

NOTICE
REGULAR MEETING OF THE GOVERNING BOARD
TRACY UNIFIED SCHOOL DISTRICT

DATE: TUESDAY, OCTOBER 25, 2011

**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, G. Silva, B. Swenson, 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 **Administrative & Business Services:**
 - 3.1.1 Conference with Legal Counsel
 - Anticipated Litigation (G.C. 54956.9(b))
 - Number of Potential Cases: One (1)
 - 3.2 **Educational Services: None.**
 - 3.3 **Human Resources:**
 - 3.3.1 Consider Public Employee/Employment/Discipline/Dismissal/Release
Action: Motion___; Second___. **Vote:** Yes ___; No ___; Absent ___; Abstain ___.
 - 3.3.2 Public Employee Evaluation
Title: Superintendent
 - 3.3.3 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**

- | | |
|--|----------------|
| <p>6. Closed Session Issues: No action items to report.</p> | Pg. No. |
| <p>7. Approve Regular Minutes of October 11, 2011. Action: Motion___; Second __. Vote: Yes ___; No ___; Absent ___; Abstain ___.</p> | 1-5 |
| <p>8. Student Representative Reports: West High: Dustin Vang; Tracy High: Michelle Andrade; Stein: Zachary Washington; Kimball High: Aloukika Shah; North School: Brenda Tostado, Sahibpreet Singh; Poet Christian</p> | |
| <p>9. Recognition & Presentations: An opportunity to honor students, employees and community members for outstanding achievement: 9.1 Central School Update on Staff Development Initiatives to Support Student Achievement 9.2 Recognize and Congratulate Khushwinder Gill for Being Selected as the Principal of the Year for the California Governor's Council on Physical Fitness and Sports Spotlight Awards 9.3 Recognize West Walker for applying for and Receiving a First Book Grant for Central School</p> | |
| <p>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.</p> | |
| <p>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 Educational Services: 11.1.1 Receive District Discipline Review Board Year-End Report for the 2010-2011 School Year</p> | 6-10 |
| <p>12. PUBLIC HEARING: None.</p> | |

- 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 | 11-12 |
| 13.1.2 | Ratify Routine Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda | 13-14 |
| 13.1.3 | Ratify Measure S Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda | 15-16 |
| 13.1.4 | Approve Assembly, Service, Business and Food Vendors | 17-21 |

13.2 Educational Services:

- | | | |
|---------------|--|--------------|
| 13.2.1 | Approve the Carl Perkins IV Career Technical Education Grant Application for 2011-2012 | 22-43 |
| 13.2.2 | Approve Overnight Travel for Mr. Tom Renner, Advisor and Katrin Gutierrez, Pauline Gutierrez, Ian Nool, Emily Teixeira, and Ayana Freeberg to Attend the CAL ACDA Regional Honor Choir in Clovis, CA on November 17-19, 2011 | 44 |

13.3 Human Resources:

- | | | |
|---------------|--|--------------|
| 13.3.1 | Approve Classified, Certificated and/or Management Employment | 45-46 |
| 13.3.2 | Accept Resignations/Retirements/Leaves of Absence for Classified, Certificated, and/or Management Employment | 47 |

- 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 | Authorize the Associate Superintendent for Business Services to Enter Into an Agreement to Participate in the EnerNOC Demand Response PG&E Base Interruptible Program | 48-49 |
| Action: | Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain___. | |
| 14.1.2 | Adopt Resolution #11-09 Approving Workers' Compensation Joint Powers Authority Agreement and Bylaws | 50-51 |
| Action: | Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain___. | |
| 14.1.3 | Adopt Revised Board Policy and Administrative Regulation 5030 Student Wellness (First Reading) | 52-63 |
| Action: | Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain___. | |

14.2 Human Resources:

- | | | |
|----------------|--|--------------|
| 14.2.1 | Adopt Revised Board Policy and Acknowledge Administrative Regulation 4156.2 Certificated and 4256.2 Classified, Governing Board's Recognition of Employees (1 st Reading) | 64-76 |
| 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 November 8, 2011
 - 17.2 December 13, 2011
 - 17.3 January 10, 2012
 - 17.4 January 24, 2012
 - 17.5 February 14, 2012
 - 17.6 February 28, 2012
18. **Upcoming Events:**

| | | |
|------|----------------------------------|------------------------------------|
| 18.1 | November 10-11, 2011 | No School, Veteran's Day Holiday |
| 18.2 | November 21-25, 2011 | No School, Thanksgiving Week Break |
| 18.3 | December 19 – January 2, 2012 | No School, Winter Break |
| 18.4 | January 16, 2012 | No School, MLK Day |
| 18.5 | February 13, 2012 | No School, Lincoln's Birthday |
| 18.6 | February 20, 2012 | No School, Presidents' Day |

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 aid 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, October 11, 2011**

- 5:30 PM:** President Gouveia called the meeting to order and adjourned to closed session.
- Roll Call:** Board: J. Costa, G. Crandall, W. Gouveia, T. Guzman, G. Silva, B. Swenson, J. Vaughn
Staff: J. Franco, S. Harrison, C. Goodall, B. Etcheverry
- 7:08 PM:** President Gouveia 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 #11-12/3, 10, 11, 12, 14, 15
 Action: As amended. Guzman, Crandall. **Vote:** Yes-7; No-0.
 6b Report Out of Action Taken on Consider Non Paid Leave of Absence for
 Classified Employee #UCL 157, Pursuant Article XXIII
 Action: Approved. **Vote:** Yes-7; No-0.
- Employees Present:** C. Minter, P. Hall, J. McGinnis, D. Mahoney, R. Call, C. Johannes, G. Garner, D. Ensor, N. Kettner, B. Carter, J. Carter, L. Dopp, T. Brown, J. Anderson, J. Arnett, G. Wilson
- Press:** D. Rizzo, Tracy Press
- Visitors Present:** S. Abercrombie, J. Anderson, K. Lewis
- Minutes:** **Approve Regular Minutes of September 27, 2011.**
Action: Vaughn, Silva. **Vote:** Yes-7; No-0.
- Student Rep Reports:** None.
- Recognition & Presentations:** **9.1** Duncan Russell/Willow Update on Staff Development Initiatives to Support Student Achievement
 Mr. Pickering was unable to attend tonight's meeting and this will be rescheduled.
- 9.2** Stein Update on Staff Development Initiatives to Support Student Achievement
 Principal, Cynthia Johannes, and teacher, Jeff Arnett presented a power point which included updates and information and their upcoming WASC visit, vision, mission, enrollment, demographics, languages and CST scores. The staff agreed that they need more professional development to help their students. Approximately two- thirds of their population are 12th graders. Ms. Johannes also commented on the passing of Mr. George Stein, the school's namesake. It was a difficult time for the students and staff and they are working on a wonderful

memorial to him over the next few months.

9.3 Recognize and Congratulate Khushwinder Gill for Being Selected as the Principal of the Year for the California Governor's Council on Physical Fitness and Sports Spotlight Awards

Ms. Gill was not in attendance tonight. This will be rescheduled.

Hearing of Delegations

Steve Abercrombie and Kelly Lewis spoke about Dr. Franco. They believe they he is a special and dedicated man who has served TUSD for over 24 years. They are requesting that the Board consider changing the facilities naming policy so that Monte Vista Middle School could be renamed Dr. James Franco Middle School. Monte Vista is here he started his TUSD career. Mr. Lewis added that Dr. Franco is one of the greatest people he's ever met and this is an opportunity to do something. He urged the Board to change the bylaws to do something important for a very special person.

Information & Discussion Items:

11.1 Educational Services:

11.1.1 Receive Report on Proposed Plans for Requiring Tickets for the 2012 Comprehensive High School Graduation Ceremonies

Assistant Superintendent of Educational Services and Human Resources, Dr. Sheila Harrison, presented a power point on the idea of having tickets for the 2012 graduation. Stein High currently uses tickets. The committee includes West High AP, Troy Brown; Tracy High AP, Joni McGinnis; and Kimball High AP, Dan Mahoney. They believe that tickets will ensure safety especially if emergency personnel was needed to access the stadium. There would be no overcrowding, non-students would not come to hang out and all family members would be able to get a seat. They have checked with other schools and most in our area already use tickets. The plan to implement this new procedure would include sending out letters to announce to students and parents that we will distribute graduation tickets. They will advertise it on the marquee, website, synre voice messages and senior parent meetings. They are thinking of distribution 6 tickets per student, which would include 2 for a rainy day. They can be professionally printed for \$200 for both Tracy & West High. At graduation practice, students would be given an envelope with their name on it with 4 regular tickets and 2 rainy day tickets. They would have to sign for it. It would be ok if parents want to be at the practice to receive the tickets themselves. If more tickets were needed, parents could ask other parents or students if they could have theirs if they didn't need to use them all. This would also help with gate control. They would open the gates earlier. It would help make graduation more distinguished.

11.1.2 Receive Report Requesting Approval of Substantive Changes to the Charter School Currently Known as Kaplan Academy California – North Central California

Trustee Crandall left the meeting at 8:02 p.m.
Trustee Crandall returned to the meeting 8:03 p.m.

Jessica Anderson is the Executive Director and presented a power point. Also in attendance was English teacher, John Morris. This charter used to be Kaplan and is now California Pacific Charter School – North Central California (CALPAC NCC). They realize the district had various problems with the old charter and communication was difficult. They will have consistent contacts, balanced budgets, realistic financial updates and a sound educational program. She reviewed the board members, school administration and staffing structure. They are currently monitoring the first semester progress and systems. They will provide an update to the district at end of the semester. They currently serve 128 students.

Public Hearing:

12.1 Administrative & Business Services:

12.1.1 Conduct a Public Hearing Regarding Implementing Flexibility
Authorized by SBX3 4

Opened public hearing at 8:32 p.m.
No comments were made.
Closed public hearing at 8:33

12.2 Educational Services:

12.2.1 Conduct a Public Hearing Regarding the Request of Approval of
Substantive Changes to the Charter School Currently Known as Kaplan
Academy California North Central California

Moved up on agenda.

Opened public hearing at 8:31 p.m.
No comments were made.
Closed public hearing at 8:32

Consent Items:

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

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

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

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

13.1.4 Approve Assembly Vendors and Site Assembly Utilization Calendars

13.2 Educational Services:

- 13.2.1 Ratify Contract with Rick Blendsoe, ATP
- 13.2.2 Approve Overnight Travel for Kimball High School (KHS) Leadership Class to Attend Leadership Disney at the Disneyland Resort in Anaheim, Ca, November 10-12, 2011
- 13.2.3 Ratify Master Contract with Spectrum Center, Inc. NPS
- 13.2.4 Approve Agreement for Special Contract Services with San Joaquin County Office of Education for October 17, 2011 Inservice on Supporting English Learners in Content Areas
- 13.2.5 Approve Overnight Travel for Kimball High School (KHS) Varsity Basketball Team to Attend the San Luis Obispo High School Basketball Tournament in San Luis Obispo, CA, on December 1-3, 2011
- 13.2.6 Approve Funding for the Revised Agriculture Incentive Grant for Tracy High School for the 2011-2012 School Year
- 13.2.7 Approve Speech Therapy Agreement with University of the Pacific
- 13.3 **Human Resources:**
- 13.3.1 Approve Classified, Certificated and/or Management Employment
- 13.3.2 Accept Resignations/Retirements/Leaves of Absence for Classified, Certificated, and/or Management Employment
- 13.3.3 Approve Agreement for Special Contract Services and Memorandum of Understanding (MOU) with San Joaquin County Office of Education CASST (Calaveras, Amador, San Joaquin, Stanislaus and Tuolumne Counties) Leadership Coaching for Two Elementary Principals from October 12, 2011 Through June 30, 2012
- 13.3.4 Ratify Agreement for Special Contract Services for Assistant Varsity Football Coach at West High School for the 2011-2012 Fall Season

Action Items:

- 14.1 **Administrative & Business Services:**
- 14.1.1 Approve Accepting State Categorical Funds and Implementing Flexibility Authorized by SBX3 4
- Action:** This item was moved up on the agenda.
Crandall, Vaughn. **Vote:** Yes-7; No-0.
Pg. 54-54 –english tutoring to parents – from tracy adult school 108,684 – adult education 1 mil – related to adult ed program 1 mil + that comes from adult school and go towards k-12 system – about 330,000 goes back to tas. Se – it not only working with adults but with congruent students. Maybe we can supplement more from adult school
- Will bring back a future report
- 14.1.2 Adopt Revised Board Policy and Administrative Regulation 3260 Fees and Charges (Second Reading, Intent to Adopt)
- Action:** Crandall, Guzman. Final. **Vote:** Yes-7; No-0.
- 14.2 **Educational Services:**
- 14.2.1 Approval of Substantive Changes to the Charter School Currently Known as Kaplan Academy California – North Central California to California Pacific Charter School – North Central California (CALPAC-NCC)

- Separate Cover Item
- Action:** This item was moved up on the agenda. Crandall, Swenson.
Vote: Yes-7; No-0.
- 14.2.2** Adopt Resolution No. 11-08 Approving October, 2011, as Anti-Bullying Month
- Action:** Crandall, Costa. **Vote:** Yes-7; No-0.
- 14.3 Human Resources:**
- 14.3.1** Approve New Job Description for ISET Network Systems Specialist
- Action:** This item was pulled from the agenda. **Vote:** None.
- 14.3.2** Adopt Resolution No. 11-07 Authorizing Teachers to Teach Outside of their Credential Authorization
- Action:** Guzman, Vaughn. **Vote:** Yes-7; No-0.

Board Reports:

Trustee Crandall met with Cindy Everhart regarding facility use issues. The West High Juniors won the powder puff game. Trustee Costa attended the awards presentation at Kelly School. There were a good group of kids and it was a nice assembly. Damon Pombo at Tracy High was one of four in the nation with a shot at a proficiency award through the National FFA. West High's Bethany Gregonis received 3rd place in the school is cool photography contest through the San Joaquin County Office of Education. Trustee Vaughn also attended the facility use meeting and reviewed several policies. Trustee Guzman attended the facility use meeting and the Friday night game at Tracy High. The Bulldogs presented anti-bullying event at half time and did a good job. Trustee Swenson passed. Trustee Silva also attended Kelly for the check presentation. It was very impressive to see students and staff and it was a pleasant event. He attended the parks committee meeting. His son was happy to coach the powder puff game. Homecoming this weekend for West who will play against St. Mary's. Trustee Gouveia received a report from Leon Churchill at the parks committee. They are adjusting their budgets. The youth advisory group represents kids in the high schools and middle schools. One of the projects is to clean up the parks. He attended the football game at Tracy High against Lodi. In soccer, Bear Creek played against Tracy and Tracy won. It was an honor to be at the school recognition for Kelly and Khush. It puts the school on the map as one of the top schools in the State of California.

