

**NOTICE**  
**REGULAR MEETING OF THE GOVERNING BOARD**  
**TRACY UNIFIED SCHOOL DISTRICT**

**DATE: TUESDAY, FEBRUARY 12, 2013**

**PLACE: DISTRICT EDUCATION CENTER  
BOARD ROOM  
1875 WEST LOWELL AVENUE  
TRACY, CALIFORNIA**

**TIME: 5:30 PM Closed Session  
7:00 PM Open Session**

**A G E N D A**

**1. Call to Order**

**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 and 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 Educational Services:**

**3.1.1** Finding of Fact #12-13/47, 49, 50, 51, 52, 53

**3.1.2** Application for Reinstatement #12-13/31

**Action:** Motion\_\_\_; Second\_\_\_. **Vote:** Yes \_\_\_; No\_\_\_; Absent\_\_\_; Abstain \_\_\_.

**3.1.3** Application for Enrollment #12-13/ 5

**Action:** Motion\_\_\_; Second\_\_\_. **Vote:** Yes \_\_\_; No\_\_\_; Absent\_\_\_; Abstain \_\_\_.

**3.1.4** Request to Expunge Expulsion #12-13/2 –KHS#10315105

**Action:** Motion\_\_\_; Second\_\_\_. **Vote:** Yes \_\_\_; No\_\_\_; Absent\_\_\_; Abstain \_\_\_.

**3.2 Human Resources:**

**3.2.1** Discharge Classified Employee #UCL-174

**Action:** Motion\_\_\_; Second\_\_\_. **Vote:** Yes \_\_\_; No\_\_\_; Absent\_\_\_; Abstain \_\_\_.

**3.2.2** Consider Non-Paid Leave of Absence Request for Classified Employee #UCL-175, Pursuant to Article XXIII

**Action:** Motion\_\_\_; Second\_\_\_. **Vote:** Yes \_\_\_; No\_\_\_; Absent\_\_\_; Abstain \_\_\_.

**3.2.3** Consider Non-Paid Leave of Absence Request for Classified Employee #UCL-176, Pursuant to Article XXIII.

**Action:** Motion\_\_\_; Second\_\_\_. **Vote:** Yes \_\_\_; No\_\_\_; Absent\_\_\_; Abstain \_\_\_.

**3.2.4** Approve Resolution #12-16 Regarding the Release and Reassignment of Employee #UC-785

**Action:** Motion\_\_\_; Second\_\_\_. **Vote:** Yes \_\_\_; No\_\_\_; Absent\_\_\_; Abstain \_\_\_.

**3.2.5** Consider Public Employee/Employment/Discipline/Dismissal/Release

**Action:** Motion\_\_\_; Second\_\_\_. **Vote:** Yes \_\_\_; No\_\_\_; Absent\_\_\_; Abstain \_\_\_.

- 3.2.6** Conference with Labor Negotiator  
Agency Negotiator: Sheila Harrison  
Assistant Superintendent of Educational Services & Human Resources  
Employee Organization: CSEA, TEA

**4. Adjourn to Open Session**

**5. Call to Order and Pledge of Allegiance**

**6. Closed Session Issues:**

**6a** Finding of Fact #12-13/47, 49, 50, 51, 52, 53

**Action:** Motion \_\_; Second \_\_. **Vote:** Yes \_\_; No \_\_; Absent \_\_; Abstain \_\_

**6b** Report Out of Action Taken on Application for Reinstatement #12-13/31

**Action: Vote:** Yes \_\_; No \_\_; Absent \_\_; Abstain \_\_

**6c** Report Out of Action Taken on Application for Enrollment #12-13/5

**Action: Vote:** Yes \_\_; No \_\_; Absent \_\_; Abstain \_\_

**6d** Report Out of Action Taken on Request to Expunge Expulsion #12-13/2 –KHS#10315105

**Action: Vote:** Yes \_\_; No \_\_; Absent \_\_; Abstain \_\_

**6e** Report Out of Action Taken on Discharge Classified Employee #UCL-174

**Action: Vote:** Yes \_\_; No \_\_; Absent \_\_; Abstain \_\_

**6f** Report Out of Action Taken on Consider Non-Paid Leave of Absence Request for Classified Employee #UCL-175, Pursuant to Article XXIII

**Action: Vote:** Yes \_\_; No \_\_; Absent \_\_; Abstain \_\_

**6g** Report Out of Action Taken on Consider Non-Paid Leave of Absence Request for Classified Employee #UCL-176, Pursuant to Article XXIII.

**Action: Vote:** Yes \_\_; No \_\_; Absent \_\_; Abstain \_\_

**6h** Report Out of Action Taken on Approve Resolution #12-16 Regarding the Release and Reassignment of Employee #UC-785

**Action: Vote:** Yes \_\_; No \_\_; Absent \_\_; Abstain \_\_

**7. Approve Regular Minutes of January 22, 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** Central School Update

**9.2** Freiler School Update

**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 speaker's card at the secretary's desk).

This is a period in which members of the public may address the Board on any subject within the Board's jurisdiction that is not on the agenda. The Brown Act does not allow the Board to

take action or discuss items which are not on the agenda. This is because other members of the public have not been notified through the agenda that the subject of the statement would be discussed at this Board meeting.

The Board may ask for the item to be placed on a future agenda, direct the speaker to a person who can help, or provide the speaker with the correct procedure to follow to address his/her problem. All speakers have a constitutional right to free speech. As a protective measure, we would like to remind you that if you say something which might give another person the right to pursue legal recourse against you. There is a record of this meeting. This does not mean you cannot criticize employees of the District. However, we would suggest that you do it without using names. We would also suggest that you use the personnel complaint procedures. The board can only hear and address complaints which have been processed in line with the policy. You may obtain copies of the policy from Human Resources, and staff will assist you.

**11. Information & Discussion Items:** An opportunity to present information or reports concerning items that may be considered by Trustees at a future meeting.

**11.1 Administrative & Business Services:** None.

**11.2 Educational Services:**

**11.2.1** Receive Report on the Advancement Via Individual Determination (AVID) Program in Tracy Unified School District for the 2012-2013 School Year 6

**11.2.2** Receive Report Update on STAR and the SMARTER Balanced Assessment System for the Common Core State Standards (CCSS) 7

**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.

**Action:** Motion\_\_; Second\_\_. **Vote:** Yes\_\_; No\_\_; Absent\_\_; Abstain\_\_

**13.1 Administrative & Business Services:**

**13.1.1** Accept the Generous Donations from the Various Individuals, Businesses, and School Site Parent Teacher Associations Listed Herein with Thanks and Appreciation from the Staff and Students of the Tracy Unified School District 8-9

**13.1.2** Approve Assembly, Service, Business and Food Vendors 10-16

**13.1.3** Authorize Associate Superintendent for Business Services to Enter into Agreement to Dispose of Damaged, Obsolete and Surplus Furniture, Computers and Equipment through Direct Sale to Vendor in Lieu of Disposal Expenses 17-20

**13.1.4** Ratify Measure S Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda 21-23

**13.1.5** Ratify Routine Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda 24-25

**13.2 Educational Services:**

- 13.2.1 Approve Agreement for Special Contract Services with Soul Shoppe and Louis Bohn Elementary School to Provide a One Day Assembly and Workshop Sessions for Students on February 21, 2013 and a One Day Teacher In-service Training on March 11, 2013. 26-28
- 13.2.2 Ratify Agreement for Special Contract Services with San Joaquin County Office of Education (SJCOE), Regional System of District and School Support (RSDSS) and Jacobson Elementary School for the 2012-2013 School Year 29-33
- 13.2.3 Approve Overnight Travel for Kimball High School (KHS) Cheerleaders to Attend the National Cheer Association (NCA) Competition in Buena Park, CA on March 14-17, 2013 34-35

**13.3 Human Resources:**

- 13.3.1 Approve Classified, Certificated and/or Management Employment 36
- 13.3.2 Accept Resignations/Retirements/Leaves of Absence for Classified, Certificated, and/or Management Employment 37
- 13.3.3 Ratify Special Contract Services for Assistant Swim Coach Katie Melville at Kimball High School for the 2013 Spring Season 38-40
- 13.3.4 Approve the Classified and Certificated Calendars for the 2013-14 School Year 41-44

- 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 Resolution No. 12-14 to Excuse Meeting Absence of Board Member 45-46
- Action:** Motion \_\_; Second \_\_. **Vote:** Yes \_\_; No \_\_; Absent \_\_; Abstain \_\_.
- 14.1.2 Annual Meeting of Tracy School Facilities Financing Authority 47-50
- Adjourn TUSD Board Meeting

1. CALL TO ORDER Annual TSFFA Meeting
2. ROLL CALL/CONFIRMATION OF OFFICERS - Establish Quorum

<i>Name</i>	<i>TSFFA Board Position</i>
Greg Silva	Chair
James Vaughn	Vice-Chair
Gregg Crandall	Secretary
Walter Gouveia	Member
Ted Guzman	Member
Jill Costa	Member
Kelly Lewis	Member

<i>Name</i>	<i>TSFFA Staff Position</i>
James Franco	Executive Director
Casey Goodall	Treasurer and Controller

3. Comments From the Public on **Items Not on the Agenda**  
(5-Minute Time Limit Per Individual)

Persons wishing to speak to items not on the agenda are asked to complete a "Request to Speak" card and present it to the Chair prior to the meeting. Subjects not on the agenda may be introduced at this time, but no action may be taken on them at this meeting. When you address the Board, please stand at the podium and state your name for the record.

Comments From the Floor on **Items On the Agenda**  
(5-Minute Time Limit Per Individual)

Persons wishing to speak to items on the agenda are asked to complete a "Request to Speak" card and present it to the Chair prior to the meeting. You will be given an opportunity to speak on the subject at the time the item is discussed by the Board. When you address the Board, please stand at the podium and state your name for the record.

4. DISCUSSION/ACTION –

4.1 Approve Meeting Minutes of February 28, 2012

Action: Motion\_\_\_; Second\_\_\_. Vote Yes\_\_\_; No\_\_\_; Absent; Abstain\_\_\_.

4.2 Accept the 2011-2012 Independent Annual Financial Report for the  
Tracy School Facilities Financing Authority (Separate Cover Item)

Action: Motion\_\_\_; Second\_\_\_. Vote Yes\_\_\_; No\_\_\_; Absent; Abstain\_\_\_.

5. ADJOURNMENT

Action: Motion\_\_\_; Second\_\_\_. Vote: Yes\_\_\_; No\_\_\_; Absent\_\_\_; Abstain\_\_\_.  
Reconvene the TUSD Board Meeting

14.1.3 Accept the 2011-12 Independent Annual Financial Audit and Performance 51  
Audit for Measure E and for Measure S General Obligation Bonds  
(Separate Cover Item)

Action: Motion\_\_\_; Second\_\_\_. Vote: Yes\_\_\_; No\_\_\_; Absent\_\_\_; Abstain\_\_\_.

14.2 Educational Services:

14.2.1 Approve Resolution #12-15 Establishing March as "Arts in Education 52-54  
Month"

Action: Motion\_\_\_; Second\_\_\_. Vote: Yes\_\_\_; No\_\_\_; Absent\_\_\_; Abstain\_\_\_.

14.2.2 Adopt Revised Board Policy 5129 with New Number 5131.2, (Second 55-60  
Reading)

Action: Motion\_\_\_; Second\_\_\_. Vote: Yes\_\_\_; No\_\_\_; Absent\_\_\_; Abstain\_\_\_.

14.2.3 Acknowledge Revised Administrative Regulation 5129 with New 61-68  
Number 5131.2 (Second Reading)

Action: Motion\_\_\_; Second\_\_\_. Vote: Yes\_\_\_; No\_\_\_; Absent\_\_\_; Abstain\_\_\_.

14.2.4 Approve Tracy Unified School District Technology Plan 7/1/2013- 69  
6/30/2016 (Separate Cover Item)

Action: Motion\_\_\_; Second\_\_\_. Vote: Yes\_\_\_; No\_\_\_; Absent\_\_\_; Abstain\_\_\_.

14.2.5 Cast Ballot for CSBA 2013 Delegate Assembly Election. 70-75

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 February 26, 2013
  - 17.2 March 12, 2013
  - 17.3 March 26, 2013
  - 17.4 April 23, 2013
18. **Upcoming Events:**

18.1	February 18, 2013	No School, Presidents' Day
18.2	March 29 – April 5, 2013	No School, Spring Break
18.3	May 27, 2013	No School, Memorial Day
18.4	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, January 22, 2013**

- 5:30 PM:** President Silva called the meeting to order and adjourned to closed session.
- Roll Call:** Board: J. Costa, G. Crandall, W. Gouveia, T. Guzman, K. Lewis, G. Silva, J. Vaughn  
Staff: J. Franco, S. Harrison, C. Goodall, B. Etcheverry
- 7:14 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 #12-13/46  
**Action:** Guzman Vaughn. **Vote:** Yes-7; No-0.  
**6b** Report Out of Action Taken on Application for Reinstatement #12-13/30  
**Action: Vote:** Yes-7; No-0.  
**6c** Report Out of Action Taken on PE Exemption #12-13/ WHS #10319101  
**Action: Vote:** Yes-7; No-0.
- Employees Present:** C. Minter, J. Cardoza, B. Montgomery, R. Call, C. Woo, M. Williams, K. Alcorn, J. Carter, P. Hall, V. McDonald
- Press:** D. Rizzo, Tracy Press
- Visitors Present:** B. Pekari, I. Diaz, N. Bartolome, J. Varela, S. Popal, J. Bussey, D. Guzman, M. Rio, S. Fayaz, S. Decker
- Minutes:** **Approve Special Minutes of January 3, 2013.**  
**Action:** Crandall, Vaughn. **Vote:** Yes-6; No-0; Abstain-1(Lewis)  
**Approve Regular Minutes of January 8, 2013.**  
**Action:** Vaughn, Lewis. **Vote:** Yes-7; No-0.
- Student Rep Reports:** Kimball High: Brianna Pekari reported that the Kimball High BSU co-sponsored the MLK Breakfast along with TUSD, TAAA and West High BSU. It was held at the Tracy Community Center with over 100 in attendance. Student who took the PSATs picked up their scores. On January 14<sup>th</sup> they had a senior parent meeting. They were question and answers about senior activities. It was a good turnout. They held an 8<sup>th</sup> grade colloquium with questions and answers about Kimball High. The leadership class is putting on a winter rally to honor athletes which will include Greek Week. Tomorrow is Senior night for wrestlers. There will be lunchtime games and activities throughout the week. Each class will wear their color and cheer on a Greek God. They are collecting jeans for those in need. The girls' basketball team is playing against Manteca.
- Tracy High: Ivan Diaz commented that students are getting back into the swing of things after break. Senior Ag-Science project presentations were held a week ago. They were enjoyable to watch. Next week is Hoopla which will start off with a

black light rally and will have a home game on Friday against Lincoln. This past week was bionic week. Students create awareness of their actions and how they affect others. Mrs. Carter gave the leadership class a challenge to perform 26 acts of kindness to reflect on each life lost in the Sandy Hook tragedy. The response was very positive.

