

NOTICE

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

DATE: TUESDAY, MAY 27, 2014

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

**TIME: 5:20 PM Closed Session
7:00 PM Open Session**

AGENDA

- | | |
|---|----------------|
| 1. Call to Order | Pg. No. |
| 2. Roll Call – Establish Quorum
Board: J. Costa, G. Crandall, W. Gouveia, T. Guzman, K. Lewis, G. Silva, J. Vaughn
Staff: J. Franco, C. Goodall, S. Harrison, B. Etcheverry | |
| 3. Closed Session: Opportunity to Address the Board Regarding Closed Session Items which follow. Closed session is limited to consideration of items specifically authorized under the Government Code and/or the Education Codes. | |
| 3.1 Educational Services: | |
| 3.1.1 Intra-District Attendance Appeal #13-14/AA6, AA7
Action: Motion__ ; Second__ . Vote: Yes__ ; No__ ; Absent__ ; Abstain__ | |
| 3.1.2 Finding of Fact #13-14/#76, 77 | |
| 3.2 Human Resources: | |
| 3.2.1 Consider Public Employee/Employment/Discipline/Dismissal/Release
Action: Motion__ ; Second__ . Vote: Yes__ ; No__ ; Absent__ ; Abstain__ | |
| 3.2.2 Conference with Labor Negotiator
Agency Negotiator: Sheila Harrison
Assistant Superintendent of Educational Services & Human Resources
Employee Organization: CSEA, TEA | |
| 4. Adjourn to Open Session | |
| 5. Call to Order and Pledge of Allegiance | |

6. **Closed Session Issues:**
- 6a** Report Out on Intra-District Attendance Appeal #13-14/AA6, AA7
Action: Motion __; Second __. **Vote:** Yes __; No __; Absent __; Abstain ____.
- 6b** Finding of Fact #13-14/#76, 77
Action: Motion __; Second __. **Vote:** Yes __; No __; Absent __; Abstain ____.
7. **Approve Regular Minutes of May 13, 2014.** 1-6
Action: Motion__ ; Second __. **Vote:** Yes __; No __; Absent __; Abstain ____.
8. **Student Representative Reports:**
Tracy High: Mika Fithian; **West High:** Jessica Rasmussen; **Kimball High:** Lindsay Huckaba; **Stein High:** Steven Medina.
9. **Recognition & Presentations:** An opportunity to honor students, employees and community members for outstanding achievement:
- 9.1** West High School/IGCG Update
- 9.2** Recognize and Congratulate Tracy Unified School District Retirees for the 2013-14 School Year 7
- 9.3** Recognize and Congratulate West High Senior Madison Tessera for Her First-Place Award in the Congressional Art Competition for “The Cuckoo’s Nightmare”
- 9.4** Tracy High Senior Aditya Gupta Received the United States Presidential Scholars Semifinalist Award
10. **Hearing of Delegations:** Anyone wishing to address the Governing Board on a non-agenda item may be heard at this time. Presentations shall be held to a reasonable length, normally not to exceed five (5) minutes. If formal action is required, the item will be placed on a future agenda and action will be taken at a future date. If information or a report is requested, the request for it must also be submitted in writing to the superintendent. (Please complete a yellow speaker’s card).
11. **Information & Discussion Items:** An opportunity to present information or reports concerning items that maybe considered by Trustees at a future meeting.
- 11.1 Administrative & Business Services:** None.
12. **PUBLIC HEARING:** None.
13. **Consent Items:** Actions proposed for consent are consistent with the approved practices of the district and are deemed routine in nature. Trustees receive board agenda background information in advance of scheduled meetings and are prepared to vote with knowledge on the consent items. **Action:** Motion __; Second __. **Vote:** Yes __; No __; Absent __; Abstain __.
- 13.1 Administrative & Business Services:**
- 13.1.1** Accept the generous donations from the various individuals, businesses, and school site parent teacher associations listed herein with thanks and appreciation from the staff and students of the Tracy Unified School District 8-9

	Pg. No.
13.1.2 Ratify Routine Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda	10-11
13.1.3 Ratify Measure E Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda	12-13
13.2 Educational Services:	
13.2.1 Approve Overnight Travel for the Kimball High School Leadership to Attend the California Association of Directors of Activities (CADA) Leadership Camp on July 12-15, 2014	14
13.2.2 Approve Overnight Travel for the Kimball High School Cheerleaders to Attend the JAMZ Cheer Camp at Cal State University, Channel Islands in Camarillo, CA on July 18-20, 2014	15-16
13.2.3 Approve all Out of State, Overnight, and Out of District Travel for Tracy High FFA Teachers and Students for the 2014-2015 School Year	17-24
13.2.4 Approve Out of State Travel for Dr. Mark Miller to Attend the 2014 School Neuropsychology Institute in Dallas, Texas on July 9-11, 2014	25
13.3 Human Resources:	
13.3.1 Accept the Resignations/Retirements/Leaves of Absence for Certificated, Classified and/or Management Employees	26
13.3.2 Approve Classified, Certificated and/or Management Employment	27-28
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 Plan Delineating How Common Core Implementation Funds Shall Be Spent	29
Action: Motion ___; Second ___. Vote: Yes ___; No ___; Absent ___; Abstain ___.	
14.2 Educational Services: None.	
14.3 Human Resources:	
14.3.1 Approve New Job Description for Staff Development Curriculum Specialist for Mathematics, Teacher on Special Assignment	30-33
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 June 10, 2014**
- 17.2 June 24, 2014**
- 17.3 August 12, 2014**
- 17.4 August 26, 2014**

18. Upcoming Events:

- | | |
|-----------------------------|--------------------------------------|
| 18.1 May 30, 2014 | Last Day of School |
| 18.2 May 31, 2014 | Graduation |
| 18.3 August 11, 2014 | First Day of School (2014-15) |
| 18.4 August 25, 2014 | Welcome Back Program |

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, May 13, 2014**

5:20 PM: 1-3. President Vaughn called the meeting to order and adjourned to closed session.

Roll Call: 4. Board: J. Costa, G. Crandall, W. Gouveia, T. Guzman, K. Lewis, G. Silva, J. Vaughn.
Staff: J. Franco, S. Harrison, C. Goodall, B. Etcheverry

7:12 PM 5. President Vaughn called the Tracy Unified School District Board of Education to order and led those present in the Pledge of Allegiance.