Superintendent Report:

Dr. Franco visited Mckinley School's science fair. There are many parents involved. There was also a math presentation that showed how important math was. People with different jobs came in and explained measuring and skills they needed to do their job. Today, Janice Bussey presented the summer algebra academy to the Rotary Club.

8:56. p.m.

Clerk

Date



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: ~~Dr.~~ Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: October 3, 2011
SUBJECT: Receive District Discipline Review Board Year-End Report for the 2010-2011 School Year

BACKGROUND: As requested by Trustees in previous years, attached please find a year-end report on the student discipline cases handled by the District Discipline Review Board during the 2010-2011 school year.

RATIONALE: The expulsion cases are broken down by the school in which they occurred and the subsection violations (a) through (r) of Education Code 48900; 48915 (a-1) through (c-5) and 48900.2 through 48900.7. Many of the cases recommended to the District Discipline Review Board involved more than one violation of the Education Code. However, the statistics outlined in the report indicate the rationale for the students' recommended expulsion.

Included in the report is a table that contains information regarding the number of offenses in the Tracy Unified School District involving the possession and/or use of alcohol or drugs. This agenda item supports Strategic Goal #3: Provide a safe and equitable learning environment for all students and staff.

FUNDING: No cost

RECOMMENDATION: Receive District Discipline Review Board Year-End Report for the 2010-2011 School Year

PREPARED BY: Paul Hall, Director of Student Services and Curriculum

2010-2011 YEAR-END SUMMARY REPORT

1. The District Disciplinary Review Board handled a total of 148 expulsion cases during the 2010-2011 school year. The school breakdown is as follows:

| <u>School</u> | <u>Number of Expulsions</u> |
|--|-----------------------------|
| Bohn Elementary | 1 |
| Art Freiler Elementary | 4 |
| George Kelly Elementary (K-8) | 7 |
| North Elementary (K-8) | 6 |
| Gladys Poet-Christian Elementary (K-8) | 1 |
| South/West Park Elementary | 1 |
| Villalovoz | 2 |
| Monte Vista Middle School | 14 |
| Williams Middle School | 8 |
| Stein High School | 1 |
| Tracy High School | 24 |
| West High School | 40 |
| Kimball High School | 39 |

2. The Board of Trustees dealt with a total of **148** expulsion cases this school year as compared to **142** last school year. This is an increase of **6** expulsion cases.
3. Of the 148 students who were recommended for expulsion during the 2010-2011 school year :
 - * 25 of the students were allowed to remain in school on probation (suspended expulsion)
 - * 9 of these students violated one or more conditions of their probation and were subsequently expelled from school.

| | |
|-------------------|---|
| 148 | Recommended |
| <u>-25</u> | Suspended Expulsions |
| 123 | |
| <u>+ 9</u> | Violated |
| 132 | Total students expelled from Tracy Unified Schools |

5. There were forty-six (46) applications for reinstatement.
 - * Of the 46 applications, 36 students completed the conditions of their expulsion order and were allowed to return to an appropriate program within the Tracy Unified School District.
 - * Of the 36 students allowed to return to the District, 1 student violated a subsection of Education Code 48900 and was subsequently expelled again.

**DISTRICT DISCIPLINARY REVIEW BOARD
YEAR END REPORT 2010-2011
BREAKDOWN OF EXPULSION CASES BY VIOLATION**

| ED. CODE 48900 | THS | WHS | STEIN | KHS | MVMS | WMS | BE | FRE | KELLY | NE | PC | S/WP | TOTAL |
|---------------------------|------------|------------|--------------|------------|-------------|------------|-----------|------------|--------------|-----------|-----------|-------------|--------------|
| (a-1) | 3 | 10 | | 6 | 2 | 2 | | 1 | | 1 | 1 | | 26 |
| (a-2) | 2 | 8 | | 3 | 1 | 2 | | 1 | 2 | | | | 19 |
| (b) | 1 | | | 1 | | 3 | 1 | | | | | | 6 |
| (c) | 5 | 8 | 1 | 8 | 2 | 1 | | | 2 | | | | 27 |
| (d) | | | | | | | | | | | | | |
| (e) | | | | 2 | 1 | | | | | | | | 3 |
| (f) | | | | 3 | 3 | | | | | 1 | | | 7 |
| (g) | | 2 | | | | | | | 2 | | | | 4 |
| (h) | | | | | | | | | | | | | |
| (i) | | 1 | | | | | | | | | | | 1 |
| (j) | | | | | | | | | | | | | |
| (k) * | 4 | 1 | | 3 | 2 | | | | | 1 | | | 11 |
| (l) | | | | | | | | | | | | | |
| (m) | | | | | | | | | | | | 1 | 1 |
| (n) | | | | | | | | | | | | | |
| (o) | | | | | | | | | | | | | |
| (p) | | | | | | | | | | | | | |
| (q) | | | | | | | | | | | | | |
| (r) | | | | 1 | | | | 1 | | | | | 2 |
| TOTAL | 15 | 30 | 1 | 27 | 11 | 8 | 1 | 3 | 6 | 3 | 1 | 1 | 107 |

Abbreviations:

THS/Tracy High; WHS/West High; KHS/Kimball High; MVMS/Monte Vista; WMS/Williams; BE/Bohn; FRE/Freiler; NE/North; PC/Poet Christian; S/WP/South-West Park.

* THS (k) 3 for Prob. II and 1 for days; WHS (k) for days; KHS (k) 2 for Prob II and 1 for days; NE (k) for days;

**DISTRICT DISCIPLINARY REVIEW BOARD
YEAR END REPORT 2010-2011
BREAKDOWN OF EXPULSION CASES BY VIOLATION**

| ED. CODE | THS | WHS | STEIN | KHS | MVMS | WMS | BE | FRE | KELLY | NE | POET | S/WP | VE | TOTAL |
|-----------------|------------|------------|--------------|------------|-------------|------------|-----------|------------|--------------|-----------|-------------|-------------|-----------|--------------|
| 48915 | | | | | | | | | | | | | | |
| (a)(1) | 1 | | | | | | | | | | | | | 1 |
| (a)(2) | 5 | 6 | | 4 | 2 | | | | 1 | 3 | | | 1 | 22 |
| (a)(4) | | 1 | | | | | | | | | | | | 1 |
| (a)(5) | | 2 | | 1 | 1 | | | | | | | | | 4 |
| (c)(1) | | | | | | | | | | | | | | |
| (c)(2) | | | | | | | | 1 | | | | | 1 | 2 |
| (c)(3) | | 1 | | 6 | | | | | | | | | | 7 |
| (c)(4) | | | | | | | | | | | | | | |
| (c)(5) | | | | | | | | | | | | | | |
| (a)(3) | | | | | | | | | | | | | | |
| 48900.2 | | | | | | | | | | | | | | |
| 48900.3 | | | | | | | | | | | | | | |
| 48900.4 | 1 | | | | | | | | | | | | | 1 |
| 48900.7 | 2 | | | 1 | | | | | | | | | | 3 |
| TOTALS | 9 | 10 | | 12 | 3 | | | 1 | 1 | 3 | | | 1 | 41 |

Abbreviations:

THS/Tracy High; WHS/West High; KHS/Kimball High; MVMS/Monte Vista; WMS/Williams; BE/Bohn; FRE/Freiler; NE/North; S/WP/South-West Park; VE/Villalovoz.

TRACY UNIFIED SCHOOL DISTRICT

**CASES INVOLVING THE POSSESSION OR
USE OF ALCOHOLIC BEVERAGE**

| | 07-08 | 08-09 | 09-10 | 10-11 |
|-------------------------------|--------------|--------------|--------------|--------------|
| Number of Students | 27 | 21 | 24 | 38 |

TRACY UNIFIED SCHOOL DISTRICT

CASES INVOLVING THE POSSESSION OR USE OF DRUGS

| | 07-08 | 08-09 | 09-10 | 10-11 |
|-------------------------------|--------------|--------------|--------------|--------------|
| Number of Students | 45 | 110 | 132 | 87 |

First offense alcohol or drug cases, unless combined with another violation of Education Code 48900, resulted in a student being suspended for a minimum of five (5) days, required to complete a Mandatory Substance Abuse Counseling Program and placed on a minimum of nine (9) weeks social/activity probation.



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: *AB* Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: October 14, 2011
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:

1. Tracy Unified School District: From: Tracy African American Association. The donation is in the amount of \$300.00 (ch. #1380). This donation will be used for the Tracy Unified School District Anti-Bullying Event.
2. Tracy Unified School District/Kimball High School ASB: From: Kimball High School Athletic Booster Club. The donation is in the amount of \$1,500.00 (ch. #1198). This donation will be used to purchase cheer mats for the Kimball High School Cheer Team.
3. Tracy Unified School District/Kimball High School ASB: From: Kimball High School Athletic Booster Club. The donation is in the amount of \$2,500.00 (ch. #1199). This donation will be used to purchase cheer mats for the Kimball High School Boys and Girls Basketball teams.
4. Tracy Unified School District/Tracy High School ASB: From: Tracy Chamber of Commerce. The donation is in the amount of \$500.00 (ch. #12103). This donation will be used for the Tracy High School Dance Troupe.
5. Tracy Unified School District/Tracy High School ASB: From: Leprino Foods Company. The donation is in the amount of \$1,400.00 (ch. #10912). This donation will be used toward Tracy High School Scholarships.
6. Tracy Unified School District/Tracy High School ASB: From: Tracy High School Athletic Booster Club. The donation is in the amount of \$1,705.00 (ch. #1459). This donation will be used toward Tracy High School Boy's Golf.

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: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: October 14, 2011
SUBJECT: Ratify Routine Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda

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

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

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

FUNDING: Per attached summary of requisitions.

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

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

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

-
- A. Vendor: Charles Walker Inspection Services
 Site: West High School
 Item: Agreement
 Services: DSA Inspection Services for the new shade structure being placed in the pool area.
 Cost: \$75/per hour for approx. 10 hours a week, NTE \$3,000.00 per month
 Project Funding: West High School Capital Maintenance Fund; 50% TUSD, 50% City of Tracy
-
- B. Vendor: RGM & Associates
 Site: West High School
 Item: Agreement
 Services: Construction Management Services for the new shade structure being placed in the pool area.
 Cost: \$1,500.00 Not to Exceed
 Project Funding: West High School Capital Maintenance Fund; 50% TUSD, 50% City of Tracy
-
- C. Vendor: Wallace Kuhl & Associates
 Site: West High School
 Item: Agreement
 Services: Material Testing and Special Inspection Services for the new shade structure being placed in the pool area.
 Cost: \$1,500.00
 Project Funding: West High School Capital Maintenance Fund; 50% TUSD, 50% City of Tracy
-



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: October 17, 2011
SUBJECT: Ratify Measure S Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda

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

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

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

FUNDING: Per attached summary of requisitions.

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

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

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

A. Vendor: AMS.NET
Site: Multiple Schools - Project #2011-009 Cisco IP Security Camera
Item: Change Order #3
Services: Scope of work documented on the change order summary
Cost: \$8,002.28
Project Funding: Measure S Bond Funds

B. Vendor: INX
Site: District Office for Multiple Schools – MDF/IDF Safety/Security Project
Item: Quote
Services: Provide professional services for Identity Based Networking Proof of Concept
Cost: \$26,000.00
Project Funding: Measure S Bond Funds

C. Vendor: HP
Site: District Office for Multiple Schools – MDF/IDF Safety/Security Project
Item: Quote - WSCA
Services: HP servers
Cost: \$28,986.51
Project Funding: Measure S Bond Funds

D. Vendor: INX
Site: District Office for Multiple Schools – MDF/IDF Safety/Security Project
Item: Quote - WSCA
Services: Cisco servers
Cost: \$30,148.42
Project Funding: Measure S Bond Funds



