School on Monday, September 9, 2013 | 34-38 |
- 14. Action Items:** Action items are considered and voted on individually. Trustees receive background information and staff recommendations for each item recommended for action in advance of scheduled meetings and are prepared to vote with knowledge on the action items.
- 14.1 Administrative & Business Services**
- | | | |
|----------------|---|--------------|
| 14.1.1 | Adopt Board Policy 1114, District-Sponsored Social Media (First Reading) | 39-42 |
| Action: | Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain___. | |
| 14.1.2 | Acknowledge Administrative Regulation 1114, District-Sponsored Social Media (First Reading) | 43-44 |
| Action: | Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain___. | |

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|--|---|----------------|
| | | Pg. No. |
| | 14.1.3 Certify Corrective Actions to the 2011-12 Findings and Recommendations of the Independent Annual Financial Report | 45-46 |
| | Action: Motion___; Second___. Vote: Yes___; No___; Absent ___; Abstain__. | |
| | 14.1.4 Certify 2012-2013 Fiscal Year Second Interim Report (Separate Cover Item) | 47-48 |
| | Action: Motion___; Second___. Vote: Yes___; No___; Absent ___; Abstain__. | |
- 15. Board Reports:** An opportunity for board members to discuss items of particular importance or interest in the district.
- 16. Superintendent's Report:** An opportunity for the superintendent to share matters of special interest or importance which are not on the board agenda and/or special presentations of district programs or activities.
- 17. Board Meeting Calendar:**
- 17.1 March 26, 2013**
 - 17.2 April 23, 2013**
 - 17.3 May 14, 2013**
 - 17.4 May 28, 2013**
 - 17.5 June 11, 2013**
 - 17.6 June 25, 2013**
- 18. Upcoming Events:**
- | | |
|--------------------------------------|--------------------------------|
| 18.1 March 29 – April 5, 2013 | No School, Spring Break |
| 18.2 May 27, 2013 | No School, Memorial Day |
| 18.3 June 1, 2013 | Graduation |

If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability. To make this request, please telephone the Superintendent's Office at 209.830.3201. If any person with a disability needs a disability-related modification or accommodation, including auxiliary aids or services, he/she should also contact the Superintendent's Office at least 24 hours prior to the meeting.

**Minutes of
Regular Meeting of the Governing Board
For Tracy Unified School District
Held on Tuesday, February 26, 2013**

- 5:30 PM:** President Silva called the meeting to order and adjourned to closed session.
- Roll Call:** Board: J. Costa, G. Crandall, T. Guzman, K. Lewis, G. Silva, J. Vaughn
Absent: W. Gouveia
Staff: J. Franco, S. Harrison, C. Goodall, B. Etcheverry
- 7:05 PM** President Silva called the Tracy Unified School District Board of Education to order and led those present in the Pledge of Allegiance.
- Closed Session:** **6a** Finding of Fact #12-13/#54
Action: Lewis, Guzman. **Vote:** Yes-5; No-0; Absent-2(Gouveia, Vaughn)
6b Report Out of Action Taken on Application for Early Graduation
#12-13/KHS# 10204018
Action: Vote: Yes-5 No-0; Absent-2(Gouveia, Vaughn)
6c Report Out of Action Taken on Accept Resignation Agreement for Classified
Employee #UCL-177
Action: Vote: Yes-5; No-0; Absent-2(Gouveia, Vaughn)
6d Report Out of Action Taken on Approve the Non-Re-Election of Probationary
Certificated Employees #UC-783 and #UC-784, Pursuant to Education Code
Section 44929.21(b)
Action: Vote: Yes-5; No-0; Absent-2(Gouveia, Vaughn)
- Employees Present:** C. Minter, J. Cardoza, B. Sawyer, T. Christensen, L. Huggins, J. Anderson, L. Mullen,
- Press:** D. Rizzo, Tracy Press
- Visitors Present:** J. Gutierrez, R. Gutierrez, M. Lazcano, S. Gonzalez, E. Bueno, L. Parker, M. Parker, D. Parker, A. Parker, K. Snow, E. Peterson, L. Carmen, C. Velasco, D. Lopez, I. Jimenez, K. McIntyre, S. Young, R. Jimenez, J. Gutierrez, D. Lopez, E. Padilla, B. Carrera, A. Singh, F. Torres, A. Torres, N. Bartolome, H. Zeratsion, D. Henderson, I. Diaz, J. Chapman Varela, C. Silva, B. Pekari, N. Young, M. Barrett
- Minutes:** **Approve Regular Minutes of February 12, 2013.**
Action: Guzman, Vaughn. **Vote:** Yes-; No-0; Absent-1(Gouveia) ;
Abstain-1(Crandall)
- Student Rep Reports:** Kimball High: Brianna Pekari reported winter sports has ended. The girls' basketball team made it to the playoffs but were eliminated last week. The wrestling team placed third. Spring sports are starting. Kimball hosted their annual student talent show. AP Bio students invited 5th graders from Hirsch to come to Kimball. They mentored them and helped them prepare science projects. Leadership and drama held a pancake breakfast fundraiser at Applebees. They had

a jeans drive for homeless teenagers and collected approximately 4,000 pairs. They will have a band come in next week called "Reverse Order" who was a finalist for *America's Got Talent*. The Sophomores are preparing for the CAHSEE test and Leadership is busy planning for their first academic rally.

Tracy High: Ivan Diaz commented that 3rd quarter tends to be a difficult hurdle. Each year they have their academic rally for students with a GPA of 3.0 and above. There were 1116 students who attended this year. They honored the top 10 students in each class with a GPA of 4.5 or above. It was one of the best they've had. He congratulated the Mock Trial and Acadec teams for winning the county competitions. They will be moving on to state. In sports, wrestlers qualified for the state competition and the students are getting ready for spring sports to begin.

West High: Natasha Bartolome reported that it's almost the end of the 3rd quarter and AP exams are coming up. In honor of those admitted to colleges, names are being put up on list. They have had many activities, such as RACA week, Farmers Market and Leadership class sold cake pops. Farmers market had food like chicken and waffles and sushi. They are working on their fundraiser, Pennies for Patients to raise money for leukemia. The class with the most donations will get a pizza party. Prom will be held at a county club in San Ramon. Ticket sales just ended with 278 tickets sold. Spring sports are starting with a baseball tournament and the girls have their first preseason home game Thursday. The girls face Sierra today and Ripon tomorrow. The tennis team won against Tracy. Track and field will participate in the all city league at Kimball.

Stein High: Justin Chapman-Varela reported that on February 27th they will hold a FAFSA night for Spanish speaking parents. In US History class they are working on a foreign policy project. Students are reading "The Great Gatsby". They will watch the original and remake and compare and contrast the two. All students are welcome to participate in chess and checkers. The Key Club sponsored the Valentine dance. Art and PE will hold their ping pong tournament in April for all to participate.

Recognition & Presentations:

9.1 Bohn School Update

Principal, Tammy Christensen, and student, Marina Parker, who is President of the Student Council at Bohn, presented a powerpoint. Students are currently collecting spare change for leukemia. They have a program called FAME (Family Assistance and Medical Emergencies). They are currently supporting a Bohn family and every Monday they sell used books for \$1.00. In November, they held a canned food drive for Tracy Interfaith.

The powerpoint showed information on API, AYP, cultural diversity appreciation and Mix it Up day where students sit at different tables at lunch with students they normally don't sit with. They had multicultural week in December which represented various countries. Photos of different traditions were shown. Instruction for ELL students was reviewed. Students are grouped by grade levels according to their CELDT testing levels. They use Santillana, Open Court, and Rosetta Stone. Teachers incorporate SDAIE strategies for both content and academic language development. They also use Realia, non-linguistic

representation. The PTO purchased document cameras. The biggest change this year is using Nancy Fetzter strategies.

First grade teacher, Lisa Mullen, spoke regarding Nancy Fetzter and explained the process where every student has a notebook, they review the worksheet to make a come alive box which shows adjectives and action words. By the 3rd or 4th day students review their papers, vocabulary words, notes and then start the story.

9.2 Recognize and Congratulate West High School Students for Winning Twenty Medals at the SkillsUSA California Region 5 Leadership Conference and Skills Championship

Assistant Superintendent of Educational Services and Human Resources, Dr. Sheila Harrison, recognized the ABL's SkillsUSA team for capturing 20 gold medals and 2 certificates of recognition. Ms. Lynn Huggins is their advisor. Various community leaders helped the students with graphics, law, forensics, etc. Certificates were then presented to students.

Hearing of Delegations

None.

Information & Discussion Items:

11.1 Administrative & Business Services: None.

11.1.1 Receive Report Regarding Budget Assumptions of March 2, 2011

Associate Superintendent for Business Services, Dr. Casey Goodall, reported on the budget assumptions of March 2, 2011. On page 3 of that agenda, there was a comment regarding "those reductions to be restored if the tax extension" was "placed on the ballot, and" was "successful". The district administration believes the contingency of a tax extension being placed on the ballot was explicitly linked to the tax proposal being promoted by the Governor at that time: a tax measure extending three existing taxes for three years, and one planned for the June 2011 election. Therefore, the district administration believes that, because the Governors proposed tax extension was not placed on the ballot, nor did it pass a vote of the electorate, there was no resulting intention of the Board of Trustees to restore any or all of the reductions included in that section of the budget plan, nor is there any obligation for the Board to take such action now or in the future on these items. The Board of Trustees will, however, consider those reductions as part of a budget development plan that considers all of the needs of the district in light of funding that is still 23% below that of 2007.

Trustee Lewis commented that this happened 24-25 months ago when Proposition 30 wasn't even thought of. It never even made the ballot and Proposition 30 was never a tax extension, it was an increase in taxes.

