

NOTICE
REGULAR MEETING OF THE GOVERNING BOARD
TRACY UNIFIED SCHOOL DISTRICT

DATE: TUESDAY, NOVEMBER 8, 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 Educational Services:

3.1.1 Finding of Fact #11-12/4, 5, 9, 13, 16, 17, 19

3.1.2 Application for Reinstatement #11-12/38

Action: Motion___; Second___. **Vote:** Yes ___; No___; Absent___; Abstain ___.

3.1.3 Expungement #08-09/76

Action: Motion___; Second___. **Vote:** Yes ___; No___; Absent___; Abstain ___.

3.2 Human Resources:

3.2.1 Consider Non-Paid Leave of Absence for Classified Employee #UCL 158,
Pursuant to Article XXIII

Action: Motion___; Second___. **Vote:** Yes ___; No___; Absent___; Abstain ___.

3.2.2 Consider Public Employee/Employment/Discipline/Dismissal/Release

Action: Motion___; Second___. **Vote:** Yes ___; No___; Absent___; Abstain ___.

3.2.3 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

- | | Pg. No. |
|--|------------|
| <p>6. Closed Session Issues:
6a Finding of Fact #11-12/4, 5, 9, 13, 16, 17, 19
Action: Motion __; Second __. Vote: Yes __; No __; Absent __; Abstain __
6b Report Out of action Taken on Expungement #08-09/76
Action: Vote: Yes __; No __; Absent __; Abstain __
6c Report Out of Action Taken on Consider Non-Paid Leave of Absence for Classified Employee #UCL 158, Pursuant to Article XXIII
Action: Vote: Yes __; No __; Absent __; Abstain __</p> | |
| <p>7. Approve Regular Minutes of October 25, 2011.
Action: Motion __; Second __. Vote: Yes __; No __; Absent __; Abstain __.</p> | 1-4 |
| <p>8. Student Representative Reports: West High: Dustin Vang; Tracy High: Michelle Andrade; Stein: Zachary Washington; Kimball High: Aloukika Shah; Poet Christian: Courtney Vasquez Hanna Goias; Briana Oseguera</p> | |
| <p>9. Recognition & Presentations: An opportunity to honor students, employees and community members for outstanding achievement:
9.1 Jacobson School Update on Staff Development Initiatives to Support Student Achievement
9.2 Recognize the Outstanding Employees of the Fall Term for the 2011-12 School Year</p> | 5 |
| <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 Administrative & Business Services:
11.1.1 Receive Report on the California State Budget and the Tracy Unified School District Budget</p> | 6-8 |

- 12. PUBLIC HEARING:** None. **Pg. No.**
- 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 | Ratify Routine Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda | 9-20 |
| 13.1.2 | Ratify Measure E Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda | 21-22 |
| 13.1.3 | Ratify Measure S Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda | 23-24 |
| 13.1.4 | Approve Assembly Vendors and Site Assembly Utilization Calendars | 25-30 |
- 13.2 Educational Services:**
- | | | |
|---------------|---|--------------|
| 13.2.1 | Approve Funding for the Revised Agriculture Incentive Grant for West High School for the 2011-2012 School Year | 31-34 |
| 13.2.2 | Receive Update on Quarterly Williams/Valenzuela Uniform Complaint Reports for the Quarter Ending October 15, 2011 | 35-36 |
| 13.2.3 | Ratify Agreement for Special Contract Services and Memorandum of Understanding (MOU) with San Joaquin County Office of Education Artists-In-Schools (AIS) Department to Provide a Four Week Art Session to Four 4 th Grade Classes at Art Freiler School on November 4 – December 9, 2011. | 37-40 |
| 13.2.4 | Approve Agreement for Special Contract Services and Memorandum of Understanding (MOU) with San Joaquin County Office of Education Artists-In-Schools (AIS) Department to Provide a Four Week Art Session to One 5 th Grade Class at Art Freiler School on May 8-22, 2012 | 41-44 |
- 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 | Adopt Resolution No. 11-10 Honoring Mr. Tom Hawkins | 48-49 |
| Action: | Motion___; Second___. Vote: Yes ___; No___; Absent___; Abstain ___. | |
| 14.1.2 | Adopt Revised Board Policy and Administrative Regulation 7310 Naming of Schools, Individual Buildings, or Facilities (First Reading) | 50-54 |
| Action: | Motion___; Second___. Vote: Yes ___; No___; Absent___; Abstain ___. | |
| 14.1.3 | Adopt Revised Board Policy and Administrative Regulation 5030 Student Wellness (Second Reading, Intent to Adopt) | 55-64 |
| Action: | Motion___; Second___. Vote: Yes ___; No___; Absent___; Abstain ___. | |

14.1.4 Receive Update on the Tracy High School Stadium Project and Approve the Plans for the Placement of the Relocatable Buildings

Action: Motion___; Second___. **Vote:** Yes ___; No___; Absent___; Abstain ___.

14.1.5 Authorize the Associate Superintendent for Business Services to Enter Into an Agreement with Vallejo Unified School District and Ed Jones Food Services, Inc. to Join the Schools Linked in Commodities (SLIC) Cooperative for the 2012-13 School Year

Action: Motion___; Second___. **Vote:** Yes ___; No___; Absent___; Abstain ___.

14.2 Educational Services:

14.2.1 Adopt Revised Board Policy and Acknowledge Administrative Regulation 4156.2 Certificated and 4256.2 Classified, Governing Board's Recognition of Employees (2nd Reading)

Action: Motion___; Second___. **Vote:** Yes ___; No___; Absent___; Abstain ___.

14.3 Human Resources:

14.3.1 Acknowledge Receipt of Tracy Educators Association's (TEA) Sunshine Proposal for a Successor Agreement

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 December 13, 2011

17.2 January 10, 2012

17.3 January 24, 2012

17.4 February 14, 2012

17.5 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 aids or services, he/she should also contact the Superintendent's Office at least 24 hours prior to the meeting.

**Minutes of
Regular Meeting of the Governing Board
For Tracy Unified School District
Held on Tuesday, October 25, 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

7:06 PM President Gouveia called the Tracy Unified School District Board of Education to order and led those present in the Pledge of Allegiance.

A moment of silence was held for Tom Hawkins who passed away last week.

Closed Session: There are no items to report out.

Employees Present: C. Minter, J. Cardoza, J. Bussey, F. Medina, N. Kettner, C. Garske, R. Call, W. Walker, C. Domenichelli, G. Garner, V. McDonald, R. Ocampo, J. Anderson, K. Gill, T. Peterson, V. Pierette, J. Wilson,

Press: None.

Visitors Present: S. Singh, B. Tostado, I. Souza, M. Tostado, K. Harris, A. Retuta, T. Case, Bastidas Family, Picos Family, S. Latifi, P. Kaur, T. Wesley, G. Gill, N. Farzan, F. Fayzi, S. Azizi, N. Fedai, J. Sahota, E. Mitchell, B. Magee

Minutes: **Approve Regular Minutes of October 11, 2011.**
Action: Guzman, Vaughn. **Vote:** Yes-7; No-0.

Student Rep Reports: North School: Students, Brenda Tostado and Sahibpreet Singh are 8th grade leadership students. Their school is participating in the "No Bullying Zone". Students have presented skits on how to treat each other. They also had speakers come in and students participated in activities all week. Red ribbon week and spirit week are this week. They will have special themed days and end with a poster contest. They held an assembly today and recognized honor students and good character. The Boys and Girls Club starts off with "power hour" for tutoring and homework. Their soccer team has gone undefeated for 4 years in a row and the whole team is on the honor roll. There is a tournament this week.

Stein High: Zachary Washington reported that last Tuesday was testing day for the military. Their Key Club is raising money and has made over \$147. The book drive has collected over 200 books and will have a recycling competition. Spirit week is this week and they will have different themed days. A guest speaker is coming from the art institute and their anti-bullying assembly is this weekend.

West High: Dustin Vang reported that they have had many activities including homecoming. The Junior girls won the powder puff game and the rally went well.

Students participated in the 10/20 earthquake drill. ASB is performing skits and will show the affects of bullying and how to prevent it. This Friday West and Kimball High team up for a speaker. They are selling volleyball pink shirts and will donate \$2,000 to the Susan B. Komen Foundation.

Tracy High: Michelle Andrade reported that their main focus has been homecoming. They have had recruiters on campus who've helped out at lunch time activities. The dress up days were well participated and the night rally was last Wednesday. They opened it up with a slide show of Tracy High students and teachers that are serving our country. The Juniors beat the Seniors in the powder puff game. The parade and dance were great.

Kimball High: Aloukika Shah was not in attendance tonight.

Recognition & Presentations:

9.1 Central School Update on Staff Development Initiatives to Support Student Achievement

Principal, Nancy Link, presented a power point which reviewed their AYP/API performance. They have increased their API by 22 points. It also reviewed the mission statement. They work hard to build relationships and work on reading. For professional development, they are working on Standards and held a pre-service in August. Curriculum is Calibrated with DataWORKS and they have really worked with the Direct Instruction model. They are also focusing on professional learning communities.

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

Assistant Superintendent of Human Resources and Educational Services, Dr. Sheila Harrison, recognized Khushwinder Gill for being awarded Principal of the Year at the 6th annual council presented by Anthem Blue Cross Foundation. It is dedicated to promoting physical activity for all California students. She went above and beyond her responsibility to increase physical activity. Since she became the principal at Kelly School in 2008, they had a 58 point jump in their API. Dr. Franco presented her with a certificate. Ms. Gill thanked the Board Members, the parents, teachers, students and her family. She also thanked Mr. medina for being her mentor.

9.3 Recognize West Walker for applying for and Receiving a First Book Grant for Central School

Assistant Superintendent of Human Resources and Educational Services, Dr. Sheila Harrison, recognized West Walker for applying for and receiving the First Book Grant which provided over 1000 books to Central School. It is worth over \$19,000. This grant provides new books to children in need. Dr. Franco Presented him with a certificate. Mr. Walker thanked Nancy Link for her help and support.

Hearing of Delegations

None.

Information & Discussion Items:	11.1	Educational Services:
	11.1.1	<p>Receive District Discipline Review Board Year-End Report for the 2010-2011 School Year</p> <p>Director of Student Services, Paul Hall, presented a power point reviewing suspensions and expulsion. The data shows that 10th grade students have the highest rate of expulsion. They will continue to improve the plan, collect data, train staff and provide CPI training by the Phoenix program. They will work on reducing suspensions and expulsions in conjunction with improving API scores.</p>
Public Hearing:	12.1	Public Hearing: None.
Consent Items:	Action	Vaughn, Swenson. 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, Service, Business and Food Vendors
	13.2	Educational Services:
	13.2.1	Approve the Carl Perkins IV Career Technical Education Grant Application for 2011-2012
	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
	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
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
	Action:	Crandall, Silva. Vote: Yes-7; No-0.
	14.1.2	Adopt Resolution #11-09 Approving Workers' Compensation Joint Powers Authority Agreement and Bylaws
	Action:	Silva, Guzman. Vote: Yes-7; No-0.
	14.1.3	Adopt Revised Board Policy and Administrative Regulation 5030

Student Wellness (First Reading)

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

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 (1st Reading)

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

Board Reports:

Trustee Silva attended his son's parent teacher conferences. Trustee Swenson attended the CIF board of managers meeting last week. The key item was if they should use helmets in a passing league, which was defeated. He also wanted to call the Board Members' attention to the Tracy Press article on October 15th about Banta trustees approving a charter school. Trustee Guzman attended the City/Schools Liaison meeting. Janice Bussey gave a nice report regarding the summer algebra academy and the city would like to continue with it. It is a great tool for our students. They also talked about bullying and what the city and schools are doing. There is an anti bullying banner on 11th Street which the City provided and there are scheduled workshops and skits happening throughout the month. Hire Me First will have 396 high school students in their program. He also attended the Tracy High homecoming. It turned out nice and they had a great rally. The Bulldogs won! It was hard not to see Mr. Hawkins at the football game. We will miss him. He also attended the Tracy v. Lincoln tennis match. Trustee Vaughn is looking forward to the red carpet anti-bullying event at Kimball High on Saturday from 6:00 to 8:00 p.m. Hopefully people from the community will come out. Trustee Costa thanked everyone who worked on the anti bullying campaign with Paul. She hopes that the schools will stick with it, not just for this month. The West High theater should be done before the end of the year. She hopes to see everyone at Kimball. Trustee Crandall commented that we lost a huge part of Tracy Unified with the passing of Tom Hawkins. The services are this Thursday. He attended the West High homecoming and they lost to St. Mary's. He would like to give Paul Hall some of his available dates to help with Facebook 101. Trustee Gouveia commented that we lost a good leader who was a mentor for many with Tom Hawkins passing. He judged spelling bee at Hirsch and participated in the Diversity Committee. His son is involved in soccer and has watched several games this past week. Homecoming at Tracy High was great and the parade was awesome. He also attended parent/teacher conferences.

Superintendent Report:

Dr. Franco commented that on behalf of district administration, we extend our sympathy to the Hawkins family. Tom leaves behind a great legacy. We will think of him often and will miss him. He also acknowledged the following donations: TAAA \$300 towards the Anti-Bullying Even; KHS Athletic Booster Club \$1500 to purchase cheer mats and \$2500 the girls' basketball team. Tracy Chamber \$500 for the THS Dance Troupe; Leprino Foods \$1,400 toward THS Scholarships and THS Booster Club \$1705 towards THS boys' golf. He thanked both Tracy High and West High staff, students and parents for great homecoming weeks. He will bring donuts to the leadership classes for all 3 high schools.

8:28 p.m.

Clerk

Date



HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: ~~Dr. Sheila Harrison~~, Assistant Superintendent for Educational Services and Human Resources
DATE: October 28, 2011
SUBJECT: Recognize the Outstanding Employees of the Fall Term for the 2011-12 School Year

BACKGROUND: Three times each school year, nominations for outstanding employees are solicited from staff. A selection committee composed of two administrators, one classified/confidential representative, one certificated representative and one classified representative review the nominations and make the selections. This is the 28th year the District has been recognizing outstanding employees.