Closed Session: 6a Report Out of Action Taken on Intra-District Attendance Appeal #AA13-14/#5
Vote: Approved. Yes-7; No-0.
6b Finding of Fact #13-14/#50, 51, 52, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 69, 70, 71, 73, 74, 75
Action: As amended 56, 64, 66. Lewis, Guzman. **Vote:** Yes-7; No-0.
6c Report Out of Action Taken on Application for Reinstatement #13-14/#27
Vote: Yes-7; No-0.
6d Report Out of Action Taken on PE Exemption – WHS #10322384
Vote: Yes-7; No-0.
6e Report Out of Action Taken on Request to Expunge Records #13-14/#3, #4
Vote: Yes-7; No-0.
6f Report Out of Action Taken on Consider Non-Paid Leave of Absence Request for Classified Employee #UCL-191, Pursuant to Article XXIII
Vote: Approved. Yes-7; No-0.
6g Report Out of Action Taken on Consider Non-Paid Leave of Absence Request for Certificated Employee #UC-857, Pursuant to Article XX
Vote: Denied. Yes-7; No-0.
6h Report Out of Action Taken on Approve the Non-Reelection of Probationary Certificated Employees #UC-858, #UC-859, #UC-860, #UC-861, #UC-862, #UC-863, and #UC-864, Pursuant to Education Code Section 44929.21(b)
Vote: Approved. Yes-7; No-0.

Minutes: 8. **Approve Regular Minutes of April 8, 2014.**
Action: Crandall, Lewis. **Vote:** Yes-6; No-0; Abstain-1(Lewis)

Employees Present: C. Minter, J. Danoy, R. Riddle, S. Moriarty, C. Domenichelli, A. Thompson, J. Wilson, T. Brown, M. Costa, S. Thornton, K. Thornton, B. Carter, C. Harvey, J. Anderson, B. Harrold, M. Grove, S. Moriarty, M. Stolte, J. O'Hara, L. Cuaresma, M. Roach, K. Wardell, J. Sampson, R. Sampson, C. Toon, K. Taylor G. Wilson,

Press: D. Rizzo, Tracy Press

Visitors Present: W. Cordero, M. Canton, I Canton, D. Barberis,

Student Rep Reports: 8. None.

Recognition & Presentations: 9.1 Kimball High School Update

Principal Cheryl Domenichelli, and Assistant Principals, Scott Lycan and Amy Thompson presented a power point on common core implementation. They have held information nights with parents and the community. Teachers are working on various topics including literacy, expository writing, project based learning and professional learning communities. HOSA (Health Occupation Student Association) sent 60 students to a convention in Anaheim. Eight of them are going on to the national conference. Seniors can earn an academic cord by participating in a cord project.

The Kimball High choir was also in attendance and sang a special song in honor of Dr. Franco's retirement. Dr. Franco appreciated it and explained how common core is taught through music.

9.2 Recognize and Congratulation the West High School Boys Tennis Team for Winning the School's Second-Straight TCAL Title

Assistant Superintendent of Educational Services and Human Resources, Dr. Sheila Harrison, recognized the West High School Boys Tennis Team winning the TCAL Title. The team members and their coach, Christine Toon, were presented with certificates.

9.3 Recognize and Congratulate West High School Senior Samantha Segur for Recently Winning the CTA Annual Cesar Chavez Memorial Education Award in the Visual Arts Category

Assistant Superintendent of Educational Services and Human Resources, Dr. Sheila Harrison, recognized West High senior, Samantha Segur for winning the CTA annual Cesar Chavez Memorial Education Award. She was presented with a certificate.

9.4 Recognize Tracy Unified School District Retirees for the 2013-14 School Year

The board recognized the following retirees: Karen Wardell, Poet Christian; Ben Tsukiji, West High School; Sue Moriarty, West High School; Michele Roach, Poet Christian; Manuel Costa, Tracy High School; Bev Pieretti, Kelly School; Mary Grove, Kelly School; Gloria Secker, Poet Christian; and Kristi Thornton, Kimball High School. They each were presented with a certificate.

Hearing of Delegations

10. Hirsch parent, Marian Stolte, spoke to the board at the March 11th meeting and asked them to investigate the complaints against Hirsch principal, Andrea Silva. She has filed a formal complaint. She also met with Dr. Harrison and thought she was to receive a response within 60 days. That time has passed and

should would like to know when this will be addressed.

Hirsch parent, Danielle Barberis, commented that Tracy Unified describes the six pillars of character and she feels that Ms. Silva does not promote them. She feels that another parent and the principal bullied her. She wants to know who is accountable for these actions. Her son had to watch her being arrested. She is upset that Ms. Silva is still in her position and feels that she is entitled to answers. Hirsch student, Jackson Barberis, who is six years old, commented that he thinks Ms. Silva is a bully and isn't concerned about him. He wanted the board to help him.

Renee Riddle passed out a copy of the board minutes from the March 22, 2011, meeting and stated that the librarians are waiting to have their hours restored as promised in the minutes, even though it doesn't have a proposition number. They only have 20 hours and can't get everything done in that time. They can't get volunteers because the positions have been laid off. Students are special to her and they want to be able to check out books.

Information & Discussion Items:

11.1 Administrative & Business Services:

11.1.1 Receive Plan Delineating How Common Core Implementation Funds Shall Be Spent

Associate Superintendent of Business Services, Dr. Casey Goodall, stated that we must account for state money allocated to the implementation for common core. This report meets the requirement of the state. It will be on a future agenda for approval.