BUSINESS SERVICES MEMORANDUM

TO: James Franco, Superintendent
FROM: C. Goodall, Associate Superintendent for Business Services
DATE: October 14, 2011
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 |
|--|--|-------------------|
| *FLAMES ARE PROHIBITED INDOORS ON DISTRICT PROPERTY See specifics below | | |
| *ADDING NEW VENDORS FOR BOARD APPROVAL: | | |
| | Mi Esperanza Taqueria - Mexican food vendor. Omar Mendoza - 832-3020. 918 Central Ave. | 10/15/2012 |
| | Amos Productions-DJ Services. Nicole - 1800-693-5003 or 925-449-3847. nicole@amospro.com or info@amospro.com | 9/16/2012 |
| | Mustard Seed Faith Christian Center-faith based organizations outreaches to community events. Paul Hall - 830-3280 or 59-707-7214. phall@mac@mac.com. Www.msfcc.mac@mac.com | 4/30/2012 |
| | Sow A Seed Community Foundation - Rodeshia Ransome. Provide at risk youth and families with tools. 510-376-3533, sowaseedcf@yahoo.com. www.sowaseedcf.org | 11/6/2011 |
| | Adriana Ribeiro - After school music lessons for students, 836-4056, adriankr@prodigy.net | 10/1/2012 |
| ↓ APPROVED LIST BELOW BY EXPIRATION DATE↓ | | |
| 8/28/07 | Theater for Children, B Street Theater Programs, Lea Ladd, 916.443.5391 x112 | 12/1/2011 |
| 10/9/07 | danielle@madsciencesacto.com, 916-736-2924, Elena Michel elena@madsciencesacto.com (Fire & Ice Show not allowed) | 12/1/2011 |
| 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". | 1/1/2012 |
| 11/9/10 | Pacific Dental Services/Tracy Smiles/My Kids Dentist & Orthodontist-Meghan Stephens - 836-5441- stephensm@pacificdentalservices.com, Cammy Harvey - harveyc@pacificdentalservices.com. www.tracysmilesdental.com. 2600 S. Tracy Blvd. Ste. 160 & 170 | 1/1/2012 |
| 8/9/11 | Graphic & Wear, Steve Lewis, gicts@sbcglobal.net, steve@gicgraphicwear.com, www.gicgraphicwear.com, 723-9817 | 1/9/2012 |

| Board Approved | Vendor | Insurance Expires |
|-----------------------|---|--------------------------|
| 8/25/09 | Soul Shoppe-Anti-Bullying Programs, Vicki Abadesco, 415.333.9347, info@soulshoppe.com. www.soulshoppe.com | 2/1/2012 |
| 9/13/2011 | California Weekly Explorer, Inc. History Programs, Barry Hovis, 714-247-2250, barrycwe@aol.com, info@californiaweekly.com, www.californiaweekly.com | 2/1/2012 |
| 10/11/2011 | Rumors Productions - Jenna Teyshak/Jon Tyner - 640-8000, jenna@rpcdj.com, www.rpcdj.com | 2/1/2012 |
| 9/13/2011 | Family Resource & Referral Center, Mona Perez-461-2721. First 5 Info-Healthy Eating habits, activities to promote good health. | 3/17/2012 |
| 2/12/08 | Sparkles the Clown, Terry Donaldson - 835-8383, www.sparklesdelight.com | 5/1/2012 |
| 2/12/08 | Ravioli the Clown - Denis Martinez - 835.3535, www.raviolitheclown.com | 5/1/2012 |
| 5/10/11 | DJ Ran Productions-Mobile Disc Jockey Services. djran@mail.com, www.djran-tracy.webs.com, 229-3802, djranproductions@live.com | 5/1/2012 |
| 9/13/2011 | Youth for Christ - Point Break Adolescent Resources. Violence Prevention Services. Contact Joan Stone in Prevention Services 830-3218. | 5/1/2012 |
| 9/13/2011 | Athletic Perfection - Cheer Routine choreography. Jennifer Moore 609-8736, jennwhip29@hotmail.com, julie@athleticperfectioncheer.com, www.athleticperfectioncheer.com | 5/14/2012 |
| 8/28/07 | Horizon Intertainment - Teen Truth Anti Bully JC Pohl 818 755 8800 , jc@teentruthlive.com | 5/18/2012 |
| 5/24/11 | Café Art - Julie (925) 373-0222, admin@ceramic-cafeart.com, www.ceramic-cafeart.com | 5/26/2012 |
| 9/13/2011 | Rachel's Challenge, Inc., Anti-Bullying, Character & Kindness Program. Tim Kiehne, 877-895-7060 x 709, tim@rachelschallenge.org, www.rachelschallenge.org | 5/26/2012 |
| 10/11/2011 | City of Tracy Police Dept. "What not to bring to School" program. Irene Rose -831-4550 | 6/1/2012 |
| 10/11/2011 | Main Street Music, Inc. - Ken Cefalo, 835-1125, kencefalo@yahoo.com, www.tracyrocks.com | 6/3/2012 |
| 12/14/10 | David Greenberg - Author - 360-560-7766. fax # 503-842-1290. authilus@teleport.com.www.authorsillustrators.com/greenberg/greenberg.htm | 6/18/2012 |

| Board Approved | Vendor | Insurance Expires |
|----------------|--|-------------------------------------|
| 4/12/11 | Explorit Science Center - 530-756-0191, explorit@explorit.org, www.explorit.org | 7/21/2012 |
| 4/12/11 | LMG Attractions-Dave Tillman, DJ Services, www.lmgattractions.com, 275-0226 | 8/1/2012 |
| 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 | 8/20/2012 |
| 4/12/11 | John Searle - Stage Workshops, johnsearles1@aol.com, www.johnsearlesfights.com/index.shtml | 8/31/2012 |
| 3/8/11 | Andrew Trosien, DDS. 2850 Tracy Boulevard #300 Tracy, CA 95376 833-1240 | 9/1/2012 |
| 9/27/11 | Marcel Eiland- DJ Services - 408-667-7803, maen3wera@gmail.com | 9/8/2012 |
| 1/25/11 | Sorren Bennick Productions - Power of One Anti-Bullying Program, Sorren Bennick 1-866-816-5808, sorenbennick@sorenbennick.com; To view a video clip of the show, go to www.sorenbennick.com; enter the Power of One section, click on the Principals Only field, and use the password: "impact" and the username: "impact". | 9/18/2012 |
| 3/8/11 | Peacemakers - Paul Hall -phall@tUSD.net or Kevin James - kev4jam@sbcglobal.net | 11/1/2012 |
| 9/27/11 | New Creation Bible Fellowship-Kevin James-408-595-5704, www.ncbfrtracy.org. Power Zone Camp | 9/1/2013 |
| 10/23/07 | Lawrence Hall of Science, 510-642-1700, pfsreq@berkeley.edu, www.lawrencehallofscience.org | Indemnification approved, 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 |

| Board Approved | Vendor | Insurance Expires |
|---|--|-------------------|
| 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 |
| 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 |
| *Section 308.3 Open Flame. A person shall not utilize or allow to be utilized, an open flame in | | |
| Please remind your staff that candles, incense, cigarettes, or any item with an open flame are not | | |
| FOOD VENDORS: | | |
| OUTDOORS ONLY - Make sure barbeques are 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 | | |
| 12/8/09 | Texas Roadhouse- Tim Lund, 830-1133, store_tracy@texasroadhouse.com, | 12/1/2011 |
| 8/23/11 | How Ya Bean-Paul Vogt-681-1790, paul_vogt@howyabean.com, coffee, espresso, smoothies | 2/11/2012 |
| 5/24/11 | American Dog - Ray Rhead, 834-1364, ameridogg@comcast.net | 4/23/2012 |
| 10/13/09 | Famous Dave's BBQ Catering: 866-408-7427 fax 833-9043 www.famousdaves.com | 10/1/2012 |
| *Section 308.3 Open Flame. A person shall not utilize or allow to be utilized, an open flame in | | |
| Please remind your staff that candles, incense, cigarettes, or any item with an open flame are not | | |



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: *JH* Dr. Sheila Harrison, Assistant Superintendent of Educational Services & Human Resources
DATE: October 6, 2011
SUBJECT: Approve the Carl D. Perkins Career and Technical Education Improvement Act of 2006 Grant Application for 2011-2012

BACKGROUND: The Carl D. Perkins Career and Technical Education Improvement Act of 2006 Grant is a federal grant that supports the improvement of career technical education programs. The primary purpose is to develop challenging academic standards and to promote the development of activities that integrate academic, vocational and technical instruction.

The funds can be used for equipment, curriculum materials, curriculum development, staff development, guidance activities, supplemental services, staffing, remediation, and expansion of tech-prep programs.

RATIONALE: The Carl D. Perkins Career and Technical Education Improvement Act of 2006 Grant helps to develop alternative settings, recognizes and addresses individual learning styles of students, and provides real-world learning opportunities. Our community partnerships are strengthened by maximizing opportunities to become fully involved with our students while implementing and maintaining a collaborative partnership that involves community and policymakers. This agenda item meets Strategic Goal #1: Prepare all students for college and careers and Strategic Goal #7: Develop and utilize partnerships to achieve District goals.

FUNDING: The Carl D. Perkins Career and Technical Education Improvement Act of 2006 Grant Allocation - \$81,190

RECOMMENDATION: Approve the Carl D. Perkins Career and Technical Education Improvement Act of 2006 Grant Application for 2011-2012

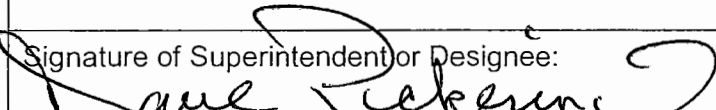
Prepared by: Dave Pickering, Director of Adult and Career Technical Education

DUE DATE: June 30, 2011

**Carl D. Perkins Career and Technical Education Improvement Act of 2006
APPLICATION FOR 2011-12 FUNDING**

| | | |
|---|--|--|
| Local Educational Agency (LEA): Tracy Unified School District | | County-District (CD) Code: 39-75499 |
| Address of LEA: 1875 West Lowell Avenue Tracy, CA 95736 | | Check Appropriate Box: <input type="checkbox"/> Sec. 112 - State Institutions <input checked="" type="checkbox"/> Sec. 131 - Secondary <input type="checkbox"/> Sec. 132 - Adult/ROCP |
| Name of LEA Superintendent or Chief Administrator: Dr. James Franco, Superintendent | | |
| Allocation Amount: \$ 81,190.00 | | Board Approval Date: October 11, 2011 |
| Name of Perkins Coordinator: Dave Pickering Title: Director Adult and Career and Technical Education | Telephone Number: (209) 830-3384 Extension: 1661 Fax Number: (209) 830-3385 E-mail Address: dpickering@tusd.net | |
| Perkins Coordinator's Address (If different from LEA address above): 1895 W. Lowell Ave. Tracy, CA 95377 | | |
| Name of LEAs CTE Advisory Committee Chair: | E-mail Address or Telephone Number: | |

CERTIFICATION: I hereby certify that all state and federal rules and regulations will be observed and that the assurances and certifications related to this program are accepted as the conditions in the operation of this program. The funds associated with this application will support the implementation of our 2008-2012 local Career Technical Education (CTE) Plan and provide a program that is of sufficient size, scope, and quality to effectively address the career preparation needs of our students. This funding will supplement state and local CTE funds and improve, enhance, or expand our CTE programs in the 2011-12 school year. I certify that, to the best of my knowledge, the information contained in this application is correct and complete.

| | |
|---|---|
| Printed Name of Superintendent or Designee: Dave Pickering | Title (If not superintendent): Director of Adult and Career and Technical Education |
| Signature of Superintendent or Designee:  | Date: 6/30/11 |

| CALIFORNIA DEPARTMENT OF EDUCATION USE ONLY | |
|---|-------|
| Reviewed and Recommending Approval: | Date: |
| Final Approval: | Date: |

SECTION I

SIGN-OFF FORM FOR FEDERAL AND STATE ASSURANCES AND CERTIFICATIONS

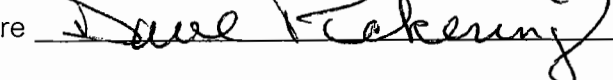
This application is a commitment to comply with the following assurances, certifications, terms, and conditions associated with the Carl D. Perkins Career and Technical Education Improvement Act of 2006. A signature on this page confirms that the documents listed below are complete and on file in the agency and that the superintendent or an authorized designee has reviewed the documents and agrees to comply with the assurances, certifications, terms, and conditions.

The general assurances and certification are available on the CDE Web site. See page 13 of the *Carl D. Perkins Career and Technical Education Improvement Act of 2006, 2011–12 Request for Application* for the specific link to each assurance and certification. The complete text of program specific assurance, certification, terms and conditions can be found on pages 26–32 in the *Request for Application*.

- California Department of Education General Assurances (CDE-100A)
- Drug Free Workplace Certification (CDE-100DF)
- U.S. Department of Education Debarment and Suspension (ED 80-0014)
- U.S. Department of Education Lobbying (ED80-0013)
- Perkins IV Assurances and Certifications (CDE 100)
- 2011–12 Grant Conditions

CERTIFICATION: As the duly authorized representative of the local educational agency applying for Carl D. Perkins Career and Technical Education Improvement Act of 2006, 2011–12 funding, I have read the assurances, certifications, terms, and conditions associated with this grant and I agree to comply with all requirements as a condition of funding.

Printed Name Dave Pickering Title Director Adult & Career Technical Education

Signature  Date 6/30/2011

General Assurances

Consolidated Application Part I and II general assurances for fiscal year 2011-12.

General Assurances

1. Programs and services are and will be in compliance with Title VI and Title VII of the Civil Rights Act of 1964; the California Fair Employment Practices Act, Government Code §11135; and Chapter 4 (commencing with §30) of Division I of Title 5, *California Code of Regulations (CCR)*
2. Programs and services are and will be in compliance with Title IX (nondiscrimination on the basis of sex) of the Education Amendments of 1972. Each program or activity conducted by the LEA will be conducted in compliance with the provisions of Chapter 2, (commencing with §200), Prohibition of Discrimination on the Basis of Sex, of Part 1 of Division 1 of Title I of the *Education Code*, as well as all other applicable provisions of state law prohibiting discrimination on the basis of sex.
3. Programs and services are and will be in compliance with the affirmative action provisions of the Education Amendments of 1972.
4. Programs and services are and will be in compliance with the Age Discrimination Act of 1975.
5. Programs and services for individuals with disabilities are in compliance with the disability laws. (PL 105-17; 34 CFR 300, 303; and Section 504 of the Rehabilitation Act of 1973)
6. When federal funds are made available, they will be used to supplement the amount of state and local funds that would, in the absence of such federal funds, be made available for the uses specified in the state plan, and in no case supplant such state or local funds. (20 USC §6321(b)(1); PL 107-110 §1120A(b)(1))
7. All state and federal statutes, regulations, program plans, and applications appropriate to each program under which federal or state funds are made available through this application will be met by the applicant agency in its administration of each program.
8. Schoolsite councils have developed and approved a Single Plan for Student Achievement for schools participating in programs funded through the consolidated application process, and any other school program they choose to include, and that school plans were developed with the review, certification, and advice of any applicable school advisory committees. (EC §64001)
9. The local educational agency (LEA) will use fiscal control and fund accounting procedures that will ensure proper disbursement for state and federal funds paid to that agency under each program. (CCR T5, §4202)
10. The LEA will make reports to the state agency or board and to the Secretary of Education as may reasonably be necessary to enable the state agency or board and the Secretary to perform their duties and will maintain such records and provide access to those records as the state agency or board or the Secretary deems necessary. Such records will include, but will not be limited to, records which fully disclose the amount and disposition by the recipient of those funds, the total cost of the activity for which the funds are used, the share of that cost provided from other sources, and such other records as will facilitate an effective audit. The recipient shall maintain such records for three years after the completion of the activities for which the funds are used. (34 CFR 76.722, 76.730, 76.731, 76.734, 76.760; 34 CFR 80.42)
11. The local governing board has adopted written procedures to ensure prompt response to complaints within 60 days, and has disseminated these procedures to students, employees, parents or guardians, district/school advisory committees, and interested parties. (CCR T5, §4600 et seq.)
12. The LEA declares that it neither uses nor will use federal funds for lobbying activities and hereby complies with the certification requirements of 34 CFR Part 82.
13. The LEA has complied with the certification requirements under 34 CFR Part 85 regarding debarment, suspension and other requirements for a drug-free workplace. (34 CFR Part 85)
14. The LEA provides reasonable opportunity for public comment on the application and considers such comment. (20 USC §7846(a)(7); 20 USC, §1118(b)(4); PL 107-110, §1118(b)(4))
15. The LEA will provide the certification on constitutionally protected prayer that is required by PL 107-110, §9524 and 20 USC §7904.
16. The LEA administers all funds and property related to programs funded through the Consolidated Application. (20 USC §6320(d)(1); PL 107-110, §1120(d)(1))
17. The LEA will adopt and use proper methods of administering each program including enforcement of any obligations imposed by law on agencies responsible for carrying out programs and correction of deficiencies in program operations identified through audits, monitoring or evaluation. (20 USC §7846 (a)(3)(B))
18. The LEA will participate in the Standardized Testing and Reporting program. (20 USC §6316(a)(1)(A-D); PL 107-110, §1116(a)(1)(A-D); EC §60640, et seq.)
19. The LEA assures that classroom teachers who are being assisted by instructional assistants retain their responsibility for the instruction and supervision of the students in their charge. (EC §45344(a))
20. The LEA governing board has adopted a policy on parent involvement that is consistent with the purposes and goals of EC Section 11502. These include all of the following: (a) to engage parents positively in their children's education by helping parents to develop skills to use at home that support their children's academic efforts at school and their children's development as responsible future members of our society; (b) to inform parents that they can directly affect the success of their children's learning, by providing parents with techniques and strategies that they may utilize to improve their