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

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

FUNDING: N/A

RECOMMENDATION: Recognize Barbara Price (K-5), Irma Soria (6-8), and Lois McDaniel (9-12) as Outstanding Classified Employees; Tammy Peterson (K-5), Kelle Patrick (6-8), and Sue Moriarty (9-12) as Outstanding Certificated Employees; and Cynthia Edmiston as Outstanding Certificated Management Employee for the Fall Term of the 2011-2012 school year.

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



BUSINESS SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business
DATE: November 1, 2011
SUBJECT: Receive Report on the California State Budget and the Tracy Unified School District Budget

BACKGROUND: In June, 2011, the Board of Trustees approved a District budget dependent on a state budget which includes several triggers for automatic cuts should projected revenues not materialize. Specifically, the Governor modified projections from traditional budget experts, including the California Department of Finance, the Legislative Analyst, and economists from UCLA, to include \$4 billion of additional revenues. The state budget included terms that if the \$4 billion in new revenue projections were not tracking by January, 2012, based on the higher of estimates between Department of Finance and the Legislative Analyst, triggers would be instituted as follows:

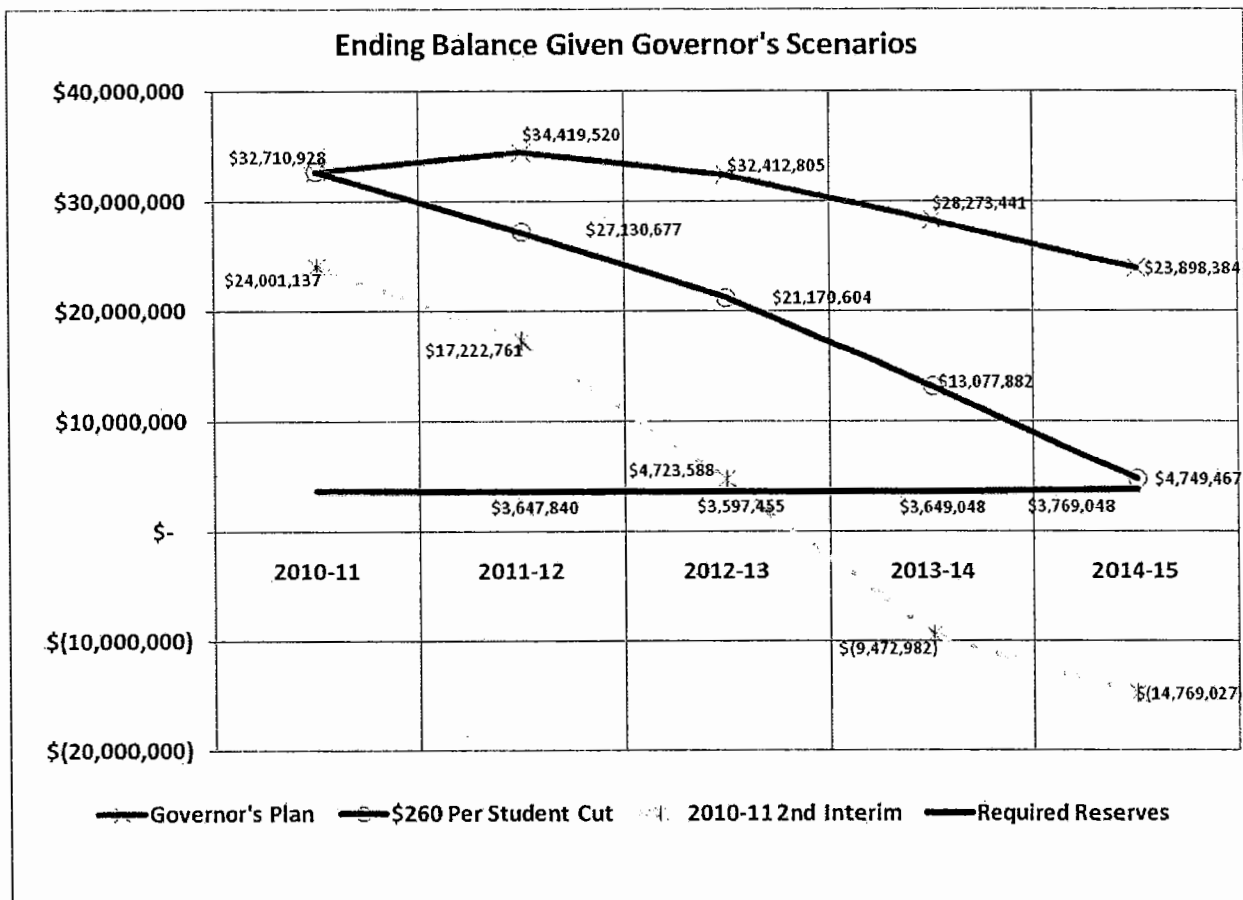
- If \$3-\$4 billion is tracking, there will be no midyear cuts and up to \$1 billion of the shortfall would be rolled into the next fiscal year.
- If \$2-\$3 billion is tracking, \$500 million in non-K12 cuts would be imposed and the remainder would be rolled into the next fiscal year.
- If \$0-\$2 billion is tracking, \$2 billion in cuts would be made immediately, including \$1.5 billion to K-12 schools. This would result in an estimated reduction to TUSD of \$241.94 per student, which would track very closely to the \$258 cut the district had estimated since January, 2011. However, the cuts appear to be aligned with specific reduction strategies:
 - \$1.5 billion of the cuts would be assigned to shortening the school year by an additional seven days (worth about \$1.2 billion) and a \$250 million cut to home-to-school transportation which eliminates the second half of the year for that program. Assuming the full cut, it would be handed out to school districts via a four percent reduction to the revenue limit. School districts could then negotiate a shorter school year or implement the cut through other locally-determined means.

RATIONALE: School districts have been warned by County Offices of Education, School Services of California, the California School Boards Association, and other experts, to plan for implementation of these triggers. In fact, every reputable budget

analyst is now confirming that the Governor's growth projections have turned out to be too optimistic, and that current-year cash projections have come in significantly lower than expected. School Services of California has officially stated that, "going into the January Budget development process, the state could easily be looking at a shortfall of \$4 billion or more; continuing that lowered expectation into next year brings the total to about \$8 billion in basic revenue problems."

Thus, whether the "triggers" get pulled or not, the state will be facing another economic crisis as it tries to balance the 2012-13 Budget. The "triggers" which are by statute one-time cuts, could easily portend a lower revenue picture for not only 2011-12, but for 2012-13 and beyond.

In the Unaudited Actuals report presented to the Tracy Unified School District School Board in September of 2011, Tracy Unified School District was included a multi-year projection of the Unrestricted General Fund ending balance, which is reflected in the following graph:



This analysis reflects a very healthy ending balance, which is projected to decline from \$32.7 million by the end of the 2014-15 school year IF the Governor's optimistic projections hold, but which declines to levels (projected to be approximately \$4.7 million) essentially equal to the mandated 3% reserve level if the triggers are

implemented. The existing reserves protect the district against implementation of the proposed state budget triggers, and can be used to forestall any immediate action until adoption of a 2012-13 school year budget.

Reports from budget experts are expected in late November and December, which will guide the actions of the legislature. Triggers, if implemented, are to be done so in late December or early January.

FUNDING: There is no cost to hearing this report, but the California State Budget is the greatest source of funds available to the district and will impact budget planning.

RECOMMENDATION: Receive Report on the California State Budget and the Tracy Unified School District Budget.

Prepared by: Casey J. 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 28, 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: #1 At-Home Tutors, Inc.
 Site: Program Improvement Schools: Central, McKinley, Monte Vista, North and South/West Park
 Item: Master Services Agreement – Ratify
 Services: Supplemental Educational Services (SES) Providers (Tutoring Services) as required by the No Child Left Behind Act, for schools that are in Program Improvement (PI) Year 2+ status. The District is required to contract with state-approved outside vendors to provide tutoring services in Mathematics and Reading/Language Arts to eligible students in these five schools. These contracted entities, approved by the California Department of Education, will provide after-school tutoring to approximately 328 students who apply and will qualify for this program, based on financial disadvantage and academic disadvantage. The Supplemental Educational Services per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
 Cost: The Supplemental Educational Services Per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
 Project Funding: Categorical Funding/Title 1, Program Improvement
-
- B. Vendor: 1 to 1 Study Buddy Tutoring
 Site: Program Improvement Schools: Central, McKinley, Monte Vista, North and South/West Park
 Item: Master Services Agreement – Ratify
 Services: Supplemental Educational Services (SES) Providers (Tutoring Services) as required by the No Child Left Behind Act, for schools that are in Program Improvement (PI) Year 2+ status. The District is required to contract with state-approved outside vendors to provide tutoring services in Mathematics and Reading/Language Arts to eligible students in these five schools. These contracted entities, approved by the California Department of Education, will provide after-school tutoring to approximately 328 students who apply and will qualify for this program, based on financial disadvantage and academic disadvantage. The Supplemental Educational Services per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
 Cost: Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77. The Supplemental Educational Services Per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
 Project Funding: Categorical Funding/Title 1, Program Improvement
-
- C. Vendor: 1-on-1 Learning with Laptops
 Site: Program Improvement Schools: Central, McKinley, Monte Vista, North and South/West Park
 Item: Master Services Agreement – Ratify
 Services: Supplemental Educational Services (SES) Providers (Tutoring Services) as required by the No Child Left Behind Act, for schools that are in Program Improvement (PI) Year 2+ status. The District is required to contract with state-approved outside vendors to provide tutoring services in Mathematics and Reading/Language Arts to eligible students in these five schools. These contracted entities, approved by the California Department of Education, will provide after-school tutoring to approximately 328 students who apply and will qualify for this program, based on financial disadvantage and academic disadvantage. The Supplemental Educational Services per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
 Cost: The Supplemental Educational Services Per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
 Project Funding: Categorical Funding/Title 1, Program Improvement

-
- D. Vendor: A+ Educational Center
Site: Program Improvement Schools: Central, McKinley, Monte Vista, North and South/West Park
Item: Master Services Agreement – Ratify
Services: Supplemental Educational Services (SES) Providers (Tutoring Services) as required by the No Child Left Behind Act, for schools that are in Program Improvement (PI) Year 2+ status. The District is required to contract with state-approved outside vendors to provide tutoring services in Mathematics and Reading/Language Arts to eligible students in these five schools. These contracted entities, approved by the California Department of Education, will provide after-school tutoring to approximately 328 students who apply and will qualify for this program, based on financial disadvantage and academic disadvantage. The Supplemental Educational Services per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
Cost: The Supplemental Educational Services Per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
Project Funding: Categorical Funding/Title 1, Program Improvement
-
- E. Vendor: A Tree of Knowledge Educational Services, Inc.
Site: Program Improvement Schools: Central, McKinley, Monte Vista, North and South/West Park
Item: Master Services Agreement – Ratify
Services: Supplemental Educational Services (SES) Providers (Tutoring Services) as required by the No Child Left Behind Act, for schools that are in Program Improvement (PI) Year 2+ status. The District is required to contract with state-approved outside vendors to provide tutoring services in Mathematics and Reading/Language Arts to eligible students in these five schools. These contracted entities, approved by the California Department of Education, will provide after-school tutoring to approximately 328 students who apply and will qualify for this program, based on financial disadvantage and academic disadvantage. The Supplemental Educational Services per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
Cost: The Supplemental Educational Services Per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
Project Funding: Categorical Funding/Title 1, Program Improvement
-
- F. Vendor: Academic Advantage, The
Site: Program Improvement Schools: Central, McKinley, Monte Vista, North and South/West Park
Item: Master Services Agreement – Ratify
Services: Supplemental Educational Services (SES) Providers (Tutoring Services) as required by the No Child Left Behind Act, for schools that are in Program Improvement (PI) Year 2+ status. The District is required to contract with state-approved outside vendors to provide tutoring services in Mathematics and Reading/Language Arts to eligible students in these five schools. These contracted entities, approved by the California Department of Education, will provide after-school tutoring to approximately 328 students who apply and will qualify for this program, based on financial disadvantage and academic disadvantage. The Supplemental Educational Services per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
Cost: The Supplemental Educational Services Per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
Project Funding: Categorical Funding/Title 1, Program Improvement

G.	Vendor:	ACE Tutoring Services, Inc.
	Site:	Program Improvement Schools: Central, McKinley, Monte Vista, North and South/West Park
	Item:	Master Services Agreement – Ratify
	Services:	Supplemental Educational Services (SES) Providers (Tutoring Services) as required by the No Child Left Behind Act, for schools that are in Program Improvement (PI) Year 2+ status. The District is required to contract with state-approved outside vendors to provide tutoring services in Mathematics and Reading/Language Arts to eligible students in these five schools. These contracted entities, approved by the California Department of Education, will provide after-school tutoring to approximately 328 students who apply and will qualify for this program, based on financial disadvantage and academic disadvantage. The Supplemental Educational Services per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Cost:	The Supplemental Educational Services <u>Per Pupil Allocation</u> for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Project Funding:	Categorical Funding/Title 1, Program Improvement
H.	Vendor:	Alternatives, Unlimited, Inc.
	Site:	Program Improvement Schools: Central, McKinley, Monte Vista, North and South/West Park
	Item:	Master Services Agreement – Ratify
	Services:	Supplemental Educational Services (SES) Providers (Tutoring Services) as required by the No Child Left Behind Act, for schools that are in Program Improvement (PI) Year 2+ status. The District is required to contract with state-approved outside vendors to provide tutoring services in Mathematics and Reading/Language Arts to eligible students in these five schools. These contracted entities, approved by the California Department of Education, will provide after-school tutoring to approximately 328 students who apply and will qualify for this program, based on financial disadvantage and academic disadvantage. The Supplemental Educational Services per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Cost:	The Supplemental Educational Services <u>Per Pupil Allocation</u> for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Project Funding:	Categorical Funding/Title 1, Program Improvement
I.	Vendor:	Amazing A Academics
	Site:	Program Improvement Schools: Central, McKinley, Monte Vista, North and South/West Park
	Item:	Master Services Agreement – Ratify
	Services:	Supplemental Educational Services (SES) Providers (Tutoring Services) as required by the No Child Left Behind Act, for schools that are in Program Improvement (PI) Year 2+ status. The District is required to contract with state-approved outside vendors to provide tutoring services in Mathematics and Reading/Language Arts to eligible students in these five schools. These contracted entities, approved by the California Department of Education, will provide after-school tutoring to approximately 328 students who apply and will qualify for this program, based on financial disadvantage and academic disadvantage. The Supplemental Educational Services per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77. .
	Cost:	The Supplemental Educational Services <u>Per Pupil Allocation</u> for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Project Funding:	Categorical Funding/Title 1, Program Improvement

