

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

**DATE: TUESDAY, DECEMBER 10, 2013**

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

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

**A G E N D A**

- |           |  |                |
|-----------|--|----------------|
| <b>1.</b> | <b>Call to Order</b>   | <b>Pg. No.</b> |
| <b>2.</b> | <b>Roll Call – Establish Quorum</b><br>Board: J. Costa, G. Crandall, W. Gouveia, T. Guzman, K. Lewis, G. Silva, J. Vaughn<br>Staff: J. Franco, C. Goodall, S. Harrison, B. Etcheverry  |                |
| <b>3.</b> | <b>Closed Session:</b> 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.                                   |                |
|           | <b>3.1 Administrative &amp; Business Services:</b>   |                |
|           | <b>3.1.1</b> Conference with Legal Counsel –<br>Anticipated Litigation (G.C.54956.9(b))<br>Number of Potential Cases: 1  |                |
|           | <b>3.2 Educational Services</b>  |                |
|           | <b>3.2.1</b> Intra District Attendance Appeal 2013-2014-AA2<br><b>Action:</b> Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain___   |                |
|           | <b>3.2.2</b> Approve Collaboration between New Jerusalem School District and Tracy Unified School District for Implementation of a Settlement Agreement for the 2013-2014 School Year<br><b>Action:</b> Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain___ |                |
|           | <b>3.2.3</b> Approve Settlement Agreement between Soler-My, etc. and Tracy Unified School District<br><b>Action:</b> Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain___  |                |
|           | <b>3.2.4</b> Finding of Fact #13-14/#18,19,20, 21, 22, 23, 24, 25  |                |
|           | <b>3.2.5</b> PE Exemption – WHS#10213282, THS#10328797<br><b>Action:</b> Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain___  |                |
|           | <b>3.3 Human Resources</b>   |                |
|           | <b>3.3.1</b> Consider Public Employee/Employment/Discipline/Dismissal/Release<br><b>Action:</b> Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain___   |                |

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

**4. Adjourn to Open Session**

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

**6. Closed Session Issues:**

**6a** Report Out of Action Taken on Intra District Attendance Appeal 2013-2014-AA2

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

**6b** Report Out of Action Taken on Approve Collaboration between New Jerusalem School District and Tracy Unified School District for Implementation of a Settlement Agreement for the 2013-2014 School Year

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

**6c** Report Out of Action Taken on Approve Settlement Agreement between Soler-My, etc. and Tracy Unified School District

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

**6d** Finding of Fact ##13-14/#18,19,20, 21, 22, 23, 24, 25

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

**6e** Report Out of Action Taken on PE Exemptions – WHS#10213282, THS#10328797

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

**7. Approve Regular Minutes of November 12, 2013.**

**1-7**

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

**8. Board Organization:**

**8-10**

**8.1** Elect Officers: President, Vice President, Clerk

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

**8.2** Appoint Representatives to the following committees:

Budget; CALSSD; City Schools Liaison; District Attendance Area; Facilities Advisory; Facility Use Policy Review; Family Life, Legislative Action, SJCSBA; Special Ed; TAPFFA; Tracy Learning Center/Ad Hoc Board Member; Charter Schools; Tracy Parks.

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

**8.3** Approve Board Meeting Calendar

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

**9. Student Representative Reports: Tracy High: Mika Fithian; West High: Jessica Rasmussen; Kimball High: Lindsay Huckaba; Stein High: Steven Medina.**

	Pg. No.
<b>10. Recognition &amp; Presentations:</b> An opportunity to honor students, employees and community members for outstanding achievement:	
<b>10.1</b> Recognize Annette Feldman as the Recipient of the Diversity & Equity Staff Recognition Award for the Fall Term of the 2013-14 School Year	11
<b>10.2</b> North School Update	
<b>10.3</b> Monte Vista Middle School Update	
<b>11. Hearing of Delegations:</b> 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).	
<b>12. Information &amp; Discussion Items:</b> An opportunity to present information or reports concerning items that maybe considered by Trustees at a future meeting.	
<b>12.1 Administrative &amp; Business Services:</b>	
<b>12.1.1</b> Receive Report on Superintendent's Search	12
<b>12.2 Educational Services:</b>	
<b>12.2.1</b> Receive Report on the Giants Community Fund Grant to Assist in the Implementation of the San Joaquin Mediation Center (SJMC), Steps to Respect Program	13-14
<b>13. PUBLIC HEARING:</b> None.	
<b>14. Consent Items:</b> 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. <b>Action:</b> Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain___.	
<b>14.1 Administrative &amp; Business Services</b>	
<b>14.1.1</b> Accept the generous donations from the various individuals, businesses, and school site parent teacher associations listed herein with thanks and appreciation from the staff and students of the Tracy Unified School District	15-16
<b>14.1.2</b> Approve Assembly, Service, Business and Food Vendors	17-23
<b>14.1.3</b> Ratify Routine Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda	24-25
<b>14.1.4</b> Ratify Measure E Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda	26-28
<b>14.2 Educational Services</b>	
<b>14.2.1</b> Approve Agreement for Special Contract Services with San Joaquin County Office of Education for the Artist-in-Residence Program at McKinley Elementary School for the 2013 – 2014 School Year	29-31

		<b>Pg. No.</b>
14.2.2	Approve the Carl D. Perkins Career and Technical Education Improvement Act of 2006 Grant Application for the 2013-2014 School Year	32-58
14.2.3	Approve the Tracy Unified School District Secondary District Plan and Application for the Work Experience Education (WEE) Program for the 2013-2014 School Year	59-72
14.2.4	Ratify Agreement for Special Contract Services with Counseling and More (CAM) to Provide Intervention/Conflict Management Services at Villalovoz Elementary School for the 2013-2014 School Year	73-75
<b>14.3</b>	<b>Human Resources</b>	
14.3.1	Accept the Resignations/Retirements/Leaves of Absence for Certificated, Classified and/or Management Employees	76-77
14.3.2	Approve Classified, Certificated and/or Management Employment	78-81
<b>15.</b>	<b>Action Items:</b> 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.	
<b>15.1</b>	<b>Administrative &amp; Business Services</b>	
15.1.1	Adopt Resolution No. 13-17 Dedicating Real Property to the City of Tracy and the County of San Joaquin for Public Utility Purposes Relating to Land Adjacent to Kimball High School (Separate Cover Item)	82-84
<b>Action:</b>	Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain___.	
15.1.2	Adopt Resolution No. 13-18 Approving a Development and Lease Agreement, a Site Lease and a Guaranteed Maximum Price Relating to the Ag Science & E.B. Theater Modernization projects at Tracy High School	85-87
<b>Action:</b>	Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain___.	
15.1.3	Certify 2013-2014 Fiscal Year First Interim Report (Separate Cover Item)	88-89
<b>Action:</b>	Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain___.	
<b>15.2</b>	<b>Educational Services:</b> None.	
<b>15.3</b>	<b>Human Resources</b>	
15.3.1	Adopt Resolution No. 13-16 Authorizing Teachers to Teach Outside Their Credential Authorization	90-93
<b>Action:</b>	Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain___.	
<b>16.</b>	<b>Board Reports:</b> An opportunity for board members to discuss items of particular importance or interest in the district.	
<b>17.</b>	<b>Superintendent's Report:</b> 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.	



**18. Board Meeting Calendar:**

- 18.1 January 14, 2014**
- 18.2 January 28, 2014**
- 18.3 February 11, 2014**
- 18.4 February 25, 2014**

**19. Upcoming Events:**

- |   |                                      |
|---|--------------------------------------|
| <b>19.1 December 23 – January 3, 2014</b> | <b>No School, Winter Break</b>       |
| <b>19.2 January 20, 2014</b>              | <b>No School, MLK Day</b>            |
| <b>19.3 February 10, 2014</b>             | <b>No School, Lincoln's Birthday</b> |
| <b>19.4 February 17, 2014</b>             | <b>No School, Presidents' Day</b>    |

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, November 12, 2013**

- 5:30 PM:** President Silva called the meeting to order and adjourned to closed session.
- Roll Call:** Board: J. Costa, G. Crandall, W. Gouveia, T. Guzman, K. Lewis, G. Silva, J. Vaughn  
Staff: J. Franco, S. Harrison, C. Goodall, B. Etcheverry
- 7:02 PM** President Silva called the Tracy Unified School District Board of Education to order and led those present in the Pledge of Allegiance.
- Closed Session:** **6a** Finding of Fact #13-14/#14, 15, 16, 17  
Lewis, Crandall. **Vote:** Yes-7; No-0.  
**6b** Report Out of Action Taken on Request to Expunge Record #13-14/RTE#2  
Approved. **Vote:** Yes-6; No-0; Absent-1.  
**6c** Report Out of Action Taken on Early Graduation – THS #10201569  
Approved. **Vote:** Yes-6; No-0; Absent-1.  
**6d** Report Out of Action Taken on PE Exemption – WHS #10310338  
**Vote:** Yes-6; No-0; Absent-1.
- Employees Present:** C. Minter, J. Danoy, P. Hall, J. Carter, D. Voloshin, V. McDonald, N. Kettner, D. Schneider, D. Voloshin, N. Link, M. Petty, S. Hoerth, B. Akin, A. Nelson, M. Chivers, J. Anderson, M. Riley, J. Miller, T. Petersen, R. James, S. Edwards, G. Garner, D. Cheeseman, L. DelaTorre, V. Carranza, L. Flores, D. McComber, S. Smith, P. Medeiros, M. Bravo, C. Farsier, J. Herrera, J. Philpott, P. Borges, L. Austin, M. Rodriguez, J. O'Hara, J. Cheeseman, R. Coares, D. Vasquez, C. Pal, K. Daniel, M. Mendoza, C. Greer, J. DeWitt, R. Campbell, M. Hill, L. Owen, G. Krebbs, D. Roberson
- Press:** M. Langley, Tracy Press
- Visitors Present** A. Russo, F. Vieira, J. Sua, E. Elhay, S. Smith, N. Reyes, S. Bal, R. Moore, G. Alvarado, S. Arroyo, A. Morano, S. Tran
- Minutes:** Approve Regular Minutes of October 22, 2013.  
**Action:** Guzman, Gouveia. **Vote:** Yes-6; No-0; Abstain-1(Costa)
- Student Rep Reports:** None.
- Recognition & Presentations:** **9.1** Recognize and Congratulate Terence C. Hall for being named an Outstanding Participant in the 2014 National Achievement Scholarship Program  
  
The student was unable to attend.

## 9.2 Recognize and Congratulate Madison Tessera for Being Named the Inaugural Winner of the “Artists Choice” Category of the California Transplant Donor Network – 2013 Holiday Card Art Contest

Assistant Superintendent of Educational Services and Human Resources, Dr. Sheila Harrison, recognized Madison Tessera for winning the “Artiest Choice” category of the California Transplant Donor Network. Her artwork was submitted to a panel and was designed to inspire others. A picture of her piece was displayed for the audience to view.

## 9.3 Recognize and Congratulate the Outstanding Employees of the Fall Term for the 2013-2014 School Year

Assistant Superintendent of Educational Services and Human Resources, Dr. Sheila Harrison, recognized the following outstanding employees of the Fall term: Bobbie Akin, Finance Department, 6-8 classified; Michelle Yano, Villalovoz School, K-5 certificated; Roger Casillas, Stein High, 9-12 certificated; Jill Carter, Finance Department, Management; and Leigh Anne Durant, Kimball High, 9-12 classified. Each employee was presented with a certificate.

## 9.4 Central Elementary School Update

Principal, Nancy Link, and teachers, Sheri Hoerth and Mary Petty, presented a power point on the Common Core implementation at Central School. Their staff has teamed up with Poet Christian staff. They continue to have staff development on ERMS. They will be hiring a new consultant in January, Janice Bussey, who will also help. They are also participating in a book study on “Teach Like a Champion”. Parent information is share at the site council, ELAC and parent teacher group. Information is also found in the school newsletters and website. They also participate in “Read and Rise” which teaches parents importance of reading skills. Students have new reading programs, they are training the Boys & Girls Club staff, and they have the TOPS science program for 4<sup>th</sup> and 5<sup>th</sup> grade students. They work with their Professional Learning Teams which was started three years ago. They reflect on those PLC conversations, using real artifacts and TIME for Kids. They are also working with students on complete sentence answers, stand and deliver and pair-share techniques.

### Hearing of Delegations:

Mike Chivers wants the board to take care of the teachers and classified staff. He understands times were hard and some of what got us through those times was that we had money in the bank and it was not used on teachers. He asked how expensive is a new adoption going to be because it involves technology. The employees will not wait forever. He commented that several years ago it was customary to see teachers working past 5:00 p.m. Now, at 3:35 p.m. the parking lots look like a ghost town. He believes it's time to dig deep to show employees that you support them.

Alex Nelson agreed with Mr. Chivers. He has been at West High for 15 years. He is concerned with ongoing negotiations and knows there is money that the district has that is not being used on teachers. He sees many teachers working late. He

understands there is a 2% raise offered, which he thinks is an insult. He hasn't had a raise in 5 years and is making less every 5 years. He is supporting a family of 6 children and lost his house. He knows the money is here and believes animosity is quickly building. He works hard every day and gets less money every year. Thinks it is unjust to the teachers and the community and the students who ultimately pay the price. It is the board's responsibility to take care of the employees.

Denise Cheeseman is the CSEA president. She believes that it comes down to fair contacts. She has been getting feedback from the employees and they are feeling very insulted by this. They have seen the budget and know there is a lot more money coming in and it is not being taking into consideration. Many classified employees have lost their homes. They are waiting patiently and they are hurting. Please reconsider because they do not think they are being unreasonable.

Leonard Pacheco has also been doing site visits. He believes they are being treated unfairly. He believes they are being bullied. Several employees are losing their homes or getting extra jobs. People are getting paid and having to write checks back to the district for their insurance.

Renee Riddle believes it is essential to have the library open for the students to succeed, especially with Common Core. She believes that paras do not want special ed positions for only \$12.50/hour.

Lulu Flores is very disappointed. She has been here for 24 years. She is an attendance secretary and has to speak Spanish every day and doesn't get paid extra for it.

James Ente has been with the district for six years and has seen growth at the schools. He sees that Tracy High is beautiful and Transportation is getting new buses. He doesn't understand why there is no raise. He used to be a financial analyst and now he is a custodian here. He has reviewed the financial statements and sees that money is in different places. They deserve a new contract that is fair.

**Information &  
Discussion Items:**

**11.1 Administrative & Business Services:**

**11.2 Educational Services:**

**11.2.1 Receive Report on District Update on the Transition to the Common Core State Standards (CCSS)**

Director of IMC, Debra Schneider, and Director of Staff Development, Dmitriy Voloshin, presented a power point which reviewed the math adoption timeline. They have received publisher presentations and from now through January will be piloting. A recommendation will be made to the board in January and they hope for board action in February, 2014. The Technology Committee met on November 8<sup>th</sup>, and established parameters for teacher and students. The devised and identified potential topics for professional development. There will be a Technology Showcase which will take place after school on



December 4<sup>th</sup>. They are working on implementing professional development activities aligned with technology and content area prior to the start of the 2014-15 school year.

The Governor signed AB 484 establishing a new testing system. We will need to align our assessments with this. ELA committees are working on CCSS aligned demo lessons and then will show their peers for staff development. There will be two teacher committees, one from K-6 and one from 7-12 that will focus on the next generation science standards.

- Public Hearing:** 12.1 **Administrative & Business Services:** None.
- Consent Items:** **Action:** Lewis, Crandall. **Vote:** Yes-7; No-0.
- 13.1 **Administrative & Business Services:**
- 13.1.1 Approve Accounts Payable Warrants (October, 2013)  
(Separate Cover Item)
- 13.1.2 Approve Payroll Reports (October, 2013)
- 13.1.3 Approve Revolving Cash Fund Reports (October, 2013)
- 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
- 13.1.5 Authorize the Director of Food Services to Enter Into an Agreement with Santa Clarita Valley School Food Services Agency and Gold Star Food (Separate Cover Item)
- 13.1.6 Ratify Routine Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda
- 13.1.7 Ratify Measure E Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda
- 13.2 **Educational Services:**
- 13.2.1 Approve Agreement for Special Contract Services Between Janice Bussey and Central School for the 2013-2014 School Year
- 13.2.2 Ratify Overnight Travel for the West High School Academic Decathlon Team to Attend an Academic Retreat at Angels Camp, November 8-10, 2013
- 13.2.3 Approve Agreement for Special Contract Services with the Boys and Girls Clubs of Tracy and Central School for the 2013-2014 School Year
- 13.2.4 Approve Agreement for Special Contract Services with Counseling and More (CAM) to Provide Intervention/Conflict Management Services and Parent Training at Central School for the 2013-2014 School Year
- 13.2.5 Approve Agreement for Special Contract Services with Counseling and More to Provide Intervention/Conflict Management Services and Parent Training at Louis Bohn Elementary School for the 2013-2013 School Year
- 13.2.6 Ratify Overnight Travel for Tracy High School Mock Trial Team and Advisors to Attend the Providence Cup Mock Trial Finals in Denver, CO on October 17-10, 2013

- 13.2.7 Approve Overnight Travel for Two Teachers in the Teacher-Based Reform Research Group to Attend the National Council of Teachers of English Annual Meeting in Boston, MA on November 20-24, 2013
- 13.2.8 Approve Agreement for Special Contract Services with Parent Institute for Quality Education (PIQE) to Provide Training for Parents at Merrill F. West High School During the 2013-2014 School Year
- 13.2.9 Approve Agreement for Special Contract Services with Valley Community Counseling and Central School for the 2013-2014 School Year

**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

**Action Items:**

**14.1 Administrative & Business Services:**

- 14.1.1 Adopt Resolution No. 13-11 Accepting the Abandonment of a West Side Irrigation District Easements and Conveying Easements to the West Side Irrigation District Adjacent to Kimball High School

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

- 14.1.2 Approve Resolution No. 13-14 Finding that the Reconstruction/Modernization of Tracy High School Ag Science Building, Weight Room and the E.B. Theater Building Qualifies as a Categorical Exemption from California Environmental Quality Act

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

- 14.1.3 Approve a List of Geotechnical Engineering Consultants to Perform Required Geotechnical Engineering Services, Special Testing and Special Inspection Services on New Construction, Modernization and Various Projects

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

- 14.1.4 Accept the Annual Report on the Collection and Expenditure of Development Fees for Fiscal Year 2012/2013

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

**14.2 Educational Services:**

- 14.2.1 Approve LEA Plan Addendum for the 2013/2014 School Year

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

- 14.2.2 Approve School Site Single Plans for Student Achievement and Site Categorical Budgets for the 2013/2014 School Year (Separate Cover Item)

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

**14.3 Human Resources:**

- 14.3.1 Adopt Resolution 13-15 Authorizing the District to Enter into an Agreement with PARS to Design and Administrate a Supplementary Retirement Plan for Eligible Certificated Non-Management Employees Provided There is Sufficient Employee Participation

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

**Board Reports:**

Trustee Lewis commented that it is great that this is America because people can

say what they want. Listening to the speakers tonight, he learned that teachers leave school at 3:30 because they are upset and they don't leave at 3:30; the board members are bullies; and they should be driving a bus. We have not yet recovered. It hasn't happened in private sector or government state or federal. What he did not learn tonight was that approximately \$127 million of the budget is for staff salaries and benefits; Tracy Unified is one of the highest paid districts in the whole area; and that this economy has not recovered, just look at the federal and state's budget. We may be doing better, but there is no recovery. Trustee Costa also learned that our schools are dirty and falling apart and can only be fixed by a new contract. Several of the board members attended the county school board dinner. The San Joaquin County Teacher of the Year, Dawn Arbogast, was honored. She gave a very nice speech. The high schools that had their homecoming parades downtown were well behaved and some adults were not. She is pleased with the new West High logo. She congratulated Tracy High for making the football playoffs. Trustee Gouveia participated in the "Make a Difference Day". He was busy downtown helping build alters. He also participated in the Dawali festival. He discussed many issues with Assembly Eggman's. Trustee Guzman enjoyed the board dinner and speaker. They presented good information from Governor Brown's side. He congratulated the employees who were recognized tonight. He wished good luck to the Tracy High football team. Trustee Crandall is in his 11<sup>th</sup> year as a board member. He is disappointed that the speakers are not here to hear what he has to say. He's upset that Mr. Chivers is one who actually encouraged him to run for the board and now is slinging mud. They have all been here a long time, 15, 20, 30 years. If it's that bad of place, why are they still here? No one believes that they do not deserve a raise. There are two kinds of school districts, those that have an ending balance and those that are run by the state. Because of everyone biting the bullet when times were tough we are in better shape. The administration and management were the first to take a furlough. He is fed up with this. They deserve a raise and if there is a certain amount of money left we will do what we can. This is a great school district. Some of us do not have kids in the district anymore and for someone to stand up and say that I'm bullying them... how dare they. Thursday he will be attending the anti-bullying celebration. Mr. Pacheco won't be there. Everyone gets upset with fiscal solvency. Yes, there is money for a raise, it may not be the raise that is ideal. That would put us #2 in the county next to Stockton Unified. Trustee Vaughn thanked the veterans. He did not agree with most of the propaganda tonight, but it is there right to do it. Over the years, their jobs were saved by the board being responsible with the money of the district. He personally took furlough days in his district, but the teachers here would not take a furlough. He felt that calling the board bullies was over the top. There are always two sides. He thanked Walter for his words regarding ELAC. Walter is a great collaborator. He also thanked Monica Gutierrez from the City of Tracy who will be moving to the Los Angeles area. She was instrumental in many committees and he thanked her for her years of service. He is coaching MJB basketball and the facilities look good to him. He is proud of how facilities look because employees do a good job. He thanked employees for their hard work and assured them that the board will be responsible. Trustee Silva received the financial reports and the numbers, and if staff has different numbers, he would like to see them. None of them are against giving people a raise. He attended the county dinner and received interesting information on the budget. He attended a charter school meeting and they are waiting to review the final charter and hope to

have that at the beginning of the year. He congratulated the Tracy High Bulldogs for being the SJAA champs and wishes them well in the playoffs.

**Superintendent  
Report:**

Dr. Franco reported that he enjoyed the Veteran's Day celebration at Kimball High School. The served a nice breakfast with student entertainment. Representative Denham presented Dr. Domenichelli with a principal of year certificate. Supervisor Bob Elliott was also with him and they answered student questions. Today there was a lockdown at Bohn. The staff did a great job. He enjoyed the Board dinner and the speaker talked about LCFF. No one is getting as much as they thought they were getting. In the past, the district has faced financial hardships and we have always worked together. The Anti-bullying event is scheduled for Thursday, November 14<sup>th</sup> at Kimball High.

Dr. Franco then stated his intent to retire at the end of June, 2014, his 27<sup>th</sup> year in this district. He commented that it's been a great time and he will leave the district with many fond memories.

The trustees then commented on Dr. Franco's announcement. Trustee Silva explained how grateful he is that Dr. Franco has been the leader of the district. He was one of the reasons he is on the board. Earlier last year, we named the Tracy High administration building after him, but this is truly the "James C. Franco" school district. Most of the success of this district is because of James Franco. He wished him well and he will be missed. Trustee Lewis commented that he was a board member for 12 years, took a few years off and then came back on for 2 more years because of Dr. Franco. There are few people that he respects or admires but Dr. Franco is one of those few. He looks up to him as a mentor. Dr. Franco has a certain skill and ability to truly care about people and his leadership will be missed. The bonds passed because of him. The facilities look the way they do because of him. It will be a great challenged to fill his shoes. Trustee Gouveia has known Dr. Franco for 26 years. He is the Godfather of his son. He wished him a wonderful retirement. Trustee Guzman agreed with all the comments made. He remembers going to a meeting after the first bonds were not passed. Dr. Franco took the leadership and did what was needed to get the bonds passed. He is a community man, who everyone knows and makes the district and community better. Trustee Vaughn commented that it has been a honor to work with Dr. Franco. He's learned so much from him over the years. When he first got elected to the Board he was only 34 and was taking a test to become an administrator. He kept thinking to himself, "What would Jim do". He thanked him for his leadership, guidance and demeanor. Trustee Crandall knows how hard it was for Dr. Franco to announce his retirement tonight. His hat is off to him. His parents always taught him that whatever you do, always leave it better than you found it. He feels that sums up Dr. Franco's career. Dr. Franco thanked all the board members for their nice comments. He thanked Bobbie, Casey and Sheila for their work. He feels the assistant superintendents are very bright, honest and have high integrity and will be great to have them on the cabinet.

9:00 p.m.

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date



# ADMINISTRATIVE SERVICES MEMORANDUM

**TO:** Board of Education  
**FROM:** Dr. James Franco, Superintendent  
**DATE:** December 2, 2013  
**SUBJECT:** (1)Elect Officers;  
(2)Appoint Representatives to the following committees:  
Budget; CALSSD; City Schools Liaison; District Attendance Area;  
Facilities Advisory; Facility Use Policy Review; Family Life;  
Legislative Action; SJCSBA; Special Ed, TAPFFA; Tracy Learning  
Center/Ad Hoc Board Member; Charter Schools; Tracy Parks; and  
(3)Approve 2014 Board Calendar.

**BACKGROUND:** Education Code Section 35143 and 72125 require the governing board of each school district to hold an annual organizational meeting. In a year in which a regular election for governing board members is held in our district, the meeting shall be held on a day within a 15-day period that commences with the date upon which an elected governing board member takes office. Organizational meetings, in years in which no such regular election for governing board members is conducted, shall be held during the same 15-day period on the calendar. This year the 15-day period will commence on December 6. Districts that have regular meetings between December 6 and December 20 can comply with the Education Code requirement by placing this matter on its agenda. The day and time of the annual meeting shall be selected by trustees at its regular meeting immediately prior to the first day of such 15-day period.

**RATIONALE:** Tuesday, December 10, 2013, is the date of the Tracy Unified School District Board of Trustee's regular meeting which complies with the Education Code requirement for holding the annual organizational meeting. Within 15 days prior to the date of the annual meeting, all board members and members-election shall be notified in writing of the date and time selected for the meeting.

**FUNDING:** N/A

**RECOMMENDATION:** (1)Elect Officers; (2)Appoint Representatives to the following committees: Budget; CALSSD; City Schools Liaison; District Attendance Area; Facilities Advisory; Facility Use Policy Review; Family Life; Legislative Action; SJCSBA; Special Ed; TAPFFA; Tracy Learning Center/Ad Hoc Board Member; Charter Schools; Tracy Parks; and (3)Approve 2014 Board Calendar.

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



**TRACY UNIFIED SCHOOL DISTRICT  
ORGANIZATIONAL MEETING HELD DEC. 2013**

<b>2014 COMMITTEES:</b>	<b>COSTA</b>	<b>CRANDALL</b>	<b>GOUVEIA</b>	<b>GUZMAN</b>	<b>LEWIS</b>	<b>SILVA</b>	<b>VAUGHN</b>
<b>OFFICERS</b>		<b>VICE-PRES</b>		<b>CLERK</b>			<b>PRESIDENT</b>
<b>BUDGET</b> Lewis, Silva, Vaughn (A-JC)	Alternate						
<b>CALSSD</b> Crandall, Lewis							
<b>CITY SCHOOLS</b> Costa, Gouveia, Guzman (A-KL)					Alternate		
<b>DISTRICT ATTENDANCE AREA</b> Crandall, Gouveia, Lewis							
<b>FACILITIES ADVISORY</b> Guzman, Lewis, Silva (A-GC)		Alternate					
<b>FACILITY USE POLICY REVIEW</b> Crandall, Guzman, Vaughn (A-WG)			Alternate				
<b>FAMILY LIFE</b> Costa, Vaughn							
<b>LEGISLATIVE ACTION</b> Costa, Crandall, Gouveia							
<b>SJ CSBA</b> Costa, Silva							
<b>SPECIAL ED</b> Vaughn							
<b>TAPFFA</b> Gouveia, Silva, Vaughn (A-KL)					Alternate		
<b>TRACY LEARNING CTR/ AD HOC BOARD MEMBER</b> Guzman (A-JC)	Alternate						
<b>TRACY PARKS</b> Gouveia (A-GS)						Alternate	
<b>CHARTER SCHOOLS</b> Costa, Guzman, Silva							



**TRACY**  
UNIFIED SCHOOL DISTRICT

## Board of Education Calendar of Meetings 2014

The Board of Education holds its regular meetings in the Tracy Unified School District Education Center Boardroom located at 1875 W. Lowell Ave. Meetings begin at 7 p.m. The Board of Education's meeting agendas are posted for public viewing the Friday before each regular meeting in the Education Center lobby and on the District's website at [www.tracy.k12.ca.us](http://www.tracy.k12.ca.us). Copies of meeting agendas also are available by contacting the Superintendent's Office at 830-3201. Minutes of Board of Education meetings are available for public review in the Superintendent's Office on Mondays through Fridays between 8 a.m. and 5 p.m., and can be viewed on the District's website at [www.tracy.k12.ca.us](http://www.tracy.k12.ca.us).

BOARD MEETING DATES 2014	
1/14/14	
1/28/14	
2/11/14	
2/25/14	
3/11/14	
3/25/14	
4/08/14	
5/13/14	
5/27/14	
6/10/14	
6/24/14	
8/12/14	
8/26/14	
9/09/14	
9/23/14	
10/14/14	
10/28/14	
11/11/14	
12/09/14	



# HUMAN RESOURCES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resource  
**DATE:** November 25, 2013  
**SUBJECT:** **Recognize Annette Feldman as the Recipient of the Diversity & Equity Staff Recognition Award for the Fall Term of the 2013-14 School Year**

**BACKGROUND:** In December, 2011, the Board adopted a revision to the Board Policies and Administrative Regulations 4156.2 and 4256.2, Governing Board's Recognition of Employees. The revised Policies and Administrative Regulations reflect changes and the addition of the Superintendent's Diversity & Equity Committee Employee Award and Recognition Program.

**RATIONALE:** In accordance with the Board Policies and Administrative Regulations, the award recipients will be recognized by the Board of Education and have their picture displayed in the District Education Center for the following term.

This agenda item meets Strategic Goal #2: Ensure that all students meet or exceed grade level standards and that the achievement gap is closed; Strategic Goal #3: Provide a safe and equitable learning environment for all students and staff.

**FUNDING:** N/A

**RECOMMENDATION:** Recognize Annette Feldman as the Recipient of the Diversity & Equity Staff Recognition Award for the Fall Term of the 2013-14 School Year

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



# ADMINISTRATIVE SERVICES MEMORANDUM

**TO:** Board of Education  
**FROM:** Dr. James Franco, Superintendent  
**DATE:** December 2, 2013  
**SUBJECT:** Receive Report on Superintendent's Search

**BACKGROUND:** At the November 12, 2013, board meeting, Dr. Franco announced that he intended to retire at the end of his current contract. In order to make this a smooth transition, we would like to have the new superintendent in place approximately 8-10 weeks prior to the end of the school year.

**RATIONALE:** A new superintendent needs to be in place prior to the end of the current school year, in order to meet the established timeline. The district is currently collecting proposals from various search companies.

**FUNDING:** Contracted fees are approximately \$20,000 to \$25,000, general fund.

**RECOMMENDATION:** Receive Report on Superintendent's Search.

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



# EDUCATIONAL SERVICES MEMORANDUM

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**TO:** Dr. James C. Franco, Superintendent  
**FROM:** Dr. Sheila Harrison, Assistant Superintendent of Educational Services & Human Resources  
**DATE:** November 20, 2013  
**SUBJECT:** Receive Report on the Giants Community Fund Grant to Assist in the Implementation of the San Joaquin Mediation Center (SJMC), Steps to Respect Program.

**BACKGROUND:** Paul Hall, Director of Student Services and Curriculum at Tracy Unified School District (TUSD), has asked the San Joaquin Mediation Center (SJMC) to assist in the implementation of an anti-bullying program for TUSD elementary school students for the fall 2013 semester. SJMC requested funding to implement the evidence and researched based anti-bullying program, Steps to Respect, <http://www.cfchildren.org/steps-to-respect.aspx>, in two pilot elementary schools in TUSD, Bohn Elementary School and George Kelly Elementary School from the Giants Community Fund Grant. The Steps to Respect Program consists of baseline staff surveys and training, followed by the implementation of 11 lessons for grades K-6. SJMC is proficient and experienced in conducting communications and conflict resolution workshops for various groups in San Joaquin County. Although SJMC has not expanded its peacemaking and communications outreach to elementary school age children, the proposed program fits with their mission and the skill-sets of their trainers and mediators. Many of the techniques used with children to prevent bullying are also used in mediation, such as helping individuals draft "I" statements and developing skills needed to communicate their feelings, needs, and requests more clearly. The requested funding would cover the cost of the program materials, and staff wages for preparation for training of teachers and other school personnel, conducting these training sessions, and performing pre- and post-assessment surveys.

What are the target audiences to be addressed, including demographics of the clients? How many clients will be served? Bohn Elementary School has one principal, 21 teachers and 12 paraprofessionals who will receive the training from the SJMC. In turn, these educators will present the lesson plans to 500 elementary school students ranging in age from 4-12. George Kelly Elementary School has 32 teachers and 2 administrators who will receive the training from the SJMC. In turn, these educators will be presenting the lesson plans to 896 elementary school students ranging in age from 4-12.



What are the specific objectives of the program for which funding is being sought?

The objectives include: (1) initiating a shift in the school culture to caring and inclusion; (2) empowering peers to speak up, support, and include victims of bullying in social activities; (3) teaching children to refuse and report bullying; (4) teaching them how to make friends; (5) help students learn to recognize their feelings, recognize the underlying reasons for their feelings, and healthy ways to cope with strong emotions; (6) decrease violence, name-calling, and other forms of bullying; and (7) increase safety.

How will we determine the impact and effectiveness of the program and evaluate achievement of our objectives? The Steps to Respect program begins with administrators assessing their anti-bullying policies, and creating a baseline through surveys and existing data to track progress. Then, teachers, administrators, and other school personnel are trained in how to recognize and deal with bullying. The classroom lessons then start. Post-program evaluations and surveys are completed after the student lessons to assess the program's effectiveness and achievement of the above-noted objectives.

What is our plan for continued funding/maintenance of the program?

We anticipate that a successful program will be funded in the future by the school district and/or that the program could be self-perpetuating through teachers, principals, or other staff employed in the school district. Paul Hall has been certified as a mediator through the Mediation Center's advanced mediation training. He is familiar with the conflict resolution and communication techniques used in the community mediation setting, which overlap aspects of the anti-bullying program indicated above. He indicated his commitment to seeking funding for an anti-bullying program. Additionally, parent and teacher engagement will make it more likely that the program can become self-perpetuating with teachers providing new teachers with training about the Steps to Respect curriculum.

**RATIONALE:** Presentation of SJMC "Steps to Respect Program" is given to the Board as we embark on a partnership with them in our Anti-Bullying Campaign. This partnership supports District Strategic Goal #3: Provide a safe equitable environment for all students and staff and District Strategic Goal #7: Develop and utilize partnerships to achieve District goals.

**FUNDING:** There is no cost to the District

**RECOMMENDATION:** Receive Report on the Giants Community Fund Grant to Assist in the Implementation of the San Joaquin Mediation Center (SJMC), Steps to Respect Program.

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



# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. James C. Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent for Business Services  
**DATE:** November 19, 2013  
**SUBJECT:** **Accept the Generous Donations From the Various Individuals, Businesses, and School Site Parent Teacher Associations Listed Herein With Thanks and Appreciation From the Staff and Students of the Tracy Unified School District.**

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

Art Freiler School:

1. Tracy Unified School District/Art Freiler School: From the Freiler Staff Parent Association (FSPA) a total combined donation of \$701.83 (ck. #1437, \$226.90, ck. #1445, \$254.48, ck. #1451, \$220.45). This donation will be used towards the purchase of supplies from Office Depot and Fed Ex copy fees.

George Kelly School:

1. Tracy Unified School District/George Kelly School: From the George Kelly Elementary PTO, Inc. a total combined donation of \$930.00 (ck. #5506, \$400.00, ck. #5517, \$150.00, ck. #5507, \$380.00). This donation has been spread among the teacher's site accounts.

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

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

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

Operations and/or the Facilities Developments and budgeted accordingly. All technology items are reviewed and approved by the Director of Information Services and Educational Technology, prior to Board presentation.

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

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



# BUSINESS SERVICES MEMORANDUM

**TO:** James Franco, Superintendent  
**FROM:** C. Goodall, Associate Superintendent for Business Services  
**DATE:** November 20, 2013  
**SUBJECT:** Approve Assembly, Service, Business and Food Vendors

**BACKGROUND:** To be valid or to constitute an enforceable obligation against the district, education code 17604 requires that all contracts must be approved and/or ratified by the board of trustees. This requirement is met in several different ways, depending on the value of the requisition, the types of services or materials being procured, and the advance notice staff has in procuring the services or materials.

**RATIONALE:** School site assemblies, services, business and food vendors require pre-approval to ensure three different documents are in place: an approved contract when applicable; a certificate of insurance; an endorsement letter naming the district an additional insured. In addition, all vendors are reviewed to ensure the content is appropriate for student audiences, and that conflicts do not occur with other school site or district events.

To that end, the attached list of vendors has met all of the criteria to provide assemblies at TUSD sites, and their presentation has been deemed appropriate for TUSD students.

This list will be updated as needed and presented to the board for approval.

**FUNDING:** Per attached summary of requisitions.

**RECOMMENDATIONS:** Approve Assembly, Service, Business and Food Vendors.

PREPARED BY: Cindy Everhart, Facility Use Secretary

Date Board Approved	Vendor	Insurance Expires
<b>SMOKING, TOBACCO PRODUCTS, ALCOHOL, DRUGS, FIREARMS OR EXPLOSIVES ARE PROHIBITED ON ANY SCHOOL DISTRICT PROPERTY. Vendors must be aware of the location of emergency exits at all times. Vendors are prohibited from applying pesticides, chemicals, or cleaning products to district facilities or grounds.</b> <b>FLAMES ARE PROHIBITED INDOORS ON DISTRICT PROPERTY - SEE SPECIFICS UNDER FOOD VENDOR BELOW!</b>		
<b>↓ ADDING THE FOLLOWING VENDORS FOR BOARD APPROVAL ↓:</b>		
	SJ Vector Control - Aaron Devencenzi - 982-4675, adevencenzi@sjmosquito.org	Insurance not Required NO Charge, Tier 1
<b>↓ APPROVED LIST BELOW BY EXPIRATION DATE ↓</b>		
2/12/13	<b>Dataworks-No Parent Left Behind Parent Program.</b> Parents as teachers, motivations and academic performance, home environment and homework assistance. Maria Cuadra - 800-495-1550, maria@dataworks-ed.com or info@dataworks-ed.com	11/25/2013
10/9/07	<b>Mad Science</b> - Danielle Mae Lee, danielle@madsciencesacto.com, 916-736-2924, Elena Michel elena@madsciencesacto.com (Fire & Ice Show not allowed)	12/1/2013
1/25/11	<b>Kaiser Permanente</b> - Dean Starnes, dean.starnes@kp.org, 510-987-2223, www. Kp.org/etp/ncal, Programs "Community Troupe", PEACE Signs" "The Best Me", "Nightmare on Puberty ST." and "Secrets".	1/1/2014
9/10/2013	<b>The Fisher Agency</b> - Speaker trainers for schools and businesses. Programs are customized for junior high and high school assemblies, student leadership conferences, vocational education programs, teacher in services, educational associations, conventions and parent meetings. Chris Fisher - 925-352-8309, chris@tfaspeakers.com, www.tfaspeakers.com	1/6/2014
8/9/11	<b>Graphic &amp; Wear</b> , Steve Lewis, gicts@sbcglobal.net, steve@gicgraphicwear.com, www:gicgraphicwear.com, 723-9817	1/9/2014



3/12/13	<b>Entourage Events SF</b> - DJ & lighting Services and Photo Booth, Derek Mizuno, 510-921-4373, booking@entourageeventssf.com. Find them on Yelp & Facebook	1/18/2014
5/8/12	<b>International Printing Museum</b> - Mark Barbour. 310-515-7166, mail@printmuseum.org, www.printmuseum.org	1/30/2014
9/13/11	<b>California Weekly Explorer, Inc.</b> - History Programs, Barry Hovis, 714-247-2250, barrycwe@aol.com, info@californiaweekly.com, www.californiaweekly.com	2/1/2014
10/11/11	<b>Rumors Productions</b> - Jenna Teyshak/Jon Tyner - 640-8000, jenna@rpcdj.com, www.rpcdj.com	2/1/2014
8/25/09	<b>Soul Shoppe</b> - Vicki Abadesco, Phone: 510-338-3231, info@soulshoppe.com, support@soulshoppe.com. www.soulshoppe.com	2/1/2014
11/13/07	<b>Bureau of Lectures &amp; Ancient Artifacts</b> - John Tacha or Terry Lyman 800.255.0084, (FIRE SHOW OR WEAPONS NOT ALLOWED) www.assemblyline.com/index.html bureau@assemblyline.com	2/5/2014
2/26/13	<b>Elite Entertainment</b> Professional DJ Services, Photo Booth, Audio & Visual, Greg Wallace, 952-3548, elitedj@aol.com, www.elitedj4u.com	2/15/2014
4/12/11	<b>LMG Attractions</b> - DJ and Emcee, Business Audio Visual, Event Planning, Professional Sound and Audio. Dave Tillman 209-275-0226, www.lmgattractions.com	3/1/2014
9/11/12	<b>Give Every Child A Chance</b> , Tutor Mentoring Program, 855-0702, www.gecacracy.org	3/6/2014
9/25/2012	<b>Central Valley Party</b> - party rental supplies, on-site events. Archille Hubbner - 832-8890, info@centralvalleypartyrentals.com. Www.centralvalleypartyrentals.com	3/21/2014

4/23/13	<b>Music Systems</b> , Disc Jockey Services, Omar Rodriguez, 640-1442, omar@music-systems.com, www.music-systems.com	3/27/2014
5/28/13	<b>Gallo Center for the Arts</b> , Bullying Prevention Performance, "The Bully Buster Rides Again". Raul Garcia, 338-5020, rgarcia@galloarts.org, www.galloarts.org	4/9/2014
5/28/13	<b>Recruiting Realities</b> - Athlete Recruitment for college (parents and coaches). Lucy Cohen - 800-242-0165, jackrenkens@earthlink.net, www.recruitingrealities.com	4/15/2014
5/14/13	<b>Summit Solutions Consultation</b> , Facilitator of E15 Motivational speaker, Chris Stevens, 607-9113, chris@summitsolutionsconsulting.com, www.summitsolutionsconsulting.com	4/23/2014
2/12/08	<b>Ravioli the Clown</b> - Denis Martinez - 835.3535, www.raviolitheclown.com	5/1/2014
4/23/13	<b>Rick Sullivan, Lenard "The Kyd" Jackson</b> teenage comedian. (510) 228-7038, ugotjokes@comcast.net, www.ugotjokes.net	5/1/2014
2/12/08	<b>Sparkles the Clown</b> , Terry Donaldson - 835-8383, www.sparklesdelight.com	5/1/2014
9/13/11	<b>Youth for Christ - Point Break</b> Adolescent Resources. Violence Prevention Services. Contact Joan Stone in Prevention Services 830-3218.	5/1/2014
9/13/11	<b>Athletic Perfection</b> - Cheer Routine choreography. Jennifer Moore 609-8736, jennwhip29@hotmail.com, julie@athleticperfectioncheer.com, www.athleticperfectioncheer.com	5/14/2014
9/11/12	<b>Camfel Productions</b> - A Multi Media Production. Veronica Loya, 626-960-6922, veronica@camfel.com. www.camfel.com	6/1/2014
2/14/12	<b>Sound Wave Mobile DJ</b> - David Gomes-510-938-7903, info@soundwavemobiledj.com, www.soundwavemobiledj.com	6/1/2014

12/13/11	<b>Main Street Music</b> - Ken & Diana Cefalo, kencefalo@yahoo.co, dcefalo@sbcglobal.net,	6/3/2014
2/14/12	<b>PIQE-Parent Institute for Quality Education</b> - Teresa Guerrero, 238-9496/484-8404, tguerrero@piqe.org, www.piqe.org	6/10/2014
10/25/11	<b>Sow A Seed Community Foundation</b> - Rodeshia Ransome. Provide at risk youth and families with tools. 645-2012 or 510-376-3533, sowaseedcf@yahoo.com. www.sowaseedcf.org	6/10/2014
9/25/2012	<b>SOS Entertainment</b> - Sound, Lighting & Event Production Company. Derek Sage - 661-424-1767, info@sosentertainment.com, www.sosentertainment.com	6/25/2014
4/23/13	<b>SJC Child Abuse Prevention Council</b> , Lindy Turner- Hardin, 464-4524, lturner@nochildabuse.org, www.nochildabuse.org	7/1/2014
3/811	<b>Dr. Andrew Trosien, DDS.</b> Oral Hygiene Instructions. Call Megan or Julie at 833-1240	7/1/2014
10/22/13	<b>Barbizon Performing Arts Academy</b> - Jamie Sorenson - 415-583-3055, jamie@barbizon.tv	7/8/2014
4/12/11	<b>Explorit Science Center</b> - 530-756-0191, explorit@explorit.org, www.explorit.org	7/21/2014
2/14/12	<b>CAM Counseling and More</b> - Lettie Ordone. 640-4179, 832-1094, lordonecam@yahoo.com. Www.lordonecam.com	8/7/2014
2/26/13	<b>Media Fusion Studios</b> , Video Production, Nick Xanttopulos, 957-4021, nick@mediafusionstudios.com, www.mediafusionstudios.com	8/22/2014

1/25/11	<b>Sorren Bennick Productions</b> - Power of One Anti-Bullying Program, Sorren Bennick 1-866-816-5808, sorenbenick@sorenbenick.com; To view a video clip of the show, go to www.sorenbenick.com; enter the Power of One section, click on the Principals Only field, and use the password: "impact" and the username: "impact".	9/18/2014
10/25/11	<b>Amos Productions-DJ Services.</b> Nicole - 1800-693-5003 or 925-449-3847. nicole@amospro.com or info@amospro.com	9/20/2014
5/26/09	<b>Cowboys &amp; Kids Reach Assembly</b> , Penny Conway, www.reachkids.com, reachme@theriver.com	Insurance not Required NO Charge, Tier 1
5/8/12	<b>Dairy Council of CA Mobile Dairy Classroom</b> , Leona Bettencourt, 916-263-3560 x413, ibettencourt@dairycouncilofca.org. Www.dairycouncilofca.org. <b>Must follow Animal Policy Guidelines AR 6163.1</b>	Insurance not Required NO Charge, Tier 1
4/28/09	<b>District 5 Dairy Princess</b> , 639-1715	Insurance not Required NO Charge, Tier 1
5/26/09	<b>Get Real Behind The Wheel</b> , Safe Driving Assembly targeted at 8th, 9th & 10th graders. Ken Ucci 408-680-4881 or Tom Simpson 612-4222. www.getrealbehindthewheel.org	Insurance not Required NO Charge, Tier 1
2/10/09	<b>JOE FOSS Institute</b> , 480.348.0316, www.jfiweb.org	Insurance not Required NO Charge, Tier 1
10/23/07	<b>Lawrence Hall of Science</b> , 510-642-1700, pfsreq@berkeley.edu, www.lawrencehallofscience.org	Insurance not Required NO Charge, Tier 1
10/9/07	<b>McDonalds</b> Tammi Beck 916-962-1982	Insurance not Required NO Charge, Tier 1
10/9/07	<b>NASA</b> Karin Costa 650-604-6077	Insurance not Required NO Charge, Tier 1
10/9/07	<b>Otto the Auto</b> Wendy Sanchez 415-565-2676 wendy_sanchez@csaa.com	Insurance not Required NO Charge, Tier 1
10/9/07	<b>Sandia Labs</b> Joel Lipkan - jlipkin@comcast.net	Insurance not Required NO Charge, Tier 1

12/13/11	<b>Stockton Ports Baseball By The Books</b> - reading incentive program. Free of charge-chance to win free tickets. Margaret Sacchet-644-1900, msacchet@stocktonports.com, www.web.minorleaguebaseball.com/index.jsp?sid=t524	Insurance not Required NO Charge, Tier 1
<p><b>*Section 308.3 Open Flame.</b> A person shall not utilize or allow to be utilized, an open flame in connection with a public meeting or gathering for purposes of deliberation, worship, entertainment, amusement, instruction, education, recreation, awaiting transportation or similar purpose in Group A or E occupancies in accordance with Appendix Chapter 1, Section 105.6.</p>		
<p><b>Please remind your staff that candles, incense, cigarettes, or any item with an open flame are not permitted anywhere on school property.</b> Per the Tracy Fire Inspector, failure to comply with this requirement can result in personal and/or District fines ranging from \$250 – 1,000.</p>		
<p><b>OUTDOORS ONLY</b> - Make sure barbeques are 10 feet away from any building or structure. Place drip pans or tarps under barbeques to avoid spillage on pavement. Do not dump grease, oil, briquettes or barbeques anywhere on TUSD property or in garbage cans or dumpster. If accident spill occurs you are to provide an oil absorbent and clean properly.</p>		
<p>↓ <b>APPROVED FOOD VENDORS</b> ↓</p>		
12/8/09	<b>Texas Roadhouse-</b> Tim Lund, 830-1133, store_tracy@texasroadhouse.com	12/1/2013
9/25/2012	<b>Squeeze Inn Restaurant</b> - Food catering. Dean Davis - 833-7992 or 331-3228. www.tracy.thesqueezeinn.com	1/12/2014
2/26/13	<b>Taqueria Maguey Restaurant-</b> Mexican food catering. Contact Javier - 832-1059. 2242 Grantline Rd. Tracy	2/3/2014
11/12/12	<b>Menchie's Frozen Yogurt,</b> Adele Boch, 612-5285, adeleboch@yahoo.com, www.menchies.com	6/6/2014
12/8/09	<b>Tracy Breakfast Lions Club</b> - James Solarez - 221-8811	9/1/2014
10/23/12	<b>Rainbow Italian Ice</b> - Tonya or Jayson Griffith-510-491-5689, italianicegirl2012@yahoo.com or 510-591-6693. www.rainbowitalianice.com.	9/4/2014





# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. James C. Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent for Business Services  
**DATE:** November 22, 2013  
**SUBJECT:** **Ratify Routine Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda**

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

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

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

**FUNDING:** Per attached summary of requisitions.

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

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

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

---

A. Vendor: McArthur & Levin, LLP  
Site: Tracy Unified School District  
Item: Service Agreement for the 13/14 FY (amendment)  
Services: Legal Services: Special Education, various other services  
Cost: \$200.00/hr. (partner attorneys), \$175.00/hr. (associates), \$120.00/hr. (paralegal). The hourly rate for all services increased by \$25.00  
Project Funding: Risk Management/Legal Services

---

B. Vendor: Burke, Williams & Sorensen, LLP  
Site: Tracy Unified School District  
Item: Service Agreement for the 13/14 FY  
Services: Legal Services: Charter School, various other services  
Cost: \$250.00/hr. (shareholder attorneys), \$220.00/hr. (associates).  
Project Funding: Risk Management/Legal Services

---

C. Vendor: School Employers Association of California  
Site: District Education Center  
Item: Contract for Services  
Services: Advisory services to assist in managing the employer sponsored health benefits under the Federal Affordable Care Act.  
Cost: \$2,600, plus Actual and Necessary Expenses for one day on site  
Project Funding: General Fund/Health Care Reform

---

D. Vendor: Charles Walker Inspection Services  
Site: South/West Park Elementary School  
Item: Agreement  
Services: DSA Inspection Services with regard to the replacement of the existing modular restroom building recently destroyed by a fire.  
Cost: \$1,500 Not to Exceed  
Project Funding: General Fund – Insurance Fire Loss

---

E. Vendor: FieldTurf USA, Inc.  
Site: West High School  
Item: Agreement - Ratify  
Services: Contractor to manufacture and install the center field logo replacement in the West High School Stadium.  
Cost: \$36,887.42  
Project Funding: General Fund

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# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. James C. Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent for Business Services  
**DATE:** November 22, 2013  
**SUBJECT:** Ratify Measure E Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda

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

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

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

**FUNDING:** Per attached summary of requisitions.

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

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

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

---

A. Vendor: Hazard Management Services (HMS)  
Site: Tracy High School – AG Science CTE Modernization  
Item: Proposal  
Services: Hazardous materials consulting services for the AG Science CTE modernization project.  
Cost: \$11,235.00 Estimated  
Project Funding: Measure E Bond Funds and State School Building Fund

---

B. Vendor: Hazard Management Services (HMS)  
Site: Tracy High School – E. B. Theater Modernization  
Item: Proposal  
Services: Hazardous materials consulting services for the E. B. Theater renovation project.  
Cost: \$11,235.00 Estimated  
Project Funding: Measure E Bond Funds

---

C. Vendor: Wallace Kuhl & Associates  
Site: Tracy High School – AG Science CTE Modernization  
Item: Proposal  
Services: Consultant to provide special testing and inspection services for the AG Science CTE modernization project.  
Cost: \$5,659.00 Estimated  
Project Funding: Measure E Bond Funds and State School Building Fund (SSFB)

---

D. Vendor: Wallace Kuhl & Associates  
Site: Tracy High School – E. B. Theater Modernization  
Item: Proposal  
Services: Consultant to provide special testing and inspection services for the E.B. Theater renovation project.  
Cost: \$8,222.00 Estimated  
Project Funding: Measure E Bond Funds

---

E. Vendor: Roebbelen Contracting, Inc.  
Site: Tracy High School – Stadium and Improvement Project  
Item: Notice of Completion  
Services: Contractor demolished old stadium and constructed a new stadium, which includes turf field, eight lane track, restrooms, ticket booth and improvements to the relocatable classroom buildings.  
Cost: \$9,421,026.00 Change Orders: \$46,086.00  
Return of Contingency \$519,903.00 Total Contract: \$8,901,123.00  
Project Funding: Measure E Bond Funds and SSBF Savings

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F. Vendor: Diede Construction  
Site: Monte Vista Middle School – Tracy High School Baseball Fields – BP#1  
Item: Notice of Completion  
Services: Contractor prepared all concrete flatwork for the ball fields located at Monte Vista Middle School for the Tracy High School JV and Varsity teams.  
Cost: \$157,000.00 Change Orders: \$0.00 Total Contract: \$157,000.00  
Project Funding: Measure E Bond Funds

---

G. Vendor: Calco Fencing, Inc.  
Site: Monte Vista Middle School – Tracy High School Baseball Fields – BP#2  
Item: Notice of Completion  
Services: Contractor installed the backstop, foul poles, scorekeeper enclosure and all chain link fencing and gates for the ball fields located at Monte Vista Middle School for the Tracy High School JV and Varsity teams.  
Cost: \$136,730.00 Change Orders: \$0.00 Total Contract: \$136,730.00  
Project Funding: Measure E Bond Funds

---

H. Vendor: Silva Electric, Inc.  
Site: Monte Vista Middle School – Tracy High School Baseball Fields – BP#3  
Item: Change Order #1  
Services: Contractor upsized the conduit and electrical conductors for the dug out power for the ball fields located at Monte Vista Middle School for the Tracy High School JV and Varsity teams.  
Cost: \$4,370.00  
Project Funding: Measure E Bond Funds

---

I. Vendor: Silva Electric, Inc.  
Site: Monte Vista Middle School – Tracy High School Baseball Fields – BP#3  
Item: Notice of Completion  
Services: Contractor installed JV & Varsity Field Scoreboards and site electrical for the ball fields located at Monte Vista Middle School for the Tracy High School JV and Varsity teams.  
Cost: \$43,878.00 Change Orders: \$4,370.00 Total Contract: \$48,248.00  
Project Funding: Measure E Bond Funds

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# EDUCATIONAL SERVICES MEMORANDUM

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**TO:** Dr. James C. Franco, Superintendent  
**FROM:** Dr. Sheila Harrison, Assistant Superintendent of  
Educational Services & Human Resources  
**DATE:** November 20, 2013  
**SUBJECT:** Approve Agreement for Special Contract Services with San Joaquin  
County Office of Education for the Artist-in-Residence Program at  
McKinley Elementary School for the 2013 – 2014 School Year.

**BACKGROUND:** The Artist-in-Residence Program is provided by the San Joaquin County Office of Education. This Program will provide an artist who will work with all K-5 students at McKinley School for a total of seventeen classes. Students will learn basic art concepts and carry out various art projects.

**RATIONALE:** The San Joaquin County Office of Education, Artist-in-Residence Program will provide McKinley students with an opportunity to learn and use language in a meaningful context. This instruction will also build upon verbal skills and increase students' vocabulary. During their art instruction, students will follow explicit directions like listening and using Tier 2 and Tier 3 academic vocabulary with added multi-sensory input. Tier 2 words are vocabulary words which cross over many curricular areas; Tier 3 words are specific to the art curriculum. The prized finished art piece becomes a spring board for writing. The art process helps to promote reading skills such as paying attention to details, critical thinking, reasoning and improving visual acuity. Art provides a vehicle for students to see the start to finish process and builds overall confidence while increasing academic vocabulary. This supports District Strategic Goal #1: Prepare all students for college and careers and District Strategic Goal #7: Develop and utilize partnerships to achieve District goals.

**FUNDING:** This contract is to be paid with site Title I funding. The cost will not exceed \$2,992.

**RECOMMENDATION:** Approve Agreement for Special Contract Services with San Joaquin County Office of Education for the Artist-in-Residence Program 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 San Joaquin County Office of Education, Artist-In-Residence Program, 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 an art program for the students enrolled at McKinley Elementary School. The program will provide an artist who will work with students at McKinley School for a total of 17 classes. Students will learn basic art concepts and carry out various art projects.

2. Contractor will provide the above services(s), as outlined in Paragraph 1, for a period of up to a total of 16 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 \$ 2,992.00 per HOUR/DAY/FLAT RATE (circle one), not to exceed a total of \$ 2,992.00. Contractor shall only be paid for work completed to the satisfaction of District through the termination date of this agreement.
- b. District [ ☐ ] SHALL; [ ☒ ] SHALL NOT reimburse Contractor for out-of-pocket expenses incurred during Contractor's performance of the services, including: mileage, meals and lodging in the district rates not to exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed \$ \_\_\_\_\_ for the term of this agreement.
- c. District shall make payment on a [ ☐ ] MONTHLY PROGRESS BASIS, [ ☒ ] SINGLE PAYMENT UPON COMPLETION OF THE DUTIES and within thirty (30) working days from Contractor's presentation of a detailed invoice or on a claim form provided by District. Original paid receipts are required for lodging, air fare (passenger coupon or ticket stub), automobile rental, and parking. Claims for unusual expenses, such as teaching materials, photocopying, etc., must be accompanied by original paid invoices.

4. The terms of the agreement shall commence on January 8, 2014, and shall terminate on April 28, 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:**

\_\_\_\_\_  
Consultant Signature (1)

\_\_\_\_\_  
Social Security Number (2)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Tracy Unified School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
McKinley Site Title I  
Account Number to be Charged

\_\_\_\_\_  
Department/Site Approval

\_\_\_\_\_  
Budget Approval

\_\_\_\_\_  
Date Approved by the Board

**Send all copies to the Business Office:**

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



# EDUCATIONAL SERVICES MEMORANDUM

---

**TO:** Dr. James C. Franco, Superintendent  
**FROM:** Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources  
**DATE:** November 20, 2013  
**SUBJECT:** Approve the Carl D. Perkins Career and Technical Education Improvement Act of 2006 Grant Application for the 2013-2014 School Year.

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

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

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

**FUNDING:** The Carl D. Perkins Career and Technical Education Improvement Act of 2006 Grant Allocation is \$108,374.00

**RECOMMENDATION:** Approve the Carl D. Perkins Career and Technical Education Improvement Act of 2006 Grant Application for the 2013-2014 School Year.

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

California Department of Education (<http://www3.cde.ca.gov/pgms/prt.aspx>)  
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## Perkins Grant Management System (PGMS)

Tracy Joint Unified (131 - Secondary)

2013-14 Application

### LEA Profile

Allocation Amount	\$108,374.00
Budgeted Amount	\$108,374.00
Maximum Indirect Allowable	\$4,953.00
Application Due Date	Tuesday, June 04, 2013 12:00 AM
Application Status	Certified on Oct 2 2013 3:05PM
Fiscal Activity	N/A
Signed GAN Received by CDE	GAN Signed on Oct 29 2013

### Local Education Agency (LEA) information

#### LEA Contact Information

**LEA Name:**  
 Tracy Joint Unified (131 - Secondary)  
**CDS Code:** 39-75499-0000000  
**Address:** 1875 West Lowell Ave.  
 Tracy, CA 95376-2291  
**Phone:** (209) 830-3200  
**Fax:** (209) 830-3204  
**E-mail:** [jfranco@tusd.net](mailto:jfranco@tusd.net)

#### Superintendent

**Name:** James Franco

### Perkins Coordinator Information

#### Perkins Coordinator

**Name:** David Pickering  
**Title:** Coordinator  
**Phone:** 209-830-3385 **Extension:** 1661  
**Fax:** 209-835-3384  
**E-mail:** [dpickering@tusd.net](mailto:dpickering@tusd.net)  
**Street Address:** 1895 W. Lowell Ave.  
**City:** Tracy  
**State:** CA  
**Zip Code:** 95376

#### Perkins Coordinator Contact During Summer

**Phone:** 209-914-2690 **Extension:**  
**E-mail:** [dpickering@tusd.net](mailto:dpickering@tusd.net)

### Fiscal Coordinator Information

**Fiscal Coordinator**

Name: Donna Ensor  
Title: Fiscal Coordinator  
Phone: 209-830-3384 Extension: 1666  
Fax: 209-830-3385  
E-mail: [densor@tUSD.net](mailto:densor@tUSD.net)  
Street Address: 1895 W. Lowell Avenue  
City: Tracy  
State: CA  
Zip Code: 95376

**LEA CTE Advisory Chair Information**

Name: Walter Gouveia  
E-mail: [wgouveia@tUSD.net](mailto:wgouveia@tUSD.net)  
Phone: 209-833-2282

## Section I - State Assurances and Certifications

### Certifications Sign-off

This application is a commitment to comply with the following assurances, certifications, terms, and conditions associated with the Carl D. Perkins Career and Technical Education Improvement Act of 2006.

The following Assurances, Certifications, and Grant Conditions are requirements of applicants and grantees as a condition of receiving funds. Applicants do not need to sign and return the general assurances and certification with the application; instead, they must download them, collect the appropriate signatures, and keep them on file to be available for compliance reviews, complaint investigations, or audits.

- California Department of Education General Assurances
- Drug Free Workplace Certification
- U.S. Department of Education Debarment and Suspension
- U.S. Department of Education Lobbying
- Perkins IV Assurances and Certifications
- 2013-14 Grant Conditions

### Section I - LEA Sign-off Section

- ☒ Other updates to the local CTE plan can be submitted in narrative form with a reference to the Local CTE Plan chapter, section, and question.

### Section I - CDE Review and Sign-off Section

- ☒ Section I - Section Approved



## Section II - Representatives of Special Populations

### Representatives of Special Populations Sign-off

Section 123(b) of Perkins IV requires states to conduct annual evaluations of the progress and efforts grant recipients are making toward achieving the core indicator performance levels established for the state's CTE programs. California LEAs provide data to the CDE through the 101-E1 report in the fall and 101-E2 report in the spring, and these data are used to determine the core indicators.

This section identifies the LEA's actual performance on each of the Core Indicators of performance and indicates if the LEA has met the state-established performance targets.

Congratulations, no action is necessary on this page. Tracy Joint Unified (131 - Secondary) has met or exceeded the required target in each of the core indicators of performance and is determined to be a Compliant Agency

#### Economically Disadvantaged (Title I Coordinator)

Title I Coordinator Name: Carol Anderson-Woo  
Title I Coordinator Title: Director of Accountability

#### Limited English Proficiency (English Learner Coordinator)

English Learner Coordinator Name: Carol Anderson-Woo  
English Learner Coordinator Title: Director of Accountability

#### Disabled (Handicapped) (Special Education Coordinator)

Special Education Coordinator Name: Janet Skulina  
Special Education Coordinator Title: Special Education Director

#### Single Parent or Single Pregnant Women (Title IX Coordinator)

Title IX Coordinator Name: Paul Hall  
Title IX Coordinator Title: Director Student Services

#### Gender Equity or Nontraditional Training (Title IX Coordinator)

Title IX Coordinator Name: Paul Hall  
Title IX Coordinator Title: Director Student Services

### Section II - LEA Sign-off Section

- ☒ As the duly authorized representative of the local educational agency applying for Carl D. Perkins Career and Technical Education Improvement Act of 2006, 2011–12 funding, I confirm that the LEA coordinators or administrators responsible for each of the programs associated with special population groups have reviewed and approved the 2011–12 Perkins IV application for funds.

### Section II - CDE Review and Sign-off Section

- ☒ Section II - Section Approved

## Section III - Assessment of Career Technical Education Programs

Section 123(b) of Perkins IV requires states to conduct annual evaluations of the progress and efforts grant recipients are making toward achieving the core indicator performance levels established for the state's CTE programs. California LEAs provide data to the CDE through the 101-E1 report in the fall and 101-E2 report in the spring, and these data are used to determine the core indicators.

This section identifies the LEA's actual performance on each of the Core Indicators of performance and indicates if the LEA has met the state-established performance targets.

N/A may indicate that the LEA:

- Failed to report the required data for that indicator
- Is one of the State Special Schools or California Education Authority
- Did not receive Perkins funds in the prior year and was not required to report data

If 5S1 is the only indicator showing an N/A, the LEA failed to submit the required CDE-101 E2 report

### 1S1 Academic Attainment-Reading/Language Arts

**Numerator:**

Number of 12th grade CTE concentrators who have met the proficient or advanced level on the English-language arts portion of the California High School Exit Examination (CAHSEE).

**Denominator:**

Number of 12th grade CTE concentrators.

LEA Level 2009-10:	51.45 %	LEA Level 2010-11:	55.64 %	LEA Level 2011-12:	60.20 %
State Level 2011-12:	50.50 %	Required Target:	45.45 %	Met Target:	Yes

### 1S2 Academic Attainment-Mathematics

**Numerator:**

Number of 12th grade CTE concentrators who have met the proficient or advanced level on the mathematics portion of the CAHSEE.

**Denominator:**

Number of 12th grade CTE concentrators.

LEA Level 2009-10:	50.69 %	LEA Level 2010-11:	49.92 %	LEA Level 2011-12:	55.61 %
State Level 2011-12:	43.50 %	Required Target:	39.15 %	Met Target:	Yes

### 2S1 Technical Skill Attainment

**Numerator:**

Number of CTE concentrators enrolled in a capstone CTE course who received an 'A', 'B', or 'C' grade in the course, or received an industry-recognized certification, or passed an end of program assessment aligned with industry-recognized standards.

**Denominator:**

Number of CTE concentrators enrolled in capstone CTE courses during the reporting year.

LEA Level 2009-10:	88.64 %	LEA Level 2010-11:	92.22 %	LEA Level 2011-12:	89.45 %
State Level 2011-12:	88.00 %	Required Target:	79.20 %	Met Target:	Yes

### 3S1 Secondary School Completion

**Numerator:**

Number of 12th grade CTE concentrators who earned a high school diploma, or other state-recognized equivalent (including recognized alternative standards for individuals with disabilities).

**Denominator:**

Number of 12th grade CTE concentrators who left secondary education during the reporting year.

LEA Level 2009-10:	100.00 %	LEA Level 2010-11:	100.00 %	LEA Level 2011-12:	100.00 %
State Level 2011-12:	90.71 %	Required Target:	81.64 %	Met Target:	Yes

**4S1 Student Graduation Rate****Numerator:**

Number of 12th grade CTE concentrators who, in the reporting year, were included as graduated in the states computation of its graduation rate.

**Denominator:**

Number of 12th grade CTE concentrators.

LEA Level 2009-10:	100.00 %	LEA Level 2010-11:	100.00 %	LEA Level 2011-12:	100.00 %
State Level 2011-12:	83.50 %	Required Target:	75.15 %	Met Target:	Yes

**5S1 Secondary Placement****Numerator:**

Number of 12th grade CTE concentrators who left secondary education during the reporting year and entered postsecondary education or advanced training, military service, or employment, as reported on a survey six months following graduation.

**Denominator:**

Number of 12th grade CTE concentrators who left secondary education during the reporting year and responded to a follow-up survey.

LEA Level 2009-10:	100.00 %	LEA Level 2010-11:	85.44 %	LEA Level 2011-12:	88.75 %
State Level 2011-12:	92.93 %	Required Target:	83.64 %	Met Target:	Yes

**6S1 Non-traditional Participation****Numerator:**

Number of CTE participants from underrepresented gender groups who were enrolled in a program sequence that leads to employment in nontraditional fields.

**Denominator:**

Number of all CTE participants enrolled in a program sequence that leads to employment in nontraditional fields.

LEA Level 2009-10:	45.50 %	LEA Level 2010-11:	40.68 %	LEA Level 2011-12:	40.20 %
State Level 2011-12:	35.00 %	Required Target:	31.50 %	Met Target:	Yes

**6S2 Non-traditional Completion****Numerator:**

Number of CTE concentrators from underrepresented gender groups enrolled in a capstone CTE course that leads to employment in a nontraditional field who received an 'A', 'B', or 'C' grade in the course, or received an industry-recognized certification, or passed an end of program assessment aligned with industry-recognized standards.

**Denominator:**

Number of all CTE concentrators enrolled in a capstone CTE course that leads to employment in nontraditional fields.

LEA Level 2009-10:	34.90 %	LEA Level 2010-11:	38.71 %	LEA Level 2011-12:	36.32 %
State Level 2011-12:	21.50 %	Required Target:	19.35 %	Met Target:	Yes

**Section III - LEA Sign-off Section**

☒ Assessment of Career Technical Education Programs section is complete and ready for CDE review.

**Section III - CDE Review and Sign-off Section**

☒ Section III - Section Approval

## Section IV - Progress Report Toward Implementing The Local CTE Plan

The implementation of each LEA's local Career Technical Education (CTE) plan directly affects the implementation of the State CTE Plan. Through the five-year duration of Perkins IV, 2008–2013, LEAs will report on the progress they have made toward implementation of their local CTE plan. This progress report is an opportunity to reflect on the goals outlined in the local CTE plan as well as noting the successes and challenges that occurred during the previous school year.

Additionally, the LEA should set measurable CTE outcomes for the next school year based on the needs of the CTE students and programs offered by the LEA and the results of the core indicator data reported in Section III.

LEA personnel must respond to the following questions:

### LEA Response

1. In the 2012-13 application (Section IV, question 4), the LEA identified at least three goals from the local CTE plan on which it would focus during the 2012–13 school year. What progress has the LEA made toward achieving those specific goals? How has the LEA improved, enhanced, or expanded CTE for students during 2012-13?

1. Work with the San Joaquin County Office of Education CTE Director and all other CTE programs in the county to increase the number of CTE courses that have equivalent syllabi and curriculum throughout the county.  
The TUSD CTE Director has worked with the SJCOE CTE Director and all other CTE Directors in the county to continue our collective efforts to establish a equivalent syllabi for all approved CTE/ROP courses in the county. All of the countywide CTE Directors have formed an advisory committee that meets at the county office at least once a month. Among the different goals of the committee is the goal that all CTE/ROP program syllabi be equivalent. The committee believes that by accomplishing this goal it will be more advantageous for local community colleges to articulate equivalent CTE courses throughout the county at the same time.

2. Increase the number of district CTE courses that are articulated with local community colleges  
Although community colleges still articulate courses teacher-to-teacher and face- to- face the county and local CTE Directors in conjunction with San Joaquin Delta College have organized articulation meetings between CTE teachers and SJDC professors on selected Saturdays. This has been very successful. It has allowed CTE teachers (with equivalent CTE course syllabi) throughout the county to meet with SJDC professors at the same time and receive articulation at the same time on the same day. This is very much in keeping with the desire of the state and federal CTE program guidelines to work with local community colleges to articulate college coursework at the high school level.

3. Increase the number of courses that are accredited by the UC and CSU systems using the A–G subject areas of accreditation.  
This is another overarching goal of the SJCOE CTE Advisory Committee. This has been a much harder goal to achieve because it isn't possible to meet face-to-face with the CSU and UC accreditation personnel, and because the CSU and UC systems have not yet been convinced by the state of the need to work closely with LEAs. Instead what the committee has done is to provide release time for CTE teachers of equivalent CTE courses to work together and submit applications that, if approved, will meet the necessary requirements and all the CTE courses will be approved together.

So far this has only been successful on one occasion, but there are several obstacles in the way not the least of which is the fact that CTE teachers have to be willing to give up either time away from their classes or their summer break to create common applications. Furthermore, it takes a high degree of motivation on the part of the CTE teachers to attempt accreditation without much hope of receiving same. Then there is the disincentive of receiving "elective" credit for most CTE courses when many times the credit could or should be in science, math, history etc. The one course that was accredited in visual arts immediately came under fire from the Art departments of the school districts involved. This infighting is just the beginning of what may become a protracted turf war between disciplines when courses that students were once funneled through by necessity now have a choice.

2. The Perkins Act and the California State Plan requires a link between career technical education at the secondary level and the postsecondary level. This requirement is satisfied by each grant recipient having at least one program of study which includes an articulation agreement with a postsecondary institution. Please describe how you are meeting these requirements. Include your program of study and list current articulation agreements (including the postsecondary partner).

This question has been covered in the first question under LEA measureable goals. Here it is again.

Although community colleges still articulate courses teacher-to-teacher and face- to- face the county and local CTE Directors in conjunction with San Joaquin Delta College have organized articulation meetings between CTE teachers and SJDC professors on selected Saturdays. This has been very successful. It has allowed CTE teachers (with equivalent CTE course syllabi) throughout the county to meet with SJDC professors at the same time and receive articulation at the same time on the same day. This is very much in keeping with the desire of the state and federal CTE program guidelines to work with local community colleges to articulate college coursework at the high school level.

One of the programs of study is Ornamental Horticulture it is articulated with San Joaquin Delta College and has also received CSU/UC A-G accreditation.

3. Career Technical Education programs assisted with Perkins funds are required to be aligned with the state's CTE Model Curriculum Standards (MCS) (Chapter 5, Section 2 California State Plan). Describe the professional development activities provided to the CTE teachers that are specific to the implementation of the newly revised CTE MCS.

CTE teachers are given generalized training through the county office of education CTE department on subject matters such as conducting CTE Advisory Committee meetings. Teachers are encouraged to attend conferences specific to the areas they teach. In addition, several CTE teachers attend the annual CTE conference. CTE teachers attend monthly meetings that are specific to CTE and now the addition of CCSS and how CTE will be a part of the CCSS curriculum.

4. Identify at least three measurable outcomes from the local CTE plan on which the LEA will focus in 2013–14.

1. The incorporation of the new CTE standards with CCSS.
2. The training of CTE teachers to learn the new CCSS as they coincide with the new CTE standards.
3. The use of CCSS and the new CTE standards to develop project based learning in CTE courses.

### LEA Sign-off Section

☒ Progress Report Toward Implementing the Local CTE Plan section is complete and ready for CDE review.

#### Section IV - CDE Review and Sign-off Section

☒ Section IV - Section Approval

## Section V - Sequence of Courses to Be Funded

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

## Add Program

Only those Pathways identified in an LEA's approved Local CTE Plan, or submitted in a revision to the Local Plan may be supported by Perkins IV funds.

## Program Detail

Site Name	Industry Sector	Career Pathway	Budget Amount
Across All Sites	Across Multiple Sectors	Across	\$20,753.00
Across All Sites	Across Multiple Sectors	Across	\$30,000.00
John C. Kimball High	Business and Finance	Business Management	\$12,890.00
Merrill F. West High	Marketing Sales and Service	Entrepreneurship/Self Employment	\$5,000.00
Tracy High	Transportation	Systems Diagnostics, Service, and Repair	\$39,731.00
		<b>Total</b>	<b>\$108,374.00</b>

## Inventory Verification

Each LEA maintains a historical inventory system, which contains the description, name, serial or other identification number, acquisition date, original cost, and percentage of federal participation in the cost, location, use, condition, and date and mode of disposal of all equipment items acquired by it that has a market value of five-hundred \$500.00 or more per item. A reasonable estimate of the original cost may be used if the actual original cost is unknown. [CEC 35268]

Tracy Joint Unified (131 - Secondary) conducts a historical inventory verification at least every 2 years for all of the following:

- Description
- Name
- Serial or other identification number
- Acquisition date
- Original cost
- Location (room)
- Use, condition, and date and mode of disposal of all equipment items acquired by it that has a market value of five-hundred \$500.00 or more per item. A reasonable estimate of the original cost may be used if the actual original cost is unknown.

☐ Yes ☒ No

## Teacher Qualification

All CTE courses must be taught by an appropriately credentialed teacher as determined by the California Commission on Teacher Credentialing. The following are required for a teacher to be considered appropriately credentialed CTE teacher:

- Possesses a standard secondary, single-subject or designated-subject credential which authorizes the teaching of the CTE course(s) to which s/he is assigned, (a Single Subject, Designated Subject, Single Subject with Subject matter Authorization, New Career Technical Education Credential by industry sector)
- Has employment experience, outside of education, in the career pathway addressed by the CTE program or other evidence of equivalent proficiency. [CTE State Plan]

☒ All teachers in my LEA are appropriately credentialed CTE teachers

## LEA Sign-off Section

☒ Sequence of Courses to Be Funded section is complete.

## Section V - CDE Review and Sign-off Section

☒ Section V - Section Approval



## Section VI - Budget and Expenditure Schedule

Object Code	At Least 85% of the grant must be spent in these areas						Not to exceed 10% of total expenditure	Not to exceed 5% of total expenditure	Total
	(A) Instruction (Including Career Technical Student Organizations)	(B) Professional Development	(C) Curriculum Development	(D) Transportation and Child Care for Economically Disadvantaged Participants	(E) Special Populations Services	(F) Research Evaluation and Data Development	(G) Career and Academic Guidance and Counseling for Students Participating in CTE Programs	(H) Administration or Indirect Costs	
1000 Certificated Salaries	\$5,500.00	\$5,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,000.00
2000 Classified Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00
3000 Employee Benefits	\$750.00	\$750.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$1,800.00
4000 Books/Supplies	\$44,731.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44,731.00
5000 Services/Operating Expenses	\$22,890.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$44,890.00
6000 Capital Outlay	\$0.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$0.00
7000 Indirect Costs	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$4,953.00	\$4,953.00
<b>Total</b>	<b>\$73,871.00</b>	<b>\$26,250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,300.00</b>	<b>\$0.00</b>	<b>\$4,953.00</b>	<b>\$108,374.00</b>

☒ Section VI - Section Approved

### Section VII - Local CTE Plan Update

Applicants may update their local CTE plans annually, if necessary. Review the local CTE plan benchmarks and make adjustments to reflect progress or additions to the CTE program. This is particularly important if:

- New courses have been added to an existing program sequence.
- New sequences of courses have been developed for an existing industry sector.
- A new industry sector and the corresponding sequences of courses have been developed.

Are there any changes made to the local CTE plan for 2013-14?

☐ Yes ☒ No

### Section VII - LEA Sign-off Section

☒ Local CTE Plan Update section is complete and ready for CDE review.

### Section VII - CDE Review and Sign-off Section

☒ Section VII - Section Approved

Questions: Perkins Support Team | [perkins@cde.ca.gov](mailto:perkins@cde.ca.gov) | 916-324-5706

California Department of Education  
1430 N Street  
Sacramento, CA 95814

[Web Policy](#)

## General Assurances 2013-14

California Department of Education General Assurances and Certifications for fiscal year 2013-14.

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### General Assurances

1. Programs and services are and will be in compliance with Title VI and Title VII of the Civil Rights Act of 1964; the California Fair Employment Practices Act, Government Code §11135; and Chapter 4 (commencing with §30) of Division I of Title 5, *California Code of Regulations (CCR)*
2. Programs and services are and will be in compliance with Title IX (nondiscrimination on the basis of sex) of the Education Amendments of 1972. Each program or activity conducted by the LEA will be conducted in compliance with the provisions of Chapter 2, (commencing with §200), Prohibition of Discrimination on the Basis of Sex, of Part 1 of Division 1 of Title I of the *Education Code (EC)*, as well as all other applicable provisions of state law prohibiting discrimination on the basis of sex.
3. Programs and services are and will be in compliance with the affirmative action provisions of the Education Amendments of 1972.
4. Programs and services are and will be in compliance with the Age Discrimination Act of 1975.
5. Programs and services for individuals with disabilities are in compliance with the disability laws. (PL 105-17; 34 *Code of Federal Regulations (CFR)* 300, 303; and Section 504 of the Rehabilitation Act of 1973)
6. When federal funds are made available, they will be used to supplement the amount of state and local funds that would, in the absence of such federal funds, be made available for the uses specified in the state plan, and in no case supplant such state or local funds. (20 United States Code (USC) §6321(b)(1); PL 107-110 §1120A(b)(1))
7. All state and federal statutes, regulations, program plans, and applications appropriate to each program under which federal or state funds are made available through this application will be met by the applicant agency in its administration of each program.
8. Schools/site councils have developed and approved a Single Plan for Student Achievement (SPSA) for schools participating in programs funded through the consolidated application process, and any other school program they choose to include, and that school plans were developed with the review, certification, and advice of any applicable school advisory committees. (EC §64001)
9. The local educational agency (LEA) will use fiscal control and fund accounting procedures that will ensure proper disbursement for state and federal funds paid to that agency under each program. (CCR T5, §4202)
10. The LEA will make reports to the state agency or board and to the Secretary of Education as may reasonably be necessary to enable the state agency or board and the Secretary to perform their duties and will maintain such records and provide access to those records as the state agency or board or the Secretary deems necessary. Such records will include, but will not be limited to, records which fully disclose the amount and disposition by the recipient of those funds, the total cost of the activity for which the funds are used, the share of that cost provided from other sources, and such other records as will facilitate an effective audit. The recipient shall maintain such records for three years after the completion of the activities for which the funds are used. (34 *CFR* 76.722, 76.730, 76.731, 76.734, 76.760; 34 *CFR* 80.42)
11. The local governing board has adopted written procedures to ensure prompt response to complaints within 60 days, and has disseminated these procedures to students, employees, parents or guardians, district/school advisory committees, appropriate private school officials or representatives, and other interested parties. (CCR T5, §4600 et seq.)
12. The LEA declares that it neither uses nor will use federal funds for lobbying activities and hereby complies with the certification requirements of 34 *CFR* Part 82.
13. The LEA has complied with the certification requirements under 34 *CFR* Part 85 regarding debarment, suspension and other requirements for a drug-free workplace. (34 *CFR* Part 85)

14. The LEA provides reasonable opportunity for public comment on the application and considers such comment. (20 USC §7846(a)(7); 20 USC, §1118(b)(4); PL 107-110, §1118(b)(4))
15. The LEA will provide the certification on constitutionally protected prayer that is required by PL 107-110, §9524 and 20 USC §7904.
16. The LEA administers all funds and property related to programs funded through the Consolidated Application. (20 USC §6320(d)(1); PL 107-110, §1120(d)(1))
17. The LEA will adopt and use proper methods of administering each program including enforcement of any obligations imposed by law on agencies responsible for carrying out programs and correction of deficiencies in program operations identified through audits, monitoring or evaluation. (20 USC §7846 (a)(3)(B))
18. The LEA will participate in the Standardized Testing and Reporting program. (20 USC §6316(a)(1)(A-D); PL 107-110, §1116(a)(1)(A-D); EC §60640, et seq.)
19. The LEA assures that classroom teachers who are being assisted by instructional assistants retain their responsibility for the instruction and supervision of the students in their charge. (EC §45344(a))
20. The LEA governing board has adopted a policy on parent involvement that is consistent with the purposes and goals of EC Section 11502. These include all of the following: (a) to engage parents positively in their children's education by helping parents to develop skills to use at home that support their children's academic efforts at school and their children's development as responsible future members of our society; (b) to inform parents that they can directly affect the success of their children's learning, by providing parents with techniques and strategies that they may utilize to improve their children's academic success and to assist their children in learning at home; (c) to build consistent and effective communication between the home and the school so that parents may know when and how to assist their children in support of classroom learning activities; (d) to train teachers and administrators to communicate effectively with parents; and (e) to integrate parent involvement programs, including compliance with this chapter, into the school's master plan for academic accountability. (EC §§11502, 11504)
21. Results of an annual evaluation demonstrate that the LEA and each participating school are implementing Consolidated Programs that are not of low effectiveness, under criteria established by the local governing board. (CCR T5, §3942)
22. The program using consolidated programs funds does not isolate or segregate students on the basis of race, ethnicity, religion, sex, sexual orientation or socioeconomic status. (USC, Fourteenth Amendment; Calif. Constitution, art. 1, §7; Gov.C §§11135-11138; 42 USC §2000d; CCR T5, §3934)
23. Personnel, contracts, materials, supplies, and equipment purchased with Consolidated Program funds supplement the basic education program. (EC §§62002, 52034(l), 52035(e)(l), 54101; CCR T5, §§3944, 3946)
24. At least 85 percent of the funds for School Improvement Programs, Title I, Title VI and Economic Impact Aid (State Compensatory Education and programs for English learners) are spent for direct services to students. One hundred percent of Miller-Unruh apportionments are spent for the salary of specialist reading teachers. (EC §63001; CCR T5, §3944(a)(b))
25. State and federal categorical funds will be allocated to continuation schools in the same manner as to comprehensive schools, to the maximum extent permitted by state and federal laws and regulations. (EC §48438)
26. Programs and services are and will be in compliance with Section 8355 of the California Government Code and the Drug-Free Workplace Act of 1988, and implemented at CFR Part 84, Subpart F, for grantees, as defined at 34 CFR Part 84, Sections 84.105 and 84.110.
27. Federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership On Reducing Text Messaging While Driving," October 1, 2009.

Questions: Anne Daniels | [adaniels@cde.ca.gov](mailto:adaniels@cde.ca.gov) | 916-319-0640  
Last Reviewed: Tuesday, August 06, 2013

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

Certification regarding state and federal drug-free workplace requirements.

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

### Grantees Other Than Individuals

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

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

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

1875 W. Lowell Ave., Tracy, CA 95376

San Joaquin County

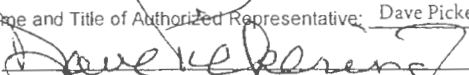
Check ☒ if there are workplaces on file that are not identified here.

## Grantees Who Are Individuals

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

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

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

Name of Applicant: Tracy Unified School District  
Name of Program: Career & Technical Education Program  
Printed Name and Title of Authorized Representative: Dave Pickering, Director of Adult Education & CTE  
Signature:  Date: November 20, 2013

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

Questions: **Funding Master Plan** | [fmp@cde.ca.gov](mailto:fmp@cde.ca.gov) | 916-323-1544

Last Reviewed: Thursday, August 15, 2013



## Debarment and Suspension

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

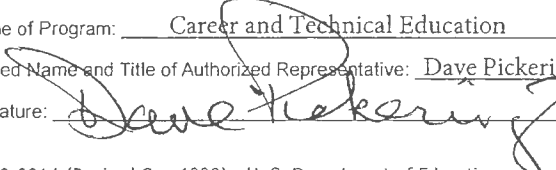
This certification is required by the U. S. Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 *Code of Federal Regulations* Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

### Instructions for Certification

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

### Certification

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

Name of Applicant: Tracy Unified School District  
Name of Program: Career and Technical Education  
Printed Name and Title of Authorized Representative: Dave Pickering, Director of Adult Education & CTE  
Signature:  Date: November 20, 2013  
ED 80-0014 (Revised Sep-1990) - U. S. Department of Education

## Lobbying

Certification regarding lobbying for federal grants in excess of \$100,000.

Applicants must review the requirements for certification regarding lobbying included in the regulations cited below before completing this form. Applicants must sign this form to comply with the certification requirements under 34 *Code of Federal Regulations (CFR)* Part 82, "New Restrictions on Lobbying." This certification is a material representation of fact upon which the Department of Education relies when it makes a grant or enters into a cooperative agreement.

As required by Section 1352, Title 31 of the *U.S. Code*, and implemented at 34 *CFR* Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 *CFR* Part 82, Sections 82.105 and 82.110, the applicant certifies that:

- No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," (revised Jul-1997) in accordance with its instructions;
- The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

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

Name of Applicant: Tracy Unified School District

Name of Program: Career and Technical Education (CTE) Program

Printed Name and Title of Authorized Representative: Dave Pickering, Director of Adult Education & CTE

Signature:  Date: November 20, 2013

ED 80-0013 (Revised Jun-2004) - U. S. Department of Education

Questions: Carol Bingham | [CBingham@cde.ca.gov](mailto:CBingham@cde.ca.gov) | 916-324-4728

Last Reviewed: Thursday, May 30, 2013

**SECTION II**  
**SIGN-OFF FORM FOR REPRESENTATIVES OF SPECIAL POPULATIONS**

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

This form confirms that the LEA coordinators or administrators responsible for each of the programs associated with special population groups have reviewed and approved the 2013–14 Perkins IV application for funds. Each special population category must be signed by the LEA's designated administrator or the certificated representative responsible for that program.

**Economically Disadvantaged** (Title I Coordinator/Administrator)

Printed Name Carol Anderson-Woo Title Director of Accountability  
Signature Carol Anderson-Woo Date 11/18/13

**Limited English Proficiency** (English Learner Coordinator/Administrator)

Printed Name Carol Anderson-Woo Title Director of Accountability  
Signature Carol Anderson-Woo Date 11/18/13

**Disabled (Handicapped)** (Special Education Coordinator/Administrator)

Printed Name Janet Skulina Title Director of Special Education  
Signature Janet A Skulina Date 11-18-13

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

Printed Name Paul Hall Title Director of Student Services  
Signature Paul Hall Date 11-18-13

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

Printed Name Paul Hall Title Director of Student Services  
Signature Paul Hall Date 11-18-13

**Displaced Homemaker** (Title IX Coordinator/Administrator)

Note: Required only on Section 132 (Adult) applications

Printed Name Paul Hall Title Director of Student Services  
Signature Paul Hall Date 11-18-13

**Carl D. Perkins Career and Technical Education Improvement Act of 2006**  
**ASSURANCES AND CERTIFICATIONS**

Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins IV) special assurances are required for funding:

1. The eligible recipient will provide a career technical education (CTE) program that is of such size, scope, and quality to bring about improvement in the quality of CTE programs. (Perkins IV, Section 134[b][6])
2. In compliance with Office of Vocational and Adult Education (OVAE) Program Memorandum 99–11, local agencies receiving Perkins IV funds for CTE programs for adults will be represented on the local Workforce Investment Board (WIB); enter into a Memorandum of Understanding with the local WIB relating to the operation of the One-Stop system, including a description of services, how the cost of the identified services and operating costs of the system will be funded, and the methods for referral; make available the core services that are applicable to Perkins IV through the One-Stop delivery system, either in lieu of or in addition to making these services available at the site of the particular program; and use a portion of the Perkins IV funds (or provide services with such funds) to create and maintain the One-Stop delivery system and to provide applicable core services through the One-Stop delivery system.
3. The eligible recipient that uses funds under Perkins IV for in-service and preservice CTE professional development programs for CTE teachers, administrators, and other personnel will, upon written request, permit the participation in such programs of CTE teachers, administrators, and other personnel in nonprofit private schools offering CTE programs located in the geographical area served by such recipient. (Perkins IV, Section 317[a])
4. The eligible recipient may, upon written request, use funds made available under Perkins IV to provide for the meaningful participation, in CTE programs and activities receiving funding under this Act of secondary school students attending nonprofit private schools who reside in the geographical area served by the eligible recipient. (Perkins IV, Section 317[b][1])
5. The eligible recipient will consult, upon written request, in a timely and meaningful manner with representatives of nonprofit private schools in the geographical area served by the eligible recipient regarding the meaningful participation, in CTE programs and activities receiving funding under Perkins IV, of secondary school students attending nonprofit private schools. (Perkins IV, Section 317[b][2])
6. Nothing in Perkins IV shall be construed to be inconsistent with applicable federal law prohibiting discrimination on the basis of race, color, sex, national origin, age, or disability in the provision of Federal programs or services. (Perkins IV, Section 316)

7. The eligible recipient will ensure that students who are economically disadvantaged, students of limited English proficiency, and students with special needs are assisted to succeed with support services such as counseling, English-language instruction, child care, and special aids. (CFR 403.190[A][2][II][b])
8. Curriculum, instruction, and assessment are designed to serve all students, including students who are members of special populations.

#### **Use of Perkins IV funds**

1. Funds made available under the Perkins IV for CTE activities will supplement, and will not supplant, non-federal funds expended to carry out CTE activities and technical preparation activities. (Perkins IV, Section 311)
2. All of the funds made available under Perkins IV will be used in accordance with the requirements of this Act. (Perkins IV, Section 6)
3. No funds made available under Perkins IV shall be used to require any secondary school student to choose or pursue a specific career path or major; and to mandate that any individual will be required to participate in a CTE program, including a CTE program that requires the attainment of a federally funded skill level, standard, or certificate of mastery. (Perkins IV, Section 314)
4. No funds made available under the Perkins Act will be used to provide CTE programs for students prior to the seventh grade except that equipment and facilities purchased with funds under the Perkins IV may be used for such students. (Perkins IV, Section 315)
5. No funds will be used to acquire equipment or software in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity, the employees of the purchasing entity, or any affiliate of such an organization. (Perkins IV, Section 122[c][12])
6. The funding for development and implementation of the Integrated and Career-Related Education Continuum as described in the *California State Plan for Career Technical Education* will be limited to programs as described in the local CTE plan that (a) begin no earlier than grade seven; (b) include a clearly defined sequence of courses that prepare students for career entry and postsecondary education; (c) are part of a sequence that may include a capstone course at the high school, ROCP or community college; (d) are taught by a qualified CTE teacher; and (e) integrates CTE and academic instruction.
7. The eligible recipient will comply with the requirements of this Perkins IV, Title I, and the provisions of the *California State Plan for Career Technical Education*, including the provision of a financial audit of funds received under this title which may be included as part of an audit of other Federal or State programs. (Perkins IV, Section 122[c][11])

## Consortia Requirements

1. Consortia formed to meet the minimum allocation requirement will use funds only for purposes and programs that are mutually beneficial to all members of the consortium.
2. Funds will not be reallocated to individual members of the consortium for purposes or programs benefiting only one member of the consortium. (Perkins IV, sections 131[f][2] and 132[a][3][B])

## Requirements of Local CTE Programs Assisted with Perkins funds

LEAs will ensure that each of the following nine requirements in Perkins IV Section 135(b) is met in each program that uses Perkins IV funds.

1. Provide activities that strengthen students' academic and career and technical skills through the integration of academics with CTE programs in a **coherent sequence of courses**, such as career and technical programs of study to ensure students' learning.
2. Link CTE at the secondary level and CTE at the postsecondary level, including **offering not less than one career and technical program of study** described in Section 122(c)(1)(A).
3. Provide students with strong experience in and understanding of **all aspects of an industry**.
4. Develop, improve, or expand the **use of technology** in vocational and technical education, which *may* include;
  - training of CTE personnel, to use state-of-the-art technology, which may include distance learning
  - providing CTE students with the academic, and career and technical skills that lead to entry into the technology fields; or
  - encouraging schools to collaborate with technology industries to offer voluntary internships and mentoring programs
5. Provide **professional development programs** consistent with Section 122 to teachers, counselors, and administrators that include:
  - the effective integration and use of challenging academic and CTE provided jointly with academic teachers;
  - effective teaching skills based on research that includes promising practices;

- effective practices to improve parental and community involvement;
  - effective use of scientifically based research and data to improve instruction;
  - Support of education programs for teachers of CTE students, to ensure that such teachers stay current with all aspects of an industry;
  - internship programs that provide relevant business experience; and
  - programs designed to train teacher specifically in the effective use and application of technology to improve instruction.
6. Develop and implement **evaluations of the career technical programs** carried out with these funds including an assessment of how the needs of special populations are being met.
  7. **Initiate, improve, expand, and modernize** quality CTE programs.
  8. Provide services and activities that are of **sufficient size, scope, and quality** to be effective.
  9. Provide activities to **prepare special population students** enrolled in CTE programs for high skill, high wage, or high demand occupations that will lead to self-sufficiency.

#### **State Established CTE Quality Criteria Requirements of Programs Assisted with Perkins IV funds**

Perkins IV Section 135(b)(8) requires each CTE program assisted with the funds provide services and activities that are of sufficient size, scope, and quality to be effective. The *California State Plan for Career Technical Education* identifies 13 planning, organization, and instructional elements determined by the state to be critical to high-quality CTE programs. These elements are incorporated into the following criteria which are required of all programs assisted with the funds.

#### **Curriculum, Instruction, and Assessment**

- Curriculum and assessment are aligned with the *California CTE Model Curriculum Standards and Framework* and Secretary's Commission on Achieving Necessary Skills (SCANS) and employability competencies;
- Instruction is standards-based, sufficient in duration, current and relevant, and develops the knowledge, attitudes, and skills currently required for entry into careers in the program area;



- A comprehensive assessment system is used to measure student competence in the application of CTE and academic knowledge and skills required in the program area; and
- The program provides for certification of students who achieve industry-recognized skill and knowledge requirements.

### **Leadership and Citizenship Development**

- Each program includes a career technical student organization or alternative leadership activity that is integral to instruction and is supported by the administration of the local educational agency. Alternative leadership activities must be designed to provide students with (a) effective leadership skills; (b) increased confidence in themselves and their work; (c) enhanced character, citizenship, volunteerism, and patriotism; (d) an understanding of the importance of a healthy lifestyle; (e) an understanding of the need to strive for excellence in scholarship; and (f) an awareness of the importance and relevance of the career cluster addressed by the CTE program.
- Leadership, citizenship, and interpersonal skills instruction in teamwork, communications, human relations, and social interaction is provided through the program.

### **Practical Application of Occupation Skills**

- Each program provides practical application and experiences through actual or simulated work-based learning assignments.

### **Qualified and Competent Personnel**

- Each program is staffed by qualified CTE teachers, meaning teachers who;
  - Possess a standard secondary, single subject or designated subject credential that authorizes the teaching of the CTE courses(s) to which they are assigned; and
  - Can document employment experience, outside of education, in the career pathway addressed by the program or other evidence of equivalent proficiency.

### **Facilities, Equipment, and Materials**

- Facilities, equipment, and materials are comparable to those currently used by business and industry.
- Facilities and equipment are purchased or modified, as needed, to accommodate the needs of special population students.



### **Community, Business, and Industry Involvement**

- Program has an advisory committee which includes business and industry representatives that meets at least once annually to provide relevant advice and support on current and changing labor markets, current industry standards and practices, emerging technical skills, curriculum content and student outcomes, and job placement.

### **Career Guidance**

- Career guidance activities are ongoing and include the dissemination of career opportunity and career path information to students, parents, and counselors.
- CTE instruction includes career planning, employability skills, and articulation options, and provides students with information relevant to their career path goals.
- Career guidance activities provide students, parents, and counselors with information on nontraditional careers in program area.

### **Program Promotion**

- Planned activities are conducted to promote the program to all concerned groups, including students of all ability levels, parents, counselors, site and district administrators, postsecondary agencies, and representatives from business and industry.
- Activities are conducted to improve the articulation and alignment of the program with instruction provided by feeder school and advanced education and training opportunities.

### **Student Support Services**

- Program provides for full participation of special population students, meaning that special population students are provided with the additional services needed for success.

### **Program Accountability and Planning**

- Program improvements are developed and implemented based on an analysis of prior-year program accountability data, including the (a) number of students enrolled in the program (including the enrollment of special population students); (b) number and percent of program completers; (c) number and percent of secondary program completers who receive diplomas; (d) number of completers placed in the military, further education/training, or employment; and (e) number of nontraditional program concentrators and completers.

Carl D. Perkins Career and Technical Education Improvement Act of 2006  
(Perkins IV)  
2013–14 Grant Conditions

Note: The application for funds can be completed and submitted online through the California Department of Education (CDE) Perkins Grant Management System (PGMS) at <http://www3.cde.ca.gov/pgms/logon.aspx>. All other forms related to this grant, as well as anything referenced in these grant conditions, can be found on the CDE Perkins IV Web page at <http://www.cde.ca.gov/ci/ct/pk/>.

1. Your local educational agency's (LEA's) 2013–14 Perkins IV grant award is part of the Career and Technical Education Basic Grants to States from the U.S. Department of Education's (ED) Office of Vocational and Adult Education. The *Catalog of Federal Domestic Assistance* number is 84.048A. The funds are subject to the *Education Department General Administrative Regulations* 74, 76 (except 76.103), 77, 79, 80, 81, 82, and 85; the *Office of Civil Rights Guidelines for Vocational Education*; and compliance requirements discussed in the *Office of Management and Budget Circulars* A-87 and A-133.
2. In order to accept Perkins IV funds, the LEA must have:
  - an approved local plan for career technical education (CTE) on file at the CDE
  - an approved 2013–14 online application submitted and approved by the CDE
3. The grant award will be processed upon receipt of the signed Grant Award Notification (AO-400). The AO-400 must be signed by the superintendent or an authorized official and **returned within 10 working days**.
4. Funds awarded under Perkins IV shall be used to **supplement and shall not supplant** non-federal funds expended to carry out CTE and technical preparation program activities.
5. The LEA must meet all federal statutes and regulations applicable to Perkins IV in its administration of the program.
6. Perkins IV requires grant recipients to submit annual Perkins Core Indicators data by the designated deadlines. The Report on CTE Enrollment and Program Completion (CDE 101 E1) data may be submitted annually between July 1 and October 15. The Report on CTE Placement (CDE 101 E2) data may be submitted annually between January 1 and March 15. Final reimbursement for the grant period will not be paid until the CDE 101 E1 data are submitted to the CDE. The CDE may request that all Perkins IV funds for the program year be returned for failure to adhere to the Perkins IV data requirements.
7. All Perkins IV funds must be expended within the dates designated and for not more than the maximum amount indicated on the AO-400. Encumbrances may be made at any time after the beginning date of the grant stated on the AO-400. All funds must be expended or legally obligated by June 30, 2014. Any funds left

unclaimed after September 30, 2014, will revert to the CDE for reallocation to other LEAs. Unauthorized expenditures shall be the responsibility of the LEA. **No extensions of this grant will be allowed.**

8. No less than 85 percent of the LEA's allocation must be expended to improve or expand CTE programs and CTE courses approved in the local plan. No more than 10 percent of the grant can be spent on non-instructional items. The grantee shall limit the administrative costs to 5 percent and may include indirect (less any funds expended for capital outlay) or direct costs related to administering the funds. Indirect costs are limited to the indirect cost rate approved by the CDE for the applicable fiscal year in which the funds are expended, or five percent, whichever is less.
9. Federal law Title 34 of the *Code of Federal Regulations* 80.21(i), requires that any interest earned by grantees on federal dollars be returned to the ED if the amount is in excess of \$100.
10. Any single capital outlay expenditure of \$5,000 or greater, including taxes, shipping, and installation, requires prior CDE approval.
11. Grant funds will be remitted on a quarterly reimbursement basis only. All claims must be submitted through the PGMS. Filing a mid-year claim is mandatory. To claim reimbursement of funds, the LEA must complete and submit a claim for reimbursement for actual expenditures according to the following schedule:
  - First quarter (July 1–September 30): due before or on October 31, 2013
  - Second quarter (October 1–December 31): due before or on January 31, 2014
  - Third quarter (January 1–March 31): due before or on April 30, 2014
  - Fourth quarter/Final (April 1–June 30): due before or on September 1, 2014
12. A budget revision is required if expenditures for any budget category exceed 20 percent of the authorized budget category total in the approved budget. The budget revision must be approved by CDE before expenditures are made. Expenditures that exceed the approved budget category amount by 20 percent may not be approved for payment when a claim is submitted.
13. All claims must contain actual expenditures incurred by the LEA; expenditures cannot be rounded to whole numbers.
14. Federal regulations governing the Perkins IV will overrule any errors inadvertently made by the CDE.



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. James C. Franco, Superintendent  
**FROM:** Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources  
**DATE:** November 7, 2013  
**SUBJECT:** Approve the Tracy Unified School District Secondary District Plan and Application for the Work Experience Education (WEE) Program for the 2013-2014 School Year.

**BACKGROUND:** The Tracy Unified School District provides Work Experience Education (WEE) to 11<sup>th</sup> and 12<sup>th</sup> grade students at all three of its comprehensive high schools. The California Department of Education requires that all school districts that offer Work Experience Education submit a Secondary District Plan and an Application for the Work Experience Education Program. The Work Experience Education Program gives 11<sup>th</sup> and 12<sup>th</sup> grade students the opportunity to earn high school credit while working as an employee in the business and industry sectors within the boundaries of the Tracy Unified School District.

**RATIONALE:** The Tracy Unified School District Work Experience Education Program's primary purpose is to provide students the opportunity to receive on-the-job skills training that will develop their abilities as employees and citizens of the community. The Tracy Unified School District partners with both business and industry to offer students work experience that integrates academic, vocational and technical skills. Community partnerships create opportunities for business and industry to provide our students with the necessary job skills for today and tomorrow. In addition, our community partners impress upon our students the need to continue their education beyond high school. This agenda item meets District Strategic Goal #1: Prepare all students for college and careers and District Strategic Goal #7: Develop and utilize partnerships to achieve District goals.

**FUNDING:** There is no cost to the District to submit the Secondary District Plan and Application for Work Experience Education (WEE) Program. The cost of the program is budgeted in 2013/14 in the amount of \$ 20,838 of Unrestricted Funds.

**RECOMMENDATION:** Approve the Tracy Unified School District Secondary District Plan and Application for the Work Experience Education (WEE) Program for the 2013-2014 School Year.

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

# California Department of Education

## Secondary District Plan And Application for Work Experience Education (WEE) Program

(Per EC 51775, a review of the secondary district plan must be reviewed every three years.)

Tracy Unified School District Local Educational Agency (LEA) / District / School	San Joaquin County	
1775 W. Lowell Ave. Street Address	Tracy City	95376 Zip Code

Place an "X" in the appropriate box (es) to identify the conditions under which WEE will operate.

	Exploratory WEE	General WEE	Vocational WEE
Regular School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Summer School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

In addition to complying with appropriate federal and state laws, California *Labor Code*, California *Education Code*, and California *Code of Regulations*, Title 5, the LEA agrees to the following assurances:

- District Plan:** The district plan for Work Experience Education (WEE) has been approved and adopted by the local governing board and is attached in the enclosed copy of Board Approving Minutes. (EC § 51762 & CCR, T5 § 10070)
- Responsibility for District Plan:** The WEE teacher-coordinator shall implement and/or comply with the assurances contained herein. The school district administration is responsible for those assurances outside the requirements of the WEE teacher-coordinator. (e.g. Assurances 14, 15, 17, and 18)
- Credential:** The WEE teacher-coordinator shall possess a valid secondary-level credential, have two years of occupational experience outside the field of education, and have knowledge of the educational purposes, standards, laws, and regulations regarding WEE. (EC § 51762 & CCR, T5 § 10075)
- Enrollment in WEE:** The WEE teacher-coordinator approves students for enrollment in WEE. (EC § 51760)
  - At the time of enrollment, students are at least 16 years of age. (EC § 51760.3(a))
 

Exceptions:

    - Students in grade 11 or higher. (EC § 51760.3(a)(i))



**TRACY**

UNIFIED SCHOOL DISTRICT

*"The future belongs  
to the educated"*

**Dr. James C. Franco**  
*Superintendent*  
(209) 830-3201  
(209) 830-3204 Fax

**Dr. Casey J. Goodall**  
*Associate Superintendent  
of Business Services*  
(209) 830-3230  
(209) 830-3234 Fax

**Dr. Sheila Harrison**  
*Assistant Superintendent  
of Educational Services:*  
(209) 830-3202  
(209) 830-3209 Fax  
& Human Resources:  
(209) 830-3260  
(209) 830-3264 Fax

1875 W. Lowell Avenue  
Tracy, CA 95376  
www.tracy.k12.ca.us

DATE: November 12, 2013

TO: Kimberly B. Born, Education Programs Consultant  
Secondary, Career, and Adult Learning Division  
Career and Workforce Innovations Unit  
California Department of Education  
1430 N Street, Suite 4503  
Sacramento, CA 95814

FROM: Dr. James C. Franco, Superintendent

John C. Kimball High School  
Merrill F. West High School  
Tracy High School

Tracy Unified School District  
San Joaquin County Department of Education

SUBJECT: **TUSD RATIFICATIONS TO THE WEE SECONDARY DISTRICT PLAN**

This letter is officially authorizing the additional TUSD requirements to the following Assurances:

**Section 4. ENROLLMENT IN WEE (GENERAL & EXPLORATORY).**

Education Code § 51760.

Students must provide proof of Employment during the 1<sup>st</sup> week of School.

Students must obtain a 2.0 Total Grade Point Average.

Students must have a positive discipline record.

Students must have 15 or less Saturday School hours.

**Section 9. WORK SITES.** Education Code § 51762.5(a) & CCR, T5 § 10072).

Work Areas must be in the Tracy Unified District Enrollment Boundaries.

All WEE personnel have a working knowledge of California labor laws and regulations as they relate to minors. If there are any questions pertaining to the TUSD Board Approved policies, please call (209) 830-3384, extension 1661.

Sincerely,

Dr. James C. Franco, Superintendent



**TRACY**  
UNIFIED SCHOOL DISTRICT

# WORK EXPERIENCE Education Curriculum 2013-2014

Tracy Unified School District  
1875 West Lowell Avenue  
Tracy, CA 95376  
(209) 830-3384, Extension #1661

Dave Pickering, Director of Work Experience Education  
[dpickering@tusd.net](mailto:dpickering@tusd.net)

## Work Experience Education: Class Schedule & Curriculum

### SEMESTER 1

- Week 1: Orientation  
Week 2: Labor Laws (Sexual Harassment, Hazardous Occupations) & Test

#### Unit 1: Career Awareness

- Week 3: Self Assessments (Personality, Interests)  
Week 4: Self Assessments (Skills, Career Choices) and list of potential Careers  
Week 5: Career Investigation: Job opportunity outlook, education and training options, wage and salary information

#### Unit II: Getting a Job

- Week 6: Resources to Locate a Job  
Week 7: Resumes & References  
Week 8: Cover Letters  
Week 9: Applications & Pre-employment Screening  
Week 10: Interviewing: Skills, Questions & Responses

#### Unit III: Keeping a Job

- Week 11: Work Situations, Scenarios and Ethical Decisions  
Week 12: Communication Skills  
Week 13: Workplace Privacy & Safety  
Week 14: Drugs, Alcohol & Drug Testing at Work  
Week 15: Raises & Promotions: Meeting Career Goals

#### Unit IV: Leaving a Job

- Week 16: Legal Rights & Letters of Resignation  
Week 17: Wrongful Termination



## Work Experience Education: Class Schedule & Curriculum

### SEMESTER 2

- Week 1: Orientation  
Week 2: Labor Law Review

#### Unit V: Economic Awareness

- Week 3: Tax Withholding, W4 Forms & Payroll Deductions  
Week 4: Forms of Compensation, Required Benefits and Optional Benefits (Health, Dental, Life Insurances)  
Week 5: Social Security & Medicare  
Week 6: Personal Money Management: Budgets  
Week 7: Personal Money Management: Banking  
Week 8: Personal Money Management: Credit & Credit Reports  
Week 9: Identity Theft  
Week 10: Basic Business Operations (Payroll, Expenses)  
Week 11: Business Day-to-Day Operations  
Week 12: Business Requirements & Structure  
Week 13: Current Issues in the Workplace

#### Unit VI: Career Research Project & Portfolio Compilation

- Week 14: Review Employability Skills & Career Choices  
Week 15: Assign Career Research Project & Presentation  
Week 16: Project & Presentation Part 1  
Week 17: Project & Presentation Part 2

☐ John C. Kimball☐ Merrill F. West☐ Tracy**TRACY UNIFIED SCHOOL DISTRICT— HIGH SCHOOL WORK EXPERIENCE TRAINING AGREEMENT****Student Name** \_\_\_\_\_**School Year 2013-2014**

The Work Experience Education Program is a fully accredited program as defined by the Tracy Unified School District and supported by a plan of operation approved by the California State Department of Education. This program provides valuable training for students, affording them an opportunity to become more competent employees and allowing them to earn school credit for the attitudes, habits, and skills identified and learned through supervised on-the-job activities. This agreement defines the responsibilities and obligations of all involved parties: the student, parents, employer, and school district. A student must be at least 16 (sixteen) years old to participate or in the 11<sup>th</sup> or 12<sup>th</sup> grade. Work Experience Education and its activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation, or the perception of one or more of such characteristics. District program and facilities, viewed in their entirety, shall be in compliance with the Americans Disability Act.

**STUDENT AGREES TO:**

- ☐ Submit weekly time sheets/copy of pay stubs and completed assignments to the Work Experience Coordinator.
- ☐ Find a job that meets the class guidelines and obtain a school issued work permit before beginning employment, if under 18 (eighteen) years of age.
- ☐ Maintain regular attendance, both in school, weekly WEE classes, and at the job site and will not work on any day that he/she fails to attend school.
- ☐ Follow school rules and employer policies.
- ☐ Attend related instruction classes as scheduled **ON TIME** on the designated WEE Zero Period.
- ☐ Inform coordinator **IMMEDIATELY** of any change in job situations, i.e., change of supervisor, loss of job, etc.

**IF YOU HAVE MORE THAN 15 (FIFTEEN) HOURS OF SATURDAY SCHOOL OR BELOW a 2.0 GPA or Discipline (unless Waived Administrative Approval),  
YOU WILL NOT BE ISSUED A WORK PERMIT AND/OR YOUR WORK PERMIT WILL BE REVOKED.**

NOTE: Any changes not arranged with the WEE Coordinator could lead to dismissal from the program or loss of credit.

**Student Signature** \_\_\_\_\_ **Printed Name** \_\_\_\_\_ **Date** \_\_\_\_\_**PARENT AGREES TO:**

- ☐ I give permission for my son/daughter to participate in off-campus employment during, before, or after school hours and understand that the transportation to and from the school will not be provided by the district, that I assume the responsibility for the student traveling to and from school, job, and home.
- ☐ Assume the responsibility for the student's supervision while off campus.
- ☐ Will assist and support my student in successful completion of this class.

Student MAY \_\_\_\_\_ MAY NOT \_\_\_\_\_ work between 10:00 PM and 12:30 AM Sunday through Thursday.

**Parent Signature** \_\_\_\_\_ **Printed Name** \_\_\_\_\_ **Date** \_\_\_\_\_**EMPLOYER AGREES TO:**

- ☐ Be an Equal Opportunity Employer.
- ☐ Assurance 10d. Work conditions will not endanger the health, safety, welfare, or morals of the student. (EC 49116, 51762, & 5 CCR 10072)
- ☐ Assurance 10e. The employer provides adequate adult supervision. (5 CCR 10071 & 10072)
- ☐ Assurance 10h. The employer assures the district that he/she does not discriminate on the basis of race, creed, color, sex, sexual orientation, or religion. (EC 51760.3(c) & 5 CCR 10071)
- ☐ Provide adequate equipment, materials, facilities, and accommodations to allow appropriate learning activities.
- ☐ Provide the probability of continuous employment a minimum of **10 hours per week** for the duration of the school year.
- ☐ Sign student time sheets and complete evaluations as required by student employee.
- ☐ Provide an itemized statement of deductions with every paycheck.
- ☐ Consult with the Work Experience Coordinator concerning the student's performance.
- ☐ Release student from work when requested by the school.
- ☐ Adhere to Federal and State regulations and labor laws regarding employment.
- ☐ Evaluate the student's job progress each grading period (4 quarters).
- ☐ Inform the Coordinator immediately if the student employee is no longer employed, terminated, or quits.
- ☐ Provide Worker's Compensation coverage.

**Describe Student's On-the-Job Objectives:****NAME OF EMPLOYING FIRM** \_\_\_\_\_ **WORKER'S COMPENSATION** Yes \_\_\_ No \_\_\_**TELEPHONE & EMAIL ADDRESS** \_\_\_\_\_**NAME OF SUPERVISOR/S (Please Print)** \_\_\_\_\_**SIGNATURE OF SUPERVISOR** \_\_\_\_\_ **ALTERNATE SUPERVISOR** \_\_\_\_\_**WORK EXPERIENCE COORDINATOR RESPONSIBILITIES ARE TO:**

- ☐ Review and approve student job sites.
- ☐ Maintain all program/student records per Ed Code.
- ☐ Students are provided related classroom instruction, and school credit is granted upon successful completion of class attendance, completion of all related instructional requirements, successful job performance and supervisor evaluation each semester.
- ☐ Conduct worksite visits as indicated by WE State Guidelines.

**Work Experience Coordinator/Teacher Business Card Attached. Printed Name** \_\_\_\_\_**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



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UNIFIED SCHOOL DISTRICT

*"The future belongs  
to the educated"*

**Dr. James C. Franco**  
*Superintendent*  
(209) 830-3201  
(209) 830-3204 Fax

**Dr. Casey J. Goodall**  
*Associate Superintendent  
of Business Services*  
(209) 830-3230  
(209) 830-3234 Fax

**Dr. Sheila Harrison**  
*Assistant Superintendent  
of Educational Services:*  
(209) 830-3202  
(209) 830-3209 Fax  
*& Human Resources:*  
(209) 830-3260  
(209) 830-3264 Fax

1875 W. Lowell Avenue  
Tracy, CA 95376  
www.tracy.k12.ca.us

DATE: November 12, 2013

TO: Kimberly B. Born, Education Programs Consultant  
Secondary, Career, and Adult Learning Division  
Career and Workforce Innovations Unit  
California Department of Education  
1430 N Street, Suite 4503  
Sacramento, CA 95814

FROM: Dr. James C. Franco, Superintendent

John C. Kimball High School  
Merrill F. West High School  
Tracy High School

Tracy Unified School District  
San Joaquin County Department of Education

SUBJECT: **AUTHORIZATION TO ISSUE WORK PERMITS**

This letter is officially authorizing the following personnel to issue Work Permits according to Education Code § 49110:

Dave Pickering	Director of Work Experience Education at Tracy Unified School District
Doyle Dixon	Tracy High School Work Experience Education Coordinator
Dave Gordon	Merrill F. West High School Work Experience Education Coordinator
Kristi Thornton	John C. Kimball High School Work Experience Education Coordinator

All personnel listed above have a working knowledge of California labor laws and regulations as they relate to minors. If there are any questions pertaining to the issuance of Work Permits, please call (209) 830-3384, extension 1661.

Sincerely,

Dr. James C. Franco, Superintendent

## JOHN C. KIMBALL HIGH SCHOOL

### Work Experience Education (WEE) Program

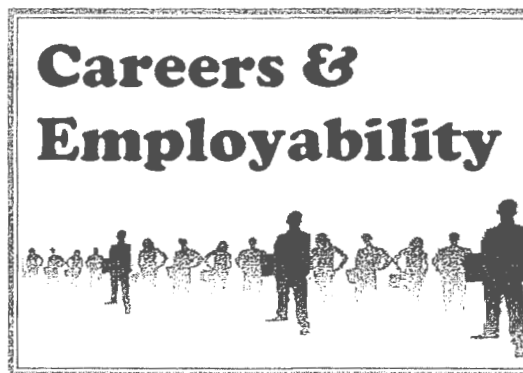
Grades 11, 12

Credit: Up to 40

Pathway: ALL

Course: 1 Year

Prerequisite and Requirements: Must obtain good attendance at school and on the job, must obtain a 2.0 total grade point average maintaining no F's from the last graded period prior to enrolling, have a positive school discipline record and not exceed 15 hours of Saturday School. Must show proof of employment and obtain a work permit.



This is an elective course that extends Career Technical Education (CTE) learning opportunities for students with a combination of paid employment (minimum of 10 hours per week), **mandatory** related classroom instruction, and supervised paid employment. Mandatory related classroom instruction is held one day a week that cannot be made up (1 class = 1 week of class instruction). Students must attend 6 of 8 classes to *pass* this class per quarter. You will report to a *job located in Tracy* (excludes employment as a babysitter, street vendor, housekeeper, self-employment, independent contractor or private residence, newspaper carrier, or door-to-door sales) during the week and *attend a class session* a minimum of eight times per school quarter. The WEE program is a collaborative education that assists you in choosing a career path wisely, obtain entry-level job skills, and prepare for full-time employment. Skill development in the workplace will include positive work habits, ethical decisions, responsibility, and job-related skills to prepare you for school-to-career transitions.

There are 3 types of Work Experience Education to apply for:

1. **General Work Experience** provides supervised part-time employment to assist students in developing desirable work habits and attitudes in real jobs. An example would be that you are required to find any job of choice within the Tracy Unified School District boundaries meeting the acceptable WEE guidelines BEFORE you enter the WEE program.
2. **Exploratory Work Experience** provides unpaid internships to observe a variety of work conditions to ascertain student interests and aptitudes for specific careers. An example would be an Internship available through the Hire Me First Program. With the San Joaquin County Department of Education providing liability coverage, there are also internship opportunities that may be located in the county boundaries. Year-long and Semester Internships are set up in the Spring for the following school year and Fall for the Spring Semester if you qualify during an interview process.
3. **Career Technical Work Experience** provides an extension of specific CTE course of learning at school through part-time employment paid or nonpaid. An example would be a job that is related to the Architecture, Construction, Interior Design, and Environmental Pathway OR Communications Pathway OR Health and Education Pathway courses offered. Teacher recommendations are required from CTE classes.

- Students enrolled in Exploratory WEE may be 12 years of age and in the middle school. (CCR, T5 § 10071 (c))
  - Principal may certify exemption. (EC § 51760.3(a)(2)(3))
  - WEE may be identified on the Individualized Education Program. (EC § 51760.3(a) (4))
5. **Minimum Day:** The minimum day for students is four periods totaling at least 180 minutes in duration (including WEE). (EC § 46144)  
 Exceptions:
    - Continuation high school students. (EC § 46145)
    - Graduating WEE students in the last semester of their senior year. (EC § 46147)
  6. **Pupil/Teacher-Coordinator Ratio:** The pupil/teacher-coordinator ratio in WEE does not exceed 125 pupils per one full-time equivalent certificated WEE teacher-coordinator. Only duties and time directly related to the operation of WEE are considered when determining the pupil/teacher-coordinator ratio. (EC § 46300(b))  
 Exceptions:
    - Ratio may be waived by the State Board of Education. (EC § 46300(b))
  7. **Related Classroom Instruction:** The WEE teacher-coordinator is responsible for preparing and conducting related classroom instruction. (EC § 51760, § 51762.5(b) & CCR, T5 § 10073)
    - a. Related classroom instruction or guidance for each semester and type of WEE is conducted by the WEE teacher-coordinator a minimum equivalent of one instructional period per week offered in sessions scheduled intermittently throughout the semester. (EC § 51760.3(b))
  8. **Course Description:** The WEE course description, with major units of instruction for each semester and for each type of WEE offered is attached in the enclosed course description with units of instruction per semester. (CCR, T5 § 10073)
  9. **Work Sites:** The WEE teacher-coordinator identifies, selects, and/or approves work sites. (EC § 51762.5(a) & CCR, T5 § 10072)
    - a. A minimum of two on-site contacts per semester with a work site supervisor at each work site and minimum of one on-site contact during the summer school session is mandated for completion by the WEE teacher-coordinator. (CCR, T5 § 10074)
  10. **Student Training Agreement:** A written formal training agreement identifying the responsibilities of the school district, employer, parent/guardian, and student is developed for each WEE student and is attached in the enclosed copy of Student Training Agreement. (EC § 51762.5 & CCR, T5 § 10071)

The following are found on the Student Training Agreement:

- a. Student objectives to be accomplished at the work site. (CCR, T5 § 10071)
  - b. The work site offers a reasonable probability of continuous employment for the student during the period for which the student is enrolled in WEE. (EC § 51760 & § 51762.5)
  - c. The employer has adequate equipment, materials, and other facilities to provide appropriate learning opportunities. (EC § 51760 & CCR, T5 § 10072)
  - d. Work conditions will not endanger the health, safety, welfare, or morals of the student. (EC § 49116, § 51762 & CCR, T5 § 10072)
  - e. The employer provides adequate adult supervision to ensure that:
    - (1) The Exploratory WEE student is provided opportunities to observe and sample a variety of conditions of work to ascertain his/her interests and suitability for occupations being explored.
    - (2) The General WEE student is provided opportunities to gain occupational skills.
    - (3) The Vocational WEE student is provided opportunities to reinforce and extend the job skills and knowledge learned through the school career/vocational education instructional program. (CCR, T5 § 10071 & § 10072)
  - f. The employer, as required by law, provides Workers' Compensation Insurance coverage whenever there is an employee/employer relationship. Students enrolled in Exploratory WEE are provided Workers' Compensation Insurance through the local school district. (EC § 51768, § 51769 & CCR, T5 § 10071)
  - g. The employer maintains student's hourly work records and cooperates in rating his/her achievement at the work site. (EC § 51762.5 & CCR, T5 § 10072)
  - h. The employer assures the district that he/she does not discriminate based on race, creed, color, sex, or religion. (EC § 51760.3(c) & CCR, T5 § 10071)
11. **Work Permits:** All work permits for students enrolled in WEE are issued or verified by the WEE teacher-coordinator or authorized designee in writing per the enclosed Letter of Authorization to issue work permits. (The document needs **original signature** of the District Superintendent or designee.) (EC § 49110 (b))
12. **Exploratory WEE:** For each student enrolled in Exploratory WEE, a limit on the number of hours of observation is established at each observation site. (CCR, T5 § 10071(c))

13. **Granting Credit:** The procedure for granting school credit for WEE is found in enclosure (4). A student satisfactorily completing the WEE program requirements may earn a maximum of 40 semester credits made up of one or a combination of two or more of the following:
  - (1) Exploratory WEE - Ten (10) semester credits for each semester with a maximum of twenty (20) semester credits.
  - (2) General WEE - Ten (10) semester credits for each semester with a maximum of forty (40) semester credits.
  - (3) Vocational WEE - Ten (10) semester credits for each semester with a maximum of forty (40) semester credits. (EC § 51760.3, § 51762.5(b)(f) & CCR, T5 § 1635)
14. **Professional Development:** A provision is made for WEE professional development for new and continuing teacher-coordinators and other support personnel in WEE, to ensure the quality of the WEE program. (EC § 51762)
15. **Clerical Services & Records:** A provision is made for clerical services to assist the professional in meeting the goals and objectives of WEE and to assure the accuracy, completeness, and quality of the records.

The district shall maintain records including:

  - a. Type of WEE in which each student is enrolled, where the student is employed, the type of job held or observation sites and hours of rotation. (EC § 51762.5)
  - b. Work permit issued, if applicable. (EC § 49110) Note: Not required for Exploratory WEE.
  - c. Employer's report of student's hourly work record and performance on the job. (EC § 51762.5)
  - d. Report of employer consultations. (EC § 51762.5 & CCR, T5 § 10074)
  - e. Ratings of each student, including his/her grade. (EC § 51760.3 & § 51762.5)
  - f. Formal training agreement for each employer and student that describes the responsibilities of the employer, student, school, and parent/legal guardian. (EC § 51762.5 & CCR, T5 § 10071)
16. **Summer School:** WEE during the summer is conducted in the same time period as the rest of the approved summer school and conforms to all appropriate federal and state laws, California *Labor Code*, California *Education Code*, and California *Code of Regulations*, Title 5 rules and regulations applicable to WEE.
17. **Civil Rights Act:** WEE covered by this plan shall comply with Title VI and Title VII of the Civil Rights Act of 1964 and with Title 5 of the *California Code of Regulations*. (EC § 51762)

18. **Nondiscrimination:** WEE covered by this plan shall comply with Title IX (Nondiscrimination on the Basis of Sex) of the Education Amendments of 1972. (EC § 51762)

I hereby certify that to the best of my knowledge, the provisions for WEE outlined in this Secondary District Plan meet all California Department of Education requirements.

\_\_\_\_\_  
District Superintendent or Designee

\_\_\_\_\_  
Date

November 12, 2013

Date Local Governing Board Approved: \_\_\_\_\_

Person Preparing Application:

Name: Kristi Thornton E-mail: kthornton@tusd.net

Title: KHS Coordinator/Teacher Phone: (209) 832-6600

This Secondary District Plan and application for a WEE program must include the **original signature** of the district superintendent or designee along with the following required enclosures:

- Enclosures:
- (1) Copy of Board Approving Minutes
  - (2) Course Description w/units of Instruction per semester
  - (3) Copy of Student Training Agreement
  - (4) Letter of Authorization to Issue Work Permits (**original signature** of the district superintendent or designee)
  - (5) Description of WEE's procedure for granting school credit

Submit this Secondary District Plan and application along with all (5) enclosures to:

Kimberly B. Born, Education Programs Consultant  
Secondary, Career, and Adult Learning Division  
Career and Workforce Innovations Unit  
California Department of Education  
1430 N Street, Suite 4503  
Sacramento, CA 95814  
[kborn@cde.ca.gov](mailto:kborn@cde.ca.gov)  
916-319-0498



## DISTRICT LETTERHEAD

Date August 20, 2009

TO: Kimberly B. Born, Education Programs Consultant  
Secondary, Career, and Adult Learning Division  
Career and Workforce Innovations Unit  
California Department of Education  
1430 N Street, Suite 4503  
Sacramento, CA 95814

FROM: Name, Superintendent  
Your School/District/County Office of Education

SUBJECT: Authorization to Issue Work Permits

This letter is officially authorizing the following personnel to issue work permits according to Education Code § 49110:

Name	Title
Name	Title
Name	Title

All personnel listed above have a working knowledge of California labor laws and regulations as they relate to minors. If there are any questions pertaining to the issuance of work permits, please call ( ) xxx-xxxx.

Sincerely,

Name, Superintendent



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources  
**DATE:** November 22, 2013  
**SUBJECT:** Approve Agreement for Special Contract Services with Counseling and More (CAM) to Provide Intervention/Conflict Management Services at Villalovoz Elementary School for the 2013-2014 School Year.

**BACKGROUND:** Villalovoz families face economic, as well as social challenges with 62% of students on free or reduced lunch. Many students come from homes of poverty with multiple families living together, part time employment and unemployment. The need for social assistance from agencies has manifested itself through student behaviors.

**RATIONALE:** Last year, Villalovoz was provided free counseling services through Valley Community Counseling. The impact of past counseling services for students assisted in the reduction of suspensions and expulsions. This year, Villalovoz staff plans to partner with Counseling and More (CAM) to provide intervention, prevention, and outreach services to at-risk students, as free services through Valley Community Counseling are no longer being provided. Counseling and More (CAM) offers group awareness counseling, tools for conflict management, anger management and tutoring education outreach. Issues that will be addressed are disciplinary problems, academic failure, youth and childhood disorders, truancy, and youth development. The staff at Villalovoz School feels these invaluable services are necessary to support academics, as well as promote positive student behavior. This supports 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 to achieve District goals.

**FUNDING:** The total expected cost for 2013/2014 school year is \$4,600. The fees will be paid through site Categorical Funds, Title I.

**RECOMMENDATION:** Ratify Agreement for Special Contract Services with Counseling and More (CAM) to Provide Intervention/Conflict Management Services at Villalovoz Elementary School for the 2013-2014 School Year.

**Prepared by:** Lisa Beeso, Principal, Villalovoz Elementary School

# TRACY UNIFIED SCHOOL DISTRICT

1875 W. Lowell Ave., Tracy, California 95376

## AGREEMENT FOR SPECIAL CONTRACT SERVICES

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

Counseling and More will provide group awareness counseling, tools for conflict management, anger management, tutoring education outreach and youth development.

2. Contractor will provide the above services(s), as outlined in Paragraph 1, for a period of up to a total of 106 ( ) [ ] HOURS [✓] DAY(s), under the terms of this agreement at the following location Villalovoz

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

- a. District shall pay \$ 4,600 per [ ] HOUR [ ] DAY [✓] FLAT RATE, not to exceed a total of \$ 4,600. 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 December 16, 2013, and shall terminate on May 30, 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, Lisa Beeso at (209) 830-3331 with any questions regarding performance of the services outlined above. District's designee shall determine if and when Contractor has completed the services described.

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

Contractor agrees to hold harmless and to indemnify District for:

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

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

**AGREED:**

\_\_\_\_\_  
Consultant Signature (1)

\_\_\_\_\_  
Social Security Number (2)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Tracy Unified School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title I

\_\_\_\_\_  
Account Number to be Charged:

\_\_\_\_\_  
Department/Site Approval

\_\_\_\_\_  
Budget Approval

\_\_\_\_\_  
Date Approved by the Board

**Send all copies to the Business Office:**

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



# HUMAN RESOURCES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources  
**DATE:** November 25, 2013  
**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>
Hall, Paul/ Director of Student Services and Curriculum	DEC	12/3/13	Personal

## BACKGROUND:

## CLASSIFIED RETIREMENT

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>
Arganbright, Theda AS Registrar/Testing Tech.	Adult School	01/18/14

## BACKGROUND:

## CLASSIFIED RESIGNATION

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Arroyo, Susana School Supervision Assist.	MVMS	11/29/13	Accepted Utility Person II position at KHS
Conkey, Gigi Food Service Worker	KHS	11/5/13	Accepted a 3 hour per day FSW position at KHS
Diaz, Roxana Para Educator I	Jacobson	11/29/13	Accepted a 6 hour per day IEP Para position at Kelly
Gawinski, Amanda Food Service Worker	Kelly	11/4/13	Accepted a 3 hour per day FSW position at Kelly

Rosales, San Juana Bilingual Para Ed I	S/WP	11/13/13	Accepted a 6 hour per day SPED Para position at S/WP
Sua, Janell School Supervision Assist.	WMS	11/29/13	Accepted a 6 hour per day IEP Para position at MVMS
Taneja, Raman Special Ed Para Ed I	KHS	11/29/13	Personal
Zuniga, Ana Special Ed Para Ed I	McKinley	11/29/13	Accepted a 5 hour per day SPED Para position at McKinley Elementary

**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:** November 25, 2013  
**SUBJECT:** Approve Classified, Certificated, and/or Management Employment

## BACKGROUND:

Perry, Nathan

## BACKGROUND:

Arroyo, Susana

Bathija, Komal

Benavidez, Janice

Bennion, Oretta

## CERTIFICATED

Modern Carpentry and Design (Replacement)  
Kimball High School  
Class III, Step 1, "B"  
\$27,810.90  
Funding: General Fund

## CLASSIFIED

Utility Person II (New)  
\*Filled by current TUSD employee  
Kimball High School  
Range 35, Step A - \$16.16 per hour  
8 hours per day  
Funding: General Fund

Special Education Para Educator I (New)  
Hirsch Elementary School  
Range 24, Step A - \$12.51 per hour  
6 hours per day  
Funding: Special Education

IEP Para Educator I (Replacement)  
Kimball High School  
Range 24, Step A - \$12.51 per hour  
6.25 hours per day  
Funding: Special Education

Para Educator I (New)  
South/West Park School  
Range 24, Step A - \$12.51 per hour  
3 hours per day  
Funding: IASA – Title I



Camacho, Jose	Para Educator I (New) Hirsch Elementary School Range 24, Step B - \$13.11 per hour 3 hours per day Funding: EIA
Cabrera Escamilla, Ana	Food Service Worker (Replacement) South/West Park Range 22, Step A - \$11.95 per hour 2 hours per day Funding: Child Nutrition- School Program
Conkey, Gigi	Food Service Worker (Replacement) *Filled by current TUSD employee Kimball High School Range 22, Step B - \$12.51 per hour 3 hours per day Funding: Child Nutrition-School Program
Diaz, Roxana	IEP Para Educator I (New) *Filled by current TUSD employee George Kelly School Range 24, Step D - \$14.37 per hour 6 hours per day Funding: Special Education
Everhart, Kyle	Utility Person II (Replacement) Kimball High School Range 35, Step A - \$16.16 per hour 8 hours per day Funding: General Fund
Gaudreau, Jennifer	Food Service Worker (Replacement) West High School Range 22, Step A - \$11.95 per hour 2.5 hours per day Funding: Child Nutrition – School Program
Gawinski, Amanda	Food Service Worker (Replacement) *Filled by current TUSD employee George Kelly School Range 22, Step B - \$12.51 per hour 3 hours per day Funding: Child Nutrition – School Program
Kapoor, Nitika	Special Education Para Educator I (Replacement) Tracy High School Range 24, Step A - \$12.51 per hour 6.25 hours per day Funding: Special Education - IDEA

Novoa Garcia, Karla	IEP Para Educator I (New) Hirsch Elementary School Range 24, Step A - \$12.51 per hour 6 hours per day Funding: Special Education
Phelps, Lindsey	Special Education Para Educator I (Replacement) Hirsch Elementary School Range 24, Step A - \$12.51 per hour 4 hours per day Funding: Special Education – IDEA
Rosales, San Juana	Special Education Para Educator I (New) *Filled by current TUSD employee South/West Park Range 24, Step C - \$13.73 per hour 6 hours per day Funding: Special Education
Sua, Janell	IEP Para Educator I (New) *Filled by current TUSD employee Monte Vista Middle School Range 24, Step B - \$13.11 per hour 6 hours per day Funding: Special Education
Waltrip, Derek	Maintenance Specialist (HVAC) (Replacement) District Service Center Range 52, Step C - \$26.44 per hour 8 hours per day Funding: Ongoing and Major Maintenance
Zuniga, Ana	Special Education Para Educator I (Replacement) *Filled by current TUSD employee McKinley Elementary School Range 24, Step E - \$15.07 per hour 5 hours per day Funding: Special Education - IDEA

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

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

Keogh, Lisa	School Supervision Assistant (Replacement) Jacobson Elementary School Range 21, Step A - \$11.69 per hour 2 hours per day Funding: General Fund
Kim, Jae	IEP Para Educator I (New) Hirsch Elementary School Range 24, Step A - \$12.51 per hour 4 hours per day Funding: Special Education
Lavarias, Wilfredo	Utility Person III (Replacement) Transportation/Maintenance Range 36, Step A - \$16.53 per hour + ND 8 hours per day Funding: Transportation – Home to School 62.5% Ongoing and Major Maintenance 37.5%
Lundberg, Erika	H.S. Library Technician (Replacement) Tracy High School and Kimball High School Range 31, Step C - \$16.16 per hour 25 hours per week Funding: State Lottery
Marquez, Maria	Special Education Para Educator I (New) Stein Continuation High School Range 24, Step A - \$12.51 per hour 6 hours per day Funding: Special Education
Medina, Alejandra	School Supervision Assistant (Replacement) South/West Park and Stein H.S. Range 21, Step A - \$11.69 per hour 1.5 hours per day Funding: General Fund
Mohammad Wali, Farishta	Food Service Worker (Replacement) *Filled by current TUSD employee North Elementary School Range 22, Step D - \$13.73 per hour 3 hours per day Funding: Child Nutrition – School Program
Nelson, Isa	Bilingual Para Educator I (New) South/West Park School Range 24, Step C - \$13.73 per hour 3 hours per day Funding: IASA – Title I



# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. James C. Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent of Business Services  
**DATE:** November 20, 2013  
**SUBJECT:** **Adopt Resolution No. 13-17 Dedicating Real Property to the City of Tracy and the County of San Joaquin for Public Utility Purposes Relating to Land Adjacent to Kimball High School**

**BACKGROUND:** On November 12, 2013, the Board of Education adopted Resolution 13-11 accepting the abandonment of West Side Irrigation District (WSID) easements and conveying easements to the WSID. In order for the school district to dedicate the street west of Kimball High School (the eastern portion of Lammers Road) to the City of Tracy and to the County of San Joaquin, the school district must first have conveyed and abandoned WSID easements. Once these easements and quitclaims are recorded the District is in a position to convey, by way of quitclaim deeds, title to utility and roadway improvements on the western edge of Kimball High School (the eastern portion of Lammers Road) to the County of San Joaquin and to the City of Tracy.

**RATIONALE:** The development of Kimball High School has over time included the installation of utility improvements including utility and proposed public roadway improvements. These improvements are presently located on real property owned by the District but are more suitable for ownership by the City of Tracy and the County of San Joaquin. This resolution authorizes the conveyance of public utility properties to the City of Tracy and to the County of San Joaquin by way of quitclaim deed. Once the School Board has adopted the resolution for conveyance of the public utility properties, the quitclaim deeds will be signed by the Associate Superintendent of Business Services. A copy of the quitclaim deed with a signed copy of the resolution will then be conveyed to the City of Tracy and to the County as part of the documents to be presented the San Joaquin Board of Supervisors for final approval by the County Board and to the City of Tracy for Council approval.

**FUNDING:** No Funding Requirements.

**RECOMMENDATIONS:** Adopt Resolution No. 13-17 Dedicating Real Property to the City of Tracy and the County of San Joaquin for Public Utility Purposes Relating to Land Adjacent to Kimball High School.

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



**TRACY UNIFIED SCHOOL DISTRICT  
RESOLUTION NO. 13-17**

**A Resolution Dedicating Real Property To The City Of Tracy And The County Of San Joaquin  
For Public Utility Purposes Relating To Land Adjacent To Kimball High School**

**WHEREAS**, the Tracy Unified School District (“District”) owns the real property upon which the District’s Kimball High School is located (“Kimball Property”), within the City of Tracy (“City”) and the County of San Joaquin, State of California (“County”);

**WHEREAS**, the development of the Kimball Property has over time, included the installation of utility improvements including utility and proposed public roadway improvements;

**WHEREAS**, such utility and roadway improvements are presently located on real property owned by the District but are more suitable for ownership at this time by the City and the County;

**WHEREAS**, the real property upon which such utility and roadway improvements are located shall be referred to herein as the Public Utility Properties; and

**WHEREAS**, it is the intent of the District’s Board to convey, by way of quitclaim deeds, title to such Public Utility Properties, as described in Exhibits A-1 through A-5 attached hereto, to the City and to the County as indicated below.

**NOW, THEREFORE, BE IT RESOLVED** by the *Board of Trustees of the Tracy Unified School District*, as follows:

1. Recitals. The Board finds and determines that the above recitals are true and correct.

2.A. Properties Subject to Conveyance to County. The Board hereby authorizes the conveyance of title to the County, for the properties referred to herein by way of the following Exhibits:

Exhibit A-1 (Right of Way at Fence)  
Exhibit A-2 (Right of Way at Walk )

2.B. Properties Subject to Conveyance to City. The Board hereby authorizes the conveyance of title to the City, for the properties referred to herein by way of the following Exhibits:

Exhibit A-3 (Parcel One Right of Way)  
Exhibit A-4 (Parcel Two Right of Way)  
Exhibit A-5 (Parcel Three Right of Way)

3. Conveyance of Public Utility Properties. The Public Utility Properties as described in Exhibits A-1 through A-5 above are hereby authorized to be conveyed from the District to the City and

the County respectively, by way of quitclaim deeds for such general purposes as the City and the County are authorized to undertake.

4. Form of Quitclaim Deeds. The Board hereby approves in general form, the quitclaim deeds attached hereto as Exhibit B-1 and Exhibit B-2 respectively and authorizes the use of such quitclaim deeds for purposes of the conveyance of the District's interest in the Public Utility Properties as provided for herein and therein.

5. General Authorization. The District Superintendent and Assistant Superintendent/Business Services, and each of them individually, are hereby authorized and directed on behalf of the District, to execute and deliver any and all documents, to do any and all things and take any and all actions that may be necessary in their discretion to carryout the purposes of this Resolution. All actions previously taken by such District officials or their authorized agents that are in conformity with the purposes and intent of this Resolution are hereby approved, confirmed and ratified.

**APPROVED, PASSED AND ADOPTED** this 10th day of December, 2013 by the Board of Trustees of the Tracy Unified School District, by the following vote.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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

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



# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. James C. Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent of Business Services  
**DATE:** November 20, 2013  
**SUBJECT:** **Adopt Resolution No. 13-18 Approving a Development and Lease Agreement, a Site Lease and a Guaranteed Maximum Price Relating to the Ag Science & E.B. Theater Modernization Projects at Tracy High School**

**BACKGROUND:** Plans for the Ag Science and E. B. Theater Modernization projects have been approved by the Division of State Architect.

On October 8, 2013, the Board of Education approved a shortlist of four lease-leaseback contractors from which the District may begin negotiations for upcoming projects; and authorized the release of a request for proposals for the Tracy High School Ag Science and E.B. Theater renovations projects.

**RATIONALE:** District staff solicited proposals from the shortlist of contractors for the upcoming Tracy High School projects and received responses from all four firms on November 15, 2013. The District provided all contractors a copy of the plans and specifications for the projects and the contractors were given several opportunities to walk the site of the projects prior to submitting their proposals. The contractors were asked to submit their qualifications, experience with similar projects as well as a Guaranteed Maximum price on these projects. The process was completely transparent, all proposals identified and included a complete breakdown of general conditions, contractor fee, sub-contractor proposals and other costs that make up the guaranteed maximum price. As this is a best value process, the contractors were evaluated on their experience, the transparency of their proposals and their experience with and in vetting their sub-contractors. All contractors had the opportunity to submit value engineering proposals on the project before presenting their final Guaranteed Maximum Price.

District staff clarified any questions in the proposals and normalized the responses to ensure a fair process. Acme Construction, Inc. submitted the low proposal at \$2,789,646, which includes a 7.5% contingency of \$184,958. This GMP also includes \$138,576 for two alternates, one for an improved sound system and one for improved lighting in the E.B. Theater.

**FUNDING:** Measure E Bond Funds and State School Building Funding (Career Technical Education Funding).

**RECOMMENDATIONS:** Adopt Resolution No. 13-18 Approving a Development and Lease Agreement, a Site Lease and a Guaranteed Maximum Price Relating to the Ag Science & E.B. Theater Modernization projects at Tracy High School.

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



**TRACY UNIFIED SCHOOL DISTRICT  
RESOLUTION NO. 13-18**

**Approving A Development And Lease Agreement, A Site Lease And A Guaranteed Maximum  
Price Relating To The Ag Science And E. B. Theater Modernization Projects at  
Tracy High School**

**WHEREAS**, the Tracy Unified School District (the “District”) has previously identified the need to undertake the renovation/modernization of the Ag Science Building, Weight Room and E. B. Theater at Tracy High School to accommodate its students (the “Project”);

**WHEREAS**, Education Code Section 17406 provides for the construction and modernization of school buildings on property owned by a school district and the lease of the site and such improvements pursuant to an agreement calling for such construction;

**WHEREAS**, the District’s Governing Board (the “Board”) has previously determined that a suitable location for the Project exists at a site located within the boundaries of the District (the “Site”);

**WHEREAS**, consistent with the requirements of Education Code Section 17400 et seq., the Board seeks to enter into the necessary building agreements and lease agreements with an outside entity that will provide for the modernization, construction and leasing of school facilities on the Site;

**WHEREAS**, consistent with the Board’s desire to provide for the construction, acquisition and lease of the Project in accordance with the provisions of Education Code Section 17400 et seq., District staff previously evaluated firms capable of providing services to the District for the Project;

**WHEREAS**, it was determined that Acme Construction Company, Inc. (“Acme”) was qualified to undertake the Project on the Site and to lease the completed Project to the District consistent with the requirements of Education Code section 17400 et seq.;

**WHEREAS**, the Site is owned by the District in accordance with the provisions of Education Code Section 17400 et seq.;

**WHEREAS**, plans for the Project have been previously approved by the Board and have received final approval from the Division of State Architect of the State of California (“DSA”);

**WHEREAS**, it is the intent of the Board to authorize the Superintendent, or his designee, to execute the Documents, as defined below, making them applicable to the Project; and

**WHEREAS**, the attached Development and Lease Agreement with an attached set of General Construction Provisions along with a Site Lease between the District and Acme (collectively referred to herein as the “Documents”) have been prepared and fully executed, and it is the intent of the Board to ratify such documents in the manner provided for herein.



**NOW, THEREFORE, BE IT RESOLVED** by the *Board of Trustees of the Tracy Unified School District*, as follows:

Section 1. Recitals. The foregoing recitals are true and correct.

Section 2. Consistency of Process and Compliance with Law. The Board hereby finds that the process undertaken by the District to date to solicit proposals for the Project, and to draft and execute the Documents have all been undertaken and performed in a manner consistent with the requirements of Education Code Section 17400 et seq. and that the District is now authorized to proceed with the commencement of the Project in the manner set forth in the Documents.

Section 3. Adequacy of Site and Suitability of Process. The Board hereby determines that the Site is a suitable location for the Project consistent with the requirements of Education Code section 17400 et seq. and that acquisition of the Project in the manner provided for at Education Code Section 17400 et seq. is in the best interest of the District.

Section 4. Approval of the Leases. The Board hereby ratifies the Documents and the agreements are consistent with the terms and conditions of this Resolution and the provisions of Education Code section 17400 et seq.

Section 5. Approval of Guaranteed Maximum Price. The Board hereby ratifies the Guaranteed Maximum Price of the Project consistent with the terms and conditions of the Documents.

Section 6. Authorization to Enter into Documents. The Superintendent, or his designee (the "Designated Officer"), is hereby authorized, on behalf of the District, to execute and deliver the Documents as they apply to the Project to Acme in the form presented to the Board, consistent with the terms and conditions of this Resolution.

Section 7. Additional Authorization. The Superintendent or his Designated Officer is hereby further authorized and directed to prepare, on behalf of the District, any other documentation necessary to carry out the terms for the Project, as set forth in the Documents, consistent with the terms and conditions of this Resolution. Any action heretofore taken by the Designated Officer, on behalf of the District, that is in conformity with the purposes and intent of this Resolution and with the provisions of Education Code Section 17400 et seq. with respect to the Project is hereby ratified, approved and confirmed.

Section 8. Effective Date. This Resolution shall take effect immediately upon its adoption.

**APPROVED, PASSED AND ADOPTED** this 10th day of December, 2013 by the Board of Trustees of the Tracy Unified School District, by the following vote.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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

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



# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent for Business Services  
**DATE:** December 3, 2013  
**SUBJECT:** **Certify 2013-2014 Fiscal Year First Interim Report**

**BACKGROUND:** Education Code Section 42130 and 42131 require that the superintendent of each school district shall submit two reports to the governing board of the district during each fiscal year. The first report shall cover the financial and budgetary status of the district for the period ending October 31. The second report shall cover the period ending January 31. Both reports shall be approved by the district governing board no later than 45 days after the close of the period being reported. All reports required by this subdivision shall be in a format or on forms prescribed by the Superintendent of Public Instruction, and shall be based on standards and criteria for fiscal stability adopted by the State Board of Education pursuant to Section 33127. The reports, and supporting data, shall be maintained and made available by the school district for public review.

The governing board of each school district shall certify, in writing, within 45 days after the close of the period being reported, whether or not the school district is able to meet its financial obligations for the remainder of the fiscal year and, based on current forecasts, for the subsequent fiscal year.

In addition to the AB1200 oversight responsibilities generated in 1992, additional oversight responsibilities were added in 2004 with AB2756 requiring the San Joaquin County Office of Education and the Tracy Unified School District board review the assumptions supporting the multiple year projections. These two levels of review are included with the First Interim Report document.

One major set of assumptions impacting the report and resulting in confusing results is that the state of California is requiring districts to assume Cost of Living Adjustments in future years that have not yet been approved, nor is it likely they accurately reflect what will occur. At the same time, TUSD is being directed that those reported revenues may not be allocated for any specific purpose until they are approved by the legislature and the Governor.

Labor negotiations have not been completed for the year for any bargaining group. In addition, it should be noted that the district has been experiencing declining enrollment of approximately 50 to 100 students per year, but anticipates losing an additional significantly more students

beginning in the 2014-15 school year as Mountain House High School absorbs students from Kimball High School.

Based on current assumptions, the First Interim Report confirms a positive review in which the district will be able to meet current obligations for the current and two subsequent fiscal years.

**FUNDING:** The first interim report generates no cost. It is merely a reporting of all projected revenues and expenses in the current and next two fiscal years. This report and the actions required to implement the changes will ensure the district is able to meet its financial obligations for the remainder of the fiscal year and, based on current forecasts, for the subsequent three fiscal years.

**RECOMMENDATION:** Certify 2013-2014 Fiscal Year First Interim Report.

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



# HUMAN RESOURCES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources  
**DATE:** November 7, 2013  
**SUBJECT:** **Adopt Resolution No. 13-16 Authorizing Teachers to Teach Outside Their Credential Authorization**

**BACKGROUND:** Education Code Section 44263 authorizes teaching outside major and minor provided that the teacher has eighteen (18) semester hours of coursework, or nine (9) semester hours of upper division or graduate coursework in the subject area to be taught. The Tracy Unified School District has 2 teachers on this Education Code.

Education Code Section 44256(b) authorizes the holder of a multiple subject teaching credential or a standard elementary credential to teach any subject in departmentalized classes to a given class or group of students below grade 9, provided that the teacher has completed at least 12 semester units, or six upper division or graduate units of coursework at an accredited institution in each subject to be taught. The Tracy Unified School District has four (4) teachers on this Education Code.

Education Code Section 44258.2 authorizes the holder of a single subject teaching credential or a standard secondary teaching credential may, with his or her consent, be assigned by action of the governing board to teach classes in grades 5 to 8, inclusive, in a middle school, if he or she has a minimum of twelve (12) semester units, or six (6) upper division or graduate units, of coursework at an accredited institution in the subject which he or she is assigned. The Tracy Unified School District has one (1) teacher on this Education Code.

Education Code Section 44865 authorizes the holder of a valid teaching credential issued by the State Board or the Commission on Teacher Credentialing, based on a bachelor's degree, student teaching, and special fitness to perform, shall be deemed qualifying for assignment as a teacher in the following assignments, provided that the assignment of a teacher to a position for which qualifications are prescribed by this section shall be made only with the consent of the teacher:

- |   |                                     |
|---|-------------------------------------|
| (a) Home teacher.                           | (f) Alternative schools.            |
| (b) Classes organized primarily for adults. | (g) Opportunity schools.            |
| (c) Hospital classes.                       | (h) Juvenile court schools.         |
| (d) Necessary small high schools.           | (i) County community schools.       |
| (e) Continuation schools.                   | (j) District community day schools. |
|   | (k) Independent study.              |

The Tracy Unified School District has six (6) teachers on this Education Code.

**RATIONALE:** In all the above instances the teacher involved must give their consent, and the Board must adopt a resolution (see attached) authorizing these assignments.

This agenda item meets District Strategic Goal #5 – Continuously improve fiscal, facilities and operational processes.

**FUNDING:** None.

**RECOMMENDATION:** Adopt Resolution No. 13-16 Authorizing Teachers to Teach Outside Their Credential Authorization

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



**TRACY UNIFIED SCHOOL DISTRICT  
BEFORE THE BOARD OF TRUSTEES OF TRACY UNIFIED SCHOOL DISTRICT OF  
SAN JOAQUIN AND ALAMEDA COUNTIES, STATE OF CALIFORNIA  
RESOLUTION 13-16  
AUTHORIZING TEACHERS TO TEACH OUTSIDE OF THEIR MAJOR/MINOR  
2013-2014**

**BE IT RESOLVED** that the Governing Board pursuant to Education Code Sections **44263** and **44256(b)** hereby authorizes assignment of a teacher licensed pursuant to the provisions of these sections, with his or her consent, to teach outside major and minor provided that the teacher has eighteen (18) semester hours of coursework, or nine (9) semester hours of upper division or graduate coursework in the subject area to be taught, and teach any subject in departmentalized classes to a given class or group of students below grade 9, provided that the teacher has completed at least twelve (12) semester units, or six upper division or graduate units of coursework. Education Code Section **44258.2** authorizes the holder of a single subject teaching credential or a standard secondary teaching credential may, with his or her consent, be assigned by action of the governing board to teach classes in grades 5 to 8, inclusive, in a middle school, if he or she has a minimum of 12 semester units, or six upper division or graduate units, of coursework at an accredited institution in the subject which he or she is assigned. Education Code **44865** hereby authorizes assignment of a teacher with a valid teaching credential issued by the State Board or the Commission on Teacher Credentialing, based on a bachelor's degree, student teaching, and special fitness to perform, shall be deemed qualifying for assignment as a teacher in the following assignments, provided that the assignment of a teacher to a position for which qualifications are prescribed by this section shall be made only with the consent of the teacher:

- |   |                                     |
|---|-------------------------------------|
| (a) Home teacher.                           | (f) Alternative schools.            |
| (b) Classes organized primarily for adults. | (g) Opportunity schools.            |
| (c) Hospital classes.                       | (h) Juvenile court schools.         |
| (d) Necessary small high schools.           | (i) County community schools.       |
| (e) Continuation schools.                   | (j) District community day schools. |
|   | (k) Independent study.              |

Authorization shall remain valid for one year.

**PASSED and ADOPTED** by the Board of Trustees of the Tracy Unified School District, San Joaquin and Alameda Counties, State of California, this 10th day of December, 2013, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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President  
Board of Trustees  
Tracy Unified School District

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Clerk  
Board of Trustees  
Tracy Unified School District

**ATTESTED:**

I hereby certify that the foregoing resolution was adopted by the Board of Trustees of the Tracy Unified School District of San Joaquin and Alameda Counties on the date shown above.

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Clerk

Tracy Unified School District