children's academic success and to assist their children in learning at home; (c) to build consistent and effective communication between the home and the school so that parents may know when and how to assist their children in support of classroom learning activities; (d) to train teachers and administrators to communicate effectively with parents; and (e) to integrate parent involvement programs, including compliance with this chapter, into the school's master plan for academic accountability. (EC §§11502, 11504)

21. Results of an annual evaluation demonstrate that the LEA and each participating school are implementing Consolidated Programs that are not of low effectiveness, under criteria established by the local governing board. (CCR T5, §3942)
22. The program using consolidated programs funds does not isolate or segregate students on the basis of race, ethnicity, religion, sex, sexual orientation or socioeconomic status. (USC, Fourteenth Amendment; Calif. Constitution, art. 1, §7; Gov.C §§11135-11138; 42 USC §2000d; CCR T5, §3934)
23. Personnel, contracts, materials, supplies, and equipment purchased with Consolidated Program funds supplement the basic education program. (EC §§62002, 52034(l), 52035(e)(l), 54101; CCR T5, §§3944, 3946)
24. At least 85 percent of the funds for School Improvement Programs, Title I, Title VI and Economic Impact Aid (State Compensatory Education and programs for English learners) are spent for direct services to students. One hundred percent of Miller-Unruh apportionments are spent for the salary of specialist reading teachers. (EC §63001; CCR T5, §3944(a)(b))
25. State and federal categorical funds will be allocated to continuation schools in the same manner as to comprehensive schools, to the maximum extent permitted by state and federal laws and regulations. (EC §48438)
26. Programs and services are and will be in compliance with Section 8355 of the California Government Code and the Drug-Free Workplace Act of 1988, and implemented at CFR Part 84, Subpart F, for grantees, as defined at 34 CFR Part 84, Sections 84.105 and 84.110.
27. Federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership On Reducing Text Messaging While Driving," October 1, 2009.

Questions: Anne Daniels | adaniels@cde.ca.gov | 916-319-0295

Last Reviewed: Monday, May 16, 2011

California Department of Education (<http://www.cde.ca.gov/fg/fo/fm/drug.asp>)

Page Generated: 9/21/2011 3:25:42 PM

[Display version](#)

Drug Free Workplace

Certification regarding state and federal drug-free workplace requirements.

Note: Any entity, whether an agency or an individual, must complete, sign, and return this certification with its grant application to the California Department of Education.

Grantees Other Than Individuals

As required by Section 8355 of the *California Government Code* and the Drug-Free Workplace Act of 1988, and implemented at 34 *Code of Federal Regulations (CFR)* Part 84, Subpart F, for grantees, as defined at 34 *CFR* Part 84, Sections 84.105 and 84.110

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition
 - b. Establishing an on-going drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace
 2. The grantee's policy of maintaining a drug-free workplace
 3. Any available drug counseling, rehabilitation, and employee assistance programs
 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace
 - c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a)
 - d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 1. Abide by the terms of the statement
 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction
 - e. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee. Notice shall include the identification number(s) of each affected grant.
 - f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency
 - g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (street address, city, county, state, zip code)

1895 W Lowell Ave Tracy, San Joaquin County, CA 95376

Check ☐ if there are workplaces on file that are not identified here.

Grantees Who Are Individuals

As required by Section 8355 of the *California Government Code* and the Drug-Free Workplace Act of 1988, and implemented at 34 *CFR* Part 84, Subpart F, for grantees, as defined at 34 *CFR* Part 84, Sections 84.105 and 84.110

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction to every grant officer or designee, in writing, within 10 calendar days of the conviction. Notice shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Name of Applicant: Tracy Unified School District

Name of Program: Career and Technical Education Program

Printed Name and Title of Authorized Representative: Dave Pickering, Director Adult and Career and Technical Education Director

Signature:  Date: 6/30/11

CDE-100DF (May-2007) - California Department of Education

Questions: Funding Master Plan | fmp@cde.ca.gov | 916-323-1544

Last Reviewed: Friday, February 11, 2011

Debarment and Suspension

Certification regarding debarment, suspension, ineligibility and voluntary exclusion--lower tier covered transactions.

This certification is required by the U. S. Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 *Code of Federal Regulations* Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

Instructions for Certification

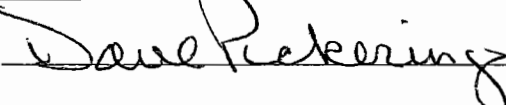
1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled A Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Applicant: Tracy Unified School District

Name of Program: Career and Technical Education Program

Printed Name and Title of Authorized Representative: Dave Pickering Adult And Career And Technical Education Director

Signature:  Date: 6/30/11

ED 80-0014 (Revised Sep-1990) - U. S. Department of Education

Questions: Funding Master Plan | fmp@cde.ca.gov | 916-323-1544

Last Reviewed: Friday, February 11, 2011

SECTION II

SIGN-OFF FORM FOR REPRESENTATIVES OF SPECIAL POPULATIONS

The Carl D. Perkins Career and Technical Education Improvement Act of 2006 requires local educational agencies (LEAs) to implement strategies to overcome barriers that may be lowering special population students' rates of access to or success in career technical education (CTE) programs assisted with the funds. CTE programs must be designed to enable special population students to meet the performance level targets established for the programs. These programs must also provide the activities needed to prepare these students for high-skill, high-wage, or high-demand occupations that lead to self-sufficiency.

This form confirms that the LEA coordinators or administrators responsible for each of the programs associated with special population groups have reviewed and approved the 2011–12 Perkins IV application for funds. Each special population category must be signed by the LEA's designated administrator or the certificated representative responsible for that program.

Economically Disadvantaged (Title I Coordinator/Administrator)

Printed Name Carol Anderson-Woo Title Director of Accountability

Signature 

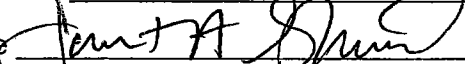
Limited English Proficiency (English Learner Coordinator/Administrator)

Printed Name Carol Anderson-Woo Title Director of Accountability

Signature 

Disabled (Handicapped) (Special Education Coordinator/Administrator)

Printed Name Janet Skulina Title Special Education Coordinator

Signature 

Single Parent or Single Pregnant Women (Title IX Coordinator/Administrator)

Printed Name Paul Hall Title Director Student Services

Signature 

Gender Equity or Nontraditional Training (Title IX Coordinator/Administrator)

Printed Name Paul Hall Title Director Student Services

Signature 

SECTION III: ASSESSMENT OF CAREER TECHNICAL EDUCATION PROGRAMS
SECONDARY CORE INDICATORS

Instructions are on page 19 of the *Carl D. Perkins Career and Technical Education Improvement Act of 2006, 2011–12 Request for Application*.

Secondary (continues on page 5)

| Core Indicator | Definition | LEA Level 2007/08 | LEA Level 2008/09 | LEA Level 2009/10 | State Level 2009/10 | 90% or more of the State level |
|---|---|-------------------------|-------------------------|-------------------------|---------------------------|--|
| 1S1 Academic Attainment- Reading/ Language Arts | Numerator: Number of 12 th grade CTE concentrators who have met the proficient level on the English-language arts portion of the California High School Exit Examination (CAHSEE). Denominator: Number of 12 th grade CTE concentrators. | <u>51.82%</u> | <u>32.65%</u> | <u>51.45 %</u> | 33.40% | 30.06% |
| | | | | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 1S2 Academic Attainment- Mathematics | Numerator: Number of 12 th grade CTE concentrators who have met the proficient level on the mathematics portion of the CAHSEE. Denominator: Number of 12 th grade CTE concentrators. | <u>45.02%</u> | <u>51.74%</u> | <u>50.69%</u> | 23.0% | 20.70% |
| | | | | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 2S1 Technical Skill Attainment | Numerator: Number of CTE concentrators enrolled in a capstone CTE course who received an "A", "B", or "C" grade in the course, or received an industry-recognized certification, or passed an end of program assessment aligned with industry-recognized standards. Denominator: Number of CTE concentrators enrolled in capstone CTE courses during the reporting year. | <u>97.18%</u> | <u>90.19%</u> | <u>88.64%</u> | 58.22% | 52.40% |
| | | | | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 3S1 Secondary School Completion | Numerator: Number of 12 th grade CTE concentrators who earned a high school diploma, or other state-recognized equivalent (including recognized alternative standards for individuals with disabilities). Denominator: Number of 12 th grade CTE concentrators who left secondary education during the reporting year. | <u>99.75%</u> | <u>100%</u> | <u>100%</u> | 87.56% | 78.80% |
| | | | | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

SECTION III: ASSESSMENT OF CAREER TECHNICAL EDUCATION PROGRAMS
SECONDARY CORE INDICATORS (Continued)

| Core Indicator | Definition | LEA Level 2007/08 | LEA Level 2008/09 | LEA Level 2009/10 | State Level 2009/10 | 90% or more of the State level |
|---|---|----------------------|----------------------|----------------------|------------------------|--|
| 4S1 Student Graduation Rate | Numerator: Number of 12 th grade CTE concentrators who, in the reporting year, were included as graduated in the states computation of its graduation rate. Denominator: Number of 12 th grade CTE concentrators. | <u>0.00%</u> | <u>100%</u> | <u>100%</u> | 83.40% | 75.06% |
| | | | | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 5S1 Secondary Placement 33 | Numerator: Number of 12 th grade CTE concentrators who left secondary education during the reporting year and entered postsecondary education or advanced training, military service, or employment, as reported on a survey six months following graduation. Denominator: Number of 12 th grade CTE concentrators who left secondary education during the reporting year and responded to a follow-up survey. | <u>96.22%</u> | <u>90.72%</u> | <u>100%</u> | 80.56% | 72.50% |
| | | | | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 6S1 Non-traditional Participation | Numerator: Number of CTE participants from underrepresented gender groups who were enrolled in a program sequence that leads to employment in nontraditional fields. Denominator: Number of all CTE participants enrolled in a program sequence that leads to employment in nontraditional fields. | <u>49.24%</u> | <u>41.98%</u> | <u>45.50%</u> | 23.50% | 21.15% |
| | | | | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 6S2 Non-traditional Completion | Numerator: Number of CTE concentrators from underrepresented gender groups enrolled in a capstone CTE course that leads to employment in a nontraditional field who received an "A", "B", or "C" grade in the course, or received an industry-recognized certification, or passed an end of program assessment aligned with industry-recognized standards. Denominator: Number of all CTE concentrators enrolled in a capstone CTE course that leads to employment in nontraditional fields. | <u>47.10%</u> | <u>37.17%</u> | <u>34.90%</u> | 18.5% | 16.65% |
| | | | | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

Program Improvement Form

An LEA that does not reach 90 percent of the state-established performance level for any core indicator must submit this form. Instructions are on page 20 of the *Carl D. Perkins Career and Technical Education Improvement Act 2006, 2011–12 Request for Application*.

| Perkins Program Monitoring Status (Check One) | | | |
|---|-------------------------------------|---|--------------------------|
| Compliant Agency | <input checked="" type="checkbox"/> | Needs Improvement Agency | <input type="checkbox"/> |
| | | Priority Improvement Agency | <input type="checkbox"/> |
| | | Monitored Agency | |
| Skip this section | | Complete the table below Action Plan required (skip this section) Download Action Plan from CDE webpage: http://www.cde.ca.gov/ci/ct/pk/forms.asp#Monitoring | |

Note: Any issues identified during the 2010–11 Perkins Program Monitoring must be resolved before the application will be approved.

| EXAMPLE | | | | |
|---|---|--|--|---------------------------------|
| Core Indicator: (not meeting 90% level) 6S1 | Explanation (Why did the LEA not meet the state-established performance level for this core indicator?): Low numbers of female students enrolled in automotive and building trades programs. | | Funding Source to be used to cover expenses: Perkins IV | Amount of funding: \$200 |
| | Strategy to improve performance level (Describe the strategy that will be used to improve the performance level for this core indicator.): Raise awareness among students and staff about non-traditional student participation. | Planned activities (Describe the specific activities that will be employed to achieve the improvement strategy.): 1. Meet with school counselors about non-traditional careers and student enrollment. 2. Produce handouts/brochures for students. | | |
| Core Indicator | Explanation: | | Funding source to be used to cover expenses: | Amount of funding: |
| | Strategy to improve performance level: | Planned activities: | | |

SECTION IV: PROGRESS REPORT TOWARD IMPLEMENTING THE LOCAL CTE PLAN

The implementation of every LEA's local CTE plan directly affects the implementation of the State CTE Plan. Through the five-year duration of Perkins IV, 2008–2012, LEAs will report on the progress they have made toward implementation of their local CTE plan. This progress report is an opportunity to reflect on the goals outlined in the local CTE plan as well as noting the successes and challenges that occurred during the 2010–11 school year.