11.2 Educational Services:

11.2.1 Receive Report on District Technology

Director of Information Services and Educational Technology, Cindy Minter, presented a power point on the District Technology plan. Aeries will have a major upgrade which will implement online registration and an individual academic plan. TUSD Cloud is a new web network which delivers content via a web browser. They are looking at netbooks or tablets along with testing etextbooks. They will do a pilot with a middle school grade. There will also be several upgrades, maintenance and computer replacements. They will be reviewing the telephone notification system.

- Public Hearing:** 12.1 **Public Hearing:** None.
- Consent Items:** **Action:** As amended correcting items A & B on page 22 to read “2014” not “2024”.
Lewis, Vaughn. **Vote:** Yes-6; No-0; Absent-1(Gouveia)
- 13.1 **Administrative & Business Services:**
- 13.1.1 Approve Assembly, Service, Business and Food Vendors
- 13.1.2 Accept the Generous Donations from the Various Individuals, Business and School Site Parent Teacher Associations Listed Herein with Thanks and Appreciation from the Staff and Students of the Tracy Unified School District
- 13.1.3 Ratify Measure S Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda
- 13.1.4 Ratify Routine Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda
- 13.2 **Educational Services:**
- 13.2.1 Approve Overnight Travel for Three Tracy High School (THS) Science Students and One Chaperone to Participate in the Junior Science and Humanities Symposium in Berkeley, CA on March 14-16, 2013
- 13.3 **Human Resources:**
- 13.3.1 Accept the Resignations/Retirements/Leaves of Absence for Certificated, Classified and/or Management Employees
- 13.3.2 Approve, Classified, Certificated and/or Management Employment
- 13.3.3 Ratify Agreement for Special Contract Services for Assistant Baseball Coach Chico Juarez for the 2012, 2013 Spring Season
- Action Items:** 14.1 **Administrative & Business Services:** None.
- 14.1.1 Consider Claim No. 05-1213 TUSD
- Action:** Denied. Lewis, Crandall. **Vote:** Yes-6; No-0; Absent-1(Gouveia)
- 14.1.2 Authorize the Director of Transportation to Bid and Award the purchase of One(1) Fourteen Passenger School Bus to Accommodate Additional Special Education Students
- Action:** Crandall, Guzman. **Vote:** Yes-6; No-0; Absent-1(Gouveia)
- 14.1.3 Authorize the Superintendent Authorization to Purchase up to Four School Buses to Accommodate Additional Special Education Students
- Action:** Crandall, Vaughn. **Vote:** Yes-6; No-0; Absent-1(Gouveia)

- 14.1.4 Approve Phase 2 Plan for the Tracy High School Baseball Field Project at Monte Vista Middle School
Action: Vaughn, Crandall. **Vote:** Yes-6; No-0; Absent-1(Gouveia)
- 14.1.5 Approve Positions Granted Permissions and Authority to Have Vehicles Towed or Ticketed on the Grounds of Tracy Unified School District Schools
Action: Guzman, Lewis. **Vote:** Yes-6; No-0; Absent-1(Gouveia)
- 14.2 **Educational Services:** None.
- 14.3 **Human Resources:**
- 14.3.1 Adopt Resolution No. 12-17, Authorizing the Reduction and Elimination of Particular Kinds of Service for the 2013-2014 School Year
Action: As amended. Crandall, Guzman. **Vote:** Yes-6; No-0; Absent-1(Gouveia)
- 14.3.2 Adopt Resolution No. 12-18, Adopting the Competency Criteria in the Case of Certificated Reduction in Force for the 2013-2014 School Year
Action: Guzman, Vaughn. **Vote:** Yes-6; No-0; Absent-1(Gouveia)
- 14.3.3 Adoption Resolution No. 12-19, Adopting the Tie-Breaking Criteria in the Case of Certificated Reduction in Force for the 2013-2014 School Year
Action: Crandall, Guzman. **Vote:** Yes-6; No-0; Absent-1(Gouveia)

Board Reports:

Trustee Lewis likes that West High will be transporting all the students to prom and back. It's better than a party bus. He would like an update on our community plan, our website and how we communicate with parents and students. He like it to include what the plan looks like for the future and how technology will enhance our communication. Trustee Costa passed. Trustee Guzman congratulated West High students for their medals. It was a great presentation. Tracy High's Mock Trial won the county last weekend and there will be 4 wrestlers from Tracy going to the state championships. Trustee Crandall attended the citizens for higher education meeting which is spearheaded by Leon Churchill. The goal is to try to get a university to come to the City of Tracy. There were about 12 people in the group. This Friday, the president for California Lutheran University will be in Tracy for a meet and greet and tour of the city. This is their 2nd or 3rd visit. If any board member is interested in attending, please let him know. Trustee Vaughn congratulated the IGCG skills team. They were very impressive and he enjoyed the presentation. Trustee Silva thanked Cindy Minter for her presentation.

Superintendent Report:

Dr. Franco commented that it was fun to see the skills students. On Saturday, the district held a staff development day. He attended the mock trial competition. Kimball and West High Schools did well. Tracy High won the competition and will be headed for state. About 200 students participated. Tracy High also won Acadec and will compete at state.

9:06 p.m.

Clerk

Date



HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent for Educational Services and Human Resources
DATE: March 1, 2013
SUBJECT: Recognize the Outstanding Employees of the Winter Term for the 2012-13 School Year

BACKGROUND: Three times each school year, nominations for outstanding employees are solicited from staff. A selection committee composed of two administrators; one classified/confidential representative, two certificated representatives and one classified representative review the nominations and make the selections. This is the 29th year the District has been recognizing outstanding employees.

RATIONALE: The employees who are recognized by the School Board and are recognized at their school sites in various ways. At the end of the year, the nominations of the three employees who have received recognition as Outstanding Employees of the Term in each category are reviewed, and one employee in each category is selected as Outstanding Employee of the Year.

This agenda item meets District Strategic Goal #7: Develop and utilize partnerships that contribute to the achievement of District Goals.

FUNDING: N/A

RECOMMENDATION: Recognize Mary Pereira (K-5) and Virginia Carrera (6-8) as Outstanding Classified Employees; Joan Juarez (K-5), Rafael Garcia and Angelique Nunez (6-8 Team), and Ranvir Gill (9-12) as Outstanding Certificated Employees; and Barbara Larson as Outstanding Management Employee for the Winter Term of the 2012-2013 school year.

Prepared by: Dr. Sheila Harrison, Assistant Superintendent for Educational Services and Human Resources



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resource
DATE: March 1, 2013
SUBJECT: Recognize the Recipient of the Diversity & Equity Staff Recognition Award for the Winter Term of the 2012-13 School Year

BACKGROUND: In December, 2011, the Board adopted a revision to the Board Policies and Administrative Regulations 4156.2 and 4256.2, Governing Board's Recognition of Employees. The revised Policies and Administrative Regulations reflect changes and the addition of the Superintendent's Diversity & Equity Committee Employee Award and Recognition Program. In compliance with the revised Board Policies and Administrative Regulations, the District began soliciting nominations for the Diversity & Equity Staff Recognition Award in September, 2012. A selection committee composed of a chairperson and members of the Superintendent's Diversity & Equity Committee met and reviewed the nominations and selected an award winner.

RATIONALE: In accordance with the Board Policies and Administrative Regulations, the award recipients will be recognized by the Board of Education and have their picture displayed in the District Education Center for the following term.

This agenda item meets District Strategic Goal #2: Ensure that all students meet or exceed grade level standards and that the achievement gap is closed; District Strategic Goal #3: Provide a safe and equitable learning environment for all students and staff.

FUNDING: N/A

RECOMMENDATION: Recognize Audrey Jenkins-Harrison as the Recipient of the Diversity & Equity Staff Recognition Award for the Winter Term of the 2012-13 School Year

Prepared by: Paul Hall, Director of Students Services & Curriculum



ADMINISTRATIVE SERVICES MEMORANDUM

TO: Board of Trustees
FROM: James Franco, Superintendent
DATE: March 4, 2013
SUBJECT: Receive Report on District External Communications

BACKGROUND: The Tracy Unified Communications Specialist supports TUSD staff, students and community by providing a forum for on-going, strategic, two-way communication. The Communications Specialist focuses on enhanced communication within the District and between the District and its stakeholders by using a variety of interpersonal, electronic, print and media channels.

This report focuses solely on the external communications of the District. Current systems in place to be discussed include: the District public website, SynreVoice's SchoolConnects system, School Accountability Report Cards, press releases, and Board Briefs. Future systems to be put in place in the near future include: social media accounts (Facebook and Twitter), advanced mass-communication tools to notify families with phone calls, emails and/or text messages, and an anonymous communication service for students.

The Communications Specialist provides leadership, counsel and training in order to accomplish the following communication goals. Goals are listed in no particular order of priority and should be recognized as integrated activities for achieving long-term success.

1. Develop and maintain positive, collaborative relationships with all stakeholders to strengthen support for the Tracy Unified School District.
2. Utilize a variety of media to maximize awareness and support of the District's goals, objectives and programs.
3. Establish strong, positive connections between individual schools and their communities.
4. Create key messages and talking points about TUSD to establish "one clear voice" throughout all communication channels.
5. Establish a clear "brand" identity for the District and build on that image and reputation.
6. Maintain a proactive media relations program to enhance the district's image on local, state and national levels.
7. Achieve coordinated communications, both internally and externally, regarding safety issues and crisis management.
8. Utilize effective operational practices to provide good customer service, increased efficiency and quality printed materials.

RATIONALE: The following principles guide the formation and implementation of the strategic communications goals.

We believe that...