West High: Natasha Bartolome wished everyone had good holidays. In academics the AP students held their annual AP Breakfast. AP exams are right around the corner. In activities on January 7 incoming freshman previewed many programs that West High has to offer such as FFA, Leadership, Space & Engineering program, etc. They gained information and asked questions about the programs. The lunchtime activity was a challenging obstacle course. Friday was "Boys in blue" v. "Pretty in pink". The Slam Jam Rally was great. The gym looked like real battle tank. There were performances by dance, hip hop and the cheer team. Some of the APs got a face thrown in their face. The girls' side was the winner of the rally. The boys' basketball team has a 15-6 record.

Stein High: Justin Chapman-Varela reported that the students are preparing to pass the CAHSEE in February. Teachers will be meeting with the parents. They are planning an informational FAFSA night in English and in Spanish. The quarter awards are this Friday. They are busy organizing field trips to visit colleges. They recently had their winter dance and Peace Week is this week.

Monte Vista: Students Samina Popal, Joseph Bussey, and Dale Guzman (standing in for Nina Ross who could not attend) presented their school as if they were on a vacation and visiting Monte Vista. They presented a power point which showed visits to classrooms where students were preparing for CSTs. The mustangs are social people and they participated in community building activities. The students are enjoying the updated campus. They learned about clothing and food drives to help the community. The Relay for Life team is called the "Mighty, Mighty Mustangs". They held a basketball game between the 7<sup>th</sup> and 8<sup>th</sup> graders and 7<sup>th</sup> grade won. They also showed some of their favorite pictures with the theme song from the movie "Vacation" playing in the background.

Freiler: Students Macey Rio, Sahar Fayaz and Samantha Decker, (standing in for Asha Birdi who could not attend) reported that they love being at Freiler. They presented a power point which reviewed academics. Their API goal this year is 850. They encourage students to go to library each week and promote anti-bullying. They have an EL program and some students attend advanced math and Spanish classes at West High. They offer music, dance, Brain X, ELA, study skills and Algebra support. Students enjoy science camp for 6<sup>th</sup> graders, wellness Wednesdays, the anti-bullying prevention program, red ribbon week and DARE. They have many activities such as game day, dances, talent shows and chess club. For athletics they have basketball, a walk-a-thon, and Wellness Wednesday.

## **Recognition & Presentations:**

### **9.1 Recognize and Congratulate Dr. Carol Anderson-Woo for Being Selected as the ACSA Region VII 2013 Curriculum and Instruction Administrator of the Year**

Assistant Superintendent of Educational Services, Dr. Sheila Harrison, recognized



Dr. Carol Anderson-Woo for being selected as the ACSA Region VII 2013 Curriculum and Instruction Administrator of the Year. She started with our district in 1981 as a bilingual teacher and moved on in positions such as Assistant Principal, Principal and now Director of the Continuous Improvement Department, which is a well oiled machine. Her skills as a bilingual employee have made her a valuable leader. Her award will be given at the ACSA conference in South Lake Tahoe. President Silva presented her with a certificate. Dr. Woo commented that it's easy to accomplish a lot with such a great staff and directors. TUSD is a great place to work.

## 9.2 Williams Middle School Update

Principal, Barbara Montgomery, presented a power point on Williams School and reviewed statistics for EL students. There are 221 EL students on campus and their API is up to 694. Currently they are using the ALAS program. She reviewed the team of teachers and included pictures of students in their classrooms. Teachers also use accelerated reader. They have a tutor for EL students who is a part of peacemakers. He is very upbeat, positive and great with the kids.

### Hearing of Delegations

None.

### Information & Discussion Items:

#### 11.1 Administrative & Business Services: None.

##### 11.1.1 Receive Report on State Budget Update

Associate Superintendent of Business Services, Dr. Casey Goodall, presented a power point on the budget. Proposition 30 will reduce late payments to schools and target substantial additional funding to schools and students in most need of these resources. During the economic downturn, schools received about 20% of funds a year after they spent them. The budget proposes to reduce deferrals to 15% of annual funds. The new funding formula suggests that money be lumped together instead of categorical funding separately. It adds in various adjustment factors and is not yet clear how funding will impact TUSD. The Governor's revisions will be sometime in Mid-May; legislative enactment is June 15 and TUSD budget should be adopted by June 30. There will be a funding adjustment at K-3 which is intended to result in maximum class sizes of 24:1 within the next seven years. The impact on facility needs is not addressed.

Trustee Lewis left the meeting at 8:25 p.m.

Trustee Lewis returned to the meeting at 8:26 p.m.

#### 11.2 Educational Services:

##### 11.2.1 Receive Report on the Common Core State Standards (CCSS) Rigor/Relevance Framework

Assistant Superintendent of Educational Services and Human Resources, Dr. Sheila Harrison and Director of Curriculum, Continuous Improvement and Accountability, Dr. Carol Anderson Woo, presented

a power point. The goal of common core is to prepare students to be college and career ready upon graduation. They reviewed the standards for English Language Arts and Math and the Rigor/Relevance Framework.

<b>Public Hearing:</b>	<b>12.1</b>	<b>Public Hearing:</b> None.
<b>Consent Items:</b>	<b>Action:</b>	Lewis, Vaughn. <b>Vote:</b> Yes-7; No-0.
	<b>13.1</b>	<b>Administrative &amp; Business Services:</b>
	<b>13.1.1</b>	Accept the Generous Donations from the Various Individuals, Businesses, and School Site Parent Teacher Associations Listed Herein with Thanks and Appreciation from the Staff and Students of the Tracy Unified School District
	<b>13.1.2</b>	Ratify Routine Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda
	<b>13.1.3</b>	Ratify Measure E Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda
	<b>13.2</b>	<b>Educational Services:</b>
	<b>13.2.1</b>	Approve Overnight Travel for Kimball High School (KHS) Leadership to Attend the California Association of Student Leaders (CASL) Camp at the Double Tree in San Jose, CA on April 13-15, 2013
	<b>13.2.2</b>	Approve Overnight Travel for Kimball High School Leadership to Attend California Association of Directors of Activities (CADA) Leadership Camp on July 17-21, 2013
	<b>13.2.3</b>	Approve Overnight Travel for Kimball High School (KHS) Health Occupations Students of America (HOSA) Club Members and Advisors to Participate in the State Leadership Conference in Sacramento, CA March 21-24, 2013
	<b>13.2.4</b>	Receive Update on Quarterly Williams/Valenzuela Uniform Complaint Reports for the Quarter Ending January 15, 2013.
	<b>13.3</b>	<b>Human Resources:</b>
	<b>13.3.1</b>	Accept Resignations/Retirements/Leaves of Absence for Classified, Certificated, and/or Management Employment
<b>Action Items:</b>	<b>14.1</b>	<b>Administrative &amp; Business Services:</b> None.
	<b>14.1.1</b>	Adopt Resolution No. 12-13 to Excuse Meeting Absence of Board Member
	<b>Action:</b>	<b>Vote:</b> Gouveia, Crandall. Yes-6; No-0; Absent-1(Vaughn)
	<b>14.1.2</b>	Accept the Fiscal Year 2011-12 Annual Financial Audit (Separate Cover Item)
	<b>Action:</b>	<b>Vote:</b> Lewis, Guzman. Yes-7; No-0.
	<b>14.2</b>	<b>Educational Services:</b>
	<b>14.2.1</b>	Acknowledge Revised Administrative Regulation 5129 with New Number 5131.2, First Reading
	<b>Action:</b>	<b>Vote:</b> Guzman, Gouveia. Yes-7; No-0.
	<b>14.2.2</b>	Adopt Revised Board Policy 5129 with New Number 5131.2, (First

Reading)  
**Action:** **Vote:** Crandall, Vaughn. Yes-7; No-0.

**14.3 Human Resources:**

**14.3.1** Approve Delta College Agreement to Provide Field Experience and Use of Facilities, for Speech Language Pathology Assistant (SLPA) Students

**Action:** **Vote:** Guzman, Gouveia. Yes-7; No-0.

**14.3.2** Adopt Resolution No. 12-12 Authorizing Teachers to Teach Outside Their Credential Authorization

**Action:** **Vote:** Gouveia, Crandall. Yes-7; No-0.

**Board Reports:**

Trustee Lewis spent a few hours with Casey, Sheila and Jim and reviewed all the latest district information. Trustee Costa passed. Trustee Gouveia attended the budget meeting in Sacramento and shared some documents with the board. Trustee Guzman attended the facilities use meeting on the 15<sup>th</sup>. He attended the TLC board meeting. There are several questions from their board and he would like to see us get a meeting together and try to find out what the priorities are and give some guidance on them. They are regarding the programmatic review and facility use issues. He would like to try and get some closure on it. He congratulated Dr. Woo for her award. She is a great communicator with the Spanish speaking community. Trustee Crandall had the opportunity to attend Simon Wiesenthal Museum of Tolerance in Los Angeles. The District used to send students down there when we had money available. If we are ever in the position to be able to send students and staff again it would be great to do. Maybe some of the speakers travel and could come here. Trustee Vaughn passed. Trustee Silva is excited for Homefield Advantage which won the lotto for a firework stand again this year. Last year they were able to raise several thousand for West High Sports.

**Superintendent Report:**

Dr. Franco attended the AP Honors Breakfast at the West High cafeteria which was packed with students. The band played and the kids were enjoyable. He also attended Kimball High's 8<sup>th</sup> Grade Colloquium. Monte Vista's campus is looking good and the baseball field is moving along. Tracy High's stadium is also on time. The District is looking into Mandarin classes. It is the 4<sup>th</sup> fastest growing language in the world. They have put together a committee and Jessica has put together a flier that will be distributed. Classes will be offered on Saturday mornings at a cost of \$75.00. There will be no credit for this class. It is meant to get the program started and see what kind of turnout we get. There will be an information meeting on February 6 at 7:00 p.m. He would also like to acknowledge the following donations: To Kelly School: \$700 from the PTO for classroom supplies; \$1,324 from PTO towards transportation fees for field trips; To Tracy High: \$4,000 from FFA Foundation for the FFA program; \$2,483.29 from the Tracy Breakfast Lions proceeds from the Hawkins Basketball Tournament for the girls' basketball team. Also, he participated as a judge at the Tracy High Ag Science presentations. They were fantastic. This Saturday is the Academic Decathlon.

9:05 p.m.

Clerk

Date



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** Dr. Sheila Harrison, Assistant Superintendent for Educational Services  
and Human Resources  
**DATE:** February 1, 2013  
**SUBJECT:** **Receive Report on the Advancement Via Individual Determination (AVID)  
Program in Tracy Unified School District for the 2012-2013 School Year.**

**BACKGROUND:** The Advancement Via Individual Determination (AVID) program targets students in the academic middle, who have the desire to go to college and the willingness to work hard. AVID places academically average students in advanced classes and provides them with an elective class that prepares them to succeed in rigorous curricula, enter mainstream activities in school, and increase their opportunities to enroll in four-year colleges.

AVID's mission is to close the achievement gap by preparing all students for college readiness and success in a global society. The AVID program levels the playing field for minority, rural, low-income, and other students without a college-going tradition in their families. Developed in 1980 by Mary Catherine Swanson, AVID has seen steady growth throughout California, nationally, and internationally in the last 30 years.

**RATIONALE:** AVID has been in place at the middle school and high school level in Tracy Unified School District for the past ten years. West High, Tracy High, Kimball High, Williams Middle School, Monte Vista Middle School, and George Kelly Elementary School currently participate in this program. In recent months the AVID program funding has been eliminated from the California State budget and the cost for participation in this program has become a District responsibility. The AVID program supports 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 #7: Develop and utilize partnerships to achieve District goals.

**FUNDING:** None

**RECOMMENDATION:** Receive Report on the Advancement Via Individual Determination (AVID) Program in Tracy Unified School District for the 2012-2013 School Year.

**Prepared by:** Linda Boragno-Dopp, Director of Alternative Programs



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Jim Franco, Superintendent  
**FROM:** Dr. Sheila Harrison, Assistant Superintendent of Educational Services & Human Resources  
**DATE:** February 1, 2013  
**RE:** **Receive Report: Update on STAR and the SMARTER Balanced Assessment System for the Common Core State Standards (CCSS)**

**BACKGROUND:** The Common Core State Standards define the knowledge, concepts, and skills students should acquire at each grade level. The CCSS were developed through a state-led initiative to establish consistent, clear education standards for English-language arts and mathematics across the nation. The standards are research-based and internationally benchmarked — i.e., they are informed by the practices of academically high-achieving nations around the world. The CCSS are designed to prepare students for success in college and careers not only in the nation, but in the competitive global economy.