Public Hearing:

12.1 Administrative & Business Services: None.

Consent Items:

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

13.1 Administrative & Business Services:

13.1.1 Approve 2014-2015 Designation of CIF Representatives to League

13.1.2 Approve Accounts Payable Warrants (March, 2014)
(Separate Cover Item)

13.1.3 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

13.1.4 Approve Payroll Reports (March, 2014)

13.1.5 Approve Revolving Cash Fund Reports (March, 2014)

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

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

13.1.8 Receive Report on Actuarial Study of Post Employment Benefits In Support of Governmental Accounting Standards Board Statement 45
(Separate Cover Item)

- 13.2 Educational Services:**
- 13.2.1** Ratify Memorandum of Understanding (MOU) with the Great Valley Writing Project to Present on May 2, 2014 to Grades 7-12 English Language Arts (ELA), History/Social Studies and Science Teachers to Further Implementation of the Common Core State Standards for ELA, History/Social Studies and Science
- 13.2.2** Approve Agreement for Special Contract Services with the San Joaquin County Office of Education Science Department to Provide Teacher Training and Support for the 2014 Summer Science Programs: Brainiac Academy and Pre-Biology Bootcamp
- 13.2.3** Approve Master Contract and Individual Services Agreement with South San Joaquin Ed Center, NPS, for the 2013-2014 School Year (Separate Cover Item)
- 13.2.4** Approve Out of State Travel for the Kimball High School Health Occupations Students of America (HOSA) Club Members to Participate in the HOSA National Leadership Conference in Orlando, Florida on June 24 – 30, 2014
- 13.2.5** Approve Out of State Travel for Troy Brown and Bruce Sawyer to Attend the Model Schools Conference on June 22-25, 2014 in Orlando, Florida
- 13.2.6** Receive Update on Quarterly Williams/Valenzuela Uniform Complaint Reports for the Quarter Ending April 14, 2014
- 13.2.7** Approve Overnight Travel for the Kimball High School Yearbook Design Students to Attend the Bay Area Yearbook Seminar at the University of California Santa Cruz on July 14-16, 2014
- 13.2.8** Ratify Contract with the San Joaquin County Children and Families Commission (First 5 San Joaquin) for the Building Literacy Together Grant (Separate Cover Item)

13.3 Human Resources:

- 13.3.1** Accept the Resignations/Retirements/Leaves of Absence for Certificated, Classified and/or Management Employees
- 13.3.2** Approve Classified, Certificated and/or Management Employment
- 13.3.3** Ratify Agreement for Special Contract Services for Assistant Track Coach Dyan Brown for the 2014 Track Season
- 13.3.4** Ratify Agreement for Special Contract Services for Assistant Baseball Coaches Chris Anklam, Ryan Scornaienchi, and Jerry Ortega for the 2013-2014 Spring Season

Action Items:

14.1 Administrative & Business Services:

- 14.1.1** Adopt Resolution No. 13-22 Authorizing Temporary Loans between Funds for the 14/15 School Year
Action: Crandall, Gouveia. **Vote:** Yes-7; No-0.
- 14.1.2** Adopt Resolution No. 13-23 Approving a Development and Lease Agreement, a Site Lease and a Guaranteed Maximum Price Relating to the Office Interior Modifications of the ISET Department Project
Action: Gouveia, Silva. **Vote:** Yes-7; No-0.

14.2 Educational Services:

- 14.2.1** Approve the District Summer School Programs for 2014
Action: Guzman, Crandall. **Vote:** Yes-7; No-0.
- 14.2.2** Consideration of and Action to Approve Notice of Violation to California Virtual Education Partners (“CAVEP”)
Action: Gouveia, Crandall. **Vote:** Yes-7; No-0.

Board Reports:

Trustee Lewis apologized for missing a few meetings but he has to travel due to his work schedule. He wasn't here when the board approved Dr. Brian Stephens contract, but he would have supported the vote and thinks he will do a great job. He also attended a facility meeting last week at Kimball High. Trustee Silva played a part in a fundraising event for Matt Sullivan who was expecting to play baseball for West High but was diagnosed with leukemia. Bear Creek also presented \$1000 to West High coach from their program which was a very nice gesture. Kimball and Tracy both donated money. They raised over \$10,000 and are hopeful he will be back for next season. On May 5th he attended the biliteracy awards program and also attended the facility meeting. He participated in the block walk, as a private citizen, for the bond. He also attended the recognition event for employees. Trustee Costa read some of the hero essays in the lobby. There are a lot of moms that are heroes. She attended the Native American grant meeting which she enjoyed and learned a lot. In athletics West High baseball is third; Tracy High has its third consecutive title; Tracy High girls soccer has its fifth title; Kimball High soccer was among the top 4 in playoffs; and West High softball was second. Congratulations to all teams. Trustee Gouveia congratulated coaches and athletes. He reported that the Chamber Hispanic Business Group scholarship night was a success and students received \$500 scholarships. They also recognized the veterans that evening. He had lunch and a visit from Worknet to discuss the future of our students. At the Tracy Parks meeting, they discussed senior citizens. needs. He was the speaker for the biliteracy awards and he also participated in the FFA award banquet and African American student recognition. He attended the employee district recognition which was very nice. He presented board members with information on Jose Hernandez stem program. Tracy Unified has been chosen to participate. Science community day will take place October 24th for 4th and 5th graders. Trustee Guzman congratulated the sports teams. He attended the facilities meeting and congratulated all the retirees and thanked them for their hard work. He thought the Kimball High School choir did a nice job. We have great programs in our district. Trustee Crandall commented that the West High pool issues with city are being worked on. He also commented that Dr. Stephens said during his interview said he was going to roll his sleeves up if he got the job and when he stopped by the district office one day, Dr. Stephens was in the conference room and he was already hard at work. We are off to a great start. On a personal note, his daughter Abbey, was accepted to Cal State Eastbay. Trustee Vaughn attended the TAPFFA board meeting and it went well. He also attended the Kelly African American Association ceremony and it was good to see Paul Hall as keynote speaker. Dr. Franco gave a great speech also.

Superintendent Report:

The heroes' project was a great success. The essays are posted in the lobby. The bilingual event at Williams Middle School was a nice event. Trustee Gouveia did a nice job speaking. Kelly held the TAA event which is always successful. There were many distinguished young women and talented students at the competition formerly known as Junior Miss. College acceptances are coming in. We have

students that will be going to Stanford, Cornell, UC Berkeley and UC Santa Cruz. Kristi Thornton has done a great job with the Hire Me First program. We need to keep that going. Sarah Rockey coordinated the hero project and put a lot of work into that. He recently visited classrooms with Dr. Stephens. He has also scheduled meetings with various groups and social events to get to know the community. Last Thursday, Poet Christian put on another great dance performance and Dr. Stephens was there with his wife and daughter and enjoyed it very much. The board made a great choice and Dr. Stephens is on his way to doing a great job for Tracy Unified.

Action: Meeting adjourned to closed session @ 8:54 p.m.