- Effective public engagement is essential to creating an environment in which students, staff, families, and community members participate and contribute.
- Communication is a primary function of leadership and a responsibility of all employees.
- Well-informed employees and citizens are effective ambassadors for developing broad community support.
- Open, two-way communication is critical to maintaining our public relationships.
- Accurate, understandable, and timely communication is essential to the decision making processes of the District.
- Using a variety of sources and strategies enhances the school system's ability to communicate effectively and thoroughly.
- Public relations and communications strategies must be explicitly linked to the mission and strategic goals of the District.

FUNDING: None

RECOMMENDATION: Receive Report on District External Communications

Prepared by: Jessica Cardoza, Communications Specialist



BUSINESS SERVICES MEMORANDUM

TO: James Franco, Superintendent
FROM: C. Goodall, Associate Superintendent for Business Services
DATE: February 28, 2013
SUBJECT: Approve Assembly, Service, Business and Food Vendors

BACKGROUND: To be valid or to constitute an enforceable obligation against the district, education code 17604 requires that all contracts must be approved and/or ratified by the board of trustees. This requirement is met in several different ways, depending on the value of the requisition, the types of services or materials being procured, and the advance notice staff has in procuring the services or materials.

RATIONALE: School site assemblies, services, business and food vendors require pre-approval to ensure three different documents are in place: an approved contract when applicable; a certificate of insurance; an endorsement letter naming the district an additional insured. In addition, all vendors are reviewed to ensure the content is appropriate for student audiences, and that conflicts do not occur with other school site or district events.

To that end, the attached list of vendors has met all of the criteria to provide assemblies at TUSD sites, and their presentation has been deemed appropriate for TUSD students.

This list will be updated as needed and presented to the board for approval.

FUNDING: Per attached summary of requisitions.

RECOMMENDATIONS: Approve Assembly, Service, Business and Food Vendors

PREPARED BY: Cindy Everhart, Facility Use Secretary

Date Board Approved	Vendor Name	Insurance Expires
SMOKING, TOBACCO PRODUCTS, ALCOHOL, DRUGS, FIREARMS OR EXPLOSIVES ARE PROHIBITED ON ANY SCHOOL DISTRICT PROPERTY. Vendors must be aware of the location of emergency exits at all times. Vendors are prohibited from applying pesticides, chemicals, or cleaning products to district facilities or grounds. FLAMES ARE PROHIBITED INDOORS ON DISTRICT PROPERTY - SEE SPECIFICS UNDER FOOD VENDOR BELOW!		
↓ADDING APPROVED VENDOR↓		
	Entourage Events - DJ & lighting Services, Derek Mizuno, 510-921-4373, derekmizuno@me.com	1/18/2014
↓ APPROVED LIST BELOW BY EXPIRATION DATE↓		
9/11/12	Give Every Child A Chance, Tutor Mentoring Program, 855-0702, www.gecactracy.org	3/6/2013
9/25/2012	Central Valley Party - party rental supplies, on-site events. Archille Hubbnner - 832-8890, info@centralvalleypartyrentals.com. Www.centralvalleypartyrentals.com	3/21/2013
5/8/12	Jester Games - Diablo presentation. Roxanne Lynch - 310-613-0331. Roxanne@thediablofest.com. www.thediablofest.com	4/25/2013
8/28/12	Shows that Teach - Mark Beckwith, 800-909-0024, mark@showsthatteach.com, www.showsthatteach.com. Variety of artistic stage productions on subjects such as character education, music history, reading motivation, fine arts, environmental conservation, red ribbon, water science, the holidays, inventors, character and anti-bullying.	4/25/2013
2/12/08	Ravioli the Clown - Denis Martinez - 835.3535, www.raviolitheclown.com	5/1/2013
10/11/11	Rumors Productions - Jenna Teyshak/Jon Tyner - 640-8000, jenna@rpcdj.com, www.rpcdj.com	5/1/2013

Date Board Approved	Vendor Name	Insurance Expires
2/12/08	Sparkles the Clown, Terry Donaldson - 835-8383, www.sparklesdelight.com	5/1/2013
9/13/11	Youth for Christ - Point Break Adolescent Resources. Violence Prevention Services. Contact Joan Stone in Prevention Services 830-3218.	5/1/2013
9/13/11	Athletic Perfection - Cheer Routine choreography. Jennifer Moore 609-8736, jennwhip29@hotmail.com, julie@athleticperfectioncheer.com, www.athleticperfectioncheer.com	5/14/2013
8/28/07	Horizon Intertaiment - Teen Truth Anti Bully JC Pohl 818 755 8800 , jc@teentruthlive.com	5/18/2013
9/11/12	Camfel Productions- A Multi Media Production. Veronica Loya, 626-960-6922, veronica@camfel.com. www.camfel.com	6/1/2013
2/14/12	Sound Wave Mobile DJ - David Gomes-510-938-7903, info@soundwavemobiledj.com, www.soundwavemobiledj.com	6/1/2013
2/14/12	PIQE-Parent Institute for Quality Education - Teresa Guerrero, 238-9496/484-8404, tguerrero@piqe.org, www.piqe.org	6/10/2013
11/8/11	Sounds in Motion - DJ & Sound Services. George or Jason 522-5999, soundsinmotion@msn.com, www.soundsinmotiondj.com	6/15/2013
12/14/10	David Greenberg-Author-360-560-7766. fax # 503-842- 1290. authilus@teleport.com. www.authorsillustrators.com/greenberg/greenberg.htm	6/18/2013

Date Board Approved	Vendor Name	Insurance Expires
9/25/2012	SOS Entertainment - Sound, Lighting & Event Production Company. Derek Sage - 661-424-1767, info@sosentertainment.com, www.sosentertainment.com	6/25/2013
3/8/11	Dr. Andrew Troisen, DDS. 833-1240	7/1/2013
4/12/11	Marquis Entertainment - DJ (209) 951-1982, www.marquisentdjs.com, enmar3@yahoo.com	8/1/2013
2/14/12	CAM Counseling and More - Lettie Ordone. 640-4179, 832-1094, lordonecam@yahoo.com. Www.lordonecam.com	8/7/2013
11/13/07	Bureau of Lectures & Ancient Artifacts John Tacha or Terry Lyman 800.255.0084, (FIRE SHOW NOT ALLOWED) www.assemblyline.com/index.html bureau@assemblyline.com	8/20/2013
2/26/13	Media Fusion Studios, Video Production, Nick Xanttopulos, 957-4021, nick@mediafusionstudios.com, www.mediafusionstudios.com	8/22/2013
9/11/12	Audio Tech - DJ Services. David Mendez-609-6012, djdavies81@yahoo.com, Rod Riley-499-2517322-3047, rod Riley21@yahoo.com	8/24/2013
8/14/12	Elite T-Shirt Printing - Dina 640-1918 or dina@elitetshirtprinting.com	8/24/2013
10/25/11	Amos Productions-DJ Services. Nicole - 1800-693-5003 or 925-449-3847. nicole@amospro.com or info@amospro.com	9/20/2013
6/12/12	Feet First Eventertainment-DJ Service, Amy Wu 510-601-0600, info@feetfirstevents.com	10/12/2013
8/28/12	One Day At A Time, Inc. - Youth conflict management, Gang intervention and gang awareness. Johnny Rodrigues-925-437-3574. www.odatec.org	10/30/2013

Date Board Approved	Vendor Name	Insurance Expires
3/8/11	Peacemakers - Paul Hall -phall@tusd.net or Kevin James - kev4jam@sbcglobal.net	11/1/2013
2/12/13	Dataworks-No Parent Left Behind Parent Program. Parents as teachers, motivations and academic performance, home environment and homework assistance. Maria Cuadra - 800-495-1550, maria@dataworks-ed.com or info@dataworks-ed.com	11/25/2013
10/9/07	Mad Science, Danielle Mae Lee, danielle@madsciencesacto.com, 916-736-2924, Elena Michel elena@madsciencesacto.com (Fire & Ice Show not allowed)	12/1/2013
1/25/11	Kaiser Permanente - Dean Starnes, dean.starnes@kp.org, 510-987-2223, www.Kp.org/etp/ncal, Programs "Community Troupe", PEACE Signs" "The Best Me", "Nightmare on Puberty ST." and "Secrets".	1/1/2014
8/9/11	Graphic & Wear, Steve Lewis, gicts@sbcglobal.net, steve@gicgraphicwear.com, www.gicgraphicwear.com, 723-9817	1/9/2014
5/8/12	International Printing Museum- Mark Barbour. 310-515-7166, mail@printmuseum.org, www.printmuseum.org	1/30/2014
8/25/09	Soul Shoppe - Vicki Abadesco, Phone: 510-338-3231, info@soulshoppe.com, support@soulshoppe.com. www.soulshoppe.com	2/1/2014
2/26/13	Taqueria Maguey Restaurant- Mexican food catering. Contact Javier - 832-1059. 2242 Grantline Rd. Tracy	2/3/2014
11/13/07	Ancient Artifacts- Social studies Gold Rush presentations. Lourdes Schallock-916-799-0321, info@ancientartifacts.biz, www.ancientartifacts.biz NO GUN SHOW ALLOWED!!!!!!	2/5/2014
2/26/13	Elite Entertainment Professional DJ Services, Greg Wallace, 952-3548, elitedj@aol.com, www.elitedj4u.com	2/15/2014