The goal of the SMARTER Balanced Assessment consortium is to prepare students for college and career by improving teaching and learning in our schools through the development of an innovative system of assessments of the Common Core State Standards in ELA and mathematics that is valid, reliable, and fair for all students. The SMARTER Balanced assessment system is designed to meet federal- and state-level accountability requirements and provide teachers and parents with timely and accurate information to measure and track individual student growth.

The current California State STAR assessment program is currently authorized until July 1, 2014. Beginning in the 2014-2015 school year, the SMARTER Balanced assessment system will come into effect which will require a transition from STAR to the new assessment system.

**RATIONALE:** It is important to update the School Board on changes in curriculum, instruction and assessment. Therefore, staff will provide an update on the STAR assessment program and the SMARTER Balanced assessment system. 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:** None

**RECOMMENDATION:** Receive Report: Update on STAR and the SMARTER Balanced Assessment System for the Common Core State Standards (CCSS)

**PREPARED BY:** Dr. Sheila Harrison, Assistant Superintendent for Educational Services & Human Resources



# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. James C. Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent for Business Services  
**DATE:** February 12, 2013  
**SUBJECT:** **Accept the Generous Donations From the Various Individuals, Businesses, and School Site Parent Teacher Associations Listed Herein With Thanks and Appreciation From the Staff and Students of the Tracy Unified School District.**

**BACKGROUND:** In order to assist the various school sites and departments in the District with the continued effort to enhance the educational, technological, health, and environmental needs of our students and staff, the following funds, materials, and/or equipment are to be considered for acceptance as donations:

Hirsch Elementary School:

1. Tracy Unified School District/Hirsch Elementary School: From the Hirsch Parent Teacher Organization, a Stewart Signs Marquee with a value of \$7,500.00. The marquee is a 4'x6' single sided TekStar with multi-colored LED Display. This donation will benefit Hirsch Elementary Schools' students, parents and staff.

Tracy High School:

1. Tracy Unified School District/Tracy High School: From Advanced Refreshment. This donation consists of 6000 bottles of drinking water, with a value of \$500.00. This donation will benefit Tracy High School's athletic program.
2. Tracy Unified School District/Tracy High School: From the estate of Gladys Z. Ashjian in the amount of \$25,000.00 (ck. #208). This donation was made by the estate of Gladys Z. Ashjian to form a scholarship fund to benefit THS students.
3. Tracy Unified School District/Tracy High School Choir: From Main Street Music in the amount of \$736.20 (ck. #18539). This donation will benefit Tracy High School's Choral Company.

Williams Middle School:

1. Tracy Unified School District/Williams Middle School: From the Williams Parent Club (PAWSS) in the amount of \$5,400.00 (ck. #1036). This donation will be spread amongst all of the teachers at Williams Middle School for their purchase of classroom supplies.

**RATIONALE:** Acceptance is recommended in order to meet the District's strategic goals and to enhance and benefit the educational experiences of the students of the Tracy Unified School District.

This agenda item meets Strategic Goal #2 – Create a quality and effective learning environment for all students.

**FUNDING:** Sites and departments of the District will incur responsibilities and costs associated with (some) of the donations which include, but are not limited to, supplies, repairs, maintenance of equipment, disposal/recycling. All items accepted by the Board of Trustees of the Tracy Unified School District are directed to the District's warehouse through the Materials Management Department for inclusion on the inventory list, marking for distribution and identification prior to site or department use or placement. All items needing inspection prior to installation or use are scheduled through the Materials Management and Operations and/or the Facilities Developments and budgeted accordingly. All technology items are reviewed and approved by the Director of Information Services and Educational Technology, prior to Board presentation.

**RECOMMENDATION:** Accept the generous donations from the various individuals, businesses, and school site parent teacher associations listed herein with thanks and appreciation from the staff and students of the Tracy Unified School District.

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





# BUSINESS SERVICES MEMORANDUM

**TO:** James Franco, Superintendent  
**FROM:** C. Goodall, Associate Superintendent for Business Services  
**DATE:** February 1, 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



Board Approved	Vendor	Insurance Expires
<b>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.</b>		
<b>*FLAMES ARE PROHIBITED INDOORS ON DISTRICT PROPERTY - SEE BELOW</b>		
<b>ADDING THE FOLLOWING VENDORS FOR BOARD APPROVAL:</b>		
	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
<b>↓ APPROVED LIST BELOW BY EXPIRATION DATE↓</b>		
12/13/11	Pegleg Entertainment DJ Services - John Lau (510) 867-0755. peglegentertainment@gmail.com, www.peglegentertainment.com	1/27/2013
5/8/12	International Printing Museum- Mark Barbour. 310-515-7166, mail@printmuseum.org, www.printmuseum.org	1/30/2013
8/25/09	Soul Shoppe - Vicki Abadesco, Phone: 510-338-3231, info@soulshoppe.com, support@soulshoppe.com. www.soulshoppe.com	2/1/2013
11/13/07	Ancient Artifacts- Social studies Gold Rush presentations. Lourdes Schallock-916-799-0321, info@ancientartifacts.biz, www.ancientartifacts.biz <b>NO GUN SHOW ALLOWED!!!!!!</b>	2/5/2013
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	2/27/2013
4/12/11	LMG Attractions- DJ Services. Dave Tillman 275-0226, www.lmgattractions.com	3/1/2013
9/11/12	Give Every Child A Chance, Tutor Mentoring Program, 855-0702, www.gecacracy.org	3/6/2013

Board Approved	Vendor	Insurance Expires
9/25/2012	Central Valley Party - party rental supplies, on-site events. Archille Hubbner - 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
10/11/11	Rumors Productions - Jenna Teyshak/Jon Tyner - 640-8000, jenna@rpcdj.com, www.rpcdj.com	5/1/2013
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
2/12/08	Ravioli the Clown - Denis Martinez - 835.3535, www.raviolitheclown.com	5/1/2013
9/13/11	Moore 609-8736, jennwhip29@hotmail.com, julie@athleticperfectioncheer.com, www.athleticperfectioncheer.com	5/14/2013
8/28/07	Horizon Intertainment - Teen Truth Anti Bully JC Pohl 818 755 8800 , jc@teentruthlive.com	5/18/2013
2/14/12	Sound Wave Mobile DJ - David Gomes-510-938-7903, info@soundwavemobiledj.com, www.soundwavemobiledj.com	6/1/2013
9/11/12	Camfel Productions- A Multi Media Production. Veronica Loya, 626-960-6922, veronica@camfel.com. www.camfel.com	6/1/2013

Board Approved	Vendor	Insurance Expires
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
9/25/2012	SOS Entertainment - Sound, Lighting & Event Production Company. Derek Sage - 661-424-1767, info@sosentertainment.com, www.sosentertainment.com	6/25/2013
3/811	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
8/14/12	Elite T-Shirt Printing - Dina 640-1918 or dina@elitetshirtprinting.com	8/24/2013
9/11/12	Audio Tech - DJ Services. David Mendez-609-6012, djdavies81@yahoo.com, Rod Riley-499-2517322-3047, rodriley21@yahoo.com	8/24/2013
9/27/11	New Creation Bible Fellowship-Kevin James-408-595-5704, www.ncbfracy.org. Power Zone Camp	9/1/2013

Board Approved	Vendor	Insurance Expires
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
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
3/8/11	Peacemakers - Paul Hall -phall@tUSD.net or Kevin James - kev4jam@sbcglobal.net	11/1/2013
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
9/13/11	California Weekly Explorer, Inc. History Programs, Barry Hovis, 714-247-2250, barrycwe@aol.com, info@californiaweekly.com, www.californiaweekly.com	2/1/2014
5/8/12	Dairy Council of CA Mobile Dairy Classroom, Leona Bettencourt, 916-263-3560 x413, ibettencourt@dairycouncilofca.org. Www.dairycouncilofca.org. <b>Must follow Animal Policy Guidelines AR 6163.1</b>	NO Charge, Tier 1
10/23/07	Lawrence Hall of Science, 510-642-1700, pfsreq@berkeley.edu, www.lawrencehallofscience.org	NO Charge, Tier 1

Board Approved	Vendor	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
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
2/10/09	JOE FOSS Institute, 480.348.0316, www.jfiweb.org	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



Board Approved	Vendor	Insurance Expires
5/26/09	Cowboys & Kids Reach Assembly, Penny Conway, www.reachkids.com, reachme@theriver.com	NO Charge, Tier 1
2/23/10	Boys Scouts - Civil War History presentation Preston Gilliam, 209-830-1870 or pgilliam@pacbell.net	NO Charge, Tier 1
<p><b>*Section 308.3 Open Flame.</b> A person shall not utilize or allow to be utilized, an open flame in connection with a public meeting or gathering for purposes of deliberation, worship, entertainment, amusement, instruction, education, recreation, awaiting transportation or similar purpose in Group A or E occupancies in accordance with Appendix Chapter 1, Section 105.6.</p> <p><b>Please remind your staff that candles, incense, cigarettes, or any item with an open flame are not permitted anywhere on school property.</b> Per the Tracy Fire Inspector, failure to comply with this requirement can result in personal and/or District fines ranging from \$250 – 1,000.</p> <p style="text-align: center;"><b>↓FOOD VENDORS↓</b></p> <p><b>OUTDOORS ONLY - Barbeques must be 10 feet away from any building or structure. Place drip pans or tarps under barbeques to avoid spillage on pavement. Do not dump grease, oil, briquettes or barbeques anywhere on TUSD property or in garbage cans or dumpster. If accident spill occurs you are to provide an oil absorbent and clean properly.</b></p>		
9/25/2012	Squeeze Inn Restaurant - Food catering. Dean Davis - 833-7992 or 331-3228. www.tracy.thesqueezeinn.com	1/12/2013
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



# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent for Business  
**DATE:** January 24, 2013  
**SUBJECT:** **Authorize Associate Superintendent for Business Services to Enter into Agreement to Dispose of Damaged, Obsolete and Surplus Furniture, Computers and Equipment through Direct Sale to Vendor in Lieu of Disposal Expenses**

**BACKGROUND:** District policy currently dictates that the disposal of equipment must meet the following conditions before a surplus is declared:

1) "Materials accumulated which have no further value to the program of the school district, from time to time, be disposed of in such a manner to provide maximum benefit to the school district." BP 3316

2) If the district is unable to use the equipment, an assessment must be made to determine which category the equipment falls under:

- Equipment about to be replaced
- Equipment beyond economic repair
- Obsolete due to changes in material make up (technology)
- Salvage and scrap
- Rubbish

3) The next step would be to sell the item for cash through the following steps:

a) "Ed Code 39520 requires the district to sell any personal property belonging to the district if the property is not required for school purposes, or if it should be disposed of for the purpose or replacement, or if it is unsatisfactory or not suitable for school use". A notice of sale would then be posted in a public place.

Or

The district can sell the equipment through an auction sale. In either case, the district reserves the right to award to the highest responsible bidder, or reject all bids.

b) If the district fails to receive a qualified bid, a private sale without advertising can take place. The Board will need to reach a unanimous decision on whether the equipment met the criteria of "not exceeds value of \$2,500".

c) If the value of the equipment is insufficient to defray cost of sale (Ed Code 39521), the district can arrange for the disposal of the equipment in a local public disposal site.

The Tracy Unified School District Director of Materials Management has declared the surplus on the damaged, obsolete and surplus furniture, computers and equipment due to the fact the inventory has been replaced with newer, more modern and structurally safe inventory. The inventory has a negative value or at best, a negligible value.

The main concerns of district staff is that we are able to eliminate warranty issues for future use of these items, we reduce or eliminate hazardous waste from hitting our landfills and lastly, if we can help out others with our items, then we utilize companies that fulfill our requirements while helping out the environment and others who are less fortunate.

When disposing of damaged, obsolete & surplus furniture and equipment, bidding for this service is not required. Yet, to ensure district assets and tax dollars are used appropriately, the district contacted several vendors, including Tracy Delta Disposal, for their respective prices. The results of our contacts with vendors has led us to create a pool of vendors to help service our needs. The vendors to be included this round of surplus equipment are: ARC International, Cali Resources, Tri Products Recycling, Universal Waste Management, Inc and e-Recycling of California.

Our surplus items will be processed under an agreement with the vendors, which outlines a salvage plan that includes pick-up of obsolete items, they assume ownership of items, the associated warranty responsibility and the costs incurred for the disposal of toxic products as stated by law. The over all value of the inventory is negative or at best negligible as has been determined by the District. The inventory will be consumed for its parts and reused through reselling channels, or lastly, after disassembly of items, will be sold to recyclers. All of these vendors provide a Certificate of Recycling and Destruction to ensure the district is safe from any hazardous materials disposal liability and guards our safety against any internal information being accessed after it is declared surplus. The District has no financial history in doing business with Tri Products Recycling or Universal Waste Management, Inc. or Cali Resources. We have two years of experience with ARC International and four recent transactions with e-Recycling of California.

**RATIONALE:** "Property for which no qualified bid has been received may be sold, without further advertising, by the Superintendent or designee." (Education Code 39521)

As advised by District counsel, surplus equipment and furniture should not be sold to the public unless the District is able to certify that equipment is safe. In addition, surplus should only be sold to those whom can take title of the equipment and warrant safety



through certification. The vendors listed above all provide a warranty on parts before donation or resale exchange takes place and provides a recycling program for all items that are toxic and not reused. Liability exposure to district is eliminated.

**FUNDING:** Cost is only the labor time to palletize and load items with a slight return possible.

**RECOMMENDATION:** Authorize Associate Superintendent for Business Services to Enter into Agreement to Dispose of Damaged, Obsolete and Surplus Furniture, Computers and Equipment through Direct Sale to Vendor in Lieu of Disposal Expenses.