Adjourn: 10:00 pm

Clerk

Date



HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent for Educational Services and Human Resources
DATE: May 16, 2014
SUBJECT: **Recognize Tracy Unified School District Retirees for the 2013-14 School Year**

BACKGROUND: The District honors and recognizes the retirees at the end of the year recognition celebration, the regularly scheduled board meeting and at their site. The District would like to recognize the retirees for their years of service to the district.

RATIONALE: The employees are recognized by the School Board for their years of service and dedication to the students, staff, and community of Tracy.

FUNDING: N/A

RECOMMENDATION: Recognize Annette Lane, School Site Business Manager at WHS and Joan Mehring Para Educator I at S/WP as Tracy Unified School District Retirees for the 2013-14 School Year.

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



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: April 8, 2014
SUBJECT: **Accept the Generous Donations From the Various Individuals, Businesses, and School Site Parent Teacher Associations Listed Herein With Thanks and Appreciation From the Staff and Students of the Tracy Unified School District.**

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

Freiler School:

1. Tracy Unified School District/Freiler School: From the Freiler Recycle Club a GBC Ultima-65 Laminator and 10 rolls of laminating film with a total value of \$2,076.01. This donation will benefit the staff and students of Freiler School.

Kelly School:

1. Tracy Unified School District/Kelly School: From the George Kelly Elementary Parent Teacher Organization in the amount of \$1,792.38 (ck. #5582 - \$493.24, ck. #5583 - \$473.14, ck. #5584 - \$475.00, ck. # 5585 - \$351.00). This donation will be disbursed among the teacher's site accounts to be used for classroom expenses.

Kimball High School:

1. Tracy Unified School District/Kimball High School: From John C. Kimball in the amount of \$3,500.00 (ck. #3888). This is a donation to the HOSA program and it will go towards their attendance at the National Leadership Conference taking place this June.

Tracy High School:

1. Tracy Unified School District/Tracy High School: From Vasuki Nijagal for the amount of \$1,400.00 (ck. #1840). This is a donation to the Nijagal Family Scholarship for the 2013/2014 school year.
2. Tracy Unified School District/Tracy High School: From Sunil Patel, M.D. for the amount of \$1,000.00 (ck. #1845). This is a donation to the Kirk Brown Scholarship for the 2013/2014 school year.

3. Tracy Unified School District/Tracy High School: From Rajiv Punjya, M.D. for the amount of \$1,000.00 (ck. #3814), This is a donation to the Kalpana Kuber Memorial Scholarship for the 2013/2014 school year.
4. Tracy Unified School District/Tracy High School: From Claudia Arnaudo for the amount of \$500.00 (ck. #6507) in the amount of \$500.00. This is a donation to Tracy High School's Future Farmers of America program (FFA).

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

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

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

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

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



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: May 13, 2014
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: Tri-Mark Economy Restaurant Fixtures
Site: Food Service – Kimball High School Kitchen Snack Bar
Item: Approve Purchase of Multiteria Snack Bar Serving Equipment
Services: Vendor to Supply Equipment for Snack Bar
Cost: \$35,146.41
Project Funding: Food Services Budget Fund 13

B. Vendor: East Bay Restaurant Supply, Inc.
Site: Food Service – West High School Kitchen
Item: Approve Purchase of (2) Rational Combi Ovens
Services: Vendor to Supply Combi Ovens
Cost: \$73,006.38
Project Funding: Food Services Budget Fund 13



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: May 16, 2014
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: Wallace Kuhl & Associates
Site: Tracy High School – E.B. Theater Modernization
Item: Proposal Increase - Ratify
Services: Additional testing and special inspections, which include concrete sampling and post installed anchors, are required to complete the modernization project.
Cost: \$5,100.00
Project Funding: Measure E Bond Funds



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services & Human Resources
DATE: May 14, 2014
SUBJECT: **Approve Overnight Travel for the Kimball High School Leadership to Attend the California Association of Directors of Activities (CADA) Leadership Camp on July 12-15, 2014.**

BACKGROUND: The Kimball High School (KHS) Leadership class has been invited to attend the California Association of Directors of Activities (CADA) Summer Leadership Camp at UC Santa Barbara in Santa Barbara, CA from July 12-15, 2014. Advisor, Mr. Matt Soeth, between six to fifteen students, and two parents will attend this event. They will travel to Santa Barbara, CA on the morning of July 12 and return home during the afternoon of July 15, 2014. While at the CADA Leadership Camp, they will stay at the UC Santa Barbara dorms. Two District approved parents and Mr. Soeth will drive the students to the event. Supervision will be provided by Mr. Soeth and the CADA Leadership Camp staff.

RATIONALE: As part of our commitment to improving and growing as student leaders, we are excited to be a part of this opportunity to learn from three nationally recognized speakers. At the same time, students will attend multiple workshops where they will gain insight and knowledge into activity ideas and organizational strategies for school events. Students will be planning camp events that mirror events they would host on the KHS campus. Additionally, these students and Mr. Soeth will be able to network with high school students from all over the United States as they share ideas and learn what other schools are doing on their respective campuses. This meets District Strategic Goal #2: Ensure that all students meet or exceed grade level standards and that the achievement gap between the identified student subgroups is closed; and District Strategic Goal #7: Develop and utilize partnerships to achieve District Goals.

FUNDING: There will be no cost to the District. The total cost per member will be \$540.00, which includes entry fees, lodging, and meals. Funding for this trip will be paid through a combination of fundraising opportunities and personal funding for the participants electing to participate in this camp.

RECOMMENDATION: Approve Overnight Travel for the Kimball High School Leadership to Attend the California Association of Directors of Activities (CADA) Leadership Camp on July 12-15, 2014.

Prepared by: Cheryl Domenichelli, Principal, Kimball High School



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: May 16, 2014
SUBJECT: **Approve Overnight Travel for the Kimball High School Cheerleaders to Attend the JAMZ Cheer Camp at Cal State University, Channel Islands in Camarillo, CA on July 18-20, 2014.**

BACKGROUND: The Kimball High School (KHS) Cheerleaders have been invited to attend the Channel Islands Cheer Camp at Cal State University, Channel Islands, in Camarillo, CA on July 18-20, 2014. The cheerleaders will learn new techniques, routines, participate in different competitions and be able to bond as a team. Forty (40) students, Head Coach, Breanna Galicia and two assistant coaches, Leanna Granillo and Stephanie Silveira, will attend this event. They will travel to Camarillo, CA on the morning of July 18 and return home on July 20. The parents will drive their own student to and from the camp. Supervision will be provided by the advisor, coaches, and JAMZ Camp event staff.