Date Board Approved	Vendor Name	Insurance Expires
5/8/12	Rhythm Magic-education music program, Michael Bayard, (916) 683-2575, bayard@rhythmmagic.com, www.rhythmmagic.com	3/28/2014
2/23/10	Boys Scouts - Civil War History presentation Preston Gilliam, 209-830-1870 or pgilliam@pacbell.net	NO Charge, Tier 1
5/26/09	Cowboys & Kids Reach Assembly, Penny Conway, www.reachkids.com, reachme@theriver.com	NO Charge, Tier 1
5/8/12	Dairy Council of CA Mobile Dairy Classroom, Leona Bettencourt, 916-263-3560 x413, ibettencourt@dairycouncilofca.org. Www.dairycouncilofca.org. Must follow Animal Policy Guidelines AR 6163.1	NO Charge, Tier 1
4/28/09	District 5 Dairy Princess, 639-1715	NO Charge, Tier 1
5/26/09	Get Real Behind The Wheel, Safe Driving Assembly targeted to 8th, 9th & 10th graders. Ken Ucci 209.601.6523 or Tom Simpson 612-4222. www.getrealbehindthewheel.org	NO Charge, Tier 1
2/10/09	JOE FOSS Institute, 480.348.0316, www.jfiweb.org	NO Charge, Tier 1
10/23/07	Lawrence Hall of Science, 510-642-1700, pfsreq@berkeley.edu, www.lawrencehallofscience.org	NO Charge, Tier 1
10/9/07	McDonalds Tammi Beck 916-962-1982	NO Charge, Tier 1
10/9/07	NASA Karin Costa 650-604-6077	NO Charge, Tier 1
10/9/07	Otto the Auto Wendy Sanchez 415-565-2676 wendy_sanchez@csaa.com	NO Charge, Tier 1
10/9/07	Sandia Labs Joel Lipkan - jlipkin@comcast.net	NO Charge, Tier 1

Date Board Approved	Vendor Name	Insurance Expires
12/13/11	Stockton Ports Baseball By The Books - reading incentive program. Free of charge-chance to win free tickets. Margaret Sacchet-644-1900, msacchet@stocktonports.com, www.web.minorleaguebaseball.com/index.jsp?sid=t524	NO Charge, Tier 1

Date Board Approved	Vendor Name	Insurance Expires
*Section 308.3 Open Flame. A person shall not utilize or allow to be utilized, an open flame in		
Please remind your staff that candles, incense, cigarettes, or any item with an open flame are not		
OUTDOORS ONLY - Make sure barbeques are 10 feet away from any building or structure. Place		
↓ APPROVED FOOD VENDORS ↓		
10/23/12	Rainbow Italian Ice - Tonya or Jayson Griffith-510-491-5689, italianicegirl2012@yahoo.com or 510-591-6693. www.rainbowitalianice.com.	9/4/2013
5/8/12	Oh My Dawgs Inc., Food Catering. Uoxina Aguirre - 836-0093, uoxina@comcast.net. www.ohmydawgs.com	10/12/2013
12/11/12	Freebirds Burrito Restaurant - Ethel Birrell - 835-6000 or \$559-392-3251. ebirrell@freebirds.com. Www.freebirds.com	11/21/2013
12/8/09	Texas Roadhouse- Tim Lund, 830-1133, store_tracy@texasroadhouse.com	12/1/2013



TRACY
UNIFIED SCHOOL DISTRICT

BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: March 1, 2013
SUBJECT: **Ratify Routine Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda**

BACKGROUND: To be valid or to constitute an enforceable obligation against the district, education code 17604 requires that all contracts must be approved and/or ratified by the board of trustees. This requirement is met in several different ways, depending on the value of the requisition, the types of services or materials being procured, and the advance notice staff has in procuring the services or materials. Routine requisitions less than \$5,000 are ratified on the consent calendar when the board approves the warrants list. Except when specific exceptions are detailed in board policies and procedures, requisitions greater than \$15,000 are submitted as action items for board pre-approval. Also, Special Services and advice in financial, accounting, engineering, legal or administrative matters pursuant to Government Code 63060 meet the requirements.

Routine requisitions between \$5,000 and \$15,000, and requisitions greater than \$15,000 which meet specific criteria, may be ratified on the consent calendar by board approval of a summary list, more detailed than the warrants listing. This may also include ratification of "Notice of Completion" of construction projects.

RATIONALE: The attached summary of these requisitions with related support documentation details financial obligations greater than \$5,000 but which meet the criteria to be ratified in this format. The summary is organized alphabetically so that the project's back-up material is identified with the same letter in the lower left hand corner.

FUNDING: Per attached summary of requisitions.

RECOMMENDATION: Ratify Routine Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda

Prepared by: Dr. Casey Goodall, Associate Superintendent for Business Services

**BUSINESS SERVICES
FACILITIES DEVELOPMENT DEPARTMENT
SUMMARY OF SERVICES**

A. Vendor: Construction West Services, Inc.
Site: Monte Vista Middle School – Tracy High School Baseball Fields
Item: Change Order # 1
Services: Scope of work documented on the change order summary.
Cost: \$8,499.00
Project Funding: General Fund and General Fund, Unrestricted Facilities Funds

B. Vendor: Construction West Services, Inc.
Site: Monte Vista Middle School – Tracy High School Baseball Fields
Item: Notice of Completion
Services: Contractor provided dugout extensions on field 6 (Varsity field); batting cage concrete and site electrical.
Cost: \$89,393.00 Change Orders: \$8,499.00 Total Contract: \$97,892.00
Project Funding: General Fund and General Fund, Unrestricted Facilities Funds

C. Vendor: Chain Link Fence & Supply, Inc.
Site: Monte Vista Middle School – Tracy High School Baseball Fields
Item: Notice of Completion
Services: Contractor provided materials and labor to install batting cages.
Cost: \$35,721.00
Project Funding: General Fund – Unrestricted Facilities Fund and General Fund

D. Vendor: Aztec Containers.
Site: Monte Vista Middle School – Tracy High School Baseball Fields
Item: Quote - Ratify
Services: One 40 ft. cargo container, including (2) doors, per attached quote.
Cost: \$6,116.15
Project Funding: General Fund – Unrestricted Facilities Fund and General Fund



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: March 1, 2013
SUBJECT: **Ratify Measure E Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda**

BACKGROUND: To be valid or to constitute an enforceable obligation against the district, education code 17604 requires that all contracts must be approved and/or ratified by the board of trustees. This requirement is met in several different ways, depending on the value of the requisition, the types of services or materials being procured, and the advance notice staff has in procuring the services or materials. Routine requisitions less than \$5,000 are ratified on the consent calendar when the board approves the warrants list. Except when specific exceptions are detailed in board policies and procedures, requisitions greater than \$15,000 are submitted as action items for board pre-approval. Also, Special Services and advice in financial, accounting, engineering, legal or administrative matters pursuant to Government Code 63060 meet the requirements.

Routine requisitions between \$5,000 and \$15,000, and requisitions greater than \$15,000 which meet specific criteria, may be ratified on the consent calendar by board approval of a summary list, more detailed than the warrants listing. This may also include ratification of "Notice of Completion" of construction projects.

RATIONALE: The attached summary of these requisitions with related support documentation details financial obligations greater than \$5,000 but which meet the criteria to be ratified in this format. The summary is organized alphabetically so that the project's back-up material is identified with the same letter in the lower left hand corner.

FUNDING: Per attached summary of requisitions.

RECOMMENDATION: Ratify Measure E Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda

Prepared by: Dr. Casey Goodall, Associate Superintendent for Business Services.

**BUSINESS SERVICES
FACILITIES DEVELOPMENT DEPARTMENT
MEASURE E BOND
SUMMARY OF SERVICES**

A. Vendor: Labosport Inc.
Site: Tracy High School – Stadium and Improvement Project
Item: Quotation –Ratify
Services: Testing laboratory to perform quality control tests on synthetic turf according to ASTM standards per attached quote.
Cost: \$1,700.00
Project Funding: Measure E Bond Funds and State School Building Fund (SSBF) Savings

B. Vendor: Janus Corporation
Site: Tracy High School – Agricultural Building
Item: Proposal - Ratify
Services: Contractor to remove floor tile and mastic in room 93.
Cost: \$7,200.00
Project Funding: Measure E Bond Funds

C. Vendor: Hazard Management Services
Site: Tracy High School – Agricultural Building
Item: Proposal - Ratify
Services: Consultant to provide environmental oversight for the abatement and cleanup to asbestos containing floor tile in room 93, including sampling and air clearances.
Cost: \$4,140.00 Not to Exceed
Project Funding: Measure E Bond Funds

D. Vendor: Hazard Management Services
Site: Tracy High School – Agricultural Building and E. B. Theatre
Item: Proposal - Ratify
Services: Consultant to provide environmental sampling, testing, reports and specification preparation on hazardous materials at the E.B. Theatre and Agricultural Building.
Cost: \$2,800 Not to Exceed
Project Funding: Measure E Bond Funds and SSBF



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: March 1, 2013
SUBJECT: Ratify Measure S Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda

BACKGROUND: To be valid or to constitute an enforceable obligation against the district, education code 17604 requires that all contracts must be approved and/or ratified by the board of trustees. This requirement is met in several different ways, depending on the value of the requisition, the types of services or materials being procured, and the advance notice staff has in procuring the services or materials. Routine requisitions less than \$5,000 are ratified on the consent calendar when the board approves the warrants list. Except when specific exceptions are detailed in board policies and procedures, requisitions greater than \$15,000 are submitted as action items for board pre-approval. Also, Special Services and advice in financial, accounting, engineering, legal or administrative matters pursuant to Government Code 63060 meet the requirements.

Routine requisitions between \$5,000 and \$15,000, and requisitions greater than \$15,000 which meet specific criteria, may be ratified on the consent calendar by board approval of a summary list, more detailed than the warrants listing. This may also include ratification of "Notice of Completion" of construction projects.