**Prepared by:** Gary M. Jayne, Director of Materials Management.

# **SURPLUS INVENTORY 1/24/2013**

<b>ITEM</b>	<b>QUANTITY</b>
<b>DEC WAREHOUSE</b>	
Monitors	226
Computers	176
Printers	47
TVs	63
O/H projectors	92
VCRs	17
Power supplies	3
Vacuum	1
Typewriters	4
Cords, keyboards & speakers (boxes)	44
Radio equipt	3
Microwave ovens	2
Coffee maker	1
Laminator	1
Fax	1
<b>FOOD SERVICE WAREHOUSE</b>	
Milk Cooler	1
Freezer Serving Line	2
Fridge Serving Line	2
Freezer	1
<b>TRANSPORTATION</b>	
Bus # 5	VIN # 1BAHBCSA7VF073112



# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. James C. Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent for Business Services  
**DATE:** February 4, 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**

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A. Vendor: Norman S Wright  
Site: Monte Vista Middle School Modernization  
Item: Quotation - Ratify  
Services: Greenheck gravity roof caps for locker room roofs.  
Cost: \$865.83  
Project Funding: Measure S Bond Funds and State School Building Fund (SSBF)

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B. Vendor: Moren's Window Coverings  
Site: Monte Vista Middle School Modernization  
Item: Approve Bid - Ratify  
Services: Contractor to provide and install nine (9) mini-blinds in the library building.  
Cost: \$858.23  
Project Funding: Measure S Bond Funds and SSBF

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C. Vendor: American Modular Systems  
Site: Monte Vista Middle School Modernization and McKinley Elementary School Modernization  
Item: Notice of Completion  
Services: Contractor provided and installed relocatable buildings.  
Cost: \$2,452,800.00 Change Orders \$4,472.52 Total Constrict \$2,457,272.52  
Project Funding: Measure S Bond Funds and SSBF  
Monte Vista MS: \$2,299,517.52  
McKinley ES: \$157,755.00

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D. Vendor: Roebbelen Contracting, Inc.  
Site: Monte Vista Middle School Modernization  
Item: Change Order # 7  
Services: Scope of work documented on the change order summary.  
Cost: \$52,246.00 Deduction from contingency allowance previously included in contract.  
Project Funding: Measure S Bond Funds and SSBF

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E. Vendor: Roebbelen Contracting, Inc.  
Site: McKinley Elementary School Modernization  
Item: Change Order # 6  
Services: Scope of work documented on the change order summary.  
Cost: \$22,983.00 Deduction from contingency allowance previously included in contract.  
Project Funding: Measure S Bond Funds and SSBF

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F. Vendor:	AMS.NET
Site:	Monte Vista Middle School Modernization
Item:	Quote – Focus Contract
Services:	Contractor to provide and install Cisco surveillance equipment (cameras) at the west parking lot.
Cost:	\$9,521.24
Project Funding:	Measure S Bond Funds and SSBF

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# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. James C. Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent for Business Services  
**DATE:** February 4, 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**

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A.	Vendor:	Wallace Kuhl
	Site:	District Service Center
	Item:	Proposal
	Services:	Geotechnical engineering services to assist with the removal and replacement of asphalt concrete pavement within the bus yard.
	Cost:	\$3,000 Estimate
	Project Funding:	General Fund

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B.	Vendor:	Jack Schreder & Associates
	Site:	District Wide
	Item:	Approve Master Planning Consultant
	Services:	On 11/13/12, the Board approved the release of a Request for Qualifications (RFQ) for Master Planning Services. The District received ten (10) responses to the RFQ. Staff paper screened the responses and selected five (5) firms to be interviewed; however, one firm withdrew prior to the interview. Staff is recommending that the Board approve Jack Schreder & Associates. The firm will complete various tasks in a master planning capacity in order for the school district to respond to the changing housing environment.
	Cost:	\$63,800 (Estimate) Fees for consulting services will vary as needed and for services requested by the District
	Project Funding:	General Fund; General Fund - Unrestricted Facilities Funds; Developer Fund; Mitigation Fund

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C.	Vendor:	Wilson Architecture, Inc.
	Site:	Monte Vista
	Item:	Professional Services Supplement - Ratify
	Services:	Additional fee necessary for structural engineering and drawings as required for DSA submittal (the scope of engineering was not known at the time of original contract).
	Cost:	\$10,200 + Reimbursables
	Project Funding:	General Fund; General Fund - Unrestricted Facilities Funds

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# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** Dr. Sheila Harrison, Assistant Superintendent for Educational Services and Human Resources  
**DATE:** February 1, 2013  
**SUBJECT:** **Approve Agreement for Special Contract Services with Soul Shoppe and Louis Bohn Elementary School to Provide a One Day Assembly and Workshop Sessions for Students on February 21, 2013 and a One Day Teacher In-service Training on March 11, 2013.**

**BACKGROUND:** Bullying has become a problem of national focus. Tracy Unified has shown a commitment to preventing bullying behaviors and to increasing staff capabilities to address issues of bullying. In recognition of this, the School Site Council and Leadership teams at Louis Bohn Elementary School devoted a portion of the site budget to allow for assemblies and presentations to students and staff which would foster a positive environment for all, encourage acceptance of differences among individuals, and develop a common language for addressing issues of bullying and harassment.

**RATIONALE:** Soul Shoppe assemblies and workshops focus on fostering a positive environment for all students. The Soul Shoppe student presentation format includes a one-hour multi-grade level assembly with a follow-up workshop conducted with each grade level after the assembly for more in-depth discussion of the content. The teacher in-service is approximately 1.5 hours in length, and will provide teachers with strategies and tools they can use to reinforce the content through the remainder of the year. The information presented in the workshops for students and the in-service for teachers will help develop a common language which will recognize the worth of others, develop tools for peaceful conflict resolution, and reinforce the Pillars of Character in peer interactions. These workshops support District Strategic Goal #3: Provide a safe and equitable learning environment for all students and staff, District Strategic Goal #6: Develop and support a high performing workforce, and District Strategic Goal #7: Develop and utilize partnerships to achieve District Goals.

**FUNDING:** The cost for the one day assembly and workshops for students will be \$900.00; the cost for the teacher in-service on March 11 will be \$350.00. Total cost is \$1,250.00 to be paid out of Bohn School's MAA funding.

**RECOMMENDATION:** Approve Agreement for Special Contract Services with Soul Shoppe and Louis Bohn Elementary School to Provide a One Day Assembly and Workshop Sessions for Students on February 21, 2013 and a One Day Teacher In-service Training on March 11, 2013.

**Prepared by:** Tammy Christensen, Principal, Louis Bohn Elementary



# TRACY UNIFIED SCHOOL DISTRICT

1875 W. Lowell Avenue, Tracy, California 95376

## AGREEMENT FOR SPECIAL CONTRACT SERVICES

This agreement, by and between Tracy Unified School District, hereinafter referred to as "District," and Soul Shoppe 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: Provide a one day "Free to Be" Part 1 assembly and follow up workshop sessions for students on February 21, 2013. Provide a teacher in-service on March 11, 2013.

2. Contractor will provide the above services(s), as outlined in Paragraph 1, for a period of up to a total of 1 day HOURS/DAY(S)/FLAT RATE (circle one), under the terms of this agreement at the following location: Louis Bohn Elementary Schools.

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

- a. District shall pay \$1,250.00 per HOUR/DAY/FLAT RATE (circle one), not to exceed a total of \$ 1,250.00. 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 \$ 0 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 February 21, 2013 and shall terminate on May 31, 2013.
5. This agreement may be terminated at any time during the term by either party upon 30 days written notice.
6. Contractor shall contact the District's designee, Tammy Christensen at (209) 830-3300 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)/Tax ID #  
\_\_\_\_\_  
Date  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Address & Phone #  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Tracy Unified School District  
\_\_\_\_\_  
Date  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
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.



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. James C. Franco, Superintendent  
**FROM:** Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources  
**DATE:** January 30, 2013  
**SUBJECT:** Ratify Agreement for Special Contract Services with San Joaquin County Office of Education (SJCOE), Regional System of District and School Support (RSDSS) and Jacobson Elementary School for the 2012-2013 School Year

**BACKGROUND:** Over the past four years, Jacobson Elementary School has contracted with the County Office of Education, Regional System of District and School Support (RSDSS) to provide instructional training for the site leadership team. The training has resulted in building capacity within schools so that these teacher-leaders can eventually become coaches to their peers. Ratification is necessary as the RSDSS program rescheduled their start date which occurred prior to this Board Meeting.

**RATIONALE:** Again this school year, Jacobson Elementary plans to participate in RSDSS training using Title II funds. Jacobson is committed to continue to improve teacher quality and instruction and close the achievement gap. This year, the training will focus on developing professional learning communities. The outcome of this training will result in building capacity within schools so that these teacher-leaders can eventually become coaches to their peers. This request supports 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 #6: Develop and support a high performing workforce.

**FUNDING:** RSDSS training will be funded through District Title II funds. Total not to exceed \$1,125.00.

**RECOMMENDATION:** Ratify Agreement for Special Contract Services with San Joaquin County Office of Education, Regional System of District and School Support (RSDSS) and Jacobson Elementary School for the 2012-2013 School Year

**Prepared by:** Mrs. Cindy Sasser, Principal, Jacobson Elementary School

# 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 San Joaquin County Office of Education, Regional System of District and School Support (RSDSS), 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: Provide instructional training for school site leadership teams which will focus on improving collaborative teams, collective inquiry, action orientation, continuous improvement, and results orientation.
2. Contractor will provide the above services(s), as outlined in Paragraph 1, for a period of up to a total of eight ( 8 ) HOURS/DAY(s) (circle one), under the terms of this agreement at the following location San Joaquin County Office of Education in Stockton, CA.
3. In consideration of the services performed by Contractor, District shall pay Contractor according to the following fee schedule:
  - a. District shall pay \$1,125.00 per HOUR/DAY FLAT RATE (circle one), not to exceed a total of \$1,125.00. Contractor shall only be paid for work completed to the satisfaction of District through the termination date of this agreement.
  - b. District [ ☐ ] SHALL; [X] 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 is included in the contractors flat rate fee for the term of this agreement.
  - c. District shall make payment on a [ ☐ ] MONTHLY PROGRESS BASIS, [X] 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 January 9, 2013, and shall terminate on June 1, 2013.
5. This agreement may be terminated at any time during the term by either party upon thirty days written notice.
6. Contractor shall contact the District's designee, Cindy Sasser at ( 209 ) 830-3315 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

\_\_\_\_\_  
Title II funds

\_\_\_\_\_  
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.

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**Memorandum of Understanding**  
**SAN JOAQUIN COUNTY OFFICE OF EDUCATION**  
**Regional System of District and School Support**  
**And**  
**Jacobson Elementary, Tracy Unified School District**

This Agreement by and between the San Joaquin County Office of Education/Regional System of District and School Support, hereinafter referred to as "SJCOE/ RSDSS," and Jacobson Elementary, Tracy Unified School District hereinafter referred to as "JE/TUSD," is for the purpose of serving as an ongoing technical assistance.

The two parties, SJCOE/RSDSS and JE/TUSD mutually agree to the following terms and conditions:

I. **Scope of the Work**

RSDSS will facilitate Learning Walks with teachers focused on key instructional strategies identified by the school.

II. **Terms of Agreement**

Effective dates of agreement will be from November 1, 2012 – June 28, 2013.

III. **Compensation**

JE/TUSD will pay SJCOE/RSDSS \$1,125 no later than December 28, 2012.

Event	Days/Sessions	Cost
Learning Walks	3 Sessions up to 3 hours each @ \$375 per visit	<del>November 28, 2012</del> January 9, 2013 February 12, 2013 <del>* March 12, 2013</del>
	<b>Total</b>	<b>\$1,125</b>

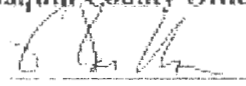
*\* Date change per C. Sasser, per SJCOE/RSDSS.*

IV. **Termination of Agreement**

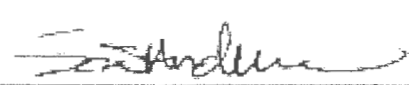
This agreement can be terminated by either party with 30 days advanced written notice.

11/8/2012

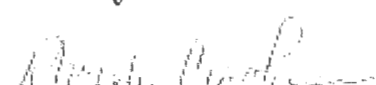
San Joaquin County Office of Education Tracy Unified School District

  
Gary Dei Rossi, Deputy Superintendent  
Student Programs & Services

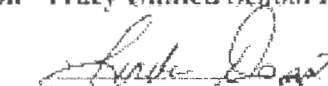
Date 11/9/12

  
Scott Anderson, Director of Operations,  
Contract Manager

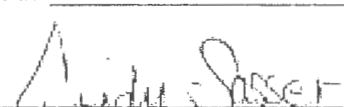
Date 11/14/12

  
Rhonda Cicolani, RSDSS Director

Date 11/8/12

  
Linda Dopp  
Director, Alternative Programs

Date \_\_\_\_\_

  
Cindy Sasser  
Principal, Jacobson Elementary

Date 11/16/12

**CERTIFICATION OF NON-EMPLOYMENT STATUS:**

CONTRACTOR/CONSULTANT /DISTRICT certify that at all times  
CONTRACTOR/CONSULTANT/DISTRICT is acting as an independent contractor and not an employee of  
the San Joaquin County Office of Education. CONTRACTOR/CONSULTANT/DISTRICT agrees to  
indemnify and hold harmless the County Superintendent, Board of Education, officers, agents and  
employees of the SJCOE against any and all claims which may result from this agreement.  
CONTRACTOR/CONSULTANT /DISTRICT agrees to make no claim against the COUNTY OFFICE for any  
vacation, sick leave, retirement benefits, social security, medical benefits, workers' compensation benefits,  
unemployment benefits or any other benefits usually provided to employees and expressly agrees  
CONTRACTOR/CONSULTANT/DISTRICT is not entitled to any such  
benefits.