RATIONALE: The KHS Cheerleaders have worked hard to be able to attend this camp. It is a great opportunity to represent the city of Tracy at the camp where they will demonstrate their team dynamics. They will also have an opportunity to meet and interact with cheerleaders from across California. This meets District Strategic Goal #2: Ensure that all students meet or exceed grade level standards and that the achievement gap between the identified student subgroups is closed; and District Strategic Goal #7: Develop and utilize partnerships to achieve District Goals.

FUNDING: There will be no cost to the District. The total cost per member will be \$300.00 which includes camp fees, lodging, meals and transportation. The funding for this trip will be paid by parent support and donations; raised by the students and parents; for the students to participate in this event.

RECOMMENDATION: Approve Overnight Travel for the Kimball High School Cheerleaders to Attend the JAMZ Cheer Camp at Cal State University, Channel Islands in Camarillo, CA on July 18-20, 2014.

Prepared by: Cheryl Domenichelli, Principal, Kimball High School

To: Who this may concern

As the coach of the Kimball High cheerleaders I am asking for approval for my girls to attend cheer camp. I do understand that the funds are not all there yet. The girls are to make a payment on May 27 and June 17 to pay for camp. I do understand that if the funds are not there by the time we are to go that my girls will not be able to attend cheer camp. Please take this into consideration when approving our trip.

Thank you,

Breanna Granillo Galicia



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: May 15, 2014
SUBJECT: **Approve all Out of State, Overnight, and Out of District Travel for Tracy High FFA Teachers and Students for the 2014-2015 School Year.**

BACKGROUND: Students and personnel of the Tracy High Agriculture Department and Future Farmers of America (FFA) travel yearly to numerous functions in order to receive training and in-service in the areas of leadership and education. Enclosed you will find the Tracy High School Agriculture Department/FFA Travel Schedule for 2014 – 2015 recommended for approval.

RATIONALE: Learning for teachers and students goes beyond the classroom, and these types of activities motivate teachers and students to stay active in the learning process. They will be planning and making decisions for the coming school year. These activities align with District Strategic Goal #2: Ensure that all students meet or exceed grade level standards and that the achievement gap between the identified student subgroups is closed and District Strategic Goal #3: Provide a safe and equitable learning environment for all students and staff, and District Strategic Goal #6: Develop and support a high performing work force.

FUNDING: Funding for the activities will be paid out of District funds, Carl Perkins/VEA, Agriculture Incentive Grant, FFA Student Body Account, FFA Foundation. Fundraisers will be available to pay for those students who are unable to fund their own trip. Transportation is provided by District agriculture vehicles and District vehicles.

RECOMMENDATION: Approve all Out of State, Overnight, and Out of District Travel for Tracy High FFA Teachers and Students for the 2014-2015 School Year.

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

Tracy High School
Agriculture Department/FFA Travel Schedule
2014-2015

<u>Date</u>	<u>Function</u>	<u>Funding</u>
6/14-22/14 (Sat.-Sun)	San Joaquin County Fair Stockton, California (Out of District, teachers and students)	FFA Students
7/29-30/14 (Tue-Wed)	FFA Officer Retreat Calevaras, California (Out of District, Overnighter teachers & students)	FFA & FFA Foundation Students
7/7-27/14 (Mon-Sun)	California State Fair Sacramento, California (Out of District, teachers and students)	FFA FFA Foundation Students
8/28/14 (Thur)	Delta Cal Meeting (Fall) Manteca H.S. Manteca, CA (Out of District, teachers and students)	FFA ROP/CTE
9/24/14 (Wed)	Opening and Closing Speech Contest Murphys, CA (Out of District, Teachers and Students)	FFA ROP
10/2/14 (Tue)	FFA Delta Cal Greenhand Conference Modesto, CA (Out of District, Teachers and students)	FFA Ag District Funds
10/4-5/14 (Sat-Sun)	Central Region COLC Denair, CA (Out of District, Teachers and students)	FFA AG District Funds
10/16/14 (Thur)	Pumpkin Patch for Pre-Schoolers Ag Farm, Tracy High (Teachers and students)	FFA
10/22/14 (Wed)	AG-Venture Manteca, CA (Out of district, teachers and students)	FFA Ag District Funds

<u>Date</u>	<u>Function</u>	<u>Funding</u>
10/22/14 (Wed)	Field Trip TBA (Out of District, teachers and students)	Ag District Funds
10/25/14 (Sat)	Eagles Lake Mud Run Tracy, CA (Teachers and Students)	FFA
10/15-27/14 (Wed-Mon)	Grand Nationals San Francisco, CA (Out of district/overnight, teachers, students and parents)	FFA ROP/CTE
10/24- 11/1/14 (Fri-Sat)	National FFA Convention Louisville, KY (Out of STATE, district, teachers and students)	FFA FFA Foundation Students
11/5/14 (Wed)	Project Competition (Various Locations – Students homes) (Teachers and Students)	Students FFA
11/20/14 (Thur)	Animal Buying for Fair Location – TBA (Out of District, teachers)	Students FFA
11/15/14 (Sat)	Tracy Lions Club Crab Feed Tracy, CA (Teachers and Students)	N/C
11/21/14 (Tue)	CATA Administrators Night Ripon, CA (Teachers and Admin.)	FFA Foundation
11/21-22/14 (Fri – Sat)	CATA Regional Meeting & Road Show Modesto, CA (Out of District/overnight, teachers)	Ag Incentive ROP/CTE
12/10/14 (Wed)	FFA Sectional Speech Contest BIG/Creed Lodi, CA (Out of District, teachers and students)	FFA ROP/CTE

