

**NOTICE**  
**REGULAR MEETING OF THE GOVERNING BOARD**  
**TRACY UNIFIED SCHOOL DISTRICT**  
**DECEMBER 12, 2023**

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

**TUSD board meetings are held in person.**

**To View the live stream of this meeting, please follow this link: Board Meeting Live**

**TIME: 6:00 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: S. Abercrombie, O. Alexander, R. Fagin, L. Hawkins, Z. Hoffert, N. Kahlon, J. Silcox<br>Staff: R. Pecot, T. Jalique, J. Stocking, T. Salinas, S. Smith                                   |                |
| <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> None.   |                |
|           | <b>3.2 Educational Services:</b>   |                |
|           | <b>3.2.1</b> Finding of Facts: 23/24#19, 24/24#20, 23/24#21<br><b>Action:</b> Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain___  |                |
|           | <b>3.2.2</b> Reinstatements: AR#23-24/#10<br><b>Action:</b> Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain___  |                |
|           | <b>3.2.3</b> Board Waiver: VES#10346021<br><b>Action:</b> Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain___  |                |
|           | <b>3.2.4</b> Early Graduation: TISCS#10324604<br><b>Action:</b> Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain___  |                |
|           | <b>3.3 Human Resources:</b>  |                |
|           | <b>3.3.1</b> Consider Unpaid Leave of Absence for Classified Employee #UC-461<br>Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain___   |                |
|           | <b>3.3.2</b> Approve Resolution No. 23-07<br>Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain___   |                |
|           | <b>3.3.3</b> Consider Public Employee/Employment/Discipline/Dismissal/Release<br><b>Action:</b> Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain___  |                |
|           | <b>3.3.4</b> Conference with Labor Negotiator<br>Agency Negotiator: Tammy Jalique<br>Associate Superintendent of Human Resources<br>Employee Organization: CSEA, TEA   |                |

**4. Adjourn to Open Session**

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

**6. Board Organization:**

**1-4**

**6.1 Elect Officers:**

President

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

Vice President

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

Clerk

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

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

Budget; City Schools Liaison; District Attendance Area; Facility Advisory; School Safety; Special Ed; Tracy Learning Center/Ad Hoc Board Member; Tracy Parks

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

**6.3 Approve Board Meeting Calendar**

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

**7. Closed Session Issues:**

**7a** Action Taken on Finding of Facts: 23/24#19, 24/24#20, 23/24#21

**3.2.1**

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

**7b** Report Out of Action Taken on Reinstatements: AR#23-24/#10

**3.2.2**

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

**7c** Report Out of Action Taken on Board Waivers: VES#10346021

**3.2.3**

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

**7d** Report Out of Action Taken on Early Graduation: TISCS#10324604

**3.2.4**

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

**7e** Report Out of Action Taken on Consider Unpaid Leave of Absence for Classified

**3.3.1** Employee #UC-461

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

**7f** Report Out of Action Taken on Approve Resolution No. 23-07

**3.3.2**

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

**8. Approve Regular Minutes of November 14, 2023**

**5-9**

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

**9. Student Representative Reports: None.**

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

**10.1** Recognize the Outstanding Employees of the Fall Term for the 2023-2024 School Year

**10**

**10.2** Recognize Jonathan Raman, Recipient of the California Music Education Association Ernest R. Yee Illuminating Culture Award

- 11. Information & Discussion Items:** An opportunity to present information or reports concerning items that maybe considered by Trustees at a future meeting.

**11.1** None.

- 12. Hearing of Delegations:** Anyone wishing to address the Governing Board on a non-agenda item may be heard at this time. Oral presentations shall be held to a reasonable length, normally not to exceed three (3) minutes. If formal action is required, the board may request that the item 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.

- 13. PUBLIC HEARING:** None.

- 14. Consent Items:** Actions proposed for consent are consistent with the approved practices of the district and are deemed routine in nature. Trustees receive board agenda background information in advance of scheduled meetings and are prepared to vote with knowledge on the consent items.

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

**Board approval of any agenda item requiring insurance is conditioned upon acceptance of appropriate insurance accepted by Tracy Unified.**

**14.1 Administrative & Business Services:**

- |               |   |              |
|---------------|---|--------------|
| <b>14.1.1</b> | Approve Entertainment, Assembly, Service, Business and Food Vendors   | <b>11-12</b> |
| <b>14.1.2</b> | Ratify Routine Agreements, Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda   | <b>13-17</b> |
| <b>14.1.3</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 | <b>18-19</b> |

**14.2 Educational Services:**

- |               |   |              |
|---------------|---|--------------|
| <b>14.2.1</b> | Approve and/or Ratify Routine Agreements which meet the Criteria for Placement on the Consent Agenda  | <b>20-21</b> |
| <b>14.2.2</b> | Approve Out of State Travel for Kimball High School Activities Director and Administrators to attend the California Association of Directors of Activities (CADA) Conference in Reno, NV on March 6-9, 2024 | <b>22</b>    |
| <b>14.2.3</b> | Approve Overnight Travel for the West High B.S.U. Club and Advisors to Attend the Black Students of California United (BSCU) Leadership Conference in Fresno, California on March 1-3, 2024                 | <b>23</b>    |
| <b>14.2.4</b> | Approve Overnight Travel for the West High School Mock Trial Club and Advisors to attend Mock Trial Menlo High School Scrimmage in Menlo Park, CA January 6-7, 2024   | <b>24</b>    |
| <b>14.2.5</b> | Approve Overnight Travel for West High School Varsity Boys and Girls Wrestling Team to participate in the Midcal's Wrestling Tournament in Gilroy, CA January 18-20, 2024                                   | <b>25</b>    |
| <b>14.2.6</b> | Approve Overnight Travel for West High School Varsity Girls Wrestling Team to participate in the Napa Valley Girls Classic Wrestling Tournament in Napa, CA January 4-6, 2024                               | <b>26</b>    |

- 14.2.7 Approve Out of State Overnight Travel for the Director of STEM to attend the National Science Teachers Association Annual Conference in Denver, Colorado on March 20 – March 23, 2024 27
- 14.2.8 Approve Revised School Site Plan and Budget for South/West Park School for the Remainder of the 2023-2024 School Year (Separate Cover Item) 28
- 14.3 **Human Resources:**
- 14.3.1 Accept Resignations/Retirements/Leave of Absences for Classified, Certificated, and/or Management Employment 29-31
- 14.3.2 Approve Classified, Certificated, and/or Management Employment 32-37
- 14.3.3 Approve Fieldwork Placement with Grand Canyon University 38-42

15. **Action Items:** Action items are considered and voted on individually. Trustees receive background information and staff recommendations for each item recommended for action in advance of scheduled meetings and are prepared to vote with knowledge on the action items.

15.1 **Administrative & Business Services:**

- 15.1.1 Certify 2023-2024 Fiscal Year First Interim Report (Separate Cover Item) 43-44
- Action:** Motion\_\_\_; Second\_\_\_. **Vote:** Yes\_\_\_; No\_\_\_; Absent\_\_\_; Abstain\_\_\_.
- 15.1.2 Approve Renewable Energy Certificate Purchase and Management Agreement (Separate Cover Item) 45
- Action:** Motion\_\_\_; Second\_\_\_. **Vote:** Yes\_\_\_; No\_\_\_; Absent\_\_\_; Abstain\_\_\_.

15.2 **Educational Services:**

- 15.2.1 Approve Material Revision of the Charter Petition for the Tracy Independent Study Charter School (Separate Cover Item) 46
- Action:** Motion\_\_\_; Second\_\_\_. **Vote:** Yes\_\_\_; No\_\_\_; Absent\_\_\_; Abstain\_\_\_.

15.3 **Human Resources:**

- 15.3.1 Acknowledge Revised Administrative Regulation 4217.3 Layoff/Rehire (Second Reading) 47-55
- Action:** Motion\_\_\_; Second\_\_\_. **Vote:** Yes\_\_\_; No\_\_\_; Absent\_\_\_; Abstain\_\_\_.
- 15.3.2 Approve a Declaration for a Provisional Internship Permit 56-57
- Action:** Motion\_\_\_; Second\_\_\_. **Vote:** Yes\_\_\_; No\_\_\_; Absent\_\_\_; Abstain\_\_\_.
- 15.3.3 Acknowledge Revised Administrative Regulation 4112.61, 4212.61, 4312.61 Employment References (First Reading) 58-63
- Action:** Motion\_\_\_; Second\_\_\_. **Vote:** Yes\_\_\_; No\_\_\_; Absent\_\_\_; Abstain\_\_\_.

15. **Board Reports:** An opportunity for board members to discuss items of particular importance or interest in the district.

16. **Superintendent's Report:** An opportunity for the superintendent to share matters of special interest or importance which are not on the board agenda and/or special presentations of district programs or activities.

17. **Board Meeting Calendar:**

- 17.1 January 9, 2024
- 17.2 January 23, 2024
- 17.3 February 13, 2024

**17.4** February 27, 2024

**18. Upcoming Events:**

- |             |                             |                                   |
|-------------|-----------------------------|-----------------------------------|
| <b>18.1</b> | December 18-January 2, 2024 | No School, Winter Break           |
| <b>18.2</b> | January 15, 2024            | No School, Martin Luther King Day |
| <b>18.3</b> | February 12, 2024           | No School, Lincoln's Day          |
| <b>18.4</b> | February 19, 2024           | No School, President's Day        |

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



# ADMINISTRATIVE SERVICES MEMORANDUM

**TO:** Board of Education  
**FROM:** Dr. Rob Pecot, Superintendent  
**DATE:** November 14, 2023  
**SUBJECT:** (1) Elect Officers;  
(2) Appoint Representatives to the following committees: Budget; City Schools Liaison; District Attendance Area; Facility Advisory; School Safety; Special Ed; Tracy Learning Center/Ad Hoc Board Member; Tracy Parks; and (3) Approve 2024 Board Calendar

**BACKGROUND:** Education Code Section 35143 requires 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 8. Districts that have regular meetings between December 8 and December 22 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 12, 2023, 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; City Schools Liaison; District Attendance Area; Facilities Advisory; School Safety; Special Ed; Tracy Learning Center/Ad Hoc Board Member; Tracy Parks; and (3) Approve 2024 Board Calendar.

**Prepared by:** Dr. Rob Pecot, Ed.D. Superintendent.

# TRACY UNIFIED SCHOOL DISTRICT ORGANIZATIONAL MEETING HELD DECEMBER 2023

| 2024 COMMITTEES:          | ABERCROMBIE | ALEXANDER | FAGIN | HAWKINS | HOFFERT | KAHLON | SILCOX |
|---------------------------|-------------|-----------|-------|---------|---------|--------|--------|
| OFFICERS                  |             |           |       |         |         |        |        |
|                           |             |           |       |         |         |        |        |
| BUDGET                    |             |           |       |         |         |        |        |
| (3) Members               |             |           |       |         |         |        |        |
| (1) Alternate             |             |           |       |         |         |        |        |
| CITY SCHOOLS              |             |           |       |         |         |        |        |
| (3) Members               |             |           |       |         |         |        |        |
| (1) Alternate             |             |           |       |         |         |        |        |
| DISTRICT ATTENDANCE AREA  |             |           |       |         |         |        |        |
| (2) Members               |             |           |       |         |         |        |        |
| FACILITIES ADVISORY       |             |           |       |         |         |        |        |
| (3) Members               |             |           |       |         |         |        |        |
| (1) Alternate             |             |           |       |         |         |        |        |
| SCHOOL SAFETY COMMITTEE   |             |           |       |         |         |        |        |
| (3) Members               |             |           |       |         |         |        |        |
| (1) Alternate             |             |           |       |         |         |        |        |
| SPECIAL ED                |             |           |       |         |         |        |        |
| (3) Members               |             |           |       |         |         |        |        |
| TRACY LEARNING CTR/AD HOC |             |           |       |         |         |        |        |
| BOARD MEMBER              |             |           |       |         |         |        |        |
| (1) Member                |             |           |       |         |         |        |        |
| (1) Alternate             |             |           |       |         |         |        |        |
| TRACY PARKS               |             |           |       |         |         |        |        |
| (1) Member                |             |           |       |         |         |        |        |
| (1) Alternate             |             |           |       |         |         |        |        |

**TRACY UNIFIED SCHOOL DISTRICT  
APPROVED MAY 23, 2023**

| <b>2023 COMMITTEES:</b>  | <b>ABERCROMBIE</b> | <b>ALEXANDER</b> | <b>FAGIN</b> | <b>HAWKINS</b> | <b>HOFFERT</b> | <b>MACDONALD</b> | <b>SILCOX</b>             |
|--|--------------------|------------------|--------------|----------------|----------------|------------------|---------------------------|
| <b>OFFICERS</b>  | <b>PRESIDENT</b>   |                  |              | <b>CLERK</b>   |                |                  | <b>VICE<br/>PRESIDENT</b> |
| <b>BUDGET</b><br>Alexander, Hawkins, Silcox                                      |                    |                  |              |                |                |                  |                           |
| <b>CITY SCHOOLS</b><br>Abercrombie, Fagin, Silcox                                |                    |                  |              |                |                |                  |                           |
| <b>DISTRICT ATTENDANCE AREA</b><br>Abercrombie, Fagin                            |                    |                  |              |                |                |                  |                           |
| <b>FACILITIES ADVISORY</b><br>Abercrombie, Hawkins, MacDonald                    |                    |                  |              |                |                |                  |                           |
| <b>SCHOOL SAFETY COMMITTEE</b><br>Fagin, Hawkins, Silcox<br>(Alt-Alexander)      |                    | ALTERNATE        |              |                |                |                  |                           |
| <b>SPECIAL ED</b><br>Fagin, Hawkins, Hoffert                                     |                    |                  |              |                |                |                  |                           |
| <b>TRACY LEARNING CTR/AD HOC<br/>BOARD MEMBER</b><br>Alexander (Alt-Abercrombie) | ALTERNATE          |                  |              |                |                |                  |                           |
| <b>TRACY PARKS</b><br>Abercrombie<br>(Alt-Silcox)                                |                    |                  |              |                |                |                  | ALTERNATE                 |





# Board of Education Calendar of Meetings 2024

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<br>2024 |
|-----------------------------|
|                             |
| 1/9/24                      |
| 1/23/24                     |
|                             |
| 2/13/24                     |
| 2/27/24                     |
|                             |
| 3/26/24                     |
|                             |
| 4/9/24                      |
| 4/23/24                     |
|                             |
| 5/14/24                     |
| 5/28/24                     |
|                             |
| 6/11/24                     |
| 6/25/24                     |
|                             |
| 8/13/24                     |
| 8/27/24                     |
|                             |
| 9/10/24                     |
| 9/24/24                     |
|                             |
| 10/22/24                    |
|                             |
| 11/12/24                    |
|                             |
| 12/17/24                    |
|                             |

**Minutes of  
Regular Meeting of the Governing Board  
For Tracy Unified School District  
Held on Tuesday, November 14, 2023**

- 6:20 PM:** 1-3. President Abercrombie called the meeting to order.
- Employee UCL-459 spoke before the board prior to the start of closed session.
- Adjourned to closed session.
- Roll Call:** 4. Board: S. Abercrombie, O. Alexander, R. Fagin, L. Hawkins, Z. Hoffert, N. Kahlon  
Absent: J. Silcox  
Staff: R. Pecot, T. Salinas, T. Jalique, J. Stocking, S. Smith
- 7:02 PM** 5. President Abercrombie called the Tracy Unified School District Board of Education to order and led those present in the Pledge of Allegiance.
- Closed Session:** 6a Action Taken on Finding of Facts: 23/24#18  
3.2.1  
**Action:** Hawkins, Alexander. **Vote:** Yes-6; No-0; Absent-1 (Silcox)  
6b Report Out of Action Taken on Reinstatements: AR#23-24/#09  
3.2.2  
**Action:** **Vote:** Yes-6; No-0; Absent-1 (Silcox)  
6c Report Out of Action Taken on Early Graduation: TISCS#10323423,  
3.2.3 TISCS#10355694  
**Action:** **Vote:** Yes-6; No-0; Absent-1 (Silcox)  
6d Report Out of Action Taken on Approve Funding for Parent  
3.2.4 Reimbursement Per Confidential Settlement Agreement  
**Action:** **Vote:** Yes-6; No-0; Absent-1 (Silcox)  
6e Report Out of Action Taken on Release Probationary Classified  
3.3.1 Employee #UCL-459 Food Service Technician  
**Action:** Approved to Release. **Vote:** Yes-4; No-2 (Alexander, Hoffert); Absent-1 (Silcox)  
6f Report Out of Action Taken on Consider Unpaid Leave of Absence for  
3.3.2 Classified Employee #UC-460  
**Action:** Approved. **Vote:** Yes-6; No-0; Absent-1 (Silcox)
- Minutes:** 7. Approve Regular Minutes of October 20, 2023.  
**Action:** Fagin, Hawkins. **Vote:** Yes-5; No-0; Absent-1 (Silcox); Abstain-1 (Hoffert).  
Approve Regular Minutes of October 24, 2023.  
**Action:** Kahlon, Fagin. **Vote:** Yes-6; No-0; Absent-1 (Silcox)
- Audience:** Chris Munger, Annabelle Lee, Jacqui Nott, Miquel Romo, Brandy Campbell, Rachel Pollard, Jenny Hoffman, Zach Boswell, Bob Brownne, Hannah Green, Tina

Brown, Stephanie Olsen, Mercedes Morales-Villa, Michelle Simas, Kimberly Smith, Yesenia Huerta, Jake Hallen, Tanner Araujo

**Student Rep  
Reports:**

**8.1 West High School FFA:** Senior, Angelina Cruz shared they have recently finished their Veterans Day ceremony for JROTC, they were honored to present for the veterans and military protecting their freedom and democracy. Today their Ag department showed off the Ag pathway at Monte Vista, they had an amazing time meeting potential new FFA members. Nicolle Guadarrama presented LDE, the Leadership Development Event. In LDE she has learned to fill out resumes and how to interview; this has also helped her with public speaking. This year, she is joining the Spanish Creed LDE, where she will be speaking in her native language of Spanish.

**8.2 Tracy High School FFA:** Tanner Araujo the Tracy FFA Chapter President and Jake Hallen, Reporter, shared THS FFA information. They have elected and installed a new set of officers who are working hard to ensure the chapters success. Over the summer, students attended the San Joaquin County AG Fest. This has been a great learning experience. Through FFA, Tanner has raised a marquee goat, learning how to feed and raise a large animal. To start off the school year, chapter officers held their first monthly meeting. Reporter, Jake Hallen, produced a welcome video which received a lot of positive feedback. Many students have signed up for their CDE teams that are soon to get started. Jake shared they had a great showing at the Delta Valley Sectional Open and Closing Contest where all members ranked gold. They have also been producing a biweekly newsletter showcasing accomplishments.

**Recognition &  
Presentations:**

**9.1 Williams Middle School**

Principal Miquel Romo presented along with Assistant Principal, Jenny Hoffman, and Counselors Mercedes Morales-Villa and Michelle Simas. COST is the Coordination of Services Team. The team has reflected upon on practices and data to determine what's next for Williams and their counseling program. Williams submitted their application last month to begin the process of being a RAMP recognized school. RAMP stands for Recognized ASCA Model Program. This is a designation created by the American School Counselor Association. The counselors have addressed the number of 'F' grades received by 8<sup>th</sup> grade students and have seen a significant decrease. The team created interventions; meeting with students each month working on motivation, goal setting and work life balance. Academic check in's are completed biweekly. For RAMP pre and post data is required. They are seeing growth in every area. They currently have 52 students they are working with to increase grades. A new set of interventions this year include conflict management, self-esteem and identity. They have seen a decrease in discipline as well and are proud of the work and efforts of their counseling team.

**9.2 Bohn Elementary School**

Principal Jacqui Nott was accompanied by Assistant Principal, Hanna Green, and second grade teacher, Tina Brown. They choose to highlight a district LCAP and school SISPA goal which is for all students to learn to read at grade level by third grade. An assessment video was shared which showed the process of working with a student to increase their site word knowledge. Assessments are completed at the

beginning of the year to do initial placements. Through the use of paras and second grade teachers, they group students to work on reading enrichment. The students 'sound map' every time they meet, tapping out words, mapping and touching each word, then graphing the sounds/letters in each box. This process is made possible by having smaller class sizes, para support, teacher and para training, and PLC time.

|  |   |
|--|---|
| <b>Information &amp; Discussion Items:</b> | <b>10.1 Administrative &amp; Business Services: None.</b><br><b>10.1.1</b>  |
| <b>Hearing of Delegations</b>              | 11. None.   |
| <b>Public Hearing:</b>                     | <b>12.1 Administrative &amp; Business Services: None.</b><br><br><b>12.2 Educational Services:</b><br><b>12.2.1 Public Hearing regarding a Material Revision of the Charter Petition for the Tracy Independent Study Charter School (Separate Cover Item)</b><br><br>Opened Public Hearing 7:28 PM<br>No public comments were received.<br>Closed Public Hearing 7:29 PM  |
| <b>Consent Items:</b>                      | <b>13. Board approval of any agenda item requiring insurance is conditioned upon acceptance of appropriate insurance accepted by Tracy Unified.</b><br><b>Action:</b> Hawkins, Kahlon. <b>Vote:</b> Yes-6; No-0; Absent-1 (Silcox)<br><br><b>13.1 Administrative &amp; Business Services:</b><br><b>13.1.1</b> Accept and Review the Status of School Connected Organization/Booster Club Applications Submitted for the 2023/24 School Year<br><b>13.1.2</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<br><b>13.1.3</b> Approve Accounts Payable Warrants (August, September & October 2023) (Separate Cover Item)<br><b>13.1.4</b> Approve Payroll Reports (August, September & October 2023) (Separate Cover Item)<br><b>13.1.5</b> Approve Revolving Cash Fund Reports (August, September & October 2023)<br><b>13.1.6</b> Ratify Routine Agreements, Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda<br><br><b>13.2 Educational Services:</b><br><b>13.2.1</b> Approve Agreement with School Innovations & Achievement for Behavior Alert System (Separate Cover Item)<br><b>13.2.2</b> Approve TUSD Title I Schools' Parent and Family Engagement Policies for the 2023-2024 School Year (Separate Cover Item) |

- 13.2.3 Approve Service Contract Agreement with Lifeworks – ACS, Inc. to Conduct Occupational Therapy Assessments
- 13.2.4 Approve Master Contract for Specialized Education of California Operating the Sierra School of San Joaquin NPS for the 2023-2024 School Year (Separate Cover Item)
- 13.2.5 Approve Renewal of Digital Access to Survey Monkey Platform between Survey Monkey and Stein Continuation High School for the 2023-2024 School Year
- 13.2.6 Approve Overnight Travel for the Tracy High School Varsity Girls Basketball Team to Participate in the Wine Valley Tournament in Napa, CA on December 14-16, 2023
- 13.2.7 Approve Service Contract Agreement with The Speech Pathology Group (SPG) dba SPG Therapy and Education for Individual Educational Evaluations (IEEs) for the 2023-2024 School Year
- 13.2.8 Approve Overnight Travel for Tracy Charter School Sixth Grade Students and Supervisors to Attend Science Camp at Sky Mountain Educational Center on December 12- 14, 2023
- 13.2.9 Approve Overnight Travel for Poet-Christian School sixth grade students and supervisors to attend Science Camp at Sky Mountain Educational Center on December 12- 14, 2023
- 13.2.10 Approve and/or Ratify Routine Agreements which meet the Criteria for Placement on the Consent Agenda
- 13.2.11 Approve Overnight Travel for the West High School Cross Country Team and Advisors to attend CIF State Cross Country Championships at Woodward Park in Fresno, CA on November 24-25, 2023
- 13.3 **Human Resources:**
- 13.3.1 Accept the Resignations/Retirements/Leaves of Absence for Certificated, Classified and/or Management Employees
- 13.3.2 Approve Classified, Certificated and/or Management Employment
- 13.3.3 Approve Tentative Agreement Article XII with the California School Employees Association

**Action Items:**

- 14.1 **Administrative & Business Services:**
- 14.1.1 Consider Naming the Aquatic Complex and Baseball Field at Tracy High School and the Appointing of a Screening Committee
- Action:** Fagin, Hawkins. **Vote:** Yes-6; No-0; Absent-1 (Silcox).  
Motion received for board appointed committee members to include community member, Brian MacDonald, and student, Lucia Benham. Abercrombie, Hawkins. **Vote:** Yes-6; No-0; Absent-1 (Silcox).
- 14.2 **Educational Services:**
- 14.2.1 Adopt Resolution No. 23-06 Approving the Intent of the Continued Funding Application Authorizing the District to Enter into a Renewal of the Yearly Contract with the State for a Child Development Program for the 2024-2025 School Year and to Authorize Designated Personnel to Sign Contract Documents (Separate Cover Item)
- Action:** Fagin, Hawkins. **Vote:** Yes-6; No-0; Absent-1 (Silcox).

**14.3 Human Resources:**

**14.3.1** Acknowledge Revised Administrative Regulation 4157.1, 4257.1 and 4357.1 Work-Related Injuries (Second Reading)

**Action:** Approved as Final. Kahlon, Alexander **Vote:** Yes-6; No-0; Absent-1 (Silcox).

**14.3.2** Acknowledge Revised Administrative Regulation 4217.3 Layoff/Rehire (First Reading)

**Action:** Kahlon, Fagin. **Vote:** Yes-6; No-0; Absent-1 (Silcox).

**14.3.3** Adopt Revised Board Policy 4161.1 and New Board Policy 4261.1 Personal Illness and Injury Leaves (Second Reading)

**Action:** Approved as Final. Hawkins, Alexander. **Vote:** Yes-6; No-0; Absent-1 (Silcox).

**14.3.4** Adopt Revised Board Policy 4361.1 Personal Illness and Injury Leaves (Second Reading)

**Action:** Approved as Final. Alexander, Kahlon **Vote:** Yes-6; No-0; Absent-1 (Silcox).

**Board Reports:**

Trustee Kahlon applauds the focus on data in the presentations and the great work helping students become better readers. Trustee Hoffert thanked everyone for coming out and making the presentations. He is looking forward to the Kimball Theater naming celebration on Thursday. Trustee Fagin found the presentations to be enlightening. Trustee Alexander was impressed with the reading and intervention program for the readers at Bohn School. Trustee Hawkins continues to visit the schools to see what is happening on campus. He enjoys when the schools come in and share current events. Trustee Abercrombie announced that Brighter Christmas is here. This Saturday they will begin screening for qualified applicants and to identify those families in immediate need. He asks for people to join him at the Boys and Girls Club this Saturday and, if you know of a family in need, send him the information.

**Superintendent Report:**

Dr. Pecot has been to both Williams and Bohn lately, visiting the classrooms. They are doing great work. Tracy is a great community. He wishes everyone a Happy Thanksgiving.

**Adjourn: 7:36 PM**

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date



# HUMAN RESOURCES MEMORANDUM

**TO:** Dr. Robert Pecot, Superintendent  
**FROM:** Tammy Jalique, Associate Superintendent of Human Resources  
**DATE:** November 28, 2023  
**SUBJECT:** Recognize the Outstanding Employees of the Fall Term for the 2023-2024 School Year

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

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

This agenda item meets District Strategic Goal #2: Hire, support, develop, train, and sustain district employees who create a singleness of purpose focused on maximizing students' academic, social, and emotional potential.

**FUNDING:** N/A.

**RECOMMENDATION:** Recognize Stephanie Mason (9-12), Lynette Carter (6-8) and Duane Voller (K-5) as Outstanding Certificated Employees; Melanie Boynton (9-12) Sandra Bowman (6-8) Carmen Serrato (K-5) as Outstanding Classified Employees and Sofia Avalos as the Outstanding Management Employee for the Fall Term of the 2023-2024 school year.

**Prepared by:** Tammy Jalique, Associate Superintendent of Human Resources.



## BUSINESS SERVICES MEMORANDUM

**TO:** Dr. Rob Pecot, Superintendent  
**FROM:** Tania Salinas, Associate Superintendent of Business Services  
**DATE:** November 29, 2023  
**SUBJECT:** Approve Entertainment, Assembly, Service, Business and Food Vendors

**BACKGROUND:** To be valid or to constitute an enforceable obligation against the district, education code 17604 requires 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.

| Board Meeting Date | Board Approval Required Vendor Name  | Insurance Expiration |
|--------------------|--|----------------------|
| 12/12/23           | <b>Breezies Home Cookn' Restaurant &amp; Catering - Taco Bar (Grill Set Up)</b><br>Sabrina (Chef Breezy) breezieshomecookn@yahoo.com, breezies home cookn on Instagram. No food sales until 30 minutes after school.<br>CONTRACT REQUIRED PRIOR TO OCCURRENCE. | 8/26/2024            |
| 12/12/2023         | <b>DJ Nelly - Music DJ for events and dances. Nelson Guillen 209.603.6933, djnellyg0505@yahoo.com, djnellygo5@instagram.com, No pictures of students without parental permission.</b><br>CONTRACT REQUIRED PRIOR TO OCCURRENCE.                                | 11/27/2024           |



|            |   |           |
|------------|---|-----------|
| 12/12/2023 | Kate Garnes LLC - Motivational Speaking , Kate Garnes 573.489.6324, kate@kategarnes.com, https://Kategarnes.com CONTRACT REQUIRED PRIOR TO OCCURRENCE | 10/2/2024 |
|------------|---|-----------|

To that end, the attached list of vendors have 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 Entertainment, Assembly, Service, Business and Food Vendors.

**PREPARED BY:** Cerina V Reyes, Facility Use Coordinator.



## **BUSINESS SERVICES MEMORANDUM**

**TO:** Dr. Rob Pecot, Superintendent  
**FROM:** Tania Salinas, Assoc Supt of Business Services  
**DATE:** November 16, 2023  
**SUBJECT:** **Ratify Routine Agreements, 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 for or 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, the value of the fee, dedication, services or other requirements being offered to or by the District and the advance notice staff has in procuring the services or materials; or the timing required to negotiate the agreement on behalf of the District. 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 Agreements, Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda.

**Prepared by:** Tania Salinas, Associate Superintendent for Business Services.

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

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- A.      Vendor(s):      Document Tracking Services (DTS)  
         Sites:          District-wide  
         Item:          Licensing Renewal Agreement - Approve  
         Services:      Yearly renewal of existing Agreement between the Tracy Unified School District, the Tracy Independent Study Charter School (TISCS), and DTS to provide electronic document templates for all TUSD District School Plans for Student Achievement, (SPSAs), in both English and Spanish, the individual School Accountability Report Cards (SARCS), and the District Local Control Accountability Plan (LCAP) and any related LCAP Documents, in English and Spanish, which are all required and will be posted to the District and school Web-sites in order to meet County, State and Federal compliance requirements. The agreement extends for one (1) Year: 1/1/2024 through 1/1/2025.  
  
         Cost:            \$3,900.00  
         Project Funding: District LCAP Funds
- 
- B.      Vendor(s):      SurveyMonkey, Inc.  
         Sites:          District-wide  
         Item:          Yearly Renewal of Usage/Access Agreement- Approve  
         Services:      Yearly renewal of existing Agreement between the Tracy Unified School District and SurveyMonkey, to provide electronic surveys, results, data and feedback. These surveys are created and accessed by multiple District Departments. Various stakeholder surveys are required as part of the District Local Control Accountability Plan (LCAP), as part of the District's Healthy Kids Grant, to meet State and Federal Funding compliance requirements, and to solicit parent and student feedback on various issues. The Agreement extends for one (1) Year: 1/24/2024 through 1/23/2025.  
  
         Cost:            \$4,500.00 for ten District-level Access Licenses  
         Project Funding: District LCAP Funds
- 
- C.      Vendor:          Team CivX, LLC  
         Sites:          Tracy Unified School District  
         Item:          Contract  
         Services:      Feasibility assessment to assess the electoral feasibility of a ballot measure. Ballot measure development to assist TUSD in preparing a measure for the ballot. Public information services to raise awareness of TUSD's funding needs and the potential ballot measure.

Cost: Base consulting fee of \$7,500 per month. Cost of public polling not to exceed \$50,000.  
Project Funding: General Fund/Facilities

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D. Vendor: IC Refrigeration  
Sites: Kelly School  
Item: Proposal  
Services: Removal and replacement of existing Kitchen HVAC equipment.  
Cost: \$36,214.00  
Project Funding: Deferred Maintenance/Fund 14

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E. Vendor: IC Refrigeration  
Sites: McKinley School  
Item: Proposal  
Services: Removal and replacement of existing Kitchen HVAC equipment.  
Cost: \$32,483.00  
Project Funding: Deferred Maintenance/Fund 14

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F. Vendor: IC Refrigeration  
Sites: West High School  
Item: Proposal  
Services: Removal and replacement of existing Kitchen HVAC equipment.  
Cost: \$99,976.00  
Project Funding: Deferred Maintenance/Fund 14

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G. Vendor: Viginia Mechanical  
Sites: SouthWest School  
Item: Proposal  
Services: Install new existing Kitchen HVAC mini-split equipment.  
Cost: \$15,900.00  
Project Funding: KIT Fund/Deferred Maintenance/Fund 14

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H. Vendor: Modern Air  
Sites: DEC-Warehouse  
Item: Proposal  
Services: Removal and replacement of existing mechanical equipment at Walk-in Freezer/Cooler (Food Storage)  
Cost: \$129,405.00  
Project Funding: KIT Fund/Deferred Maintenance/Fund 14

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I. Vendor: IC Refrigeration  
Sites: West High School  
Item: Proposal  
Services: Removal existing and install new walk-in refrigeration system  
(Food Storage)  
Cost: \$259,717.00  
Project Funding: KIT Fund/Deferred Maintenance/Fund 14

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J. Vendor: Opening Technologies, Inc.  
Sites: Central School  
Item: Proposal  
Services: Removal and replacement of existing door hardware and install  
new security electrified entrance system with camera.  
Cost: \$17,455.00  
Project Funding: General/Deferred Maintenance Fund

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K. Vendor: Opening Technologies, Inc.  
Sites: North School  
Item: Proposal  
Services: Removal and replacement of existing door hardware and install  
new security electrified entrance system with camera.  
Cost: \$18,911.00  
Project Funding: General/Deferred Maintenance Fund

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L. Vendor: Opening Technologies, Inc.  
Sites: SouthWest School  
Item: Proposal  
Services: Removal and replacement of existing door hardware and install  
new security electrified entrance system with camera.  
Cost: \$16,506.61  
Project Funding: General/Deferred Maintenance Fund

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M. Vendor: Opening Technologies, Inc.  
Sites: Villalovoz School  
Item: Proposal  
Services: Removealand replacement of existing door hardware and install  
new security electrified entrance system with camera.  
Cost: \$19,220.00  
Project Funding: General/Deferred Maintenance Fund

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N.      Vendor:            Opening Technologies, Inc.  
         Sites:            Williams Middle School  
         Item:             Proposal  
         Services:        Removal and replacement of existing door hardware and install  
                              new security electrified entrance system with camera.  
         Cost:             \$18,678.00  
         Project Funding: General/Deferred Maintenance Fund

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## BUSINESS SERVICES MEMORANDUM

**TO:** Dr. Rob Pecot, Superintendent  
**FROM:** Tania Salinas, Assoc Supt of Business Services  
**DATE:** November 20, 2023  
**SUBJECT:** **Accept the Generous Donations from the Various Individuals, Businesses, and School Site Parent Teacher Associations Listed Herein with Thanks and Appreciation from the Staff and Students of the Tracy Unified School District**

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

Kimball High School:

1. Tracy Unified School District/Kimball High School: From Kimball High School Sonia Bradley of \$1000.00 (ck# 1044). Funds will be used towards the needs of our basketball teams.

Tracy High School:

1. Tracy Unified School District/Tracy High School: From Derek M. Mizuno Sole Prop. DBA Entourage Events SF, for the total amount of \$500.00 (ck #2506). This donation will go towards ASB sponsorship.
2. Tracy Unified School District/Tracy High School: From Bulldog Flooring and Finish Carpentry, Inc. for the total amount of \$500.00 (ck #2852). This donation will go towards ASB sponsorship.
3. Tracy Unified School District/Tracy High School: From Herff Jones, LLC. for the total amount of \$500.00 (ck #873065). This donation will go towards ASB sponsorship.
4. Tracy Unified School District/Tracy High School: From Island Gourment Inc. for the total amount of \$500.00 (ck #4355). This donation will go towards ASB sponsorship.

5. Tracy Unified School District/Tracy High School: From Sports Boosters Inc. for the total amount of \$500.00 (ck #7496). This donation will go towards Athletics donations.

**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:** Tania Salinas, Associate Superintendent for Business Services.





# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Rob Pecot, Superintendent  
**FROM:** Julianna Stocking, Assoc Supt of Educational Services  
**DATE:** November 28, 2023  
**SUBJECT:** Approve and/or Ratify Routine Agreements which meet the Criteria for Placement on the Consent Agenda

**BACKGROUND:** To be valid or to constitute an enforceable obligation for or 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, the value of the fee, dedication, services or other requirements being offered to or by the District and the advance notice staff has in procuring the services or materials; or the timing required to negotiate the agreement on behalf of the District. Routine requisitions less than \$5,000 are approved and/or 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 approved and/or 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 approved and/or 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:** Approve and/or Ratify Routine Agreements which meet the Criteria for Placement on the Consent Agenda.

**Prepared by:** Julianna Stocking, Associate Superintendent for Educational Services.

## EDUCATIONAL SERVICES

November 28, 2023

### SUMMARY OF SERVICES

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A. Vendor: Vista Higher Learning  
Sites: George Kelly Elementary School  
Services: Subscription - Get Ready Workbook 6-8, Get Ready Sail/Soar Workbook, Supersite License, Professional Development Training  
Cost: \$7,642.85  
Funding Source: Title 3 Immigrant Funds

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B. Vendor: Teacher Created Materials, Inc. TCM  
Sites: Ed Services Department  
Services: Supplies – EL Academy Summer School Supplies: Language Power Grades K-12, Summer Scholar STEAM Supplies, and Take home backpacks  
Cost: \$60,428.81  
Funding Source: Title 3 Immigrant Funds

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## EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Robert Pecot, Superintendent  
**FROM:** Julianna Stocking, Associate Superintendent of Educational Services  
**DATE:** November 28, 2023  
**SUBJECT:** **Approve Out of State Travel for Kimball High School Activities Director and Administrators to attend the California Association of Directors of Activities (CADA) Conference in Reno, NV on March 6-9, 2024**

**BACKGROUND:** CADA conference is a renowned organization dedicated to the promotion of enthusiastic and motivational leadership. Their goal is to contribute to our leadership journey by providing empowering, enthusiastic, inspiring, and committed leadership philosophies that will enhance and complete our current program and empower our activities director to improve the culture of our school. Three staff from Kimball will be attending this conference, the Activities Director Stephanie Mason, Assistant Principal Amanda Bowman, and Principal William Maslyar. They will fly to Reno, NV and stay at the Grand Sierra Resort.

**RATIONALE:** The activities director, assistant principal, and principal, will learn how to use engaging leadership philosophies to teach students how to become effective leaders and build school spirit while encouraging a positive school culture. This Agenda request meets District Strategic Goal #2: Hire, support, develop, train, and sustain district employees who create a singleness of purpose focused on maximizing students' academic, social, and emotional potential.

**FUNDING:** The total cost will not exceed \$6,500.00. Kimball High site funds will pay all expenses incurred for this conference.

**RECOMMENDATION:** Approve Out of State Travel for Kimball High School Activities Director and Administrators to attend the California Association of Directors of Activities (CADA) Conference in Reno, NV on March 6-9, 2024.

**Prepared by:** Mr. William Maslyar, Kimball High School Principal.



## EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Rob Pecot, Superintendent  
**FROM:** Julianna Stocking, Associate Superintendent of Educational Services  
**DATE:** November 27, 2023  
**SUBJECT:** Approve Overnight Travel for the West High B.S.U. Club and Advisors to Attend the Black Students of California United (BSCU) Leadership Conference in Fresno, California on March 1-3, 2024

**BACKGROUND:** The Black Students of California United (BSCU), is in their seventh year as an organization; but they have been working with students and BSU clubs for 23 plus years. The stated mission of the BSCU is, "to provide California's African American youth with the tools, education and experiences to prepare them to become fully engaged participants in the State's civic and economic life". This conference provides workshops and distinguished speakers to enrich the learning experience of the attendees. We will leave West High at 1:30 p.m. on Friday, March 1<sup>st</sup>; students will only miss two periods of class and have the opportunity to complete any missed work during the weekend conference. We will travel by district van, 8 students, 2 advisors to attend the UC Merced BSU Conference located at 5200 Lake Road, Merced, CA. 95343. Staying at a nearby hotel.

**RATIONALE:** The Black Student Union club members will learn how to be strong community and campus leaders. This will be an enriching/empowering experience for students, expose them to a professional environment and allow them to network with students from across California. This aligns with Strategic Goal #1 Prepare all students to be well-rounded individuals with the knowledge and skills to pursue their college and/or career goals.

**FUNDING:** The cost for hotel, transportation and meals will be approximately \$3,900. This will be paid by West High BSU ASB account and Title 1 funds.

**RECOMMENDATION:** Approve Overnight Travel for the West High B.S.U. Club and Advisors to Attend the Black Students of California United (BSCU) Leadership Conference in Fresno, California on March 1-3, 2024.

**PREPARED BY:** Mr. Gary Henderson, West High School Principal.



## EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Rob Pecot, Superintendent  
**FROM:** Julianna Stocking, Associate Superintendent of Educational Services  
**DATE:** November 27, 2023  
**SUBJECT:** **Approve Overnight Travel for the West High School Mock Trial Club and Advisors to attend Mock Trial Menlo High School Scrimmage in Menlo Park, CA January 6-7, 2024**

**BACKGROUND:** The West High School Mock Trial Team would like to experience the excitement of working in teams, exchanging ideas, setting goals, and examining issues while interacting with positive role models from the community. By studying the case and preparing strategies and arguments for trial, students also develop presentation skills, analytic ability, and interpersonal skills. This scrimmage provides students to practice their skills at a competitive level to compete at the county competition February 2024. We will leave West High School at 7:00 a.m. on Saturday, January 6<sup>th</sup>. We will travel by district vans, 18 students, 2 advisors to the Marriott Residence Inn Menlo Park 555 Glenwood Avenue Menlo Park, CA 94025.

**RATIONALE:** The Mock Trial Club members will learn how to be strong community and campus leaders. This will be an enriching/empowering experience for students, expose them to a professional environment and allow them to network with students from across Northern California. This aligns with Strategic Goal #1 Prepare all students to be well-rounded individuals with the knowledge and skills to pursue their college and/or career goals.

**FUNDING:** The cost for hotel, transportation, and meals will be approximately \$2,500. This will be paid by West High Mock Trial ASB account.

**RECOMMENDATION:** Approve Overnight Travel for the West High School Mock Trial Club and Advisors to attend Mock Trial Menlo High School Scrimmage in Menlo Park, CA. January 6-7, 2024.

**Prepared by:** Gary Henderson, Principal, Merrill F. West High School.



## EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Rob Pecot, Superintendent  
**FROM:** Julianna Stocking, Associate Superintendent of Educational Services  
**DATE:** November 27, 2023  
**SUBJECT:** Approve Overnight Travel for West High School Varsity Boys and Girls Wrestling Team to participate in the Midcals Wrestling Tournament in Gilroy, CA January 18-20, 2024

**BACKGROUND:** The West High School Varsity Boys and Girls Wrestling Team would like to participate in the Midcals Wrestling Tournament in Gilroy, CA. Approximately 16 wrestlers, 2 student Managers, and 3 Coaches will attend this event. The team will travel by District vans driven by District approved drivers/volunteer coaches. The Team will stay at a hotel in Gilroy. They will travel to Gilroy on January 18 and return on January 20, 2024. The team will be chaperoned by Coach Mr. Corbett and Assistant Coach Ms. Shafi and volunteer Heather Corbett throughout the duration of the trip.

**RATIONALE:** Two overnights are required to provide the Wrestling team ample time to rest and prepare for their matches. The Wrestling team is strengthened by the opportunity to compete in the toughest girl's tournament on the west coast. This time together will allow for "team building" on and off the mat. This is a wonderful opportunity to prepare the athletes to compete at the state finals and build their confidence. This relates to Strategic Goal #1: Prepare all students to be well-rounded individuals with the knowledge and skills to pursue their college and/or careers.

**FUNDING:** The West High Athletic Department will pay the \$750.00 transportation cost for District vans to be driven by the coaches. Individual players will pay for additional food and miscellaneous expenses. West High Wrestling Program (ASB) will pay the \$600 tournament fee and the cost of the hotel rooms approximately \$350.00 per night.

**RECOMMENDATION:** Approve Overnight Travel for West High School Varsity Boys and Girls Wrestling Team to participate in the Midcals Wrestling Tournament in Gilroy, CA January 18-20, 2024.

**Prepared by:** Gary Henderson, Principal, Merrill F. West High School.



## EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Rob Pecot, Superintendent  
**FROM:** Julianna Stocking, Associate Superintendent of Educational Services  
**DATE:** December 12, 2023  
**SUBJECT:** **Approve Overnight Travel for West High School Varsity Girls Wrestling Team to participate in the Napa Valley Girls Classic Wrestling Tournament in Napa, CA January 4-6, 2024**

**BACKGROUND:** The West High School Varsity Girls Wrestling Team would like to participate in the Napa Valley Girls Classic Wrestling Tournament in Napa, CA. Approximately 10 wrestlers, 2 student Managers, and 2 Coaches will attend this event. The team will travel by District vans driven by District approved drivers/volunteer coaches. The Team will stay at the Hampton Inn & Suites in Napa. They will travel to Napa on January 4 and return on January 6, 2024. The team will be chaperoned by Coach Mr. Corbett and Assistant Coach Mrs. Sanchez throughout the duration of the trip.

**RATIONALE:** Two overnights are required to provide the Wrestling team ample time to rest and prepare for their matches. The Wrestling team is strengthened by the opportunity to compete in the toughest girl's tournament on the west coast. This time together will allow for "team building" on and off the mat. This is a wonderful opportunity to prepare the athletes to compete at the state finals and build their confidence. This relates to Strategic Goal #1: Prepare all students to be well-rounded individuals with the knowledge and skills to pursue their college and/or careers.

**FUNDING:** The West High Athletic Department will pay the \$750.00 transportation cost for District vans to be driven by the coaches. Individual players will pay for additional food and miscellaneous expenses. West High Wrestling Program (ASB) will pay the \$400 tournament fee and the cost of the hotel rooms approximately \$350.00 per night.

**RECOMMENDATION:** Approve Overnight Travel for West High School Varsity Girls Wrestling Team to participate in the Napa Valley Girls Classic Wrestling Tournament in Napa, CA January 4-6, 2024.

**Prepared by:** Gary Henderson, Principal, Merrill F. West High School.



## EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Robert Pecot, Superintendent  
**FROM:** Julianna Stocking, Associate Superintendent of Educational Services  
**DATE:** November 15, 2023  
**SUBJECT:** **Approve Out of State Overnight Travel for the Director of STEM to attend the National Science Teachers Association Annual Conference in Denver, Colorado on March 20 – March 23, 2024**

**BACKGROUND:** In October 2018, TUSD was awarded an Education Innovation and Research (EIR) grant from the United States Department of Education in collaboration with the Community Training and Assistance Center (CTAC). The award supports TUSD in creating Leadership of STEM: The PreK-12 STEM Pathway, a multi-disciplinary STEM project-based curriculum that is engineering- and computer science-centered. One of the requirements for receiving this funding is to disseminate information about this project throughout the state and the nation. The National Science Teachers Association (NSTA) annual conference is an event that will allow for the dissemination of the PreK-12 STEM program. A proposal to share the PreK-12 STEM program was submitted to NSTA and has been accepted. We will leave the DEC on the morning of 3/20/2023 and fly from the Sacramento International Airport and arrive in the afternoon at the Colorado Convention Center to attend the conference. We will then attend the NSTA conference all day on 3/20/2024 through 3/23/2024 and then return after the conference.

**RATIONALE:** Attending the NSTA conference will allow for the national dissemination of the PreK-12 STEM program. This will allow for the TUSD's PreK-12 STEM units and implementation to be shared with districts, schools, and teachers from throughout the nation and fulfill grant requirements aligned with the dissemination goals of the PreK-12 STEM program. In addition, attendance at the NSTA conference by the STEM Director and the STEM Learning Accelerator Coordinator will allow them to attend workshops to learn about current trends in STEM education. This aligns with Strategic Goal 1: Prepare all students to be well-rounded individuals with the knowledge and skills to pursue their college and/or career goals.

**FUNDING:** The cost for flights, hotel, registration, transportation, and meals will be approximately \$2,585,00. This will be paid by the STEM Department Conference Fund.

**RECOMMENDATION:** Approve Out of State Overnight Travel for the STEM Director to attend the annual NSTA Conference in Denver, Colorado on March 20 – March 23, 2024.

**PREPARED BY:** Dr. Dean Reese, Director of STEM Curriculum and Local Assessment.





## EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Rob Pecot, Superintendent  
**FROM:** Julianna Stocking, Associate Superintendent of Educational Services  
**DATE:** November 29, 2023  
**SUBJECT:** Approve Revised School Site Plan and Budget for South/West Park School for the Remainder of the 2023-2024 School Year

**BACKGROUND:** The 2023-2024 School Site Plans and Budgets were approved at the May 5, 2023, Board Meeting, as is required by Every Student Succeeds Act (ESSA). After the school year had already begun, the San Joaquin County office of Education informed SWP they were of the waiting list and would participate in the Arts and Residency and provide four art sessions to each of their teachers. This requires changes in the budget in order to have funding for this opportunity, since originally South/West Park was not going to participate and did not take that into consideration to develop the budget.

**RATIONALE:** Changes of this nature require both individual School Site Council and Local Education Agency (LEA) Governing Board approval. These changes have been reviewed by District staff, and then approved by the individual School Site Councils during the month of October 2023. This Agenda Item supports District Strategic Goal #1: Prepare all students to be well-rounded individuals with the knowledge and skills to pursue their college and/or career goals; District Strategic Goal #2: Hire, support, develop, train, and sustain district employees who create a singleness of purpose focused on maximizing students' academic, social, and emotional potential; and District Strategic Goal #3: Apply fiscal, operational and community resources to ensure to a safe learning environment that supports staff and student goals.

**FUNDING:** None.

**RECOMMENDATION:** Approve Revised School Site Plan and Budget for South/West Park School for the Remainder of the 2023-2024 School Year.

**Prepared by:** Ramona Soto, Principal, South/West Park School.



# HUMAN RESOURCES MEMORANDUM

**TO:** Dr. Robert Pecot, Superintendent  
**FROM:** Tammy Jalique, Associate Superintendent of Human Resources  
**DATE:** November 14, 2023  
**SUBJECT:** Approve Resignations/Retirements/Leave of Absences for Classified, Certificated, and/or Management Employees.

**BACKGROUND:**

**MANAGEMENT/CLASSIFIED  
CONFIDENTIAL RETIREMENTS**

| <u>NAME/TITLE</u>   | <u>SITE</u> | <u>EFFECTIVE<br/>DATE</u> | <u>REASON</u> |
|---|-------------|---------------------------|---------------|
| Schneider, Debra<br>Director of Instructional<br>Media Services | DEC/IMC     | 06/30/2024                | Retirement    |

**BACKGROUND:**

**CERTIFICATED RESIGNATION**

| <u>NAME/TITLE</u>              | <u>SITE</u> | <u>EFFECTIVE<br/>DATE</u> | <u>REASON</u> |
|--------------------------------|-------------|---------------------------|---------------|
| Guy, Daniel<br>Teacher         | WHS         | 12/04/2023                | Personal      |
| Hsu, Franklin<br>Teacher       | Stein       | 02/01/2024                | Personal      |
| Lee, Karina<br>Teacher         | SWP         | 11/24/2023                | Personal      |
| Nicholsky, Nicholas<br>Teacher | West High   | 12/01/2023                | Personal      |

**BACKGROUND:****CERTIFICATED RETIREMENTS****NAME/TITLE****SITE****EFFECTIVE  
DATE****REASON**Rodrigues, Lisa  
Teacher

Hirsch Elem

06/03/2023

Retirement

**BACKGROUND:****CLASSIFIED RESIGNATION****NAME/TITLE****SITE****EFFECTIVE  
DATE****REASON**Carranza, Christian  
Utility Person II

MOT

11/2/2023

Personal

Carrera, Victoria  
High School Attendance Clerk

WHS

11/17/2023

Personal

Chavez, Elizabeth  
IEP Para Educator

WHS

11/12/23

Accepted Position

Davi, Maureen  
School Supervision Assistant

FES

11/30/2023

Personal

Duran-Thompson, Danielle  
Bus Driver

MOT

11/14/2023

Accepted Position

Gonzalez, Erendilaura  
Secretary to Director of Food Services

DEC/FS

12/3/2023

Accepted Position

Gonzalez Luna, Adrian  
Irrigation/Bus Driver/Custodian

MOT

11/5/2023

Accepted Position

Hamidi, Shkibah  
Para Educator I

JES

11/13/2023

Personal

Morales, Adeline  
Para Educator I

NES

11/27/2023

Personal

Pante, Flordeliza  
Special Education Para Educator

Stein

11/7/2023

Accepted Position

Quintanilla, Laurie  
Food Service Worker

WMS

11/10/2023

Personal

Quintero, Veronica  
Food Service Worker

KHS

11/27/2023

Accepted Position

|   |     |            |                   |
|---|-----|------------|-------------------|
| Reynoso, Martha<br>School Supervision Assistant | MES | 12/3/2023  | Personal          |
| Sanchez, Carlos<br>Utility Person III           | MOT | 11/15/2023 | Accepted Position |
| Vasquez, Rebeca<br>School Readiness Site Lead   | VES | 11/14/2023 | Accepted Position |

**BACKGROUND:**

**COACH RESIGNATION**

| <u>NAME/TITLE</u>                             | <u>SITE</u> | <u>EFFECTIVE<br/>DATE</u> | <u>REASON</u> |
|---|-------------|---------------------------|---------------|
| Burroughs, Rachel<br>JV Softball              | Tracy High  | 10/24/23                  | Personal      |
| Harrison, Dominique<br>Boy's Frosh Basketball | West High   | 11/9/23                   | Personal      |

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

**Prepared by:** Tammy Jalique, Associate Superintendent for Human Resources.



# HUMAN RESOURCES MEMORANDUM

**TO:** Robert Pecot, Superintendent  
**FROM:** Tammy Jalique, Associate Superintendent of Human Resources  
**DATE:** December 12, 2023  
**SUBJECT:** Approve Classified, Certificated, and/or Management Employment

**BACKGROUND:**

Deol, Susana

**MANAGEMENT/CLASSIFIED**  
**CONFIDENTIAL**

West High School  
Counselor (Replacement)  
LMP-7, Step H - \$74,401.00  
Fund: General

**BACKGROUND:**

Dwivedi, Nishi

**CERTIFICATED**

Tracy High School  
Chemistry (Replacement)  
Class VI, Step "B" 1 - \$41,720.00  
Fund: General

Ramsey, Betsy

Central Elementary School  
SDC Grades TK-2<sup>nd</sup> (Replacement)  
Class I, Step "A" 1 - \$40,186.00  
Fund: Special Education

Sathesh, Arthi

Williams Middle School  
RSP 6-8 (Replacement)  
Class V, Step "A" 1 - \$39,699.00  
Fund: Special Education

Vasquez, Rebeca

Villalovoz Elementary School  
Transitional Kindergarten (New Position)  
Class I, Step "A" 1 - \$36,705.00  
Fund: General

**BACKGROUND:**

Chavez, Elizabeth

Dominguez, Adriana

Duran-Thompson, Danielle

Gonzalez, Erendilaura

Gonzalez Luna, Adrian

Kapse, Manju

Martinez Vasquez, Isela

Martinho, Jacob

Mora, Xitlalic

**CLASSIFIED**

Special Education Para Educator I (Replacement)  
Central Elementary School  
Range 27, Step E - \$22.53 per hour  
Fund: Special Education

Special Education Para Educator I (Replacement)  
Freiler Elementary School  
Range 27, Step C - \$20.53 per hour  
Fund: Special Education

Driver/Dispatcher (Replacement)  
MOT/Transportation  
Range 38, Step E - \$29.15 per hour  
Fund: 50% Home-to-School Transportation  
50% Special Ed Transportation

Payroll Specialist (Replacement)  
DEC – Finance  
LMH 10, Step D - \$33.44 per hour  
Fund: General

Mechanic (Replacement)  
MOT/Transportation  
Range 49, Step A - \$31.25 per hour  
Fund: 60% Home-to-School Transportation  
40% Special Ed Transportation

Special Education Para Educator I (Replacement)  
Jacobson Elementary School  
Range 27, Step C - \$20.53 per hour  
Fund: Special Education

Para Educator I (New)  
Villalovoz Elementary School  
Range 24, Step E - \$20.99 per hour  
Fund: Targeted SES

Special Education Para Educator (New)  
George Kelly Elementary School  
Range 27, Step B - \$19.55 per hour  
Fund: Special Education

Para Educator I (Replacement)  
Villalovoz Elementary School  
Range 24, Step D - \$20.04 per hour  
Fund: ELO Grant

|                     |   |
|---------------------|---|
| Nachegari, Shailaja | IEP Para Educator (Replacement)<br>Bohn Elementary School<br>Range 24, Step B - \$18.25 per hour<br>Fund: Special Education                   |
| Nomula, Ramya       | School Supervision Assistant (Replacement)<br>George Kelly Elementary School<br>Range 21, Step B - \$17.06 per hour<br>Fund: General          |
| Pante, Flordeliza   | Para Educator II (New)<br>Stein School<br>Range 30, Step E - \$24.13 per hour<br>Fund: SPED IDEA Grant  |
| Quintero, Veronica  | Food Service Worker (Replacement)<br>Kimball High School<br>Range 25, Step A - \$17.86  |
| Reynoso, Martha     | School Supervision Assistant (Replacement)<br>Jacobson Elementary School<br>Range 21, Step A - \$17.06 per hour<br>Fund: General              |
| Sanchez, Carlos     | Utility Person III (New)<br>Mechanics Shop/MOT<br>Range 38, Step D - \$27.79 per hour<br>Fund: Home-to-School Transportation                  |
| Tiscareno, Victoria | Food Service Worker (New)<br>Hirsch Elementary School<br>Range 25, Step A - \$17.86 per hour<br>Fund: Child Nutrition School Program          |
| Vakil, Bhavi        | Special Education Para Educator I (New)<br>Poet-Christian Elementary School<br>Range 27, Step A - \$18.72 per hour<br>Fund: Special Education |

**BACKGROUND:**

Aguilera, Michael

Barbontin-Jimenez

Barnett, Dorvez

**COACHES**

Tracy High School  
Boys' Varsity Soccer  
\$6,784.03

West High School  
Boys' JV Soccer  
\$4,522.69

Kimball High School  
Girls' Varsity Basketball  
\$6,784.03

|                     |   |
|---------------------|---|
| Behnam, Arash Scott | West High School<br>Girls' Varsity Soccer<br>\$6,784.03         |
| Bogetti, Clayton    | Tracy High School<br>Boys' Wrestling Assistant<br>\$4,522.69    |
| Bowie, Gregory      | Kimball High School<br>Girls' JV Basketball<br>\$5,429.67       |
| Coatney, Monique    | Kimball High School<br>Dance Advisor (Winter)<br>\$2,261.34     |
| Corbett, Jonathan   | West High School<br>Wrestling Head<br>\$6,784.03                |
| Cueva, Genaro       | Tracy High School<br>Boys' Varsity Basketball<br>\$6,784.03     |
| Dennington, Brandon | Tracy High School<br>Wrestling Head<br>\$6,784.03               |
| Dennington, Arden   | Tracy High School<br>Girls' Wrestling Assistant<br>\$4,522.69   |
| Dorado, Abel        | West High School<br>Boys' Varsity Soccer<br>\$6,784.03          |
| Garcia, Salvamar    | West High School<br>Girls' Varsity Basketball<br>\$6,784.03     |
| Garibaldi, Alberto  | Kimball High School<br>Boys' Varsity Basketball<br>\$6,784.03   |
| Gee, Ken            | Kimball High School<br>Girls' Freshman Basketball<br>\$4,522.69 |
| Hayley, Chris       | Kimball High School<br>Boys' JV Basketball<br>\$5,429.67        |



|                      |   |
|----------------------|---|
| Hupman, Tida         | West High School<br>Girls' JV Soccer<br>\$4,522.69                      |
| Jeffery, Donald      | West High School<br>Girls' JV Basketball<br>\$5,429.67                  |
| Jimenez, Alejandro   | Tracy High School<br>Boys' Freshman Basketball<br>\$4,522.69            |
| Kalis, Phillip       | Tracy High School<br>Girls' Varsity Soccer<br>\$6,784.03                |
| Labasan, Mission     | Tracy High School<br>Boys' JV Basketball<br>\$5,429.67                  |
| Lassiter, Bryce      | Kimball High School<br>Boys' Varsity Soccer<br>\$6,784.03               |
| Madison, Robert      | Kimball High School<br>Boys' Freshman Basketball<br>\$4,522.69          |
| Parks, Brandon       | West High School<br>Boys' Varsity Basketball<br>\$6,784.03              |
| Perry, Nathan        | Tracy High School<br>Girls' JV Soccer<br>\$4,522.69                     |
| Picchi, Stephen      | Tracy High School<br>Girls' Varsity Basketball<br>\$6,784.03            |
| Rhinehart, Mackenzie | Tracy High School<br>Pep Squad Assistant Advisor (Winter)<br>\$2,714.84 |
| Rios, David          | Kimball High School<br>Girls' JV Soccer<br>\$4,522.69                   |
| Rodriguez, Jose      | Trey High School<br>Boys' JV Soccer<br>\$3,876.59                       |

|                  |  |
|------------------|--|
| Sanchez, Serena  | West High School<br>Girls' Wrestling Assistant<br>\$4,522.69           |
| Seierup, Erik    | Tracy High School<br>Girls' JV Basketball<br>\$5,429.67                |
| Shafi, Shahid    | West High School<br>Boys' Wrestling Assistant<br>\$4,522.69            |
| Silcox, Jennifer | West High School<br>Pep Squad Assistant Advisor (Winter)<br>\$2,714.84 |
| Soares, Sheila   | Tracy High School<br>Pep Squad Advisor (Winter)<br>\$3,395.08          |
| Soares, Sheila   | Tracy High School<br>Dance Advisor (Winter)<br>\$2,261.34              |
| Spoulos, Brooke  | West High School<br>Pep Squad Advisor (Winter)<br>\$3,395.08           |
| Spoulos, Brooke  | West High School<br>Dance Advisor (Winter)<br>\$2,261.34               |
| Thomas, Donald   | Tracy High School<br>Girls' Freshman Basketball<br>\$4,522.69          |
| Traylor, Marc    | West High School<br>Boys' JV Basketball<br>\$5,429.67                  |

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

**Prepared by:** Tammy Jalique, Associate Superintendent of Human Resources.



# HUMAN RESOURCES MEMORANDUM

**TO:** Dr. Robert Pecot, Superintendent  
**FROM:** Tammy Jalique, Associate Superintendent of Human Resources  
**DATE:** November 14, 2023  
**RE:** Approve Fieldwork Placement with Grand Canyon University

**BACKGROUND:** Tracy Unified School District encourages colleges and universities to place students in our schools to fulfill their requirements for obtaining their credential. This has aided the District in increasing the number of candidates that are available for a variety of positions within the District. A contract between Grand Canyon University and Tracy Unified School District will expand options for meeting staffing needs. This agreement will be effective December 13, 2023, through December 13, 2026.

**RATIONALE:** Students working on their field experience will be placed with fully credentialed speech-language pathologists (SLP) within our District who are willing to supervise these students. Additionally, District SLPs must have earned a Certificate of Clinical Competence in Speech-Language Pathology (CCC-SLP), and ASHA Certification Standards for Providing clinical instruction and supervision to individuals preparing for ASHA certificate. This agenda item meets strategic goal #2: Hire, support, develop, train, and sustain district employees who create a singleness of purpose focused on maximizing students' academic, social, and emotional potential.

**FUNDING:** None.

**RECOMMENDATION:** Approve Fieldwork Placement with Grand Canyon University.

**Prepared by:** Tammy Jalique, Associate Superintendent of Human Resources.

## **Field Placement Affiliation Agreement Between GCU and Tracy Unified School District**

1. **PARTIES:** This Agreement (the "Agreement") is entered into on this 12/13/2023 day by and between Grand Canyon University ("GCU") and Tracy Unified School District located at 1875 W. LOWELL AVENUE TRACY, CA 95376 hereafter referred to as the (the "District").
2. **PURPOSE:** The purpose of this non-exclusive Agreement is to establish the terms and conditions under which candidates of GCU may participate in Practicum/Field Experience, Student Teaching, and/or Educational Administration Internships at the schools located in the District.
3. **TERM:** The term of this Agreement begins 12/13/2023 and ends 12/13/2026.
4. **RESPONSIBILITIES OF THE DISTRICT:**
  - 4a. The District shall provide participating candidates with field placement experiences in a school of the District under direct supervision of a host teacher ("Cooperating Teacher") or host mentor ("Mentor") that meets the minimum GCU qualification requirements as outlined in the applicable program manual (See Appendix).
  - 4b. The District shall ensure that the Cooperating Teacher/Mentor provides oversight, feedback and mentoring to GCU's participating candidates. Cooperating Teacher/Mentor expectations are outlined in the applicable program manual. (See Appendix.)
  - 4c. The District shall provide the participating candidate prior to the start of the field placement with any District policies and procedures to which the candidate is expected to adhere to during the candidate's field placement while on District premises. The District requires participating candidates to be fingerprinted through the District's Live Scan technician, provide a current negative TB certification, and complete a placement intake form.
  - 4d. The District shall allow a GCU faculty supervisor (the "GCU Faculty Supervisor") access to the host school and classroom for the specific purpose of observing the participating candidate.
  - 4e. The District shall through the involvement of the Cooperating Teacher/Mentor, communicate with the GCU Faculty Supervisor and candidate to provide feedback on the candidate's performance which will be used by the GCU Faculty Supervisor for completion of the candidate's formal evaluation.
  - 4f. The District shall have the right to refuse a candidate for field placement or may terminate the field placement of any candidate based upon its good faith determination that the candidate is not meeting performance standards or is otherwise deemed unacceptable to the District. Notices of such decisions shall be provided to GCU in writing and shall state reasons for such decisions.
  - 4g. The District shall provide participating candidates with immediate first aid for work-related injuries or illnesses, such as blood or body fluid exposure.
  - 4h. The District shall promptly and thoroughly investigate any complaint by any participating candidate or GCU regarding unlawful discrimination or harassment at the field placement site or involving employees or agents of the field placement site and take prompt and effective remedial action when discrimination or harassment is found to have occurred and to promptly notify GCU of the existence and outcome of any complaint of harassment by, against or involving any participating candidate.
  - 4i. The District shall comply with all policies of GCU that pertain to this Agreement as outlined in the University Policy Handbook and applicable program manuals (see Appendix).
  - 4j. The District shall comply with all federal, state, and local statutes and regulations applicable to the performance of the Agreement.
5. **RESPONSIBILITIES OF GCU:**

- 5a. GCU shall pay a \$500 stipend directly to Cooperating Teachers per each 15/16-week session of full-time service. Longer or shorter sessions will be paid on a pro-rated basis.
- 5b. GCU shall pay the stipend upon the completion of the student teaching semester provided all paperwork has been submitted.
- 5c. GCU shall not provide compensation to Mentors hosting candidates for Practicum/Field Experiences, Educational Administration Internships, or Student Teaching in the instance where the candidate is employed as a full-time teacher of record.
- 5d. GCU shall require that all candidates who must enter a field placement site provide GCU with a current and clear copy of a background check. GCU will prohibit candidates from moving forward in the field placement process until this document is received.
- 5e. GCU shall promptly and thoroughly investigate any complaint by any participating candidate or the District regarding unlawful discrimination or harassment at the field placement site or involving employees or agents of the field placement site and take prompt and effective remedial action when discrimination or harassment is found to have occurred and to promptly notify the District of the existence and outcome of any complaint of harassment by, against or involving any participating candidate.
- 5f. GCU shall comply with all policies of GCU and the District that pertain to this Agreement.
- 5g. GCU shall comply with all federal, state, and local statutes and regulations applicable to the performance of the Agreement.
6. **CANDIDATE COMPLIANCE WITH GCU AND DISTRICT POLICIES:** Candidates accepted to the District for field placement shall be subject to all applicable policies and regulations of the District and GCU. Prior to assignment of candidates to the District, GCU will advise candidates of any specific requirements that must be met to participate in the applicable field placement. These specific requirements are outlined in the applicable program manual. (See Appendix.) Failure to complete the requirements will result in non-placement of candidates.
7. **PAID POSITIONS/EMPLOYMENT:** GCU does not solicit, source, or guarantee paid opportunities or employment for Candidates. GCU may allow a Candidate to maintain a paid position during Student Teaching if deemed appropriate by the District and the role is in alignment to the Candidate's university program of study, setting and coursework requirements and desired certification. The Candidate must have an appropriately certified mentor available at the school site. Candidates requesting to hold a paid position must complete additional documentation that requires written approval from the District. Requests to student teach in a paid position are reviewed by the College of Education on a case-by-case basis and are not guaranteed.
8. **INSURANCE AND LIABILITY:** GCU will maintain in full force and effect, at its sole expense and written by carriers acceptable to District. Additionally, GCU will provide insurance documentation per Exhibit A for its candidates and field supervisors.
1. Commercial General Liability (Minimum Requirements):  
Limits of Liability:  
\$1,000,000 Each Occurrence  
\$2,000,000 General Aggregate  
\$2,000,000 Products/Completed Operations Aggregate  
\$1,000,000 Personal Injury/Advertising Injury  
\$5,000 Medical Payments  
Coverage:  
Premises/Operation Liability  
Medical Payments Liability  
Contractual Liability  
Personal Injury Liability  
Independent Contractors
  2. Professional Liability, as related to Educational Services:

Limits of Liability:

\$1,000,000 Each wrongful act

\$1,000,000 Aggregate

3. Automobile Liability:

Limits of Liability:

\$1,000,000 Combined Single Limit

4. Sexual Abuse or Molestation Liability:

Limits of Liability:

\$1,000,000 Each

\$1,000,000 Aggregate

9. **FERPA:** GCU and the District agree to protect the candidate's and/or student's educational records in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g ("FERPA") and any applicable policy of GCU and the District. To the extent permitted by law, GCU and the District may share information from a candidate's and/or student's educational records with each other so that each can perform its respective responsibilities under this Agreement but shall not disclose or share educational records with any third party without the candidate's and/or student's prior written consent.
10. **CONFIDENTIALITY:** GCU shall inform each participating candidate of Federal law governing the confidentiality of District student information, including FERPA. The District shall inform each participating candidate of any applicable State law governing the confidentiality of student information. The District shall also inform each participating Cooperating Teacher/Mentor that they are bound to maintain in confidence, any documents or other confidential information about the participating candidate and GCU to which they might have access. Any breach of confidentiality by a participating candidate, Cooperating Teacher or Mentor shall be grounds for immediate termination of the field placement.
11. **INDEMNIFICATION AND HOLD HARMLESS:** Neither party shall be responsible for personal injury or property damage or other loss except that resulting from its own negligence or the negligence of its employees or others for whom the party is legally responsible.
12. **USE OF MARKS AND LOGOS; RIGHT OF PUBLICITY:** The District hereby grants GCU the right and license to publish and/or use District's logos or trademarks for all purposes connected with the promotion of the Agreement. Notwithstanding the foregoing license, District shall retain all right, title, and interest in and to District's logos and trademarks. District shall allow GCU to publicize District, the Agreement and the related programs in all advertising, publicity, and promotion, including GCU websites, and social media. GCU's right to utilize District's logos and trademarks and right of publicity will survive the termination or expiration of this Agreement for a reasonable period of time until GCU is able to revise and update such materials, websites, and social media.
13. **ASSIGNMENT:** The provisions of this Agreement shall inure to the benefit of and shall be binding upon the successors of the parties hereto. Neither this Agreement nor any of the rights or obligations here under may be transferred or assigned without prior written consent of the other party.
14. **NOTICES:** Notices under this Agreement shall be in writing and mailed electronically, or delivered to the parties as follows:

**Grand Canyon University**

COE Affiliations

[COEAffiliations@gcu.edu](mailto:COEAffiliations@gcu.edu)

Subject: Tracy Unified School District Affiliation Agreement Notification

**School/District Information**

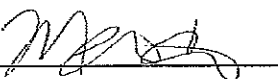
Tracy Unified School District

1875 W. LOWELL AVENUE

15. **MODIFICATION OF AGREEMENT:** This Agreement may be modified only by written amendment executed by both parties.
16. **TERMINATION:** Either party, upon thirty (30) days written notice to the other party, may terminate this Agreement.
17. **PARTNERSHIP/JOINT VENTURE/EMPLOYEMENT:** Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the parties or to create the relationship of principal and agent between or among any of the parties. Candidates are not employees, independent contractors, or agents of GCU. The relationship between Candidates and the District shall be determined by the District according to its policies and agreements with the Candidates.
18. **INDEPENDENT CONTRACTOR:** The relationship between Cooperating Teachers and GCU shall be that of an independent contractor and shall not be deemed to be that of an employer-employee relationship, joint venture, or partnership. Cooperating Teachers shall be solely responsible for the payment of their own state and federal income tax and self-employment tax as applicable.
19. **NONDISCRIMINATION:** The parties shall comply with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Americans with Disability Act of 1990 and the regulations related thereto. The parties will not discriminate against any individual including but not limited to employees or applicants for employment and/or candidates because of race, religion, creed, color, sex, age, disability, veteran status, or national origin. This section shall not apply to discrimination in employment on the basis of religion that is specifically exempt under the Civil Rights Act of 1964 (42 U.S.C. §2000 e).
20. **GOVERNING LAW:** This Agreement shall be governed in all respects, whether as to validity, construction, capacity, performance, or otherwise, by the laws of the State of Arizona, without giving effect to its conflict of laws rules. Any dispute, controversy, or claim arising out of or in connection with this Agreement shall be settled by confidential arbitration under the Rules for Commercial Arbitration of the American Arbitration Association, by one arbitrator reasonably familiar with the business pertaining to the services covered by the Agreement, appointed in accordance with such Rules. The arbitrator shall apply the laws of the State of Arizona to the merits of any dispute or claim. Judgment on the award entered by the arbitrator may be entered in any court having jurisdiction thereof.

In witness whereof, the parties hereto have caused this Agreement to be duly executed and delivered by their respective officials thereunto duly authorized as of the date first above written.

**Grand Canyon University**

By:   
Signature

Name: Dr. Meredith Critchfield

Title: Dean, College of Education

Date: 10/19/2023

**Tracy Unified School District**

By: \_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# **BUSINESS SERVICES MEMORANDUM**

**TO:** Dr. Rob Pecot, Superintendent  
**FROM:** Tania Salinas, Assoc Supt of Business Services  
**DATE:** November 29, 2023  
**SUBJECT:** **Certify 2023-2024 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.

It should be noted that the district has been experiencing declining enrollment of approximately 250 students per year.

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 2023-2024 Fiscal Year First Interim Report.

**Prepared by:** Tania Salinas, Associate Superintendent for Business Services



## **BUSINESS SERVICES MEMORANDUM**

**TO:** Dr. Rob Pecot, Superintendent  
**FROM:** Tania Salinas, Assoc Supt of Business Services  
**DATE:** December 1, 2023  
**SUBJECT:** **Approve Renewable Energy Certificate Purchase and Management Agreement**

**BACKGROUND:** The District and FFP BTM Solar, LLC (“FFP”) are parties to an existing energy services agreement, under which FFP agreed to construct solar energy systems on District sites, and the District agreed to purchase energy generated by the solar energy systems, as specified in the existing agreement. Under the existing agreement, the District owns renewable energy credits (“RECs”) generated by the systems. RECs are credits generated by certain renewable energy activities, which can be sold and marketed to other parties.

The District and FFP Asset Management have now negotiated an additional agreement, under which FFP Asset Management will purchase RECs from the District, for FFP Asset Management to market and sell independently.

**RATIONALE:** Approving the Renewable Energy Certificate Purchase and Management Agreement with FFP Asset Management will provide the District with additional funding, through the sale of RECs to FFP Asset Management.

**FUNDING:** There is no cost associated with this Agenda item, as payment will be made to the District..

**RECOMMENDATION:** Approve the Renewable Energy Certificate Purchase and Management Agreement..

**Prepared by:** Jaime Quintana, Director of Facilities and Planning.



## EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Rob Pecot, Superintendent  
**FROM:** Julianna Stocking, Associate Superintendent of Educational Services  
**DATE:** November 17, 2023  
**SUBJECT:** Approve Material Revision of the Charter Petition for the Tracy Independent Study Charter School

**BACKGROUND:** The Board of Trustees shall approve a material revision to the charter petition with the requirements set forth in the Tracy Unified School District's Charter School Board Policy 0420.4, Administrative Regulation 0420.4, and Education Code Sections 47605 and 47607.

**RATIONALE:** Tracy Charter School is dedicated to meeting the diverse educational needs of students who enroll at various stages of their academic journey. The updated charter reflects our commitment to providing targeted support for students at-risk of not graduating, ensuring they have a clear and attainable path to graduation that aligns with the requirements set by the state of California.

Tracy Unified School District staff and legal counsel have prepared the charter petition and have reviewed it to determine if it meets the guidelines and criteria set forth in Education Code Sections 47605 and 47607; Tracy Unified School District Board Policy 0420.4 and Administrative Regulation 0420.4. The Charter administration and legal counsel recommend that the Tracy Unified School District Board of Trustees approve the Tracy Independent Study Charter School materials revision proposal.

**FUNDING:** Not applicable.

**Prepared by:** Annabelle Lee, Principal of Tracy Independent Study Charter School.



# HUMAN RESOURCES MEMORANDUM

**TO:** Dr. Robert Pecot, Superintendent  
**FROM:** Tammy Jalique, Associate Superintendent of Human Resources  
**DATE:** November 15, 2023  
**SUBJECT:** **Acknowledge Revised Administrative Regulation 4217.3 Layoff/Rehire (Second Reading)**

**BACKGROUND:** The District continues the process of reviewing, revising and adding board policies and regulations as current laws and requirements change. The revised Administrative Regulation 4217.3 is being updated as recommended by the California School Boards Association based on changes to California Education Code.

**RECOMMENDATION:** Acknowledge Revised Administrative Regulation 4217.3 Layoff/Rehire (Second Reading).

**Prepared by:** Tammy Jalique, Associate Superintendent of Human Resources.

## LAYOFF/REHIRE

### A. Purpose and Scope

To provide guidance and direction for appropriate District personnel regarding layoff and rehire of classified employees.

### B. General

Classified employees shall be subject to layoff for lack of work or lack of funds. **A classified employee shall not be laid off if a short-term employee is retained to render a service that the classified employee is qualified to render.**

Whenever a classified employee is laid off, the order of layoff within the class shall be determined by length of service. The employee who has been employed the shortest time in the classifications plus higher classifications, shall be laid off first. Re-employment shall be in reverse order of layoff. Seniority shall be based on date of hire in the classification.

### C. Notice of Layoff and Hearing Rights

**Whenever a permanent classified employee is to be laid off for lack of work or lack of funds, the Superintendent or designee shall, no later than March 15 and before the employee is given formal notice by the Governing Board, give to the employee written notice of the recommendation, the reasons that the employee's services will not be required for the ensuing year, any displacement rights, reemployments rights, and the employee's right to a hearing. The District shall adhere to the notice, hearing, and layoff procedures in Education Code 45117, Government Code 11503 and 11505, and other applicable provision of law.**

**An employee who is so notified may request a hearing to determine if there is cause for not reemploying the employee for the ensuing year. The request shall be in writing and shall be delivered to the person who sent notice to the employee, on or before March 15 but not less than seven days after the date the notice is served on the employee. Failure of an employee to request a hearing on or before the date specified shall constitute a waiver of the employee's right to a hearing.**

**The Superintendent or designee shall serve an employee who timely requests a hearing with the District Statement of Reduction in Force documents. The**

employee has five calendar days from service of the District Statement of Reduction in Force documents to timely file a notice of participation with the District. The parties are entitled to discovery, if requested within 15 days of service of the District Statement of Reduction in Force documents.

If a hearing is requested by a permanent classified employee, the proceeding shall be conducted and a decision made by an administrative law judge in accordance with Government Code 11500-11529. At the hearing, the employee may be represented by an attorney or by a nonattorney representative of the employee organization designated as the exclusive representative for classified employees. The Board shall make a final decision regarding the sufficiency of the cause and disposition of the layoff upon receipt of the administrative law judge's proposed decision. None of the findings, recommendations, or determinations in the proposed decision prepared by the administrative law judge shall be binding on the Board. (Education Code 45117)

Following the Board's decision, the Superintendent or designee shall give final notice of termination to the affected employee(s) before May 15 unless a continuance was granted after a request for hearing was made, in which case such date may be extended by the number of days of the continuance. (Education Code 45117)

If during the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies, the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, and that it is therefore necessary to decrease the number of classified employees due to lack of work or lack of funds, the Board may issue a District Statement of Reduction in Force to those employees in accordance with a schedule of notice and hearing adopted by the Board, and layoff proceedings shall be carried out as required by law. (Education Code 45117)

When classified positions are eliminated as a result of the expiration of a specifically funded program, the district shall give written notice to the affected employee(s) not less than 60 days prior to the effective date of the layoff informing the employee(s) of the layoff date, any displacement rights, and employment rights. (Education Code 45117)

The district is not required to provide a layoff notice to any person hired as a short-term employee for a period not exceeding 60 days whose service may not be extended or renewed. (Education Code 45117)

Additionally, the district may release probationary classified employees without notice or hearing for reasons other than lack of work or lack of funds. (Education Code 45117)

**D. Reemployment**

**Classified employees** ~~Persons~~ laid off because of lack of work or lack of funds are eligible for re-employment for a period of thirty-nine (39) months and shall be re-employed in preference to new applicants. **Reemployment shall be in order of seniority.** In addition, such persons laid off have the right to make application and establish their qualifications for vacant promotional positions within the District during the period of thirty-nine (39) months.

**When a vacancy occurs, the district shall give the employee with the most seniority an opportunity to accept or reject the position, by first calling the employee at the employee's last known telephone number to notify the employee of the vacancy and then sending written notice by certified and standard mail to the employee's last known address. The employee shall advise the district of the decision by any means no later than 10 calendar days from the date the notice was sent. If the employee accepts, the employee shall report to work no later than two calendar weeks from the vacancy notification date or on a later date specified by the district.**

**In order to be reemployed, the employee must be capable of performing the essential duties of the job with or without reasonable accommodations. When an otherwise eligible employee is unable to perform the essential duties of the job, the employee shall be kept on the reemployment list until another opportunity becomes available or the period of reemployment eligibility expires, ~~whichever~~ occurs first.**

**Upon rejecting three offers of reemployment, the employee's name shall be removed from the reemployment list and the employee will forfeit all reemployment rights to which the employee would otherwise be entitled.**

**When an employee is notified of a vacancy and fails to respond or report to work within time limits specified by district procedures, the employee's name shall be removed from the reemployment list and all reemployment rights to which the employee would otherwise be entitled shall be forfeited.**

**If an employee is reemployed in a new position and fails to complete the probationary period in the new position, the employee shall be returned to the reemployment list for the remainder of the 39-month period. The**

remaining time period shall be calculated as the time remaining in the 39-month period as of the date of reemployment. (Education Code 45114, 45298)

**E. Reinstatement of Benefits**

When a laid-off employee is reemployed, all accumulated sick leave credit shall be restored.

A laid-off permanent employee shall be reemployed with all rights and benefits accorded at the time of layoff.

A laid-off probationary employee shall be reemployed as a probationary employee, and the previous time served toward the completion of the required probationary period shall be counted. The employee shall also be reemployed with all rights and benefits accorded to a probationary employee at the time of layoff.

A laid-off employee, when reemployed, shall be placed on the salary step held at the time of layoff. An employee who was bumped into a lower class shall, when reinstated to the previous class, be placed on the salary step to which the employee would have progressed had the employee remained there. An adjusted anniversary date shall be established for step increment purposes so as to reflect the actual amount of time served in the district.

**F. Voluntary Demotion or Reduction in Hours**

~~Classified e~~Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff, or **in order** to remain in their present position rather than be reclassified or reassigned, shall be granted the same rights as ~~persons~~ **employees who are laid off**. ~~These~~ **In addition, such** employees shall retain eligibility to be considered for reemployment **in their previously held class or positions with increased assigned time**, for an additional period of up to 24 months, **as determined by the Board on a class-by-class basis**, provided that the same tests of fitness under which they qualified for appointment to the class shall still apply. ~~The Governing Board shall make the determination of the specific period of eligibility for re-employment on a class-by-class basis.~~

Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall **have the option of returning to a** ~~be, at the option of the employee, returned to a~~ position in their former class or to positions with increased assignment time as vacancies become available and without limitation of time. ~~However, if~~ If there is a valid reemployment list, they shall be ranked on that list in accordance with their proper seniority.



**LAYOFF/REHIRE**

~~Persons employed under Education Code Sections 45105(b) or 45259 “restricted” positions do not acquire permanent status under Education Code Sections 45113 or 45301, whichever is applicable, and do not acquire seniority credits for the purpose of layoff for lack of work or lack of funds as may be established by the District.~~

**C. Forms Used and Additional References**

~~None~~

**D. Procedure**

~~Specially Funded Program~~

~~When a specially funded program expires and classified positions must be eliminated at the end of any school year and classified employees will be subject to layoff for lack of funds, the employees to be laid off at the end of the school year shall be given written notice on or before May 29<sup>th</sup>, informing them of the layoff effective at the end of the school year and of their displacement and reemployment rights. If the termination date of the specially funded program is other than June 30<sup>th</sup>, the notice shall be given not less than 30 days before the effective date of the layoff.~~

~~Bona Fide Reduction or Elimination of Services~~

~~In the event of a bona fide reduction or elimination of service being performed by any department and classified employees shall be subject to layoff because of lack of work, affected employees shall be given notice of the layoff 30 days before the effective date, and they shall be informed of their displacement rights, if any, and reemployment rights.~~

~~Layoff Due to Lack of Funds or Unforeseeable Causes~~

~~In the event that the District is unable to pay the salaries of classified employees due to an actual and existing financial inability, or if layoff is caused by conditions not foreseeable or preventable by the District, the District is not bound to provide 30 days notice, but will provide information about displacement rights, if any, and reemployment rights, to any and all employees laid off.~~

**LAYOFF/REHIRE**

- ~~———— Temporary/Substitute Personnel~~
- ~~———— No permanent or probationary classified employee shall be laid off from any position while employees serving under substitute or short-term appointments are retained in position in the same job classification.~~
- ~~———— Short-term or substitute employees may be separated at the completion of their assignment without regard to the procedures stated above.~~

**E.    Reports Required**

None

**F.    Record Retention**

1.     Database with employee date of hire & job classification
2.     Personnel file
3.     Seniority list

**G.    Responsible Administrative Unit**

Human Resources

**H.    Approved By**

Associate Superintendent for of Human Resources

Legal Reference: (please see next page)

**LAYOFF/REHIRE**

## Legal Reference:

EDUCATION CODE

- 45101 ——— Definitions
- 45103 ——— Classified service in districts not incorporating the merit system
- 45105 ——— Positions under various acts not requiring certification qualifications; classification
- 45113 ——— Rules and regulations for classified service in district not incorporating the merit system
- 45114 ——— Layoff and reemployment procedures; definitions
- 45115 ——— Layoff; Reinstatement from service retirement
- 45117 ——— Notice of layoff due to expiration of specially funded programs or bona fide reduction or elimination of service
- 45286 ——— Limited term employees
- 45298 ——— Reemployment and promotional examination preference of persons laid off; voluntary demotions or reductions in time
- 45308 ——— Order of layoff and reemployment; length of service
- 45309 ——— Reinstatement of permanent noncertified employees after resignation

UNITED STATE CODE TITLE 38

- 4301-4307 — Veterans' Reemployment Rights
- San Mateo City School District v. Public Employment Relations Board (1983) 33 Cal.3d 850, 866

| State          | Description  |
|----------------|--|
| Ed. Code 45101 | <u>Definitions; disciplinary action and cause</u>                              |
| Ed. Code 45103 | <u>Classified service in districts not incorporating the merit system</u>      |
| Ed. Code 45105 | <u>Positions under various acts not requiring certification qualifications</u> |
| Ed. Code 45113 | <u>Notification of charges; classified employees</u>                           |
| Ed. Code 45114 | <u>Layoff and reemployment procedures; definitions</u>                         |
| Ed. Code 45115 | <u>Layoff; reinstatement from service retirement</u>                           |
| Ed. Code 45117 | <u>Notice of layoff; classified employees</u>                                  |

| State                 | Description  |
|-----------------------|--|
| Ed. Code 45286        | <u>Limited term employees</u>  |
| Ed. Code 45297        | <u>Right to take equivalent examination while employee in military service</u>     |
| Ed. Code 45298        | <u>Reemployment of persons laid off; voluntary demotions or reductions in time</u> |
| Ed. Code 45308        | <u>Order of layoff and reemployment; length of service</u>                         |
| Ed. Code 45309        | <u>Reinstatement of permanent noncertified employees after resignation</u>         |
| Gov. Code 11500-11529 | <u>Administrative adjudication; formal hearings</u>                                |
| Federal               | Description  |
| 38 USC 4301-4335      | <u>Employment and reemployment rights of members of the uniformed services</u>     |

Regulation Adopted:  
TUSD: 10/28/97  
Revised:



## HUMAN RESOURCES MEMORANDUM

**TO:** Dr. Robert Pecot, Superintendent  
**FROM:** Tammy Jalique, Assoc. Supt. Of Human Resources  
**DATE:** November 13, 2023  
**RE:** Approve a Declaration for a Provisional Internship Permit

**BACKGROUND:** In response to the phasing out of emergency permits, the California Commission on Teacher Credentialing instituted the use of the Provisional Internship Permit (PIP) effective July 1, 2005. It allows an employing agency to fill staffing needs by hiring individual(s) who have not yet met the subject matter competence requirement for an internship program. This permit can only be requested by the employment agency. The permits are issued for one year and service is restricted to that employment agency.

**RATIONALE:** The Provisional Internship Permit allows the employing agency to fill staffing needs by hiring individuals who have not yet met the subject matter competence requirement for an internship program. This agenda item meets District Goal #2: Hire, support, develop, train, and sustain district employees who create a singleness of purpose focused on maximizing students' academic, social, and emotional potential.

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

**RECOMMENDATION:** Approve a Declaration for a Provisional Internship Permit.

**Prepared by:** Tammy Jalique, Associate Superintendent of Human Resources.

**BEFORE THE BOARD OF TRUSTEES  
TRACY UNIFIED SCHOOL DISTRICT  
COUNTY OF SAN JOAQUIN  
STATE OF CALIFORNIA**

**DECLARATION**

The Governing Board of Tracy Unified School District declares that the District has elected to employee the following teacher under a Provisional Internship Permit. The individual will be provided with orientation, guidance, and assistance during the valid period of the permit. They will also be provided assistance to seek and enrolling in subject matter training, if necessary, in an effort to pass the subject matter competency exam. Once the exam is passed, they will be eligible to enroll in an Internship program.

Andrew Frerichs; West High School; Special Education

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

\_\_\_\_\_  
Board President

Date: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Board Vice President

Date: \_\_\_\_\_



## HUMAN RESOURCES MEMORANDUM

**TO:** Dr. Rob Pecot, Superintendent  
**FROM:** Tammy Jalique, Associate Superintendent of Human Resources  
**DATE:** November 30, 2023  
**SUBJECT:** Acknowledge Revised Administrative Regulation 4112.61, 4212.61, 4312.61  
Employment References (First Reading)

**BACKGROUND:** The District continues the process of reviewing, revising, and adding board policies and regulations as current laws and requirements change. The revised Administrative Regulations 4112.61, 4212.61, 4312.61 are being updated as recommended by the California School Boards Association. By updating the Administrative Regulation, we will eliminate Board Policies 4112.61 and 4212.61.

**RECOMMENDATION:** Acknowledge Revised Administrative Regulation 4112.61, 4212.61, 4312.61 Employment References (First Reading).

**Prepared by:** Tammy Jalique, Associate Superintendent of Human Resources.

**EMPLOYMENT REFERENCES**

~~Human Resources – Certificated~~

~~AR 4112.61~~

**EMPLOYMENT REFERENCES**

**A. Purpose and Scope**

~~To provide guidance and direction for personnel regarding employment references.~~

**B. General**

~~No certificated employee shall agree to provide a positive letter of recommendation which misrepresents facts as a condition of another employee's resigning or withdrawing action against the District.~~

**C. Forms Used and Additional References**

~~None~~

**D. Procedure**

~~All letters of recommendation to be issued on behalf of the District for current or former employees shall first be submitted to the Superintendent or designee for approval.~~

~~No certificated employee shall write or sign any letter or memorandum which intentionally omits significant facts, or which states as facts matters which the writer does not know of his/her own knowledge to be true, relating to the professional qualifications or personal fitness to perform certificated services of any person who the writer knows will use the letter or memorandum to obtain professional employment. (Code of Regulations, Title 5, Section 80332)~~

~~No certificated person shall agree to provide a positive letter of recommendation which misrepresents facts as a condition of resigning or for withdrawing action against the district. (Code of Regulations, Title 5, Section 80332)~~

**E. Reports Required**

~~None~~



Human Resources – All Employees

AR 4112.61

AR 4212.61

AR 4312.61

## EMPLOYMENT REFERENCES

### F. Record Retention

### G. Responsible Administrative Unit

Human Resources

### H. Approved By

Associate Superintendent for Human Resources

## EMPLOYMENT REFERENCES

~~Human Resources – Classified~~ ~~AR 4212.61~~

## EMPLOYMENT REFERENCES

### ~~A. Purpose and Scope~~

~~To provide guidance and direction for District staff regarding all requests for references, letters of recommendation, or information about the reasons for separation for all District employees.~~

### ~~B. General~~

- ~~1. The Superintendent or designee shall process all requests for references, letters of recommendation, or information about the reasons for separation regarding all District employees.~~

### ~~C. Forms Used and Additional References~~

~~None~~

### ~~DI. Procedure~~

- ~~1. All letters of recommendation to be issued on behalf of the District for current or former employees must be approved by the Superintendent or designee.~~
- ~~2. The Superintendent or designee may refuse to give a recommendation.~~
- ~~3. No classified employee shall write or sign any letter or memorandum which intentionally omits significant facts, or which states as facts, matters which the writer does not know of his/her knowledge to be true, relating to the professional qualifications or personal fitness to perform services of any person who the writer knows will use the letter or memorandum to obtain professional employment.~~

**EMPLOYMENT REFERENCES**

4. ~~No employee shall agree to provide a positive letter of recommendation which misrepresents facts as a condition of another employee's resigning or withdrawing action against the District.~~

**E. Reports Required**

~~None~~

**F. Record Retention**

~~Personnel File~~

**G. Responsible Administrative Unit**

~~Human Resources~~

**H. Approved By**

~~Associate Superintendent for Human Resources~~

## **EMPLOYMENT REFERENCES**

**The Superintendent or designee shall be responsible for processing requests for employment references, letters of recommendation, or information about the reason for separation regarding all district employees other than himself/herself. All letters of recommendation to be issued on behalf of the district for current or former employees shall be approved by the Superintendent or designee. At his/her discretion, the Superintendent or designee may refuse to give a recommendation.**

**The Superintendent or designee may communicate information about the job performance or qualifications of a current or former district employee when such information is based upon credible evidence and is given to a prospective employer without malice and at the prospective employer's request. (Civil Code 47)**

**Any reference, letter of recommendation, or information provided about the reasons for separation issued on behalf of the district shall provide a truthful and accurate account of the employee's job performance and qualifications.**

**No employee shall write or sign any letter or memorandum which intentionally omits significant facts, or which states as facts matters which the writer does not know of her/his own knowledge to be true, relating to the professional qualifications or personal fitness to perform certificated services of any person who the writer knows will use the letter or memorandum to obtain professional employment. (5 CCR 80332)**

**No employee shall agree to provide a positive letter of recommendation which misrepresents facts as a condition of another employee's resigning or withdrawing action against the district. (5 CCR 80332)**