- J. Vendor: Applied Scholastics, International
Site: Program Improvement Schools: Central, McKinley, Monte Vista, North and South/West Park
Item: Master Services Agreement – Ratify
Services: Supplemental Educational Services (SES) Providers (Tutoring Services) as required by the No Child Left Behind Act, for schools that are in Program Improvement (PI) Year 2+ status. The District is required to contract with state-approved outside vendors to provide tutoring services in Mathematics and Reading/Language Arts to eligible students in these five schools. These contracted entities, approved by the California Department of Education, will provide after-school tutoring to approximately 328 students who apply and will qualify for this program, based on financial disadvantage and academic disadvantage. The Supplemental Educational Services per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
Cost: The Supplemental Educational Services Per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
Project Funding: Categorical Funding/Title 1, Program Improvement
-
- K. Vendor: Arriba Education!
Site: Program Improvement Schools: Central, McKinley, Monte Vista, North and South/West Park
Item: Master Services Agreement – Ratify
Services: Supplemental Educational Services (SES) Providers (Tutoring Services) as required by the No Child Left Behind Act, for schools that are in Program Improvement (PI) Year 2+ status. The District is required to contract with state-approved outside vendors to provide tutoring services in Mathematics and Reading/Language Arts to eligible students in these five schools. These contracted entities, approved by the California Department of Education, will provide after-school tutoring to approximately 328 students who apply and will qualify for this program, based on financial disadvantage and academic disadvantage. The Supplemental Educational Services per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
Cost: The Supplemental Educational Services Per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
Project Funding: Categorical Funding/Title 1, Program Improvement
-
- L. Vendor: ATS Project Success
Site: Program Improvement Schools: Central, McKinley, Monte Vista, North and South/West Park
Item: Master Services Agreement – Ratify
Services: Supplemental Educational Services (SES) Providers (Tutoring Services) as required by the No Child Left Behind Act, for schools that are in Program Improvement (PI) Year 2+ status. The District is required to contract with state-approved outside vendors to provide tutoring services in Mathematics and Reading/Language Arts to eligible students in these five schools. These contracted entities, approved by the California Department of Education, will provide after-school tutoring to approximately 328 students who apply and will qualify for this program, based on financial disadvantage and academic disadvantage. The Supplemental Educational Services per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
Cost: The Supplemental Educational Services Per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
Project Funding: Categorical Funding/Title 1, Program Improvement

M.	Vendor:	Boyer Learning Center
	Site:	Program Improvement Schools: Central, McKinley, Monte Vista, North and South/West Park
	Item:	Master Services Agreement – Ratify
	Services:	Supplemental Educational Services (SES) Providers (Tutoring Services) as required by the No Child Left Behind Act, for schools that are in Program Improvement (PI) Year 2+ status. The District is required to contract with state-approved outside vendors to provide tutoring services in Mathematics and Reading/Language Arts to eligible students in these five schools. These contracted entities, approved by the California Department of Education, will provide after-school tutoring to approximately 328 students who apply and will qualify for this program, based on financial disadvantage and academic disadvantage. The Supplemental Educational Services per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Cost:	The Supplemental Educational Services <u>Per Pupil Allocation</u> for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Project Funding:	Categorical Funding/Title 1, Program Improvement
N.	Vendor:	Brain Hurricane, LLC.
	Site:	Program Improvement Schools: Central, McKinley, Monte Vista, North and South/West Park
	Item:	Master Services Agreement – Ratify
	Services:	Supplemental Educational Services (SES) Providers (Tutoring Services) as required by the No Child Left Behind Act, for schools that are in Program Improvement (PI) Year 2+ status. The District is required to contract with state-approved outside vendors to provide tutoring services in Mathematics and Reading/Language Arts to eligible students in these five schools. These contracted entities, approved by the California Department of Education, will provide after-school tutoring to approximately 328 students who apply and will qualify for this program, based on financial disadvantage and academic disadvantage. The Supplemental Educational Services per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Cost:	The Supplemental Educational Services <u>Per Pupil Allocation</u> for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Project Funding:	Categorical Funding/Title 1, Program Improvement
O.	Vendor:	Carney Educational Services
	Site:	Program Improvement Schools: Central, McKinley, Monte Vista, North and South/West Park
	Item:	Master Services Agreement – Ratify
	Services:	Supplemental Educational Services (SES) Providers (Tutoring Services) as required by the No Child Left Behind Act, for schools that are in Program Improvement (PI) Year 2+ status. The District is required to contract with state-approved outside vendors to provide tutoring services in Mathematics and Reading/Language Arts to eligible students in these five schools. These contracted entities, approved by the California Department of Education, will provide after-school tutoring to approximately 328 students who apply and will qualify for this program, based on financial disadvantage and academic disadvantage. The Supplemental Educational Services per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Cost:	The Supplemental Educational Services <u>Per Pupil Allocation</u> for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Project Funding:	Categorical Funding/Title 1, Program Improvement

P.	Vendor:	Club Z! In-home Tutoring
	Site:	Program Improvement Schools: Central, McKinley, Monte Vista, North and South/West Park
	Item:	Master Services Agreement – Ratify
	Services:	Supplemental Educational Services (SES) Providers (Tutoring Services) as required by the No Child Left Behind Act, for schools that are in Program Improvement (PI) Year 2+ status. The District is required to contract with state-approved outside vendors to provide tutoring services in Mathematics and Reading/Language Arts to eligible students in these five schools. These contracted entities, approved by the California Department of Education, will provide after-school tutoring to approximately 328 students who apply and will qualify for this program, based on financial disadvantage and academic disadvantage. The Supplemental Educational Services per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Cost:	The Supplemental Educational Services <u>Per Pupil Allocation</u> for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Project Funding:	Categorical Funding/Title 1, Program Improvement
Q.	Vendor:	Community College Foundation
	Site:	Program Improvement Schools: Central, McKinley, Monte Vista, North and South/West Park
	Item:	Master Services Agreement – Ratify
	Services:	Supplemental Educational Services (SES) Providers (Tutoring Services) as required by the No Child Left Behind Act, for schools that are in Program Improvement (PI) Year 2+ status. The District is required to contract with state-approved outside vendors to provide tutoring services in Mathematics and Reading/Language Arts to eligible students in these five schools. These contracted entities, approved by the California Department of Education, will provide after-school tutoring to approximately 328 students who apply and will qualify for this program, based on financial disadvantage and academic disadvantage. The Supplemental Educational Services per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Cost:	The Supplemental Educational Services <u>Per Pupil Allocation</u> for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Project Funding:	Categorical Funding/Title 1, Program Improvement
R.	Vendor:	Grades Up (OPOK I)
	Site:	Program Improvement Schools: Central, McKinley, Monte Vista, North and South/West Park
	Item:	Master Services Agreement – Ratify
	Services:	Supplemental Educational Services (SES) Providers (Tutoring Services) as required by the No Child Left Behind Act, for schools that are in Program Improvement (PI) Year 2+ status. The District is required to contract with state-approved outside vendors to provide tutoring services in Mathematics and Reading/Language Arts to eligible students in these five schools. These contracted entities, approved by the California Department of Education, will provide after-school tutoring to approximately 328 students who apply and will qualify for this program, based on financial disadvantage and academic disadvantage. The Supplemental Educational Services per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77. .
	Cost:	The Supplemental Educational Services <u>Per Pupil Allocation</u> for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Project Funding:	Categorical Funding/Title 1, Program Improvement

S.	Vendor:	Healthy Families
	Site:	Program Improvement Schools: Central, McKinley, Monte Vista, North and South/West Park
	Item:	Master Services Agreement – Ratify
	Services:	Supplemental Educational Services (SES) Providers (Tutoring Services) as required by the No Child Left Behind Act, for schools that are in Program Improvement (PI) Year 2+ status. The District is required to contract with state-approved outside vendors to provide tutoring services in Mathematics and Reading/Language Arts to eligible students in these five schools. These contracted entities, approved by the California Department of Education, will provide after-school tutoring to approximately 328 students who apply and will qualify for this program, based on financial disadvantage and academic disadvantage. The Supplemental Educational Services per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Cost:	The Supplemental Educational Services <u>Per Pupil Allocation</u> for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Project Funding:	Categorical Funding/Title 1, Program Improvement
T.	Vendor:	Jump into Math
	Site:	Program Improvement Schools: Central, McKinley, Monte Vista, North and South/West Park
	Item:	Master Services Agreement – Ratify
	Services:	Supplemental Educational Services (SES) Providers (Tutoring Services) as required by the No Child Left Behind Act, for schools that are in Program Improvement (PI) Year 2+ status. The District is required to contract with state-approved outside vendors to provide tutoring services in Mathematics and Reading/Language Arts to eligible students in these five schools. These contracted entities, approved by the California Department of Education, will provide after-school tutoring to approximately 328 students who apply and will qualify for this program, based on financial disadvantage and academic disadvantage. The Supplemental Educational Services per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Cost:	The Supplemental Educational Services <u>Per Pupil Allocation</u> for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Project Funding:	Categorical Funding/Title 1, Program Improvement
U.	Vendor:	Jump into Reading
	Site:	Program Improvement Schools: Central, McKinley, Monte Vista, North and South/West Park
	Item:	Master Services Agreement – Ratify
	Services:	Supplemental Educational Services (SES) Providers (Tutoring Services) as required by the No Child Left Behind Act, for schools that are in Program Improvement (PI) Year 2+ status. The District is required to contract with state-approved outside vendors to provide tutoring services in Mathematics and Reading/Language Arts to eligible students in these five schools. These contracted entities, approved by the California Department of Education, will provide after-school tutoring to approximately 328 students who apply and will qualify for this program, based on financial disadvantage and academic disadvantage. The Supplemental Educational Services per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Cost:	The Supplemental Educational Services <u>Per Pupil Allocation</u> for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Project Funding:	Categorical Funding/Title 1, Program Improvement

V.	Vendor:	L.E.A.P.S. Learning Services
	Site:	Program Improvement Schools: Central, McKinley, Monte Vista, North and South/West Park
	Item:	Master Services Agreement – Ratify
	Services:	Supplemental Educational Services (SES) Providers (Tutoring Services) as required by the No Child Left Behind Act, for schools that are in Program Improvement (PI) Year 2+ status. The District is required to contract with state-approved outside vendors to provide tutoring services in Mathematics and Reading/Language Arts to eligible students in these five schools. These contracted entities, approved by the California Department of Education, will provide after-school tutoring to approximately 328 students who apply and will qualify for this program, based on financial disadvantage and academic disadvantage. The Supplemental Educational Services per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Cost:	The Supplemental Educational Services <u>Per Pupil Allocation</u> for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Project Funding:	Categorical Funding/Title 1, Program Improvement
W.	Vendor:	Learn-It Systems, LLC.
	Site:	Program Improvement Schools: Central, McKinley, Monte Vista, North and South/West Park
	Item:	Master Services Agreement – Ratify
	Services:	Supplemental Educational Services (SES) Providers (Tutoring Services) as required by the No Child Left Behind Act, for schools that are in Program Improvement (PI) Year 2+ status. The District is required to contract with state-approved outside vendors to provide tutoring services in Mathematics and Reading/Language Arts to eligible students in these five schools. These contracted entities, approved by the California Department of Education, will provide after-school tutoring to approximately 328 students who apply and will qualify for this program, based on financial disadvantage and academic disadvantage. The Supplemental Educational Services per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Cost:	The Supplemental Educational Services <u>Per Pupil Allocation</u> for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Project Funding:	Categorical Funding/Title 1, Program Improvement
X.	Vendor:	Mathnasium, LLC.
	Site:	Program Improvement Schools: Central, McKinley, Monte Vista, North and South/West Park
	Item:	Master Services Agreement – Ratify
	Services:	Supplemental Educational Services (SES) Providers (Tutoring Services) as required by the No Child Left Behind Act, for schools that are in Program Improvement (PI) Year 2+ status. The District is required to contract with state-approved outside vendors to provide tutoring services in Mathematics and Reading/Language Arts to eligible students in these five schools. These contracted entities, approved by the California Department of Education, will provide after-school tutoring to approximately 328 students who apply and will qualify for this program, based on financial disadvantage and academic disadvantage. The Supplemental Educational Services per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Cost:	The Supplemental Educational Services <u>Per Pupil Allocation</u> for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Project Funding:	Categorical Funding/Title 1, Program Improvement

Y.	Vendor:	Professional Tutors of America
	Site:	Program Improvement Schools: Central, McKinley, Monte Vista, North and South/West Park
	Item:	Master Services Agreement – Ratify
	Services:	Supplemental Educational Services (SES) Providers (Tutoring Services) as required by the No Child Left Behind Act, for schools that are in Program Improvement (PI) Year 2+ status. The District is required to contract with state-approved outside vendors to provide tutoring services in Mathematics and Reading/Language Arts to eligible students in these five schools. These contracted entities, approved by the California Department of Education, will provide after-school tutoring to approximately 328 students who apply and will qualify for this program, based on financial disadvantage and academic disadvantage. The Supplemental Educational Services per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Cost:	The Supplemental Educational Services <u>Per Pupil Allocation</u> for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Project Funding:	Categorical Funding/Title 1, Program Improvement
Z.	Vendor:	Smart Kids Tutoring & Learning Services
	Site:	Program Improvement Schools: Central, McKinley, Monte Vista, North and South/West Park
	Item:	Master Services Agreement – Ratify
	Services:	Supplemental Educational Services (SES) Providers (Tutoring Services) as required by the No Child Left Behind Act, for schools that are in Program Improvement (PI) Year 2+ status. The District is required to contract with state-approved outside vendors to provide tutoring services in Mathematics and Reading/Language Arts to eligible students in these five schools. These contracted entities, approved by the California Department of Education, will provide after-school tutoring to approximately 328 students who apply and will qualify for this program, based on financial disadvantage and academic disadvantage. The Supplemental Educational Services per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Cost:	The Supplemental Educational Services <u>Per Pupil Allocation</u> for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Project Funding:	Categorical Funding/Title 1, Program Improvement
AA.	Vendor:	StudentNest, Inc.
	Site:	Program Improvement Schools: Central, McKinley, Monte Vista, North and South/West Park
	Item:	Master Services Agreement – Ratify
	Services:	Supplemental Educational Services (SES) Providers (Tutoring Services) as required by the No Child Left Behind Act, for schools that are in Program Improvement (PI) Year 2+ status. The District is required to contract with state-approved outside vendors to provide tutoring services in Mathematics and Reading/Language Arts to eligible students in these five schools. These contracted entities, approved by the California Department of Education, will provide after-school tutoring to approximately 328 students who apply and will qualify for this program, based on financial disadvantage and academic disadvantage. The Supplemental Educational Services per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Cost:	The Supplemental Educational Services <u>Per Pupil Allocation</u> for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Project Funding:	Categorical Funding/Title 1, Program Improvement