<u>Date</u>	<u>Function</u>	<u>Funding</u>
12/12/14 (Fri)	AG Vision 2030 Location – TBD (Out of District, teachers)	FFA ROP/CTE
12/26-28/14 (Fri-Sun)	FFA Livestock workout Location – TBA (Out of district/overnight, teachers and students)	FFA
1/7/14 (Tue)	Metal Purchase/Pickup Modesto, CA (Out of District, teacher)	ROP
1/9-10/15 (Fri-Sat)	Made for Excellence Leadership Seminar Sacramento, Ca (Out of district, teachers and students)	FFA ROP/CTE
1/14/15 (Wed)	Delta-Cal Record Books Ripon, CA (Out of District, teachers)	FFA Ag District Funds
1/22/15 (Thur)	FFA State Degree Scoring Ripon, CA	FFA Ag District Funds
1/28/15 (Wed)	FFA Sectional Public Speaking & Job Interview Contest Elk Grove, CA (Out of district, teachers and students)	FFA District
1/15/15 (Thur)	UTI Field Trip – FFA/Ag Sacramento, CA (Out of district, teachers and students)	Ag District Funds ROP/CTE
1/24/15 (Sat)	FFA Crab Feed Tracy Community Center (Teachers, students and parents)	FFA Foundation FFA
1/10/15 (Sat)	Eagles Lake Mud Run Tracy, CA (Teachers and Students)	FFA

<u>Date</u>	<u>Function</u>	<u>Funding</u>
2/11/15 (Wed)	WORLD Ag Expo Tulare, CA (Out of district, teachers and students)	FFA ROP/Ag Incentive
2/7/15 (Sat)	Tracy Lions Cioppino Feed Tracy Portuguese Hall (Teachers, students and parents)	N/C
2/3/15 (Tue)	FFA Central Region Prof. Review Ripon, CA (Out of district, teachers and students)	FFA AG District Funds
2/5/15 (Thur)	Animal Purchase for Fair Various Locations (Out of District, teachers and students)	FFA Students
2/6-7/15 (Fri-Sat)	Arbuckle Field Day Arbuckle, CA (Out of district, overnight, teachers and students)	FFA
2/12/15 (Wed)	FFA Speech Contest/Regional Semi-Finals Galt, Ca (Out of district, teachers and students)	FFA ROP/CTE
2/21/15 (Sat)	FFA/CATA Central Region Meeting Consumnes River, CA (Out of district, teachers and students)	Ag District Funds
2/18/15 (Wed)	Feeder School Presentations Various Middles Schools Tracy, CA (Teachers and Students)	FFA
2/25-26/15 (Wed-Thur)	State FFA Proficiency Scoring Galt, CA (Out of District, teachers and students)	FFA ROP/CTE
2/26/15 (Thur)	Central Reg. FFA Speech Finals Stockton, CA (Out of District, teachers and students)	FFA ROP/CTE

<u>Date</u>	<u>Function</u>	<u>Funding</u>
3/10/15 (Tur)	FFA Sectional Parli-Pro Contest & Co-op Merced, CA (Out of district, teachers and students)	FFA ROP/CTE
3/7/15 (Sat)	UC Davis Field Day Davis, CA (Out of district, teachers and students)	FFA Students
3/12/15 (Thur)	Field Trip Location – TBD (Out of district, teachers and students)	ROP/CTE Ag District Funds
3/3-6/15 (Tue-Fri)	FFA Leadership Exp. Conf Sacramento, CA (Out of district, teachers and students)	FFA Ag District Funds
3/17/15 (Tue)	FFA State Degree Ceremony Delta College Stockton, CA (Out of district, teachers and students)	FFA
3/14/15 (Sat)	Chico State Field Day Chico, CA (Out of district, teachers, and students)	FFA
3/21/15 (Sat)	Merced Field Day Merced, CA (Out of district, teachers and students)	FFA Students
3/21/15 (Sat)	Great Western judging contest Tulare, CA (Out of district, teachers and students)	FFA Students
3/28/15 (Sat)	Reedley Field Day Reedley, CA (Out of district, teachers, and students)	FFA
3/27/15 (Tue)	FFA Central Region State Degree Ceremony Merced, CA (Out of district, teachers and students)	FFA

<u>Date</u>	<u>Function</u>	<u>Funding</u>
3/28/15 (Sat)	Modesto JC Field Day Modesto, CA (Out of district, teachers and students)	FFA Students
3/20/15 (Fri)	FFA Central Region Parli-Pro Contest FINALS Fresno, CA or MJC, Modesto, CA (Out of district, teachers and students)	FFA
4/4/14 (Fri)	UC Davis Veterinary Medicine Ed. Day Davis, CA (Out of district, teachers and students)	FFA ROP
4/4/15 (Sat)	Plymouth Steer Show Plymouth, CA (Out of district, teachers and students)	FFA
4/15/15 (Wed)	Cuesta "AG Fair Mountain House, CA (Out of District, teachers and students)	FFA Students
4/18/15 (Sat)	Fresno Field Day Fresno, CA (Out of district, teachers and students)	FFA
4/16-21/15 (Thur –Tues)	FFA State Leadership Conference Fresno, CA (Out of district, overnight, teachers and students)	FFA Students ROP/CTE
5/7/15	FFA End of Year Banquet Tracy, CA (Students, teachers and parents)	FFA FFA Foundation
5/1-3/15 (Fri – Sun)	FFA State Finals San Luis Obispo, CA (Out of district, overnight, teachers & students)	FFA Students FFA Foundation
5/6/15 (Wed)	Central Regional Meeting/FFA Officer Election Escalon, CA (Out of district, teachers and students)	FFA

<u>Date</u>	<u>Function</u>	<u>Funding</u>
5/12/15 (Tue)	FFA/American Farmer Contest/Regional Galt, CA (Out of district, teachers and students)	FFA Ag District Funds
6/4/15 (Thur)	FFA Point Awards Trip Great America or Marine World (Out of district, teachers and students)	FFA FFA Foundation
6/16-17/15	FFA Officer Leadership Retreat TBA (Out of District, teachers and students)	FFA FFA Foundation
6/22-25/15 (Sun-Thurs)	Calif. Ag. Teachers State Conference San Luis Obispo, CA (Out of District, overnight, teachers only)	Ag District Funds ROP/CTE

**** It is IMPORTANT to note that we will more than likely be traveling to other FFA and CATA events and activities not listed above, as there is not information available at this time.**

*****Due to the Sectional, Regional and State CATA committees, these dates may change.**



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: May 14, 2014
SUBJECT: **Approve Out of State Travel for Dr. Mark Miller to Attend the 2014 School Neuropsychology Institute in Dallas, Texas on July 9-11, 2014.**

BACKGROUND: Dr. Mark Miller has been a school psychologist for the Tracy Unified School District for over 17 years. The District has previously funded specific training for Dr. Miller in neuropsychology, a field important in accurately assessing students. Dr. Miller has previously attended 5 conferences in Texas to renew his certification as a school neuropsychologist. Due to out of state travel; and costs that will be incurred for the neuropsychology training; this travel and training request requires approval from the Board of Education.