Additionally, the LEA should set measurable CTE outcomes for the 2011–12 school year based on what has been learned and the core indicator data reported in Section III.

LEA personnel must respond to the following prompts or questions:

- 1. In the 2010–11 application (Section IV, question 4), the LEA identified at least three goals from the local CTE plan on which it would focus during the 2010–11 school year. List these goals and share what progress the LEA has made toward achieving these specific goals? How has the LEA improved, enhanced, or expanded CTE for students during 2010–11?**

LEA Response to the above 2010-2011 goal.

- a. CTE teachers were trained at their respective sites by district personnel in the use of Datawise for student evaluation based on teacher created assessments. CTE Teachers updated their curriculum maps, pacing guides and assessments to match the ongoing changes to their CTE program's industry sectors. This will be an ongoing process driven by the market surveys for each CTE program's industry sector for the San Joaquin area.
- b. The Data Teams model was not successfully implemented this past year due to the district's decision to have fewer district wide instructor meetings. Instead the district focuses on school site meetings which impaired the CTE program's ability to have CTE teachers meet on a regular basis. To overcome this situation it is hoped that CTE teachers can be released to meet as a district wide group.
- c. The definitive measureable longitudinal outcomes were not achieved because the CTE teachers did not meet enough times as a group to achieve this goal.

LEA Response to the above 2010-2011 goal.

2. The District's CTE program attained and exceeded the State's target levels for each category in Section III for 2010-2011. The District will continue to strive toward the improvement of its CTE programs in 2011-2012 using the state's levels of attainment as its measure.

LEA Response to the above 2010-2011 goal.

3. The District Career Technical Education Advisory Committee will increase its participation in the CTE program by:
 - a. The number of CTE Advisory Committee members from the business community increased as a result of the implementation of a partnership

academy that focuses on business and law. This increased the range of industry sectors represented due to the addition of the law portion of the academy.

b. The Hire Me First Program saw its most successful year in 2010-2011. All stated goals were achieved and student participation increased dramatically at all three high schools due to the addition of a Hire Me First Coordinator provided by the Tracy Chamber of Commerce and the use of a CTE Para-educator to work directly with students and assist them as they decided on the internship of their choice.

2. During the 2010–11 school year, what opportunities were provided to teachers to ensure they were current and up to date with their own technical skills?

Through the joint efforts of the San Joaquin Delta College Tech Prep Program and the District was able to provide CTE teachers with the opportunity to go to business and industry sites within their specialty and learn what is currently being done in the industry.

Also, two teachers were sent to CISCO training for two weeks to learn the latest skills necessary to certify as CISCO installers. They also were certified as CISCO instructors at the end of the two weeks

3. What process is used to annually evaluate the effectiveness of the CTE programs? Who is involved in the evaluation?

Teachers and administrators meet to discuss the CTE programs. During the discussion teachers are able to go over what they believed was working based on student success in their programs. In addition, data from the CTE assessments are discussed and methods to improve curriculum for the future is discussed. Due to the lack of time allotted (as stated in question 1) no comprehensive discussion was completed where all the teachers were together at one time. Also, the CTE advisory board was never able to meet with all the CTE teachers and discuss their programs as a district. This will be a goal for 2011-2012

4. Identify at least three measurable outcomes from the local CTE plan on which the LEA will focus in 2011–12. Please be specific.

1. Improve the collaboration between CTE teachers and CTE advisory boards including the district advisory board. This means more planning to coordinate meetings that as many representatives from both industry and education can attend.

2. Continue to meet or exceed the state's Secondary Core Indicator levels. The district will strive toward the improvement of its CTE programs using the state's levels of attainment goals.

3. Continue to increase the number of students and industry sector businesses participating in the Hire Me First Program. As a side note this program has proven

so successful that it was expanded to the County Continuation Schools and the Stockton Unified School District Weber Institute through County Work Net

SECTION V: SEQUENCE OF COURSES TO BE FUNDED

Allocation Amount: \$81,190.00

Maximum Indirect Allowable: \$2,639.00

This section is used to budget expenditures for each Pathway in an Industry Sector.

Program Detail

Across Multiple Industry Sectors

Across \$14,800.00 Budget

Across \$6,059.00 Budget

Across \$14,400.00 Budget

Agriculture & Natural Resources Sectors

Agriculture Mechanics \$3,000.00 Budget

Animal Science \$1,200.00 Budget

Forestry and Natural Resources \$0.00 Budget

Ornamental Horticulture \$1,250.00 Budget

Arts, Media & Entertainment Sectors

Media and Design Arts \$0.00 Budget

Media and Design Arts \$0.00 Budget

Building Trades & Construction

Engineering and Heavy Construction \$0.00 Budget

Residential and Commercial Construction \$0.00 Budget

Education, Child Development & Family Services Sectors

Child Development \$0.00 Budget

Consumer Services \$0.00 Budget

Education \$0.00 Budget

Family and Human Services \$0.00 Budget

Energy & Utilities Sectors

Electromechanical Installation and Maintenance \$0.00 Budget

Engineering & Design Sectors

Engineering Design \$0.00 Budget

Fashion & Interior Design Sectors

Interior Design, Furnishings, and Maintenance \$1,250.00 Budget

Finance & Business Sectors

Accounting Services \$0.00 Budget

Banking and Related Services \$0.00 Budget

Business Financial Management \$0.00 Budget

Health Science & Medical Technology Sectors

Biotechnology Research and Development \$0.00 Budget

Health Informatics \$10,500.00 Budget

Hospitality, Tourism & Recreation Sectors

Food Science, Dietetics, and Nutrition \$0.00 Budget

Food Service and Hospitality \$14,281.00 Budget

Information Technology Sector

Information Support and Services \$0.00 Budget

| | | |
|---|--------------------|---------------|
| Networking | \$0.00 | <u>Budget</u> |
| Programming and Systems Development | \$0.00 | <u>Budget</u> |
| Manufacturing & Product Development Sectors | | |
| Foundational | \$0.00 | <u>Budget</u> |
| Graphic Arts Technology | \$0.00 | <u>Budget</u> |
| Integrated Graphics Technology | \$0.00 | <u>Budget</u> |
| Machine and Forming Technology | \$0.00 | <u>Budget</u> |
| Welding Technology | \$0.00 | <u>Budget</u> |
| Marketing, Sales & Service Sectors | | |
| Entrepreneurship | \$10,500.00 | <u>Budget</u> |
| International Trade | \$0.00 | <u>Budget</u> |
| Professional Sales and Marketing | \$0.00 | <u>Budget</u> |
| Public Services Sector | | |
| Legal and Government Services | \$0.00 | <u>Budget</u> |
| Protective Services | \$0.00 | <u>Budget</u> |
| Transportation Sector | | |
| Vehicle Maintenance, Service and Repair | \$3,950.00 | <u>Budget</u> |
| Overall Subtotal | \$81,190.00 | |

SECTION VI: BUDGET AND EXPENDITURE SCHEDULE

Allocation Amount: \$81,190.00

Maximum Indirect Allowable: \$2,639.00

At Least 85% of the grant must be spent in these areas

Not to exceed
10% of total
expenditure

Not to exceed
5% of total
expenditure

| Object Code | (A) Instruction (Including Career Technical Student Organizations) | (B) Professional Development | (C) Curriculum Development | (D) Transportation and Child Care for Economically Disadvantaged Participants | (E) Special Populations Services | (F) Research Evaluation and Data Developme nt | (G) Career and Academic Guidance and Counseling for Students Participating in CTE Programs | (H) Administratio n or Indirect Costs | Total |
|---|--|------------------------------------|----------------------------------|---|---|--|--|--|--------------------|
| 1000 Certificated Salaries | <u>\$6,300.00</u> | <u>\$6,600.00</u> | <u>\$1,200.00</u> | \$0.00 | <u>\$1,200.00</u> | \$0.00 | \$0.00 | \$0.00 | \$15,300.00 |
| 2000 Classified Salaries | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | <u>\$1,291.00</u> | \$1,291.00 |
| 3000 3000 Employee Benefits | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | <u>\$129.00</u> | \$129.00 |
| 4000 Books/Supplies | <u>\$4,831.00</u> | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | <u>\$8,000.00</u> | \$0.00 | \$12,831.00 |
| 5000 Services/ Operating Expenses | <u>\$1,000.00</u> | <u>\$11,300.00</u> | \$0.00 | <u>\$34,700.00</u> | \$0.00 | <u>\$2,000.00</u> | \$0.00 | \$0.00 | \$49,000.00 |
| 6000 Capital Outlay | \$0.00 | N/A | N/A | N/A | N/A | N/A | N/A | N/A | \$0.00 |
| 7000 Indirect Costs | N/A | N/A | N/A | N/A | N/A | N/A | N/A | <u>\$2,639.00</u> | \$2,639.00 |
| Total | \$12,131.00 | \$17,900.00 | \$1,200.00 | \$34,700.00 | \$1,200.00 | \$2,000.00 | \$8,000.00 | \$4,059.00 | \$81,190.00 |

[illegible]

| | | |
|------|---|--|
| | <p>learning communities which focus on different career pathways. They are: Health Careers; Architecture, Construction and Interior Design; and Communications. The high school will begin its third year in 2011-2012 and will be graduating their first senior class in June 2012. One common theme for all the pathways is career guidance within each pathway. After looking at several career guidance systems Career Choices and their 10 Year Plan was chosen. It is believed that the 10 Year Plan offers students the greatest opportunity for success based on the fact that the students will see themselves not only graduating high school, but attending college and moving into their chosen career field and the world of work. All the students at this high school have an assigned period for career guidance that will provide the time to do the research necessary for this program to succeed. The plan is that the school will use Career Choices as an interdisciplinary program. In addition to the career guidance period for all students; the language arts teachers should present the first three chapters. Next the math teacher should instruct students in Chapter 4 (the budget exercise). Then the social studies teacher should cover the issues of poverty and other related topics. Essentially, each teacher will take sections of the curricula that complement their discipline.</p> | (G) \$8,000.00 |
| | Subtotal for 4000 category | \$12,831.00 |
| 5000 | <p>Services and Other Operating Expenditures:</p> <p>(A) Instruction \$1,000.00 Improve ,enhance and update the Automotive Mechanics Program vehicle diagnostic computer database.</p> <p>Professional Consultant Services</p> <p>Travel and Conferences</p> <p>(B) Professional Development \$6,800.00 Lead Teachers (2) for the Career Choices 10 Year Plan Program require training offered by Career Choices. Developing lead teachers will eliminate the need to send all teachers involved in the program to off-site training. The cost for travel and expenses is approx. \$3,400.00 per teacher.</p> <p>(B) Professional Development \$500.00 Agricultural Welding instructors (2) to attend annual CTE conference pre convention training sessions on improving CTE programs.</p> <p>(B) Professional Development \$4,000.00 Food services teacher to attend a training course in the latest techniques of food preparation and storage to avoid spoilage and contamination. This training will then be provided to the students to enhance the safety of the food preparation program.</p> <p>(D) Transportation \$2,500.00 Agricultural Welding teachers (2) to attend CTE conference for the purpose of improving and enhancing their CTE program</p> <p>(D) Transportation \$1,200.00 Meat Cutting teacher to attend CTE conference to improve and enhance CTE program.</p> <p>(D) Transportation \$2,500.00 Food Service teachers (2) to attend CTE conference to enhance and improve the CTE program.</p> | <p>(A) \$1,000.00</p> <p>(B) \$11,300.00</p> |

| | | |
|------|---|--|
| | <p>(D) Transportation \$1,250.00 Horticulture teacher to attend CTE conference to improve and enhance CTE program.</p> <p>(D) Transportation \$1,250.00 Interior design teacher to attend CTE convention to improve and enhance CTE program.</p> <p>(D) Transportation \$21,000.00 Kimball, Tracy and West High Schools Career Technical Student Organizations (CTSOs) FFA, HOSA, and Skills USA to participate and attend local, regional, state and national competitions and conventions for advisors (certificated) and students (as allowed by the Perkins memo to CTOSs.)</p> <p>Field Trips</p> <p>(D) Transportation \$2,500.00 Food preparation teacher and students from the FEAST Program to attend a one day orientation and hands-on experience from a culinary arts academy</p> <p>(D) Transportation \$2,500.00 Automotive Mechanics teacher and students to attend a one day orientation and hands-on experience at a major automotive repair training facility.</p> <p>Research</p> <p>(F) Research Evaluation Data \$2,000.00 Use of the software program Grantlink™ to provide the necessary information to create the required Perkins Grant reports.</p> | <p>(D) \$34,700.00</p> <p>(F) \$2,000.00</p> |
| | Subtotal for 5000 category | \$49,000.00 |
| 6000 | Capital Outlay (list items below) | |
| | Subtotal for 6000 category | \$0.00 |
| 7000 | Indirect Rate @ LEA Percentage (minus capital outlay) | |
| | (H) Administration | (H) \$2,639.00 |
| | Subtotal for Indirect costs per the indirect cost rate. | \$2,639.00 |
| | GRAND TOTAL | \$81,190.00 |



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: *JS* Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: October 4, 2011
SUBJECT: **Approve Overnight Travel for Mr. Tom Renner, Advisor and Katrin Gutierrez, Pauline Gutierrez, Ian Nool, Emily Teixeira, and Ayana Freeberg to Attend the CAL ACDA Regional Honor Choir in Clovis, CA on November 17-19, 2011.**

BACKGROUND: Participation in the CAL ACDA Regional Honor Choir is a prestigious honor for those talented choir students, selected by rigorous audition. These five students from Tracy High will be provided the grand opportunity to perform with this, the highest of honor ensembles, directed by world-class, renowned conductors. Mr. Tom Renner, Advisor, will transport the students to and from the event in his private vehicle. Additionally, Mr. Renner will act as chaperone for the trip. They will stay at the Towne Place Suites in Fresno, CA.