BB.	Vendor:	Teach-n-Tutor
	Site:	Program Improvement Schools: Central, McKinley, Monte Vista, North and South/West Park
	Item:	Master Services Agreement – Ratify
	Services:	Supplemental Educational Services (SES) Providers (Tutoring Services) as required by the No Child Left Behind Act, for schools that are in Program Improvement (PI) Year 2+ status. The District is required to contract with state-approved outside vendors to provide tutoring services in Mathematics and Reading/Language Arts to eligible students in these five schools. These contracted entities, approved by the California Department of Education, will provide after-school tutoring to approximately 328 students who apply and will qualify for this program, based on financial disadvantage and academic disadvantage. The Supplemental Educational Services per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Cost:	The Supplemental Educational Services <u>Per Pupil Allocation</u> for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Project Funding:	Categorical Funding/Title 1, Program Improvement
<hr/>		
CC.	Vendor:	Total Education Solutions
	Site:	Program Improvement Schools: Central, McKinley, Monte Vista, North and South/West Park
	Item:	Master Services Agreement – Ratify
	Services:	Supplemental Educational Services (SES) Providers (Tutoring Services) as required by the No Child Left Behind Act, for schools that are in Program Improvement (PI) Year 2+ status. The District is required to contract with state-approved outside vendors to provide tutoring services in Mathematics and Reading/Language Arts to eligible students in these five schools. These contracted entities, approved by the California Department of Education, will provide after-school tutoring to approximately 328 students who apply and will qualify for this program, based on financial disadvantage and academic disadvantage. The Supplemental Educational Services per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Cost:	The Supplemental Educational Services <u>Per Pupil Allocation</u> for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Project Funding:	Categorical Funding/Title 1, Program Improvement
<hr/>		
DD.	Vendor:	TutorWorks, Inc.
	Site:	Program Improvement Schools: Central, McKinley, Monte Vista, North and South/West Park
	Item:	Master Services Agreement – Ratify
	Services:	Supplemental Educational Services (SES) Providers (Tutoring Services) as required by the No Child Left Behind Act, for schools that are in Program Improvement (PI) Year 2+ status. The District is required to contract with state-approved outside vendors to provide tutoring services in Mathematics and Reading/Language Arts to eligible students in these five schools. These contracted entities, approved by the California Department of Education, will provide after-school tutoring to approximately 328 students who apply and will qualify for this program, based on financial disadvantage and academic disadvantage. The Supplemental Educational Services per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Cost:	The Supplemental Educational Services <u>Per Pupil Allocation</u> for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Project Funding:	Categorical Funding/Title 1, Program Improvement

EE.	Vendor:	Xamaze, Educational Advantage, LLC.
	Site:	Program Improvement Schools: Central, McKinley, Monte Vista, North and South/West Park
	Item:	Master Services Agreement – Ratify
	Services:	Supplemental Educational Services (SES) Providers (Tutoring Services) as required by the No Child Left Behind Act, for schools that are in Program Improvement (PI) Year 2+ status. The District is required to contract with state-approved outside vendors to provide tutoring services in Mathematics and Reading/Language Arts to eligible students in these five schools. These contracted entities, approved by the California Department of Education, will provide after-school tutoring to approximately 328 students who apply and will qualify for this program, based on financial disadvantage and academic disadvantage. The Supplemental Educational Services per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Cost:	The Supplemental Educational Services <u>Per Pupil Allocation</u> for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Project Funding:	Categorical Funding/Title 1, Program Improvement

FF.	Vendor:	XCEL Educational Services
	Site:	Program Improvement Schools: Central, McKinley, Monte Vista, North and South/West Park
	Item:	Master Services Agreement – Ratify
	Services:	Supplemental Educational Services (SES) Providers (Tutoring Services) as required by the No Child Left Behind Act, for schools that are in Program Improvement (PI) Year 2+ status. The District is required to contract with state-approved outside vendors to provide tutoring services in Mathematics and Reading/Language Arts to eligible students in these five schools. These contracted entities, approved by the California Department of Education, will provide after-school tutoring to approximately 328 students who apply and will qualify for this program, based on financial disadvantage and academic disadvantage. The Supplemental Educational Services per Pupil Allocation for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Cost:	The Supplemental Educational Services <u>Per Pupil Allocation</u> for TUSD for 2011-2012, as decreed by the CDE, is \$922.77.
	Project Funding:	Categorical Funding/Title 1, Program Improvement



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: October 28, 2011
SUBJECT: Ratify Measure E Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda

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

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

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

FUNDING: Per attached summary of requisitions.

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

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

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

A. Vendor:	Speedway Sales and Service
Site:	Tracy High School – Modernization/Reconstruction – Library/Classrooms
Item:	Quote - Ratify
Services:	The purchase of a Debris Multivac in order to facilitate cleaning of the quad area at Tracy High School
Cost:	\$1,999.99
Project Funding:	Measure E Bond Funds and State School Building Fund (SSBF)



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: October 28, 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: California Department of Education (CDE)
Site: McKinley Elementary School
Item: Cost to Review - Ratify
Services: The CDE facilities planning division reviewed the plans and specifications for the modernization project.
Cost: \$2,802.16
Project Funding: Measure S Bond Funds

B. Vendor: AMS.NET
Site: Multiple Schools - Project #2011-009 Cisco IP Security Camera
Item: Change Order #4
Services: Scope of work documented on the change order summary
Cost: \$36,702.83
Project Funding: Measure S Bond Funds



BUSINESS SERVICES MEMORANDUM

TO: James Franco, Superintendent
FROM: C. Goodall, Associate Superintendent for Business Services
DATE: October 28, 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
ADDING THE FOLLOWING VENDORS FOR BOARD APPROVAL:		
	Fresh Entertainment - DJ/MC, Sound & Lighting Rental. Derek Mizuno 510-921-4373, derekmizuno@gmail.com	10/31/2012
	Famous Allstars - tumbling lessons. Michael Campos (209) 608-2476. famousallstars@gmail.com	10/28/2012
	Sounds in Motion-DJ and Sount -George or Jason (209) 522-5999, soundsinmotion@msn.com, www.soundsinmotiondj.com	4/22/2012
↓ APPROVED LIST BELOW BY EXPIRATION DATE↓		
10/25/11	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
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
8/25/09	Soul Shoppe-Anti-Bullying Programs, Vicki Abadesco, 415.333.9347, info@soulshoppe.com. www.soulshoppe.com	2/1/2012
9/13/11	California Weekly Explorer, Inc. History Programs, Barry Hovis, 714-247-2250, barrycwe@aol.com, info@californiaweekly.com, www.californiaweekly.com	2/1/2012

Board Approved	Vendor	Insurance Expires
10/11/11	Rumors Productions - Jenna Teyshak/Jon Tyner - 640-8000, jenna@rpcdj.com, www.rpcdj.com	2/1/2012
9/13/11	Family Resource & Referral Center, Mona Perez-461-2721. First 5 Info-Healthy Eating habits, activities to promote good health.	3/17/2012
10/25/11	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
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
9/13/11	Youth for Christ - Point Break Adolescent Resources. Violence Prevention Services. Contact Joan Stone in Prevention Services 830-3218.	5/1/2012
9/13/11	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
9/13/11	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
10/11/11	City of Tracy Police Dept. "What not to bring to School" program. Irene Rose -831-4550	6/1/2012
10/11/11	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	Marquis Entertainment - DJ (209) 951-1982, www.marquisentdjs.com, enmar3@yahoo.com	7/1/2012
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
10/25/11	Amos Productions-DJ Services. Nicole - 1800-693-5003 or 925-449-3847. nicole@amospro.com or info@amospro.com	9/16/2012
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
10/24/11	Adriana Ribeiro - After school music lessons for students, 836-4056, adriankr@prodigy.net	10/1/2012
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.ncbfracy.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

Board Approved	Vendor	Insurance Expires
10/9/07	McDonalds Tammi Beck 916-962-1982	NO Charge, Tier 1
10/9/07	NASA Karin Costa 650-604-6077	NO Charge, Tier 1
10/9/07	Otto the Auto Wendy Sanchez 415-565-2676 wendy_sanchez@csaa.com	NO Charge, Tier 1
10/9/07	Sandia Labs Joel Lipkan - jlipkin@comcast.net	NO Charge, Tier 1
2/10/09	JOE FOSS Institute, 480.348.0316, www.jfiweb.org	NO Charge, Tier 1
4/28/09	District 5 Dairy Princess, 639-1715	NO Charge, Tier 1
5/26/09	Get Real Behind The Wheel, Safe Driving Assembly targeted to 8th, 9th & 10th graders. Ken Ucci 209.601.6523 or Tom Simpson 612-4222. www.getrealbehindthewheel.org	NO Charge, Tier 1
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
10/25/11	Mi Esperanza Taqueria - Mexican food vendor. Omar Mendoza - 832-3020. 918 Central Ave.	10/15/2012

Board Approved	Vendor	Insurance Expires
*Section 308.3 Open Flame. A person shall not utilize or allow to be utilized, an open flame in Please remind your staff that candles, incense, cigarettes, or any item with an open flame are not		



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: ~~Dr. James Franco~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services
and Human Resources
DATE: October 25, 2011
SUBJECT: Approve Funding for the REVISED Agriculture Incentive Grant for West High School for the 2011 – 2012 School Year.

BACKGROUND: The State Department of Education requires that school districts submit applications in order to receive funding for the Agriculture Incentive Grant and the Specialized Agriculture Incentive Grant, and that these applications be approved by the local school board. Such approval indicates that the Board agrees to follow all applicable regulations. The original Ag Incentive Grant was approved by the Board of Education at the June 14, 2011 Board meeting in the amount of \$7,380.00. Recently, the State adjusted the Ag Incentive Grant to include Year-Round employment for the Ag teachers. Therefore, the State has adjusted the original allocation of the Ag Incentive Grant by an additional \$2,800.00. Consequently, the State is granting Tracy Unified School District a revised Ag Incentive Grant allocation in the amount of \$10,180.00.

RATIONALE: The Agricultural Incentive Grant and the Specialized Agricultural Incentive Grant provides additional money for materials, travel and equipment for students and teachers. By accepting these funds, the District agrees to supplement the Agricultural program by an in-kind match of the funds in the amount of \$10,180.00. This supports Strategic Goal #7: Develop and utilize partnerships to achieve District goals.

FUNDING: California State Agriculture Incentive Grant - \$10,180.00

RECOMMENDATION: Approve Funding for the REVISED Agriculture Incentive Grant for West High School for the 2011 – 2012 School Year.

PREPARED BY: Mr. Jeff Frase, Principal, Merrill F. West High School

California Department of Education
AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT
2011-12 APPLICATION FOR FUNDING

(Due Date: To be received in Regional Supervisor's Office by June 30, 2011)

DATES OF PROJECT DURATION - JULY 1, 2011, TO JUNE 30, 2012

Merrill F. West High School

(School Site)

Tracy Unified School District

(District)

Certification: I hereby certify that all applicable state and federal rules and regulations will be observed; that to the best of my knowledge, the information contained in this application is correct and complete; and that the attached assurances are accepted as the basic conditions of the operations in this project/program for local participation and assistance.

Shula Harrison
Signature of Authorized Agent

Assistant Superintendent of Educational Services & HR

Donna M. Hays
Signature of Agriculture Teacher
Responsible for the Program

Jeff M.
Title
Signature of Principal

Contact Phone Number: 209-815-7276

Date of Approval of Local Agency Board:

Funds Requested - Part I

\$4,500.00

Part II

\$1,680.00

Part III

\$0.00

Part IV

\$4,000.00

Part V

\$0.00

Total

\$10,180.00

Number of Different Agriculture Teachers at Site:

2

PART I - QUALITY CRITERIA 1-9 (REQUIRED) ALLOCATION

Quality Criteria	Will Meet Criteria	Variance Requested
1. Curriculum and Instruction	<u>Yes</u>	<u> </u>
2. Leadership and Citizenship Development	<u>Yes</u>	<u> </u>
3. Practical Application of Occupational Skills	<u>Yes</u>	<u> </u>
4. Qualified and Competent Personnel	<u>Yes</u>	<u> </u>
5. Facilities, Equipment, and Materials	<u>Yes</u>	<u> </u>
6. Community, Business, and Industry Involvement	<u>Yes</u>	<u> </u>
7. Career Guidance	<u>Yes</u>	<u> </u>
8. Program Promotion	<u>Yes</u>	<u> </u>
9. Program Accountability and Planning	<u>Yes</u>	<u> </u>

Formal Variance Request must be included if requesting a variance. A variance is a proposed plan for bringing the program into compliance with required quality criteria. Variances should result in compliance prior to the following year's application. All variances must be approved with the application. Non-compliance with the terms of the approved variance will result in a loss of funds.

PART I - CONTINUED

Departmental Allocation: Meeting the criteria in PART I makes the program eligible for the following amounts based on the number of teachers in the program.

