

NOTICE
REGULAR MEETING OF THE GOVERNING BOARD
TRACY UNIFIED SCHOOL DISTRICT

DATE: TUESDAY, FEBRUARY 25, 2014

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

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

AGENDA

- | | Pg. No. |
|---|----------------|
| 1. Call to Order | |
| 2. Roll Call – Establish Quorum
Board: J. Costa, G. Crandall, W. Gouveia, T. Guzman, K. Lewis, G. Silva, J. Vaughn
Staff: J. Franco, C. Goodall, S. Harrison, B. Etcheverry | |
| 3. Closed Session: Opportunity to Address the Board Regarding Closed Session Items which follow. Closed session is limited to consideration of items specifically authorized under the Government Code and/or the Education Codes. | |
| 3.1 Administrative & Business Services | |
| 3.1.1 CONFERENCE WITH REAL PROPERTY NEGOTIATORS
- Former Delta Island School site.
Agency negotiator: Casey Goodall.
Under negotiation: Status of property and negotiations | |
| 3.1.2 CONFERENCE WITH REAL PROPERTY NEGOTIATORS
- APN: 233-37-007
Agency negotiator: Casey Goodall.
Under negotiation: Status of property and negotiations | |
| 3.1.3 CONFERENCE WITH LEGAL COUNSEL - Anticipated litigation
Significant exposure to litigation pursuant to subdivision (d) of
Government Code Section 54956.9: 1 case | |
| 3.2 Educational Services: None. | |
| 3.3 Human Resources: | |
| 3.3.1 Discharge Classified Employee #UCL-189
Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain___ | |
| 3.3.2 Approve the Non-Reelection of Probationary Certificated Employees
#UC-822, Pursuant to Education Code Section 44929.21(b)
Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain___ | |

- 3.3.3 Public School Employment: Superintendent
- 3.3.4 Consider Public Employee/Employment/Discipline/Dismissal/Release
- Action:** Motion __; Second __. Vote: Yes __; No __; Absent __; Abstain __
- 3.3.5 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 of Action Taken on Discharge Classified Employee #UCL-189
- Action:** Motion __; Second __. **Vote:** Yes __; No __; Absent __; Abstain __.
- 6b Approve the Non-Reelection of Probationary Certificated Employees #UC-822,
Pursuant to Education Code Section 44929.21(b)
- Action:** Motion __; Second __. **Vote:** Yes __; No __; Absent __; Abstain __.

7. Approve Regular Minutes of February 11, 2014.

1-9

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 and Trevon Jackson.

9. Recognition & Presentations: An opportunity to honor students, employees and community members for outstanding achievement:

- 9.1 Recognize the Outstanding Employees of the Winter Term for the 2013-14 School Year **10**
- 9.2 Recognize and Congratulate Tracy High School Academic Decathlon Team for their Regional Championship at the 33rd Annual San Joaquin County Academic Decathlon
- 9.3 Villalovoz Elementary School Update

10. Hearing of Delegations: Anyone wishing to address the Governing Board on a non-agenda item may be heard at this time. Presentations shall be held to a reasonable length, normally not to exceed five (5) minutes. If formal action is required, the item will be placed on a future agenda and action will be taken at a future date. If information or a report is requested, the request for it must also be submitted in writing to the superintendent. (Please complete a 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.

11.2 Educational Services:

- 11.2.1 Receive Report on the Tracy Learning Center's Charter Renewal
Petition for Primary Charter School

11

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 | Approve Accounts Payable Warrants (January, 2014)
(Separate Cover Item) | 12 |
| 13.1.2 | Approve Payroll Reports (January, 2014) | 13-15 |
| 13.1.3 | Approve Revolving Cash Fund Reports (January, 2014) | 16-18 |
| 13.1.4 | 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 | 19-20 |
| 13.1.5 | Ratify Routine Expenditures and Notice of Completions Which Meet
the Criteria for Placement on the Consent Agenda | 21-22 |

13.2 Educational Services:

- | | | |
|---------------|--|--------------|
| 13.2.1 | Approve the Carl D. Perkins Career and Technical Education
Improvement Act of 2006, Career and Technical Education Advisory
Committee for 2013-2014 | 23-24 |
| 13.2.2 | Approve Overnight Travel for the Tracy High School Academic
Decathlon Team to Attend the California Academic Decathlon State
Finals in Sacramento, CA on March 20-23, 2014 | 25 |
| 13.2.3 | Approve Agreement for Special Contract Services with Counseling
And More (CAM): The Parent Project to Provide Training for
Parents at Monte Vista Middle School for the Second Semester of the
2013-2014 School Year | 26-29 |
| 13.2.4 | Approve Agreement for Special Contract Services with the
Great Valley Writing Project to Present on March 3, 2014 to 7-12
English Language Arts Teachers to Further Implementation of the
Common Core State Standards for English Language Arts | 30-36 |
| 13.2.5 | Approve Overnight Travel for Six Merrill F. West High School
Key Club Members to Attend the 2014 Key Club District Convention
in Sacramento, CA on April 11-13, 2014 | 37 |
| 13.2.6 | Approve the Written Parent Policies for the South/West Park State
Preschool for the 2013 – 2014 School Year | 38-43 |
| 13.2.7 | Approve Agreement for Special Contract Services with Parent Institute
for Quality Education (PIQE) to Provide Training for Parents at
McKinley Elementary School for the 2013 – 2014 School Year | 44-46 |
| 13.2.8 | Approve Overnight Travel for One Merrill F. West High School
Wrestler to Attend the California Interscholastic Federation (CIF) Girls
State Wrestling Championship on February 27 – March 1, 2014 in
Visalia, CA | 47 |

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13.2.9 Approve Agreement for Special Contract Services with the Great Valley Writing Project to Present on March 3 to Grades 4-5 History/Social Studies Teachers to Further Implementation of the Common Core State Standards for History/Social Studies	48-54
13.3 Human Resources:	
13.3.1 Accept the Resignations/Retirements/Leaves of Absence for Certificated, Classified and/or Management Employees	55
13.3.2 Approve Classified, Certificated and/or Management Employment	56-57
13.3.3 Approve Agreement for Special Contract Services for Assistant Varsity Softball Coach Ed Smith at Tracy High School for the 2014 Spring Season	58-60
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 Cast Ballot for CSBA 2014 Delegate Assembly Election	61-71
Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain___.	
14.1.2 Update on the South West Park School Modernization and Approve Moving Forward with DSA Design and Construction Documents	72
Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain___.	
14.2 Educational Services:	
14.2.1 Approve Adoption of K-5, 6-8, and High School Mathematics Textbooks	73-74
Action on K-5: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain___.	
Action on 6-8: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain___.	
Action on High School: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain___.	
14.3 Human Resources:	
14.3.1 Approval of Leadership Profile for the Superintendent Search	75-78
Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain___.	
15. Board Reports: An opportunity for board members to discuss items of particular importance or interest in the district.	
16. Superintendent's Report: An opportunity for the superintendent to share matters of special interest or importance which are not on the board agenda and/or special presentations of district programs or activities.	

17. Board Meeting Calendar:

- 17.1 March 11, 2014**
- 17.2 March 25, 2014**
- 17.3 April 8, 2014**
- 17.4 May 13, 2014**
- 17.5 May 27, 2014**
- 17.6 June 10, 2014**
- 17.7 June 24, 2014**

18. Upcoming Events:

- | | |
|-------------------------------|--------------------------------------|
| 18.1 March 3, 2014 | No School, Staff Buy Back Day |
| 18.2 April 18-25, 2014 | No School, Spring Break |
| 18.3 May 2, 2014 | No School, Staff Buy Back Day |
| 18.4 May 26, 2014 | No School, Memorial Day |
| 18.5 May 30, 2014 | Last Day of School |
| 18.6 May 31, 2014 | Graduation |

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

**Minutes of
Regular Meeting of the Governing Board
For Tracy Unified School District
Held on Tuesday, February 11, 2014**

- 5:30 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
- 7:07 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 Finding of Fact #28, 35, 36, 37, 38
Action: As amended. Lewis, Guzman. **Vote:** Yes-7; No-0.
6b Report Out of Action Taken on Application for Reinstatement #13-14/#25
Vote: Yes-7; No-0.
6c Report Out of Action Taken on PE Exemption – KHS #10300493
Vote: Yes-7; No-0.
6d Report Out of Action Taken on Approve Non-Paid Leave of Absence Request for Classified Employee #UCL – 187, Pursuant to Article XXIII
Vote: Yes-7; No-0.
6e Report Out of Action Taken on Consider Non-Paid Leave of Absence Request for Classified Employee #UCL-188, Pursuant to Article XXIII
Vote: Yes-7; No-0.
6f Report Out of Action Taken on Approve General Release and Resignation of Employee UC# 818
Vote: Yes-7; No-0.
6g Report Out of Action Taken on Consider Non-Paid Leave of Absence Request for Certificated Employee #UC – 819, Pursuant to Article XX
Vote: Yes-7; No-0.
6h Report Out of Action Taken on Consider Non-Paid Leave of Absence Request for Certificated Employee #UC – 820, Pursuant to Article XX
Vote: Yes-7; No-0.
- Minutes:** 7. Approve Regular Minutes of January 28, 2014.
Action: Gouveia, Silva. **Vote:** Yes-7; No-0.
- Employees Present:** C. Minter, J. Danoy, J. Carter, L. Dopp, C. Woo, J. Anderson, B. Carter, D. Schneider, L. Beeso, R. Soto, D. Coker, T. Peterson, B. Huff, T. Renner, J. Lopez, J. Cassel
- Press:** D. Rizzo, Tracy Press

Visitors Present:	Families, friends, staff and board members of the Tracy Learning Center, K. Jessen, K. Coron, C. Hayashi, D. Palmer
Student Rep Reports:	8. None.
Recognition & Presentations:	<p>9.1 Southwest Park Elementary School Update</p> <p>Principal, Ramona Soto, Assistant Principal, Juan Lopez and teachers, Deb Coker and Jennifer Cassel, presented a power point on common core. Common Core represents critical thinking, communication, collaboration and creativity. Southwest Park began planning for this change last year. They talk with their students about college and career readiness through stories, assemblies and writing assignments. For character development they brought in different assemblies to school such as conflict resolution skills and an online learning program. They held classes for parents similar to student assemblies and workshops. There are various forms of staff development for teachers which included GLAD training for preschool, transitional kindergarten and kindergarten; technology and curriculum support coaches, Nancy Fetzner summer workshops and buy back days.</p> <p>It is important to keep parents informed through Facebook, school website, newsletters, parent information nights, literacy nights and interactive science nights. The community is informed by various groups such as ELAC, bilingual parent meetings, school site council, coffee with the principal, preschool parent advisory committee and Southwest Park parent club. Students are preparing for college and career readiness and classes have adopted a college and are learning about that college through various activities. Students have hands on science rotations, interactive science experiments and GATE CSI rotation. They also have after school enrichment programs such as art, music, imagine learning, science fair, talent show, Boys and Girls Club and CDC. Staff development is provided for teachers on early release Mondays, Buy Back Days, Gems teacher leaders, Literacy Leaders and Math Cadre.</p> <p>9.2 Recognize and Congratulate Alex Foshee, a Villalovoz Elementary student, for being named the Boys and Girls Club Elementary School Youth of the Year</p> <p>Assistant Superintendent of Human Resources and Educational Services, Dr. Sheila Harrison, recognized student Alex Foshee.</p> <p>Tracy Unified is pleased to recognize Alex Foshee, a 5th grader at Villalovoz Elementary School, for recently being honored as the Boys and Girls Club Elementary School Youth of the Year. Alex joined the Boys and Girls Club three years ago and became a member of the group's Torch Club, a community service leadership program. Described by group leaders as a "bright kid" who is "always being helpful," Alex says the club has helped him develop better study habits and make new friends. The 10-year-old was selected for the award from a group of 12 peers, ages 9 to 11, for his community service and written essay. Alex then gave a presentation of his award winning speech about the Boys and Girls Club and the positive impact he has received from it.</p>

Item #11.2.1 was moved up on the agenda.

Hearing of Delegations

10. Douglas Palmer is a student at Tracy High and is here to speak about the student parking issue. This is a problem because there are only 250 spaces available and they need at least over 400. Recently, they lost parking spots at city hall and the pilot permit parking will be taking away more parking. They would like some help to resolve this issue. Some of his ideas are to establish a parking permit system for students with guidelines such as grades and Saturday school Land could be converted to a parking lot. There will be more problems if this is not fixed. More students will be tardy and more in trouble. It is unfair that other schools have bigger parking lots. Students would like the board's help to care of this issue.

Kyla Jessen is a Senior at Tracy High and is here to speak about the parking issues. Students are frustrated because there are not enough spots. Her idea is to buy the old Heinz factory behind the school and turn it into a parking lot. She is confident that students would fundraise to pay for it. She would like to create a committee comprised of a board member, students, staff and Mr. Noll.

Item #14.2.1 was moved up on the agenda.

Information & Discussion Items:

11.1 Administrative & Business Services: None.

11.2 Educational Services:

11.2.1 Receive Report on the District Visual and Performing Arts Program

This item was moved up on the agenda.

Tom Renner, Coordinator of the District Visual and Performing Arts Program, thanked the board for their support of music and art over the years. He gave them a list of dates of various events including March 4th which will be the kick off of the visual arts. There will be drama performances at the West High Theatre and the All District Music Festival in the West High Gym. Students then performed the song "Halleluiah" and another student performed a monologue of "The Worker".

11.2.2 Receive Report on District Technology

Director of ISET, Cindy, Minter, presented a power point on upcoming technology in the district. Many changes are coming including Common Core and Smarter Balanced Testing. Teachers need mobility in the classroom. In the next 3-5 years we will transition to digital learning with one device per student. She then reviewed the different types of devices that we have been using and what will be coming next. We are focusing on increased teacher collaboration with others. Teachers will be able to take the new devices with them wherever they go. Students are moving away from physical textbooks. Technology

will be upgrading and expanding the WiFi network; there will be new computers for school site labs; new mobile devices for teachers and students; and new Miracast technology for all classrooms. Every teacher in the district will get a new mobile computer. She is working with IMC to move to the TUSD cloud. They will be moving all of the instructional materials on DVD and CD and upload them to the cloud.

Student devices will be linked to the teacher and can be projected onto the big screen. We will be upgrading to Office 365 which will have web conferencing and instant messaging. We will also be able to create, view, edit and co-edit documents similar to Google Docs. Microsoft student advantage gives students 2013 professional version to each student to download on their home computers.

She then presented several different devices that we will be purchasing. Computer labs are priority and the rest will come in over the summer so that teachers can come in June and pick them up and play with them over the summer.

11.2.3 Receive Report on Planning for Alternative Governance at Program Improvement Schools

Director of Curriculum, Accountability and Continuous Improvement. Dr. Carol Anderson-Woo, presented a power point which reviewed the process of program improvement. When schools go into year 4, we plan for some type of restricting or alternative governance should they go into year 5. The options are: reopen as charter; replace all or most staff including principal; contract with outside entity to manage school; any other major restructuring; or there is an option under NCLB for state takeover, but not in California. In restricting you need to have a fundamental reform to improve student achievement; a plan developed to meet needs of school and it should address deficiencies in entire system.

Tracy Unified has made an analysis of achievement data; guidance by staff regarding programs and resources; has a plan for restructuring and incorporate into single school plan; input from staff through meetings and input from parents through school site council.

She then reviewed Southwest Park, Central and Monte Vista Middle School scores from previous years and showed how we are restricting by hiring direct instruction coaches, site leadership coaching and training by Dataworks on explicit director instruction.

Public Hearing: 12.1 **Administrative & Business Services:** None.

Consent Items: **Action:** Lewis, Crandall. **Vote:** Yes-7; No-0. Page 50 retirements: a lot of these names have seen – dedicated, great teachers and will be missed.

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 Approve Assembly, Service, Business and Food Vendors
- 13.1.3 Approve Accounts Payable Warrants (December, 2013)
(Separate Cover Item)
- 13.1.4 Approve Payroll Reports (December, 2013)
- 13.1.5 Approve Revolving Cash Fund Reports (December, 2013)
- 13.1.6 Approve Revisions to Tracy Unified School District Associated Student Body (ASB) Accounting Guide (Separate Cover Item)
- 13.1.7 Ratify Routine Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda
- 13.1.8 Ratify Measure E Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda
- 13.1.9 Ratify Measure S Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda

13.2 Educational Services:

- 13.2.1 Approve Revised School Site Single Plans for Student Achievement and Site Categorical Budgets for the 2013/2014 School Year
(Separate Cover Item)
- 13.2.2 Approve Out of State Travel for Dr. Sheila Harrison, Dr. Dmitriy Voloshin and Linda Dopp to Attend the Literacy Leadership Summit on March 19-21, 2014 in Boston, Massachusetts
- 13.2.3 Approve Overnight Travel for Merrill F. West High School Students to participate in the California Highway Patrol's Every 15 Minutes Program on April 3 – 4, 2014
- 13.2.4 Approve Overnight Travel for John C. Kimball High School (KHS) Leadership to Attend the California Association of Student Leaders (CASL) Camp in Ontario, CA on March 28-31, 2014
- 13.2.5 Approve Overnight Travel for John C. Kimball High School (KHS) Health Occupations Students of America (HOSA) Club Members and Advisors to Participate in the California State Leadership Conference in Anaheim, CA on March 29-April 1, 2014
- 13.2.6 Approve Agreement for Special Contract Services with San Joaquin County Office of Education (SJCOE) Science Department to Provide Great Explorations in Math and Science (GEMS) Training at Monte Vista Middle School on February 24, 2014
- 13.2.7 Ratify Overnight Travel for the Tracy High School DECA Team and Advisor to Attend the DECA (formerly known as Delta Epsilon Chi and Distributive Education Clubs of America) Regional Competition in San Ramon, CA on January 17-19, 2014

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 Approve the Classified and Certificated Calendars for the 2014-15 School Year

Action Items:

14.1 Administrative & Business Services:

14.1.1 Accept the 2012-13 Independent Annual Financial Audit and Performance Audit for Measure E and Measure S General Obligation Bonds (Separate Cover Item)

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

14.1.2 Annual Meeting of Tracy School Facilities Financing Authority
Adjourned TUSD Board Meeting at 9:12 p.m.
Opened the TSFFA meeting at 9:13 p.m.

1. CALL TO ORDER

2. ROLL CALL/CONFIRMATION OF OFFICERS - Establish Quorum

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

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

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

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

No comments were made.

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

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

No comments were made.

4. DISCUSSION/ACTION –

4.1 Approve Meeting Minutes of February 12, 2013

Action: Guzman, Lewis. **Vote:** Yes-6; No-0; Abstain-1(Crandall)

4.2 Accept the 2012-2013 Independent Annual Financial Report for the Tracy School Facilities Financing Authority (Separate Cover Item)

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

The TSFFA meeting was adjourned at 9:15 p.m.

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

The TUSD board meeting was reconvened at 9:16 p.m.

14.1.3 Adopt Resolution No. 13-20 Ordering Bond Election In School Facilities Improvement District No. 3, Setting Forth The Specifications Thereof, And Requesting The Board Of Supervisors To Consolidate Said Bond Election To Be Held In Said School Facilities Improvement District On June 3, 2014

Dave Olsen with KNN Public Finance presented a power point on the new bond measure. This resolution will order an election this June, and sets forth a number of specifications. Facilities needs assessed oct. 22, 2013 board received a report.

District has had voters approve two bond measures in 2006 and 2008 which had strong support from public.

Will require 55% voter approval, must specify amount being authorized and the projects to be funded. Must have a citizens bond oversight and have approval of 2/3 of board to be placed on the Current for \$82 mil

Estimate cost \$50 per 100,00 of assessed value

Trustee Lewis believes we've done what we've said we do. We've passed bonds and did certain repairs and have come under budget on many things. We have made great improvements, however a lot of schools aren't there yet. The Clover site can certainly use some work as well as other older schools. There is not money in general fund for this work and the only solution is a bond.

Trustee Crandall commented that this shows the amount of bond money, however we have invested a lot more because of Bonny's creative financing and hopes to do the same with the next one.

Trustee Silva commented that even newer schools are aged. If you are going to pay taxes, it's nice to see where your money is going. If you visit our schools you can see where the tax money was used. He hopes that the public will support us to pass this bond.

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

14.2 **Educational Services:**

14.2.1 Consider the Charter Renewal for the Tracy Learning Center's Millennium High School (Separate Cover Item)

This item was moved up on the agenda.

Virginia Stewart, Director of TLC, commented that over the last few weeks they have enjoyed good communication with the district and a more collaborative spirit. She gave TLC's commitment in making the recommended changes and has also contracted with a state consultant. They will make those changes and will accept the MOU and FUA. They are pleased and grateful for TUSD's staff recommendation and vote tonight. The Tracy Outlets are out of grasp for an alternative site for their high school. It would be too costly to bring it up to code. She makes a commitment to work with TUSD in any bond election to achieve its passage.

Dr. Franco then acknowledged Linda Dopp who has worked closely with charter school staff. Good teamwork has made a difference and he thanked both of them.

Trustee Guzman congratulated both on both working together and also recognized the charter school board that were presented in the audience.

Jeff Kirchner, teacher at Millennium High School thanked the board on behalf of the staff for their support.

Trustee Lewis thanked Ms. Stewart and her team and appreciate their efforts to work on the bond to finish what has been started.

Action: As amended with conditions. Lewis, Silva. **Vote:** Yes-7; No-0.

14.3 Human Resources:

14.3.1 Approve Student Internship Agreement with CalState TEACH

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

Board Reports:

Trustee Lewis handed out information on how students that stay involved in activities and sports come to school more often and have higher morale. He would like to start looking at what can we can bring back that was previously cut and what gives students the best opportunities. Trustee Silva thanked Cindy for her presentation. He's had the opportunity to watch some good basketball games. Trustee Costa commented that we have 2 high school varsity teams in the playoffs. She thanked the students that performed tonight and is looking forward to the musical production at West High. Trustee Gouveia congratulated the 6th graders from Freiler who are mastering computer coding and the Acadec team from Tracy High on going on to state competition. He spoke to the Hispanic Business Group regarding various educational issues. He is on the senior committee that the Parks Commission has pertaining to senior issues in Tracy. He sees that the Ag incentive grant was not part of the LCFF and would like to have more information on where that money is coming from. Trustee Guzman passed. Trustee Crandall appreciated the students who spoke about the parking issues. He also though Mr.

Renner did a great job and appreciated the complete list of all the events. He also congratulated Dr. Franco for being selected as San Joaquin Schoolmaster of the Year. The award event will take place on March 7th in Napa. Trustee Vaughn commented that student, Alex Foshee, was very impressive. He spoke very well. Mr. Vaughn was also a member of the Boys and Girls Club when he was younger. It is great to see how they partner with our district and appreciates them providing after school activities.

Dr. Goodall commented that he met with students and will be visiting their government classroom to discuss the parking issues.

**Superintendent
Report:**

Dr. Franco commented that the new bond initiative is imperative and will finish what we started. Ten years ago, sports were played in sub-standard facilities and now we have renovated facilities. The entire community can be proud because people got involved in those bond measures. Now we have Central, North, etc., and it's time to work together as a team and demonstrate the spirit that got us the facilities that we have today. Tracy High Acadec Team took first place, and West High got came out with a bigger and stronger team this year.

Adjourn:

9:42p.m.

Clerk

Date



HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent for Educational Services and Human Resources
DATE: February 14, 2014
SUBJECT: **Recognize the Outstanding Employees of the Winter Term for the 2013-14 School Year**

BACKGROUND: Three times each school year, nominations for outstanding employees are solicited from staff. A selection committee composed of two administrators; one classified/confidential representative, two certificated representatives and one classified representative review the nominations and make the selections. This is the 30th year the District has been recognizing outstanding employees.

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

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

FUNDING: N/A

RECOMMENDATION: Recognize Fran Weinberg (K-5) as the Outstanding Classified Employee; Karen Abney-Xuereb (K-5) and Erin McKay (9-12) as Outstanding Certificated Employees; and Patty Kelley as Outstanding Classified/Confidential Employee for the Winter Term of the 2013-2014 school year.

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



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent for Educational Services and Human Resources
DATE: February 6, 2014
SUBJECT: **Receive Report on the Tracy Learning Center's Charter Renewal Petition for Primary Charter School.**

BACKGROUND: Primary Charter School's current 5-year charter will expire on June 30, 2014. Primary Charter expressed an interest in submitting to the Tracy Unified School Board a renewal petition, per Education Code 47607. The California Education Code requires that the Board of Trustees renders a final decision on the renewal application within 60 days of the date of submission of the charter application. The Board of Trustees may approve a charter renewal application if they are satisfied that the charter is consistent with the requirements set forth in the Tracy Unified School District's Charter School Board Policy 0420.4, Administrative Regulation 0420.4 and the Charter School Provisions of the California Education Code, 47607.

RATIONALE: Primary Charter School's current 5-year charter expires at the end of the 2013-2014 school year. Once the Tracy Unified Board of Trustees has officially received the Primary Charter Petition, District staff and legal counsel will begin the process to extensively review the application to determine if it meets the guidelines and criteria set forth in the Charter School Provisions of the California Education Code, 47607; Tracy Unified School District Board Policy 0420.4 and Administrative Regulation 0420.4.

FUNDING: Not applicable.

RECOMMENDATION: Receive Report on the Tracy Learning Center's Charter Renewal Petition for Primary Charter School.

Prepared by: Linda Dopp, Director of Alternative Programs



BUSINESS SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Casey Goodall, Assoc. Superintendent of Business Services
DATE: February 5, 2014
SUBJECT: Approve Accounts Payable Warrants (January, 2014)

BACKGROUND: Each month the Financial Services Department submits summaries of warrants issued monthly to the Board of Trustees for review.

RATIONALE: The Board of Trustees is required by law to approve the total expenditures of the district. The Board has requested to review detailed backup for expenditures. This agenda item meets Strategic Goal #6 – Forming Partnerships.

FUNDING: N/A

RECOMMENDATION: Approve Accounts Payable Warrants (January, 2014).

Prepared by: S. Reed Call, Director of Financial Services



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: February 5, 2014
SUBJECT: Approve Payroll Reports (January, 2014)

BACKGROUND: Financial Services Department submits summaries of payroll warrants issued each month to the Board of Trustees for review.

RATIONALE: The Board of Trustees is required by law to approve the total expenditures of the district. The Board has requested to review detailed backup for expenditures. This agenda item meets Strategic Goal #7-Develop Powerful Educational Leaders.

FUNDING: N/A

RECOMMENDATION: Approve Payroll Report.

Prepared by: Reed Call, Director of Financial Services

Pay Date 01/10/2014

LABOR DISTRIBUTION FOR EMPLOYEE & VENDOR WARRANTS SUMMA

Fund 01	<u>SACS Object</u>	<u>Amount</u>	
	1100	213,626.41	Teachers' Salaries
	1200	9,807.33	Cert Pupil Support Salaries
	1300	15,860.20	Cert Suprvsrs' & Admins' Sal
	1900	1,080.00	Other Certificated Salaries
	2100	37,161.31	Instructional Aides' Salaries
	2200	102,099.55	Classified Support Salaries
	2300	1,211.66	
	2400	11,144.22	Clerical & Office Salaries
	2900	8,192.28	Other Classified Salaries
	Total Labor	400,182.96	
Fund 01	<u>SACS Object</u>	<u>Amount</u>	
	3101	13,960.34	STRS On 1000 Salaries
	3201	126.32	PERS On 1000 Salaries
	3202	2,767.95	PERS On 2000 Salaries
	3301	3,851.30	
	3302	9,629.27	
	3402	42.98	
	3501	120.37	State Unemploy On 1000 Salary
	3502	80.00	State Unemploy On 2000 Salary
	3601	4,829.93	Worker'S Comp Ins On 1000 Sal
	3602	3,211.04	Worker'S Comp Ins On 2000 Sal
	Total Contributions	38,619.50	
Fund 12	<u>SACS Object</u>	<u>Amount</u>	
	2100	412.83	Instructional Aides' Salaries
	2900	433.92	Other Classified Salaries
	Total Labor	846.75	
Fund 12	<u>SACS Object</u>	<u>Amount</u>	
	3302	26.94	
	3502	0.41	State Unemploy On 2000 Salary
	3602	17.00	Worker'S Comp Ins On 2000 Sal
	Total Contributions	44.35	
Fund 13	<u>SACS Object</u>	<u>Amount</u>	
	2200	12,226.34	Classified Support Salaries
	Total Labor	12,226.34	
Fund 13	<u>SACS Object</u>	<u>Amount</u>	
	3202	148.76	PERS On 2000 Salaries
	3302	542.87	
	3502	6.13	State Unemploy On 2000 Salary
	3602	245.63	Worker'S Comp Ins On 2000 Sal
	Total Contributions	943.39	

Pay30

Payroll Fund/Object Recap fo

Pay Date 01/31/2014

LABOR DISTRIBUTION FOR EMPLOYEE & VENDOR WARRANTS SUMMAI

Fund	01	SACS Object	Amount	
		1100	4,311,136.42	Teachers' Salaries
		1200	240,044.79	Cert Pupil Support Salaries
		1300	377,332.21	Cert Suprvsrs' & Admins' Sal
		1900	71,187.50	Other Certificated Salaries
		2100	319,894.32	Instructional Aides' Salaries
		2200	591,690.73	Classified Support Salaries
		2300	123,556.65	Class Suprvsrs' & Admins' Sal
		2400	338,647.01	Clerical & Office Salaries
		2900	34,649.22	Other Classified Salaries
		Total Labor	6,408,138.85	
Fund	01	SACS Object	Amount	
		3101	405,641.47	STRS On 1000 Salaries
		3201	9,052.77	PERS On 1000 Salaries
		3202	155,281.49	PERS On 2000 Salaries
		3301	65,947.60	
		3302	96,948.93	
		3401	584,534.80	
		3402	229,767.88	
		3501	2,499.97	State Unemploy On 1000 Salary
		3502	702.81	State Unemploy On 2000 Salary
		3601	100,458.98	Worker'S Comp Ins On 1000 Sal
		3602	28,299.92	Worker'S Comp Ins On 2000 Sal
		3701	80,722.03	
		3702	50,901.35	
		Total Contributions	1,810,760.00	
Fund	12	SACS Object	Amount	
		2100	5,087.68	Instructional Aides' Salaries
		2400	2,141.50	Clerical & Office Salaries
		Total Labor	7,229.18	
Fund	12	SACS Object	Amount	
		3102	161.22	STRS On 2000 Salaries
		3202	470.41	PERS On 2000 Salaries
		3302	306.76	
		3402	651.93	
		3502	3.61	State Unemploy On 2000 Salary
		3602	145.26	Worker'S Comp Ins On 2000 Sal
		Total Contributions	1,739.19	
Fund	13	SACS Object	Amount	
		2200	90,063.59	Classified Support Salaries
		2300	21,947.38	Class Suprvsrs' & Admins' Sal
		2400	13,802.18	Clerical & Office Salaries
		Total Labor	125,813.15	
Fund	13	SACS Object	Amount	
		3202	11,417.25	PERS On 2000 Salaries
		3302	8,411.17	
		3402	14,489.82	
		3502	62.94	State Unemploy On 2000 Salary
		3602	2,527.94	Worker'S Comp Ins On 2000 Sal
		Total Contributions	36,909.12	



BUSINESS SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Casey Goodall, Assoc. Superintendent of Business Services
DATE: February 5, 2014
SUBJECT: **Approve Revolving Cash Fund Reports (January, 2014)**

BACKGROUND: Each month the Financial Services Department submits summaries of revolving cash fund checks issued monthly to the Board of Trustees for review.

RATIONALE: The Board of Trustees is required by law to approve the total expenditures of the district. The Board has requested to review detailed backup for expenditures. This agenda item meets Strategic Goal #6 – Forming Partnerships.

FUNDING: N/A

RECOMMENDATION: Approve Revolving Cash Fund Reports (January, 2014).

Prepared by: S. Reed Call, Director of Financial Services

02/03/14

TUSD
REVOLVING CASH FUND
January 2014

Date	Num	Name	Memo	Paid Amount
1/8/2014	8920	Career Resource Center UOP	Career & Internship Fair - 3/19/2014	
			01-0000-0-0000-7400-5200-810-8001	-150.00
TOTAL				-150.00
1/9/2014	8921	MENLO MOCK TRIAL	REQ14-01924 THS TOURNAMENT FEE	
			01-0000-0-0000-7150-5800-810-1001	-760.00
TOTAL				-760.00
1/14/2014	8922	TOGO'S	PO14-00430 BOARD DINNER	
			01-0000-0-0000-7150-4300-810-1001	-100.50
TOTAL				-100.50
1/16/2014	8923	UC Regents	Conference 2/8/14 B.Chan, M.Tariku	
			01-0000-0-1110-2140-5200-800-1923	-50.00
TOTAL				-50.00
1/23/2014	8924	Mark's Donuts & Yogurt	PO14-00565	
			01-0000-0-0000-7150-4300-800-1013	-88.40
TOTAL				-88.40
1/27/2014	8925	EL DORADO COE	CONFERENCE 2/28-29/2014 DMITRIY VOLOS...	
			01-4035-0-1110-2140-5200-800-1942 BTSA LE...	-150.00
TOTAL				-150.00
1/27/2014	8926	Siam Cafe	PO14-00562 BOARD DINNER	
			01-0000-0-0000-7150-4300-810-1001	-95.55
TOTAL				-95.55
1/31/2014	8927	CITY OF TRACY	PO14-01967 Deposit for construction water m...	
			01-8150-0-0000-8110-5600-800-9402	-750.00
TOTAL				-750.00
1/31/2014	8928	DEPARTMENT OF MOTOR VEHIC...	PO14-01611	
			PO14-01611	-40.00
TOTAL				-40.00
1/31/2014	8929	CALIFORNIA HIGHWAY PATROL	PO14-01503	
			01-0000-0-1110-1000-5800-800-9772	-57.00
TOTAL				-57.00
1/31/2014	8930	CALIFORNIA HIGHWAY PATROL	PO14-01503	
			01-0000-0-1110-1000-5800-800-9772	-57.00
TOTAL				-57.00

02/03/14

TUSD
REVOLVING CASH FUND
January 2014

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
1/31/2014	8931	CALIFORNIA HIGHWAY PATROL	PO14-01503	
			01-0000-0-1110-1000-5800-800-9772	-57.00
TOTAL				-57.00
1/31/2014	8932	CALIFORNIA HIGHWAY PATROL	PO14-01503	
			01-0000-0-1110-1000-5800-800-9772	-57.00
TOTAL				-57.00



BUSINESS SERVICES MEMORANDUM

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

Kimball High School:

1. Tracy Unified School District/Kimball High School: From Verizon Wireless in the amount of \$750.00 (ck. #293085). This donation was made through the Verizon Foundation Volunteers Program and will go towards general student needs such as field trip transportation costs, mock trial entrance fees and student incentive programs.

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: February 14, 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: Jones Hall, a Professional Law Corp.
Site: District Wide
Item: Agreement
Services: Provide bond counsel and disclosure counsel services regarding School Bond Election in June 2014; and, provide services regarding issuance of bonds.
Cost: N/A
Project Funding: Should the election pass, fees to be paid out of the bond issuance cost

B. Vendor: Design Mobile Systems Industries, Inc.
Site: South/West Park Elementary School
Item: Notice of Completion
Services: Contractor to replaced existing modular restroom building that was recently destroyed by a fire.
Cost: \$167,316.80 Change Orders: \$0.00 Total Contract: \$167,316.80
Project Funding: General Fund – Insurance Fire Loss

C. Vendor: Eaton Interpreting Services, Inc.
Site: District Wide
Item: Agreement
Services: On-site and Video Remote Sign Language Interpreting Services
Cost: \$55.00 per hour, \$65.00 per hour for evenings, weekends and holidays.
Project Funding: School Site/Departmental Accounts



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: February 24, 2014
SUBJECT: Approve the Carl D. Perkins Career and Technical Education Improvement Act of 2006, Career and Technical Education Advisory Committee for 2013-2014.

BACKGROUND: The Carl D. Perkins Career and Technical Education Improvement Act of 2006 is a federal grant that supports the improvement of career and technical education programs. The Board approval of the Carl D. Perkins Career and Technical Education Advisory Committee is now a requirement of the Carl D. Perkins Career and Technical Education Improvement Act of 2006 grant. This is the first time the District's Board of Trustees has been required to approve the members of the Carl D. Perkins Career and Technical Education Advisory Committee. The committee consists of parents, academic and career technical education teachers, administrators, career guidance and academic counselors and business and industry representatives. See attached list.

RATIONALE: The Carl D. Perkins Career and Technical Education Improvement Act of 2006, Career and Technical Education Advisory Committee serves as a liaison between the District and the local business community, industry partners, community organizations and potential employers. This supports District Strategic Goal #1: Prepare all students for College and Career and District Strategic Goal #7: Develop and utilize partnerships to achieve District goals.

FUNDING: There will be no cost to the District.

RECOMMENDATION: Approve the Carl D. Perkins Career and Technical Education Improvement Act of 2006, Career and Technical Education Advisory Committee for 2013-2014.

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

THE 2013-2014 CAREER AND TECHNICAL EDUCATION ADVISORY COMMITTEE MEMBERS
ARE:

COMMITTEE MEMBERS:	TITLE:
ROBERT RICKMAN	TRACY CITY COUNCIL MEMBER AND CHP SERGEANT
CHERYL STEENSMA	SURGICAL NURSING DIRECTOR TRACY SUTTER HOSPITAL
LEON CHURCHILL	CITY MANAGER
MELYSSA BARRETT	PRESIDENT OF THE BOARD TRACY PERFORMING ARTS FOUNDATION/GRAND THEATER AND VICE PRESIDENT VISA AND PARENT
NANCY YOUNG	TRACY CITY COUNCIL MEMBER AND PARENT
CHARLES LOCKARD	CALIFORNIA CORRECTION OFFICER AND PARENT
JUDY BEITZ	SAN JOAQUIN COUNTY WORKNET DIRECTOR
SOPHIA VALENZUELA	EXECUTIVE DIRECTOR, TRACY CHAMBER OF COMMERCE
ALLYSA MUPO	TRACY CHAMBER OF COMMERCE AND HIRE ME FIRST COORDINATOR
WALTER GOUVEIA	TUSD BOARD MEMBER AND CAREER AND TECHNICAL EDUCATION DIRECTOR (RETIRED)
DOYLE DIXON	CAREER AND TECHNICAL EDUCATION CULINARY ARTS TEACHER
MARY MADDUX	CAREER AND TECHNICAL EDUCATION AGRICULTURAL SCIENCE TEACHER AND FFA ADVISOR
EARL HARPER	CAREER AND TECHNICAL EDUCATION BUSINESS TEACHER
KRISTI THORNTON	CAREER AND TECHNICAL EDUCATION BUSINESS TEACHER AND HIRE ME FIRST
LYNN HUGGINS	CAREER AND TECHNICAL EDUCATION BUSINESS TEACHER AND SKILLS USA ADVISOR
DAVE PICKERING	CAREER AND TECHNICAL EDUCATION DIRECTOR AND CARL D. PERKINS GRANT COORDINATOR
JESSICA ESCOBEDO	TRACY HIGH SCHOOL HEAD COUNSELOR



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: February 6, 2014
SUBJECT: **Approve Overnight Travel for the Tracy High School Academic Decathlon Team to Attend the California Academic Decathlon State Finals in Sacramento, CA on March 20-23, 2014.**

BACKGROUND: The Tracy High School Academic Decathlon team requests permission to travel to Sacramento, to participate in the California Academic Decathlon State Finals. Teacher/Advisor, Ms. Jorja Rule, will accompany and chaperone the nine members of the starting team. Volunteer, Holly Nash, will accompany the team and will serve as a chaperone. The team will be transported by Ms. Rule via District van and Holly Nash, via private vehicle. The team will be staying at the Hyatt Regency Sacramento in Sacramento, CA on March 20-23, 2014.

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

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

RECOMMENDATION: Approve Overnight Travel for the Tracy High School Academic Decathlon Team to Attend the California Academic Decathlon State Finals in Sacramento, CA on March 20-23, 2014.

Prepared by: Jason Noll, Principal, Tracy High School



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: February 12, 2014
SUBJECT: **Approve Agreement for Special Contract Services with Counseling And More (CAM): The Parent Project to Provide Training for Parents at Monte Vista Middle School for the Second Semester of the 2013-2014 School Year.**

BACKGROUND: In the on-going endeavor to improve student achievement and to involve parents in the development of their children, Monte Vista Middle School plans to participate in professional training which involves parents as the primary educators. Monte Vista Middle School has provided parent education through the Parent Institute for Quality Education (PIQE) in the past. Monte Vista Middle School parents evaluated the program as informative and meaningful and felt they would benefit from additional parenting classes to help navigate the teen years of their children. Counseling and More (CAM): The Parent Project provides training for parents of challenging pre-teens and teens. The program teaches concrete identification prevention, and intervention strategies to help parents with their tough children. In addition, the program has already experienced success at other TUSD schools.

RATIONALE: The Parent Project is designed to develop skills and techniques which will enable parents to address the developmental and behavioral needs of their pre-teen and teen-aged children. Since it has been successful at other sites, the members of the Monte Vista Leadership Team and the Parent Teacher Group requested that the program be introduced for Monte Vista parents. This supports the site goal for increasing parent involvement in our children's education, as well as District Strategic Goal #7: Develop and utilize partnerships to achieve District goals.

FUNDING: This training will be paid from site categorical Title 1 funding. The school site will pay for 10 sessions not to exceed \$4,565.00. Additionally, childcare for the families will be covered by the site, not to exceed \$200.00.

RECOMMENDATION: Approve Agreement for Special Contract Services with Counseling and More (CAM): The Parent Project to Provide Training for Parents at Monte Vista Middle School for the Second Semester of the 2013-2014 School Year.

Prepared by: Susan O'Hara-Jones, Principal, Monte Vista Middle School

TRACY UNIFIED SCHOOL DISTRICT

1875 W. Lowell Avenue, Tracy, California 95376

AGREEMENT FOR SPECIAL CONTRACT SERVICES

This agreement, by and between Tracy Unified School District, hereinafter referred to as "District," and Counseling and More (CAM): the Parent Project, 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:

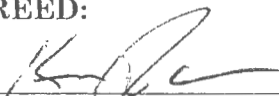
1. Contractor shall perform the following duties: Provide a ten week educational training program for parents of students enrolled at Monte Vista Middle School which will focus on developing and enhancing techniques to enable parents to manage teen behavior at home.
2. Contractor will provide the above services(s), as outlined in Paragraph 1, for a period of up to a total of ten (10) HOURS(DAYS) (circle one), under the terms of this agreement at the following location: Monte Vista Middle School.
3. In consideration of the services performed by Contractor, District shall pay Contractor according to the following fee schedule:
 - a. District shall pay \$4565.00 per HOUR/DAY/FLAT RATE (circle one), not to exceed a total of \$ \$4565.00. Contractor shall only be paid for work completed to the satisfaction of District through the termination date of this agreement.
 - b. District [☐] SHALL; [☒] SHALL NOT reimburse Contractor for out-of-pocket expenses incurred during Contractor's performance of the services, including: mileage, meals and lodging in the district rates not to exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed \$ 0 for the term of this agreement.
 - c. District shall make payment on a [☒] MONTHLY PROGRESS BASIS, [☐] SINGLE PAYMENT UPON COMPLETION OF THE DUTIES and within thirty (30) working days from Contractor's presentation of a detailed invoice or on a claim form provided by District. Original paid receipts are required for lodging, air fare (passenger coupon or ticket stub), automobile rental, and parking. Claims for unusual expenses, such as teaching materials, photocopying, etc., must be accompanied by original paid invoices.
4. The terms of the agreement shall commence on March 10, 2014, and shall terminate on May 30, 2014.
5. This agreement may be terminated at any time during the term by either party upon 30 day's written notice.
6. Contractor shall contact the District's designee, Susan O'Hara-Jones at (209) 830-3340 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)

Date Feb. 7, 2014

Title President

Address 68 EAST 11th St. Suite 119
TRACY, CA 95376

Tracy Unified School District

Date

Title Goal 4
X 01-790-0-1110-1000-5800-3100
Account Number to be Charged 5202
Linda Boragno-Dopp
Department/Site Approval

Linda Boragno-Dopp, Director of Alternative Programs
Budget Approval

Date Approved by the Board



Counseling and More

68 E. 11th Street

Suite 119

Tracy, Ca. 95376

209-640-4179 (o) 209-832 1094 (f)

lordonecam@yahoo.com

www.lordonecam.com

Parent Project

Assumptions:					
Number of Participants		15	20	25	30
Number of Facilitators		2	2	2	2
Expenses					
<u>Personnel</u>					
	Parent Project Class Facilitators	\$2,880	\$2,880	\$2,880	\$2,880
	Mental Health Consultant	\$1,000	\$1,000	\$1,000	\$1,000
	10 hours per week on-site counseling	0	0	0	0
	Subtotal Personnel	\$3,880	\$3,880	\$3,880	\$3,880
<u>Parent Project Course Costs</u>					
	Publicity and Marketing Supplies	0	0	0	0
	Snacks for Class	\$50	\$50	\$75	\$75
	Office Supplies	\$10	\$10	\$10	\$10
	Parent Workbook	\$300	\$400	\$500	\$600
	Subtotal Course Cost	\$360	\$460	\$585	\$685
	TOTAL PROGRAM COST	\$4,240	\$4,340	\$4,465	\$4,565





EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: February 12, 2014
SUBJECT: **Approve Agreement for Special Contract Services with the Great Valley Writing Project to Present on March 3, 2014 to 7-12 English Language Arts Teachers to Further Implementation of the Common Core State Standards for English Language Arts.**

BACKGROUND: The Common Core State Standards for English Language Arts (CCSS-ELA) must be fully implemented in the 2014-15 school year. We have provided professional development on the standards and their expectations and TUSD teachers have begun to create and use CCSS-ELA-aligned lessons that implement these standards. Teachers need to see model teachers enacting model lessons to improve their lesson planning. The Teacher-Consultants of the Great Valley Writing Project (GVWP) are model teachers who have been creating and using CCSS-aligned lessons for two years and will share those ELA model lessons.

RATIONALE: The CCSS-ELA are high quality, college- and career-ready standards that require new and innovative teaching strategies to implement rigorous reading and writing lessons. The GVWP teacher-consultants will share teaching strategies and materials using District resources for creating model ELA lessons. This Agenda item meets District Strategic Goal #1: Prepare all students for college and careers, and District Strategic Goal #6: Develop and support a high performing workforce.

FUNDING: The cost for this training and support is not to exceed \$1,781 and will be paid out of Common Core State Standards Implementation Funds.

RECOMMENDATION: Approve Agreement for Special Contract Services with the Great Valley Writing Project to Present on March 3, 2014 to 7-12 English Language Arts Teachers to Further Implementation of the Common Core State Standards for English Language Arts.

Prepared by: Dr. Debra Schneider, Director of Instructional Media Services and Curriculum

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 CSU Stanislaus Great Valley Writing Project, 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: Present demonstration lessons and materials centered on reading and writing argument, narrative and information texts; using writing process approaches; and aligning lessons with the Common Core State Standards for English Language Arts using District resources.
2. Contractor will provide the above services(s), as outlined in Paragraph 1, for a period of up to a total of 1 () [] HOURS [✓] DAY(s), under the terms of this agreement at the following location _____.
3. In consideration of the services performed by Contractor, District shall pay Contractor according to the following fee schedule:
 - a. District shall pay \$ 1,781.00 per [] HOUR [] DAY [✓] FLAT RATE, not to exceed a total of \$ 1,781.00. Contractor shall only be paid for work completed to the satisfaction of District through the termination date of this agreement.
 - b. District [] SHALL; [✓] SHALL NOT reimburse Contractor for out-of-pocket expenses incurred during Contractor's performance of the services, including: mileage, meals and lodging in the district rates not to exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed \$ 1,781.00 for the term of this agreement.
 - c. District shall make payment on a [] MONTHLY PROGRESS BASIS, [✓] SINGLE PAYMENT UPON COMPLETION OF THE DUTIES and within thirty (30) working days from Contractor's presentation of a detailed invoice or on a claim form provided by District. Original paid receipts are required for lodging, air fare (passenger coupon or ticket stub), automobile rental, and parking. Claims for unusual expenses, such as teaching materials, photocopying, etc., must be accompanied by original paid invoices.
4. The terms of the agreement shall commence on March 3, 2014 and shall terminate on March 3, 2014.
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, Debra Schneider at (209) 830-3252 with any questions regarding performance of the services outlined above. District's designee shall determine if and when Contractor has completed the services described.
7. The parties intend that an independent contractor relationship be created by this contract and District assumes no responsibility for workers' compensation liability. District likewise assumes no responsibility for liability for loss, damage, or injury to person(s) or property resulting from, or caused by, the contractor's activities during or relating to the performance of service under this Agreement.

Contractor agrees to hold harmless and to indemnify District for:

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

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

AGREED:

Consultant Signature (1)

Social Security Number (2)

Title

Address

Tracy Unified School District

Date

01-3010-0-1110-2140-5800-800-2738

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.



CALIFORNIA STATE UNIVERSITY, STANISLAUS

OFFICE OF RESEARCH AND SPONSORED PROGRAMS

Memorandum of Understanding Tracy Unified School District (TUSD) partnership between California State University, Stanislaus (CSU Stanislaus), Great Valley Writing Project (GVWP)

This **Memorandum of Understanding** is being executed between Tracy Unified School District (hereafter referred to as TUSD) and CSU Stanislaus for CSU Stanislaus GVWP to provide faculty, materials, and supplies to conduct **Professional Development** as described in the attached Scope of Work (Exhibit A).

1. The effective period of this **Memorandum of Understanding** is from January 1, 2014 to June 30, 2014.
2. The purpose of this **Memorandum of Understanding** is to specify the constraints, requirements, and fiscal responsibilities.
3. CSU Stanislaus Great Valley Writing Project and Carol Minner shall be responsible for overseeing and supporting the implementation of activities (Exhibit A).
4. TUSD will provide \$1,781 to CSU Stanislaus for professional development. Additional funds may be added as a modification to this MOU to facilitate additional activities (Exhibit B).
5. Invoice for the total amount is to be sent to:

Linda Dopp
Director Alternative Education
Tracy Unified School District
(209) 830-3210 ext. 1050
ldopp@tusd.net

Payment shall be made by TUSD within 30 days of receiving the invoice from CSU Stanislaus and GVWP.

7. All directors, instructors, coordinators, and volunteers will pass a DOJ fingerprint scan prior to their participation.

INDEMNIFICATION

- a. TUSD shall indemnify, defend, and hold harmless the State of California, the Trustees of The California State University, the Chancellor, CSU STANISLAUS and their Auxiliaries, employees, officers, directors, volunteers and agents, its agents, officers and employees from any claim, liability, loss, injury or damage arising out of, or in connection with, performance of this

Memorandum of Understanding by the indemnifying party and/or its agents, employees or subcontractors, excepting only loss, injury or damage caused by the sole negligence or sole willful misconduct of the indemnifying party. TUSD shall further reimburse CSU STANISLAUS for all costs, attorney's fees, expenses and liabilities incurred with respect to any litigation enforcing this provision. This provision shall survive termination of the agreement between CSU STANISLAUS and TUSD. TUSD shall provide and maintain at its own expense, during the term of this memorandum of understanding, liability and workman's compensation insurance for TUSD employees.

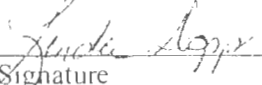
- b. CSU STANISLAUS shall indemnify, defend and hold harmless TUSD, its agents, officers and employees from any claim, liability, loss, injury or damage arising out of, or in connection with, performance of this Memorandum of Understanding by the indemnifying party and/or its agents, employees or subcontractors, excepting only loss, injury or damage caused by the sole negligence or sole willful misconduct of the indemnifying party. CSU STANISLAUS shall further reimburse TUSD for all costs, attorney's fees, expenses and liabilities incurred with respect to any litigation enforcing this provision. This provision shall survive termination of the agreement between TUSD and CSU STANISLAUS. CSU STANISLAUS shall provide and maintain at its own expense, during the term of this memorandum of understanding, liability and workman's compensation insurance for CSU STANISLAUS employees.

Both parties hereby accept this agreement:

Tracy Unified School District

Linda Dopp

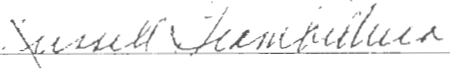
Director, Alternative Education

 2/14/14
Signature Date

California State University, Stanislaus:

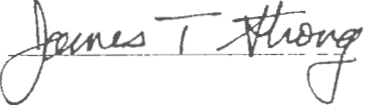
Russell Giambelluca

Vice President for Business and Finance

 1.13.14
Date

Dr. James T. Strong, PhD

Provost and Vice President for Academic Affairs

 1.14.14
Date

2014 Scope of Work
Implementing Literacy Strategies to Meet CA Common Core ELA Standards

A Great Valley Writing Project professional development program for Tracy Joint Unified School District 6-8 and 9-12 grade English teachers.

Carol Minner, Director Great Valley Writing Project will:

- collaborate with Debra Schneider, Tracy Unified School District to set logistics and content focus of PD for ELA workshops focused on writing.
- collaborate with GVWP consultants to create PD content.

GVWP Teacher Consultants (1 high school and 1 middle school teacher TBD) to collaborate with Carol Minner to create content and present PD sessions for 6-8 and 9-12 educators.

Alyssa Coelho, Student Assistant will provide clerical support for the director and GVWP teacher leaders.

Suzanne Houlden, GVWP Administrative Coordinator, will create financial documents and contracts in accordance with CSU Stanislaus protocol.

Date: March 3, 2014 from 8 to 11 a.m. and 12 to 3 p.m.

Location: (TBA) Tracy Unified School District Tracy, CA

Topics to be Explored:

- Writing informative, narrative and argumentative texts
- Composing clear and accurate text
- Gathering Relevant Information: Print and Digital
- Developing Writing Process Approach
- Creating lessons aligned with CCSS

TUSD Contact:

Linda Dopp
Director, Alternative Education
Tracy Unified School District
(209) 830-3210 ext. 1050
FAX (209) 830-3209
ldopp@tusd.net

2014 Tracy Unified PD Budget
Implementing Literacy Strategies to Meet CA Common Core ELA Content Standards

A Great Valley Writing Project professional development program for Tracy Joint Unified School District.

Date: Monday, March 3, 2014 from 8:00 a.m.-11 p.m and 12pm - 3pm.

Two GVWP teacher leaders will plan and facilitate two 3-hour English- Language Arts workshops for 6-8th and 9-12th grade teachers. Materials will be provided.

Carol Minner	1 day @ \$320	\$320
GVWP Teacher Consultants 2 teachers TBD for 2 days each @ \$200 (2 Teachers x \$400)		\$800
Alyssa Coelho	2 hours x \$10.00	\$20
Salaries/Stipends		\$1140
Benefits (calculated at 4.45%)		\$ 51
Suzanne Houlden	1 day at \$160	\$160
Benefits calculated at 55%		\$ 88
Total Salary		
Materials, supplies, copies		\$30.00
Sub costs		\$150
Indirect Costs 10%		\$162
Total Contract Charges		\$ 1781



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: February 12, 2014
SUBJECT: **Approve Overnight Travel for Six Merrill F. West High School Key Club Members to Attend the 2014 Key Club District Convention in Sacramento, CA on April 11-13, 2014.**

BACKGROUND: The Merrill F. West High School Key Club has elected six new officers for the 2014-2015 school year. These newly elected officers will attend the 2014 Key Club District Convention chaperoned by their Kiwanis Advisors, Mr. and Mrs. Montalbo and West High Key Club Advisor, Mr. Coulson. The 2014 Key Club District Convention is designed to instruct students in leadership protocols, recruitment, and other skills necessary to run a club, successfully. These students will not only have an opportunity to network, participate in the electoral process and vote for new national officers, they will also have an opportunity to interact and exchange ideas with Key Club members from other schools. The students will be transported to the event by Mr. Montalbo and Mr. Coulson via private vehicles, after securing the necessary permissions from parent/guardians. Students will leave Friday, April 11 after 3:00pm and return Sunday evening; missing no class time. The students and advisors will stay at the Sheraton Hotel near the Sacramento Convention Center.

RATIONALE: Attending the 2014 Key Club District Convention will allow the West High Key Club officers to have an opportunity to spend quality time together while developing unity and trust as a team. The Convention will also increase their confidence and leadership skills; as well as expose the officers to a business environment. This meets District Strategic Goal #3: Provide a safe and equitable learning environment for all students and staff and District Strategic Goal #7: Develop and utilize partnerships that contribute to the achievement of District goals.

FUNDING: The cost of the conference, hotel and meals is \$178.00 per person. The Manteca Sunrise Kiwanis Club is sponsoring this event for West High Key Club, paying all the officers and advisor expenses. There is no cost to Tracy Unified School District or West High Key Club.

RECOMMENDATION: Approve Overnight Travel for Six Merrill F. West High School Key Club Members to Attend the 2014 Key Club District Convention in Sacramento, CA on April 11-13, 2014.

Prepared by: Troy Brown, Principal, Merrill F. West High School



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: February 12, 2014
SUBJECT: **Approve the Written Parent Policies for the South/West Park State Preschool for the 2013 – 2014 School Year.**

BACKGROUND: Periodically, the California State Department conducts an onsite visit of State Preschool Programs to ensure they are of high quality and are meeting program requirements. In preparation of the onsite Contract Monitoring Review (CMR) on February 25 - 28, 2014, the California Department of Child Development Division requires that the District's Board of Trustees formally approve the Written Parent Policies for the State Preschool located at South/West Park Elementary School campus.

RATIONALE: The Written Parent Policies include State Preschool Program eligibility criteria and family fees policy. This agenda item supports District Strategic Goal #3: Provide a safe and equitable learning environment for all students and staff at South/West Park Elementary School.

FUNDING: Not Applicable

RECOMMENDATION: Approve the Written Parent Policies for the South/West Park State Preschool for the 2013 – 2014 School Year.

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

Family Fee Policy

FAMILY FEES AND HOW THEY ARE CALCULATED:

- State law (Chapter 38, Statutes of 2012) required that effective July 2, 2012, families with children enrolled in part-day California State Preschool Program be assessed a family fee in accordance with current law. The family fee is charged as a part-time daily fee.
- Family Fee assessment is based on your income and family size. There is no adjustment for excused or unexcused absences.
- Families will be informed of the family fee through a Notice of Action

No fees shall be collected under the following circumstances:

- because of a need for child protective services
- with an income level that, in relation to family size is less than the first entry level in the fee schedule.
- In which any individual counted in the family size is receiving Cal works cash aid.

Payment & Credit for Fees

Families who are assessed a family fee will receive an invoice by the first of each month. When the program cannot meet all of the family's needs for child care, a fee credit equal to the amount paid to the other provider(s) shall be granted.

Payment: Fees must be paid in advance of service and we accept cash, check, money order or cashier's check. Please go to the office to make your payment. Make checks payable to Tracy Unified School District. The family must provide copies of receipts or cancelled checks for other child care.

DELINQUENT FEES:

1. Fees become delinquent if not paid by the 15th of the month.
2. If fees are delinquent, a termination notice will be given after the 15th of the month stating that services will terminate 14 days after the date of notice, unless fees are paid in full or a delinquent payment schedule is made.
3. Parents who receive more than three delinquency notices within the program year may be terminated.
4. If a parent is unable to make their family fee payment in full, they may make arrangements for a payment schedule. Parents should go to the office and speak with the Preschool secretary to set up a payment schedule. If parents do not contact the Preschool secretary or do not pay their balance due, they will be terminated.
5. Upon termination of services for non-payment of delinquent fees, the family shall be ineligible to reapply for child care services until all delinquent fees are paid in full.

I have received a copy of the Tracy Unified School District/ South/West Park State Preschool Family Fee Policy.

Print Name

Parent Signature

Child's Name _____

Date _____

Tracy Unified School District/South/West Park

State Preschool

501 W Mt Oso Ave.
Tracy, CA 95376
(209) 830-3335

**How to Qualify for the Program
2013-2014 School Year**

STATE FUNDED PRESCHOOL AND WHO QUALIFIES

Age Eligible:

California State Part-day Preschool (CSPP) is a subsidized program funded by the State of California for families who meet the income guidelines set by the state. Children who turn 4 years of age by October 1 of the current year (2013-2014) are eligible to apply. In addition children, who turn 3 years of age by October 1 of the current year (2013-2014) are eligible to apply but are subject to placement on the waiting list.

For the 2014-15 school year, and thereafter, children who turn 4 years of age by September 1 of the current year are eligible to apply. Children who turn 3 years of age by September 1 of the current year are eligible to apply but are subject to placement on the waiting list.

The South/West Park Preschool serves families within the Tracy Unified School District attendance boundaries. If space permits, families from outside TUSD school district will be given consideration. (E.g. Jefferson, Lammersville, New Jerusalem, Banta).

Transitional Kindergarten: (TK) are for children who turn 5 on or between October 2 and December 2 of this school year (2013-2014). These children also meet the definition of a CSPP eligible four-year-old and therefore may be eligible to receive CSPP part-day preschool. Families of children who are eligible for both CSPP and TK may choose the most appropriate program for their child. A family can enroll their child in both programs; however, a child shall not be enrolled in both programs for the same time period on the same day.

For the 2014-15 school year, and thereafter, Transitional Kindergarten (TK) are for children who turn 5 on or between September 2 and December 2. These children may be eligible to participate for State Part-day Preschool (CSPP) if it is a more appropriate setting.

ELIGIBILITY CRITERIA

Eligibility is based on documentation and verification of family size and income: Families must meet California State Preschool Program income guidelines, which establish an income ceiling at 70 percent of the Median State Income.

ELIGIBILITY

Eligibility is based on documentation and verification of at least one of the following categories:

1. Income
2. Current cash aid recipient
3. Homelessness
4. Child protective services referral
5. At risk of abuse, neglect, and/or exploitation

What is income?

Total countable income means all income of the individuals counted in the family size, for example:

Gross wages or salaries, overtime, tips, cash aid, child support received, Gross income from self-employment less business expenses with the exception of wage draws, Disability or unemployment compensation, Workers compensation, Spousal support, Survivor and retirement benefits, Dividends, interest on bonds, income from estates or trusts, net rental income or royalties, Rent for room within the family's residence, Foster care grants, payments or clothing allowance for children placed through child welfare services, Veterans pension, Pensions or annuities, Inheritance, Allowances for housing or automobiles provided as part of compensation, Portion of student grants or scholarships not identified for educational purposes as tuition, books, or supplies, Insurance or court settlements for lost wages or punitive damages, Net proceeds from the sale of real property, stocks, or inherited property, or other enterprise for gain. A release authorization and/or a letter from the employer may be requested in addition to other documentation.

TUSD reserves the right to ask for additional documentation in order to verify income

Income documentation:

Proof of one month's current income verification for each parent (paycheck stubs). Current and ongoing income documentation may be requested.

Employed:

- release authorization & payroll check stubs or
- release authorization & letter from employer (if paid cash) or
- Other record of wages issued by the employer (print-out)
- If seasonally employed, verification of income for the 12 months prior to enrollment
- Self-certification of any income for which no documentation is possible.
- Documentation of verified child support payments
- Documentation of any child support which you pay

What is Release Authorization?

A release provides authorization to contact the employer(s) to the extent known that includes the employer's name, address, telephone number, and usual business hours.

Self Employed: As many of the following types of documentation as necessary to determine personal income:

- Letter from source of income (clients)
- Copy of the most recently signed and completed tax return (all documents including Schedule C)
- Other business records, such as ledgers, receipts, or business logs

NOT Employed: Documentation and evidence must support the absence of income.

Current Aide Recipient:

- Families need to provide documentation from the appropriate agency listing current monthly amount.

Homelessness

- If the parent is homeless, South/West Park requires a written referral from an emergency shelter or other legal, medical or social service agency or
- A written declaration that the parent is homeless and a statement describing the current living situation.

Child Protective Services

If the child is under protective services, South/West Park requires a written referral dated with six months of application for services that includes:

- A statement from the local county welfare department, child welfare services worker, certifying that the child is receiving Child Protective Services (CPS) and that child care and development services are a necessary component of the CPS service plan.

- Probable duration of the CPS service plan.
- Name, address, phone number and signature of the county child welfare staff.

At Risk

If the child is at risk, South/West Park requires a written referral dated within six months of the application for services, including:

- A statement by a legally qualified professional (someone licensed by the state to perform legal, medical, health or social services for the general public) that the child is at risk of abuse and neglect and that child care and development services are needed to reduce or eliminate that risk.
- Probable duration of the at risk situation.
- Name, address, phone number and signature of the legally qualified professional.

Family Size: Supporting documentation regarding the number of children and parents in the family must be provided.

Supporting documentation for the each child (*under 18 years old*) shall be at least one of the following:

1. Birth certificate
2. Child custody court order
3. Adoption documents
4. Foster Care placement records
5. School or medical records
6. County welfare department records
7. Other reliable documentation indicating the relationship of the child to the parent.

When only one parent has signed (one parent on the Application for Service) the Application for Service and the information provided indicates the child in the family has another parent whose name does not appear on the application, then the presence or absence of that parent shall be documented.

Supporting documentation of the presence or the absence of the other parent must be any one of the following:

- Records of marriage, divorce, domestic partnership or legal separation.
- Court-ordered child custody arrangement
- Evidenced that the parent signing the application receives child support payment.
- Rental receipts or agreement contracts, utility bills or other documents for residence of the family indicating that the parent is the responsible party.
- Any other documentation, *excluding a self-declaration*, to confirm the presence or absence of the parent of the child in the family such as: (address of the absent parent)

If due to recent departure of a parent from the family, the remaining applicant parent may submit a self-declaration under penalty of perjury explaining the absence of that parent from the family.

Within six months of applying or reporting the change in family size, the parent must provide one of the above supporting documentation.

Admission Priorities

South/West Park State Preschool enrolls students from the community during open enrollment every May. Walk-in applications are accepted and an Eligibility or Wait List is maintained when classes are full. All families are ranked. Ranking is based upon gross family income and family size.

Priority for selection is:

- First priority:** Families whose age eligible children are receiving child protective services or families, whose age eligible children are at risk of being abused, neglected or exploited. Within this priority, children receiving protective services through the local county welfare department shall be admitted first.
- Second priority:** All CSPP eligible four-year children shall be admitted before CSPP eligible three old children in accordance with family income ranking, with the lowest income ranks being admitted first. For purposes of determining the order of admission, public assistance grants are counted as income, and shall be ranked accordingly. When two or more families have the same income, the family that has a child with exceptional needs shall be admitted

first. If none of the families with the same income ranking has an exceptional needs child, the family that has been on the waiting list the longest shall be admitted first.

- Contractors shall not deny services to nor assign a lower priority to a family that needs less than full-time services.
- In accordance with EC Section 8263 (b) (3), the CDE may grant a waiver to the priorities specified above in order for the contractor to serve specific populations. Requests may not include waiver of the fee schedule or admission of ineligible families. Waiver requests shall be submitted to the CDD and approved prior to implementation.
- For part-day service only. CSPP eligible four-year old children from over income families shall be admitted before CSPP eligible three-year old children from over income families up to the percentage allowed pursuant to EC8235© or 8238 4(a)(1), whichever is applicable.

Children and families are served without regard to their sex ,sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability.

Enrollment Process

Parents will submit an application to the State Preschool. Parents will receive notification by mail or by phone. Please bring the required documents (e.g. check stubs and birth records) on the appointment day. All paperwork and forms must be completed for a child to attend State Preschool.

- During certification, parents and staff will complete the Application for Services.
- A Notice of Action (NOA) will be issued after the certification paper work is complete, signed by the parent and staff person.

What is the Notice of Action (NOA)?

The NOA is issued when:

- Certification is completed
- Recertification is completed
- The family is to be terminated from the program

How to Continue in the Program?

To continue to receive services,

- Annual recertification for eligibility is required
- Abide by Agency Policies, Procedures and Program Requirements

Recertification

All families shall be recertified at intervals not to exceed twelve months. For recertification, families shall be required to provide documentation to support continued eligibility for services. Families shall be notified in advance of recertification date.

For additional information about South/ West Park Preschool Program, please call (209) 830-3335 ext 8152.

Office hours are: Monday through Friday: 8:00 a.m. – 12:00p.m. and 1:00 p.m. – 3:00 p.m.



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: February 12, 2014
SUBJECT: **Approve Agreement for Special Contract Services with Parent Institute for Quality Education (PIQE) to Provide Training for Parents at McKinley Elementary School for the 2013 – 2014 School Year.**

BACKGROUND: Through discussions with the McKinley Elementary School English Learner Advisory Committee (ELAC) and School Site Council, the parents have expressed a desire to have a professional parent organization help them develop the skills necessary to help their children be more successful in school. After researching different parent programs, ELAC and the School Site Council decided to select Counseling and More (CAM). The training is designed to develop skills and techniques which will enable parents to address the educational needs of their school-aged children. Every child can learn and deserves the opportunity to attend and complete a college education. Parents and teachers must work together to ensure the educational success of every child.

RATIONALE: McKinley Elementary School is a Title 1 School. Sustained parent involvement is linked to student achievement and staying in school. It is important to provide meaningful opportunities for parents/guardians to be involved in school activities. This supports District Strategic Goal #7: Develop and utilize partnerships to achieve District goals.

FUNDING: The School Site shall pay \$7,000.00 for two classes running concurrently. The cost of these classes will be funded by Site Title I.

RECOMMENDATION: Approve Agreement for Special Contract Services with Parent Institute for Quality Education (PIQE) to Provide Training for Parents at McKinley Elementary School for the 2013 – 2014 School Year.

Prepared by: Mrs. Carla Washington, Principal, McKinley Elementary School

TRACY UNIFIED SCHOOL DISTRICT

1875 W. Lowell Avenue, Tracy, California 95376

AGREEMENT FOR SPECIAL CONTRACT SERVICES

This agreement, by and between Tracy Unified School District, hereinafter referred to as "District," and **Parent Institute for Quality Education (PIQE)**, 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 two parent training courses, in English and Spanish, for the parents of the children enrolled at McKinley Elementary School. The training is designed to develop skills and techniques which will enable parents to address the educational needs of their school-aged children.
2. Contractor will provide the above services(s), as outlined in Paragraph 1, for a period of up to a total of 9 HOURS/DAY(s) (circle one), under the terms of this agreement at the following location McKinley Elementary School
3. In consideration of the services performed by Contractor, District shall pay Contractor according to the following fee schedule:
 - a. District shall pay \$ 7,000.00 per HOUR/DAY/FLAT RATE (circle one), not to exceed a total of \$ 7,000. Contractor shall only be paid for work completed to the satisfaction of District through the termination date of this agreement.
 - b. District ☐ SHALL; ☒ SHALL NOT reimburse Contractor for out-of-pocket expenses incurred during Contractor's performance of the services, including: mileage, meals and lodging in the district rates not to exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed \$ 7,000.00 for the term of this agreement.
 - c. District shall make payment on a ☐ MONTHLY PROGRESS BASIS, ☒ SINGLE PAYMENT UPON COMPLETION OF THE DUTIES and within thirty (30) working days from Contractor's presentation of a detailed invoice or on a claim form provided by District. Original paid receipts are required for lodging, air fare (passenger coupon or ticket stub), automobile rental, and parking. Claims for unusual expenses, such as teaching materials, photocopying, etc., must be accompanied by original paid invoices.
4. The terms of the agreement shall commence on March 19, 2014, and shall terminate on May 21, 2014.
5. This agreement may be terminated at any time during the term by either party upon 30 day's written notice.
6. Contractor shall contact the District's designee, Carla Washington at (209) 830-3319 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:

Rosa Guerrero
Consultant Signature (1)

Social Security Number (2)

Date

Executive Director
Title

1124 11th St.
Address

Modesto CA 95354

Tracy Unified School District

Date

Title

01-3010-0-1110-2495-5800-280-3402
Account Number to be Charged

[Signature]
Department/Site Approval

Budget Approval

Date Approved by the Board

Send all copies to the Business Office:

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



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: February 12, 2014
SUBJECT: **Approve Overnight Travel for One Merrill F. West High School Wrestler to Attend the California Interscholastic Federation (CIF) Girls State Wrestling Championship on February 27 – March 1, 2014 in Visalia, CA.**

BACKGROUND: The California Interscholastic Federation (CIF) Girls State Wrestling Championship is a two day event that brings regional competitors together to determine the State Champion in California. A West High female wrestler participated in the regional competition which qualified her to compete at the State Championship. She is the first female in West High history to qualify for the State Championship. This student will travel to Visalia with her parents as her chaperones. Coach, Rudy Carranza will travel separately and meet the student and her family at the competition. They will stay in two different hotels near the competition. They will leave on Thursday, February 27, 2014, missing two school days and will have assigned time to complete homework.

RATIONALE: This athlete has worked extremely hard to qualify for the State Championship. Attending this event will give the female wrestler a rare opportunity to represent West High as the first female wrestler to compete at the CIF State Championship. 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: The cost is \$600.00 for the hotel and meals. There will be no cost to West High or Tracy Unified School District. All expenses will be paid from the West High School ASB Athletic Account.

RECOMMENDATION: Approve Overnight Travel for One Merrill F. West High School Wrestler to Attend the California Interscholastic Federation (CIF) Girls State Wrestling Championship on February 27 – March 1, 2014 in Visalia, CA.

Prepared by: Troy Brown, Principal, Merrill F. West High School



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: February 12, 2014
SUBJECT: **Approve Agreement for Special Contract Services with the Great Valley Writing Project to Present on March 3 to Grades 4-5 History/Social Studies Teachers to Further Implementation of the Common Core State Standards for History/Social Studies.**

BACKGROUND: The Common Core State Standards for ELA and Literacy in History/Social Studies (CCSS-ELA) must be implemented in the 2014-15 school year. We have provided professional development on the standards and their expectations and TUSD teachers have begun to use CCSS-ELA-aligned lessons. Teachers need to see model teachers enacting model lessons to improve their lesson planning in implementing CCSS Literacy Standards for History/Social Studies. The Teacher-Consultants of the Great Valley Writing Project (GVWP) are model teachers who have been creating and using CCSS-aligned lessons for two years and will share those models.

RATIONALE: The CCSS-ELA are high quality, college- and career-ready standards that require new and innovative teaching strategies to implement rigorous reading and writing lessons in History/Social Studies. This agenda item meets District Strategic Goal #1: Prepare all students for college and careers, and District Strategic Goal #6: Develop and support a high performing workforce.

FUNDING: The cost for this training and support is not to exceed \$966.00 and will be paid out of Common Core State Standards Implementation Funds.

RECOMMENDATION: Approve Agreement for Special Contract Services with the Great Valley Writing Project to Present on March 3 to Grades 4-5 History/Social Studies Teachers to Further Implementation of the Common Core State Standards for History/Social Studies.

Prepared by: Linda Dopp, Director of Alternative Programs

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 CSU Stanislaus Great Valley Writing Project, 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:

Present demonstration lessons and materials centered on reading and writing argument, narrative and information texts; using writing process approaches; and aligning lessons with the Common Core State Standards for History/Social Studies using District resources.

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

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

- a. District shall pay \$ 966.00 per [] HOUR [] DAY [✓] FLAT RATE, not to exceed a total of \$ 966.00. Contractor shall only be paid for work completed to the satisfaction of District through the termination date of this agreement.
- b. District [] SHALL; [✓] SHALL NOT reimburse Contractor for out-of-pocket expenses incurred during Contractor's performance of the services, including: mileage, meals and lodging in the district rates not to exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed \$ 966.00 for the term of this agreement.
- c. District shall make payment on a [] MONTHLY PROGRESS BASIS, [✓] SINGLE PAYMENT UPON COMPLETION OF THE DUTIES and within thirty (30) working days from Contractor's presentation of a detailed invoice or on a claim form provided by District. Original paid receipts are required for lodging, air fare (passenger coupon or ticket stub), automobile rental, and parking. Claims for unusual expenses, such as teaching materials, photocopying, etc., must be accompanied by original paid invoices.

4. The terms of the agreement shall commence on March 3, 2014, and shall terminate on March 3, 2014.

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, Linda Dopp at (209) 830-3210 with any questions regarding performance of the services outlined above. District's designee shall determine if and when Contractor has completed the services described.

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

Contractor agrees to hold harmless and to indemnify District for:

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

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

AGREED:

Consultant Signature (1)

Social Security Number (2)

Title

Address

Tracy Unified School District

Date

01-3010-0-1110-2140-5800-800-2738

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.



CALIFORNIA STATE UNIVERSITY, STANISLAUS

OFFICE OF RESEARCH AND SPONSORED PROGRAMS

Memorandum of Understanding

Tracy Unified School District (TUSD) partnership between California State University, Stanislaus (CSU Stanislaus), Great Valley Writing Project (GVWP)

This **Memorandum of Understanding** is being executed between Tracy Unified School District (hereto after referred to as TUSD) and CSU Stanislaus for CSU Stanislaus GVWP to provide faculty, materials and supplies to conduct **Professional Development** as described in the attached Scope of Work (Exhibit A).

1. The effective period of this **Memorandum of Understanding** is for March 1, 2014 through September 30, 2014
2. The purpose of this **Memorandum of Understanding** is to specify the constraints, requirements, and fiscal responsibilities.
3. CSU Stanislaus Great Valley Writing Project and Carol Minner shall be responsible for overseeing and supporting the implementation of activities (Exhibit A).
4. TUSD will provide \$966 to CSU Stanislaus for professional development. Additional funds may be added as a modification to this MOU to facilitate additional activities (Exhibit B).
5. Invoice for the total amount is to be sent to:

Linda Dopp
Director Alternative Education
Tracy Unified School District
209 830-3210 ext. 1050
FAX 830-3209
ldopp@tusd.net

6. Payment shall be made by TUSD within 30 days of receiving the invoice from CSU Stanislaus and GVWP.
7. All directors, instructors, coordinators, and volunteers will pass a DOJ fingerprint scan prior to their participation.

INDEMNIFICATION

- a. TUSD shall indemnify, defend and hold harmless the State of California, the Trustees of The California State University, the Chancellor, CSU STANISLAUS and their Auxiliaries, employees, officers, directors, volunteers and agents, its agents, officers and employees from any claim, liability, loss, injury or damage arising out of, or in connection with, performance of this Memorandum of Understanding by the indemnifying party and/or its agents, employees or

subcontractors, excepting only loss, injury or damage caused by the sole negligence or sole willful misconduct of the indemnifying party. TUSD shall further reimburse CSU STANISLAUS for all costs, attorney's fees, expenses and liabilities incurred with respect to any litigation enforcing this provision. This provision shall survive termination of the agreement between CSU STANISLAUS and TUSD. TUSD shall provide and maintain at its own expense, during the term of this memorandum of understanding, liability and workman's compensation insurance for TUSD employees.

- b. CSU STANISLAUS shall indemnify, defend and hold harmless TUSD, its agents, officers and employees from any claim, liability, loss, injury or damage arising out of, or in connection with, performance of this Memorandum of Understanding by the indemnifying party and/or its agents, employees or subcontractors, excepting only loss, injury or damage caused by the sole negligence or sole willful misconduct of the indemnifying party. CSU STANISLAUS shall further reimburse TUSD for all costs, attorney's fees, expenses and liabilities incurred with respect to any litigation enforcing this provision. This provision shall survive termination of the agreement between TUSD and CSU STANISLAUS. CSU STANISLAUS shall provide and maintain at its own expense, during the term of this memorandum of understanding, liability and workman's compensation insurance for CSU STANISLAUS employees.

Both parties hereby accept this agreement:

Tracy Unified School District

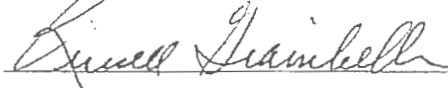
Signature

Date

California State University, Stanislaus:

Russell Giambelluca

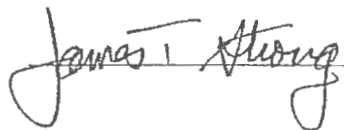
Vice President for Business and Finance

 2.18.14

Date

Dr. James T. Strong, PhD

Provost and Vice President for Academic Affairs

 2.18.14

Date

Exhibit A

2014 Scope of Work Implementing Literacy Strategies to Meet CA Common Core ELA Standards

A Great Valley Writing Project professional development program for Tracy Joint Unified School District History/Social Science teachers in grades K-5.

Carol Minner, Director Great Valley Writing Project will:

- collaborate with Linda Dopp, Tracy Unified School District to set logistics and content focus of PD for workshops focused on writing.
- collaborate with GVWP consultant to create PD content.

GVWP Teacher Consultants 1 elementary teacher to collaborate with Carol Minner to create content and present PD sessions to K-5 teachers.

Alyssa Coelho, Student Assistant will provide clerical support for the director and GVWP teacher leaders.

Suzanne Houlden, GVWP Administrative Coordinator, will create financial documents and contracts in accordance with CSU Stanislaus protocol.

Date: March 3, 2014 from 8:00 a.m.-11 a.m. and 12-3 pm

Location: (TBA) Tracy Joint Unified School District Tracy, CA

Topics to be Explored:

- Developing Writing Process Approach
- Investigate writing in history. What does it look like? How do we teach it.
- Creating lessons aligned with CCSS
- Discover how writing increases student understanding and achievement
- Examine K-5 reading and writing anchor standards progression

TUSD Contacts:

Linda Dopp
Director Alternative Education
Tracy Unified School District
209 830-3210 ext. 1050
FAX 830-3209
ldopp@tusd.net

Exhibit B

2014 Tracy Unified PD Budget

Implementing Literacy Strategies to Meet CA Common Core History/Social Science

A Great Valley Writing Project professional development program for Tracy Joint Unified School District.

GVWP director and teacher leader will plan and facilitate two 3-hour History/SS workshops for K-5 teachers. Materials will be provided.

Date: Monday, March 3, 2014 from 8:00 a.m.-11 a.m and 12pm - 3pm.

GVWP Teacher Consultants	1 teacher TBD for 2 days @ \$200	\$400
Alyssa Coelho	3 hours x \$10.00	\$30
Salaries/Stipends		\$430
Benefits (calculated at 4.45%)		\$20
Suzanne Houlden	1 day at \$160	\$160
Benefits calculated at 55%		\$88
Total Salary		\$698
Materials, supplies, copies		\$30
Sub cost		\$150
Sub Total		\$878
CSU Indirect (10%)		\$88
Total Contract Charges		\$966



HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: February 14, 2014
SUBJECT: Accept Resignations/Retirements/Leave of Absence for Classified, Certificated, and/or Management Employment

BACKGROUND:

CERTIFICATED MANAGEMENT RESIGNATION

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Beeson, Jodiann/ Counselor	KHS	2/3/14	To accept Head Counselor position

BACKGROUND:

CERTIFICATED RESIGNATION

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Collier-Ontis, Shelley/ Science	North	4/16/14	Personal

BACKGROUND:

CLASSIFIED RESIGNATION

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Alvarez, Guadalupe Utility Person III	Maint./ Transport.	02/18/14	Personal
Cameron, Sheila Special Ed. Para Ed. I	Hirsch	02/28/14	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



HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: February 14, 2014
SUBJECT: Approve Classified, Certificated, and/or Management Employment

BACKGROUND:

Beeson, Jodiann

BACKGROUND:

Dyer, Alicia

Gawinski, Amanda

Munira, Qurat

Sua, Rachelle

CERTIFICATED MANAGEMENT

Head Counselor (Replacement)
Kimball High School
Range 11, Step D - \$34,018.54
Funding: General Fund

CLASSIFIED

Para Educator I (Replacement)
Jacobson Elementary School
Range 24, Step A - \$12.51 per hour
3 hours per day
Funding: IASA Title I – 50% and EIA – 50%

Food Service Worker (Replacement)
*Filled by current TUSD employee
McKinley Elementary School
Range 22, Step B - \$12.51 per hour
Funding: Child Nutrition – School Program

Special Ed Para Ed I (Replacement)
Central Elementary School
Range 24, Step A - \$12.51 per hour
4 hours per day
Funding: Special Education

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

Vallejo, Maria

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

Zepeda, Daisy

Clerk Typist II (Replacement)
North School
Range 27, Step A - \$13.43 per hour
4 hours per day
Funding: IASA Title I – 25% and EIA – 75%

RECOMMENDATION: Approve Classified, Certificated and/or Management Employment

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



HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: February 11, 2014
SUBJECT: **Approve Agreement for Special Contract Services for Assistant Varsity Softball Coach Ed Smith at Tracy High School for the 2014 Spring Season**

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

RATIONALE: Ed Smith is uniquely qualified to assist and enhance the varsity softball program at Tracy High School. Mr. Smith has extensive softball experience as a past coach. The experience and enthusiasm he brings to the players will ensure the overall success and safety of the program. His duties will consist of assisting with daily practice, tournaments and fundraisers.

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

FUNDING: Expenses for the Assistant Varsity Softball coach will be paid by the District and reimbursed by the Tracy High School ASB account. Expenses will not exceed \$1200.00.

RECOMMENDATION: Approve Agreement for Special Contract Services for Assistant Varsity Softball Coach Ed Smith at Tracy High School for the 2014 Spring Season

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

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

AGREEMENT FOR SPECIAL CONTRACT SERVICES

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

1. Contractor shall perform the following duties: Assist with the coaching of the Tracy High Varsity Softball Team including practices, tournaments, and fundraisers.
2. Contractor will provide the above service(s), as outlined in Paragraph 1, for a period of March 3, 2014 to May 31, 2014
3. In consideration of the services performed by Contractor, District shall pay Contractor according to the following fee schedule:
 - A. District shall pay \$1200.00 FLAT RATE (Flat Rate/Hourly), not to exceed a total of \$1200.00. Contractor shall only be paid for work completed to the satisfaction of District through the termination date of this agreement.
 - B. District ☐ SHALL; ☒ SHALL NOT reimburse Contractor for out-of-pocket expenses incurred during Contractor's performance of the services, including: mileage, meals, and lodging at rates not to exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed \$ for the term of this agreement.
 - C. District shall make payment on a ☐ MONTHLY PROGRESS BASIS, ☒ SINGLE PAYMENT UPON COMPLETION OF THE DUTIES and within thirty (30) working days from Contractor's presentation of a detailed invoice or on a "Invoice of Non-Employee Consultant Services". Original paid receipts are required for lodging, airfare (passenger coupon or ticket stub), automobile rental and parking. Claims for unusual expenses, such as teaching materials, photocopying, etc., must be accompanied by original paid invoices.
4. The term of this agreement shall commence on 3-3-2014, and shall terminate on 5-31-2014.
5. This agreement may be terminated at any time during the term by either party upon N/A (0) days written notice.
6. Contractor shall contact the District's designee, Greg Smith, with any questions regarding performance of the service outline above. District's designee shall determine if and when Contractor has completed the services described.
7. The parties intend that an independent contractor relationship is created by this contract and District assumes no responsibility for workers compensation liability. District likewise assumes no responsibility for liability for loss, damage, or injury to person(s) or property resulting from, or caused by, contractor's activities during or relating to the performance of service under this Agreement.

Contractor agrees to hold harmless and to indemnify district for:

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

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

AGREED:

Consultant Signature (1)

Social Security Number or TIN number (2)

Date

Title

Address

City/State/Zip

Phone Number

Date

Title

Account Number to be charged

Budget Approval

Date Approved by the Board

Send All Copies to the Business Office

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

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

Glenda Borejko Page 2 03/10/1998



ADMINISTRATIVE SERVICES MEMORANDUM

TO: Board of Education
FROM: Dr. James Franco, Superintendent
DATE: February 12, 2014
SUBJECT: Cast Ballot for CSBA 2014 Delegate Assembly Election

BACKGROUND: There are three 3 vacancies to be filled in Subregion 8-A.

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

____ Sam Fant (Manteca USD)
____ Ronald J. Freitas (Lodi USD)
____ Ron Heberle (Lodi USD)
____ Van Ha To-Cowell (Lincoln USD)*
____ Ralph M. Womack (Lodi USD)*

*incumbent

FUNDING: N/A

RECOMMENDATION: Cast Ballot for CSBA 2014 Delegate Assembly Election.

Prepared by: Dr. James Franco, Superintendent.

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office no later than **MONDAY, MARCH 17, 2014**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box.
A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.

OFFICIAL 2014 DELEGATE ASSEMBLY BALLOT
SUBREGION 8-A
(San Joaquin County)

Number of vacancies: 3 (Vote for no more than 3 candidates)

Delegates will serve two-year terms beginning April 1, 2014 – March 31, 2016

**denotes incumbent*

- ☐ Sam Fant (Manteca USD)
- ☐ Ronald J. Freitas (Lodi USD)
- ☐ Ron Heberle (Lodi USD)
- ☐ Van Ha-To-Cowell (Lincoln USD)*
- ☐ Ralph M. Womack (Lodi USD)*

Provision for Write-in Candidate Name

School District

Signature of Superintendent or Board Clerk

Title

School District/COE Name

Date of Board Action

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

Region 8 – Sherri Reusche, Director (Calaveras USD)
14 Delegates (12 elected/2 appointed)

Below is a list of all the current Delegates from this Region.

Subregion A

Gloria J. Allen (Stockton USD), appointed term expires 2014
Matthew Balzarini (Lammersville Joint USD), term expires 2015
Kathleen Garcia (Stockton SD), appointed term expires 2015
Diana Machado (Linden USD), term expires 2014
George Neely (Lodi USD), term expires 2015
Van-Ha To-Cowell (Lincoln USD), term expires 2014
Ralph M. Womack (Lodi USD), term expires 2014

Subregion B

Zerrall McDaniel (Calaveras USD), term expires 2015

Subregion C

Eileen Hamilton (Turlock USD), term expires 2015
Faye Lane (Ceres USD), term expires 2014
Cynthia Lindsey (Sylvan Union ESD), term expires 2015

Subregion D

Adam Cox (Merced City ESD), term expires 2015
Ida M. Johnson (Merced Union HSD), term expires 2014

County Delegate

Juliana Feriani (Tuolumne COE), term expires 2014

Counties

San Joaquin (Subregion A)
Amador, Calaveras, Tuolumne (Subregion B)
Stanislaus (Subregion C)
Merced (Subregion D)

2014 Delegate Assembly Candidate Biographical Sketch Form



DUE: Tuesday, January 7, 2014 (U.S.P.S.)

Mail to: CSBA | Attn: Leadership Services | 3251 Beacon Blvd., West Sacramento, CA 95691 | or fax 916.371.3407

Please complete, sign and date this **required one page** candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this **one page** candidate form will **not** be accepted. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Leadership Services department. Late submissions will not be accepted.

Name: <u>Sam Fant</u>	CSBA Region: <u>8/A</u>
District or COE: <u>Manteca Unified School District</u>	Years on board: <u>Two (1st term)</u>
Contact Number: <u>(209) 513-0810</u>	E-mail: <u>sfant@musd.net</u>
Are you a continuing Delegate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how long have you served as a Delegate?	

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

My top educational priorities are Common Core State Standards, Curriculum Development and Implementation and Closing the Achievement gap. As a true policy maker, these important priorities are essential in making decisions that will affect the lives of many students in the years to come.


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

In addition to being a School Board member, I serve on the City of Stockton's Park and Recreation, City of Stockton 2X2, and the San Joaquin County Fair Board. I attend various school activities when available, perform periodic site visits, and participate in parent group meetings. As a School Board member I am committed to serving all students, and as a representative, I include the community in the crucial decisions and implementation relative to education

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

As a School Board member I am vested and feel the need to continue representing all students of different ethnicity and social economic backgrounds. I look forward to becoming a Delegate and bringing back valuable information to my School Board, community and students for the management and political perspectives.

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

Signature: Sam Fant  64

Date: 1/6/14

2014 Delegate Assembly Candidate Biographical Sketch Form



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Name: <u>Ronald J. Freitas</u>	CSBA Region: <u>8 A</u>
District or COE: <u>Lodi Unified School District</u>	Years on board: <u>1</u>
Contact Number: <u>209-251-8144</u>	E-mail: <u>ronfreitas@lodiusd.net</u>
Are you a continuing Delegate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how long have you served as a Delegate?	

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

My primary three educational priorities are: (1) Our districts complete their missions of providing outstanding educational opportunities to all students, whatever their goals. Our schools have increased responsibilities every year to a wider variety of students. Because of this, new programs must be developed and current programs must be reevaluated. We cannot succeed by simply doing things the way they've always been done. (2) New opportunities must be utilized. School districts are facing two major changes, namely, the Local Control Funding Formula and the Common Core State Standards. It is not sufficient that districts merely meet these guidelines. Each district must use these to create an optimal educational environment for our children. (3) Fiscal responsibility: Education is a primary function of government and must be funded accordingly in our budgets. Additionally, more education is necessary to prevent financial disasters such as bankruptcy and defaults. Districts with a sound financial footing will be able to do more for their students.

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

I have over twenty five years of experience in my district as a parent, grandparent, and now as a Trustee. My children attended my district and my wife and I were actively involved in their schooling and extracurricular activities. Additionally, I have over twenty-five years of public service in my community as an attorney with the San Joaquin County District Attorney's Office. These duties include being a director in the Peacekeepers/Ceasefire Gang intervention programs. In addition to my Trustee duties, I am a member of the GOT Kids Board of Directors, and sit on the Superintendent's Budget Advisory Committee. I go to my schools frequently and am active in many school discussions in my community.

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

As the Chief Deputy District Attorney of the San Joaquin County District Attorney's Office, I see that the vast majority of violent offenders did not graduate. Anything I can do to help our students achieve and become productive members of society not only creates new opportunities for them, but benefits our community. I also appreciate the importance of integrity and ethics in our public entities and would greatly encourage both if chosen. I would further the CSBA educational mission because it promotes more informed trustees, who make better, more ethical decisions. Finally, I would encourage long-range goal setting to encourage an outstanding educational environment which is responsive to today's ever-changing landscape.

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

Signature: 

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Date: January 6, 2014

Ronald J. Freitas
222 East Weber Avenue, Room 202
Stockton, CA 95202
(209) 251-8144

CURRICULUM VITAE

Employment

San Joaquin County District Attorney's Office, 1988 - present

Chief Deputy District Attorney, Homicide & Gang Division, 2009 – present

- Member of the District Attorney's executive management board
- Supervise deputy district attorneys, investigators, interns and support staff
- Prosecute homicide and gang-related violent felonies
- Trial advocacy training and mentoring of new prosecutors

Supervising Deputy District Attorney, 1996 - 2009

- Gang Violence Suppression Unit, 1996-2007
- Homicide & Gang Division, 2007-2009

Deputy District Attorney, 1988-1995

Admitted to California State Bar on December 7, 1988

California State Bar #135885

United States District Court, Northern District of California

United States Court of Appeal, Ninth Circuit

Education

- Juris Doctorate Degree, May 1988
McGeorge School of Law, University of the Pacific, Sacramento, CA
- Bachelor of Science Degree, June 1984
California Polytechnic State University, San Luis Obispo, CA

Professional Associations

Nominated for *Prosecutor of the Year*, California District Attorneys Association, 2006, 2012

San Joaquin County Bar Association, 1988 - present

Co-Founder & Chairman, San Joaquin County Gang Task Force, 1995 - present

Co-Founder & Chairman, San Joaquin County Homicide Review, 2009 - present

Peacekeepers Gang Intervention Coalition, 1998 - present

Operation Ceasefire Gang Intervention Coalition, 2012 - present

California District Attorneys Association: Co-Chairman, Gang Committee, 2001 – present;

Training Technical Advisor, 2005 – present; Instructor, 1996 - present

Advisor, Commission on Peace Officer Standards and Training, POST Online Gang Course, 2009

Member, Transition Team of Attorney General Kamala Harris, 2010-2011

Organizations Trained

California District Attorneys Association, 1996 to present

Northern California Gang Investigators, May, 2006

U. S. Office of Juvenile Justice and Delinquency Prevention National Youth Gang Symposium, Orlando, June 2005

San Joaquin County Gang Symposium, Organizer, 1997, 2000, 2003

San Joaquin County Probation Office, 2005

San Joaquin County Sheriff's Office, 2004

San Joaquin County Hostage Negotiators, 2011

Men's Conference, 2011-2012

San Joaquin County District Attorney's Office, 2012

Community Involvement

Trustee, Lodi Unified School District, Board of Education, Dec. 2012 - present

Lodi Recreation Swim League Coach, 2002 - 2010

Tokay High School Cheerleading Boosters, 2007 - 2010

Knights of Columbus, 1997 – present

2014 Delegate Assembly Candidate Biographical Sketch Form



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Name: <u>Ron Heberle</u>	CSBA Region: <u>8-A</u>
District or COE: <u>Lodi Unified School District</u>	Years on board: <u>3 yrs</u>
Contact Number: <u>209-327-7186</u>	E-mail: <u>rheberle@lodiussd.net</u>
Are you a continuing Delegate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how long have you served as a Delegate?	

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

My educational priorities are to work to insure that:

- 1) there is funding that is reliable and consistent for all children of California.
- 2) all children have opportunities and pathways to meet their potential.
- 3) effective teaching occurs by restoring the classroom environment including returning lost instructional time, providing adequate instructional materials, and lowering class sizes to reasonable levels.

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

I have been an active volunteer and supporter of my district's public schools for over forty years. Prior to being on the school board, I was on School Site Councils for both elementary and high schools. In addition to my board responsibilities, I am on the board of directors for a foundation whose sole purpose is to provide additional support for our district's classrooms and educational programs. Currently, I belong to our local Chamber of Commerce's Partners in Education committee. I am a vocational education committee advisor and also serve on local scholarship committees. I have a long history of volunteering and supporting the elementary, middle school, and high school Science Olympiad spanning the last three decades.

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

I am interested in becoming a Delegate to give children of California the best opportunities available. I have 35 years of experience in management, leadership and municipal governance. In addition, I have the tenacity, enthusiasm, and motivation to work tirelessly for the children of California. With my time, energy, and skills, I can devote all of these to support CSBA in making California's educational system the best in the country.

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

Signature: Ron Heberle

Date: January 7, 2014

2014 Delegate Assembly Candidate Biographical Sketch Form



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Name: Van Ha To-Cowell

CSBA Region: 8A

District or COE: Lincoln Unified School District

Years on board: 6 years

Contact Number: (209) 473-8471

E-mail: vanha22toc@aol.com

Are you a continuing Delegate? ☒ Yes ☐ No

If yes, how long have you served as a Delegate? 1 year

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

1. Make sure that we are abreast with issues in education such as state budget, educational trends, and state policies that affect districts and public schools.
2. Frequent and active communication with all educational stakeholders: legislators, state & county offices of education, and school districts.
3. Aggressively advocate for public schools in all aspects: curriculum, teacher training and evaluation, research, and accountability that relies less on test scores, but more in breath and depth of instruction.

I believe the above priorities will help the association strengthen schools and lead districts in achieving goals that are beneficial to student learning, and in turn preparing students for college and/or meaningful employment.

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

I have attended meetings that were set up and scheduled by Region 8 Director. During those meetings, I shared what's happening in our Lincoln USD, such as where we were in the process of implementing Common Core Standards, different successful programs that we piloted in the District to help our at risk and underrepresented populations.

I also served on the Lincoln High School and our alternative high school WASC curriculum and instruction committees where I was involved in evaluating our high school programs.

Last year our District worked with San Joaquin County Office of Education in our effort to redistrict our school areas and voting areas in accordance to the Voting Rights Act regulations.

I served as a board liaison on the Lincoln PTA Council and the City of Stockton Parks & Recreation. I am an active member of the Lincoln Latin Leadership, a parent-led group in our district that won the CSBA Golden Bell Award in Community Involvement and Outreach.

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

I am interested in serving as a Delegate because I think it's important that Lincoln USD has representation in CSBA. This is where I gain valuable knowledge of the work of advocating for public schools. I'd like to be a part of the legislative committee and also Linked Learning committee. I participated in the process of revising CSBA Platform Policy last year.

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

Signature: Van Ha To - Cowell 68

Date: 12/30/2013

Van-Ha To-Cowell
3872 Brook Valley Circle
Stockton, CA 95219
(209) 473-8471

Education	<p>M.A. in Education, focus in English Language Development & Multi-Lingual/Multi-Cultural Education, May 1988 <i>California State University, Sacramento, CA</i></p> <p>B.S. in Elementary Education, Minor in French, May 1978 <i>University of Tennessee, Knoxville, TN</i></p>
Experience	
2008 – 2012	<p><i>City of Stockton Commissioner</i></p> <ul style="list-style-type: none"> • 49-99 Library Systems Advisory (2008-10) • Parks & Recreation (2010-11) <p>425 N. El Dorado Stockton, CA 95204</p>
2008 - 2016	<p><i>Trustee, President 2011-12</i></p> <p>Lincoln Unified School District Board of Trustees, 2010 West Swain Road, Stockton, CA 95207</p>
1988 – Present	<p><i>Elementary Teacher</i></p> <p>Wagner-Holt Elementary, Lodi Unified School District 8878 Brattle Place , Stockton, CA 95209 Currently teaching Kindergarten and have served on Wagner Holt Leadership Team and School Site Council.</p>
1983 – 1988	<p><i>Elementary Teacher</i></p> <p>Sutter Middle School, Sacramento Unified School District Sacramento, CA Taught a bilingual 5th grade.</p>
1982 – 1983	<p><i>Teacher Assistant</i></p> <p>Grant High School, Grant Unified School District Sacramento, CA Assisted high school teachers with ESL students in content areas.</p>
Other Experience	Banking, Computer Operations & Programming, Library Services
Community Service	<p>San Joaquin A+ Literacy Team, Lincoln High Site Council, Lincoln PTA Council, Lodi USD Multi-lingual/Multi- Cultural Master Plan, Lincoln USD Parent GATE Advisory, Lodi USD ELD Program Review, Visual & Performing Arts Committee (Lincoln & Lodi USD), Lincoln Budget Advisory</p>
Memberships	<p>California School Boards Association, Delta Kappa Gamma, San Joaquin County League of Women Voters, American Association of University Women</p>
Awards	<p>Woman of the Year, 2010 (CA Fifth District Senate); Susan B. Anthony, 2011.</p>

2014 Delegate Assembly Candidate Biographical Sketch Form



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Name: _____	Ralph M. Womack	CSBA Region: _____	8A
District or COE: _____	Lodi Unified School District	Years on board: _____	2
Contact Number: _____	209-957-4448	E-mail: _____	rwomack@lodiUSD.net
Are you a continuing Delegate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how long have you served as a Delegate? 2 years			

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

1. There is a strong need for dependable and sufficient funding for our schools. The association is an advocate for education and as such, there is a need to continually and doggedly fight for funding that will bring California public education spending up from the depressingly low levels it currently has when compared to the vast majority of states in the nation.
2. Strong governance means that boards of education need to be trained, updated and held accountable for meeting their missions. Typical mission statements of school districts contain wording to the effect that highest priorities relate to educating our children however, boards must be vigilant to avoid making decisions that are not very clearly aligned with that extremely important goal. It must be about the children first and foremost. CSBA needs to continue to offer and encourage districts and boards to establish and follow clear guidelines and standards of conduct. There must be more and better training for new board members and, importantly, updates regularly to governing bodies who can forget their role at times. Board members must get a clear message that their decisions have to contain the over-arching ideal that we will make difficult decisions, regardless of political pressures in order to make sure decisions are indeed "children first".
3. CSBA must help guide districts in the implementation of Common Core State Standards. Districts are currently going through major changes in this regard and unforeseen issues will crop up. The association has the knowledge base to help identify the transition problems and therefore be a strong advocate for districts to not let "bumps in the road" get in the way of full and successful implementation.

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

I pay particular attention to messages, documentation and events of CSBA and pass that information along to my colleagues on the board. I also mention any CSBA activity and/or effort during board comments and also forward emails relating to same. I attend local events to interact with other CSBA members and likewise pass along what is learned from others. I attended the CSBA Annual Conference in San Francisco and the 2013 conference in San Diego. At these conferences it is always my goal to learn more, particularly about the best practices of others and to then share that with the district superintendent and board of education. Though it has not met for a while, I also attend the San Joaquin County School Boards Association meetings for further information on changes that affect our district.

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

As a current delegate for District 8-A for the past two years, I learned a great deal regarding the multitude of issues facing public education. That knowledge, along with my strong advocacy for support and improvement in public education will assist in my being an active member of CSBA toward reaching its mission of ".....CSBA promotes success for all students by defining and driving the public education agenda and strengthening school board governance.....". In representing over 1,000 educational agencies state-wide, CSBA provides vital services and I believe my training, experience and focus will be a valuable benefit to the association's efforts.

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

Signature: Ralph M. Womack

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Date: 12-16-13

Ralph M. Womack

Ralph.womack@gmail.com • 10910 Fire Island Circle Stockton, CA 95209 • (209) 957-4448

Objectives

To utilize my education, training and experience to the utmost in order to serve the needs of education through the important work of the California School Boards Association.

Education

California State Polytechnic University, Pomona, CA

Master of Science Degree in Management - 1991

University of San Francisco

Bachelor of Science Degree in Organizational Behavior - 1989

San Joaquin Delta College

Associate Degree – Criminal Justice - 1973

Experience

Stockton Police Department | 22 E. Market Street, Stockton, CA 95202

Police Captain – Career from January 1973 to March 2003

San Joaquin Delta College – 1978 / 2004

Adjunct instructor – Criminal Justice

University of Phoenix – 1999 / 2008

Adjunct professor – Management/Business and Criminal Justice

Board of Education experience

Lodi Unified School District Board of Education Trustee – 2011 to present

CSBA experience

California School Boards Association Delegate Region 8-A – 2012 to present

Additional Community involvement

Board Member / Past Chair, Emergency Food Bank of Stockton/San Joaquin – 2003 to present

Race Director, Run and Walk Against Hunger fundraiser – 2005 to present



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business
DATE: February 18, 2014
SUBJECT: Update on the South West Park School Modernization Project and Approve Moving Forward with DSA Design and Construction Documents

BACKGROUND: Measure S was approved by voters within Tracy Unified School District SFID #3 on November 4, 2008. With the completion of security cameras, technology upgrades, the Monte Vista and McKinley modernizations, the Board of Education received an update on Measure S projects on May 5, 2013; and, prioritized South West Park as the next project on the Measure S list.

RATIONALE: The architectural firm, Rainforth Grau & Associates, has completed the schematic design on the South West Park renovation. Staff will present the schematic design and seek approval from the Board to move forward with DSA design documents.

FUNDING: No funding implications.

RECOMMENDATION: Update on the South West Park School Modernization and Approve Moving Forward with DSA Design and Construction Documents.

Prepared by: Bonny Carter, Director of Facilities and Planning



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: February 14, 2014
SUBJECT: Approve Adoption of K-5, 6-8, and High School Mathematics Textbooks.

BACKGROUND: As part of the instructional materials adoption process, elementary, middle and high school mathematics teachers have been engaged in evaluating textbooks since September, 2013. They developed criteria aligned with the California Common Core State Standards for Math (CCSS-M) for evaluating instructional materials, reviewed several programs, and participated in publishers' presentations. They chose materials to pilot and evaluated those materials. Their evaluations were reviewed by the Curriculum Council, who made a recommendation for adoption. Community members were made aware of these recommendations through a Board meeting and public announcements in the press, online and in public venues. There was a public review of materials in the District Instructional Media Center from January 27 to February 14, 2014. We received several comments; they are available for review upon request in the Superintendent's office. Based on this evaluation process, the following materials are recommended for adoption:

Grade/Course	Textbook	Publisher	Copyright
K-5	<i>My Math</i>	McGraw-Hill	2014
	<i>Mis Matemáticas</i>		2014
6-8	<i>Digits</i>	Pearson	2015
Algebra Readiness, Special Education Math	<i>Bridge to Algebra</i>	Carnegie Learning	2014
Algebra 1, Special Education Algebra	<i>Algebra 1</i>	Carnegie Learning	2014
Geometry, Special Education Geometry	<i>Geometry</i>	Carnegie Learning	2014
Algebra 2	<i>Algebra 2</i>	Carnegie Learning	2014

A separate vote will be taken for each grade span of the adoption: K-5, 6-8, and high school.

RATIONALE: The materials being recommended for adoption demonstrate the highest correlation to the following evaluation criteria:

- Alignment with California CCSS-M
- Provision of materials for instruction, practice, enrichment, and intervention
- Alignment to Smarter Balanced Assessment Consortium testing items
- Integration of technology for instruction, practice, enrichment and intervention

- Alignment to mathematical practices in the CCSS-M, including problem-solving, computation, reasoning, and modeling

This Agenda item meets District Strategic Goal #1: Prepare all students for college and careers.

FUNDING: The cost of the K-12 mathematics adoption will be \$1,938,000. Funding for these materials will be provided through the Instructional Materials funds and Common Core Implementation funds. This adoption will remain in effect through June 30, 2022.

RECOMMENDATION: Approve Adoption of K-5, 6-8. and High School Mathematics Textbooks.

Prepared by: Dr. Debra Schneider, Director of Instructional Media Services and Curriculum



ADMINISTRATIVE SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: February 18, 2014
SUBJECT: Approval of Leadership Profile for the Superintendent Search

BACKGROUND: As part of the search for the new superintendent, a timeline and procedures were established as part of the hiring process. Dr. Chun of Education Leadership Services (ELS) has received and reviewed survey responses and has met with various individuals and groups which helped build the leadership profile.

RATIONALE: The leadership profile needs to be reviewed and approved by the board in order to keep on track with the established timeline.

FUNDING: N/A

RECOMMENDATION: Approval of Leadership Profile for the Superintendent Search.

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



TRACY UNIFIED
SCHOOL DISTRICT
Leadership Profile

Selection Criteria

The following criteria represent standards which will be used in the evaluation of applications and in the selection of the superintendent.

Personal Characteristics

Has high integrity and is honest, transparent, fair, and trustworthy; treats all equally, with dignity and respect

Is a “people person” with excellent interpersonal skills, is open-minded, approachable and accessible, and has a sense of humor

Has a genuine and sincere love for children and their success in education

Is a strong leader who supports staff and can make the tough decisions in the best interest of students, holds firm, follows through, and holds people accountable

Is a strong, decisive decision maker who considers multiple data sources, suggestions, and differing opinions before making decisions

Has excellent communications and listening skills

Is an inclusive leader and a team builder who can create a district climate of cooperation and collaboration and can unify the district and improve employee morale

Is highly professional, with a strong work ethic, and leads by example

Is highly visible and active in the schools and community

Is clear and organized and is direct but tactful in communicating with staff

Is sensitive and responsive to the educational needs and concerns of diverse ethnic, socioeconomic, special needs, and culturally diverse students and groups

Professional Skills and Abilities

Is a visionary, educational leader who incorporates staff and community input in developing a district vision that maintains a focus on student achievement

Has the ability to work effectively with the Board of Trustees in developing a strong governance leadership team

Has excellent knowledge of current education trends and programs, the California Education Code, and the requirements of LCFF and LCAP

Has excellent school finance and budgeting skills and has business savvy with strong business acumen

Has knowledge and understanding of all California laws impacting school districts (Education Code, special education, labor and ELD laws, and other state and federal regulations)

Has a proven record of improving student achievement and closing the achievement gap

Has excellent knowledge and understanding of K-12 curriculum and instruction and the common core standards and smarter balance assessments

Understands and supports the use and impact of technology on school district management and instructional practices

Has knowledge and expertise in long range strategic planning and working with concerns and problems associated with declining enrollment

Demonstrates knowledge and understanding of effective collective bargaining and has the ability to create and maintain a positive climate in employer-employee relations with both classified and certificated employees

Can provide leadership in assessing school facilities needs, developing a school bond campaign, and passing a school bond

Has established practices and procedures that recruit, train, evaluate and retain exemplary employees at all levels

Is knowledgeable in Charter Schools requirements and funding accountability and its effects on the unified school district

Builds strong alliances and collaborative relationships with parent and community groups as well as local city government, business leaders, and higher education institutions

Professional Experience and Preparation

Superintendent experience highly desirable

Deputy, Associate, Assistant Superintendent, or other district office experience required

Principal or other site administrative experience required

Classroom teaching experience required

Doctorate degree desirable

Masters degree and administrative credential required