RATIONALE: The attached summary of these requisitions with related support documentation details financial obligations greater than \$5,000 but which meet the criteria to be ratified in this format. The summary is organized alphabetically so that the project's back-up material is identified with the same letter in the lower left hand corner.

FUNDING: Per attached summary of requisitions.

RECOMMENDATION: Ratify Measure S Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda

Prepared by: Dr. Casey Goodall, Associate Superintendent for Business Services

**BUSINESS SERVICES
FACILITIES DEVELOPMENT DEPARTMENT
MEASURE S BOND
SUMMARY OF SERVICES**

A. Vendor:	L & H Airco
Site:	Villalovoz Elementary School – Project #2012-ISET-005
Item:	Proposal - Ratify
Services:	Contractor to repair the Alerton BACtalk MSTP Communication wire at site between the global panel to the multipurpose building and classroom 18. Includes all trouble shooting, investigation, material and labor to make repair.
Cost:	\$4,709.00
Project Funding:	Measure S Bond Funds



TRACY
UNIFIED SCHOOL DISTRICT

EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: February 26, 2013
SUBJECT: **Approve Overnight Travel for the Tracy High School Academic Decathlon Team to Attend the California Academic Decathlon State Finals in Sacramento, CA on March 14-17, 2013**

BACKGROUND: The Tracy High School Academic Decathlon team requests permission to travel to Sacramento, to participate in the California Academic Decathlon State Finals. Mrs. Terri Sorgent, teacher/advisor, will accompany and chaperone the nine members of the starting team. David Sorgent, District approved driver/volunteer, will accompany the team and will serve as a chaperone. The team will be transported by Mrs. Sorgent by District van and David Sorgent, via private vehicle. The team will be staying at the Hyatt Regency Sacramento in Sacramento, CA on March 14-17, 2013.

RATIONALE: After winning the San Joaquin County Academic Decathlon, Tracy High's team will represent San Joaquin County in the State Finals and compete against approximately 60 other schools from every county in the State. This aligns with District Strategic Goal 2: Ensure that all students meet or exceed grade level standards and that the achievement gap between the identified student subgroups is closed.

FUNDING: The total cost will not exceed \$3,000. The San Joaquin County Office of Education has paid the competition registration fee and will reimburse Tracy Unified School District for the cost of accommodations, transportation and food up to \$2,500. The cost of the van will be funded by the Superintendent's Account Budget. All other funding for this trip will be paid through fundraising opportunities. The approximate cost per person will be \$272.70.

RECOMMENDATION: Approve Overnight Travel for the Tracy High School Academic Decathlon Team to Attend the California Academic Decathlon State Finals in Sacramento, CA on March 14-17, 2013

Prepared by: Jason Noll, Principal, Tracy High School



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: February 28, 2013
SUBJECT: Ratify Overnight Travel for West High School Wrestlers to Attend the California Interscholastic Federation (CIF) State Wrestling Tournament in Bakersfield, CA on March 1 – 3, 2013

BACKGROUND: The California Interscholastic Federation State Wrestling Championship is a two day event that brings regional competitors together to determine the State Champion by weight class, in California. The West High wrestling team participated in a regional competition on February 23, 2013 which allowed them to qualify for entry to the State Championship matches. Coach Salazar will transport two students (team) to the State Championship by District van. They will leave on Thursday, February 28, 2013 missing two school days and will have assigned time to complete homework. The students, Amrit Singh and Rogelio Bravo, as well as Coach Salazar will stay at the Quality Inn & Suites Hotel in Bakersfield, CA. Ratification is necessary as the team will have participated in the qualifying regional competition prior to the Board meeting.

RATIONALE: The individual wrestlers will have the opportunity to represent their school and community at this event and they hope to bring home a championship wrestling trophy. The students have worked hard all year to develop their skills and are looking forward to the honor of representing West High at the State Championship. We look forward to participating and affording our athletes the opportunity of exposure to this type of social competition and cultural diversity. This meets District Strategic Goal #7: Develop and utilize partnerships that contribute to the achievement of District Goals.

FUNDING: The cost is \$500.00 for the hotel and meals. There will be no cost to West High or Tracy Unified School District. All expenses will be paid from the West High School ASB Athletic Account.

RECOMMENDATION: Ratify Overnight Travel for West High School Wrestlers to Attend the California Interscholastic Federation (CIF) State Wrestling Tournament in Bakersfield, CA on March 1 – 3, 2013

Prepared by: Troy Brown, Interim Principal, West High School



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: March 1, 2013
SUBJECT: **Approve Overnight Travel for the Tracy High School Mock Trial Team and Advisors to Attend the CA State Mock Trial Finals in Riverside, CA on March 21-24, 2013**

BACKGROUND: The Tracy High School Mock Trial Team consisting of twenty students, Principal, Jason Noll, Advisor, Justin Nunn and Coaches, Maryann Bird and Ron Indran will travel to Riverside, CA, for the Mock Trial State Finals. Through hard work and determination, the Tracy High School team has won the San Joaquin County competition and qualified to take part in the State competition held in Riverside, CA. Students will be transported by bus. They will stay at the Riverside Marriott in Riverside, CA.

RATIONALE: The Mock Trial competition involves students playing out the roles of attorneys and witnesses in a courtroom presentation. This competition involves aspects of drama, debate, and critical thinking. The San Joaquin County Office of Education, in cooperation with other counties throughout the state, organizes and underwrites this program. This aligns with District Strategic Goal #7: Develop and utilize partnerships that contribute to the achievement of District Goals.

FUNDING: Lodging and transportation costs will total approximately \$7,500 - \$8,000. The San Joaquin Office of Education will reimburse costs up to \$2,500.00 and will also pay for entry fees. The remaining cost for lodging and transportation will be split by the Superintendent's Office and Tracy High Site Funds.

RECOMMENDATION: Approve Overnight Travel for the Tracy High School Mock Trial Team and Advisors to Attend the CA State Mock Trial Finals in Riverside, CA on March 21-24, 2013

Prepared by: Mr. Jason Noll, Principal, Tracy High School



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: March 1, 2013
SUBJECT: **Approve Overnight Travel for Tom Renner and Katrin Gutierrez to Attend the ACDA CA All-State Honor Choir in San Jose, CA on March 21-23, 2013**

BACKGROUND: Participation in the ACDA CA All-State Honor Choir is a prestigious honor for our exceptionally talented choir student, selected by a rigorous audition. Katrin Gutierrez from Tracy High will be provided the grand opportunity to perform with the highest of honor ensembles, directed by world-class, renowned conductors. Tom Renner will provide transportation and chaperone the trip. Katrin Gutierrez's mother will chaperone her daughter for the overnight hotel stay. They will stay at the Radisson Hotel San Jose Airport, San Jose, California.

RATIONALE: It is goal of the THS Performing Arts Magnet to provide students with increased performance opportunities. Katrin Gutierrez is uniquely qualified to participate in this event and represent her own, as well as Tracy High's dedication to music. She is a leading and recognized member of Tracy High School's Madrigals Choir (and String Orchestra). This aligns with District Strategic Goal#2: Ensure that all students meet or exceed grade level standards and that the achievement gap between the identified student subgroups is closed and District Strategic Goal #3: Provide a safe and equitable learning environment for all students and staff.

FUNDING: The total will not exceed \$1,500. Expenses for the ACDA CA All-State Honor Choir will be paid out of the ASB Choral Company account.

RECOMMENDATION: Approve Overnight Travel for Tom Renner and Katrin Gutierrez to Attend the ACDA CA All-State Honor Choir in San Jose, CA on March 21-23, 2013

Prepared by: Jason Noll, Principal, Tracy High School



TRACY
UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: March 4, 2013
SUBJECT: Accept Resignations/Retirements/Leave of Absence for Classified, Certificated, and/or Management Employment

BACKGROUND:

CLASSIFIED RESIGNATION

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Balatayo, Olivia Food Service Worker	WMS	02/20/13	Accepted 6 hour Food Service Worker position

BACKGROUND:

CERTIFICATED RETIREMENT

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>
Hinckley, David Science	WMS	05/31/13
Meyer, William Film Studies/Fine Arts Coordinator	THS	06/01/13

BACKGROUND:

CLASSIFIED RETIREMENT

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>
Abreu, Palmira Utility Person II	Central	03/01/13
Lowry, Linda Administrative Assistant to the Director of IMC	IMC	05/18/13

RECOMMENDATION: Accept Resignations/Retirements/Leave of Absence for Classified, Certificated, and/or Management Employment

Prepared by: Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources



HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: March 1, 2013
SUBJECT: Approve Classified, Certificated, and/or Management Employment

BACKGROUND:

Balatayo, Olivia

CLASSIFIED

Food Service Worker (Replacement)
*Filled by current TUSD employee
Williams Middle School
Range 22, Step E - \$14.37 per hour
6 hours per day
Funding: Child Nutrition-School Program

Campa, Pamela

K-8 Library Technician (Replacement)
Villalovoz Elementary School
Range 30, Step A - \$14.37 per hour
20 hours per week
Funding: State Lottery

Carranza, Kehaunani

School Supervision Assistant (New)
George Kelly School
Range 21, Step A - \$11.69 per hour
1 hour per day
Funding: General Fund

King, Cynthia

School Supervision Assistant (Replacement)
George Kelly School
Range 21, Step A - \$11.69 per hour
1.5 hours per day
Funding: General Fund

Ramos, Maria G.Q.