Total Number of Teachers	Amount Eligible	Amount Requested
One Teacher or Less	\$4,000	
Two Teachers	\$4,500	\$4,500.00
Three Teachers or More	\$5,000	

PART II - PROGRAM ENROLLMENT ALLOCATION

Total Number of Students	2010-11 R2 Number	Amount Requested
List Number from R2 Report (\$8/Member)	210	\$1,680.00

PART III - SAE AND RETENTION ALLOCATION

Number of State Degrees in 2010	1	
Percent of Students (R2) Receiving State Degree	0%	
SAE/Retention Standard Funds - If percentage of State Degree recipients is 5 percent or greater, then you are eligible for \$200 per degree awarded. Maximum of \$10,000.		FALSE

PART IV - QUALITY CRITERIA 10-11 (OPTIONAL) ALLOCATION

Schools which qualify for a Departmental Allocation may apply for additional amounts for each specific Quality Criteria (10 and 11) met.

- * Amounts requested in Quality Criterion 10 will be the indicated amount for that criterion, multiplied by the full-time equivalent (FTE). To count a preparation period, the teacher must be teaching Career Technical Education courses in Agriculture for 50 percent or more of their teaching periods.
- * Amounts requested in Quality Criterion 11A will be the indicated amount for each teacher who was compensated a minimum of \$2,000 for year-round employment.
- * Amounts requested in Quality Criterion 11B will be the indicated amount for each teacher who is provided a project supervision period. Project periods will be counted if the teacher has a preparation period as part of the regular teaching day.

Number of FTE Agriculture Teachers at Site: 2

List the Names of the Agriculture Teachers:

1. Marlene Hepner	4.
2. Amy Schulte	5.
3.	6.

	Number Meeting Criteria	Amount Requested
Criterion 10 - Student/Teacher Ratio	0	\$0.00
Criterion 11A - Year-Round Employment	2	\$4,000.00
Criterion 11B - Project Supervision Period	0	\$0.00
TOTAL FUNDS REQUESTED PART IV		\$4,000.00

PART V - QUALITY CRITERION 12 (OPTIONAL) ALLOCATION

Quality Criterion 12 Form is attached and all criteria has been met. If the answer is yes, list \$3,000 (funds requesting) in space to the right.

2

\$0.00

PART VI - FINANCIAL SCHEDULE

Part A

Line	Acct. No.	Classification	A Description of Item for Which Funds Will be Expended	B Incentive Grant Funds	C Matching Funds
1	4000	Books & Supplies		3,680.00	3,680.00
2			Subtotal for 4000	\$3,680.00	\$3,680.00
3	5000	Services and Other Operating Expenses such as: Services of Consultants, Staff Travel, and Conference; Rentals, Leases, and Repairs; Bus Transportation	1. Transportation	2,500.00	2,500.00
4			2. Conference	2,000.00	2,000.00
5			3.		
6			4.		
			5.		
7			6.		
8			Subtotal for 5000	\$4,500.00	\$4,500.00
9	6000	Capital Outlay: Includes Sites and Improvements of Sites; Buildings and Improvement of Buildings; Equipment	1. Lab Equipment	2,000.00	2,000.00
10			2.		
11			3.		
			4.		
12			5.		
13			Subtotal for 6000	\$2,000.00	\$2,000.00
14			Total for 4000-6000 Lines 2, 8, 13	\$10,180.00	\$10,180.00

TOTAL 2011-2012 Incentive Grant Allocation:

\$10,180.00

Part B - Complete this portion if a waiver of the matching requirement was granted:

Line	Acct No.	Classification	A Description of Item for Which Funds Were Expended	B Incentive Grant Funds	C Amount of Salary and Benefits
15	1000	Salaries	Teachers' Summer Service Salaries		
16	1000	Salaries	Teachers' Salaries for Project Supervision Period		
17	3000	Benefits	Benefits for the Above Items (1000)		
18			TOTAL		\$0.00

TOTAL Amount of Waiver Requested:

\$0.00



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: October 25, 2011
SUBJECT: Receive Update on Quarterly Williams/Valenzuela Uniform Complaint Reports for the Quarter Ending October 15, 2011.

BACKGROUND: Pursuant to the Williams Settlement, the Valenzuela Settlement, and California Education Code Section 35186, every school must provide 1) sufficient textbooks and instructional materials, 2) school facilities that are clean, safe, and maintained in good repair, 3) a properly credentialed teacher for every classroom and 4) intensive remediation for up to two years for students who have completed grade 12 but not passed the California High School Exit Exam. Education Code, EC 35186(d), requires that school districts shall report summarized data on the nature and resolution of all Williams/Valenzuela uniform complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the governing board of the school district. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. The complaints and written responses shall be available as public records. There were no complaints filed under the Williams/Valenzuela settlements during the July 15, 2011 – October 15, 2011 reporting period.

RATIONALE: The quarterly report for the period of July 15, 2011 through October 15, 2011 has been submitted to the San Joaquin County Office of Education and must be reported to the local school board. The report summarizes the complaints received through the Williams Uniform Complaint Process as well as the resolution of each of those complaints. This report supports 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 Strategic Goal #3: Provide a safe and equitable learning environment for all students and staff.

FUNDING: No cost

RECOMMENDATION: Receive Update on Quarterly Williams/Valenzuela Uniform Complaint Reports for the Quarter Ending October 15, 2011.

Prepared by: Carol Anderson-Woo, Director of Curriculum, Accountability and Continuous Improvement

San Joaquin County Office of Education
Valenzuela/CAHSEE Lawsuit Settlement
Quarterly Report on *Williams* Uniform Complaints
 [Education Code § 35186(d)]

District: Tracy Joint Unified School District

Person completing this form: Carol Anderson-Woo Title: Director of Curriculum, Accountability and Continuous Improvement

Quarterly Report Submission Date: ☐ January 18, 2011
 (check one) ☐ April 15, 2011
☐ July 15, 2011
☒ October 15, 2011

Date for information to be reported publicly at governing board meeting: October 25, 2011

Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials			
Teacher Vacancy or Misassignment			
Facilities Conditions			
CAHSEE Intensive Instruction and Services			
TOTALS			

Dr. James Franco
 Print Name of District Superintendent

James Franco
 Signature of District Superintendent

10-12-11
 Date



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: ~~Dr. Sheila Harrison~~, Assistant Superintendent of Educational Services and Human Resources
DATE: October 27, 2011
SUBJECT: Ratify Agreement for Special Contract Services and Memorandum of Understanding (MOU) with San Joaquin County Office of Education Artists-In-Schools (AIS) Department to Provide a Four Week Art Session to Four 4th Grade Classes at Art Freiler School on November 4 – December 9, 2011.

BACKGROUND: The San Joaquin County Office of Education, Artists-in-Schools (AIS) residency program brings affordable art education with professional artists back into the classroom. The AIS program will provide a four week art session to four 4th grade classes on November 4 – December 9, 2011. This is a continuum of multi-media art services being provided to Art Freiler students by the Artists-In-Schools program during the 2011 – 2012 school year. It is necessary to ratify this item due to the late submission of the request by the teacher.

RATIONALE: Exposure to music, theatre, and other arts enhances classroom learning of core subjects. Staff at Art Freiler School believe this exposure is important and a critical part of a sound educational environment. This workshop supports 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 Strategic Goal #7: Develop and utilize partnerships to achieve District goals.

FUNDING: Freiler Staff Parent Association (FSPA) will provide \$664.00 to cover the cost of these sessions.

RECOMMENDATION: Ratify Agreement for Special Contract Services and Memorandum of Understanding (MOU) with San Joaquin County Office of Education Artists-In-Schools (AIS) Department to Provide a Four Week Art Session to Four 4th Grade Classes at Art Freiler School on November 4 – December 9, 2011.

Prepared by: Karen Alcorn, Principal, Art Freiler School

TRACY UNIFIED SCHOOL DISTRICT

1875 W. Lowell Ave., Tracy, California 95376

AGREEMENT FOR SPECIAL CONTRACT SERVICES

This agreement, by and between Tracy Unified School District, hereinafter referred to as "District," and San Joaquin County Office of Education (SJCOE), Artists-In-Schools (AIS) Department, hereinafter referred to as "Contractor," is for consultant or special services to be performed by a non-employee of the District. District and Contractor, herein named, do mutually agree to the following terms and conditions:

1. Contractor shall perform the following duties: Provide a four week art instruction session to four 4th grade classes at Art Freiler School on November 4 – December 9, 2011.

2. Contractor will provide the above services(s), as outlined in Paragraph 1, for a period of up to a total of 4 weeks () HOURS/WEEKS/DAY(s) (circle one), under the terms of this agreement at the following location Art Freiler School, 2421 W. Lowell Avenue, Tracy, CA 95377.

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

- a. District shall pay \$ 664.00 per FLAT RATE not to exceed a total of \$ 664.00. Contractor shall only be paid for work completed to the satisfaction of District through the termination date of this agreement.
- b. District [] **SHALL**; [X] **SHALL NOT** reimburse Contractor for out-of-pocket expenses incurred during Contractor's performance of the services, including: mileage, meals and lodging in the district rates not to exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed \$ _____ for the term of this agreement.
- c. District shall make payment on a [] **MONTHLY PROGRESS BASIS**, [X] **SINGLE PAYMENT UPON COMPLETION OF THE DUTIES** and within thirty (30) working days from Contractor's presentation of a detailed invoice or on a claim form provided by District. Original paid receipts are required for lodging, air fare (passenger coupon or ticket stub), automobile rental, and parking. Claims for unusual expenses, such as teaching materials, photocopying, etc., must be accompanied by original paid invoices.

4. The terms of the agreement shall commence on November 4, 2011, and shall terminate on December 9, 2011.

5. This agreement may be terminated at any time during the term by either party upon 30 days written notice.

6. Contractor shall contact the District's designee, Karen Alcorn at (209) 830-3309 with any questions regarding performance of the services outlined above. District's designee shall determine if and when Contractor has completed the services described.

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

Contractor agrees to hold harmless and to indemnify District for:

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

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

AGREED:

Consultant Signature (1)

Social Security Number (2)

Title

Address

Tracy Unified School District

Tracy Unified School District

Date

Freiler Staff Parent Association (FSPA)

Account Number to be Charged:

Department/Site Approval

Budget Approval

Date Approved by the Board

Send all copies to the Business Office:

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

File: CntrctSrvcs.dot
Disk: S:\shared



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

MEMORANDUM OF UNDERSTANDING (Art Freiler, grade 4/ Mario)

This Agreement by and between the San Joaquin County Office of Education, hereinafter referred to as "SJCOE" and Art Freiler School, for the Artists-in-Schools (AIS) department to provide instruction on behalf of SJCOE. The two parties, SJCOE and Art Freiler School, mutually agree to the following terms and conditions:

I. CONSULTANT AND/OR SERVICE DEFINED

This Agreement calls for Art Freiler School to: 1) Provide supplies for artists in residence. 2) Appoint staff liaison to arrange the artist's schedule and provide information regarding school site. 3) Give 72-hour notice to SJCOE for cancelled classes due to planned school activities. Failure to give notice may result in the artist being unable to re-schedule classes. 4) Require that the teachers remain in the classroom during the AIS class and be responsible for needed class control and discipline. 5) Expedite timely payment to SJCOE. Artist-in-Residence, Mario Tejada, who is a temporary employee of SJCOE, will provide instruction per the following Terms of Agreement.

II. TERM OF AGREEMENT

Services to SJCOE will begin: November 4, 2011 and include the following dates See Calendar

Number of classes: (4) Four 4th grade classes. 4-Week Session

Staff Contact at site: Renee Little 209-830-3309 rlittle@tusd.net

Artist Contact: Mario 985-4435 donmario@live.com

This employment is temporary in nature and may be terminated by the San Joaquin County Office of Education at any time.

III. COMPENSATION

In consideration of the services provided, Art Freiler School will pay SJCOE the sum of \$664.00

Payment to SJCOE for these services will be made upon written request. The school agrees that it will not employ the aforementioned Artists-in-Residence for a period of one year after this assignment expires.

IV. SAN JOAQUIN COUNTY OFFICE OF EDUCATION RIGHT OF RETENTION

SJCOE shall become the owner of and entitled to exclusive possession of all records, documents, graphs, photographic or other reproduction of any kind produced in the scope of services performed and no other uses thereof will be permitted except by permission of SJCOE. Proprietary materials will be exempted from this clause.

V. EXTENSION OF TERM

By mutual consent of the parties hereto the term of service described herein in Article I may be extended by reformation of this Agreement and attachment hereto of an addendum mutually executed setting forth the extended term.

Renee Little

Art Freiler School
2421 W. Lowell, Tracy 95376

May 12, 2011
Date

Sandra Wendell

SANDRA WENDELL, COORDINATOR
ARTISTS-IN-SCHOOLS

04-01-11

Date

CONTRACTING OFFICER
SAN JOAQUIN COUNTY OFFICE OF EDUCATION

Date



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: *SH* Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: October 27, 2011
SUBJECT: Approve Agreement for Special Contract Services and Memorandum of Understanding (MOU) with San Joaquin County Office of Education Artists-In-Schools (AIS) Department to Provide a Four Week Art Session to one 5th Grade Class at Art Freiler School on May 8 – 22, 2012.

BACKGROUND: The San Joaquin County Office of Education, Artists-in-Schools (AIS) residency program brings affordable art education with professional artists back into the classroom. The AIS program will provide a four week art session to one 5th grade class on May 8 – 22, 2012. This is a continuum of multi-media art services being provided to Art Freiler students by the Artists-In-Schools program during the 2011 – 2012 school year.

RATIONALE: Exposure to music, theatre, and other arts enhances classroom learning of core subjects. Staff at Art Freiler School believe this exposure is important and a critical part of a sound educational environment. This workshop supports 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 Strategic Goal #7: Develop and utilize partnerships to achieve District goals.

FUNDING: Freiler Staff Parent Association (FSPA) will provide \$166.00 to cover the cost of these sessions.

RECOMMENDATION: Approve Agreement for Special Contract Services and Memorandum of Understanding (MOU) with San Joaquin County Office of Education Artists-In-Schools (AIS) Department to Provide a Four Week Art Session to one 5th Grade Class at Art Freiler School on May 8 – 22, 2012.