RATIONALE: It is goal of the THS Performing Arts Magnet to provide students with increased performance opportunities. Our five students, Katrin Gutierrez, Pauline Gutierrez, Ian Nool, Emily Teixeira, and Ayana Freeburg are uniquely qualified to participate in this event and represent their own, and Tracy High's dedication to music. They are recognized members of Tracy High School's Madrigals Choir. This aligns with 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 Goal #3: Provide a safe and equitable learning environment for all students and staff.

FUNDING: The total will not exceed \$3,000. Expenses for the ACDA Regional Honor Choir will be paid out of the Choral Company account (substitute teacher), the ASB account, and students' family contributions. Fundraiser(s) will be available to pay for those students who are unable to fund their own trip.

RECOMMENDATION: Approve Overnight Travel for Mr. Tom Renner, Advisor and Katrin Gutierrez, Pauline Gutierrez, Ian Nool, Emily Teixeira, and Ayana Freeberg to Attend the CAL ACDA Regional Honor Choir in Clovis, CA on November 17-19, 2011.

Prepared by: Jason Noll, Principal, Tracy High School



TRACY
UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: ~~Dr. James Franco~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services & Human Resources
DATE: October 17, 2011
SUBJECT: Approve Classified, Certificated, and/or Management Employment

BACKGROUND:

Deluta, Juanita

Johnson, Ted

Neibel, Linda

Rosales, Guadalupe

Serrato, Maria Del Carmen

CLASSIFIED

School Supervision Assistant (Replacement)
Williams Middle School
Range 21, Step A - \$11.69 per hour
2 hours per day
Funding: General Fund

Irrigation Specialist/Bus Driver/Custodian (New)
*Filled by current TUSD employee
Maintenance & Operations/Transportation
Range 36, Step B - \$17.32 per hour
8 hours per day
Funding: General Fund – 25%; Ongoing & Major Maintenance – 25%; Transportation, Special Ed – 50%

Para Educator II (Adaptive P.E.) (Replacement)
*Filled by current TUSD employee
District Wide
Range 30, Step E - \$17.32 per hour
6 hours per day
Funding: Special Education

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

Bilingual Para Educator I (New)
George Kelly School
Range 24, Step A - \$12.51 per hour
3 hours per day
Funding: EIA

Vargas, Vincent

Utility Person II (New)
Tracy High School
Range 35, Step A - \$16.16 per hour
3 hours per day
Funding: General Fund

RECOMMENDATION: Approve Classified, Certificated and/or Management Employment

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



HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services & Human Resources
DATE: October 17, 2011
SUBJECT: Accept Resignations/Retirements/Leave of Absence for Classified, Certificated, and/or Management Employment

BACKGROUND:

NAME/TITLE

SITE

CLASSIFIED RESIGNATION

EFFECTIVE DATE

REASON

Hambleton, Christina
Para Educator I

Kelly

10/14/2011

Personal

Johnson, Ted
Utility Person II

Transport./
Maint.

10/05/2011

Accepted Irrigation Spec./
Bus Driver/Cust. position

BACKGROUND:

NAME/TITLE

SITE

CLASSIFIED CONFIDENTIAL MANAGEMENT RESIGNATION

EFFECTIVE DATE

REASON

Brooks, Amy
Administrative Secretary
To Assoc. Supt. for B.S.

DEC

10/18/2011

Accepted new employment

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

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



BUSINESS SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent, Business Services
DATE: September 28, 2011
SUBJECT: Authorize the Associate Superintendent for Business Services to Enter Into An Agreement to Participate in the EnerNOC Demand Response – PG&E Base Interruptible Program

BACKGROUND: The EnerNOC demand response program compensates electricity users for reducing consumption when demand for electricity is high and system reliability is at risk. This is meant to help alleviate the potential for blackouts and brownouts by providing PG&E with a resource to call upon in situations of system stress and high energy prices.

This program is in addition to the Peak Day Pricing plan already offered by PG&E, and already in place in Tracy Unified School District, in which participants are notified 24 hours in advance of an event.

Demand response events may be 24 hours a day, 7 days a week, but tend to occur in the mid-afternoon when energy demand is highest, generally from 3:00 pm to 6:00. However, demand response events may last between two (2) and six (6) hours. Events are dispatched when the California Independent Systems Operator Corporation (CAISO) has publicly issued a warning notice and has determined or forecasted that operating reserves or transmission capacity limitations threaten the ability to safely and reliably operate the energy grid, that is to say that a Stage 1 or 2 emergency is imminent or contingent. The annual hourly limitation is 120 hours. No more than one (1) demand response event may be called per day and no more than ten (10) events may occur in a calendar month. Based on historical trends, no more than one (1) event would be expected per year.

RATIONALE: Participation in the program would require that Tracy Unified School District reduce demand by the start of the demand period event with a minimum of 30 minutes advance notice. However, in addition to providing demand response event notification, EnerNOC agrees to use commercially reasonable efforts to inform TUSD several hours in advance or the day before based on weather conditions, spot market prices, day-ahead program activations and other relevant information.

FUNDING: EnerNOC will pay TUSD \$4.25 per kilowatt per month (price for each month during the Program Period varies) multiplied by either (i) TUSDs accepted capacity if no demand response events have been initiated, or (ii) TUSDs delivered capacity following a demand response event. It is estimated that participation in this program will generate savings of approximately \$30,000 additional dollars per year. Payments will be made on a quarterly basis, and will be used to defray utility costs.

RECOMMENDATIONS: Authorize the Associate Superintendent for Business Services to Enter Into An Agreement to Participate in the EnerNOC Demand Response – PG&E Base Interruptible Program

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



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: October 25, 2011
SUBJECT: Adopt Resolution 11-09 Approving Workers' Compensation Joint Powers Authority Agreement And Bylaws

BACKGROUND: The District has been a member of the San Joaquin County Schools Workers' Compensation Insurance Joint Powers Authority since its formation in 1978. The JPA Agreement and Bylaws have not been updated since 1978. Staff of the San Joaquin County Office of Education, with the assistance of the JPA's insurance administrators, Keenan and Associates, have updated and revised the Agreement and Bylaws. The documents have been reviewed and approved by the SJCOE legal counsel and by the Workers' Compensation JPA Board of Directors. The documents are now being presented to the Boards of Education of each of the JPA member districts for adoption.

RATIONALE: The revised JPA Agreement and Bylaws were approved by the Membership Delegation of the JPA on October 5, 2011 by passage of Resolution #2011-12-01. The Tracy Unified School District is a member of the San Joaquin County Schools Workers' Compensation Insurance Group (JPA) and adoption this Resolution is at the request of the JPA.

FUNDING: No additional funding required.

RECOMMENDATION: Adopt Resolution 11-09 Approving Workers' Compensation Joint Powers Authority Agreement And Bylaws

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

**TRACY UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 11-09**

**A RESOLUTION APPROVING WORKERS' COMPENSATION
JOINT POWERS AUTHORITY AGREEMENT AND BYLAWS**

WHEREAS, the San Joaquin County Schools Workers' Compensation Insurance Group is a Joint Powers Authority formed on July 1, 1978; and,

WHEREAS, the Joint Powers Agreement and Bylaws have not been updated since 1978; and,

WHEREAS, the Joint Powers Agreement and Bylaws have now been revised and updated, and reviewed by the District's insurance administrators and legal counsel; and,

WHEREAS, the San Joaquin County Schools Workers' Compensation Insurance Group is composed of the following members: Banta Elementary, Escalon Unified, Jefferson Elementary, Lammersville Unified, Lincoln Unified, Linden Unified, Manteca Unified, New Hope Elementary, Oak View Elementary, Ripon Unified, Tracy Unified, San Joaquin County Office of Education;

NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of the Tracy Unified School District hereby approves the revised Joint Powers Agreement and Bylaws of the San Joaquin County Schools Workers' Compensation Insurance Group effective January 1, 2012 and hereby authorizes the District Superintendent to sign the Agreement of behalf of the District.

PASSED AND ADOPTED by the Board of Education, of the Tracy Unified School District, County of San Joaquin, State of California, this _____ day of _____, 2011, by the following vote:

AYES:

NOES:

ABSENT:

President of the Board

Clerk of the Board



BUSINESS SERVICES MEMORANDUM

TO: James Franco, Superintendent
FROM: Valerie McDonald, Director of Food Services
DATE: October 17, 2011
SUBJECT: Adopt Revised Board Policy and Administrative Regulation 5030 Student Wellness (First Reading)

BACKGROUND: In California public schools, any food or beverage sold to students outside of a federally reimbursable meal program is considered to compete with those meals, and is referred to as a competitive food or beverage. There are specific state and federal rules that govern competitive foods and beverages.

The revised board policy provides clarification and further guidance to all parties involved in providing foods and beverages made available to students on school campus. The changes proposed to Board Policy and Administrative Regulation 5030 includes additional information to assist staff in complying with current regulations. Staff will be advised if and when the District receives any further updates to "The Healthy, Hunger-Free Kids Act of 2010" or to any other laws, regulations, or guidelines which impact the sale or use of food or beverages on campus.

RATIONALE: The most recent insertions are bolded, deletions are marked with a strike through. An addendum has been added to the Administrative Regulation. Formatting will be corrected once changes are completed.

FUNDING: There is no cost for this change.

RECOMMENDATION: Adopt Revised Board Policy and Administrative Regulation 5030 Student Wellness (First Reading)

Student Wellness

The Governing Board promotes healthy schools, by supporting wellness, good nutrition and regular physical activity as part of the total learning environment. The District along with staff, families, and the community supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic wellness of children by facilitating learning through the support and promotion of health education, good nutrition and physical activity. Improved health optimizes student performance potential and ensures that no child is left behind.

The Board promotes long-term goals for achieving the District's vision for maintaining and promoting the health and wellness of its schools, students, staff, and the community.

The District shall adopt a wellness policy that at a minimum shall:

- Recognize the relationship between students' nutrition/health status and their attendance and ability to learn.
- Meet federal, state, and local legal requirements.
- Provide school environments that promote and protect children's health, well-being, and ability to learn
- Provide physical education and nutrition/health education activities to foster lifelong habits of healthy eating, physical activity, and practicing wellness behaviors.
- Recognize the Student Nutrition Advisory Committee (SNAC) and the Healthy Schools Advisory Committee to advise on health related issues, activities, policies and programs as well as promoting, monitoring and evaluating the District's Wellness Policy.
- Establish linkages between health education, school meal programs, physical education, school health services, counseling and psychological services, related community services, and the other components of coordinated school health.
- Strengthen the local capacity to protect and promote the health and academic performance of the students.
- Encourage site-based activities that promote wellness, good nutrition, and regular physical activity
- Encourage staff involvement in activities that promote wellness, good nutrition, and regular physical activity.
- Establish a plan for measuring the implementation of the policy including the designation by the District Superintendent of district and site staff who will be charged with ensuring that this policy is put into practice.

TUSD Adopted:

Student Wellness

- **Provide a definition of “Competitive Foods and Beverages”.**
- **Describe monitoring and enforcement as well as local school wellness policy posting requirements.**
- **Outline competitive food and beverage restrictions by grade level.**

Legal Reference:

2004 Federal Child Nutrition and WIC Reauthorization Act (PL#108-265)

Local Wellness Policy

EDUCATION CODE

49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49493 School Breakfast and Lunch Programs

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act

49547-49548.3 Comprehensive nutrition services

49550-49560 Meals for Needy students

49570 National School Lunch Act

51222 Physical education

51223 Physical education, elementary schools

CODE OF REGULATIONS, TITLE 5

15500-15501 Food sales by student organizations

15510 Mandatory meals for needy students

15530-15535 Nutrition Education

15550-15565 School lunch and breakfast programs

15575-15578 State Food and Beverage Sale Regulations

UNITED STATES CODE, TITLE 42

1751-1769 National School Lunch Program, especially:

1751 Note wellness policy

1771-1791 Child Nutrition Act, including

1773 School Breakfast Program

1779 Rules and regulations, Child Nutrition Act

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

TUSD Adopted:

Student Wellness

A. PURPOSE AND SCOPE

The Governing Board recognizes the relationship between student's nutrition and health, and their attendance and ability to learn, and desires to promote healthy schools by supporting wellness, good nutrition and regular physical activity.

B. GENERAL

In November 2005, the Child Nutrition Re-Authorization Bill was passed and put into Public Law 108-265 requiring school districts to adopt a wellness policy to combat the rising trends of childhood obesity, diabetes and heart disease. Schools contribute to the wellness of children by facilitating learning through the support and promotion of health education, good nutrition, and physical activity. The Wellness policy reaches beyond the meal program and promotes a holistic approach to the well-being of our students and promotes lifelong wellness.

The Assistant Superintendent for Educational Services is designated by the Superintendent as the staff member responsible to establish a plan for measuring the implementation of the procedures listed below.

C. FORMS USED AND ADDITIONAL REFERENCES

1. Federal, State and Local legal requirements for health education, physical education and the National School Lunch and Breakfast Program
2. District Physical fitness test results
3. Healthy Kids Survey
4. Federal, State, and Local reports regarding student health

D. PROCEDURE

Inasmuch as the Board promotes long-term goals for maintaining and promoting the health and wellness of its schools, students, staff, and the community, the Assistant Superintendent for Educational Services or her designee shall:

1. Form a School Health/Nutrition Committee which will create, strengthen, develop, implement, monitor, review, and revise school nutrition and physical activity policies.
The committee will also serve as a resource to other committees and school sites for implementing related policies.
2. Develop nutritional quality standards of foods and beverages sold and served on campuses.
3. Establish guidelines to promote physical activity and appropriate nutrition
4. Ensure that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture.
5. Ensure daily physical activity and physical education opportunities are provided in accordance with state guidelines.
6. Develop a plan for measuring implementation of the school wellness policy.
7. **Ensure sales of food comply with the Education Code, the California Code of Regulations and Code of Federal Regulations. (See addendum.)**

Additional Resources

Local School Wellness Policy

TUSD Adopted:

Student Wellness

Guidance for the Development of California School Wellness Policies (PDF; Outside Source)

California Education Code

Management Bulletin 06-110

Note: this document supersedes Attachment I in MB 06-110

California Code of Regulations

Management Bulletin NSD-SNP-08-2008

Code of Federal Regulations

List of Foods of Minimal Nutritional Value (Outside Source)

www.californiaprojectlean.org For competitive foods calculator and ideas on healthy fund raiser activities that do not involve food.