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** Dr. Sheila Harrison, Assistant Superintendent of Educational Services  
**DATE:** January 22, 2013  
**SUBJECT:** Approve Overnight Travel for Kimball High School (KHS) Cheerleaders to Attend the National Cheer Association (NCA) Competition in Buena Park, CA on March 14-17, 2013

**BACKGROUND:** The Kimball High School (KHS) Cheerleaders have been invited to attend the National Cheer Association (NCA) competition at Knott's Berry Farm in Buena Park, CA on March 14-17, 2013. The Kimball High Cheerleading Team consisting of eighteen students, Breanna Granillo, Head Coach, Leanne Granillo, Assistant Coach, and Stephanie Silveira, Assistant Coach, will travel to Buena Park, CA on the evening of March 14 and return home on Sunday, March 17, 2013. The parents will drive their own child to Buena Park, CA and stay for the duration of the competition. They will stay at the Fairfield Inn during the competition. Supervision will be provided by the Kimball Coaching staff and NCA event staff.

**RATIONALE:** The Kimball High School Cheerleaders have worked extremely hard to compete at the National Cheer Association Competition. This event gives them a great opportunity to represent Tracy on the national level where they can demonstrate their team dynamics. They will also have an opportunity to meet and interact with cheerleaders from across the nation. This meets 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 #7: Develop and utilize partnerships to achieve District goals.

**FUNDING:** There will be no cost to the District. The total cost per member will be \$350.00 which includes entry fees, entrance to Knott's Berry Farm, lodging and meals. The funding for this trip will be paid by parent support and donations raised by the students attending this trip and their parents

**RECOMMENDATION:** Approve Overnight Travel for Kimball High School (KHS) Cheerleaders to Attend the National Cheer Association (NCA) Competition in Buena Park, CA on March 14-17, 2013

**Prepared by:** Cheryl Domenichelli, Principal, Kimball High School



To: Who this may concern

As the coach of the Kimball High cheerleaders I am asking for approval for my girls to attend a cheer competition at the national level. I do understand that the funds are not all there yet. The girls are to make a payment on February 3, 2013 to pay for the competition. I do understand that if the funds are not there by the time we are to go that my girls will not be able to attend the cheer competition. Please take this into consideration when approving our trip.

Thank you,

Breanna Granillo Galicia



# HUMAN RESOURCES MEMORANDUM

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

**BACKGROUND:**

Blackwell, Melinda

Cheeseman, Jason

Gonsalves, Gerard

**CLASSIFIED**

H.S. Library Technician (Replacement)  
Tracy High School and Kimball High School  
Range 31, Step A - \$14.73 per hour  
25 hours per week  
Funding: State Lottery

Utility Person III (Replacement)  
WHS/Transportation/Maintenance  
Range 36, Step A - \$16.53 per hour + ND  
8 hours per day  
Funding: General Fund – 25%; Transportation-Special Ed – 50% and Ongoing and Major Maintenance – 25%

Utility Person III (Replacement)  
Transportation/Maintenance  
Range 36, Step A - \$16.53 per hour + ND  
8 hours per day  
Funding: General Fund – 50% and Transportation-Special Ed – 50%

**RECOMMENDATION:** Approve Classified, Certificated and/or Management Employment

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



**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:** February 1, 2013  
**SUBJECT:** Accept Resignations/Retirements/Leave of Absence for Classified, Certificated, and/or Management Employment

## BACKGROUND:

## CERTIFICATED RESIGNATION

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Fugger, Lisa 7 <sup>th</sup> GATE/Core	Monte Vista	06/30/13	Personal
Springer, Janette 6 <sup>th</sup> Core	North School	02/01/13	Personal

## BACKGROUND:

## CLASSIFIED RESIGNATION

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Cheeseman, Jason School Supervision Assist.	MVMS	01/18/13	Accepted Utility Person III position
Pellatt, Michelle Food Service Worker	KHS	02/05/13	Personal
Williams, Jennifer I.E.P. Para Educator I	McKinley	02/01/13	Personal

**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:** February 1, 2013  
**SUBJECT:** Ratify Special Contract Services for Assistant Swim Coach Katie Melville at Kimball High School for the 2013 Spring Season

**BACKGROUND:** There is a need in Kimball High School's swim program for an additional assistant coach. Knowledgeable coaching will ensure the players have a positive and safe educational experience. Having an exceptionally qualified staff is the primary aim of the swim program. This agenda item needs to be ratified because Katie Melville's coaching duties will start before the February 12, 2013 board meeting.

**RATIONALE:** Katie Melville is uniquely qualified to assist and enhance Kimball High School's swim program. Ms. Melville's experience and enthusiasm will ensure the overall success and safety of the program. Her duties will be to assist the head coach with the supervision and safety of the varsity and junior varsity boys' and girls' swim teams.

**FUNDING:** Expenses for Assistant Swim Coach will be paid by the District and reimbursed by the Kimball High School Associated Student Body Account. Expenses will not exceed \$3,245.00 for the 2013 spring season.

**RECOMMENDATION:** Ratify Special Contract Services for Assistant Swim Coach Katie Melville at Kimball High School for the 2013 Spring Season.

**Prepared by:** Cheryl Domenichelli, Principal, Kimball High School

# 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 Katie Melville, 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 varsity and junior varsity boys and girls swim teams

2. Contractor will provide the above services(s), as outlined in Paragraph 1, for a period of up to a total of 120 ( ) ☐ HOURS ☒ DAY(s), under the terms of this agreement at the following location Kimball HS

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

a. District shall pay \$3,245.00 per ☐ HOUR ☐ DAY ☒ FLAT RATE, not to exceed a total of \$3,245.00. 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 \$           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 February 4, 2013, and shall terminate on May 31, 2013.

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

6. Contractor shall contact the District's designee,            at ( )            with any questions regarding performance of the services outlined above. District's designee shall determine if and when Contractor has completed the services described.

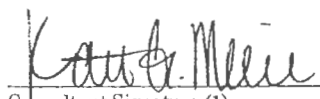
7. The parties intend that an independent contractor relationship be created by this contract and District assumes no responsibility for workers' compensation liability. District likewise assumes no responsibility for liability for loss, damage, or injury to person(s) or property resulting from, or caused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

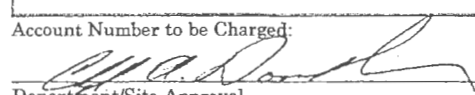
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Address

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\_\_\_\_\_  
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.



# HUMAN RESOURCES MEMORANDUM

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**TO:** Dr. James Franco, Superintendent  
**FROM:** Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources  
**DATE:** February 1, 2013  
**SUBJ:** Approve the Classified and Certificated Calendars for the 2013-14 School Year

**BACKGROUND:** The attached calendars for 2013-14 school year have been prepared by the administration and reviewed by the TEA and CSEA bargaining units.

**RECOMMENDATION:** Approve the Classified and Certificated Calendars for the 2013-14 School Year.

**PREPARED BY:** Nancy Kettner, Director of Human Resources and Employee Relations



# PROPOSED 2013-2014 TUSD Calendar

July 2013						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2013						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2013						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2013						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	


March 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					


April 2014						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			


May 2014						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2014						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

 Holidays  
 Staff BBD

 Minimum Day, all grades, K-12  
 (All Schools)

 Minimum Day, grades K-5 & K-8  
 (Bohn, Central, Freiler, Hirsch, Jacobson, Kelly, McKinley, North  
 Post, South/West Park, Villalovoz)

 Minimum Day, grades K-5, K-8 & 6-8  
 (M-1 schools plus Monte Vista and Williams)

 Student Attendance Days

 Early Release Monday

 Minimum Day, grades 6-12  
 (Monte Vista, Williams, Tracy, West, Stein, Kimball)

 Minimum Day, grades 9-12, only  
 (Tracy, West, Stein, Kimball)

 P/T Conference (no students)

 Staff Development Day (no students)

 First & Last Days of School

 CST Testing Window

TUSD - TRADITIONAL CERTIFICATED CALENDAR FOR 2013-14  
**Traditional FIRST YEAR Teachers: Contract year starts 8/5/13 (TTIP 7/29, 7/30, 7/31, 8/2, 8/5 & 8/6/13)**  
**Traditional SECOND YEAR AND BEYOND Teachers: Contract year starts Thursday 8/8/13**  
**School Starts for STUDENTS on Monday, 8/12/13**

Month	Dates	Instr Days	Work Days Yr 1	Work Days 2nd year >	TTIP Extra Pay	Buy Back Days	Miscellaneous Information
Jul-Aug	29-2	0	0	0	4		TTIP Yr 1 Tchrs -July 29th - July 31st & Aug 2nd
Aug	5-9	0	4	2		1*	TTIP Yr 1 Tchrs-Aug 5th Contract Day, Aug 6th Site Contract Day - Yr 1 Tchrs; Aug 7th BBD; <b>Required ALL Teachers</b> - Thur Aug 8th Dist Staff Dev Day; Fri Aug 9th Site Based Planning/Prep
Aug	12-16	5	5	5			Mon, Aug 12th - 1st Day of Classes
Aug	19-23	5	5	5			
Aug	26-30	5	5	5			Mon, Aug. 26th, Dist. Welcome Back Program - 2 pm
Sept	2-6	4	4	4			Mon, Sept 2nd, Labor Day
Sept	9-13	5	5	5			
Sept	16-20	5	5	5			
Sept	23-27	5	5	5			
Sept-Oct	30-4	5	5	5			<b>Fri, Oct 4th- Min Day K-12; 39 Days in 1<sup>st</sup> Quarter; End of 1st Trimester, 39 Days</b>
Oct	7-11	5	5	5			
Oct	14-18	5	5	5			
Oct	21-25	4	5	5			Mon. Oct 21st Parent Conferences, <b>Min Day Oct 23rd-25th, K-5, K-8, 6-8</b>
Oct-Nov	28-1	5	5	5			
Nov	4-8	5	5	5			
Nov	11-15	4	4	4			Mon, Nov 11th Veteran's Day
Nov	18-22	5	5	5			
Nov	25-29	0	0	0			Mon-Wed, Nov 25th-27th, Board Designated Non work days - Th-Fri, Nov 28th-29th Thanksgiving Break
Dec	2-6	5	5	5			
Dec	9-13	5	5	5			
Dec	16-20	5	5	5			<b>48 Days in 2<sup>nd</sup> Qtr; 1st Sem = 87 days; Min Day Dec 18th-19th, 9-12; Min Day Dec 20th, 6-12</b>
Dec	23-27	0	0	0			Winter Break Dec 23rd thru Jan 3rd
Dec- Jan	30-3	0	0	0			Winter Break Dec 23rd thru Jan 3rd
Jan	6-10	5	5	5			
Jan	13-17	5	5	5			
Jan	20-24	4	4	4			Mon, Jan 20th - ML King's Day
Jan	27-31	5	5	5			
Feb	3-7	5	5	5			<b>Feb 7th End of 2<sup>nd</sup> Trimester, 72 Days; Fri, Feb 7th, Min Day K-5&amp;K-8</b>
Feb	10-14	4	4	4			Mon, Feb 10th - Lincoln's Day
Feb	17-21	4	4	4			Mon, Feb 17th - President's Day
Feb	24-28	5	5	5			
Mar	3-7	4	4	4		1*	Mar 3rd BBD; <b>41 Days in 3rd Quarter; Fri, Mar 7th, Min Day 6-12</b>
Mar	10-14	5	5	5			
Mar	17-21	5	5	5			
Mar	24-28	5	5	5			
Mar- Apr	31-4	5	5	5			
Apr	7-11	5	5	5			
Apr	14-18	4	4	4			Apr 18th - Board designated non-work day
Apr	21-25	0	0	0			Spring Break April 21st-25th
Apr-May	28-2	4	4	4		1*	May 2nd BBD
May	5-9	5	5	5			
May	12-16	5	5	5			May 12th – Awards Recognition - 2 pm
May	19-23	5	5	5			<b>Min Day, Friday, May 23rd K-5, K-8 &amp; 6-8</b>
May	26-30	4	4	4			Memorial Day May 26th; 52 days in 4 <sup>th</sup> Qtr; 93 days in 2nd Sem; 69 days in 3rd Tri. May 28th-29th Min Day 9-12; <b>Friday, May 30th Last Day &amp; Min Day K-12</b>

\*These 3 Staff Development Buy Back Days are contingent on State Funding  
Instructional Days: 180 days; Work Days: 185+4 (1st Year Teachers) & 183 (2nd Year & Beyond Teachers)  
Adopted by TUSD Board of Trustees:

Tracy Unified School District  
Classified Calendar for 2013-14

Approved Board of Trustees:

Month	Dates	Work Days	Work Days	Holidays
		12-Mo	10-Mo	
July	1-5	4	0	Thursday, July 4th - Independence Day Holiday
July	8-12	5	0	
July	15-19	5	0	
July	22-26	5	0	
July-Aug	29-2	5	0	
Aug	5-9	5	1	Fri, Aug. 9th - 1st day for 10-month traditional staff
Aug	12-16	5	5	Mon, Aug 12th - 1st Day of School
Aug	19-23	5	5	
Aug	26-30	5	5	Mon, Aug. 26th - District Welcome Back Program -- 2 pm
Sept	2-6	4	4	Mon, Sept 2nd - Labor Day
Sept	9-13	5	5	
Sept	16-20	5	5	
Sept	23-27	5	5	
Sept-Oct	30-4	5	5	
Oct	7-11	5	5	
Oct	14-18	5	5	
Oct	21-25	5	4	Mon, Oct 21st - Non Work Day for 10-mo. Employees (no pay)
Oct-Nov	28-1	5	5	
Nov	4-8	5	5	
Nov	11-15	4	4	Mon, Nov 11th - Vet. Day
Nov	18-22	5	5	
Nov	25-29	3	0	Nov 25th-27th,, Non Work Day for 10-mo. Employees (no pay) Th-Fri, Nov 28th-29th Thanksgiving Break
Dec	2-6	5	5	
Dec	9-13	5	5	
Dec	16-20	5	5	
Dec	23-27	2	0	District designated variable non-paid/non-work day Dec 23rd; Winter Break Dec. 23rd thru Jan 3rd for 10-mo. Employees ; Tue-Wed Dec 24th-25th Winter Holiday
Dec-Jan	30-3	4	0	Win.Break Dec. 23rd thru Jan 3rd for 10-mo. Employees ; Wed Jan 1st New Year's Day Holiday
Jan	6-10	5	5	
Jan	13-17	5	5	
Jan	20-24	4	4	Mon, Jan 20th, ML King's Day
Jan	27-31	5	5	
Feb	3-7	5	5	
Feb	10-14	4	4	Mon, Feb 10th - Lincoln's Day
Feb	17-21	4	4	Mon, Feb 17th - President's Day
Feb	24-28	5	5	
Mar	3-7	5	4	Mon, Mar 3rd - Non Work Day for 10-mo. Employees (no pay)
Mar	10-14	5	5	
Mar	17-21	5	5	
Mar	24-28	5	5	
Mar-Apr	31-4	5	5	
Apr	7-11	5	5	
Apr	14-18	4	4	April 18th, Spring Recess Day
Apr	21-25	4	0	April 21st Spring Recess Day; Spring Break April 22nd - 25th - 10-mo. Employees (no pay)
Apr-May	28-2	5	4	Mon, May 2nd - Non Work Day for 10-mo. Employees (no pay)
May	5-9	5	5	
May	12-16	5	5	Mon, May 12th -- Awards Recognition - 2 pm
May	19-23	5	5	
May	26-30	4	4	Mon, May 26th Memorial Day; May 30th Last Day of School
June	2-6	5	0	
June	9-13	5	0	
June	16-20	5	0	
June	23-27	5	0	
June	30	1	0	
Total work days:		246	181	TOTAL Work Days 246 (12-mo) 181 Work Days (10-mo)



# ADMINISTRATIVE SERVICES MEMORANDUM

**TO:** Board of Education  
**FROM:** Dr. James C. Franco, Superintendent  
**DATE:** January 25, 2013  
**SUBJECT:** Adopt Resolution No. 12-14 to Excuse Meeting Absence of Board Member

**BACKGROUND:** Board Bylaw 9250 and Education Code §35120 provide that a Board "...member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting...the absence was due to a hardship deemed acceptable by the board;"

**RATIONALE:** Board of Education member Gregg Crandall will be absent for the regular meetings scheduled for February 12, 2013 and March 12, 2013, due to out-of-town training for his employment. The Board of Education finds that Gregg Crandall's absence from the meetings of February 12, 2013 and March 12, 2013, is due to hardship deemed acceptable by the Board of Education;

**FUNDING:** Unrestricted General Fund, Previously Budgeted.

**RECOMMENDATION:** Adopt Resolution No. 12-14 to Excuse Meeting Absence of Board Member.

**Prepared by:** Dr. James C. Franco, Superintendent



**TRACY UNIFIED SCHOOL DISTRICT  
RESOLUTION NO. 12-13  
Resolution to Excuse Meeting Absence of Board Member**

**WHEREAS**, Board Bylaw 9250 and Education Code §35120 provide that a Board "...member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting...the absence was due to a hardship deemed acceptable by the board;"

**WHEREAS**, Board of Education member James Vaughn was absent for the regular meeting on December 11, 2012, due to illness.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education finds that James Vaughn's absence from the meeting of December 11, 2012, is due to hardship deemed acceptable by the Board of Education;

**BE IT FURTHER RESOLVED** that the Board of Education therefore determines that Mr. Vaughn shall be paid for his absence from the meeting of December 11, 2012 and further directs that the adoption of this Resolution shall be recorded in the minutes of this meeting of January 22, 2013.

Resolved this 22<sup>nd</sup> day of January, 2013, at a regular meeting of the Board of Education of the Tracy Unified School District by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTION:

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PRESIDENT, BOARD OF EDUCATION  
TRACY UNIFIED SCHOOL DISTRICT

Attest:

I certify that the foregoing resolution was adopted by the Board of Education of the Tracy Unified School District, County of San Joaquin, on the date shown above.

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Clerk  
Board of Education  
Tracy Unified School District

TRACY SCHOOL FACILITIES FINANCING AUTHORITY

ANNUAL MEETING

February 12, 2013

7:00 P.M.

Tracy Joint Unified School District – Education Center  
1875 W. Lowell Ave.  
Tracy, CA 95376

1. CALL TO ORDER
2. ROLL CALL/CONFIRMATION OF OFFICERS - Establish Quorum

<i>Name</i>	<i>TSFFA Board Position</i>
Greg Silva	Chair
James Vaughn	Vice-Chair
Gregg Crandall	Secretary
Walter Gouveia	Member
Ted Guzman	Member
Jill Costa	Member
Kelly Lewis	Member

<i>Name</i>	<i>TSFFA Staff Position</i>
James Franco	Executive Director
Casey Goodall	Treasurer and Controller

3. Comments From the Public on **Items Not on the Agenda**  
(5-Minute Time Limit Per Individual)

Persons wishing to speak to items not on the agenda are asked to complete a “Request to Speak” card and present it to the Chair prior to the meeting. Subjects not on the agenda may be introduced at this time, but no action may be taken on them at this meeting. When you address the Board, please stand at the podium and state your name for the record.

Comments From the Floor on **Items On the Agenda**  
(5-Minute Time Limit Per Individual)

Persons wishing to speak to items on the agenda are asked to complete a “Request to Speak” card and present it to the Chair prior to the meeting. You will be given an opportunity to speak on the subject at the time the item is discussed by the Board. When you address the Board, please stand at the podium and state your name for the record.

4. DISCUSSION/ACTION –

4.1 Approve Meeting Minutes of February 28, 2012

Action: Motion\_\_\_; Second\_\_\_. Vote Yes\_\_\_; No\_\_\_; Absent; Abstain\_\_\_.

4.2 Accept the 2011-2012 Independent Annual Financial Report for the Tracy School Facilities Financing Authority (Separate Cover Item)

Action: Motion\_\_\_; Second\_\_\_. Vote Yes\_\_\_; No\_\_\_; Absent; Abstain\_\_\_.

5. ADJOURNMENT

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability-related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such modification or accommodation from the Superintendent's Office at (209) 830-3201 (telephone). Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the meeting.

The Board reserves the right to take action on all items  
on the Agenda including "Discussion" items



Annual Minutes of  
Regular Meeting of  
Tracy School Facilities Financing Authority  
February 28, 2012

14.1.6 Annual Meeting of Tracy School Facilities Financing Authority  
Adjourn TUSD Board Meeting. 8:22

1. CALL TO ORDER TSFFA Annual Meeting 8:22
2. ROLL CALL/  
CONFIRMATION OF OFFICERS - Establish Quorum

<i>Name</i>	<i>TSFFA Board Position</i>
Jill Costa	Chair
Greg Silva	Vice-Chair
James Vaughn	Secretary
Gregg Crandall	Member
Walter Gouveia	Member
Ted Guzman	Member
Bill Swenson	Member

<i>Name</i>	<i>TSFFA Staff Position</i>
James Franco	Executive Director
Casey Goodall	Treasurer and Controller

3. Comments From the Public on Items Not on the Agenda  
(5-Minute Time Limit Per Individual)

Persons wishing to speak to items not on the agenda are asked to complete a "Request to Speak" card and present it to the Chair prior to the meeting. Subjects not on the agenda may be introduced at this time, but no action may be taken on them at this meeting. When you address the Board, please stand at the podium and state your name for the record.  
No comments were made.

Comments From the Floor on Items On the Agenda  
(5-Minute Time Limit Per Individual)

Persons wishing to speak to items on the agenda are asked to complete a "Request to Speak" card and present it to the Chair prior to the meeting. You will be given an opportunity to speak on the subject at the time the item is discussed by the Board. When you address the Board, please stand at the podium and state your name for the record.  
No comments were made.

4. DISCUSSION/ACTION –

4.1 Approve Meeting Minutes of April 12, 2011  
Swenson, Guzman. **Vote:** Yes-7; No-0.

**Action:**

- 4.2 Accept the 2010-2011 Independent Annual Financial Report for the Tracy School Facilities Financing Authority  
(Separate Cover Item)  
Action: M Crandall, Vaughn. Vote: Yes-7; No-0.
5. ADJOURNMENT OF TSFFA MEETING 8:23  
Reconvene the Board Meeting of TUSD 8:24

8:23  
PM:

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date



# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent for Business  
**DATE:** February 5, 2013  
**SUBJECT:** **Accept the 2011-12 Independent Annual Financial Audit and Performance Audit for Measure E and for Measure S General Obligation Bonds**

**BACKGROUND:** When a school bond measure is authorized pursuant to Section 1 of Article XIII A of the California Constitution as amended with the passage of Proposition 39 which was approved by voters on November 7, 2000, the School Board is subject to certain accountability requirements. Proposition 39 requires that each year the Board conduct an independent audit for the purpose of ensuring that the Bond proceeds have been expended only on specific projects as listed in the bond measure. In addition, each year the Board must conduct an independent financial audit of expended Bond proceeds until all of the funds have been expended on the specific school facilities projects off the project list.

**RATIONALE:** The audits for the 2011-12 fiscal year are complete and are being brought to the board for acceptance. The financial report states that in the auditor's opinion, the district's records represent fairly, in all material respects, the financial position and results of operations for the Bond Building Funds of Tracy Joint Unified School District. The objective of the performance audit is to provide an independent assessment of the District's compliance with certain state laws and procedures, specified by Tracy Unified School District, to ensure that the bond funds have been expended only on the specific projects listed in the ballot measure. There were no recommendations or matters to report as a result of the financial and performance audits.

**FUNDING:** The costs of the annual audits are funded by bond proceeds.

**RECOMMENDATION:** Accept the 2011-12 Independent Annual Financial Audit and Performance Audit for Measure E and for Measure S General Obligation Bonds

**Prepared by:** Bonny Carter, Director of Facilities and Planning



# EDUCATIONAL SERVICES MEMORANDUM

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**TO:** Dr. James Franco, Superintendent  
**FROM:** Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources  
**DATE:** January 29, 2013  
**SUBJECT:** Approve Resolution #12-15 Establishing March as “Arts in Education Month”

**BACKGROUND:** Many national and state professional education associations hold celebrations in March focused on art in education. The District has worked to develop standards in the areas of Visual and Performing Arts, as well as a variety of programs. The District has continued to promote and offer a strong Visual and Performing Arts program while maintaining a focus on core curriculum, student achievement, and closing the achievement gap.

**RATIONALE:** This resolution recognizes the importance of the arts in education and in our society. It advocates for school districts to continue offering a comprehensive Visual and Performing Arts program for all students. This supports 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:** N/A

**RECOMMENDATION:** Approve Resolution #12-15 Establishing March as “Arts in Education Month”

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



**TRACY UNIFIED SCHOOL DISTRICT  
RESOLUTION No. 12-15  
RESOLUTION AUTHORIZING MARCH AS  
“ARTS IN EDUCATION MONTH”**

**WHEREAS**, Arts Education, which includes dance, music, theatre, and the visual arts, is an essential part of basic education for all students, kindergarten through grade twelve; and

**WHEREAS**, through well-planned instruction and activities in the arts, children develop initiative, creative ability, self-expression, self-reflection, thinking skills, discipline, a heightened appreciation of beauty and cross-cultural understanding; and

**WHEREAS**, many national and state professional education associations hold celebrations in March focused on students’ participation in the arts; and

**WHEREAS**, experience in the arts develops insights and abilities central to the experience of life, and the arts are collectively one of the most important repositories of culture; and

**WHEREAS**, these celebrations give Tracy schools a unique opportunity to focus on the value of the arts for all students, to foster cross-cultural understanding, to give recognition to our outstanding young artists to focus on careers in the arts available to students, and to enhance public support for this important part of our curriculum; and

**WHEREAS**, the Tracy Unified School District Board of Education states in its Board Policy 6142.6 adopted in September 1997 that a comprehensive arts education program should be an integral part of the basic education offered to all students in all grades; and

**THEREFORE BE IT RESOLVED**, on February 12, 2013 that the Tracy Unified School District Board of Education joins the California State Board of Education in proclaiming the Month of March 2013 as Arts Education Month and encourages all schools in the Tracy Unified School District to celebrate the arts with meaningful student activities and programs that demonstrate learning and understanding in the visual and performing arts; and be it further;

**PASSED AND ADOPTED** this the 12<sup>th</sup> day of February, 2013, by the Board of Trustees of the Tracy Unified School District the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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**Board Member**  
**Board of Trustees**  
**Tracy Unified School District**

Attested:

I certify that the foregoing resolution was adopted by the Board of Trustees of the Tracy Unified School District, County of San Joaquin, on the date shown above.

---

**Board Member**  
**Board of Trustees**  
**Tracy Unified School District**



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. James C. Franco, Superintendent  
**FROM:** Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources  
**DATE:** January 29, 2013  
**SUBJECT:** Adopt Revised Board Policy 5129 with New Number 5131.2, (Second Reading)

**BACKGROUND:** The Tracy Unified School District Board approved Board Policy 5129 on May 22, 2012, after a revision had been completed and reviewed by the Office of Civil Rights (OCR) due to a past OCR complaint regarding a student being bullied and a hostile environment being present. The school officials took appropriate disciplinary action with the students involved; however, there continued to be a hostile educational environment. Revisions to the Board Policy 5129 were made to ensure increased implementation of the Bullying Prevention and to ensure investigations examine if a Title IX violation exists. Board Policy 5129 was amended by the passage of Assembly Bill 173, adding additional scope to the definition of "Bullying," California Education Code 48900 (r) bullying which now includes posting to or creating a burn page, false impersonation or false profile of an individual (student) as a discretionary suspension or recommendation for expulsion.