Prepared by: Karen Alcorn, Principal, Art Freiler School

TRACY UNIFIED SCHOOL DISTRICT

1875 W. Lowell Ave., Tracy, California 95376

AGREEMENT FOR SPECIAL CONTRACT SERVICES

This agreement, by and between Tracy Unified School District, hereinafter referred to as "District," and San Joaquin County Office of Education (SJC OE), Artists-In-Schools (AIS) Department, hereinafter referred to as "Contractor," is for consultant or special services to be performed by a non-employee of the District. District and Contractor, herein named, do mutually agree to the following terms and conditions:

1. Contractor shall perform the following duties: Provide a four week art instruction session to one 5th grade class at Art Freiler School on May 8 – 22, 2012.
2. Contractor will provide the above services(s), as outlined in Paragraph 1, for a period of up to a total of 4 weeks () HOURS/WEEKS/DAY(s) (circle one), under the terms of this agreement at the following location Art Freiler School, 2421 W. Lowell Avenue, Tracy, CA 95377.
3. In consideration of the services performed by Contractor, District shall pay Contractor according to the following fee schedule:
 - a. District shall pay \$ 166.00 per FLAT RATE not to exceed a total of \$ 166.00 Contractor shall only be paid for work completed to the satisfaction of District through the termination date of this agreement.
 - b. District [] **SHALL**; [X] **SHALL NOT** reimburse Contractor for out-of-pocket expenses incurred during Contractor's performance of the services, including: mileage, meals and lodging in the district rates not to exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed \$ _____ for the term of this agreement.
 - c. District shall make payment on a [] **MONTHLY PROGRESS BASIS**, [X] **SINGLE PAYMENT UPON COMPLETION OF THE DUTIES** and within thirty (30) working days from Contractor's presentation of a detailed invoice or on a claim form provided by District. Original paid receipts are required for lodging, air fare (passenger coupon or ticket stub), automobile rental, and parking. Claims for unusual expenses, such as teaching materials, photocopying, etc., must be accompanied by original paid invoices.
4. The terms of the agreement shall commence on May 8, 2012, and shall terminate on May 22, 2012.
5. This agreement may be terminated at any time during the term by either party upon 30 days written notice.
6. Contractor shall contact the District's designee, Karen Alcorn at (209) 830-3309 with any questions regarding performance of the services outlined above. District's designee shall determine if and when Contractor has completed the services described.
7. The parties intend that an independent contractor relationship be created by this contract and District assumes no responsibility for workers' compensation liability. District likewise assumes no responsibility for liability for loss, damage, or injury to person(s) or property resulting from, or caused by, the contractor's activities during or relating to the performance of service under this Agreement.

Contractor agrees to hold harmless and to indemnify District for:

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

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

AGREED:

Consultant Signature (1)

Social Security Number (2)

Title

Address

Tracy Unified School District

Tracy Unified School District

Date

Freiler Staff Parent Association (FSPA)

Account Number to be Charged:

Department/Site Approval

Budget Approval

Date Approved by the Board

Send all copies to the Business Office:

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

File: CntrctSrvcs.dot
Disk: S:\shared

ORIGINAL

ORIGINAL



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

MEMORANDUM OF UNDERSTANDING (Art Freiler, grade 5/ Pam)

This Agreement by and between the San Joaquin County Office of Education, hereinafter referred to as "SJCOE" and Art Freiler School, for the Artists-in-Schools (AIS) department to provide instruction on behalf of SJCOE. The two parties, SJCOE and Art Freiler School, mutually agree to the following terms and conditions:

I. CONSULTANT AND/OR SERVICE DEFINED

This Agreement calls for Art Freiler School to: 1) Provide supplies for artists in residence. 2) Appoint staff liaison to arrange the artist's schedule and provide information regarding school site. 3) Give 72-hour notice to SJCOE for cancelled classes due to planned school activities. Failure to give notice may result in the artist being unable to re-schedule classes. 4) Require that the teachers remain in the classroom during the AIS class and be responsible for needed class control and discipline. 5) Expedite timely payment to SJCOE. Artist-in-Residence, Pamela Wilhelm, who is a temporary employee of SJCOE, will provide instruction per the following Terms of Agreement.

II. TERM OF AGREEMENT

Services to SJCOE will begin: May 8, 2012 and include the following dates See Calendar

Number of classes: (1) One 5th grade class 4-Week Session

Staff Contact at site: Megan Williams 209-830-3309 mcowilliams@tusd.net

Artist Contact: Pam 835-4297 zink32@pacbell.net

This employment is temporary in nature and may be terminated by the San Joaquin County Office of Education at any time.

III. COMPENSATION

In consideration of the services provided, Art Freiler School will pay SJCOE the sum of \$166.00.

Payment to SJCOE for these services will be made upon written request. The school agrees that it will not employ the aforementioned Artists-in-Residence for a period of one year after this assignment expires.

IV. SAN JOAQUIN COUNTY OFFICE OF EDUCATION RIGHT OF RETENTION

SJCOE shall become the owner of and entitled to exclusive possession of all records, documents, graphs, photographic or other reproduction of any kind produced in the scope of services performed and no other uses thereof will be permitted except by permission of SJCOE. Proprietary materials will be exempted from this clause.

V. EXTENSION OF TERM

By mutual consent of the parties hereto the term of service described herein in Article I may be extended by reformation of this Agreement and attachment hereto of an addendum mutually executed setting forth the extended term.

Megan Williams
Art Freiler School
2421 W. Lowell, Tracy 95376
4/5/11
Date

Sandra Wendell
SANDRA WENDELL, COORDINATOR
ARTISTS-IN-SCHOOLS
Date 04-01-11
Art Freiler
CONTRACTING OFFICER
SAN JOAQUIN COUNTY OFFICE OF EDUCATION
Date 4-11-11



HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: ~~Dr. James Franco~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services & Human Resources
DATE: October 28, 2011
SUBJECT: Approve Classified, Certificated, and/or Management Employment

BACKGROUND:

Andert, Cindy

CLASSIFIED

Food Service Worker (Replacement)
*Filled by current TUSD employee
Bohn Elementary School
Range 22, Step D - \$13.73 per hour
1 hour per day
Funding: Child Nutrition-School Program

Canas, Ana

Food Service Worker (New)
Universal Breakfast Program
*Filled by current TUSD employee
McKinley Elementary School
Range 22, Step B - \$12.51 per hour
2.5 hours per day
Funding: Child Nutrition-School Program

Castelhano, Janet

Food Service Worker (New)
Universal Breakfast Program
*Filled by current TUSD employee
McKinley Elementary School
Range 22, Step E - \$14.37 per hour
3 hours per day
Funding: Child Nutrition-School Program

Garcia, Gina

Para Educator I (New)
McKinley Elementary School
Range 24, Step C - \$13.73 per hour
3 hours per day
Funding: EIA

Garcia, Sherry

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

Hutton, Brenda	Special Ed Para Educator I (Replacement) Central Elementary School Range 24, Step B - \$13.11 per hour 4 hours per day Funding: Special Education
Kelly, Esther	School Supervision Assistant (Replacement) *Filled by current TUSD employee George Kelly School Range 21, Step E - \$14.04 per hour 2 hours per day Funding: General Fund
MacWilliams, Tiffany	School Supervision Assistant (Replacement) Monte Vista Middle School Range 21, Step A - \$11.69 per hour 2 hours per day Funding: General Fund
Medrano, Celia	School Supervision Assistant (Replacement) Monte Vista Middle School Range 21, Step A - \$11.69 per hour 2 hours per day Funding: General Fund
Ruiz, Maria	Site Supervisor-Early Childcare & Development Center (Replacement) North Preschool/Alternative Programs Range 36, Step C - \$18.15 per hour 8 hours per day Funding: Local #5

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. James Franco~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services & Human Resources
DATE: October 28, 2011
SUBJECT: Accept Resignations/Retirements/Leave of Absence for Classified, Certificated, and/or Management Employment

BACKGROUND:

CLASSIFIED RESIGNATION

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Canas, Ana Food Service Worker	North	10/25/2011	Accepted a FSW position at McKinley
Castelhano, Janet Food Service Worker	North	10/26/2011	Accepted a FSW position at McKinley
Kelly, Esther School Supervision Assist.	George Kelly	10/26/2011	Accepted a 2 hour SSA position at George Kelly

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



ADMINISTRATIVE & BUSINESS SERVICES

TO: Board of Education
FROM: Dr. James C. Franco, Superintendent
DATE: October 27, 2011
SUBJECT: Adopt Resolution No. 11-10 Honoring Mr. Tom Hawkins

BACKGROUND: Mr. Tom Hawkins was a dedicated Board Member of the Tracy Unified School District from 1992 to 2010. During Mr. Hawkins' tenure, he served on many committees, attended numerous school and community events, and raised monies for various clubs and organizations, including Tracy High Girls Basketball.

RATIONALE: Tom Hawkins passed away on October 18, 2011. The Tracy Unified School District along with the Jefferson School District wanted to recognize him for his many contributions. Both districts will be adopting a resolution in his honor.

FUNDING: There is no cost.

RECOMMENDATION: Adopt Resolution No. 11-10 Honoring Mr. Tom Hawkins.

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



**TRACY UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 11-10
Resolution No. 11-10 Honoring Mr. Tom Hawkins**

WHEREAS, Tom Hawkins was a dedicated Board Member of the Tracy Unified School District from 1992 to 2010; and

WHEREAS, during Mr. Hawkins' tenure, he served on many committees, attended numerous school and community events, and raised monies for various clubs and organizations, including Tracy High Girls Basketball; and

WHEREAS, Mr. Hawkins had the knowledge, wisdom and integrity to make difficult decisions that would always put student needs first; and

WHEREAS, Mr. Hawkins held the respect and admiration of all who had the privilege of working with him; and

WHEREAS, Tom Hawkins passed away on October 18, 2011. He will be remembered as an outstanding leader, mentor, educator and friend. He will be deeply missed by the students, staff and community of Tracy Unified School District.

NOW, THEREFORE BE IT RESOLVED, that the *Tracy Unified School District Board of Education* does hereby recognize and honor Mr. Tom Hawkins, and acknowledges his achievements and contributions to the community of Tracy, California.

PASSED AND ADOPTED this 8th day of November, 2011, by the Board of Education of the Tracy Unified School District by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

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



BUSINESS SERVICES MEMORANDUM

TO: James Franco, Superintendent
FROM: Casey Goodall, Associate Superintendent for Business Services
DATE: October 17, 2011
SUBJECT: **Adopt Revised Board Policy and Administrative Regulation 7310 Naming of Schools, Individual Buildings, or Facilities (First Reading)**

BACKGROUND: During the October 11, 2011 School Board meeting, several citizens asked the Board to consider modifying the existing policy governing naming of schools, individual buildings, or facilities to include the option of naming facilities after civic leaders who have not yet retired. The proposed changes to Board Policy 7310 would allow for the Board the flexibility to do as those citizens requested.

RATIONALE: The most recent insertions are bolded, deletions are marked with a strike through. 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 7310 Naming of Schools, Individual Buildings, or Facilities (First Reading)

NAMING OF SCHOOLS, INDIVIDUAL BUILDINGS, OR FACILITIES

When a school, individual building, or facility is to be named, the Superintendent shall appoint a screening committee that will be comprised of the Superintendent, or his representative, as chairperson, a principal, and at least five other citizens and students, two of whom are to be recommended by the Board of Education. Citizens, board members, students, and school personnel may submit names for consideration by the committee. Such submission shall be publicly noticed. The committee will recommend names for schools, individual buildings or facilities to the Board of Education from those submitted. The Board of Education will consider the names recommended by the committee for the school, individual building or facility prior to making the final decision.

Criteria for Naming Schools

Schools may be named for a person and may include presidents or governors, statesmen and heroes of national and state fame; national and local educators, community and civic leaders. **Generally, names should be limited to those of persons** who have been retired from public service for at least three years. In addition, schools may be named for geographic locations.

No two schools in the district shall be given the same name.

Renaming of Schools

Schools named for a person will retain that person's name as part of the site's name as long as the site facility is used for instructional purposes by the district. Exceptions to this policy may ~~be made~~ occur only under extraordinary circumstances and after thorough study by the Board of Education.

Timing of Names

A new school facility may be named as soon as the need for a school is known and verified.

Criteria for Naming Individual Buildings or Facilities

Individual buildings or facilities may be named for a person and may include local educators, community and civic leaders who have made long-term, outstanding contributions to the school district, county or community.

Renaming of Individual Buildings or Facilities Individual buildings or facilities named for a person will retain that person's name as long as the building or facility is used for instructional purposes by the district. Exceptions to this policy may occur only under extraordinary circumstances and after thorough study by the Board of Education.

Timing of Naming Individual Buildings or Facilities Schools or sites may seek approval from the Board to name a new building or facility as soon as the plans and funding for the facility have been approved by the Board. Schools or sites wishing to name an existing unnamed facility must first seek the approval of the Board to begin the naming process as outlined in Administrative Regulation 7310.

If a community member chooses to make a substantial contribution for a building or program at a school, the Board may consider recognizing the contribution by naming the school, building, or facility after the benefactor.

Legal Reference:

EDUCATION CODE 35160 Programs, activities of governing board

Adopted: 9/8/98

TUSD Revised: 11.27.07

NAMING OF SCHOOLS

- A. **Purpose and Scope** To provide a procedure and guidance for naming schools, individual buildings and facilities.
- B. **General** When a school, individual building or facility is to be named, the Superintendent shall appoint a screening committee.
- C. **Forms Used and Additional References**
N/A
- D. **Procedure**

- 1. **Screening Committee**

The Superintendent shall appoint a screening committee that will be comprised of the Superintendent, or his representative, as chairperson, a principal, and at least five other community members-citizens and students, two of whom are to be recommended by the Board of Education.

For purposes of naming individual buildings or facilities, multiple committees may be operating at the same time.

- 2. **Notification of Name Submission**

The Screening Committee shall publicly notice, not less than thirty (30) days prior to making its final recommendation to the Board, its intent to accept names for schools, individual buildings or facilities by having submission requirements and criteria published in a local newspaper of general circulation, and by posting the same at two (minimum) public locations (for instance, the public library, City Hall, or School District main office.

Such notification shall state the following:

- a. The purpose of the notification
- b. The criteria by which the names will be reviewed and considered
- c. The date and time by which names are to be submitted
- d. The address to which the submissions are to be delivered
- e. The date, time, and location of the Board meeting at which the committee's recommendation will be presented for Board consideration

3. Committee Recommendation

The Screening Committee shall review the submitted names and letters, and using the selection criteria, reach consensus and make recommendations to the Board at a regularly scheduled public meeting for the Board's consideration.