E. REPORTS REQUIRED

None

F. RECORD RETENTION

None

G. RESPONSIBLE ADMINISTRATIVE UNIT

Educational Services

H. APPROVED BY

Assistant Superintendent for Business Services

TUSD Adopted 06/13/06

TUSD Adopted:

Student Wellness

ADDENDUM

**GUIDELINES TO ENSURE SALES OF FOOD COMPLY WITH
THE CALIFORNIA EDUCATION CODE, THE CALIFORNIA CODE OF REGULATIONS,
AND THE CODE OF FEDERAL REGULATIONS**

Student Wellness

A. California Summary of Competitive Foods and Beverages

Any food or beverage sold to students outside of a federally reimbursable meal program is considered to compete with those meals, and is referred to as a competitive food or beverage.

There are specific state and federal rules that govern competitive foods and beverages. Please note that not all competitive food scenarios are covered by law or regulations. The following is a summary of the federal and state laws and regulations governing competitive food and beverage sales in California.

B. Monitoring and Enforcement

References: Education Code sections 49431(c), 49431.2(d), and 49434

The California Legislature encourages the governing board of a school district to annually review its compliance with the food and beverage rules.

The California Department of Education monitors School Food Authorities for compliance with the food and beverage rules through its Coordinated Review Effort (CRE). The district shall adopt a corrective action plan agreed upon and signed by the district administration, including the district superintendent.

C. Local School Wellness Policy Posting

Reference: Education Code Section 49432

As of January 1, 2004, school districts shall post the school district's nutrition and physical activity policies, in public view within all school cafeterias or other central eating areas.

D. Elementary School - Food Restrictions

References: Education Code sections 49430, 49431, 49431.7, California Code of Regulations sections 15575, 15577, 15578

California has adopted nutrition requirements for the competitive foods and beverages provided on school campus.

When referring to the food restrictions below, the definition of elementary school is a public school with no grade higher than grade six.

The following food restrictions are effective during school hours up through one-half hour after school.

Food restrictions apply to ALL foods sold to students by any entity.

Compliant foods are those that are:

1. Part of a full meal that meets the U.S. Department of Agriculture's meal pattern requirements

TUSD Adopted:

Student Wellness

2. Specifically exempted from the restrictions in law or regulations, which includes individually sold portions of nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruit, non-fried vegetables, legumes
3. A dairy or whole grain food that contains:
 - o 35 percent calories or less from fat, and
 - o 10 percent calories or less from saturated fat, and
 - o 35 percent sugar or less by weight

Dried blueberries, cranberries, cherries, and tropical fruit that contain added sugar are exempt from the fat, saturated fat and sugar restrictions. The remaining exempt foods in item 2 above are not exempt if they contain added fat or sugar.

A whole grain item is a grain or bread product that:

1. Contains the statement “Diets rich in whole grain foods and other plant foods and low in total fat, saturated fat, and cholesterol, may help reduce the risk of heart disease and certain cancers,” or
2. Includes a whole grain as the FIRST listed grain ingredient, or
3. Includes an amount of whole grains that, when combined, represents at least 51 percent of total grain weight

Whole grain examples: California Code of Regulations, section 15575(g)

Effective July 1, 2009: Foods containing artificial trans fat cannot be served or sold on school campus.

Non-compliant foods can be sold ONLY by students and AT LEAST one-half hour after school.

E. Elementary School - Beverage Restrictions

References: Education Code sections 49430, 49431.5, California Code of Regulations Section 15576

When referring to the beverage restrictions below, the definition of elementary school is a public school with no grade higher than grade six.

The following beverage restrictions are effective during school hours up through one-half hour after school.

These beverage restrictions apply to ALL beverages sold to students by any entity.

Compliant beverages are:

- Fruit/vegetable juices that consist of at least 50 percent juice AND have no added sweeteners, or
- Milk: cow's or goat's milk; 2 percent, 1 percent, or nonfat; contains Vitamins A & D; contains at least 25 percent of the Daily Value (% DV) for calcium; contains no more than 28 grams of total sugar per 8 fluid ounces; or
- Non-dairy milk: contains Vitamins A & D; at least 25 percent of the Daily Value (% DV) for calcium; no more than 28 grams of total sugar per 8 fluid ounces; 5 grams fat or less per 8 fluid ounces; or
- Water: with no added sweeteners

Non-compliant beverages can be sold ONLY by students and AT LEAST one-half hour after school.

TUSD Adopted:

Student Wellness**F. Elementary School - Student Organizations**

Reference: California Code of Regulations Section 15500

Restrictions on food or beverage sales by student organizations are effective only during school hours.

The following rules apply ONLY to food and beverage sales by student organizations:

- Only one food or beverage item may be sold, and
- Sales must be approved by governing board of school district, and
- Sale must be after the lunch period, and
- Food or beverage item cannot be prepared on campus, and
- Only four sales per school per year, and
- Food or beverage item is not one that is sold in the food service program at that school during that school day.

G. Elementary School - Foods and Beverages Sold During a Meal Time

Reference: Code of Federal Regulations, Title 7, Part 210.11, Appendix B

These federal food and beverages restrictions, known as the Foods of Minimal Nutritional Value (FMNV), are effective ONLY during a meal period and ONLY in a food service area.

The following foods and beverages cannot be sold by any entity to a student during a meal period in a food service area:

- Carbonated or aerated water
- Water ices - except if made only with 100 percent juice
- Chewing gum
- Hard candies
- Jelly and gum candies
- Marshmallow candies
- Fondant
- Licorice
- Spun candy
- Candy coated popcorn

A food service area is any location on a school campus where a federally reimbursable meal is *served* and/or *eaten*.

A food categorized as a FMNV may be exempted from the federal restrictions. A current list of FMNV exempt products can be found at [Exemptions Under the Competitive Foods Regulation](#). A FMNV-exempted food or beverage must still meet all other state and federal rules that apply.

H. Middle/High School - Food Restrictions

References: Education Code sections 49430, 49431.2, 49431.7, California Code of Regulations sections 15575, 15577, 15578

TUSD Adopted:

Student Wellness

When referring to the food restrictions below, a middle/junior high contains grades seven or eight or seven to nine or seven to ten. A high school contains any of the grades ten to twelve.

The following food restrictions are effective during school hours up through one-half hour after school.*

These food restrictions apply to ALL foods sold to students by any entity.

Foods that can be sold on the school campus outside the school meal program to students include:

1. "Snack" food items that contain no more than:
 - o 35 percent of calories from fat, and
 - o 10 percent of calories from saturated fat, and
 - o 35 percent of sugar by weight, and
 - o 250 calories per item/container
2. "Entrée" food items that contain no more than:
 - o 400 calories, and
 - o 4 grams of fat per 100 calories, and

Must either consist of:

- o Two or more food groups (meat/meat alternate, fruit/vegetable, grain/bread), or
 - o A meat/meat alternate alone
3. Exemptions:
 - o Nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruit, non-fried vegetables, legumes are exempt from the fat restriction.
 - o Eggs and cheese packaged for individual sale are exempt from the saturated fat restriction.
 - o Fruit and non-fried vegetables are exempt from the sugar restriction.
 - o Dried blueberries, cranberries, cherries, and tropical fruit that contain added sugar are exempt from the sugar restriction.
 - o Mixed foods containing ONLY exempt items are exempt from all restrictions.
 - o Mixed foods containing at least one non-exempt food or ingredient must meet the nutrition restrictions set for either snacks or entrees.

Effective July 1, 2009: From one-half hour before to one-half hour after the school day, foods containing artificial trans fat cannot be served or sold on school campus. A food contains artificial trans fat if it contains vegetable shortening, margarine, or any kind of partially hydrogenated vegetable oil, unless the manufacturer's documentation or the label required on the food lists the total trans fat content as less than 0.5 grams of trans fat per serving.

* Exception: non-compliant foods can be sold at a school sponsored event that occurs directly after school.

I. Middle/High School - Beverage Restrictions

References: Education Code sections 49430, 49431.5, California Code of Regulations Section 15576

When referring to the beverage restrictions below, a middle/junior high contains grades seven or eight or seven to nine or seven to ten. A high school contains any of the grades ten to twelve.

TUSD Adopted:

Student Wellness

The following beverage restrictions are effective from one-half hour before to one-half hour after school.

These beverage restrictions apply to ALL beverages sold to students by any entity.

Beverages that can be sold outside the school meal program to students include:

- Fruit/vegetable juices that consist of at least 50 percent juice AND have no added sweeteners, or
- Milk: cow's or goat's milk; 2 percent, 1 percent, or nonfat; contains Vitamins A & D; contains at least 25 percent of the Daily Value (% DV) for calcium; contains no more than 28 grams of total sugar per 8 fluid ounces; or
- Non-dairy milk: contains Vitamins A & D; at least 25 percent of the Daily Value (% DV) for calcium; no more than 28 grams of total sugar per 8 fluid ounces; 5 grams fat or less per 8 fluid ounces; or
- Water: with no added sweeteners, or
- Electrolyte replacement beverage: water is the first ingredient; no more than 2.1 grams added sweetener per 1 fluid ounce; between 10 and 150 milligrams of sodium per 8 fluid ounces; between 10 and 90 milligrams of potassium per 8 fluid ounces; and no added caffeine

Non-compliant beverages can be sold by any entity starting one-half hour after school.

J. Middle/High School - Student Organizations

Reference: California Code of Regulations Section 15501

Food and beverage sales by student organizations are effective during or after school hours.

The following rules apply ONLY to food and beverage sales by student organizations:

- Only three categories of food or beverage item may be sold (e.g., chips, sandwiches, juices, etc.), and
- Sales must be approved by governing board of school district, and
- Only one student organization is allowed to sell per day, and
- On any four days any and all student organizations can sell, and
- Food or beverage item cannot be prepared on campus, and
- Food or beverage categories are not ones that are sold in the food service program at that school during that school day.

K. Middle/High School - Foods and Beverages Sold During a Meal Time

Reference: Code of Federal Regulations, Title 7, Part 210.11, Appendix B

These federal food and beverages restrictions, known as the Foods of Minimal Nutritional Value (FMNV), are effective ONLY during a meal period and ONLY in a food service area.

The following foods and beverages cannot be sold by any entity to a student during a meal period in a food service area:

- Carbonated or aerated water
- Water ices – except if made only with 100 percent juice

TUSD Adopted:

Student Wellness

- Chewing gum
- Hard candies
- Jelly and gum candies
- Marshmallow candies
- Fondant
- Licorice
- Spun candy
- Candy coated popcorn

A food service area is any location on a school campus where a federally reimbursable meal is *served* and/or *eaten*.

A food categorized as a FMNV may be exempted from the federal restrictions. A current list of FMNV exempt products can be found at Exemptions Under the Competitive Foods Regulation. A FMNV-exempted food or beverage must still meet all other state and federal rules that apply.



EDUCATIONAL SERVICES MEMORANDUM

To: Dr. Jim Franco, Superintendent
From: ~~Dr. Sheila Harrison~~, Assistant Superintendent of Educational Services & Human Resources
Date: October 17, 2011
Re: Adopt Revised Board Policy and Acknowledge Administrative Regulation 4156.2 Certificated and 4256.2 Classified, Governing Board's Recognition of Employees (1st Reading)

Background: In accordance with Education and Government Codes, Boards of Education are required to maintain policies and regulations providing direction and oversight to the school District. The Board Policy and Administrative Regulation 4156.2 Certificated and 4256.2 Classified, Governing Board's Recognition of Employees needs to be revised and updated to accurately reflect changes and the addition of the Superintendent's Diversity & Equity Committee Employee Award & Recognition Program.

Rationale: Periodically it is necessary to review and revise the District's policies and regulations maintaining them current with legislation, and education and government codes. In addition, at times it is necessary to revise policies and regulations to make language clearer, more precise and to make additions to existing policies. The Board Policy and Administrative Regulation 4156.2 Certificated and 4256.2 Classified, Governing Board's Recognition of Employees was last updated in 1997. This agenda item meets Strategic Goal #3: Provide a safe and equitable learning environment for all students and staff and Strategic Goal #6: Develop and Support a high performing workforce.

Funding: None

Recommendation: Adopt Revised Board Policy and Acknowledge Administrative Regulation 4156.2 Certificated and 4256.2 Classified, Governing Board's Recognition of Employees (1st Reading)

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

GOVERNING BOARD'S RECOGNITION OF EMPLOYEES

The Governing Board encourages recognition of meritorious service performed by employees or groups of employees of the District who:

- by exemplary service during extended periods of time in District service have contributed to the improvement of effectiveness of the District's educational programs; consistent, long-term, meritorious service; special service to students; or
- by superior accomplishments, make exceptional contributions to the effectiveness, efficiency, economy, or improvements in District operations; introduction of special programs; leadership in District programs; or
- perform special acts or services in the public interest; exceptional service to the community; or
- propose ideas or procedures which implemented result in eliminating or reducing District expenditures, or improve the efficiency of District operations.
- **exemplify the spirit of the District's Multicultural Education Board Policy.**

The Governing Board authorizes the Superintendent or designee to recommend such employees proposed by the Awards Selection Committee to the Board for recognition and to be recipients of service pins, plaques and/or certificates as the Superintendent deems appropriate. In addition, the Superintendent may recognize other employees for years of service by presenting them with service pins, plaques and/or certificates as the Superintendent deems appropriate.

Legal reference:

EDUCATION CODE

| | |
|---------|-------------------------------------|
| 35160 | Authority of Governing Boards |
| 35160.1 | Board authority of school districts |
| 35161 | Powers and duties generally |
| 44015 | Awards to Employees |

Policy Adopted:

HS BD: 11/20/85

EL BD: 7/6/82

Policy Revised:

HS BD: 8/25/92; 10/27/92; 2/28/95

EL BD: 10/13/92; 3/14/95

Joint Board: 2/25/97

GOVERNING BOARD'S RECOGNITION OF EMPLOYEES

A. Purpose and Scope

To provide guidance and direction for District personnel regarding recognition of meritorious services performed by employees or groups of employees of the District. Also, to provide guidance and direction for District personnel regarding the nomination process, screening, and selection criteria of the Superintendent's Diversity & Equity Committee's Employee Award & Recognition Program.