**RATIONALE:** Revise Board Policy 5129 to keep it current with the existing law (Assembly Bill 173) in accordance with California Education Codes 48900 (r). Change the Board Policy number to 5131.2 vice 5129, so that it aligns with California School Advisory Board (CSBA) as per GAMUT. This revision complies with District Strategic Goal #3: Provide a safe and equitable learning environment for all students and staff.

**FUNDING:** None

**RECOMMENDATION:** Adopt Revised Board Policy 5129 with New Number 5131.2, (Second Reading)

**Prepared by:** Mr. Paul Hall, Director of Student Services & Curriculum



## BULLYING PREVENTION POLICY

The Tracy Unified School District believes that all students have a right to a safe and healthy school environment. **The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.** The district, schools, and community have an obligation to promote the six pillars of character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

**No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate cyber-bully, cause bodily injury to, or commit hate violence against any other student or school personnel.**

**Definition**

The Tracy Unified School District will not tolerate bullying which shall be defined as:

~~Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, that is disruptive, that causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment. Bullying acts or conduct can include sexual harassment, hate violence, discriminatory harassment, threats, or intimidation directed toward one or more pupils. Discriminatory harassment and sexual harassment are a violation of students' civil rights and are also prohibited by Board Policies 5145.3 Nondiscrimination/Harassment and 5145.7 Sexual Harassment.~~

**“Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:**

**(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.**

**(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.**

**(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.**

**(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.**

**(2) (A) “Electronic act” means the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device,**

## BULLYING PREVENTION POLICY

computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

### Bullying Prevention

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. ~~Students shall be informed, through student handbooks and~~ other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

The district may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

School staff shall receive related professional development, including information about

**BULLYING PREVENTION POLICY**

**early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.**

**Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias.**

The Tracy Unified School District expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students whose behavior is related to school activity, students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

**As appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.**

~~To ensure bullying does not occur on school campuses, the Tracy Unified School District will provide staff development training on bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.~~

**Complaints and Investigation**

**Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5131.2 –Bullying Prevention.**

**When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.**

**~~When the circumstances involve cyber-bullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyber-bullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.~~**

**If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.**

**Discipline**

**BULLYING PREVENTION POLICY**

**Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.**

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Tracy Unified School District will adopt a Student Code of Conduct to be followed by every student.

The Student Code of Conduct includes, but is not limited to:

Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.

Students are expected to immediately report incidents of bullying to the principal or staff. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal. If the complaint is not resolved at the school site/principal level the Office of Student Services should be contacted (830-3280). The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following: All staff, students, and their parents will receive a summary of this policy prohibiting bullying at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.

The school will make reasonable efforts to keep a report of bullying and the results of the investigation confidential.

Staff are expected to immediately intervene when they see a bullying incident occur. People witnessing or experiencing bullying are encouraged to report the incident. Such reporting will not reflect on the victim or witnesses in any way.

**Legal Reference:****EDUCATION CODE****200-262.4 Prohibition of discrimination**

32261 Intergovernmental Agencies School Safety

**32282 Comprehensive safety plan**

**35181 Governing board policy on responsibilities of students**

Adopted 05.22.12

## BULLYING PREVENTION POLICY

**35291-35291.5 Rules**

35294.2 School Safety Plan

48900-48925 Suspension or expulsion

48985 Translation of notices

**PENAL CODE**

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices, threats to safety

**UNITED STATES CODE, TITLE 47**

254 Universal service discounts (e-rate)

**COURT DECISIONS**

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

Lavine v. Blaine School District, (2002) 279 F.3d 719

**Management Resources:****CSBA PUBLICATIONS**

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010

Cyber bullying: Policy Considerations for Boards, Policy Brief, July 2007

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008

Bullying at School, 2003

**U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS**

Dear Colleague Letter: Harassment and Bullying, October 2010

**WEB SITES**CSBA: <http://www.csba.org>California Cyber safety for Children: <http://www.cybersafety.ca.gov>California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lr/ss>Center for Safe and Responsible Internet Use: <http://cyberbully.org>National School Boards Association: <http://www.nsba.org>National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education, Office for Civil Rights:

<http://www.ed.gov/about/offices/list/ocr>



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. James C. Franco, Superintendent  
**FROM:** Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources  
**DATE:** January 29, 2013  
**SUBJECT:** Acknowledge Revised Administrative Regulation 5129 with New Number 5131.2, (Second Reading).

**BACKGROUND:** The Tracy Unified School District Board approved Administrative Regulation 5129 on May 22, 2012, after a revision had been completed and reviewed by the Office of Civil Rights (OCR) due to a past OCR complaint regarding a student being bullied and a hostile environment being present. The school officials took appropriate disciplinary action with the students involved; however, there continued to be a hostile educational environment. Revisions to the Administrative Regulation 5129 were made to ensure increased implementation of the Bullying Prevention and to ensure investigations examine if a Title IX violation exists. Administrative Regulation 5129 was amended by the passage of Assembly Bill 173, adding additional scope to the definition of "Bullying," California Education Code 48900 (r) bullying which now includes posting to or creating a burn page, false impersonation or false profile of an individual (student) as a discretionary suspension or recommendation for expulsion.

**RATIONALE:** Revise Administrative Regulation 5129 to keep it current with the existing law (Assembly Bill 173) in accordance with California Education Codes 48900 (r). Change the Administrative Regulation number to 5131.2 vice 5129, so that it aligns with California School Advisory Board (CSBA) as per GAMUT. This revision complies with Strategic Goal #3: Provide a safe and equitable learning environment for all students and staff.

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**FUNDING:** None

**RECOMMENDATION:** Acknowledge Revised Administrative Regulation 5129 with New Number 5131.2, (Second Reading).

**Prepared by:** Mr. Paul Hall, Director of Student Services & Curriculum

**Bullying Investigation Procedures**

## Bullying Investigation Procedures

## A. Purpose and Scope

To provide guidance and direction for all District employees regarding Bullying / Harassment, including cyberspace and tech bullying.

## B. Definition

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Education Code 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupil's person or property.
2. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
3. Causing a reasonable pupil to experience substantial interference with his or her academic performance.
4. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

~~Electronic act means the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet Web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. (Education Code 32261)~~

**“Electronic act” means the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:**

**(i) A message, text, sound, or image.**

**(ii) A post on a social network Internet Web site, including, but not limited to:**



**Bullying Investigation Procedures**

**(I) Posting to or creating a burn page.** “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

**(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1).** “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

**(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1).** “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

**(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.**

**(3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.**

When bullying acts or conduct are based on the actual or perceived characteristics of gender, gender identity, gender expression or sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics, staff members should address and refer complaints about such acts for consideration and investigation under the District’s Sexual Harassment Policy (BP 5145.7).

When bullying acts or conduct are based on the actual or perceived characteristics of disability, nationality, race or ethnicity or religion or association with a person or group with one or more of these actual or perceived characteristics, staff members should address such acts and refer complaints about such acts for consideration and investigation under the District’s Nondiscrimination/ Harassment Policy (BP 5145.3).

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**C. Forms Used and Additional References**

Bullying /Harassment Claim Interview Sheet

Bullying /Harassment (Informal versus Formal Complaint –Summary of Procedures)

**D. Procedures**

The Tracy Unified School District expects students and/or staff to immediately report incidents of Bullying / Harassment to the principal or designee. Staff members are expected

**Bullying Investigation Procedures**

to immediately intervene when they see a bullying incident occur. Each complaint of Bullying / Harassment shall be promptly investigated. This policy applies to students whose behavior is related to school activity, students on school grounds, while traveling to and from school or a school- sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

**General Procedures - Students**

Any student who feels he or she is being bullied or harassed should immediately report such conduct to his or her teacher, the principal, or any other school administrator, without fear of reprisal. The student need not first report the Bullying/Harassment to his or her teacher, especially if the student believes the teacher engaged in or knowingly tolerated any Bullying/Harassment of the student. The student may make this report alone or with his or her parent/guardian.

An employee who receives a report of Bullying/Harassment of a student or who witnesses the Bullying/Harassment of a student shall immediately report the incident first to the site administrator or site designee then to the Assistant Superintendent for Educational Services and Human Resources (if alleged Bullying/Harassment is by an employee). Administrators, upon receiving a report of Bullying/Harassment from a student, shall provide the student with a copy of the Bullying/Harassment policy as well as the Administrative Regulation which contains procedures for filing complaints regarding Bullying/Harassment, parents/guardians of the student (victim) shall be contacted.

Each complaint of Bullying / Harassment shall be promptly investigated in a way that attempts to respect the privacy of all parties concerned. If the student requests that his or her name not be disclosed to the alleged harasser, an informal investigation of the allegations shall be conducted to the extent possible without disclosing the complainant's name. In order to file a formal complaint of Bullying/Harassment, the student must be willing to disclose his or her name to the alleged harasser. Parent or legal guardian shall be informed of the investigation.

**General Procedures - Any Other Persons**

Any person who alleges Bullying / Harassment by any employee or student in the District may file a complaint under the complaint procedures contained in Administrative Regulation 4119.11; 4219.11; and 5145.7.

**E. Formal Complaint Procedures**

The Board designates the following compliance officers to receive and investigate complaints and ensure compliance with law:

**Bullying Investigation Procedures**

Superintendent or designee

830-3200 ext. 1004, or e-mail: [jfranco@tUSD.net](mailto:jfranco@tUSD.net)

Assistant Superintendent of Educational Services and Human Resources

830-3260 ext. 1304, or e-mail: [sjharrison@tUSD.net](mailto:sjharrison@tUSD.net)

Director of Student Services and Curriculum

830-3280 ext. 1601, or e-mail: [phall@tUSD.net](mailto:phall@tUSD.net)

Principle or site designee please call site number, for e-mail please see site:

<https://www.tracy.k12.ca.us/Pages/MainHomePage.aspx>

All complaints can be mailed to: Tracy Unified School District, 1875 W. Lowell Ave.  
Tracy, CA. 95376

It is desirable that complaints of Bullying / Harassment be resolved in a prompt and appropriate manner. If possible, such complaints should be resolved in an informal manner. If the complaint cannot be resolved informally, the following procedures shall be followed for filing a formal complaint of Bullying / Harassment.

**Step 1: Filing of Complaint**

Any individual, public agency or organization may file a written complaint of alleged Bullying/Harassment.

The complaint shall be presented to the Superintendent or designee, who will then give it to the appropriate compliance officer.

The Superintendent or designee will maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints of Bullying / Harassment must be initiated, in writing within sixty (60) calendar days of the date the alleged violation occurred.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, superintendent or designee shall help him/her to file the complaint.

**Step 2: Investigation of Complaint**

Within sixty (60) school days of receiving the complaint, excluding summer session, when the alleged violation occurred during the regular school year, the Superintendent or designee shall complete the investigation of the complaint. This time period may be extended by written agreement of the complainant.

**Bullying Investigation Procedures****Step 3: Response**

Within sixty (60) days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the District's investigation and decision, as described in Step 4 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within fifteen (15) calendar days, file his/her complaint, in writing, with the Board. The Board may consider the matter at its next regular Board meeting or at a special Board meeting.

The Board may decide not to hear the complaint, in which case the compliance officer's decision is final. If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within seven (7) calendar days or within the time period that has been specified in a written agreement with the complainant.

**Step 4: Final Written Decision**

The report of the District's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the District will arrange a meeting at which a community member will interpret it for the complainant.

This report shall include:

- \* The findings and disposition of the complaint.

- \* Notice of the complainant's right to appeal the decision to the Tracy Unified School District Board of Trustees and procedures to be followed for initiating such an appeal.

If an employee or student is disciplined as a result of the complaint, this report shall simply state that appropriate action was taken and that the employee or student was informed of the District's Bullying Policy. The report shall not give any further information as to the nature of the corrective or disciplinary action. However, when a student is expelled as a result of a substantiated charge of bullying, the expulsion record shall be a non-privileged, disclose-able public record.

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The Tracy Unified School District board decision is the final decision.

**F. Corrective Action**

A substantiated complaint of Bullying / Harassment may subject the offending employee or student to corrective action, up to and including suspension and discharge/expulsion. Such corrective action shall be consistent with the California Education Code and any collective bargaining agreement or student discipline code, if applicable.

**Bullying Investigation Procedures**

In the event of harassment by an individual who is not an employee or student of the District, the District will take whatever legal corrective action is reasonable and appropriate under the circumstances.

Even if the reported conduct is not considered Bullying / Harassment under this policy, it may be in violation of other rules and standards of conduct of the District. The District may discipline an employee or student for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of law or even a violation of this policy. Supervisors may be held personally liable under the law for acts of harassment.

**G. Retaliation and Confidentiality**

The District forbids retaliation against anyone for reporting Bullying / Harassment, filing a complaint pursuant to this policy, assisting in making a Bullying / Harassment complaint, or cooperating in a Bullying / Harassment investigation. Anyone experiencing or witnessing any conduct that believe to be retaliatory are to immediately follow the procedures outlined above. In an investigation and in imposing discipline, the District will attempt to preserve confidentiality to the extent the circumstances permit.

**H. Notification – Students and Parents**

A copy of the Bullying / Harassment Policy and Administrative Regulation shall be displayed in a prominent location in the main administrative building located at 1875 W. Lowell Ave., Tracy, CA and in a prominent location near each school principal's office.

Notice of the Bullying / Harassment Policy and the Administrative Regulation which contains the complaint procedures will be distributed to all students of the District at the beginning of the first trimester or semester of the school year, and to any new student at the time that the new student is enrolled. A copy of the Bullying / Harassment Policy and Administrative Regulation shall also appear in any publication of the District that sets forth the comprehensive rules, regulations, procedures, and standards of conduct for the institution

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**Notification – Students**

A copy of the Bullying / Harassment Policy and Administrative Regulation shall be displayed in a prominent location in the main administrative building located at 1875 W. Lowell Ave., Tracy, CA and in a prominent location near each school principal's office.