Any names not approved by the Board may be resubmitted for consideration during the next school, individual building or facility naming process.

5. Approval of Names

The Board of Education will make the final determination of the name of schools, individual buildings or facilities.

E. Reports Required

A letter that explains the attributes of the name being submitted must accompany each submitted name. The Screening Committee shall submit a report to the Board with their recommendation for the Board's consideration.

F. Record Retention

All letters submitted suggesting names and the Screening Committee's report shall be retained for a period of two years

G. Responsible Administrative Unit

Business Services

H. Approved By Assistant Superintendent for Business Services

TUSD Revised: 11.27.07



BUSINESS SERVICES MEMORANDUM

TO: James Franco, Superintendent
FROM: Valerie McDonald, Director of Food Services
DATE: October 27, 2011
SUBJECT: Adopt Revised Board Policy and Administrative Regulation 5030 Student Wellness
(Second Reading, Intent to Adopt)

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 (Second Reading, Intent to Adopt)

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.



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent of Business Services
DATE: October 31, 2011
SUBJECT: **Update on the Tracy High School Stadium Project and Approve the Plans for the Placement of the Relocatable Buildings**

BACKGROUND: Measure E, approved by the voters within Tracy Unified School District (TJUSD) on June 6, 2006, authorized the issuance of \$51 million in bonds. The Measure E project list included the construction of a stadium and pool complex and a theater complex at West High School; and, the modernization and renovation of the Tracy High School campus. With the completion of many of the projects on the bond list, the Board received a report from staff at the February 8, 2011 Board meeting which recommended moving forward with the Facilities Committee recommendation to begin the planning process for the THS Stadium with remaining bond funds/matching state facilities funds.

RATIONALE: The Board received an update on the planning process on September 13, 2011 and approved the plans for the stadium project. At that time, staff was asked to investigate options for the placement of the (12) twelve relocatable classrooms that will remain on the site and come back to the Board for approval.

Staff will present the status of the planning for the Tracy High School Stadium Project and is requesting approval for the placement of the relocatable buildings.

FUNDING: No funding implications at this time.

RECOMMENDATION: Update on the Tracy High School Stadium Project and Approve the Plans for the Placement of the Relocatable Buildings

Prepared by: Bonny Carter, Director of Facilities and Planning



BUSINESS SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: October 17, 2011
SUBJECT: Authorize the Associate Superintendent for Business Services to Enter Into An Agreement with Vallejo Unified School District and Ed Jones Food Service, Inc. To Join the Schools Linked In Commodities (SLIC) Cooperative for the 2012-13 School Year

BACKGROUND: Section 32 of the 1935 Agricultural Act authorized the Secretary of the US Department of Agriculture (USDA) to buy surplus “non-basic” perishable commodities (USDA Foods), normally meats, poultry, vegetables, cheeses, dry and canned beans, fruit juices, vegetable oils, peanut products, rice, pasta, flour, and other grain products, both fresh and processed into end products. The purpose is to support farmers’ income when market prices are down, to encourage exports, and to encourage domestic consumption. By 1982 several states had organized the distribution of commodities through commercial food distributors, who receive the commodities at their warehouses. Because of the enormous purchasing power of the Federal Government, USDA Foods are often lower in cost than similar products a school could purchase on its own.

Multiple agencies at the federal, state, and local level are involved in the purchase and distribution of USDA Foods. In addition to the USDA, there are four different types of state agencies responsible for USDA Foods called Distributing Agencies, including state departments of health and human services, education, agriculture, or general services. Additionally, local school districts, also known as School Food Authorities (SFA) or Recipient Agencies (RA) are responsible for administering the USDA Food Program in their local district.

The complexity of the system often guarantees distribution inefficiencies, where one district will be in possession of large quantities of one commodity, say peanut butter, while a nearby district will need peanut butter but have an excess of ground beef. Overcoming these inefficiencies is often difficult and complex.

RATIONALE: The Schools Linked in Commodities (SLIC) Cooperative, represents over 90 school districts in northern California who have consolidated the USDA Foods in their possession, thus facilitating the transfer and distribution of USDA foods between and among school districts. School districts benefit from reduced purchase prices, lower distribution costs, and the ability to easily and inexpensively exchange one commodity for another.

FUNDING: There is no cost for joining this cooperative, but the district must agree to manage USDA Foods with methods compliant with the cooperative. These management requirements are not significantly different from those already in place.

RECOMMENDATION: Authorize the Associate Superintendent for Business Services to Enter Into An Agreement with Vallejo Unified School District and Ed Jones Food Service, Inc. To Join the Schools Linked In Commodities (SLIC) Cooperative for the 2012-13 School Year.

Prepared by: Valerie McDonald, Director of Food Services.

ASSIGNMENT OF USDA DONATED FOOD

DIRECT DIVERSION PROJECT

This assignment is entered into between Tracy Unified School District hereafter known as "Assignor" and the Vallejo Unified School District hereafter known as "Assignee".

It is hereby agreed that:

1. Both parties must remain eligible for receipt of USDA Donated Commodity Food as determined by the California Department of Education, Child Nutrition and Food Distribution Division.
2. Entitlement and "Fair Share" of USDA Donated Commodity Foods, based on the Average Daily Participation (ADP) of the Assignor is assigned to the Assignee.
3. The Assignee is responsible for the ordering, receiving, storing and distribution of all USDA Donated Commodity Foods, on behalf of the Assignor, according to policy and regulation as designated by the California Department of Education, Child Nutrition and Food Distribution Division and the U.S. Department of Agriculture.
4. The Assignee will maintain an inventory management system that will fully account for all USDA Donated Commodity Foods, including all raw food items in storage as well as raw and processed product held at a Processor.
5. The Assignee is responsible for paying all FDS charges for the shipping and handling, as well as other associated costs incurred for the delivery or diversion of USDA Donated Commodity Foods, on behalf of the Assignor.
6. Should a loss of USDA Donated Foods being held for the Assignor occur due to, but not limited to theft, spoilage, etc., the Assignee is responsible to the California Department of Education, Child Nutrition and Food Distribution Division and/or the U.S. Department of Agriculture for the Fair Market Value of the food item(s). The reporting of any loss of USDA Donated Commodity Food is the responsibility of the Assignee.
7. Both the Assignee and Assignor are responsible for compliance with the USDA and the State of California Department of Education, Child Nutrition and Food Distribution Division policies and regulations.

8. The Assignment will remain in force until such time as written notification has been given by the Assignor to FDS of its termination.
9. Assignor reserves the right to rescind the entire agreement through December 1, 2010.
10. Assignment will remain in force for the 2012-2013 school year and will continue each school year unless notified of termination.

ASSIGNOR

ASSIGNEE/LEAD DISTRICT

Tracy Unified School District

Vallejo Unified School District

Signature

Signature

Printed Name and Title

Printed Name and Title

DATE:

DATE:

Vallejo Unified School District **and**
665 Walnut Ave.
Vallejo, Ca 94592
Attn: Kerri Braverman
Phone # 707-556-8921
Fax # 707 557-6385

Ed Jones Food Service, Inc.
5100 # D Fulton Drive
Fairfield, Ca 94534
Attn: Kevin Lyons, President
Phone #800-336-3650
Fax # 707-864-3757

Slic Co-Op 2011-2012
Ed Jones Food Service, Inc.

Alameda U.S.D

Judy Bedard Food Service Director
2200 Cental Ave, Alameda, 94501
510-748-4008 x128 / Fax 510-337-1994
jbedard@alameda.k12.ca.us

Anderson Union H.S.D

Barbara Camacho Food Service Director
1469 Ferry St. Anderson, CA 96007
530-365-2741 ext 1721/Fax 530-378-2301
bcamacho@auhsd.net

Arcohe Union S.D

Kay Wilson Food Service Director
P.O Box 93, Herald, 95638
209-748-2313 Ext 330/Fax 209-748-5798
wilson@arcohe.net

Auburn U.S.D

Diane Brooks Food Service Director
255 Epperle Lane, Auburn, CA 95603
530-745-8824 Ext 8824/Fax 530-885-5170
dbrooks@auburn.k12.ca.us

Benicia U.S.D

Bruce Hall Food Service Coordinator
350 East K Street, Benicia, CA 94510
707-748-2713/Fax 707-748-2603
bhall@beniciaunified.org

Berryessa Union S.D

Mari Fujikawa Food Service Director
1376 Piedmont Rd, San Jose, CA 95132
408-923-1876/Fax 408-259-5087
mari.fujikawa@berryessa.k12.ca.us

Big Valley Joint S.D

Vicki Jeppeson Food Service Director
90 First Street, Bierber, CA 96009
530-294-5214 Ext 3003
vcjeppson@yahoo.com

Carmel U.S.D

Denise McGregor Food Service Director
4380 Carmel Valley Road
PO Box 222700, Carmel, CA 93923
831-624-4515/ dmcgregor@carmelunified.org

Casade Union

Debby Andrew Food Service Director
1645 W. Mill St., Anderson, CA 96007
530-378-7000 Ext 1160/ Fax 530-378-7001
Dandrew@cuesd.com

Center Joint U.S.D

Laura Kasey Food Service Director
8408 Watt Ave, Antelope, CA 95843
916-338-6416/ Fax 916-338-6318
laurak@centerusd.org

Chico U.S.D

Tanya Harter Food Service Director
2455 Carmichael Drive, Chico, CA 95928
530-891-3021 Ext 205/Fax 530-891-3206
tharter@chicousd.org

Chowchilla S.D.

Lynette Walker Food Service Director
355 N. 5th Street, Chowchilla, CA 93610
559-665-8000/Fax 559-665-3036
walkerl@chowkids.com

Cloverdale U.S.D

Corky Beebe Food Service Director
97 School St, Cloverdale, CA 95425
707-894-1912/Fax 707-894-1922
Beebec@cusd.org

Columbia S.D

Gloria Young Food Service Manager
10140 Old Oregon Trail, Redding, 96003
530-221-4070 Ext 301 or 720
gyoung@columbiasd.com

Colusa U.S.D

Audrey Taylor Food Service Director
745 Tenth St., Colusa, CA 95932
530-458-2156/ Fax 530-458-4030
ataylor@colusa.k12.ca.us

Corning U.S.D

Heather Stout Food Service Director
643 Blackburn Ave, Corning, CA 96021
530-824-8014/ Fax 530-824-8005
hstout@tehamaed.org

Slic Co-Op 2011-2012
Ed Jones Food Service, Inc.

San Lorenzo Valley U.S.D.

Kimberly Clark Food Service Director
7135 Highway 9, Felton, CA 95018
831-335-5384 / Fax 831-335-4760
kclark@slvusd.org

San Ramon Valley U.S.D.

Tom Soika Food Service Director
3280 E. Crow Canyon Rd, San Ramon, CA 94583
925-824-1809/Fax 925-824-1847
tsoika@srvusd.net

Scotts Valley U.S.D.

Amy Hedrick Food Service Director
555 Glenwood Drive, Scotts Valley, CA 95066
831-430-0683 / Fax 831-430-0683
ahedrick@santacruz.k12.ca.us

Sequoia Union H.S.D.

Nora DeCaro Food Service Director
300 James Ave, Redwood City, CA 94062
650-369-1411 2591 / Fax 650-306-8896
ndecaro@seq.org

Shasta County Off of Education

Michelle Larsen Food Service Director
3200 Adams Ln, Redding, CA 96003
530-224-3206 / Fax 530-224-3201
mlarsen@shastacoe.org

Shasta Union H.S.D.

Marci Loerzel Central Kitchen Manager
2200 Eureka Way, Redding, CA 96001
530-245-2619
mloerzel@shusd.net

Soquel U.S.D.

Cathy Giannini Food Service Director
620 Monterey Avenue, Capitola, CA 95010
831-464-5649 / Fax: 831-464-5646
CGiannini@suesd.org

St. Helena U.S.D.

Kirby Blake Tubb Food Service Director
465 Main Street, Saint Helena, CA 94574
707-967-2722 / Fax 963-1335
ktubb@sthelena.k12.ca.us

Trinity Alps U.S.D.

Ellen Eggers Food Service Director
234 Trinity Lakes Blvd. Hwy 3, Weaverville, CA 96093
530-623-5533/Fax 530-623-1964
eeeggers@tcoek12.org

Twin Rivers U.S.D.

Jill Vandyke Food Service Director
3222 Winona Way, North Highlands, CA 95660
916-566-1600 Ext 1524/Fax 916-286-3884
jill.vandyke@twinriversusd.org

Ukiah S.D.

Les Ridgway Food Service Director
1000 Low Gap Road, Ukiah, CA 95482
707-463-5269 / Fax 707-468-8637
lridgway@uusd.net

Upper Lake U.S.D.

Dana McDonald Food Service Director
P.O. Box 36 Upper Lake, CA 95485
707-275-2357 / Fax 707-275-2205
dcote@ules.lake.k12.ca.us

Upperville Union High S.D.

Eric McClain Food Service Director
675 Clover Valley Rd, Upperville CA 95485
707-275-0281/Fax 707-275-0239
mcclain_eric_d@yahoo.com

Vacaville U.S.D.

Theresa Stout Food Service Director
401 Nut Tree Rd, Vacaville, CA 95687
707-453-6155 / Fax 707-448-9132
theresas@vacavilleusd.org

Vallejo City U.S.D.

Kerri Braverman Food Service Director
665 Walnut Ave, vallejo, CA 94592
707-556-8921 / Fax 707-557-6385
kbraverman@vallejo.k12.ca.us

Walnut Creek S.D.

Pam Vandergroen Food Service Director
960 Ygnacio Valley Road, Walnut Creek, CA 94597
925-943-2691 / Fax 925-935-8639
pvandergroen@wcsd.k12.ca.us

Slic Co-Op 2011-2012
Ed Jones Food Service, Inc.