School Supervision Assistant (New)
George Kelly School
Range 21, Step A - \$11.69 per hour
1 hour per day
Funding: General Fund

BACKGROUND:

Hernandez-Barrera, Karina

Loggins, Matt

COACHES

Assistant Swim
Kimball High School
Stipend: \$3,245.36

Head Varsity Football
Kimball High School
Stipend: \$6169.69

RECOMMENDATION: Approve Classified, Certificated and/or Management Employment

Prepared by: Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources



HUMAN RESOURCES

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: February 22, 2013
SUBJECT: **Ratify Agreement for Special Contract Services for Assistant Softball Coach Ed Smith for the 2012-2013 Season**

BACKGROUND: There is a need in the softball program at Tracy High for adequate supervision by knowledgeable coaches to ensure the players have a safe, educational and positive experience. Having exceptionally qualified staff is the primary aim of the programs.

RATIONALE: Ed Smith is uniquely qualified to assist and enhance the softball program at Tracy High School. He has extensive softball experience as an umpire and as a coach. The experience and enthusiasm he brings to the players will ensure the overall success and safety of the program. His duties will consist of assisting with daily practice, game management, scouting and fundraising. This agenda item needs to be ratified due to the late addition of coaching staff.

This aligns with District Strategic Goal #3: Provide a safe and equitable learning environment for all students and staff.

FUNDING: Expenses for the Assistant Softball coaches will be paid by the District and reimbursed from the Tracy High School ASB softball account. Expenses will not exceed \$1200.00 for the spring softball season.

RECOMMENDATION: Ratify Agreement for Special Contract Services for Assistant Softball Coach Ed Smith for the 2012-2013 Season

Prepared by: Mr. Jason Noll, Principal, Tracy High

Tracy Unified School District
315 East Eleventh Street, Tracy California 95376-4095

AGREEMENT FOR SPECIAL CONTRACT SERVICES

This Agreement, by and between Tracy Unified School District, hereinafter referred to as "District," and **Ed Smith** hereinafter referred to as "Contractor," is for consultant or special services to be performed by a non-employee of the District. District and Contractor, herein named, do mutually agree to the following terms and conditions:

1. Contractor shall perform the following duties: **Assist with the coaching of the Tracy High Varsity Softball Team** including practices, tournaments, and fundraisers.
2. Contractor will provide the above service(s), as outlined in Paragraph 1, for a period of **February 4, 2013 to May 30, 2013**
3. In consideration of the services performed by Contractor, District shall pay Contractor according to the following fee schedule:
 - A. District shall pay \$1200.00 FLAT RATE (Flat Rate/Hourly), not to exceed a total of \$1200.00. Contractor shall only be paid for work completed to the satisfaction of District through the termination date of this agreement.
 - B. District [☐] **SHALL**; [☒] **SHALL NOT** reimburse Contractor for out-of-pocket expenses incurred during Contractor's performance of the services, including: mileage, meals, and lodging at rates not to exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed \$ for the term of this agreement.
 - C. District shall make payment on a [☐] **MONTHLY PROGRESS BASIS**, [☒] **SINGLE PAYMENT UPON COMPLETION OF THE DUTIES** and within thirty (30) working days from Contractor's presentation of a detailed invoice or on a "Invoice of Non-Employee Consultant Services". Original paid receipts are required for lodging, airfare (passenger coupon or ticket stub), automobile rental and parking. Claims for unusual expenses, such as teaching materials, photocopying, etc., must be accompanied by original paid invoices.
4. The term of this agreement shall commence on 2-4-2013, and shall terminate on 5-30-2013.
5. This agreement may be terminated at any time during the term by either party upon N/A (0) days written notice.
6. Contractor shall contact the District's designee, Greg Smith, with any questions regarding performance of the service outline above. District's designee shall determine if and when Contractor has completed the services described.
7. The parties intend that an independent contractor relationship is created by this contract and District assumes no responsibility for workers compensation liability. District likewise assumes no responsibility for liability for loss, damage, or injury to person(s) or property resulting from, or caused by, contractor's activities during or relating to the performance of service under this Agreement.

Contractor agrees to hold harmless and to indemnify district for:

Any injury to person or property sustained by Contractor or by any person, firm or corporation employed directly or indirectly by the Contractor or by any of the individuals participating in or associated with him or her, however caused; and any injury to person or property sustained by any person, firm or corporation, caused by any act, neglect, default or omission, of Contractor, or any person, firm or corporation directly or indirectly employed by Contractor upon or in connection with this Agreement, or any of the participants arising out of or in the course of their term of this Agreement, and Contractor at his or her own cost, expense and risk, shall defend any and all actions, suits or other legal proceedings that may be instituted against District for any such claim or demand, and pay or satisfy any judgment that may be rendered against District in any such action, suit or legal proceedings or the result thereof. Nothing herein provided shall be construed to require Contractor to hold harmless or indemnify District for liability or damages resulting from the negligence or willful act, or omission of District or its officers, agents, or employees.

8. This Agreement is for the personal services of the Contractor and Contractor may not assign the performance of the services to any persons who are not parties to this Agreement except for employees of Contractor.
9. Contractor certifies that his or her current employer, if any, is fully cognizant of this Agreement and that payments hereunder are not in conflict with any federal, state or local statutes, rules or regulations, or with any policies of Contractor's current employer.
10. District shall become the owner of, and entitled to, exclusive possession of all records, documents, graphs, photographic or other reproductions of any kind produced in the scope of services performed and no other uses thereof will be permitted except by permission of the District. Proprietary materials will be exempted from this clause.
11. Consultant/Contractor certifies that he or she is not an employee of the District and is self-employed in the performance of the services specified. Consultant agrees that he or she assumes all responsibility in relation to providing the District with an Employer Identification number or Social Security number as required by IRS regulations in relation to the conduct of his or her business.

AGREED:

Consultant Signature (1)

Social Security Number or TIN number (2)

Date

Title

Address

City/State/Zip

Phone Number

Date

Title

Account Number to be charged

Budget Approval

Date Approved by the Board

Send All Copies to the Business Office

- 1 Whenever organizational names are used, the authorized signature must include company title, such as president.
- 2 Whenever organizational names are used, the employer IRS Identification Number must be used instead of a Social Security Number.

C:\WINNT\Profiles\gborejko\Personal\Agreement for Special Contract Services.doc

Glenda Borejko Page 2 03/10/1998



HUMAN RESOURCES MEMORANDUM

To: Dr. James Franco, Superintendent
From: Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
Date: February 26, 2013
Subject: **Approve Agreement for Special Contract Services with Ink International Inc. for Manuel V. Scott to Present the Keynote Address at the District's Welcome Back Program and a Student Assembly at West High School on Monday, September 9, 2013.**

BACKGROUND: Administrators at the District's Title I K-5 and K-8 school sites strongly recommended having Manuel V. Scott, whose story is told in the Hollywood movie, **Freedom Writers**, give the Keynote Address at the District's Welcome Back Program on September 9, 2013. Mr. Manuel V. Scott will also provide a student assembly at West High School prior to giving the Keynote Address. Mr. Manuel Scott is the author of *Take Matters Into Your Own Hands: Dream Now!* and an original *Freedom Writer*.

RATIONALE: Mr. Scott will share his story of how he went from being a poor student (0.6 G.P.A., high school dropout, missed up to 90 days of school a years; and much more) to a successful entrepreneur and PhD student. His is an against-the-odds story of immeasurable courage, strength and determination to overcome extreme adversity. His message leaves audiences not only awed and inspired, but also moved toward change. Mr. Scott will also share 5 proven, indispensable techniques that engage, equip, and empower youth to take responsibility for their own success.

This meets District Strategic Goal #1 – Prepare all students for college and careers and District Strategic Goal #2 – Ensure that all students meet or exceed grade level standards and that the achievement gap is closed.

FUNDING The cost for the presenter is a flat rate of \$8,000.00. Funding will come from District Title I Staff Development funds.

RECOMMENDATION: Approve Agreement for Special Contract Services with Ink International Inc. for Manuel V. Scott to Present the Keynote Address at the District's Welcome Back Program and a Student Assembly at West High School on Monday, September 9, 2013.

Prepared by: Nancy Kettner, Director of Human Resources and Employee Relations

TRACY UNIFIED SCHOOL DISTRICT

1875 W. Lowell Ave., Tracy, California 95376

AGREEMENT FOR SPECIAL CONTRACT SERVICES

This agreement, by and between Tracy Unified School District, hereinafter referred to as "District," and Manuel V. Scott, hereinafter referred to as "Contractor," is for consultant or special services to be performed by a non-employee of the District. District and Contractor, herein named, do mutually agree to the following terms and conditions:

1. Contractor shall perform the following duties:

Keynote Address for staff Welcome Back Program and student Assembly at West High School on September 9, 2013

2. Contractor will provide the above services(s), as outlined in Paragraph 1, for a period of up to a total of 4 (☒) ☒ HOURS ☐ DAY(s) , under the terms of this agreement at the following location West High

3. In consideration of the services performed by Contractor, District shall pay Contractor according to the following fee schedule:

- a. District shall pay \$ 8,000.00 per ☐ HOUR ☐ DAY ☒ FLAT RATE, not to exceed a total of \$ 8,000.00. Contractor shall only be paid for work completed to the satisfaction of District through the termination date of this agreement.
- b. District ☐ SHALL; ☒ SHALL NOT reimburse Contractor for out-of-pocket expenses incurred during Contractor's performance of the services, including: mileage, meals and lodging in the district rates not to exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed \$ N/A for the term of this agreement.
- c. District shall make payment on a ☐ MONTHLY PROGRESS BASIS, ☒ SINGLE PAYMENT UPON COMPLETION OF THE DUTIES and within thirty (30) working days from Contractor's presentation of a detailed invoice or on a claim form provided by District. Original paid receipts are required for lodging, air fare (passenger coupon or ticket stub), automobile rental, and parking. Claims for unusual expenses, such as teaching materials, photocopying, etc., must be accompanied by original paid invoices.