Notice of the Bullying / Harassment Policy and Administrative Regulation which contain the complaint procedures will be sent to all students and parents or guardians upon enrollment and annually thereafter. A copy of the Bullying Policy and Administrative Regulation shall be provided as part of any orientation program conducted for new

**Bullying Investigation Procedures**

students at the beginning of each trimester, semester, or summer session, as applicable. Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of Bullying / Harassment.

Students may also file a separate claim of Bullying / Harassment with the Office of Civil Rights (OCR). The address and telephone number of the OCR is listed under the notifications section for employees.

- I. Reports Required Investigation report regarding allegations of harassment.
- J. Record Retention Student and Personnel file when appropriate.
- K. Responsible Administrative Units Human Resources Student Services
- L. Approved By  
Assistant Superintendent of Educational Services and Human Resources  
Director of Student Services & Curriculum



# EDUCATIONAL SERVICES MEMORANDUM

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**TO:** Dr. James C. Franco, Superintendent  
**FROM:** Dr. Sheila Harrison, Assistant Superintendent of  
Educational Services & Human Resources  
**DATE:** January 16, 2013  
**SUBJECT:** Approve Tracy Unified School District Technology Plan  
7/1/2013-6/30/2016

**BACKGROUND:** The Tracy Unified School District Technology Plan represents the vision, goals, and implementation criteria for technology in the District for the next three years. It is required by the State of California under Education Code Section 51871.5(a) which requires every school district seeking educational funding from the California Department of Education to have, as a prerequisite for funding, a local technology plan in place. It is also a requirement for Federal funding through the State and the No Child Left Behind Act of 2001, Public Law 107-110, Section 2414. This Technology Plan has been approved by the California Department of Education.

**RATIONALE:** In order to receive potential technology funding through state and federal sources, and to adequately plan for our technology needs, the Governing Board must approve a technology plan. This meets District Strategic Goal #3: Technology as a tool for improvement in instruction and operations.

**FUNDING:** There is no cost to the District. The success of this plan depends upon continued funding from the District along with potential funds from state and federal sources, partnerships and collaborate ventures.

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**RECOMMENDATION:** Approve Tracy Unified School District Technology Plan  
7/1/2013-6/30/2016

**Prepared by:** Cindy Minter, Director of Information Services and Educational  
Technology





**TRACY**  
UNIFIED SCHOOL DISTRICT

# ADMINISTRATIVE SERVICES MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Dr. James Franco, Superintendent  
**DATE:** February 4, 2013  
**SUBJECT:** Cast Ballot for CSBA 2013 Delegate Assembly Election

**BACKGROUND:** There are two 2 vacancies to be filled in Subregion 8-A.

**RATIONALE:** The official ballot for Subregion 8-A has been received for the CASBA Delegate Assembly election. Each member board submits one ballot. Each Board may vote for up to two candidates. A biographical sketch for each candidate is enclosed. The ballot for subregion 8-A also allows spaces for write-in candidates. The positions will be filled by the candidates receiving the highest number of votes. The candidates are:

\_\_\_\_\_ Matthew D. Balzarini (Lammersville USD)  
\_\_\_\_\_ Ron Heberle (Lodi USD)  
\_\_\_\_\_ George Neely (Lodi USD)

**FUNDING:** N/A

**RECOMMENDATION:** Cast Ballot for CSBA 2013 Delegate Assembly Election.

**Prepared by:** Dr. James Franco, Superintendent.

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office No later than **FRIDAY, MARCH 15, 2013**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box. *A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

OFFICIAL 2013 DELEGATE ASSEMBLY BALLOT  
SUBREGION 8-A  
(San Joaquin County)

Number of vacancies: 2 (Vote for no more than 2 candidates)

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*Delegates will serve two-year terms beginning April 1, 2013 – March 31, 2015*

*\*denotes incumbent*

☐ Matthew D. Balzarini (Lammersville USD)\*

☐ Ron Heberle (Lodi USD)

☐ George Neely (Lodi USD)

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*Provision for Write-in Candidate Name*

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*School District*

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*Provision for Write-in Candidate Name*

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*School District*

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*Signature of Superintendent or Board Clerk*

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*Title*

---

*School District/COE Name*

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*Date of Board Action*

*See reverse side for a current list of all Delegates in your Region.*



CSBA

## 2013 Delegate Assembly Candidate Biographical Sketch Form

**Due: Monday, January 7, 2013** (U.S. Postmark or fax – 916.669.3305 or 916.371.3407)

Please complete, sign and date this **required** candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this candidate form will **not** be accepted.

Name: <u>Matthew D. Balzarini</u>	CSBA Region/Subregion: <u>8A</u> / <u>      </u>
District or COE: <u>Lammersville Unified School District</u>	Years on board: <u>5</u> ADA: <u>2374</u>
Contact Number: <u>209-645-0911</u>	E-mail: <u>mbalzarini@sjcoe.net</u>
Are you a continuing Delegate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how long have you served as a Delegate? <u>2 years</u>

**CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.**

My top priority is for the safety and security of our students. With 12 years experience in law enforcement and over 5 years experience in the fire service I know that we must constantly review our plans and train to ensure that our campuses are safe. I have been and would like to continue to be a resource for CSBA in this area. My second priority is funding education! Passing prop 30 has not helped us; it is just not hurting us more than we already are. I would like to continue to work with CSBA to advocate for proper funding of education. Another top educational priority is taking a closer look at high quality, early childhood education. There are a lot of questions in this area and I want to help the association take a closer look at what programs are being used throughout the state and if they are effective. This is a hot topic and one that requires more research. I would like to work on this project with CSBA.

**Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district or county office.**

Having a close working relationship with my superintendent and the San Joaquin County School Board Association has helped me keep my finger on the pulse of our county. Our county has many small districts that don't often have a voice. As a Delegate I have been able to bring the interests of the smaller districts in our county to Sacramento. At home I am part of our district's Crisis Response Committee and have worked closely with our superintendent and various developers in our rapidly growing community. For years I have worked with our curriculum council and often visit our campuses to see our governance decisions at work in the classroom. I have also had the opportunity to attend many of the professional development programs our district hosted to interact with the teachers in the classroom and hear their perspective.

**Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?**

With a career in public safety, I am very fortunate to have a schedule that allows me to attend school assemblies, staff professional development, meetings, and CSBA training. During this past year, I had the opportunity to be a member of the CSBA Legislative Committee. I reviewed proposed legislation, attended the monthly meetings and was eager to engage in discussion with the other committee members. I have also been able to attend regular meetings with region 8 for education updates and planning for upcoming delegate assembly meetings. I have been very involved as a Delegate and would like to continue with our regions team that has developed an excellent working relationship over these past two years. I am very passionate about serving the students and teaching staff of the Lammersville School District and all of the school districts in San Joaquin County. As a delegate I have been able to take that service to the next level. I would like to continue to ensure that CSBA reflects the views of San Joaquin County, even the small school districts.

**Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.**

Signature: Matthew D. Balzarini Date: 1/2/13



CSBA

## 2013 Delegate Assembly Candidate Biographical Sketch Form

**Due: Monday, January 7, 2013** (U.S. Postmark or fax – 916.669.3305 or 916.371.3407)

Please complete, sign and date this **required** candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this candidate form will **not** be accepted.

Name: Ron Heberle	CSBA Region/Subregion: 8-A /
District or COE: Lodi Unified School District	Years on board: 2yrs ADA:
Contact Number: (209) 327-7186	E-mail: rheberle@lodiUSD.net
Are you a continuing Delegate? <input type="radio"/> Yes <input checked="" type="radio"/> No	If yes, how long have you served as a Delegate?

**CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.**

My educational priorities would be to work to insure that:

- 1) funding is reliable and consistent for all of the children of California
- 2) all children have opportunities to meet their potential
- 3) restoration of the classroom environment occurs by returning lost instructional days and lowering class sizes

**Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district or county office.**

In addition to my board meetings and responsibilities, I am the president of a foundation which raises money for the children of my district. I am part of the local Chamber of Commerce's Partners in Education committee which draws the business community into helping our schools. While these activities are part of my interaction with the community, I also donate my time and energy to local schools in many areas including Science Olympiad, vocational education committee advisor, community scholarship committee, and a variety of other activities.

**Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?**

I am interested in becoming a Delegate to contribute my time, energy, and background to giving the children of California the best educational experiences and opportunities available. I have 35 years of experience in management, leadership, and municipal governance. I now have the time to use these skills and energy to support CSBA in improving California's education.

**Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.**

Signature: Ron Heberle Date: 1-7-13





## 2013 Delegate Assembly Candidate Biographical Sketch Form

**Due: Monday, January 7, 2013** (U.S. Postmark or fax - 916.669.3305 or 916.371.3407)

Please complete, sign and date this **required** candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this candidate form will not be accepted.

Name: <u>George Neely</u>	CSBA Region/Subregion: <u>8/8A</u>
District or COE: <u>Lodi Unified School District</u>	Years on board: <u>2</u> ADA: <u>28,350</u>
Contact Number: <u>209-329-6152</u>	Email: <u>gneely@lodiUSD.net</u>
Are you a continuing Delegate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, how long have you served as a Delegate? _____	

**CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.**

My first priority as a Board member and a delegate will always be student achievement. That is the reason we are in business. This broad umbrella includes working to eliminate the "achievement gap." I have taught in Title 1 schools and understand the challenges our districts face.

My second priority is to ensure the financial stability of our districts. Layoffs are devastating to schools. In Lodi Unified, we stopped the cycle of layoffs by sound fiscal management. As a delegate, I will push for the proper funding of our schools.

Finally, I believe we need to move our schools into the digital age. We need to provide our students with the skills and the experience to compete and excel in the digital workplace. I currently teach at an all digital school and have seen the extraordinary benefits that digital technology brings to the classroom.

**Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district or county office.**

I am a past President of the Lodi Unified School District Board of Education. In that position I pushed for a budget that would allow our district to avoid layoffs for the first time in 3 years. I currently serve as the Clerk. I have served on various committees including our 2 by 2 committee with members from our City Council. In this capacity, 2 members of our Board meet with 2 members of Lodi City Council to discuss issues that affect both the city and the school district. I also serve as Lodi's representative to the San Joaquin County School Boards Association.

I am also a guest columnist for our local newspaper, the Lodi News-Sentinel. I have written about issues such as Proposition 30, CTE classes, and high school curriculum.

I also serve on the Board of Trustees for our Giving Opportunities to Kids Foundation with members of our community. I also serve on the Board of Education for Humphries College Academy of Business, Law and Education, an all digital charter high school. Additionally, I am a past President and member of Lodi Public Library Board of Trustees.

**Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?**

I want to become a CSBA delegate and become more involved with CSBA because I am concerned about the state of public education. My concerns include a growing achievement gap, misguided standards, inadequate funding, and outdated methods of education. I believe that CSBA is the vehicle to address these concerns. I hope to not only be able to contribute to CSBA as a delegate, but to learn as well.

I will contribute a well rounded background that includes successful and long term careers in the military and the corporate world. Additionally, I have spent time in the classroom as both an elementary school teacher and as a secondary teacher as well. I am well versed in technology having helped implement computer solutions in both my military and corporate careers. I also teach at an all digital high school and understand the benefits and limitations of that environment as well.

**Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.**

Signature: \_\_\_\_\_

Date: 12/24/2012

Resume of

## **George Neely**

1947 Lakeshore Drive  
Lodi, CA 95240

gneely@lodijsd.net  
209-329-5152

### **Education**

- Lodi Union High School
- Austin Peay State University – Bachelor of Business Administration
- California State University Stanislaus – Multi-subject Teaching Credential

### **Work Experience**

#### **Sep 2011 to Present – Humphreys College Academy of Business, Law, and Education**

- Classroom teacher for Careers, Web Design, Mock Trial, and Leadership at an all digital charter high school
- Developed Business curriculum

#### **Dec 2010 to Present – Lodi Unified School District Board of Education**

- Helped set the vision and supporting goals for a school district of over 28,000 students
- Vocal public advocate for our children and our schools

#### **Sep 2005 to Dec 2010 – Lodi Unified School District**

- Long-term Substitute at Lakewood Elementary School – Fifth Grade
- Long-term Substitute at Reese Elementary School – Fourth Grade
- Sixth Grade Teacher at Creekside Elementary School – 2006-2010

#### **Jan 2005 to Sep 2005 Student and Substitute Teacher**

- Student at California State University for Teaching Credential
- Substitute for Lodi Unified School District

#### **Jan 1993 to Oct 2004 – GE Security**

- Territory Manager for Southern California and Hawaii
- Developed strategic planning and business objectives for two major metropolitan markets.
- Increased business in territory from \$600,000 annually to over \$5 million.
- Authored and presented technical and business training classes.
- Assisted security companies with the development of business plans.
- Developed and Presented classes and briefings for GE Security at national trade conventions.

#### **Sep 1991 to Dec 1993 – X-Truder National**

- Director of Technical Services
- In charge of all technical services for national security company
- Developed networked computer system for operations

#### **Aug 1971 to Sep 1991 – US Army**

Positions include:

- Helicopter Platoon Commander
- Attack Helicopter Pilot and Section Leader
- Executive Officer
- Staff Officer

### **California State Teaching Credentials**

- Multi Subject Teaching Credential – Clear
- Supplemental Teaching Credential for Business

### **Additional Training**

- Many Leadership Courses in the military
- Many management, marketing, and sales courses with GE
- Fred Jones (Classroom Management) – 2006
- Explicit Direct Instruction (EDI) – 2006, 2007
- Ruby Payne (Dealing with students from poverty) – 2007