B. General

Certificated and classified employees may receive recognition for exceptional, notable or superior achievements who:

1. by exemplary service during extended periods of time in District service have contributed to the improvement of effectiveness of the District's educational programs; consistent, long-term, meritorious service; special service to students; or
2. by superior accomplishments; make exceptional contributions to the effectiveness, efficiency, economy, or improvements in District operations; introduction of special programs; leadership in District programs; or
3. perform special acts or services in the public interest; exceptional service to the community; or
4. propose ideas or procedures which implemented result in eliminating or reducing District expenditures, or improve the efficiency of District operations.
5. **exemplify the spirit of the District's Multicultural Education Board Policy.**

C. Forms Used and Additional References

Employee of the Term Nomination Form

Diversity & Equity Staff Recognition Award Nomination Form

D. Procedure – Employee of the Term

1. Eligible Recipients

All Tracy Public Schools' Unified School District employees or groups of employees.

GOVERNING BOARD'S RECOGNITION OF EMPLOYEES (continued)2. Nomination Process

- a. Given three (3) times each year to both a classified and certificated employee at the K-5, 6-8 and 9-12 levels. May also be awarded to a Leadership Management, Classified Management, and Classified Confidential employee or a group of employees who share a common goal.
- b. One award will be presented for service in the fall term, winter term, and spring term. One of the three employees from each group will be selected in May as "Employee of the Year."
- c. All nominations are to be sent to the ~~Associate~~ **Assistant** Superintendent for **Educational Services and** Human Resources.
- d. Any Tracy ~~Public Schools~~² **Unified School District** Employee may nominate any other eligible Tracy ~~Public Schools~~² **Unified School District** employee(s) or group of employees.
- e. All nominations must be received by the deadline established by the Human Resources ~~Department Office~~ for each term.

3. Awards Selection Committee Constituency

The committee, which changes from year to year, shall be comprised of six individuals as follows: ~~One Two~~ from each ~~the~~ District's Certificated Staff; ~~One Two~~ from each ~~the~~ District's Classified Staff; ~~One Two~~ from each ~~the~~ District's **Administrative Management** Staff ~~or if unified, two from each category.~~

4. Selection Criteria

- a. Consistent, long-term, meritorious service
- b. Introduction of special programs
- c. Leadership in District programs
- d. Special service to students
- e. Exceptional service to the community
- f. **Has not been selected in the last five years**
- f. g. In recognizing groups, selection will be based on the merits of the project.

5. Recognition

- a. Presented with certificate at a public school board meeting.
- b. A picture of the certificated and classified employee will be displayed in the ~~Central office~~ **District Education Center** for the following term. For group awards, a group picture will be taken and displayed at the site.

GOVERNING BOARD'S RECOGNITION OF EMPLOYEES (continued)

- ~~e. Employee's name will be placed on a perpetual plaque. For group awards, a plaque will be prepared and displayed at the appropriate site.~~
- d. Luncheon with the Superintendent and Cabinet for individual award winners.
- ~~e. Recognition in local newspapers.~~

Procedures – Superintendent's Diversity & Equity Committee Employee Award & Recognition Program

1. Eligible Recipients

All Tracy Unified School District employees or groups of employees.

2. Nomination Process

- a. **Tri-annually, TUSD employees will be notified electronically (via email) as nomination forms are made available;**
- b. **The Multicultural Education Board Policy 6146.6, shall be posted on the TUSD portal for access by all employees of the District.**
- c. **Employees may complete a nomination form and submit it to the Human Resources Department by the specified deadline.**
- d. **Awards will be presented for service in the fall term, winter term, and spring term.**
- e. **Any Tracy Unified School District employee may nominate any other eligible Tracy Unified School District employee(s) or group of employees.**
- f. **Members of the Superintendent's Diversity & Equity Committee may nominate candidates for an award. Committee members may not vote for a candidate they have nominated.**
- g. **All nominations must be received by the deadline established by the Human Resources Department for each term.**

GOVERNING BOARD'S RECOGNITION OF EMPLOYEES (continued)

2. Screening Process

- a. Nominations are forwarded from the Human Resources Department to the Chairperson of the Superintendent's Diversity & Equity Committee.
- b. The Superintendent's Diversity & Equity Committee shall meet to review nominations and make recommendations at their regularly scheduled Committee meetings. The Committee will determine the number of awards to be given.
- d. Nominated candidates will remain in the nomination pool for the remainder of the school year.

3. Selection Criteria

- a. Nominees shall be evaluated based on the following rubric. The nominee's activity, program, or endeavor must meet at least four (4) out of eight (8) criteria to be considered for an award:
 - 1) Integrates multiculturalism into the curriculum by reflecting the perspectives, experiences, historical events, and achievements of our diverse student population represented in our community.
 - 2) Demonstrates a commitment toward the educational advancement of underrepresented students.
 - 3) Ensures that our diverse student population is represented in District activities and special programs.
 - 4) Fosters a climate that promotes the awareness and pride of one's own identity and heritage and respect for the identity and heritage of others.
 - 5) Promotes respect of others by modeling acceptance and inclusion of diverse groups.
 - 6) Engages in recruitment practices, both formal and informal that results in the hiring of a more diverse workforce reflective of our student population.

GOVERNING BOARD'S RECOGNITION OF EMPLOYEES (continued)

- 7) Promotes equity, fairness and inclusion for all Tracy Unified School District community members.
- 8) Develops strong community partnerships to ensure success of our diverse student population.

5. Recognition

- a. The Chairperson of the Superintendent's Diversity & Equity Committee shall prepare the board agenda item.
- b. The recipients shall be presented with a certificate at a public school board meeting.
- c. A picture of the employee will be displayed in the District Education Center for the following term. For group awards, a group picture will be taken and displayed at the site.

E. Reports Required

None

F. Record Retention

Agenda Items

G. Responsible Administrative Unit

Human Resources

H. Approved By

Associate Assistant Superintendent for Educational Services and Human Resources

Regulation Adopted:

HS BD: 2/16/84

EL BD: 2/14/84

Regulation Revised:

HS BD: 3/21/89; 8/25/92; 10/27/92; 2/28/95

EL BD: 4/11/89; 10/13/92; 3/14/95

Joint Board: 2/25/97

GOVERNING BOARD'S RECOGNITION OF EMPLOYEES

The Governing Board encourages recognition of meritorious service performed by employees or groups of employees of the District who:

- by exemplary service during extended periods of time in District service have contributed to the improvement of effectiveness of the District's educational programs; consistent, long-term, meritorious service; special service to students; or
- by superior accomplishments, make exceptional contributions to the effectiveness, efficiency, economy, or improvements in District operations; introduction of special programs; leadership in District programs; or
- perform special acts or services in the public interest; exceptional service to the community; or
- propose ideas or procedures which implemented result in eliminating or reducing District expenditures, or improve the efficiency of District operations.
- **exemplify the spirit of the District's Multicultural Education Board Policy.**

The Governing Board authorizes the Superintendent or designee to recommend such employees proposed by the Awards Selection Committee to the Board for recognition and to be recipients of service pins, plaques and/or certificates as the Superintendent deems appropriate. In addition, the Superintendent may recognize other employees for years of service by presenting them with service pins, plaques and/or certificates as the Superintendent deems appropriate.

Legal reference:

EDUCATION CODE

| | |
|---------|-------------------------------------|
| 35160 | Authority of Governing Boards |
| 35160.1 | Board authority of school districts |
| 35161 | Powers and duties generally |
| 44015 | Awards to Employees |

Policy Adopted:

HS BD: 11/20/85

EL BD: 7/6/82

Policy Revised:

HS BD: 8/25/92; 10/27/92; 2/28/95

EL BD: 10/13/92; 3/14/95

Joint Board: 2/25/97

GOVERNING BOARD'S RECOGNITION OF EMPLOYEES

A. Purpose and Scope

To provide guidance and direction for District personnel regarding recognition of meritorious services performed by employees or groups of employees of the District. **Also, to provide guidance and direction for District personnel regarding the nomination process, screening, and selection criteria of the Superintendent's Diversity & Equity Committee's Employee Award & Recognition Program.**

B. General

Certificated and classified employees may receive recognition for exceptional, notable or superior achievements who:

1. by exemplary service during extended periods of time in District service have contributed to the improvement of effectiveness of the District's educational programs; consistent, long-term, meritorious service; special service to students; or
2. by superior accomplishments; make exceptional contributions to the effectiveness, efficiency, economy, or improvements in District operations; introduction of special programs; leadership in District programs; or
3. perform special acts or services in the public interest; exceptional service to the community; or
4. propose ideas or procedures which implemented result in eliminating or reducing District expenditures, or improve the efficiency of District operations.
5. **exemplify the spirit of the District's Multicultural Education Board Policy.**

C. Forms Used and Additional References

Employee of the Term Nomination Form
Diversity & Equity Staff Recognition Award Nomination Form

D. Procedure – Employee of the Term

1. Eligible Recipients
~~All Tracy Public Schools'~~ **Unified School District** employees or groups of employees.

GOVERNING BOARD'S RECOGNITION OF EMPLOYEES (continued)**2. Nomination Process**

- a. Given three (3) times each year to both a classified and certificated employee at the K-5, 6-8 and 9-12 levels. May also be awarded to a Leadership Management, Classified Management, and Classified Confidential employee or a group of employees who share a common goal.
- b. One award will be presented for service in the fall term, winter term, and spring term. One of the three employees from each group will be selected in May as "Employee of the Year."
- c. All nominations are to be sent to the ~~Associate Assistant~~ Superintendent for **Educational Services and** Human Resources.
- d. Any Tracy ~~Public Schools'~~ **Unified School District** Employee may nominate any other eligible Tracy ~~Public Schools'~~ **Unified School District** employee(s) or group of employees.
- e. All nominations must be received by the deadline established by the Human Resources ~~Department Office~~ for each term.

3. Awards Selection Committee Constituency

The committee, which changes from year to year, shall be comprised of six individuals as follows: ~~One Two~~ from each the District's Certificated Staff; ~~One Two~~ from each the District's Classified Staff; ~~One Two~~ from each the District's **Administrative Management** Staff or if unified, two from each category.

4. Selection Criteria

- a. Consistent, long-term, meritorious service
- b. Introduction of special programs
- c. Leadership in District programs
- d. Special service to students
- e. Exceptional service to the community
- f. **Has not been selected in the last five years**
- f. g. In recognizing groups, selection will be based on the merits of the project.

5. Recognition

- a. Presented with certificate at a public school board meeting.
- b. A picture of the certificated and classified employee will be displayed in the ~~Central office~~ **District Education Center** for the following term. For group awards, a group picture will be taken and displayed at the site.

GOVERNING BOARD'S RECOGNITION OF EMPLOYEES (continued)

- ~~e. Employee's name will be placed on a perpetual plaque. For group awards, a plaque will be prepared and displayed at the appropriate site.~~
- d. Luncheon with the Superintendent and Cabinet for individual award winners.
- ~~e. Recognition in local newspapers.~~

Procedures – Superintendent's Diversity & Equity Committee Employee Award & Recognition Program

1. Eligible Recipients

All Tracy Unified School District employees or groups of employees.

2. Nomination Process

- a. **Tri-annually, TUSD employees will be notified electronically (via email) as nomination forms are made available;**
- b. **The Multicultural Education Board Policy 6146.6, shall be posted on the TUSD portal for access by all employees of the District.**
- c. **Employees may complete a nomination form and submit it to the Human Resources Department by the specified deadline.**
- d. **Awards will be presented for service in the fall term, winter term, and spring term.**
- e. **Any Tracy Unified School District employee may nominate any other eligible Tracy Unified School District employee(s) or group of employees.**
- f. **Members of the Superintendent's Diversity & Equity Committee may nominate candidates for an award. Committee members may not vote for a candidate they have nominated.**
- g. **All nominations must be received by the deadline established by the Human Resources Department for each term.**

GOVERNING BOARD'S RECOGNITION OF EMPLOYEES (continued)

2. Screening Process

- a. Nominations are forwarded from the Human Resources Department to the Chairperson of the Superintendent's Diversity & Equity Committee.
- b. The Superintendent's Diversity & Equity Committee shall meet to review nominations and make recommendations at their regularly scheduled Committee meetings. The Committee will determine the number of awards to be given.
- d. Nominated candidates will remain in the nomination pool for the remainder of the school year.

3. Selection Criteria

- a. Nominees shall be evaluated based on the following rubric. The nominee's activity, program, or endeavor must meet at least four (4) out of eight (8) criteria to be considered for an award:
 - 1) Integrates multiculturalism into the curriculum by reflecting the perspectives, experiences, historical events, and achievements of our diverse student population represented in our community.
 - 2) Demonstrates a commitment toward the educational advancement of underrepresented students.
 - 3) Ensures that our diverse student population is represented in District activities and special programs.
 - 4) Fosters a climate that promotes the awareness and pride of one's own identity and heritage and respect for the identity and heritage of others.
 - 5) Promotes respect of others by modeling acceptance and inclusion of diverse groups.
 - 6) Engages in recruitment practices, both formal and informal that results in the hiring of a more diverse workforce reflective of our student population.

GOVERNING BOARD'S RECOGNITION OF EMPLOYEES (continued)

- 7) Promotes equity, fairness and inclusion for all Tracy Unified School District community members.
- 8) Develops strong community partnerships to ensure success of our diverse student population.

5. Recognition

- a. The Chairperson of the Superintendent's Diversity & Equity Committee shall prepare the board agenda item.
- b. The recipients shall be presented with a certificate at a public school board meeting.
- c. A picture of the employee will be displayed in the District Education Center for the following term. For group awards, a group picture will be taken and displayed at the site.

E. Reports Required

None

F. Record Retention

Agenda Items

G. Responsible Administrative Unit

Human Resources

H. Approved By

Associate Assistant Superintendent for Educational Services and Human Resources

Regulation Adopted:

HS BD: 2/16/84

EL BD: 2/14/84

Regulation Revised:

HS BD: 3/21/89; 8/25/92; 10/27/92; 2/28/95

EL BD: 4/11/89; 10/13/92; 3/14/95

Joint Board: 2/25/97