4. The terms of the agreement shall commence on 3/13/13, and shall terminate on 9/10/13.

5. This agreement may be terminated at any time during the term by either party upon 60 days written notice.

6. Contractor shall contact the District's designee, Nancy Kettner at (209) 830-3260 ext. 1303 with any questions regarding performance of the services outlined above. District's designee shall determine if and when Contractor has completed the services described.

7. The parties intend that an independent contractor relationship be created by this contract and District assumes no responsibility for workers' compensation liability. District likewise assumes no responsibility for liability for loss, damage, or injury to person(s) or property resulting from, or caused by, the contractor's activities during or relating to the performance of service under this Agreement.

Contractor agrees to hold harmless and to indemnify District for:

Any injury to person or property sustained by Contractor or by any person, firm, or corporation employed directly or indirectly by the Contractor or by any of the individuals participating in or associated with him or her, however caused; and any injury to person or property sustained by any person, firm or corporation, caused by act, neglect, default or omission, of Contractor, or any person, firm or corporation directly or indirectly employed by Contractor upon or in connection with this Agreement, or any of the participants arising out of or in the course of their term of this Agreement, and Contractor at his or her own cost, expense, and risk, shall defend any and all actions, suits or other legal proceedings that may be instituted against District for any such claim or demand, and pay or satisfy any judgment that may be rendered against District in any such action, suit or legal proceedings or the result thereof. Nothing herein provided shall be construed to require Contractor to hold harmless or indemnify District for liability or damages resulting from the negligence or willful act, or omission of District or its officers, agents, or employees.

8. This Agreement is for the personal services of the Contractor and Contractor may not assign the performance of the services to any person or persons who are not parties to this Agreement except for employees of Contractor.
9. Contractor certifies that his or her current employer, if any, is fully cognizant of this Agreement and that payments hereunder are not in conflict with any federal, state, or local statutes, rules or regulations or with any policies of Contractor's current employer.
10. District shall become the owner or, and entitled to, exclusive possession of all records, documents, graphs, photographic or other reproductions of any kind produced in the scope of services performed and no other uses thereof will be permitted except by permission of the District. Proprietary materials will be exempted from this clause.

AGREED:

Consultant Signature (1)

Social Security Number (2)

Title

Address

Tracy Unified School District

Date

Account Number to be Charged:

Department/Site Approval

Budget Approval

Date Approved by the Board

Send all copies to the Business Office:

- (1) Whenever organizational names are used, the authorized signature must include title, such as president.
- (2) Whenever organizational names are used, the employer IRS Identification Number must be used instead of a Social Security Number.



This SPEAKER CONTRACT for the services of Manuel V. Scott (hereinafter called "Speaker") is made between Ink International Inc and the undersigned Associate and/or Organization, hereinafter called the "Association/Organization", for the personal services of the Speaker.

1. EVENT DESCRIPTION

Date(s): September 9, 2013

Time(s): ~ 11AM - 3PM

Event Title: Half Day Tour - Keynote and School Assembly

Location: Tracy, CA

2. ASSOCIATION/ORGANIZATION

Name: Tracy Unified School District

Address: 1865 W. Lowell Avenue

City, State, Zip Code: Tracy, CA 95376

Contact Person: Nancy Kettner

Contact Number: 209-830-3260 x 1303

3. COMPENSATION

Fee/Honorarium	\$8,000.00_____
Lodging	\$_____
Meals	\$_____
Transportation	\$_____
Other	\$_____
TOTAL COMPENSATION	\$8,000.00_____
LESS: 50% DEPOSIT	-4,000.00_____
Balance Due upon completion of services	\$4,000.00_____

4. PAYMENT

A fifty percent (50%) deposit is required to commence work and reserve your date(s), with the balance due upon completion of services. Your deposit, in the absence of your signature below, also will indicate acceptance of this proposal and the terms and conditions as stated herein. All payments will be in the form of a check or money order payable to Ink International Inc. Ink International Inc agrees to furnish your organization with any required tax information (Tax ID# 46-1581364).

5. INDEPENDENT CONTRACTOR

It is the express intention of the parties that Manuel V. Scott (hereinafter called "Speaker") is an independent contractor and not an employee, agent, joint venture or partner of your Association/ Organization. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between the Speaker and your Organization, or between the Speaker and any employee, agent or subcontractor of Speaker. Both parties acknowledge that the Speaker and any employees, agents or subcontractors of the Speaker are not employees of your Organization for any reason, including state or federal tax purposes. The Speaker shall retain the right to perform services for others during the term of this Agreement.

6. LIABILITY

Your Organization shall indemnify and hold harmless the Speaker, its officers, employees and agents, against any and all liability, personal or otherwise, however imposed or claimed, including attorney's fees



and other legal expenses, occurring directly or indirectly as a result of or in connection with this Agreement.

7. DISPUTES

This Speaker Contract and any proceedings conducted hereunder shall be governed and enforced under the laws of the State of Georgia. All disputes shall be submitted in writing to Ink International Inc at P.O. Box 464868, Lawrenceville, GA 30042. Disputes regarding the terms of the Speaker Agreement or claims arising out of its execution or performance may be resolved in any Georgia court with competent jurisdiction.

8. CANCELLATIONS

Either party may cancel this Speaker Agreement without obligation to the other if cancellation notice is received in written form at least 60 days before appearance date. Speaker agrees to furnish payment to your Organization for actual appearance preparation costs in the event of a late cancellation, late appearance, or non-appearance within 30 days after billing. If, due to illness, accident, or other causes legally known as Acts of God, Speaker is forced to cancel a Speaker Agreement, neither party, nor any representative shall be liable for any payment.

9. MISCELLANEOUS

In connection with the performance of work under this Speaker Proposal, the Speaker and your Organization agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, disability, sexual orientation, or natural origin.

The scheduled times specified in the Speaker Proposal, subject to minor modifications because of unanticipated occurrences, are of the essence and hence, Speaker is required to be at place of performance a sufficient period of time prior to schedule time of commencement so as to permit timely presentations.

10. ENTIRE AGREEMENT AND NOTICE This Speaker Agreement constitutes the entire agreement between the parties. This Agreement may not be modified or amended unless made in writing and signed by authorized signatories of the Speaker and your Organization.

11. SIGNATURES

The parties have agreed to and executed this Speaker Contract as of the dates indicated below:

Association/Organization Representative:

Speaker/Speaker Representative/Agent:

Representative

Date

Alice Scott, Manager

2/22/13

Representative/Agent

Date

Title

Address

City/State/Zip Code



ADMINISTRATIVE SERVICES MEMORANDUM

TO: Board of Trustees
FROM: James Franco, Superintendent
DATE: February 27, 2013
SUBJECT: Adopt Board Policy 1114, District-Sponsored Social Media (First Reading)

BACKGROUND: The Tracy Unified School District has a business need to augment traditional communication methods with the use of social media channels. This need primarily stems from public demand and the rapid growth of social media use by other local, state and federal government entities as an indication that social media can be used effectively to enhance constituent communications. The use of social media presents opportunity and risk to individual schools and departments, as well as the District as a whole. In general, the District supports the use of social media technology to enhance communication, collaboration and information exchange to meet business mission and goals.

RATIONALE: The Governing Board recognizes the value of technology such as social media platforms in promoting community involvement and collaboration. The purpose of any official district social media platform shall be to further the district's vision and mission, support student learning and staff professional development, and enhance communication with students, parents/guardians, staff, and community members.

To minimize liability to the District, it is important that the District's social media policy clearly define the official social media platforms over which it has control and to specify the standards, guidelines, and protocols for their use. An "official district social media platform" is defined in the accompanying administrative regulation.

This board policy is in line with CSBA Community Relations Board Policy 1114, District-Sponsored Social Media.

FUNDING: None

RECOMMENDATION: Adopt Board Policy 1114, District-Sponsored Social Media (First Reading)

Prepared by: Jessica Cardoza, Communications Specialist

DISTRICT-SPONSORED SOCIAL MEDIA

The Governing Board recognizes the value of technology such as social media platforms in promoting community involvement and collaboration. The purpose of any official district social media platform shall be to further the district's vision and mission, support student learning and staff professional development, and enhance communication with students, parents/guardians, staff, and community members.

The Superintendent or designee shall develop content guidelines and protocols for official district social media platforms to ensure the appropriate and responsible use of these resources and compliance with law, Board policy, and regulation.

Guidelines for Content

Official district social media platforms shall be used only for their stated purposes and in a manner consistent with this policy and administrative regulation. By creating these official sites and allowing for public comment, the Board does not intend to create a limited public forum or otherwise guarantee an individual's right to free speech.

The Superintendent or designee shall ensure that the limited purpose of the official district social media platforms is clearly communicated to users. Each site shall contain a statement that specifies the site's purposes along with a statement that users are expected to use the site only for those purposes. Each site shall also contain a statement that users are personally responsible for the content of their posts.

Official district social media platforms may not contain content that is obscene, libelous, or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation.

Staff or students who post prohibited content shall be subject to discipline in accordance with district policies and administrative regulations.

Users of official district social media platforms should be aware of the public nature and accessibility of social media and that information posted may be considered a public record subject to disclosure under the Public Records Act. The Board expects users to conduct themselves in a respectful, courteous, and professional manner.

Privacy

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on official district social media platforms.

DISTRICT-SPONSORED SOCIAL MEDIA

Board policy pertaining to the posting of student photographs and the privacy of telephone numbers, home addresses, and email addresses, shall also apply to official district social media platforms.

Social media and networking sites and other online platforms shall not be used by district employees to transmit confidential information about students, employees, or district operations.

Legal Reference:EDUCATION CODE

32261	School safety, definitions of bullying and electronic act
35182.5	Contracts for advertising
48900	Grounds for suspension and expulsion
48907	Exercise of free expression; rules and regulations
48950	Speech and other communication
49061	Definitions, directory information
49073	Release of directory information
60048	Commercial brand names, contracts or logos

GOVERNMENT CODE

3307.5	Publishing identity of public safety officers
6250-6270	Public Records Act, especially:
6254.21	Publishing addresses and phone numbers of officials
6254.24	Definition of public safety official
54952.2	Brown Act, definition of meeting

UNITED STATES CODE, TITLE 17

101-1101	Federal copyright law
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UNITED STATES CODE, TITLE 20

1232g	Federal Family Educational Rights and Privacy Act
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UNITED STATES CODE, TITLE 29

157	Employee rights to engage in concerted, protected activity
794	Section 503 of the Rehabilitation Act of 1973; accessibility to federal web sites

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67	Family Educational Rights and Privacy
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COURT DECISIONS

DISTRICT-SPONSORED SOCIAL MEDIA

Page v. Lexington County School District, (2008, 4th Cir.) 531 F.3d 275
Downs v. Los Angeles Unified School District, (2000) 228 F.3d 1003
Aaris v. Las Virgenes Unified School District, (1998) 64 Cal.App.4th 1112
Perry Education Association v. Perry Local Educators' Association, (1983) 460
U.S. 37
Board of Education, Island Trees Union Free School District, et.al. v. Pico, (1982)
457 U.S. 853



ADMINISTRATIVE SERVICES MEMORANDUM

TO: Board of Trustees
FROM: James Franco, Superintendent
DATE: February 27, 2013
SUBJECT: Acknowledge Administrative Regulation 1114, District-Sponsored Social Media (First Reading)

BACKGROUND: The Tracy Unified School District has a business need to augment traditional communication methods with the use of social media channels. This need primarily stems from public demand and the rapid growth of social media use by other local, state and federal government entities as an indication that social media can be used effectively to enhance constituent communications. The use of social media presents opportunity and risk to individual schools and departments, as well as the District as a whole. In general, the District supports the use of social media technology to enhance communication, collaboration and information exchange to meet business mission and goals.

RATIONALE: The Governing Board recognizes the value of technology such as social media platforms in promoting community involvement and collaboration. The purpose of any official district social media platform shall be to further the district's vision and mission, support student learning and staff professional development, and enhance communication with students, parents/guardians, staff, and community members.

To minimize liability to the District, it is important that the District's social media administrative regulation clearly define the official social media platforms over which it has control and to specify the standards, guidelines, and protocols for their use.

This administrative regulation is in line with CSBA Community Relations Administrative Regulation 1114, District-Sponsored Social Media.

FUNDING: None

RECOMMENDATION: Acknowledge Administrative Regulation 1114, District-Sponsored Social Media (First Reading)

Prepared by: Jessica Cardoza, Communications Specialist

DISTRICT-SPONSORED SOCIAL MEDIA**A. Definitions**

Social media means any online platform for collaboration, interaction, and active participation, including, but not limited to, social networking sites such as Facebook, Twitter, YouTube, LinkedIn, or blogs.

Official district social media platform is a site authorized by the Superintendent or designee. Sites that have not been authorized by the Superintendent or designee but that contain content related to the district or comments on district operations, such as a site created by a parent-teacher organization, booster club, or other school-connected organization or a student's or employee's personal site, are not considered official district social media platforms.

B. Authorization for Official District Social Media Platforms

The Superintendent or designee shall authorize the development of any official district social media platform.

C. Guidelines for Content

The Superintendent or designee shall ensure that official district social media platforms provide current information regarding district programs, activities, and operations, consistent with the goals and purposes of this policy and regulation. Official district social media platforms shall contain content that is appropriate for all audiences.

The Superintendent or designee shall ensure that copyright laws are not violated in the use of material on official district social media platforms.

The Superintendent or designee shall ensure that official district social media platforms are regularly monitored. Staff members responsible for monitoring content may remove posts based on viewpoint-neutral considerations, such as lack of relation to the site's purpose or violation of the district's policy, regulation, or content guidelines.

Each official district social media platform shall prominently display:

1. The purpose of the site along with a statement that users are expected to use the site only for those intended purposes.
2. Information on how to use the security settings of the social media platform.
3. A statement that the site is regularly monitored and that any inappropriate

TUSD Approved

DISTRICT-SPONSORED SOCIAL MEDIA

post will be promptly removed. Inappropriate posts include those that:

- a. Are obscene, libelous, or so incite students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation
 - b. Are not related to the stated purpose of the site, including, but not limited to, comments of a commercial nature, political activity, and comments that constitute discrimination or harassment
4. Protocols for users, including expectations that users will communicate in a respectful, courteous, and professional manner.
 5. A statement that users are personally responsible for the content of their posts and that the district is not responsible for the content of external online platforms.
 6. A disclaimer that the views and comments expressed on the site are those of the users and do not necessarily reflect the views of the district.
 7. A disclaimer that any user's reference to a specific commercial product or service does not imply endorsement or recommendation of that product or service by the district.
 8. The individual(s) to contact regarding violation of district guidelines on the use of official district social media platforms.

District employees who participate in official district social media platforms shall adhere to all applicable district policies and procedures, including, but not limited to, professional standards related to interactions with students.

A disclaimer stating that the views and opinions expressed by any and all employee personal account are theirs alone and do not necessarily represent those of the district or school.

All staff shall receive information about appropriate use of the official district social media platforms.



BUSINESS SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business
DATE: February 22, 2013
SUBJECT: **Certify Corrective Actions to the 2011-12 Findings and Recommendations of the Independent Annual Financial Report**

BACKGROUND: The board was presented with the annual independent audit in January. The audit included one finding. Each year the Superintendent is required to certify that all corrective actions to the annual independent audit have been reviewed and filed by the district's Governing Board. The Superintendent is also required to assure that corrective procedures have been implemented and will be used in the ensuing years.

RATIONALE: The attached forms document the corrective actions to the audit findings.

FUNDING: None.

RECOMMENDATION: Certify Corrective Actions to the 2011-12 Findings and Recommendations of the Independent Annual Financial Report

Prepared by: Reed Call, Director, Finance



San Joaquin County Office of Education
Mick Founts, Superintendent of Schools

AUDIT FINDING CORRECTIVE ACTION 2011-2012

Tracy Unified School District
San Joaquin County, California

FINDING CATEGORY Attendance

FINDING # 1

PAGE: # 81

Describe below specific corrective action used in resolving audit finding:

Specifically address each individual item within the finding. Be certain that your responses are clear and concise. You will need to provide all documentation which supports the specific action taken toward resolving the finding; i.e., copies of amended reports, corrective action plans, etc.

Attach all pertinent documentation. Number of attachments for this finding: _____

11/12 P2 has been amended and re-filed. The site attendance clerk did make the corrections between P2 and Annual reporting. We will work closely with all site attendance clerks to label updated reports and alert the district office when corrections are being made. The documented reports and notification will prompt the district office that changes have occurred and that a re-filing of the P2 report is needed. At year end, attendance will be reviewed and P2 amended if warranted.



BUSINESS SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: March 1, 2013
SUBJECT: **Certify 2012-2013 Fiscal Year Second Interim Report**

BACKGROUND: Education Code Section 42130 and 42131 require that the superintendent of each school district shall submit two reports to the governing board of the district during each fiscal year. The first report shall cover the financial and budgetary status of the district for the period ending October 31. The second report shall cover the period ending January 31. Both reports shall be approved by the district governing board no later than 45 days after the close of the period being reported. All reports required by this subdivision shall be in a format or on forms prescribed by the Superintendent of Public Instruction, and shall be based on standards and criteria for fiscal stability adopted by the State Board of Education pursuant to Section 33127. The reports, and supporting data, shall be maintained and made available by the school district for public review.

The governing board of each school district shall certify, in writing, within 45 days after the close of the period being reported, whether or not the school district is able to meet its financial obligations for the remainder of the fiscal year and, based on current forecasts, for the subsequent fiscal years.

In addition to the AB1200 oversight responsibilities generated in 1992, additional oversight responsibilities were added in 2004 with AB2756 requiring the San Joaquin County Office of Education to add additional requirements that the Tracy Unified School District board review the assumptions supporting the multiple year projections. The review associated with these two levels of review will be included with the Second Interim Report document.

RATIONALE: Passage of Proposition 30 in November of 2012 eliminated a tremendous threat of potentially devastating further cuts to public education, but provided no increasing funds for school operations. The immediate future of school funding is still uncertain. Labor negotiations have not been completed for the year, and it should be noted that the district is experiencing declining enrollment of approximately 75 students per year. In addition, the anticipated opening of Mountain House High School in August of 2014 will increase declining enrollment to between 325 and 575 per year for approximately three years. Governor Brown has proposed a new funding model of California public schools. The likelihood his proposal will be approved by the legislature is unknown.

Given the budget assumptions recommended by the San Joaquin County Office of Education, TUSD anticipates an ongoing pattern of deficit spending of approximately \$6.5 million per year. However, a projected ending balance of approximately \$29.1 million supports an assertion that Tracy Unified School District can meet its current financial obligations and its financial obligations for two subsequent school years.

FUNDING: The second interim report generates no cost. It is merely a reporting of all projected revenues and expenses in the current and next two fiscal years. This report and the actions required to implement the changes will ensure the district is able to meet its financial obligations for the remainder of the fiscal year and, based on current forecasts, for the subsequent three fiscal years.

RECOMMENDATION: Certify 2012-2013 Fiscal Year Second Interim Report.

Prepared by: Dr. Casey Goodall, Associate Superintendent for Business Services