RATIONALE: Districts must assess students in all areas of suspected disabilities. Training staff in best practices in assessments and keeping staff knowledgeable of advances in the field of psychological assessment is imperative in maintaining legally defensible and high quality assessments. This request supports District Strategic Goal #4: Utilize technology as a tool for improvement in instruction and to increase efficiency in operations across the District, and District Strategic Goal #6: Develop and support a high performing workforce.

FUNDING: Total Expenses not to exceed \$1,770. Expenses to be paid from the Special Education Mental Health funds account # 01-6512-0-5750-1110-5800-810-2542.

RECOMMENDATION: Approve Out of State Travel for Dr. Mark Miller to Attend the 2014 School Neuropsychology Institute in Dallas, Texas on July 9-11, 2014.

Prepared by: Dr. Janet Skulina, Director of Special Education



TRACY
UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: May 16, 2014
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>
Fossett, Robin Special Ed Para Educator I	MVMS	05/30/14	Personal
Franken-Pal, Christine Para Educator I	Hirsch	05/14/14	Accepted Special Ed Para position at Hirsch
Harvey, John Food Service Worker II	WHS	05/09/14	Personal
Pike, Marilee School Supervision Assist.	Kelly	05/02/14	Accepted 1.5 hour School Supervision position at Kelly

BACKGROUND

CLASSIFIED RETIREMENT

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>
Nunez, Al School Supervision Assist.	MVMS	05/31/14

BACKGROUND:

CERTIFICATED RESIGNATION

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Swan, Christine SLP	Special Education	7/31/14	Personal
Ragan, Jesse 4 th Grade GATE	S/WP	6/30/14	Personal

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

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



TRACY
UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: May 16, 2014
SUBJECT: **Approve Classified, Certificated, and/or Management Employment**

BACKGROUND:

CLASSIFIED

Franken-Pal, Christine

Special Ed Para Educator I (Replacement)
*Filled by current TUSD employee
Hirsch Elementary School
Range 24, Step A - \$12.89 per hour
6 hours per day
Funding: Special Education

Lepulu, Theresa

School Supervision Assistant (Replacement)
George Kelly School
Range 21, Step A - \$12.04 per hour
2 hours per day
Funding: General Fund

Millette-Kidd, Allison

School Supervision Assistant (Replacement)
McKinley Elementary School
Range 21, Step A - \$12.04 per hour
1.5 hours per day
Funding: General Fund

Pike, Marilee

School Supervision Assistant (Replacement)
*Filled by current TUSD employee
George Kelly School
Range 21, Step A - \$12.04 per hour
1.5 hours per day
Funding: General Fund

Reyes, Vanessa

Food Service Worker (Replacement)
North School
Range 22, Step C - \$13.50 per hour
3.5 hours per day
Funding: Child Nutrition School Program

BACKGROUND:

Felver, Roxanne

**MANAGEMENT/CLASSIFIED
CONFIDENTIAL**

School Site Business Manager
Kimball High School
Range LMH 15, Step A - \$24.40 per hour
8 hours per day
Funding: General Fund

BACKGROUND:

Gregory, Justin

COACHES

Varsity Boys' Basketball
Kimball High School
Stipend: \$5,014.05

Lozano, Frank

Assistant Track
West High School
Stipend: \$4,013.05

Yanessa, Jennifer

Gymnastics
Tracy High School
Stipend: \$3,342.70

RECOMMENDATION: Approve Classified, Certificated and/or Management Employment

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



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent of Business Services
DATE: April 15, 2014
SUBJECT: **Adopt Plan Delineating How Common Core Implementation Funds Shall Be Spent**

BACKGROUND: As a part of the 2013-14 state budget, Governor Brown and the legislature provided funds to school districts to be focused on implementation of Common Core State Standards. As a condition of receiving these funds, the district must develop and adopt a plan delineating how funds shall be spent. The plan shall be explained in a public meeting of the governing board of the district before its adoption in a subsequent public meeting. Detailed expenditure information is due to the California Department of Education (CDE) at the end of fiscal year 2014–15.

The spending plan was presented at the May 13, 2014 Board meeting. Adoption of the plan is proposed for May 27th.

RATIONALE: Expenditure of these Common Core Implementation Funds is limited to the following purposes:

Professional development for teachers, administrators, and paraprofessional educators or other classified employees involved in the direct instruction of pupils that is aligned to the academic content standards.

Instructional materials aligned to the academic content standards.

Integration of these academic content standards through technology-based instruction for purposes of improving the academic performance of pupils, including, but not necessarily limited to, expenditures necessary to support the administration of computer-based assessments and provide high-speed, high-bandwidth Internet connectivity for the purpose of administration of computer-based assessments.

FUNDING: Tracy Unified School District received \$3,241,729 for implementation of Common Core, and contributed an additional \$5,401,624 to these purposes. The district allocated \$995,759 for professional development, \$1,000,000 for instructional materials (math adoption), and \$6,269,770 for integration of technology based instruction. \$377,824 are planned to be expended on indirect costs.

RECOMMENDATION: Adopt Plan Delineating How Common Core Implementation Funds Shall Be Spent.

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



HUMAN RESOURCES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: May 16, 2014
SUBJECT: **Approve New Job Description for Staff Development Curriculum Specialist for Mathematics, Teacher on Special Assignment**

BACKGROUND: The TUSD Board of Education adopted three Common Core-aligned mathematics curricula at its February 25, 2014 meeting. The Common Core mathematics standards calls for major realignments in the way mathematics instruction is delivered.

RATIONALE: Coaching and professional development are important to support a successful implementation of the Common Core mathematics State standards and the new curricula. The need for a Staff Development Curriculum Specialist for Mathematics position to support the new mathematics curricular adoption was expressed during multiple Local Control Accountability Plan (LCAP) stakeholder meetings and communicated by the Joint TUSD-TEA Staff Development Committee.