Cupertino U.S.D

Tish Litchfield Food Service Director
10301 Vista Drive, Cupertino, CA 95014
408-252-3000 Ext 301/Fax 408-252-7628
litchfield_tish@cusdk8.org

Durham U.S.D

Debbie Slighton Food Service Director
PO Box 300, Durham, CA 95938
530-895-4697/Fax 530-895-4665
Dslight@Durhamunified.org

Emery U.S.D

Juliette Dunn Food Service Director
4727 San Pablo Ave, Emeryville, CA 94608
510-601-4910 Ext 4956/Fax 510-601-4913
juliette.dunn@emeryusd.k12.ca.us

Enterprise S.D

Denise Ohm Food Service Director
1155 Mistletoe Lane, Redding, CA 96002
530-224-4101 Ext 8207/Fax 530-224-4101
dohm@eesd.net

Escalon U.S.D

Shelli Nicolas Food Service Director
1520 Yosemite Ave, Escalon, CA 95320
209-838-3170/Fax 209-838-6796
snicholas@sicoe.net

Esparto U.S.D

Becky Jacobs Food Service Director
26675 Plainfield St, Esparto CA 95627
530-787-3417 Ext 118/Fax 530-787-4844
bjacobs@espartok12.org

Evergreen Union S.D

Vicky Woolley Food Service Director
19500 Learning Way, Cottonwood, CA 96022
530-347-3411 Ext 7505/Fax 530-347-7954
vwoolley@evergreenusd.org

Fall River Joint U.S.D

Belinda Strickland Food Service Director
20375 Tamarack Ave, Burney, CA 96013
530-335-2975/Fax 530-335-3115
bstrickland@shastalink.k12.ca.us

Fremont Union High School District

Bill Schuster Food Service Director
589 West Fremont Ave, Sunnyvale, CA 94087
408-522-2216/Fax 408-522-2222
bill_schuster@fuhisd.org

Fremont Unified

Kristen Keith Food Service Director
4210 Technology Dr, Fremont, CA 94538.
510-659-2587 Ext 12287/Fax 510-659-2566
kkeith@fremont.k12.ca.us

Galt Joint Union High S.D

Joye McKetty food Service Director
417 C Street, Suite B, Galt, CA 95632
209-744-5480/Fax 209-745-0881
Jmcketty@ghsd.k12.ca.us

Gateway U.S.D

Sean Hays Food Service Director
4411 Mountain Lakes Blvd, Redding, CA 96003
530-245-7917/Fax 530-245-7926
shays@gwusd.org

Gold Trail Union S.D

Linda Spies Food Service Director
889 Cold Springs Rd, Placerville, CA 95667
530-626-2595/Fax 530-626-3289
lspies@gtusd.org

Grass Valley S.D

Suzanne Grass Food Service Director
PO Box 2154, Grass Valley, CA 95945
530-272-2236/Fax 530-272-5873
gvscdns@sbcglobal.net

Gridley U.S.D

Linda Baker Food Service Director
429 Magnolia, Gridley, CA 95948
530-846-4172/Fax 530-846-2019
lbaker@gridley.k12.ca.us

Healdsburg U.S.D

Sally Nobles Food Service Director
1028 Prince Ave, Healdsburg, CA 95448
707-431-3434/Fax 707-431-3401
snobles@husd.com

Slic Co-Op 2011-2012
Ed Jones Food Service, Inc.

Jefferson Elem School District
Irene Sutter Food Service Director
101 Lincoln Ave, Daly City, CA 94015
650-991-1209/Fax 650-991-1298
isutter@jsd.k12.ca.us

Jefferson Union H.S.D
Arlinda Marvan Food Service Director
699 Serramonte Blvd, Suite 100, Daly City, CA 94015
650-550-7961/Fax 650-550-7888
amarvan@juhsd.net

Keyes Union S.D
Alice Raymond Food Service Director
PO Box 310, Keys, CA 95328
209-667-4629 Ext 2310/Fax 209-656-2386
araymond@keyes.k12.ca.us

Konocti U.S.D
Marla Peterson Food Service Director
P.O Box 759, Lowerlake, CA 95457
707-994-4543 Ext 3211/Fax 707-994-0210
marlap@konoctihsd.lake.k12.ca.us

Liberty Union S.D
Shirley Enck Food Service Director
850 Second Street, Brentwood, CA 94513
925-634-3292/Fax 925-477-7468
encks@libertyhsd.k12.ca.us

Lincoln U.S.D
Kathy Drennen Food Service Director
1900 W. Swain Rd, Stockton, CA 95207
209-953-8655/Fax 209-477-7468
kdrennen@lusd.net

Linden U.S.D
Danette J. Grant Food Service Director
18527 E. Main St, Linden, CA 95236
209-887-3894 Ext 3331/Fax 209-887-2250
dgrant@sicoe.net

Live Oak S.D.
Cindy Black-Nicholson Food Service Director
984-1 Bostwick Lane, Santa Cruz, CA. 95062
831-475-1395
cbn@santacruz.k12.ca.us

Livermore Valley J.U.S.D
Barbara Lee Food Service Director
685 E. Jack London Blvd, Livermore, CA 94550
925-606-3230/Fax 925-606-3327
blee@livermore.k12.ca.us

Livingston Union S.D
Robert Rivera Food Service Director
922 B St, Livingston, CA 95334
209-394-5457/Fax 209-384-5401
rrivera@lusd.k12.ca.us

Manteca S.D
Patty Page Food Service Director
PO Box 32, Manteca, CA 95336
209-858-0775/Fax 209-825-3261
ppage@musd.net

Middletown U.S.D
Donna Bowen Food Service Director
20932 Big Canyon Road, Middletown, CA 95461
707-987-1489/Fax 707-987-4122
donna.bowen@middletownusd.org

Milpitas U.S.D
Barbara Rouse Food Service Director
1585 Roger St. Milpitas, CA 95035-2870
408-635-2894 Ext 6505/Fax 408-945-2322
brouse@musd.org

Mother Lode S.D
Kathy Correia Food Service Director
3783 Forni Road, Placerville, CA 95667
530-622-4814/Fax 530-626-7284
kcorreia@mlusd.net

Nevada Joint Union H.S.D
Linda Johnson Food Service Director
11645 Ridge Rd, Grass Valley, CA 95945
530-273-9788/Fax 530-477-0317
ljohnson@njuhsd.com

New Haven U.S.D
Angela Nava Food Service Director
2831 Faber Street, Union City, CA 94587
510-475-3992/Fax 510-475-3996
anava@nhusd.k12.ca.us

Slic Co-Op 2011-2012
Ed Jones Food Service, Inc.

Oakley Union S.D.

Cheryl Wagner Food Service Director
91 Mercedes Lane, Oakley, CA 94561
925-625-5082 / Fax 925-6971
cawagner@ouesd.k12.ca.us

Orland Unified S.D.

Connie Carter Food Service Director
1320 6th Street, Orland, CA 95963
530-865-1206 / Fax 865-1202
ccarter@orlandusd.net

Oroville City Elem. S.D.

Paul Mabie Food Service Coordinator
2795 Yard Street, Oroville, CA 95966
530-532-5690 x102 / Fax 530-532-3035
pmabie@ocesd.org

Pacific Grove U.S.D.

Kathy Cleary Food Service Director
612 Sunset Ave, Pacific Grove CA 93950
831-646-6590 Ext 203/Fax 831-646-6538
Kcleary@pqusd.org

Patterson Unified S.D.

Rhonda Whitehead Food Service Director
510 Keystone Blvd, Patterson, CA 95363
209-892-3708 / Fax 209-892-7834
rwhitehead@patterson.k12.ca.us

Pierce Joint U.S.D.

Marla Pagliai Food Service Director
P.O. Box 239 Arbuckle, CA 95912
530-476-3649 x 13008 / Fax 476-2289
mpagliai@pierce.k12.ca.us

Placer Union H.S.D.

Lila McAllister Food Service Director
13101 Bill Francis Drive, Auburn, CA 95603
530-886-4472 / Fax 530-886-4479
lmcallis@pultsd.k12.ca.us

Pleasanton Unified S.D.

Frank Castro Food Service Director
1155 Santa Rita Rd., Pleasanton, CA 94566
925-426-4414/Fax 925-461-9613
fcastro@pleasanton.k12.ca.us

Red Bluff U.H.S.D.

Dana Halbrook Food Service Director
P.O. Box 1507, Red Bluff, CA 96080
530-529-8838 / Fax 529-8986
dhalbroo@rbhsd.org

Redding S.D.

Erin Johnson Food Service Director
5885 E. Bonnyview Rd, Redding, CA 96001
530-225-0011 Ext 1290 / Fax 530-225-0015
ejohnson@rsdnmp.org

Ripon U.S.D.

Carol Schaper Food Service Director
304 North Acacia Ave, Ripon, CA 95366
209-599-6120 / Fax 209-599-5392
cschaper@sjcoe.net

Riverbank Unified S.D.

Carol Cantwell Food Service Director
6715 7th Street, Riverbank, CA 95367
209-869-1626 / Fax 869-1487
ccantwell@riverbank.k12.ca.us

Robla S.D.

Cathy Woodbridge Food Service Director
5248 Rose Street, Sacramento, CA 95838
916-991-1728 x 504 / Fax 916-991-2806
cwoodbridge@robla.k12.ca.us

Rocklin U.S.D.

Juanita Fahnestock Food Service Director
4090 Del Mar Ave, Rocklin, CA 95677
916-624-1112 Ext 2 / Fax 916-632-7504
jfahnestock@rocklin.k12.ca.us

Roseville City U.S.D.

Rene Yamashiro Food Service Director
400 Derek Place, Roseville, CA 95678
916-771-1675 x 242 / Fax 916-782-8918
reney@roseville-csd.k12.ca.us

San Bruno Park S.D.

Alisia Munoz
500 Acica Ave, San Bruno, CA 94066
650-624-3127 / Fax 650-624-2696
amunoz@sbpsd.k12.ca.us

Slic Co-Op 2011-2012
Ed Jones Food Service, Inc.

West Park S.D.

Rosa Diaz Food Service Director
2695 S. Valentine, Fresno, CA 93706
559-233-6501 Ext 158/Fax 559-497-1944
rosa@westpark.k12.ca.us

West Sonoma County U.H.S.D.

Gayle Dyer Food Service Director
462 Johnson Street, Sebastopol, CA 94572
707-824-2338 / Fax 707-823-2629
gdyer.do@wscuhd.k12.ca.us

Western Placer U.S.D.

Jeff Dardis Food Service Director
600 Sixth Street Fourth Floor, Lincoln, CA 95648
916-645-6373 / Fax 916-645-5294
dardisje@wpusd.k12.ca.us

Wheatland S.D.

Karen Willis Food Service Director
111 Main Street, Wheatland, CA 95692
530-633-3133 / Fax 530-633-4807
kwillis@wheatland.k12.ca.us

Williams U.S.D.

Kristi Ward Food Service Director
P.O Box 7, Williams, CA 95987
530-473-2550 x 11700 / Fax 530-473-5894
kward@WILLIAMS.K12.CA.US

Willows U.S.D.

Jolene Flanagan
823 West Laurel St. Willows CA 95988
530-934-1062
jflanagan@willowsunified.org

Willits S.D.

Claudia Bacci Food Service Director
120 Pearl Street, Willits, CA 95490
707-459-7715 / Fax 707-459-7612
claudia@willits.k12.ca.us

Windsor U.S.D.

Lisa Herberg Food Service Director
8695 Windsor Road, Windsor, CA 95492
707-837-7780 / Fax 837-7773
lherberg@wusd.org

Winters J.U.S.D.

Cathleen Olsen Food Service Director
909 Grant Avenue, Winters, CA 95694
530-795-6109 / Fax 530-795-6114
colsen@wintersjUSD.org

Winton S.D.

Cindy Stanford Food Service Director
P.O. Box 8, Winton, CA 95388
208-357-6585/Fax 209-357-6586
cstanford@winton.k12.ca.us

Woodland J.U.S.D.

Zan Wimberly Food Service Director
902 College St., Woodland, CA 95695
530-406-5956 / Fax 530-406-5959
zan.wimberly@wjUSD.org



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: ~~Dr. Sheila Harrison~~, Assistant Superintendent of Educational Services & Human Resources
DATE: October 28, 2011
SUBJECT: Adopt Revised Board Policy and Acknowledge Administrative Regulation 4156.2 Certificated and 4256.2 Classified, Governing Board's Recognition of Employees (2nd 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 (2nd 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'~~ **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

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)

- ~~c. 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



HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: ~~Dr. James Franco~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: November 1, 2011
SUBJECT: Acknowledge Receipt of Tracy Educators Association's (TEA) Sunshine Proposal for a Successor Agreement

BACKGROUND: The current three-year contract between the Tracy Educators Association (TEA) and the Tracy Unified School District (TUSD) expires June 30, 2012.

RATIONALE: Pursuant to Article XXXIX (Duration of and Procedure for Modifying This Agreement), TEA is requesting to meet and negotiate with the District for the Articles shown on the attached proposal. According to Article XXXIX, the District must submit its initial bargaining proposal within 30 days after receipt of the TEA's initial bargaining proposal. The District's proposal will be submitted on the next regularly scheduled board meeting on December 13, 2011.

This aligns with Strategic Goal #7: Develop and utilize partnerships that contribute to the achievement of District Goals.

FUNDING: N/A

RECOMMENDATION: Acknowledge Receipt of Tracy Educators Association's (TEA) Sunshine Proposal for a Successor Agreement

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



TRACY
EDUCATORS
ASSOCIATION

- Informed
- Involved
- Organized
- United

To: **Dr. James Franco, Superintendent of Tracy Unified School District**

From: **John Anderson, President of Tracy Educators Association**

CC: Sheila Harrison, TUSD; Joe Raco TEA

Date: 10/26/2011

Re: Notification of Intent to Bargain

In accordance with Article XX of the current Master Agreement between the Tracy Unified School District (TUSD) and the Tracy Educators Association (TEA), TEA hereby notifies TUSD of its intent to open and bargain the following articles as part of a successor to the current Master Agreement which expires June 30, 2012.

Article III - Association Responsibilities and Rights

Article VI - Hours

Article VII - Duties

Article VIII - Conditions

Article IX - Grievance Procedure

Article XI - Progressive Discipline

Article XII - Class Size/Teacher Aide Time

Article XIII - Salaries (Compensation)

Article XIV - Fringe Benefits

Article XVI - Transfer/Reassignment

Article XVIII - Safety

Article XXI - Association Leave

Article XXII - Bereavement Leave

Article XXIX - Personal Necessity Leave

Article XLIII - Special Education (new)