This agenda item supports District Strategic Goal #1: Prepare all students for college and careers and District Strategic Goal #6: Develop and support a high performing workforce.

FUNDING: Funding source: Local Control Funding Formula (LCFF) funds. Additional annual cost of \$95,000.00 (Class III, Step I non-adjusted Certificated Salary Schedule B, plus benefits, stipend, and 17 extra days).

RECOMMENDATION: Approve New Job Description for Staff Development Curriculum Specialist for Mathematics, Teacher on Special Assignment

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

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: ~~Teacher on Special Assignment (Staff Development Curriculum Specialist)~~ **for Mathematics, Teacher on Special Assignment**

DEPARTMENT/DIVISION: Staff Development

POSITION SUMMARY: Under general supervision of the Director of Staff Development, the **Staff Development Curriculum Specialist for Mathematics** ~~Curriculum Specialist~~ will perform a variety of duties relating to **coaching, training, and supporting teachers in teaching strategies for mathematics and the application of educational technology.** ~~teacher support. The Curriculum Specialist will provide support to teachers in district adopted curriculum. The Staff Development Curriculum Specialist for Mathematics position will be filled for one school year at a time based on the needs of the District. Continuation of this position for succeeding years shall be dependent or based on sufficient funds being available and the programmatic needs of the District.~~

ESSENTIAL FUNCTIONS:

1. ~~Trains and provides support to first and second year teachers through the Tracy Teacher Induction Program (TTIP).~~ **Provides coaching, training, lesson modeling, and support to teachers of mathematics at the K-5, 6-8, and 9-12 grade levels.**
2. ~~Trains and provides support to all teachers, including veteran teachers in the District adopted curriculum including, but not limited to, K-12 mathematics, reading and language arts.~~ **The main focus of the work day is conducting classroom visits, lesson observations and debriefings, and teaching model lessons.**
3. **Develops proficiency in adopted mathematics curricula.**
4. **Develops proficiency in educational technology.**
5. **Attends and conducts curricula and educational technology trainings.**
6. ~~Provides follow-up classroom observations, conferences and reflective discussions; classroom demonstration lessons, goal-setting activities and lesson planning, unit design and curriculum mapping.~~ **Provides guidance for new and veteran teachers in goal setting, lesson planning, unit design, curriculum mapping and effective uses of educational technology.**
7. ~~Coordinates the standards-based curriculum and assessments for the District.~~
8. **Serves as Support Provider to Beginning Teacher Support and Assessment (BTSA) participants teaching mathematics.**
9. **Assists in conducting BTSA and Tracy Teacher Induction Program (TTIP) related activities.**
10. **Demonstrates classroom management strategies and routines to participating teachers.**
11. ~~Writes, introduces and follows-up TUSD assessments in Mathematics and Reading, etc.~~
12. ~~Works in conjunction with the California Standards of the Teaching Profession and the Director of Staff Development to insure the success of all students.~~
13. **Conducts workshop presentations.**
14. **Works effectively with minimum supervision.**
15. Maintains regular and prompt attendance in the workplace.
16. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. Must hold or be able to obtain a valid California teaching credential. ~~A Masters Degree is desired.~~ Must have at least five years of successful **mathematics** teaching experience with a strong background in TUSD adopted curriculum. **Must have a Masters Degree in mathematics, education, or a related field from a college and/or university accredited by a regional accrediting institution that is recognized and approved by the California Commission on Teacher Credentialing.** Must hold a valid California Driver's license **and be able to travel throughout the District.**

SKILLS AND QUALIFICATIONS:

1. **Demonstrated Knowledge of exemplary teaching ability skills, including** as indicated by, but not limited to, **effective communication skills, effective leadership skills, effective mathematics teaching and educational technology skills, and the ability to apply a range of teaching and instructional strategies to meet student needs.**
2. **Knowledge of, and commitment to, the application of District curricular goals and standards.**
 - a. ~~Effective communication skills~~
 - b. ~~Knowledge and commitment to TUSD curricular goals and standards~~
 - c. ~~Mastery of a range of teacher strategies necessary to meet student needs~~
 - d. ~~Effective leadership skills~~
3. ~~Ability to plan and conduct inservice training.~~ **Knowledge of, and the ability to train others in educational technology pertaining to teaching and learning.**
4. ~~Ability to do teacher coaching~~ **Ability to apply effective leadership skills.**
5. **Ability to demonstrate master teacher skills and expertise, and to guide teachers in reflective conversation regarding their teaching practices.**
6. **Ability to demonstrate effective time management skills.**
7. ~~Belief in lifelong learning and continuous training.~~ **Knowledge of, and the ability to model, a variety of teaching and learning strategies.**
8. ~~Demonstrated competence in the~~ **Knowledge of the California Standards for the Teaching Profession and the Common Core State Standards for Mathematics.**
9. **Knowledge of effective classroom management strategies and routines.**
10. Ability to maintain cooperative working relationships with those contacted in the course of work, **apply strong communication skills, and maintain confidentiality.**

PHYSICAL REQUIREMENTS:

Employees in this position must be/have the ability to:

1. Sit for extended periods of time.
2. Enter data/**information** into a computer terminal/~~typewriter~~ and operate standard office equipment **for extended periods of time.**
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand **and/or walk on hard and/or uneven surfaces for extended periods of time.** ~~and bend over.~~

7. **Bend, squat, stoop and/or climb for extended periods of time.**
8. Reach overhead, grasp, push/pull **up to 30 pounds for short distances.**
9. Lift and/or carry up to ~~25~~ **30** pounds at waist height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office, classroom, and/or workshop environment and come in direct contact with Tracy Unified School District staff and the public. Employee will be required to travel ~~from school-site-to-site~~ **within the District** on a regular basis. Employee may be required to travel out of the District ~~and out of town for~~ **to attend** conferences and training activities.

SALARY: Per current TEA Master Agreement. Days worked beyond the contract year will be paid at the per diem rate. The stipend for ~~Staff Development Specialist~~ **this position** shall be established at **14.76% of Class III, Step I non-adjusted salary schedule B.** ~~20% of Class I, Step I non-adjusted salary schedule A.~~

DAYS OF SERVICE: Full-time position is teacher's contract plus a maximum of 17 extra days. Positions can be full-time, half-time, part-time (daily and hourly), Job Shares.

Board Approved: TUSD 6/25/02

Revised: