

NOTICE
REGULAR MEETING OF THE GOVERNING BOARD
TRACY UNIFIED SCHOOL DISTRICT
APRIL 23, 2024

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: 6:15 PM Closed Session
7:00 PM Open Session

A G E N D A

- | | | |
|------------|---|----------------|
| 1. | Call to Order | Pg. No. |
| 2. | Roll Call – Establish Quorum
Board: S. Abercrombie, O. Alexander, R. Fagin, L. Hawkins, Z. Hoffert, N. Kahlon, J. Silcox
Staff: R. Pecot, T. Jalique, J. Stocking, T. Salinas, S. Smith | |
| 3. | Closed Session: Opportunity to Address the Board Regarding Closed Session Items which follow. Closed session is limited to consideration of items specifically authorized under the Government Code and/or the Education Codes. | |
| 3.1 | Administrative & Business Services: None. | |
| 3.2 | Educational Services:
3.2.1 Finding of Facts: 23/24#49, 23/24#60, 23/24#61
Action: Motion__ ; Second__ . Vote: Yes__ ; No__ ; Absent__ ; Abstain __
3.2.2 Reinstatements: AR#23-24/#21
Action: Motion__ ; Second__ . Vote: Yes__ ; No__ ; Absent__ ; Abstain __
3.2.3 Early Graduation: TISCS #10326548, TISCS#10326549, TISCS#10323029
Action: Motion__ ; Second__ . Vote: Yes__ ; No__ ; Absent__ ; Abstain __ | |
| 3.3 | Human Resources:
3.3.1 Release Probationary Classified Employee #UCL-486 Para Educator I
Action: Motion__ ; Second__ . Vote: Yes__ ; No__ ; Absent__ ; Abstain __
3.3.2 Consider Settlement Agreement with Certificated Employee
Action: Motion__ ; Second__ . Vote: Yes__ ; No__ ; Absent__ ; Abstain __
3.3.3 Consider Public Employee/Employment/Discipline/Dismissal/Release Government Code §54957
Action: Motion__ ; Second__ . Vote: Yes__ ; No__ ; Absent__ ; Abstain __
3.3.4 Public School Employment: Superintendent
Action: Motion__ ; Second__ . Vote: Yes__ ; No__ ; Absent__ ; Abstain __ | |

- 3.3.5** Conference with Labor Negotiators
Government Code §54957.6
Agency Negotiator: Tammy Jalique, Associate Superintendent of Human Resources
Employee Organization: CSEA, TEA

4. Adjourn to Open Session

5. Call to Order and Pledge of Allegiance

6. Closed Session Issues:

6a Action Taken on Finding of Facts: 23/24#49, 23/24#60, 23/24#61

3.2.1

Action: Motion ____ Second ____ **Vote:** Yes ____; No ____; Absent ____; Abstain ____

6b Report Out of Action Taken on Reinstatements: AR#23-24/#21

3.2.2

Action: **Vote:** Yes ____; No ____; Absent ____; Abstain ____

6c Report Out of Action Taken on Early Graduation: TISCS #10326548,

3.2.3 TISCS#10326549, TISCS#10323029

Action: **Vote:** Yes ____; No ____; Absent ____; Abstain ____

6d Report Out of Action Taken on Release Probationary Classified Employee

3.3.1 #UCL-486 Para Educator I

Action: **Vote:** Yes ____; No ____; Absent ____; Abstain ____

6e Report Out of Action Take on Consider Settlement Agreement with Certificated

3.3.2 Employee

Action: **Vote:** Yes ____; No ____; Absent ____; Abstain ____

7. Approve Regular Minutes of April 9, 2024

1-5

Action: Motion ____; Second ____ **Vote:** Yes ____; No ____; Absent ____; Abstain ____

8. Student Representative Reports:

8.1 Kimball High: Harleen Kaur; **Alternative Education:** Joshua Diaz; **West High:** Noah Watkins, Kaelyn Garcia; **Tracy High:** Olivia Orcutt

8.2 Kelly School: Kaitlyn Bui, Ailene Chu, Natalie Prante, Katelyn Maldonado Chavez; **Monte Vista Middle School:** Gilbert Troche, Nazi Quraishi

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

9.1 Alternative Education Campus

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

10.1 **Administrative & Business Services:** None

10.2 **Educational Services:**

10.2.1 Boys and Girls Club of Tracy

10.2.2 Receive Report on Instructional Materials Adoptions

6-7

11. 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.

12. PUBLIC HEARING: None.

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

Action: Motion___; Second___. **Vote:** Yes___; No___; Absent___; Abstain___.

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

13.1 Administrative & Business Services:

- | | | |
|---------------|---|--------------|
| 13.1.1 | Approve the 2024-2025 Designation of CIF Representatives to League | 8-10 |
| 13.1.2 | 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 | 11-12 |
| 13.1.3 | Approve Accounts Payable Warrants (February & March 2024) (Separate Cover) | 13 |
| 13.1.4 | Approve Payroll Reports (February & March 2024) | 14-22 |
| 13.1.5 | Approve Revolving Cash Fund Reports (February & March 2024) | 23-25 |
| 13.1.6 | Ratify Routine Agreements, Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda | 26-27 |

13.2 Educational Services:

- | | | |
|---------------|--|--------------|
| 13.2.1 | Approve Overnight Travel for the Director of STEM, Tracy High School Principal, and 7 Students to attend the American Association for Crystal Growth Conference in Fallen Leaf, California on June 9 – June 12, 2024 | 28-29 |
| 13.2.2 | Approve Out of State Travel for CTE Teacher to attend the HI-TEC 2024 Conference in Kansas City, MO July 29-August 1, 2024 | 30 |
| 13.2.3 | Approve Overnight Travel for the Tracy High School (THS) Cheer Team and Advisors to attend Summer Camp at Knott's Berry Farm in Buena Park, CA July 9-12, 2024 | 31 |
| 13.2.4 | Approve Overnight Travel for the Tracy High School (THS) Dance Team and Advisors to attend Summer Camp at St. Mary's College in Moraga, CA July 18-21, 2024 | 32 |
| 13.2.5 | Approve Overnight Travel for Tracy High School (THS) Leadership Students and Advisors to attend the CADA Leadership Summer Camp in Santa Barbara, CA July 21-July 25, 2024 | 33 |
| 13.2.6 | Approve Overnight Travel for the Tracy High School (THS) Grad Night Senior Celebration Event to Disneyland in Anaheim, CA May 10-11, 2024 | 34 |

- 13.2.7 Ratify Overnight Travel Request for the Tracy High School (THS) Track & Field Team and Advisors to attend Arcadia Invitational and Tiger Invitational at Arcadia High School and South Pasadena High School in Arcadia and Pasadena, CA April 4-7, 2024 35
- 13.2.8 Ratify Out of State Travel for Facilities Director to attend the 2024 NAFA Fleet Management Association Institute & Expo in San Antonio, TX April 21-22, 2024 36
- 13.3 **Human Resources:**
 - 13.3.1 Accept Resignations/Retirements/Leave of Absences for Classified, Certificated, and/or Management Employment 37-38
 - 13.3.2 Approve Classified, Certificated, and/or Management Employment 39-41
 - 13.3.3 Approve Fieldwork Agreement with Saint Mary's College of California 42-46
 - 13.3.4 Approve Teacher Intern (IMPACT) Agreement with Teachers College of San Joaquin 47-54
 - 13.3.5 Approve Resolution 23-13, Authorizing Abolishment of Vacant Classified Positions 55-61

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

14.1 **Administrative & Business Services:**

- 14.1.1 Adopt New Board Policy and Acknowledge New Administrative Regulation 3552 Summer Meal Program (Second Reading) 62-66
Action: Motion___; Second___. **Vote:** Yes___; No___; Absent___; Abstain__.
- 14.1.2 Receive Report on Actuarial Study of Post Employment Benefits in Support of Governmental Accounting Standards Board Statement 75 (Separate Cover) 67-69
Action: Motion___; Second___. **Vote:** Yes___; No___; Absent___; Abstain__.
- 14.1.3 Adopt Resolution No. 23-14 Authorizing Temporary Loans Between Funds for the 2024/25 School Year 70-71
Action: Motion___; Second___. **Vote:** Yes___; No___; Absent___; Abstain__.

14.2 **Educational Services:**

- 14.2.1 Approve Addendum to the existing Contract Services Agreement with the Boys & Girls Club of Tracy 72-74
Action: Motion___; Second___. **Vote:** Yes___; No___; Absent___; Abstain__.

14.3 **Human Resources:**

- 14.3.1 Adopt New Board Policy 4112.41, 4212.41, and 4312.41 Employee Drug Testing (First Reading) 75-77
Action: Motion___; Second___. **Vote:** Yes___; No___; Absent___; Abstain__.
- 14.3.2 Acknowledge New Administrative Regulation 4112.41, 4212.41, and 4312.41 Employee Drug Testing (First Reading) 78-80
Action: Motion___; Second___. **Vote:** Yes___; No___; Absent___; Abstain__.
- 14.3.3 Adopt Revised Board Policy 4112.42, 4212.42, and 4312.42 - Drug and Alcohol Testing for School Bus Drivers/Commercial Vehicle Drivers (First Reading) 81-85
Action: Motion___; Second___. **Vote:** Yes___; No___; Absent___; Abstain__.

- | | | |
|----------------|--|---------------|
| 14.3.4 | Acknowledge Revised Administrative Regulation 4112.42, 4212.42, and 4312.42 - Drug and Alcohol Testing for School Bus Drivers/ Commercial Vehicle Drivers (First Reading) (Separate Cover) | 86 |
| Action: | Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain___. | |
| 14.3.5 | Adopt Revisions to Board Policy 4161.9, 4261.9, 4361.9 Catastrophic Leave (First Reading) | 87-88 |
| Action: | Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain___. | |
| 14.3.6 | Acknowledge Revisions to Administrative Regulation 4161.9, 4261.9, 4361.9 Catastrophic Leave (First Reading) | 89-93 |
| Action: | Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain___. | |
| 14.3.7 | Adopt Revised Board Policy 4111, 4211, and 4311 Recruitment and Selection (First Reading) | 94-98 |
| Action: | Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain___. | |
| 14.3.8 | Approve Resolution 23-12, Authorizing Implementing Classified Layoff for the 2024-2025 School Year | 99-102 |
| 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 May 14, 2024
 - 17.2 May 28, 2024
 - 17.3 June 11, 2024
 - 17.4 June 25, 2024
18. **Upcoming Events:**

18.1	May 27, 2024	No School, Memorial Day
18.2	May 31, 2024	Last Day of School
18.3	August 5, 2024	First Day of School

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

**Minutes of
Regular Meeting of the Governing Board
For Tracy Unified School District
Held on Tuesday, April 9, 2024**

6:40 PM: 1-3. President Abercrombie called the meeting to order and adjourned to closed session.

Roll Call: 4. Board: S. Abercrombie, O. Alexander, R. Fagin, L. Hawkins, Z. Hoffert, N. Kahlon, J. Silcox
Staff: R. Pecot, T. Salinas, T. Jalique, J. Stocking, S. Smith

7:00 PM 5. President Abercrombie called the Tracy Unified School District Board of Education meeting to order and led those present in the Pledge of Allegiance.

Closed Session: 6a Action Taken on Finding of Facts: 23/24#56, 23/24#57, 23/24#58
3.2.1
Action: Silcox, Fagin. **Vote:** Yes-7; No-0; Absent-0.
6b Report Out of Action Taken on Reinstatements: AR#23-24/#18, AR#23-24/#19, AR#23-24/20
3.2.2
Action: Board Approved. **Vote:** Yes-7; No-0; Absent-0.
6c Report Out of Action Taken on Early Graduation: WHS #10327002, KHS#10352970
3.2.3
Action: Board Approved. **Vote:** Yes-7; No-0; Absent-0.
6d Report Out of Action Taken on Consider Leave of Absence Requests for
3.3.1 Certificated Employees: #UC-1373, #UC-1374, Pursuant to Article XX
Action: Board Approved. **Vote:** Yes-7; No-0; Absent-0.
6e Report Out of Action Taken on Consider Unpaid Leave of Absence for
3.3.2 Certificated Employee #UC-1375
Action: Board Denied. **Vote:** Yes-7; No-0; Absent-0.
6f Report Out of Action Taken on Consider Non-renewal of Coach
3.3.3 Contracts for Employees #UCL- 480, 481, 482, 483, 484, 485
Action: Approved as amended. **Vote:** Yes-7; No-0; Absent-0.

Minutes: 7. Approve Regular Minutes of March 26, 2024.
Action: Kahlon, Silcox. **Vote:** Yes-5; No-0; Absent-0; Abstain-2 (Hawkins, Hoffert).

Audience: Gary Henderson, Deborah Coker, Jon Waggle, Richard Newton, Chris Munger, Kaleigh Felisberto, Sophy Reese, Dean Reese, Juan Lopez, Bill Maslyar, Susan Hawkins, Debbie Brown, Rachel Pollard, Brandy Campbell, Dante Dell'Aringa, Ana Arroyo, Miquel Romo, Jen Hoffman, Megan Strelka, Jessica Escobedo, Tony Quintana, Judy Mizuno, Bob Brownne, Nhu Nguyen, Tanya Singh, Jake Hallen, Jonathan Sanny, Melaad Rashed, Michelle Nisbet, Harleen Kaur, Mauren Riley, Anmoldeep Randhawa, Ashley Hallen, Trip Manley, Iris Abraham, Yesenia Huerta, Pratimajid Kaur, Mandeep Dhadda, Noorjit Kaur

**Student Rep
Reports:**

8.1 Tracy High School FFA: Danny Fray and Tyler Araujo represented THS FFA. They have been very active this year with students attending leadership and career development events and agricultural conferences. In March, several students advanced to the regional level for Spanish FFA Creed, Impromptu Public Speaking and Job Interviewing; competing against the other top students in the region. Late March, 14 members traveled to Sacramento for the California State FFA Leadership Conference. Speaker Erik Robinson, a past FFA officer, gave a speech that inspired many by demonstrating the benefits of being kind to everyone. They will bring back what was learned to their chapter and are excited to see how state finals go in a few weeks.

8.2 West High School FFA: Caleb Cosme, Nicolle Guadarrama, Jayden Nunez and Danny Vargas spoke on behalf of the WHS chapter. The group has learned skills in public speaking, enhancing their personal growth. The conferences help them to lead and inspire the members that will come after them. Going to the regional speaking contests gives the confidence needed to assist in the leading and building of their chapter. The year has been full of lessons, unforgettable experiences, and accomplishments such as earning a state degree and being on the poultry judging team. Being introduced to FFA has taught them so much and has been a highlight of their high school career.

**Recognition &
Presentations:**

9.1 Recognize the Outstanding Employees of the Spring Term for the 2023-2024 School Year: Randy Moehnke (9-12), Jason Drake (6-8) and Nancy Hardebeck (K-5) as Outstanding Certificated Employees; Debbie Brown (9-12) Michelle Nisbet (6-8) Anthony Gossett (K-5) as Outstanding Classified Employees and Dr. Dean Reese as the Outstanding Management Employee for the Spring Term of the 2023-2024 School Year. They were presented with certificates.

9.2 Recognize Tracy High School and Williams Middle School for receiving the ASCA Model Program (RAMP) Designation The Recognized ASCA Model Program (RAMP) recognizes schools committed to delivering school counseling programs aligned with the ASCA National Model framework. The RAMP designation demonstrates to administrators, school boards, families, and the community that the school is committed to supporting the mission of the school and district.

9.3 Recognize Jonathan Raman for Receiving the CMEA Ernest R. Yee Illuminating Culture Award The CMEA Ernest R. Yee Illuminating Culture Award recognizes professionals and programs that integrate the personal and historical cultural perspectives of their students and community through music; it further seeks to recognize programs that use methods that connect student talent while honoring culture and ethnic heritage.

9.4 Recognize Cameron Chitwood for Receiving the Outstanding Service Award from the California Association of Directors of Activities (CADA) This yearly award recognizes outstanding contributions by one CADA member from each of the seven areas of California. Cameron exemplifies the leadership so important to improving the quality of student activities and increasing the level of commitment of our students.

- 9.5 **Kimball High School** William Maslyar, Principal of Kimball High School, Chemistry Teacher Robert Mate, and Assistant Principal Dante Dell'Aringa attended on behalf of KHS. Meelad Rashed, senior student and President of the Medical Health and Services Academy shared information about the program. MHSA is a small and focused learning community. Experiences in the academy include CPR training, a Red Cross Club, field trips, and a commitment to volunteer hours. Through the program they have the opportunity to meet doctors and learn directly from radiologists and chiropractors. The speakers share about their workdays and the steps they took to get into the medical field. In the future, the program strives to have more interactions with those in the medical field, implement job shadowing and expand to include more field trips to medical facilities.

**Information &
Discussion Items:**

- 10.1 **Administrative & Business Services:** None.

**Hearing of
Delegations**

11. Tanya Singh, is the president/cofounder of the Sikh Honors and Service Society club at West High. She shared information regarding Vaisakhi Week at WHS. Celebrated worldwide, Vaisakhi marks the birth of the Khalsa in 1699. Members of the club are coming together to create educational posters and share inspiring stories of Sikh historical figures. There will be a table set up during lunch on Thursday with more information regarding the Vaisakhi and the Sikh community. They will also be giving out free samosas to their peers. She would like to see more Sikh representation incorporated into the school texts and curriculum to create a more inclusive learning environment for all students.

Public Hearing:

- 12.1 **Administrative & Business Services:** None.

Consent Items:

13. **Board approval of any agenda item requiring insurance is conditioned upon acceptance of appropriate insurance accepted by Tracy Unified.**
Action: Kahlon, Hawkins. **Vote:** Yes-7; No-0; Absent-0.
- 13.1 **Administrative & Business Services:**
- 13.1.1 Accept the Grant Funding offered by the San Joaquin Valley Air Pollution Control District through the Charge Up! Program
- 13.1.2 Accept the Generous Donations from the Various Individuals, Businesses, and School Site Parent Teacher Associations Listed Herein with Thanks and Appreciation from the Staff and Students of the Tracy Unified School District
- 13.1.3 Approve Entertainment, Assembly, Service, Business and Food Vendors
- 13.1.4 Ratify Routine Agreements, Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda
- 13.2 **Educational Services:**
- 13.2.1 Approve Agreement for Special Contract Services with Solution Tree/Tim Brown and Monte Vista Middle School for Professional Development on August 2, 2024 for the 2024 – 2025 School Year

- 13.2.2 Approve Agreement for Contract Services between Parent Institute for Quality Education (PIQE) and North School for the remainder of the 2023-2024 School Year
- 13.2.3 Receive Update on Quarterly Williams Uniform Complaint Report for the Quarter Ending April 15, 2024
- 13.2.4 Approve to Increase Funding for Non-Public School (NPS) Sierra Vista Child & Family Services (Kirk Baucher) Master Contract, for the Remainder of the 2023-2024 School Year (Separate Cover)
- 13.2.5 Ratify Master Contract for Non-Public School (NPS) Spectrum Center for the Remainder of the 2023-2024 School Year (Separate Cover)
- 13.2.6 Approve Tracy Charter School Summer Program 2024
- 13.2.7 Approve Renewal Quote for site license with IXL Learning and Duncan Russell Community Day School from May 12, 2024 to May 12, 2025
- 13.2.8 Approve the District Summer Programs 2024
- 13.2.9 Approve Out of State Travel for the Tracy High School Counseling Team, Williams Middle School Counseling Team, and 2 Principals to attend the ASCA Annual Conference in Kansas City, Missouri on July 13-16, 2024

- 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 Acknowledge Receipt of California School Employee Association Sunshine Proposal for the 2024-2025 School Year

Action Items:

- 14.1 **Administrative & Business Services:**
- 14.1.1 Consider Claim No. 623725
- Action:** Board Denied. Silcox, Hawkins. **Vote:** Yes-7; No-0; Absent-0.
- 14.1.2 Adopt New Board Policy and Acknowledge New Administrative Regulation 3552 Summer Meal Program (First Reading)
- Action:** Kahlon, Fagin. **Vote:** Yes-7; No-0; Absent-0.
- 14.1.3 Adopt New Board Policy and Acknowledge New Administrative Regulation 3550 Food Service/Child Nutrition Program (Second Reading)
- Action:** Hawkins, Alexander. **Vote:** Yes-7; No-0; Absent-0.
- 14.1.4 Accept revised Board Policy and Administrative Regulation 3554 Other Food Sales and Board Policy 3555 Nutrition Program Compliance (Second Reading)
- Action:** Silcox, Fagin. **Vote:** Yes-7; No-0; Absent-0.

- 14.2 **Educational Services:** None.

- 14.3 **Human Resources:**
- 14.3.1 Approve New Job Description and Salary for Expanded Learning Programs Coordinator (ELO-P Grant Funded)
- Action:** Kahlon, Fagin. **Vote:** Yes-7; No-0; Absent-0.
- 14.3.2 Approve Revised Job Description for Coordinator of Instructional Services and Curriculum
- Action:** Silcox, Fagin. **Vote:** Yes-7; No-0; Absent-0.

Board Reports:

Trustee Kahlon thanked all that made it out and congratulated those recognized for their outstanding achievements. She felt the FFA presentations were well done. It was great to hear the impact the program has on their individual lives. She celebrates Vaisakhi with her family as well and thanked Ms. Singh for providing information for the WHS event. Trustee Hoffert offered congratulations to those recognized for their hard work. He also thanked Central School for the invitation to read to their students; he enjoyed doing so. Trustee Fagin expressed it is refreshing to see our young adults representing their schools and programs. He appreciates the extra time they put into it. He had the pleasure of attending the ESN Prom at Kimball. It was incredibly rewarding and heartwarming. Trustee Alexander gave congratulations to the recipients of the certificates and for their hard work. She was very impressed with the Medical Academy at Kimball and the avenues it offers for students to enter into the medical field. Trustee Hawkins thanked all for coming out to the meeting. Trustee Silcox asked for confirmation regarding the Vaisakhi gathering which will be this Thursday at 11:45 in WHS quad. Trustee Abercrombie had the pleasure of attending the WHS prom, along with his wife. They loved seeing the smiling students enjoying themselves. He shared that this Saturday is a cleanup day on Byron Road. The DARE students and United Sikhs will be there to assist and all supplies will be provided to anyone that would like to volunteer to help with this effort.

Superintendent Report:

Dr. Pecot is looking forward to attending the Classified and Teacher of the Year Awards Dinner this Thursday night. They will be celebrating TUSD's Jason Cheeseman and San Juana Rosales. He is excited to see them honored. He attended the Kimball performance of Guys and Dolls last Saturday. It is worth everyone's time to see this and he encourages all to attend a showing this week.

Adjourn: 7:53 P.M.

Clerk

Date



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Rob Pecot, Superintendent
FROM: Julianna Stocking, Associate Superintendent of Educational Services
DATE: April 9, 2024
SUBJECT: Receive Report on Instructional Materials Adoptions

BACKGROUND: Education Code Section 60200(b)(1) and the Williams Settlement Legislation require districts to adopt instructional materials (IM) that are aligned to the State’s content standards and consistent with the curriculum frameworks and the State’s cycle of adoptions.

In compliance with Board Policy 6161.1, adoption committee teachers analyzed and evaluated instructional materials using criteria set out in the California Department of Education’s (CDE) Toolkits for Instructional Materials Evaluation (TIME) or adaptations of the TIME process developed by the IMC. The teacher teams selected IM programs and the Curriculum Council is recommending these programs to the Board.

Course(s) Publisher	Publisher	Program/Title	Copyright
Drone Videography	Federal Aviation Administration	<i>Airman Knowledge Testing Supplement for Sport Pilot, Recreational Pilot, Remote Pilot, and Private Pilot (FAA-CT-8080- 2H)</i>	2024
Women in US History	Oxford University Press	<i>American Women: A Concise History</i>	2021
Fundamentals of Criminal Justice	Oxford University Press	<i>Introduction to Criminal Justice: A Brief Edition, 2nd edition</i>	2021
Agriculture Business and Marketing	Goodheart-Wilcox	<i>Principles of Business, Marketing, and Finance, 2nd edition</i>	2023
Agriculture Food Systems II	Goodheart-Willcox	<i>Principles of Food Science, 5th edition</i>	2022
Course(s)	Publisher	Program/Title	Copyright

Publisher			
Graphic Arts I	Davis	<i>Communicating Through Graphic Design, 2nd edition</i>	2021

RATIONALE: The instructional materials being recommended for adoption demonstrate the highest correlation to the following evaluation criteria used by the committees in the adoption process:

- Alignment to the standards and goals of that content area or course
- Instructional methods that actively engage all students at all levels of achievement
- When applicable, supports examinations related to that course

This agenda item meets 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: Funding for the purchase of recommended materials not to exceed \$39,000 for the 2024-25 school year will be provided by funds from Goal 1, Action 23 of the Local Control Accountability Plan reserved for the purchase of instructional materials. Renewals in following years will be paid from funds set aside for growth and replacement of instructional materials funds when available.

Course(s)	Program/Title	Not to Exceed
Drone Videography	<i>Airman Knowledge Testing Supplement for Sport Pilot, Recreational Pilot, Remote Pilot, and Private Pilot (FAA-CT-8080-2H)</i>	\$1,100 for print consumable; to be repurchased yearly
Women in US History	<i>American Women: A Concise History</i>	\$1,700 for one-year digital license; to be renewed yearly
Fundamentals of Criminal Justice	<i>Introduction to Criminal Justice: A Brief Edition, 2nd edition</i>	\$3,200 for one-year digital license; to be renewed yearly
Agriculture Business and Marketing	<i>Principles of Business, Marketing, and Finance, 2nd edition</i>	\$10,500 for 6- year digital license
Agriculture Food Systems II	<i>Principles of Food Science, 5th edition</i>	\$14,500 for 6-year digital license
Graphic Arts I	<i>Communicating Through Graphic Design, 2nd edition</i>	\$8,000 for 6-year digital license

RECOMMENDATION: Receive Report on Instructional Materials Adoptions.

Prepared by: Debra Schneider, Ph.D.



ADMINISTRATIVE SERVICES MEMORANDUM

TO: Board of Education
FROM: Dr. Robert Pecot, Superintendent
DATE: April 4, 2024
SUBJECT: Approve the 2024-2025 Designation of CIF Representatives to League

BACKGROUND: Each year, the California Interscholastic Federation requires the district to designate the names of the league representatives to make sure that the league representatives are designated by the school district governing board.

RATIONALE: It is a legal requirement that league representatives be so designated. If a governing board does not take appropriate action to designate representatives or this information is not given to section offices within the required time frame, CIF is required to suspend voting privileges for the affected schools. Our designated representatives are listed on the attachment.

FUNDING: N/A.

RECOMMENDATION: Approve the 2024-2025 Designation of CIF Representatives to League.

Prepared by: Dr. Robert Pecot, Superintendent.

2024-2025 Designation of CIF Representatives to League

Please complete the form below for each school under your jurisdiction and **RETURN TO THE CIF SECTION OFFICE no later than June 28, 2024.**

Tracy Unified School District/Governing Board at its April 23, 2024 meeting,
(Name of school district/governing board) (Date)
appointed the following individual(s) to serve for the 2024-2025 school year as the school's league representative:

PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES

NAME OF SCHOOL Kimball High School
NAME OF REPRESENTATIVE William Maslyar POSITION Principal
ADDRESS 3200 Jaguar Run CITY Tracy ZIP 95377
PHONE 209-832-6600 FAX 209-832-6601 E-MAIL wmaslyar@tusd.net

NAME OF SCHOOL Kimball High School
NAME OF REPRESENTATIVE Nathan Boyer POSITION Athletic Director
ADDRESS 3200 Jaguar Run CITY Tracy ZIP 95377
PHONE 209-832-6600 FAX 209-832-6601 E-MAIL nboyer@tusd.net

NAME OF SCHOOL Tracy High School
NAME OF REPRESENTATIVE Jon Waggle POSITION Principal
ADDRESS 315 E. 11th Street CITY Tracy ZIP 95376
PHONE 209-830-3360 FAX 209-830-3361 E-MAIL jwaggle@tusd.net

NAME OF SCHOOL Tracy High School
NAME OF REPRESENTATIVE Matt Shrout POSITION Athletic Director
ADDRESS 315 E. 11th Street CITY Tracy ZIP 95376
PHONE 209-830-3360 FAX 209-830-3361 E-MAIL mshrout@tusd.net

If the designated representative is not available for a given league meeting, an alternate designee of the district governing board may be sent in his/her place. **NOTE:** League representatives from public schools and private schools must be designated representatives of the school's governing boards in order to be eligible to serve on the section and state governance bodies.

Superintendent's or Principal's Name Dr. Robert Pecot Signature _____

Address 1875 W. Lowell Avenue City Tracy Zip 95376

Phone 209-830-3201 FAX 209-830-3204

PLEASE RETURN THIS FORM DIRECTLY TO THE CIF SECTION OFFICE.

2024-2025 Designation of CIF Representatives to League

Please complete the form below for each school under your jurisdiction and **RETURN TO THE CIF SECTION OFFICE no later than June 28, 2024.**

Tracy Unified School District/Governing Board at its April 23, 2024 meeting,
(Name of school district/governing board) (Date)
appointed the following individual(s) to serve for the 2024-2025 school year as the school's league representative:

PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES

NAME OF SCHOOL West High School
NAME OF REPRESENTATIVE Gary Henderson POSITION Principal
ADDRESS 1775 W. Lowell Avenue CITY Tracy ZIP 95377
PHONE 209-830-3370 FAX 209-830-3371 E-MAIL ghenderson@tusd.net

NAME OF SCHOOL West High School
NAME OF REPRESENTATIVE Derek Solano POSITION Athletic Director
ADDRESS 1775 W. Lowell Avenue CITY Tracy ZIP 95377
PHONE 209-830-3370 FAX 209-830-3371 E-MAIL dsolano@tusd.net

NAME OF SCHOOL _____
NAME OF REPRESENTATIVE _____ POSITION _____
ADDRESS _____ CITY _____ ZIP _____
PHONE _____ FAX _____ E-MAIL _____

NAME OF SCHOOL _____
NAME OF REPRESENTATIVE _____ POSITION _____
ADDRESS _____ CITY _____ ZIP _____
PHONE _____ FAX _____ E-MAIL _____

If the designated representative is not available for a given league meeting, an alternate designee of the district governing board may be sent in his/her place. **NOTE:** League representatives from public schools and private schools must be designated representatives of the school's governing boards in order to be eligible to serve on the section and state governance bodies.

Superintendent's or Principal's Name Dr. Robert Pecot Signature _____
Address 1875 W. Lowell Avenue City Tracy Zip 95376
Phone 209-830-3201 FAX 209-830-3204

PLEASE RETURN THIS FORM DIRECTLY TO THE CIF SECTION OFFICE.



BUSINESS SERVICES MEMORANDUM

TO: Dr. Rob Pecot, Superintendent
FROM: Tania Salinas, Assoc Supt of Business Services
DATE: April 23, 2024
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 Ashley Real Estate Properties Inc. for the total amount of \$1,000.00 (ck# 2524). This donation money will use towards new uniforms for the boy's golf team.
2. Tracy Unified School District/T/K Program: From the Carol Trifoglio Memorial for the total amount of \$50.00 (ck # 175). This donation will go towards the Carol Trifoglio Memorial Scholarship.

Tracy High School:

1. Tracy Unified School District/Tracy High School: From Jacqueline Erceg for the total amount of \$1,000.00 (ck# 10215). This donation will go towards the Mike Erceg Scholarship.
2. Tracy Unified School District/Tracy High School: From Shawn Bessey for the total amount of \$500.00 (ck# 0014830489). This donation will go towards the Bobby Costa Memorial Scholarship.
3. Tracy Unified School District/Tracy High School: From Sports Booters for the total amount of \$500.00 (ck# 7526). This donation will go towards General Athletics.
4. Tracy Unified School District/Tracy High School: From Tracy Firefighters Charity Local 3355 Inc. for the total amount of \$500.00 (ck# 1414). This donation will go towards Boy's volleyball.

5. Tracy Unified School District/Tracy High School: From James Sanchez for the total amount of \$500.00 (ck# 1092). This donation will go towards Bobby Costa Memorial Scholarship.
6. Tracy Unified School District/Tracy High School: From Moran Roofing & Inspection Co. for the total amount of \$1,000.00 (ck# 21247). This donation will go towards New Moran Roofing Inc. Scholarship.
7. Tracy Unified School District/Tracy High School: From Lawrence Guillen for the total amount of \$500.00 (ck# 1151). This donation will go towards to Bobby Costa Memorial Scholarship.
8. Tracy Unified School District/Tracy High School: From Lawrence Guillen for the total amount of \$500.00 (ck# 1150). This donation will go towards Raymond "Butch" Gonzales Scholarship.

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.



TRACY
UNIFIED SCHOOL DISTRICT

BUSINESS SERVICES MEMORANDUM

TO: Dr. Rob Pecot, Superintendent
FROM: Tania Salinas, Assoc Supt of Business Services
DATE: April 11, 2024
SUBJECT: Approve Accounts Payable Warrants (February & March 2024)

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

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

FUNDING: N/A.

RECOMMENDATION: Approve Accounts Payable Warrants (February & March 2024).

Prepared by: Lori Nelson, Director of Financial Services.



BUSINESS SERVICES MEMORANDUM

TO: Dr. Rob Pecot, Superintendent
FROM: Tania Salinas, Assoc Supt of Business Services
DATE: April 10, 2024
SUBJECT: Approve Payroll Reports (February & March 2024)

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

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

FUNDING: N/A.

RECOMMENDATION: Approve Payroll Reports (February & March 2024).

Prepared by: Lori Nelson, Director of Financial Services.

Pay Date 02/29/2024

Fund 01

LABOR DISTRIBUTION FOR EMPLOYEE & VENDOR WARRANTS SUMMARY

Fund	01	SACS Object	Amount	
		1100	5,300,456.02	Teachers' Salaries
		1200	554,687.70	Cert Pupil Support Salaries
		1300	659,068.39	Cert Suprvrs' & Admins' Sal
		1900	230,063.24	Other Certificated Salaries
		2100	680,408.33	Instructional Aides' Salaries
		2200	1,079,356.86	Classified Support Salaries
		2300	258,801.42	Class Suprvrs' & Admins' Sal
		2400	619,923.50	Clerical & Office Salaries
		2900	47,981.13	Other Classified Salaries
		Total Labor	9,430,746.59	

Fund	01	SACS Object	Amount	
		3101	1,241,868.70	STRS On 1000 Salaries
		3102	12,511.54	STRS On 2000 Salaries
		3201	63,419.11	PERS On 1000 Salaries
		3202	685,339.04	PERS On 2000 Salaries
		3301	106,886.28	
		3302	194,971.52	
		3401	623,211.90	
		3402	344,633.29	
		3501	3,372.29	State Unemploy On 1000 Salary
		3502	1,341.84	State Unemploy On 2000 Salary
		3601	117,653.91	Worker'S Comp Ins On 1000 Sal
		3602	46,865.64	Worker'S Comp Ins On 2000 Sal
		3701	56,730.72	
		3702	25,080.16	
		3901	167.64	
		Total Contributions	3,524,053.58	

Fund	09	SACS Object	Amount	
		1100	163,814.77	Teachers' Salaries
		1200	10,837.92	Cert Pupil Support Salaries
		1300	10,572.38	Cert Suprvrs' & Admins' Sal
		2400	13,287.26	Clerical & Office Salaries
		Total Labor	198,512.33	

Fund	09	SACS Object	Amount	
		3101	35,377.95	STRS On 1000 Salaries
		3202	3,545.04	PERS On 2000 Salaries
		3301	2,504.40	
		3302	991.77	
		3401	15,119.25	
		3402	1,607.89	
		3501	92.63	State Unemploy On 1000 Salary
		3502	6.65	State Unemploy On 2000 Salary
		3601	3,231.28	Worker'S Comp Ins On 1000 Sal
		3602	231.79	Worker'S Comp Ins On 2000 Sal
		Total Contributions	62,708.65	

Fund	11	SACS Object	Amount	
		1100	27,260.86	Teachers' Salaries
		1200	8,846.18	Cert Pupil Support Salaries
		1300	12,291.60	Cert Suprvrs' & Admins' Sal

2100	5,676.87	Instructional Aides' Salaries
2400	9,692.30	Clerical & Office Salaries
Total Labor	63,767.81	

Fund 11	SACS Object	Amount	
	3101	9,244.13	STRS On 1000 Salaries
	3202	4,100.52	PERS On 2000 Salaries
	3301	668.47	
	3302	1,130.34	
	3401	3,622.45	
	3402	2,010.41	
	3501	24.21	State Unemploy On 1000 Salary
	3502	7.69	State Unemploy On 2000 Salary
	3601	844.32	Worker'S Comp Ins On 1000 Sal
	3602	268.13	Worker'S Comp Ins On 2000 Sal
	Total Contributions	21,920.67	

Fund 12	SACS Object	Amount	
	2100	30,279.34	Instructional Aides' Salaries
	2300	2,871.87	Class Suprvsrs' & Admins' Sal
	2400	4,520.84	Clerical & Office Salaries
	Total Labor	37,672.05	

Fund 12	SACS Object	Amount	
	3102	549.72	STRS On 2000 Salaries
	3202	7,562.69	PERS On 2000 Salaries
	3302	2,430.74	
	3402	1,999.16	
	3502	18.84	State Unemploy On 2000 Salary
	3602	657.19	Worker'S Comp Ins On 2000 Sal
	Total Contributions	13,218.34	

Fund 13	SACS Object	Amount	
	2200	183,250.62	Classified Support Salaries
	2300	46,293.62	Class Suprvsrs' & Admins' Sal
	2400	9,304.05	Clerical & Office Salaries
	Total Labor	238,848.29	

Fund 13	SACS Object	Amount	
	3202	57,920.07	PERS On 2000 Salaries
	3302	17,344.28	
	3402	20,444.48	
	3502	119.49	State Unemploy On 2000 Salary
	3602	4,166.70	Worker'S Comp Ins On 2000 Sal
	Total Contributions	99,995.02	

Pay Date 02/09/2024

Fund 01

LABOR DISTRIBUTION FOR EMPLOYEE & VENDOR WARRANTS SUMMARY

Fund	01	SACS Object	Amount	
		1100	274,320.18	Teachers' Salaries
		1200	227.76	Cert Pupil Support Salaries
		1300	2,323.00	
		1900	10,617.69	Other Certificated Salaries
		1999	0.00	1000 Salary Payroll Errors
		2100	13,606.76	Instructional Aides' Salaries
		2200	86,899.92	Classified Support Salaries
		2400	17,552.61	Clerical & Office Salaries
		2900	3,538.08	Other Classified Salaries
		Total Labor	409,086.00	

Fund	01	SACS Object	Amount	
		3101	33,813.05	STRS On 1000 Salaries
		3201	353.49	PERS On 1000 Salaries
		3202	6,223.41	PERS On 2000 Salaries
		3301	5,922.15	
		3302	8,240.85	
		3501	143.88	State Unemploy On 1000 Salary
		3502	60.42	State Unemploy On 2000 Salary
		3601	5,015.40	Worker'S Comp Ins On 1000 Sal
		3602	2,121.29	Worker'S Comp Ins On 2000 Sal
		Total Contributions	61,893.94	

Fund	09	SACS Object	Amount	
		1100	2,520.00	Teachers' Salaries
		Total Labor	2,520.00	

Fund	09	SACS Object	Amount	
		3101	481.32	STRS On 1000 Salaries
		3301	36.54	
		3501	1.26	State Unemploy On 1000 Salary
		3601	43.96	Worker'S Comp Ins On 1000 Sal
		Total Contributions	563.08	

Fund	11	SACS Object	Amount	
		1100	3,909.51	Teachers' Salaries
		1200	227.76	Cert Pupil Support Salaries
		2100	621.40	Instructional Aides' Salaries
		2400	2,014.90	Clerical & Office Salaries
		Total Labor	6,773.57	

Fund	11	SACS Object	Amount	
		3101	734.39	STRS On 1000 Salaries
		3202	542.98	PERS On 2000 Salaries
		3301	60.00	
		3302	201.68	
		3501	2.06	State Unemploy On 1000 Salary
		3502	1.33	State Unemploy On 2000 Salary
		3601	72.17	Worker'S Comp Ins On 1000 Sal
		3602	45.98	Worker'S Comp Ins On 2000 Sal
		Total Contributions	1,660.59	

Fund 12	SACS Object	Amount	
	2100	2,384.06	Instructional Aides' Salaries
	Total Labor	2,384.06	
Fund 12	SACS Object	Amount	
	3102	40.93	STRS On 2000 Salaries
	3202	203.33	PERS On 2000 Salaries
	3302	119.73	
	3502	1.19	State Unemploy On 2000 Salary
	3602	41.58	Worker'S Comp Ins On 2000 Sal
	Total Contributions	406.76	
Fund 13	SACS Object	Amount	
	2200	7,010.34	Classified Support Salaries
	2400	176.59	Clerical & Office Salaries
	Total Labor	7,186.93	
Fund 13	SACS Object	Amount	
	3202	1,009.28	PERS On 2000 Salaries
	3302	433.64	
	3502	3.57	State Unemploy On 2000 Salary
	3602	125.31	Worker'S Comp Ins On 2000 Sal
	Total Contributions	1,571.80	

Pay Date 03/29/2024

Fund 01

LABOR DISTRIBUTION FOR EMPLOYEE & VENDOR WARRANTS SUMMARY

Fund	01	SACS Object	Amount	
		1100	5,324,762.51	Teachers' Salaries
		1200	548,922.18	Cert Pupil Support Salaries
		1300	650,277.04	Cert Suprvrs' & Admins' Sal
		1900	224,258.97	Other Certificated Salaries
		2100	723,559.08	Instructional Aides' Salaries
		2200	1,073,663.16	Classified Support Salaries
		2300	258,773.27	Class Suprvrs' & Admins' Sal
		2400	621,681.27	Clerical & Office Salaries
		2900	48,326.41	Other Classified Salaries
		Total Labor	9,474,223.89	
Fund	01	SACS Object	Amount	
		3101	1,245,044.19	STRS On 1000 Salaries
		3102	12,500.79	STRS On 2000 Salaries
		3201	64,176.29	PERS On 1000 Salaries
		3202	694,487.00	PERS On 2000 Salaries
		3301	107,166.34	
		3302	197,946.10	
		3401	622,864.41	
		3402	345,152.29	
		3501	3,374.26	State Unemploy On 1000 Salary
		3502	1,361.58	State Unemploy On 2000 Salary
		3601	117,722.73	Worker'S Comp Ins On 1000 Sal
		3602	47,555.36	Worker'S Comp Ins On 2000 Sal
		3701	53,094.44	
		3702	24,228.82	
		3901	167.64	
		Total Contributions	3,536,842.24	
Fund	09	SACS Object	Amount	
		1100	183,731.31	Teachers' Salaries
		1200	10,837.92	Cert Pupil Support Salaries
		1300	10,572.38	Cert Suprvrs' & Admins' Sal
		2400	13,228.87	Clerical & Office Salaries
		Total Labor	218,370.48	
Fund	09	SACS Object	Amount	
		3101	39,182.01	STRS On 1000 Salaries
		3202	3,529.46	PERS On 2000 Salaries
		3301	2,793.21	
		3302	987.31	
		3401	15,119.33	
		3402	1,607.23	
		3501	102.57	State Unemploy On 1000 Salary
		3502	6.62	State Unemploy On 2000 Salary
		3601	3,578.71	Worker'S Comp Ins On 1000 Sal
		3602	230.78	Worker'S Comp Ins On 2000 Sal
		Total Contributions	67,137.23	
Fund	11	SACS Object	Amount	
		1100	27,260.86	Teachers' Salaries
		1200	8,846.18	Cert Pupil Support Salaries
		1300	12,291.60	Cert Suprvrs' & Admins' Sal
		2100	6,887.58	Instructional Aides' Salaries
		2400	9,692.30	Clerical & Office Salaries
		Total Labor	64,978.52	

Fund 11	SACS Object	Amount	
	3101	9,244.13	STRS On 1000 Salaries
	3202	4,423.54	PERS On 2000 Salaries
	3301	668.47	
	3302	1,221.78	
	3401	3,622.48	
	3402	2,024.72	
	3501	24.21	State Unemploy On 1000 Salary
	3502	8.29	State Unemploy On 2000 Salary
	3601	844.32	Worker'S Comp Ins On 1000 Sal
	3602	289.24	Worker'S Comp Ins On 2000 Sal
	Total Contributions	22,371.18	

Fund 12	SACS Object	Amount	
	2100	30,279.36	Instructional Aides' Salaries
	2300	2,871.87	Class Suprvsrs' & Admins' Sal
	2400	4,520.84	Clerical & Office Salaries
	Total Labor	37,672.07	

Fund 12	SACS Object	Amount	
	3102	549.72	STRS On 2000 Salaries
	3202	7,562.70	PERS On 2000 Salaries
	3302	2,430.73	
	3402	1,999.19	
	3502	18.84	State Unemploy On 2000 Salary
	3602	657.19	Worker'S Comp Ins On 2000 Sal
	Total Contributions	13,218.37	

Fund 13	SACS Object	Amount	
	2200	185,031.13	Classified Support Salaries
	2300	46,330.06	Class Suprvsrs' & Admins' Sal
	2400	9,304.05	Clerical & Office Salaries
	Total Labor	240,665.24	

Fund 13	SACS Object	Amount	
	3202	58,877.88	PERS On 2000 Salaries
	3302	17,572.27	
	3402	19,352.50	
	3502	120.41	State Unemploy On 2000 Salary
	3602	4,198.40	Worker'S Comp Ins On 2000 Sal
	Total Contributions	100,121.46	

Pay Date 03/08/2024

Fund 01

LABOR DISTRIBUTION FOR EMPLOYEE & VENDOR WARRANTS SUMMARY

Fund	01	SACS Object	Amount	
		1100	698,177.85	Teachers' Salaries
		1200	1,239.27	Cert Pupil Support Salaries
		1300	7,071.01	
		1900	31,487.57	Other Certificated Salaries
		2100	236,316.68	Instructional Aides' Salaries
		2200	148,882.76	Classified Support Salaries
		2400	17,235.72	Clerical & Office Salaries
		2900	8,823.62	Other Classified Salaries
		Total Labor	1,149,234.48	
Fund	01	SACS Object	Amount	
		3101	87,498.75	STRS On 1000 Salaries
		3201	5.33	PERS On 1000 Salaries
		3202	7,197.57	PERS On 2000 Salaries
		3301	15,375.66	
		3302	21,929.75	
		3501	368.96	State Unemploy On 1000 Salary
		3502	204.64	State Unemploy On 2000 Salary
		3601	12,874.25	Worker'S Comp Ins On 1000 Sal
		3602	7,174.50	Worker'S Comp Ins On 2000 Sal
		Total Contributions	152,629.41	
Fund	09	SACS Object	Amount	
		1100	2,437.55	Teachers' Salaries
		2400	281.98	Clerical & Office Salaries
		Total Labor	2,719.53	
Fund	09	SACS Object	Amount	
		3101	464.71	STRS On 1000 Salaries
		3202	75.23	PERS On 2000 Salaries
		3301	35.34	
		3302	21.57	
		3501	1.22	State Unemploy On 1000 Salary
		3502	0.14	State Unemploy On 2000 Salary
		3601	42.52	Worker'S Comp Ins On 1000 Sal
		3602	4.92	Worker'S Comp Ins On 2000 Sal
		Total Contributions	645.65	
Fund	11	SACS Object	Amount	
		1100	10,990.28	Teachers' Salaries
		1200	1,239.27	Cert Pupil Support Salaries
		2100	1,158.01	Instructional Aides' Salaries
		2400	1,138.19	Clerical & Office Salaries
		Total Labor	14,525.75	
Fund	11	SACS Object	Amount	
		3101	2,224.22	STRS On 1000 Salaries
		3202	168.91	PERS On 2000 Salaries
		3301	177.33	
		3302	175.65	
		3501	6.12	State Unemploy On 1000 Salary
		3502	1.16	State Unemploy On 2000 Salary
		3601	213.33	Worker'S Comp Ins On 1000 Sal
		3602	40.06	Worker'S Comp Ins On 2000 Sal
		Total Contributions	3,006.78	

Fund	12	SACS Object	Amount	
		2100	5,101.42	Instructional Aides' Salaries
		Total Labor	5,101.42	

Fund	12	SACS Object	Amount	
		3102	38.37	STRS On 2000 Salaries
		3202	404.98	PERS On 2000 Salaries
		3302	268.96	
		3502	2.56	State Unemploy On 2000 Salary
		3602	89.00	Worker'S Comp Ins On 2000 Sal
		Total Contributions	803.87	

Fund	13	SACS Object	Amount	
		2200	15,734.55	Classified Support Salaries
		2400	487.52	Clerical & Office Salaries
		Total Labor	16,222.07	

Fund	13	SACS Object	Amount	
		3202	2,074.48	PERS On 2000 Salaries
		3302	956.41	
		3502	8.06	State Unemploy On 2000 Salary
		3602	283.01	Worker'S Comp Ins On 2000 Sal
		Total Contributions	3,321.96	



BUSINESS SERVICES MEMORANDUM

TO: Dr. Rob Pecot, Superintendent
FROM: Tania Salinas, Assoc Supt of Business Services
DATE: April 10, 2024
SUBJECT: Approve Revolving Cash Fund Reports (February & March 2024)

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

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

FUNDING: N/A.

RECOMMENDATION: Approve Revolving Cash Fund Reports (February & March 2024).

Prepared by: Lori Nelson, Director of Financial Services.

03/04/24

TUSD
REVOLVING CASH FUND
February 2024

Date	Num	Name	Memo	Paid Amount
02/01/2024	10009	California FCCLA	leadership meetings WHS THS KHS	
			po24-02152 01-0965-0-6155-1000-5800-700-29...	-96.00
			po24-02144 01-0965-0-6155-1000-5800-600-2962	-40.00
			req24-02152 01-6387-0-3800-1000-5200-700-2...	-156.00
			req24-02330 01-6387-0-3800-1000-5200-670-2...	-91.00
TOTAL				-383.00

04/02/24

TUSD
REVOLVING CASH FUND
March 2024

Date	Num	Name	Memo	Paid Amount
03/01/2024	10010	Craig Mitchell	PO24-02361 Stein Basketball Games x6	
			01-0000-0-3200-04200-5800-550-9222 6 basket...	-600.00
TOTAL				-600.00
03/13/2024	10011	Speer BBQ	Deposit Event Date 5/1/2024	
			PO24-02428 01-0000-0-0000-7150-5800-810-1...	-370.00
TOTAL				-370.00
03/20/2024	10012	CASHIER DEPT. OF PESTICIDE R...	REQ24-02664 Laura Minten	
			01-8150-0-0000-8110-5800-800-9502	-50.00
TOTAL				-50.00
03/20/2024	10013	CASHIER DEPT. OF PESTICIDE R...	REQ24-02664 Mark Minten	
			01-8150-0-0000-8110-5800-800-9502	-50.00
TOTAL				-50.00
03/20/2024	10014	CASHIER DEPT. OF PESTICIDE R...	REQ24-02664 Kyle Alexander	
			01-8150-0-0000-8110-5800-800-9502	-50.00
TOTAL				-50.00
03/22/2024	10015	Taqueria Las Comadres	PO24-02531 takeout 3/20/2024	
			01-7010-01110-1000-4300-700-6512	-375.61
TOTAL				-375.61
03/25/2024	10016	TOGO'S	PO24-00102 3/26/24 carry out	
			01-0000-0-0000-7150-4300-810-1001	-143.86
TOTAL				-143.86
03/27/2024	10017	SDU	CASE# 2*2206564 K.Jones	
			01-0000-0-0000-7200-4300-800-9222 ee 131072	-625.00
TOTAL				-625.00



BUSINESS SERVICES MEMORANDUM

TO: Dr. Rob Pecot, Superintendent
FROM: Tania Salinas, Assoc Supt of Business Services
DATE: April 12, 2024
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
April 23, 2024

A.	Vendor:	K12 Partners-A Division of Urban Futures, Inc.
	Sites:	District Wide
	Item:	Consulting Services Agreement
	Services:	Provide consulting services for Facilities Needs Assessment, required for the development of the Districts Master Plan for Facilities.
	Cost:	\$165,040.00
	Project Funding:	General/Development Fund 14



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Rob Pecot, Superintendent
FROM: Julianna Stocking, Associate Superintendent of Educational Services
DATE: April 9, 2024
SUBJECT: Approve Overnight Travel for the Director of STEM, Tracy High School Principal, and 7 Students to attend the American Association for Crystal Growth Conference in Fallen Leaf, California on June 9 – June 12, 2024

BACKGROUND: AACG, also known as the American Association of Crystal Growth, will be holding a conference from June 9-June 12, 2024. This conference focuses on current and emerging challenges in understanding, engineering, and the design of crystal growth in nature and a wide array of crystal applications and technologies.

RATIONALE: The invitation extended by the American Association for Crystal Growth (AACG) from Luis Zepeda-Ruiz Ph.D., Material Sciences Division of LLNL, for a group of TUSD students to attend the Crystal Growth Conference represents a unique and invaluable opportunity. Typically reserved for researchers, scientists, and alumni, AACG's decision to open the conference to high school students at no cost underscores a commitment to equity and access in education. This conference offers more than just academic enrichment; it provides a platform for students to engage with cutting-edge research, gain insights into current and emerging challenges in crystal growth, and explore real-world applications in science and technology. Participation in this event promises to foster critical thinking skills, inspire a passion for STEM disciplines, and empower students to envision future career paths. Moreover, it holds the potential for broader community impact, as students return as ambassadors of knowledge and inspiration, catalyzing curiosity, and innovation within the district and beyond. Approving our participation in the AACG Crystal Growth Conference aligns with TUSD's mission to provide equitable opportunities for academic and personal growth, reaffirming our commitment to excellence in education and the empowerment of our youth. This Agenda item meets 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.

FUNDING: Registration, lodging, and meals for this trip has been generously covered by AACG. However, to facilitate transportation, the TUSD Transportation Department will be paid for the rental use of a district van. This expense will be covered by LCAP funding. It is estimated that the cost for van rental will not exceed \$600.

RECOMMENDATION: Approve Overnight Travel and cost of transportation for the Director of STEM, Tracy High School Principal, and 7 Students to attend the American Association for Crystal Growth Conference in Fallen Leaf, California on June 9 – June 12, 2024.

Prepared by: Dean Reese, Ed.D., Director of STEM and Local Assessment.



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Rob Pecot, Superintendent
FROM: Julianna Stocking, Assoc Supt of Ed Services
DATE: April 5, 2024
SUBJECT: **Approve Out of State Travel for CTE Teacher to attend the HI-TEC 2024 Conference in Kansas City, MO July 29-August 1, 2024**

BACKGROUND: CTE Teachers are required to have completed professional development relevant to their course as part of the CTEIG's High-Quality Career Technical Education (CTE) Program Evaluation & Plan standard 9A. evaluation rubric.

RATIONALE: Finding professional development that is appropriate for Erin McKay's biotech skill set is challenging. LLNL based biotech teacher training is taught by Ms. McKay, as she is a part-time faculty scholar at LLNL, specializing in biotechnology. Ms. McKay engages in regional opportunities, many of those are low to no cost half-day activities or online collaborations meetings via zoom sponsored by Bay Area Biotech foundations and institutions of higher learning. The HI-TEC 2024 Kansas City conference is one of the only opportunities offered nationwide that fit within Ms. McKay's learning needs and budget constraints. This conference will provide the opportunity to expand her skill set and thus enrich her biotech CTE courses going forward. This supports 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: All expenses (conference fee, airfare, transportation, hotel accommodations and meals will be paid by CTE and will not exceed \$3,000.00.

RECOMMENDATION: Approve Out of State Travel for CTE Teacher to attend the HI-TEC 2024 Conference in Kansas City, MO July 29-August 1, 2024.

Prepared by: Jon Waggle, Tracy High School Principal.



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Rob Pecot, Superintendent
FROM: Julianna Stocking, Associate Superintendent of Educational Services
DATE: April 8, 2024
SUBJECT: **Approve Overnight Travel for the Tracy High School (THS) Cheer Team and Advisors to attend Summer Camp at Knott's Berry Farm in Buena Park, CA July 9-12, 2024**

BACKGROUND: The Tracy High School (THS) Cheer Team would like to attend UCA Summer Cheer Camp. Approximately thirty-five students and two Advisors (Sheila Soares & Sophia Posten) will attend the Cheer Camp being held at Knott's Berry Farm in Buena Park, CA. Student transportation and overnight accommodations will be with the student's individual parents. Students and Advisors will stay at the Knotts Resort Hotel in Buena Park, CA. Advisors will chaperone students throughout the stay.

RATIONALE: The opportunity to participate in a five-day cheer camp will show students the importance of teamwork. At camp, students will develop skills, learn choreography and proper techniques for safe stunting and team bonding. 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: There will be no cost to the District. Each participant will be responsible for camp fees (camp instruction, hotel accommodations and meals) and any other miscellaneous incidentals. The approximate individual cost per student will be \$550.00. This is a voluntary event. A fundraiser event will be held in June to offset the cost for all participants.

RECOMMENDATION: Approve Overnight Travel for the Tracy High School (THS) Cheer Team and Advisors to attend Summer Camp at Knott's Berry Farm in Buena Park, CA July 9-12, 2024.

Prepared by: Mr. Jon Waggle, Tracy High School Principal.



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Rob Pecot, Superintendent
FROM: Julianna Stocking, Associate Superintendent of Ed Services
DATE: April 8, 2024
SUBJECT: Approve Overnight Travel for the Tracy High School (THS) Dance Team and Advisors to attend Summer Camp at St. Mary's College in Moraga, CA July 18-21, 2024

BACKGROUND: The Tracy High School (THS) Dance Team would like to attend UDA Summer Cheer Camp. The trip would consist of approximately twenty students and one advisor (Sheila Soares). Transportation will be provided by each student's parent. Students and advisors will be utilizing campus housing. Advisors will chaperone students throughout the stay.

RATIONALE: The opportunity to participate in a four-day dance camp will show students the importance of teamwork. At camp, students will develop skills, learn choreography, and team bonding. 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: There will be no cost to the District. Each participant will be responsible for camp fees (camp instruction, lodging and meals) and any other miscellaneous incidentals. The approximate individual cost is \$550.00 per student. This is a voluntary event. A fundraiser event will be held in June to offset the cost for all participants.

RECOMMENDATION: Approve Overnight Travel for the Tracy High School (THS) Dance Team and Advisors to attend Summer Camp at St. Mary's College in Moraga, CA July 18-21, 2024.

Prepared by: Mr. Jon Waggle, Tracy High School Principal.



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Rob Pecot, Superintendent
FROM: Julianna Stocking, Associate Superintendent of Educational Services
DATE: April 2, 2024
SUBJECT: Approve Overnight Travel for Tracy High School (THS) Leadership Students and Advisors to attend the CADA Leadership Summer Camp in Santa Barbara, CA July 21–July 25, 2024

BACKGROUND: The Tracy High School (THS) Leadership, consisting of ten students and two advisors, will travel to UC Santa Barbara in Santa Barbara, CA. They will be traveling with district approved drivers and will be staying in On-Campus Housing to attend the CADA Summer Leadership Conference. THS Leadership Students seek continued growth, collaboration, and training to bring ideas with inspiration back to their school and local communities.

RATIONALE: In attempts to continue providing students with opportunities for student leadership development and growth, this training offers the opportunity for students and their advisors to continue their training and development to align with the CADA Leadership Standards. 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. As well as continuing professional development on the advisors' behalf.

FUNDING: Conference registration, meals, lodging, and transportation costs will not exceed \$10,000.00 in total. The ASB budget will cover transportation, some registration costs and other camp costs. Students who choose to attend will cover the cost of registration with additional fundraising opportunities to decrease the cost of the trip for the group. Additional meals, prior to/after the duration of the camp will be an individual responsibility of each student and advisor. Scholarships are available for student(s) should cost may be a barrier.

RECOMMENDATION: Approve Overnight Travel for Tracy High School (THS) Leadership Students and Advisors to attend the CADA Leadership Summer Camp in Santa Barbara, CA July 21–July 25, 2024.

Prepared by: Mr. Jon Waggle, Tracy High School Principal.



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Rob Pecot, Superintendent
FROM: Julianna Stocking, Associate Superintendent of Educational Services
DATE: March 28, 2024
SUBJECT: Approve Overnight Travel for the Tracy High School (THS) Grad Night Senior Celebration Event to Disneyland in Anaheim, CA May 10-11, 2024

BACKGROUND: Tracy High School (THS) will be traveling to Disneyland in Anaheim on May 10-11, 2024 for Grad Night. This event is an optional senior activity for seniors to take part in the celebration of their accomplishments. THS will travel by charter bus and will be taking their own students and chaperones (advisors and administrators).

RATIONALE: Self-registered high school students at THS will celebrate their accomplishments at the Grad Night event in Disneyland with their peers. 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. Through this senior activity, students have the option to celebrate one another's accomplishments and foster relationships with their peers and chaperones.

FUNDING: Students will cover transportation and ticket costs. Scholarship/fundraising has been made available for any student, should cost be a barrier.

RECOMMENDATION: Approve Overnight Travel for the Tracy High School (THS) Grad Night Senior Celebration Event to Disneyland in Anaheim, CA May 10-11, 2024.

Prepared by: Jon Waggle, Tracy High School Principal.



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Rob Pecot, Superintendent
FROM: Julianna Stocking, Associate Superintendent of Educational Services
DATE: April 3, 2024
SUBJECT: Ratify Overnight Travel Request for the Tracy High School (THS) Track & Field Team and Advisors to attend Arcadia Invitational and Tiger Invitational at Arcadia High School and South Pasadena High School in Arcadia and Pasadena, CA April 4-7, 2024

BACKGROUND: The Tracy High School (THS) Track and Field Team would like to participate in the Arcadia and Tiger Invitational. Two student athletes and two advisors (Nate Shelton and Bryce Pasquale) will be attending Arcadia and South Pasadena High School's in Arcadia and Pasadena, CA. One athlete will be transported by parent in private vehicle. The second athlete will travel with the Advisor in a private vehicle. Overnight accommodations have been arranged at the Embassy Suites in Arcadia, CA. Athletes will be chaperoned by Nate Shelton throughout the duration of the trip.

RATIONALE: The opportunity to participate in a four-day overnight Track and Field Invitational will provide student athletes with the importance of teamwork. At the invitational, students will continue to develop skills, learn positive competitive involvement, techniques, and team bonding. 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: THS Athletics will cover transportation reimbursement (\$400.00), hotel accommodations (\$1,000.00), entry fees (\$200.00) and food and beverage (not to exceed \$400.00). Individual athletes will be responsible for additional food and miscellaneous expenses. Total cost not to exceed \$2,000.00.

RECOMMENDATION: Ratify Overnight Travel Request for the Tracy High School (THS) Track & Field Team and Advisors to attend Arcadia Invitational and Tiger Invitational at Arcadia High School and South Pasadena High School in Arcadia and Pasadena, CA April 4-7, 2024.

Prepared by: Mr. Jon Waggle, Tracy High School Principal.



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Rob Pecot, Superintendent
FROM: Julianna Stocking, Associate Superintendent of Ed Services
DATE: January 10, 2024
SUBJECT: **Ratify Out of State Travel for Facilities Director to attend the 2024 NAFA Fleet Management Association Institute & Expo in San Antonio, TX April 21-22, 2024**

BACKGROUND: NAFA Fleet Management Association (NAFA), is the fleet vehicle industry's largest membership association. This conference is the industry's largest fleet event, attracting fleet professional representing various sectors including corporate, government, public safety, utility, and education. Jaime Quintana Director of Facilities Planning and Construction has been invited to be a guest speaker sharing the success of Tracy Unified School District solar energy project along with Forefront Power.

RATIONALE: Jaime Quintana Director of Facilities Construction & Planning will share insights on how California schools have discovered that on-site solar energy, energy storage, and fleet electrification can provide outstanding long-term savings and cash flow as well as environmental benefits. Participants will learn about the development and installation process, from initial conception through commercial operation, as representatives from the electrification infrastructure provider and the schools share how clean electrification can enhance energy efficiency, align with state environmental goals, and contribute to the overall well-being of their communities.

FUNDING: No funding implications to district. The total cost will not exceed \$1,532. Forefront Power will pay for all expenses incurred for this conference.

RECOMMENDATION: Approve Out of State Travel for Facilities Director to attend the 2024 NAFA Fleet Management Association Institute & Expo in San Antonio, TX April 21-22, 2024.

PREPARED BY: Jaime Quintana, Director of Facilities, Planning and Construction.



HUMAN RESOURCES MEMORANDUM

TO: Dr. Robert Pecot, Superintendent
FROM: Tammy Jalique, Associate Superintendent of Human Resources
DATE: April 12, 2024
SUBJECT: Approve Resignations/Retirements/Leave of Absences for Classified, Certificated, and/or Management Employees.

BACKGROUND:

CERTIFICATED RESIGNATION

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Boyd, Haley Teacher	WMS	05/31/2024	Personal
Day, Steven Teacher	KHS	05/31/2024	Personal
Frangos, Eden Teacher	WHS	06/30/2024	Personal
King, Jennifer Teacher	District Wide	05/31/2024	Personal
Riddle, Carolyn Teacher	Stein	05/31/2024	Personal

BACKGROUND:

CERTIFICATED RETIREMENTS

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Arbogast, Scott Teacher	KHS	05/31/2024	Retirement

Baumann, Frank Teacher	MES/PES	06/30/2024	Retirement
Clark-Thorburn, Maralee Teacher	NES	06/30/2024	Retirement
Thorburn, Russell Teacher	GKES	06/30/2024	Retirement

BACKGROUND:

CLASSIFIED RESIGNATION

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Larribas Garcia, Carolina Food Service Worker	WMS	4/14/2024	Accepted Position
Reynoso, Martha School Supervision Assistant	JES	4/17/2024	Accepted Position
Zamora, Sonia School Supervision Assistant	VES	4/8/2024	Accepted Position
Quintanilla, Naomi School Site Budget Clerk	SWP	4/25/2024	Personal

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

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



HUMAN RESOURCES MEMORANDUM

TO: Robert Pecot, Superintendent
FROM: Tammy Jalique, Associate Superintendent of Human Resources
DATE: April 11, 2024
SUBJECT: Approve Classified, Certificated, and/or Management Employment

BACKGROUND:

Rodrigues, Leah

CERTIFICATED

North Elementary School
SDC Preschool Teacher (Replacement)
"B", Class VI, Step 4 - \$82,919.00
Fund: Special Education

BACKGROUND:

Bedolla, Diego

CLASSIFIED

Utility Person III (New)
MOT/Central Elementary School
Range 38, Step D - \$29.53
Fund: 50% General Fund
25% Special Education Transportation
25% Home to School Transportation

Bravo, Violet

School Supervision Assistant (Replacement)
George Kelly School
Range 21, Step B - \$18.13
Fund: General Fund

Brown, Isabelle

Utility Person III (Replacement)
MOT/Villalovoz Elementary School
Range 38, Step B \$26.87
Fund: 25% Ongoing and Major Maintenance
25% General Fund
50% Special Education Transportation

Camargo, Vanessa	K-8 Library Technician (Replacement) Williams Middle School Range 30, Step B - \$22.30 Fund: 80% State Lottery 20% ESSER
Chavez, Luis	Utility Person III (Replacement) MOT/McKinley Elementary School Range 38, Step A - \$25.64 +ND Fund: 60% Ongoing and Major Maintenance 40% Special Education Transportation
Devadoss, Ambica	Para Educator I (Replacement) Jacobson Elementary School Range 24, Step B - \$19.39 Fund: 10% Title I Basic 90% Target SES
Dominguez, Gilberto	ISET Technician Level I (Replacement) ISET/DEC Range 53, Step C - \$40.09 Fund: ESSER
Larribas Garcia, Carolina	Food Service Worker (Replacement) Williams Middle School Range 25, Step D - \$21.81 Fund: Child Nutrition – School Program
Reynoso, Martha	K-8 Library Technician (Replacement) South/West Park Elementary School Range 30, Step A - \$21.29 Fund: 80% State Lottery 20% ESSER
Rios, Anthony	Special Education Para Educator (Replacement) North Elementary School Range 27, Step A - \$19.89 Fund: Special Education
Samayoa, Jason	Utility Person III (Replacement) MOT/Hirsch Elementary School Range 38, Step C - \$28.19 + ND Fund: 25% Special Education Transportation 25% General Education Transportation 50% Ongoing and Major Maintenance
Torres Medina, Alejandro	Utility Person II MOT/Jacobson Elementary School Range 35, Step A - \$23.94 +ND Fund: General Fund

Valdez-Estrada, Sergio

Utility Person II (New)
MOT/Poet-Christian School
Range 35, Step B - \$25.08 + ND
Fund: General Fund

Velasco Paz, Lizbeth

Utility Person III (Replacement)
MOT/Central Elementary School
Range 38, Step E - \$30.97 + ND
Fund: 50% General Fund
25% Special Education Transportation
25% Home to School Transportation

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, Assoc. Supt. Of Human Resources
DATE: April 9, 2024
RE: Approve Fieldwork Agreement with Saint Mary's College of California

BACKGROUND: Tracy Unified School District currently employs interns through several colleges and universities. This has aided the District in increasing the number of candidates that are available for teaching, school counseling, and school psychology positions within the district. A contract between Saint Mary's College of California and Tracy Unified School District will expand options for meeting staffing needs. This Agreement will be effective from August 1, 2024 through August 1, 2027.

RATIONALE: By approving this agreement, the District will expand its pool of applicants for Teaching, School Counseling, and School Psychology positions. This agenda item meets strategic goal #7: Develop and utilize partnerships that contribute to the achievement of District goals.

FUNDING: None.

RECOMMENDATION: Approve Fieldwork Agreement with Saint Mary's College of California.

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



SAINT MARY'S COLLEGE OF CALIFORNIA
STUDENT PLACEMENT AGREEMENT

This Agreement ("Agreement") is made by and between Saint Mary's College of California ("College"), a non-profit public benefit corporation and Tracy Unified School District ("District") on this 1st day of August 2024 ("Effective Date").

RECITALS

WHEREAS, Saint Mary's desires to place Saint Mary's students enrolled in teacher training curricula and/or Saint Mary's students enrolled in counselor or psychology training curricula (collectively, "Students"), in appropriate locations whereby Students may gain practical teaching, school counseling or school psychology experience as an important element of Students' education and training by Saint Mary's School of Education; and

WHEREAS, Saint Mary's is accredited by the Western Association of Schools and Colleges and is approved by the California Commission on Teacher Credentialing ("CCTC") as a teacher and counselor education institution that enrolls Students in a teacher training and/or a school counselor or school psychology education curriculum and District benefits from the services and assistance of Students in District's teaching, school counseling or school psychology environments; and

NOW, WHEREFORE, it is mutually agreed between the parties hereto as follows:

TERMS

1. Incorporation of Recitals

The Recitals appearing above are admitted by the parties to be true and correct and are incorporated into this Agreement as if fully set forth herein.

2. Term

This Agreement is effective as of the Effective Date and covers all applicable instructional periods commencing on or about the first day of **August 2024** and ending before the first day of **August 2027**.

3. Definitions

- 3.1 "*Student Teaching*" means active participation in the duties and functions of classroom teaching under the supervision and instruction of District's employees who hold valid credentials issued by the CCTC, other than emergency or provisional credentials, authorizing them to serve as classroom teachers in the District or classes in which practice teaching is provided. "*Student teaching*" further means, as appropriate, "*School Counseling or School Psychology Field Experience*" which is the active participation in the duties and function of school counseling under the supervision and instruction of District's employees who hold valid credentials issued by the CCTC, other than emergency or provisional credentials, authorizing them to serve as counselors in District classrooms and programs in which school counseling or school psychology field experience is provided.
- 3.2 "*Location*" means any applicable District site or campus when District is a public school district with multiple locations or campuses on which Student Teaching, School Counseling or School Psychology will occur. If District is located on a single campus, such as an independent school, a private school, or a public institution located on a single site, then "*Location*" shall be read to mean "District."
- 3.3 "*Master Teacher*" means the District teacher, school counselor or school psychologist, holding a valid credential or license issued by or approved by the CCTC, who is or will be providing supervision to

Students assigned to the Location. Also referred to as "*Field Supervisor*" in the context of school counseling or school psychology.

4. Parameters

- 4.1 District and College shall, from time to time, adjust the number of Students per semester that will be placed with District.
- 4.2 College shall pay to District a fee of twenty-five dollars (\$25.00) per semester unit of experience provided to Students in teacher training programs who are placed at District Location(s). Invoices must be received by College (via email to KSOE Business Operations) by May 15th (of the fiscal year in which the placement occurred) to be eligible for payment.

5. Obligation of District

- 5.1 District shall provide Students with hands-on experience through Student Teaching, School Counseling or School Psychology in a classroom or other appropriate environment.
- 5.2 District shall ensure that Students are supervised when at the assigned Location. District shall ensure that each Student is provided with adequate opportunity to complete all Student Teaching, School Counseling or School Psychology requirements of the College's credential program as may be necessary for the Student to earn his/her semester units.

6. Obligation of College

- 6.1 College may consult with the Principal or Vice Principal at the Location, as well as consulting with the prospective Master Teachers/Field Supervisors regarding the placement of Students at District Location(s).
- 6.2 The assignment of a Student to practice teach or practice school counseling or school psychology at a District location shall be deemed to be effective for the purpose of this Agreement as of the date the student presents to the proper authorities of District the placement verification form or other document given to the student by College effecting such assignment, but not earlier than the date of such assignment as shown on such form or other document measuring the amount of supervision provided.
- 6.3 Certificate of Clearance: In accordance with California Education Code Section 44320, each candidate must complete Live Scan service and obtain fingerprint clearance prior to beginning their assignment. Live Scan will be administered through the District. College shall advise candidates of their obligation to submit to fingerprinting and to obtain clearance in advance of beginning their assignment.
- 6.4 Tuberculosis Clearance: In accordance with California Education Code Section 49406, each candidate prior to assignment to the District must obtain at the candidate's sole expense an examination by a licensed physician or surgeon within the past 60 days to determine that they are free of active tuberculosis, prior to beginning their assignment in the District. College shall advise candidates of their obligation to provide at their own expense evidence of tuberculosis clearance by a medical professional to the District prior to their assignment start date.

7. Fee Computation

College shall accept invoices by District periodically throughout the term of this Agreement and College shall make payments in accordance with the invoice terms. However, before closing the assignment of each student teacher, but no later than May 15th of each fiscal year, District shall submit to College any final invoices for payment.

8. Termination

- 8.1 This Agreement may be terminated for any reason or without reason by either party by providing (30) thirty-calendar day's advance written notice of the Termination to the other party. Upon termination of

this Agreement, all fees shall be prorated to reflect only those services rendered and shall be invoiced as contemplated under the terms of this Agreement.

- 8.2 District, for good cause, may refuse to accept for Student Teaching, Student School Counseling or School Psychology, any Student that College proposes to assign to District. District, for good cause and after consultation with College, may terminate the assignment of any Student assigned to District. The termination of any individual Student shall not terminate this Agreement and College may, during the term of this Agreement, seek to assign additional or different Students to District.

9. Applicable Laws, Codes and Regulations

- 9.1 College, upon written request by District and upon receipt of appropriate materials from District, will instruct students on applicable state and federal law relating to unlawful discrimination, including harassment. District shall clearly indicate to College any laws, codes, or regulations of which College's students must be informed.
- 9.2 District warrants that it and its facilities comply with all applicable laws, codes, and regulations that pertain to the operation of an educational facility, including but not limited to laws and regulations concerning unlawful discrimination, harassment, and accessibility.

10. Relationship of Parties

This Agreement shall not be construed to make the parties partners, joint ventures, brokers, employees, principal, or agent, nor shall either party hold itself contrary to these terms and neither party shall be bound by any representation, act, or omission of the other.

11. Indemnity

- 11.1 College agrees to defend, indemnify and hold harmless District against all claims, suits, liabilities and costs, including but not limited to, reasonable attorneys' fees, for claims or suits arising out of or related to the negligence or intentional wrongful acts of College.
- 11.2 District agrees to defend, indemnify and hold harmless College from any claims, suits, liabilities and costs, including but not limited to, reasonable attorneys' fees, for claims or suits arising out of or related to the negligence or intentional wrongful acts or omissions of District or its employees.

12. Assignment

This Agreement may not be assigned by either party without the advance written consent of the other. This Agreement shall be binding upon the heirs, successors, and assigns of both parties.

13. Notices

All notices or correspondences regarding this Agreement shall be directed to the following addresses:

If to College

Saint Mary's College of California
KSOE C/O Dora Scott
1928 St. Mary's Rd., PMB 4350
Moraga, CA 94575-4350
Email: das19@stmarys-ca.edu

If to District: (please complete below)

Attn: _____

14. Family Educational Rights and Privacy Act

All parties will maintain in strict confidentiality all student information and will not share, sell, or use such information for any purpose other than in a manner that is fully in compliance with the terms of the federal Family Educational Rights and Privacy Act (20 U.S.C. § 1232(g)) ("FERPA") and all other applicable laws regarding the disclosure, maintenance and preservation of confidentiality of student records. All parties further

agree to abide by the limitations on re-disclosure of personally identifiable information from education records set forth in The Family Educational Rights and Privacy Act (34 CFR § 99.33 (a)(2)).

15. General Data Protection Regulation

The parties acknowledge that personally identifiable information may be protected by other regulations including the General Data Protection Regulations ("GDPR") of the European Union, and that generally this data cannot be shared, sold, or used for any purpose other than in a manner that is fully in compliance with such regulations, and all other applicable laws regarding the disclosure, maintenance and preservation of personally identifiable information.

16. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of California, for any lawsuits or disputes between the parties arising from or incident to this Agreement.

17. Entire Agreement

This Agreement constitutes the entire understanding between the parties with respect to the subject matter hereof and may be amended only upon the prior written agreement of the parties.

18. Severability

If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal, void, or unenforceable, that shall not affect the validity and enforceability of the remaining portions of this Agreement.

19. Non-Waiver

The failure of either party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights, nor shall the same be deemed to be a waiver of any subsequent breach, either of the same provision or otherwise.

WHEREFORE, each party has caused this Agreement to be executed, in no fewer than two (2) counterparts, on their behalf personally or by a duly authorized representative, all as of the Effective Date of this Agreement.

SAINT MARY'S COLLEGE OF CALIFORNIA TRACY UNIFIED SCHOOL DISTRICT

Signature: _____

Sandra Kim

Vice President for Finance and Administration

Date: _____

Signature: _____

Name: Tammy Jalique

Title: Associate Superintendent for Human Resources

Date: _____



HUMAN RESOURCES MEMORANDUM

TO: Dr. Robert Pecot, Superintendent
FROM: Tammy Jalique, Assoc. Supt. For Human Resources
DATE: April 4, 2024
RE: **Approve Teacher Intern (IMPACT) Agreement with Teachers College of San Joaquin**

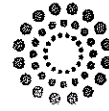
BACKGROUND: Tracy Unified School District currently employs intern teachers through several colleges and universities. This has aided the District in increasing the number of candidates that are available for a variety of teaching positions within the District. An agreement between Tracy Unified School District and Teachers College of San Joaquin will expand for meeting staffing needs. This agreement is effective during the 2024-2025 academic school years.

RATIONALE: By approving this agreement, the District will expand its pool of applicants for teaching positions. This agenda item meets strategic goal #7: Develop and utilize partnerships that contribute to the achievement of District goals.

FUNDING: None.

RECOMMENDATION: Approve Teacher Intern (IMPACT) Agreement with Teachers College of San Joaquin.

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



TEACHERS COLLEGE
of SAN JOAQUIN
2721 Transworld Drive, Stockton CA 95206

Co-Sponsor Agreement

IMPACT INTERN PROGRAM

2024-2026 Academic Years

This agreement, by and between Teachers College of San Joaquin IMPACT Intern Credential Program, hereinafter referred to as "TCSJ" (aka Program Sponsor) and the employing agency is for the purpose of setting forth the operative conditions which will govern this partnership. TCSJ is a CA Commission on Teacher Credentialing (CCTC) approved university teacher preparation program and is forming a partnership with the employing agency that hires interns as the teacher of record in employing agency schools.

Enclosed is a co-sponsor agreement for the employing agency official to sign and return. When hiring an intern, a co-sponsor agreement between an employing agency and a CA Commission on Teacher Credentialing (CCTC) approved Program Sponsor must be in place to comply with CCTC requirements. The Teachers College of San Joaquin (TCSJ) is a division within the San Joaquin County Office of Education.

TERM:

The effective dates of this Co-Sponsorship Agreement are for the academic years July 1, 2024 - June 30, 2026. Either party may terminate this agreement by submitting written notice to the other party no later than 30 days prior to the start of the academic year.

GENERAL PARTNERSHIP AGREEMENTS:

1. Intern programs are the result of a partnership between the institution that prepares teachers (Program Sponsor) and the employer. The district or employing agency agrees that there is a need for teachers and that certificated employees will not be displaced when hiring interns.
2. The employing agency shall ensure that site administrators with employed interns are aware of the shared responsibilities set forth in this agreement.
3. The employing agency shall assign a representative (e.g., Assistant Superintendent or site Principal) to act as a contact person to the TCSJ IMPACT Intern Program.
4. The employing agency shall provide representation at Consortium meetings.
5. The employing agency ensures the intern candidate is a teacher of record in a minimum .5 FTE capacity fully aligned to credential being sought.
6. The employing agency acknowledges that interns are not authorized to teach in departmentalized ELD settings.
7. The employing agency assigns the intern a class that ensures the presence of students with exceptionalities and English learners.
8. The employing agency shall ensure the intern has access to classroom technology that can be used for educational purposes.
9. The employing agency shall not place interns in an online-only setting unless public health guidance prohibits face to face instruction. In the event online instruction is mandated, the employing agency must provide access to the online classroom for the purposes of Supervision.



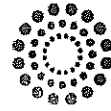


10. Intern assignments must enable the candidate to attend TCSJ classes on time (5:00pm start) and complete the requirements of the TCSJ IMPACT Intern Program.
11. To the extent possible, and in accordance with the educational agency bargaining unit guidelines, the educational agency agrees to assign minimal extra/co-curricular activities and/or provide early release to the intern.
12. The employing agency shall respond to requests for evaluation data as requested by the CCTC and TCSJ IMPACT Intern Program, including survey completion, demographic and/or retention information.
13. TCSJ understands that the educational record of the teacher candidate, employed by an educational agency, is protected by FERPA. As a result of the Co-Sponsor Agreement, the Employer is considered a school official with a legitimate educational interest in determining the professional responsibility of the teacher candidate. TCSJ agrees to protect the privacy of educational records, concerning any teacher candidate and will not transmit, share or disclose any such records without the teacher candidate's written consent, **except to other school officials who have a legitimate educational interest in the records. (34CFR§99.31)**
14. Interns who are admitted into the Teachers College of San Joaquin IMPACT Intern Credential Program must:
 - a) Be employed in a teaching assignment that is authorized by the standard credential being pursued (Mild Moderate Support Needs, Extensive Support Needs, Early Childhood Special Education, Multiple Subject or Single Subject);
 - b) Complete TB testing and fingerprinting with the employing agency.
 - c) Be employed in a setting where video capture is permitted for candidate reflection and Teaching Performance Assessments (TPAs), required by CCTC.
 - d) Be employed at a site with a fully qualified site administrator.
 - e) Be employed as the teacher of record in a minimum .5 FTE capacity fully aligned to credential being sought.
 - f) Be employed in a face-to-face instructional setting with the same group of students on a daily or weekly basis as determined by the master schedule.
 - g) Be employed in a setting that will enable the candidate to demonstrate mastery of all Teaching Performance Expectations for the credential being sought.
 - h) Provide all documents required by the CCTC and TCSJ IMPACT Intern Program.
 - i) Be enrolled in the TCSJ IMPACT Intern Program.

PEER SUPPORT/COACHING & MENTORING:

Pursuant to California Education Code 44321, the supervision, mentoring and support of interns is the responsibility of both the Commission-approved teacher preparation program (Program Sponsor) and the employing agency.

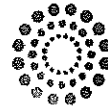
Prior to an intern assuming daily teaching responsibilities, the employer must identify a peer coach/mentor. The peer coach/mentor may not be the intern's supervisor/evaluator and should be from the same site.



The combination of **employer-provided** support and mentoring, and program support and supervision (provided by TCSJ) to the intern must include the following:

1. A minimum of 144 hours of annual support/mentoring and supervision:
 - a. Support may include but is not limited to weekly course planning of curriculum and assessments, coaching within the classroom, and problem-solving regarding student issues.
 - b. A minimum of five hours per week of support/mentoring and guidance must be provided to an intern teacher by the employing agency.
 - c. The program sponsor will provide opportunities to fulfill a portion of the 144 hours of general support needed each year.
 - d. The program sponsor will provide the intern with procedures to document and monitor the CCTC required hours of mentoring and support from the employer and TCSJ IMPACT Intern Program.
 - e. The intern will be responsible for documenting hours of support received.
2. An additional 45 hours of support/mentoring and supervision specific to meeting the needs of English learners shall be provided to an intern teacher unless the intern holds a CLAD, EL Authorization or has passed all sections of the CTEL Examination.
 - a. The employing agency must identify an employee who will be immediately available to assist the intern with planning lessons that are appropriately designed and differentiated for English learners, for assessing language needs and progress, and for support of language accessible instruction through in-classroom modeling and coaching as needed.
 - b. The identified coach/mentor *may* be the same peer coach/mentor that is providing general support and supervision provided that the individual possesses an English learner authorization and will be immediately available to assist the intern teacher in working with English learners.
 - c. The program sponsor will provide opportunities to fulfill a portion of the 45 hours of support/mentoring and supervision specific to meeting the needs of English learners.
 - d. The program sponsor will provide the intern with procedures to document and monitor the CCTC required hours of mentoring and support from the employer and TCSJ IMPACT Intern Program.
3. The employing agency must ensure that the peer coach/mentor satisfies the following minimum qualifications:
 - a. Hold a valid corresponding Clear or Life credential in the content area he/she is supporting.
 - b. Possess EL Authorization if responsible for providing specified EL support.
 - c. Have three years of successful teaching experience.
 - d. Agree to complete 10 hours of initial orientation and subsequent ongoing support, provided by the program.
4. Sufficient resources are to be provided, including the identification of protected time for employer-provided peer coach/mentor to work with the intern **within** the school day.
5. The employer determines the terms of employment for the peer coach/mentor and additional personnel. It is at the discretion of the employer to determine if the peer coach/mentor and/or





additional personnel receive compensation and if so, compensation is the responsibility of the employer. The employer agrees to provide any substitute release time necessary to train the peer coach/mentor and for the peer coach to conduct observations if needed.

6. The employing agency shall honor the confidentiality between the intern and peer coach/mentor while monitoring the contact and effectiveness of the peer coach/mentor.
7. Issues regarding a peer coach/mentor will be addressed in a timely way, with a plan for intervention or reassignment, if necessary.
8. The employing agency agrees to allow, after parent permission is granted, the Support Supervisor to observe Education Specialist candidates during an IEP meeting, or failing that, to debrief with a participating educational agency administrator who was present at a recent IEP meeting conducted by the candidate.

CTC REQUIREMENTS FOR EMPLOYING SCHOOLS:

1. Per CTC requirements, school sites **serving Education Specialist** intern candidates must:
 - a) Provide release time to Interns (**at least** 1 day per semester), enabling them to participate in supervised fieldwork in an experienced mentor's classroom in both general education and special education settings that reflect the full diversity of California public schools and continuum of placement options.
 - b) Demonstrate commitment to developmentally and culturally appropriate practices, including support for dual language learners with disabilities.
 - c) Engage in collaborative relationships with families.
 - d) Model inclusive practices for students with disabilities.
 - e) Participate in processes such as IEPs and student study teams.
 - f) Reflect the socioeconomic, linguistic, and cultural diversity of California's public-school population.
 - g) Utilize curriculum aligned to California's adopted standards and frameworks.
 - h) Permit video capture for candidate reflection, coursework, supervision and the CalTPA.
2. Per CTC requirements, school sites serving **General Education** intern candidates must:
 - a) Reflect the racial, ethnic, socioeconomic, linguistic, and cultural diversity of California's public-school population.
 - b) Demonstrate commitment to collaboration and continuous improvement.
 - c) Have partnerships with other appropriate educational, social, and community entities that support teaching and learning.
 - d) Utilize curriculum aligned to California's adopted standards and frameworks.
 - e) Place students with disabilities in the Least Restrictive Environment (LRE).
 - f) Provide robust programs and support for English learners.
 - g) Permit video capture for candidate reflection, coursework, supervision and the CalTPA.





RESPONSIBILITIES OF EMPLOYING AGENCIES/DISTRICTS

The employing agency acknowledges that:

1. Candidates will pay tuition/fees during their enrollment in the program and, if appropriate, the employer will assist the TCSJ IMPACT Intern Program Student Account's office to establish a monthly payroll deduction of tuition for the intern. Credential recommendations cannot be made if the candidate is not in "good financial standing". The employing agency is not responsible for non-payment by the intern.
2. No intern's salary may be reduced by more than 1/8 of its total to pay for supervision and/or support, and the salary of the intern shall not be less than the minimum base salary paid to a regularly certificated person. If the intern salary is reduced, no more than eight interns may be advised by one district support person. *Reference: Education Code Section 44462.*
3. The intern credential recommendation is jointly made between the employing agency and the TCSJ IMPACT Intern Program. Employment decisions, such as continuing employment and tenure decisions, are separate from credentialing decisions, and are at the sole discretion of the employing agency. In the instance when the employing agency, for whatever reason, no longer employs an intern candidate, the program sponsor will make the recommendation for the appropriate credential if the candidate has successfully completed the intern program.
4. Should a candidate not fulfill the completion requirements of the TCSJ IMPACT Intern Program, including timely payment of tuition, the program may drop the candidate, which we acknowledge may create employment issues for the employing agency. Program personnel will consult with appropriate educational agency staff and the candidate prior to this decision.
5. It is the district's responsibility to ensure candidates will be compensated for units earned in the program in the manner normally provided to all educational agency teachers.
6. Candidates will be evaluated annually by the employing agency.
7. All university provided supervisors are employees of the San Joaquin County Office of Education and have appropriate clearances (TB & fingerprints) for educational settings. If additional clearance is required, the employing agency will assume the related costs.

RESPONSIBILITIES OF PROGRAM SPONSOR (TCSJ):

The responsibilities of the Program Sponsor, Teachers College of San Joaquin IMPACT Intern Program, shall include the following:

1. Employment and assignment of qualified persons to teach courses and supervise candidates. Criteria include but are not limited to a) current knowledge of the content; b) knowledge of the current context of public schooling including the California adopted content standards, frameworks, and accountability systems; c) knowledge of diversity in society, including abilities, culture, language, ethnicity, and gender orientation; and d) demonstration of effective professional practices in teaching and learning, scholarship, and service.
2. Identification and assignment of a Support Supervisor and allocation of additional personnel if needed to provide on-site support for the intern. The TCSJ Support Supervisor will provide on-going direct support, including classroom observations, lesson planning, co-teaching, and evaluation of teaching proficiency according to the program sponsor's requirements.



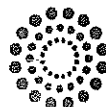
3. Providing appropriate orientation and training for the Support Supervisor and peer coach/mentor.
 - a. The content of this orientation includes but is not limited to characteristics of coaching, expectations for time and frequency of visitations, developing an understanding of the Teaching Performance Expectations, and process for documenting observations and evaluations of interns.
4. Establishing effective and on-going communication with employing agency and TCSJ IMPACT Intern personnel (e.g., Support Supervisor, Program Evaluator, Program Coordinators, Program Director and President) as appropriate to ensure a successful teaching experience for the intern.
5. Providing all CCTC required coursework for the Preliminary Credential and assistance with questions or issues regarding credentialing.
6. Processing appropriate documents with the CCTC for intern, preliminary, and clear (if appropriate) credentials for candidates.
7. In cooperation with the employing agency the program sponsor will counsel the intern candidate and develop a plan to complete the requirements to earn a credential in the content or specialty area of the intern credential.

INDEMNIFICATION:

TCSJ shall defend, indemnify and hold Employing Agency and its officials, employees, and agents harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages arising out of the performance of this agreement, but only in proportion to and to the extent such liability, loss, expense attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of TCSJ, its officials, agents or employees. TCSJ will provide insurance documentation for their Field as specified in Exhibit 1.

Employing Agency shall defend, indemnify and hold TCSJ and its officials, employees, and agents harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages arising out of the performance of this agreement, but only in proportion to and to the extent such liability, loss, expense attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Employing Agency, its officials, agents or employees.





TEACHERS COLLEGE
of SAN JOAQUIN
2721 Transworld Drive, Stockton CA 95206

TO BE COMPLETED BY THE EMPLOYING AGENCY:

For public schools, the Co-Sponsor Agreement can be with the district. *For charter schools the co-sponsor agreement must be with the individual school.

Type of Educational Agency:

☐ COE ☒ District ☐ Charter*

CDS Code (7 or 14 digit) 39-75499

Name of Agency: Tracy Unified School District

Mailing Address: 1875 W Lowell Ave, Tracy, CA 95376

Contact Person: Antonia Velasco

Telephone: 209-830-3260 Email: avelasco@tusd.net

The signatures below indicate that both parties have agreed to the conditions of the Co-Sponsor Agreement and will act as co-sponsors for the 2024-2026 academic years (7/1/24 - 6/30/26):

Name of Approving Official: Tammy Jalique

Position/Title: Associate Superintendent for HR

Signature of Approving Official: _____ Date: 04/24/2024

Signature of Educational Agency Board President (optional): _____ Date: _____

Signature of TCSJ Director of IMPACT Credentials: _____ Date: _____

Signature of TCSJ President: _____ Date: _____

Please complete the Co-Sponsor information (type or print) and return the entire document to:

Vanessa Segoviano
Email: vsegoviano@sjcoe.net
Fax: 209.953.2119 or
U.S. Mail: P.O. Box 213030, Stockton, CA 95213-9030

Candidates will not be admitted to the Teachers College of San Joaquin IMPACT Intern Credential Program without a current Co-Sponsor Agreement from the sponsoring educational agency on file.





HUMAN RESOURCES MEMORANDUM

TO: Dr. Robert Pecot, Superintendent
FROM: Tammy Jalique, Associate Superintendent of Human Resources
DATE: April 10, 2024
SUBJECT: Approve Resolution 23-13, Authorizing Abolishment of Vacant Classified Positions

BACKGROUND: As part of the annual budget review, vacant positions were identified for abolishment. The attached pages reflect the positions which were identified.

RATIONALE: Abolishing these positions is necessary to ensure that budget figures are accurate and staffing expenditures are not overstated. As the positions are vacant, there is no impact to current TUSD employees.

FUNDING: None.

RECOMMENDATION: Approve Resolution 23-13, Authorizing Abolishment of Vacant Classified Positions.

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

Positions Identified for the 2021-2022 Year

Description of Position
22/23 Para Ed Pos #749 RSC 3010 4.0 hrs @ VES PAO 6108
21/22 CLAS Para 4.0 hrs. @ HES POS 2199 PAO 5235
21/22 CLAS U3 8.0 hrs POS 2209 PAO5255
21/22 CLAS U3 @ HES 8.0 hrs POS 2547 PAO5326
21/23 CLAS FSW 1hr @ HES PAO 5138
21/22 CLAS FSW 6hr @ WHS POS 964 PAO 5118
21/22 FSW POS# 962 @ KES 1 hr. PAO 5145
21/22 CLAS U3 @ THS 8.0 hrs POS#284 PAO 5000
21/22 CLAS Para @ GKES 3.0 hrs. POS # 441 PAO 5415
21/22 CLAS Para I @ HES 3.0 hrs. POS#1557 PAO 6272
21/22 Clas Para #2494 & 2495 @ SWP PAO 18530/31
21/22 Clas Para Pos #746 3.0 hrs @ VES PAO 34982
21/22 CLAS HS Lib Tech Pos #1247 @ WHS 4.0 hrs PAO 6213
21/22 Bus Aide Pos #2363 4 hr 40 min PAO 28710
21/22 CLAS FSW 3hr @ WHS POS 1950 PAO 5144
21/22 CLAS FSW 2hr @ WHS POS 2194 PAO5141
21/22 CLAS FSW Pos #2121 7 hr @ MVMS PAO 5147
21/22 CLAS FSW Pos #1579 2.5 hr @ KES PAO 5111
21/22 CLAS FSW Pos #966 3 hr @ WMS PAO 5155
21/22 CLAS U3, Pos #276, 8.0 hrs PAO 5297
21/22 CLAS U3, Pos #2136, 8.0 hrs PAO 38261
21/22 CLAS U3, Pos #1556, 8.0 hrs PAO 5296
21/22 CLAS U3, Pos #275, 8.0 hrs PAO 38274
21/22 CLAS U3, Pos #84, 8.0 hrs PAO 5299
21/22 CLAS U3, Pos #85, 8.0 hrs PAO 5480
21/22 CLAS U3, Pos#1853, 8.0 hrs PAO 5300

21/22 CLAS UIII Pos#1574 @ THS 8.0 hrs PAO#5295
21/22 CLAS FSW #2146 2 hr @ WHS PAO 5110
21/22 CLAS FSW Pos #1054 3 hr @ WHS PAO 38120
21/22 CLAS FSW Pos #1047 3 hr @ WHS PAO 37964
21/22 CLAS FSW Pos #1526 2.5 hr @ SWP PAO 38496
21/22 CLAS FSW Pos #1021 2.5 hr @ SWP PAO 38129
21/22 CLAS FSW Pos #1567 3 hr @ KHS PAO 38145
21/22 CLAS FSW Pos #1015 3 hr @ KHS PAO 37958
21/22 CLAS FSW Pos #1031 2.5 hr @ CES PAO 5039
21/22 CLAS FSW Pos #971 3 hr @ KHS PAO 37957
21/22 CLAS FSW Pos #2410 3 hr @ FES PAO 5038
21/22 CLAS Para Pos #2274 5.5 hr @ VES PAO 38345
21/22 Sec Trans/Maint Pos 2067&2068; 4 hrs. each PAO 5006/37485
21/22 CLAS Bus Driver Pos #258 5.5 hr PAO 38849
21/22 CLAS Bus Drive Pos #2304 8.0 hrsPAO 38850
21/22 Custodian I Pos #993 6.0 hrs PAO 38845
21/22 CLAS Bus Drvr/Cust Pos #285 8.0 hrs PAO 38843
21/22 CLAS Bus Drvr Pos #2022 4 hr PAO 38263
21/22 CLAS Clrk Typ II 4 hr #1089 @ SHS PAO 38798
21/22 CLAS Sch Sec II #1094 @ WHS 8.0 hrs PAO 38262
21/22 CLAS Preschl Inst 4.25 hr @ VES PAO 38766
21/22 CLAS Prescl Inst 1.75 hr @VES PAO 38765
21/22 CLAS SSA Pos #2017 1 hr @ KES PAO 37431
21/22 CLAS SSA Pos #417 1.5 hr @ KES PAO 37673
21/22 CLAS Cust I #870 8.0 hrs PAO 38803
21/22 CLAS Para Pos #2305 3 hrs @ FES PAO 20599
21/22 CLAS Para #2307 3 hrs@ FES PAO 20598
21/22 CLAS Trans Clerk Typist Pos #1921 7.0 hrs PAO 38787

20/21 CLAS Para Pos #2094 4 hrs@ MES PAO 38685
21/22 CLAS Para Pos #178 4 hrs @ JES PAO 38689

Positions Identified for the 2022-2023 Year

Description of Position
CLAS Sped Para @ MVMS POS 2096 PAO 6666
CLAS Sped Para @ HES POS 2854 PAO 36590
CLAS Para @ MES POS 2094 PAO 36591
CLAS IEP Para @ VES POS 2782 PAO 36589
CLAS SSA @ MVMS POS 869 PAO 6781
CLAS Sped Para @ BES POS 2087 PAO 6846
CLAS Clerk Typist II @ Central POS 892
CLAS SSA 1hr @ JES POS 416 PAO 36577
CLAS FSW 2.5hr @ MES POS 1519 PAO 6641
CLAS FSW 3hr @ MES POS 1514 PAO 6783
CLAS Para I @ MES POS 1981 PAO 6779
CLAS FSW @ MES POS 1528 PAO 6040
CLAS FSW @ KHS POS 1475 PAO 6048
CLAS FSW @ KHS POS 959 PAO 6047
CLAS FSW @ THS POS 1026 PAO 6045
CLAS FSW @ WMS POS 2668 PAO 6044
CLAS FSW @ WMS POS 1910 PAO 6043
CLAS FSW @ VES POS 2195 PAO 6042
CLAS FSW @ NES POS 1516 PAO 6041
CLAS Sped Para @ WMS POS 2196 PAO 6842
CLAS SPED Para @ THS POS 2271 PAO 6840
CLAS SPED Para @ JES POS 2270 PAO 6841
CLAS SPED Para @ KHS POS 2284 PAO 6839
CLAS SPED Para @ CES POS 2534 PAO 6838
CLAS SPED Para @ WHS POS 570 PAO 6836
CLAS SPED Para @ MVMS POS 2071 PAO 6834

CLAS SPED Para @ MVMS POS 2015 PAO 6835
22/23 Re-abolish Pos #984 and 2257
CLAS FSW 3.5hr @ KES POS 1023 PAO 6050
CLAS Bus Aide 1.2hr @NDWI POS 2364 PAO 6805
CLAS FSW 2.5hr @ CES POS 1476 PAO 6053
CLAS Sped Para 6.25hr @ MVMS POS 2783 PAO 18990
CLAS Registrar @ TISCS POS 2397 PAO 6775
CLAS FSW 3hr @ PES POS 2663 PAO 6039
CLAS FSW 1hr @ PES POS 1012 PAO 6038
CLAS U2 @ THS 5.5hr POS 1392
CLAS Sped Para @ MES POS 2245
CLAS Sped Para @ HES POS 2093
CLAS Sped Para @ MVMS POS 2020
CLAS Sped Para @ WMS POS 1909
CLAS Sped Para @ Stein POS 1847
CLAS Sped Para @ MVMS POS 1740
CLAS Sped Para @ Williams POS 999
CLAS Sped Para 5hr @ MVMS POS 809
CLAS SPED Para 6.5hr @ NES POS 2714 PAO 18977
CLAS Para @ PES POS 2400 PAO 6387
CLAS IEP Para @ BES POS 2574 PAO 6379
CLAS IEP Para 7hr @ THS POS 2150 PAO 5234
CLAS Sped Para 6hr @CES POS 121 PAO 38022
CLAS Sped Para @ MVMS POS 867
CLAS Para 3hr @ CES POS 1866 PAO 6901
CLAS Para 6.25 hr @ JES POS 2756 PAO 3196
CLAS FSW 3hr @ VES POS 1509 PAO 6033
CLAS Para @ SWP POS 1738 PAO 6863
CLAS SSA 1hr @ SWP POS 1905 PAO 6102
CLAS FSW 3hr @ NES POS 1506 PAO 6054
CLAS U3 @ Villa POS 813 PAO 6734

CLAS U3 @WMS 1.0FTE POS 2711 PAO 6735
CLAS Cust 1 1.0 FTE @ THS POS 1426 PAO 6736
CLAS FSW @ SWP POS 1523 PAO 6060
CLAS PreK Instructor @ NES POS 1064 PAO 6124
CLAS FSW 2.5hr @ VES POS 1510 PAO 6028
CLAS FSW @ WHS POS 1028 PAO 6055
CLAS Sped Para @ CES POS 2149 PAO 6820
CLAS BCG 1.0 FTE @ FES POS 199 PAO 6804
CLAS IG Special @ NDWI POS 309 PAO 6070
CLAS FSW 2.5hr @ NES POS 1513 PAO 5127
CLAS FSW 2.5hr @ NES POS 1053 PAO 5126
CLAS Para @ JES POS 1641 PAO 6268
CLAS IEP Para @ JES POS 2505 PAO 38712
CLAS IEP Para @ HES POS 2539 PAO 6383
CLAS Para I 1.0 FTE @ MES POS 2477 PAO 6810
CLAS Sped Para @ JES POS 1852 PAO 6815
CLAS IEP Para @ WHS POS 2268
CLAS IEP Para @ WHS POS 2319 PAO 38708
CLAS IEP Para @ WHS POS 2268 PAO 38713
CLAS SDC Para @ THS POS 1846 PAO 6911, 5232
CLAS U3 @ JES POS 1596 PAO 6075
CLAS SSA .75hr @ CES POS 2312 PAO 6692
CLAS SSA 1hr @ CES POS 2221 PAO 6693
CLAS IG Special 1.0FTE @NDWI POS 1818 PAO 6931
CLAS Para I @ MES POS 708 PAO 6697
22/23 CLAS U3 @ Trans/Various sites PAO 18523
22/23 CLAS Sped Para @ Villa POS 759 PAO 6821
22/23 CLAS Para Pos #1312 RSC 0709 @ THS PAO 5449
22/23 CLAS Irrigation Special POS 1869 PAO 6072
22/23 CLAS SSA .175 FTE @ SWP POS 2227 PAO 5193

CLAS Sped Para @ WMS POS 2655 PAO 6917
CLAS FSW @ HES POS 2142 PAO 5132
CLAS FSW @ NES POS 2229 PAO 5130
CLAS FSW @ NES POS 1016 PAO 5131
CLAS SSA @ SWP POS 533 PAO 6942
CLAS SSA @ SWP POS 549 PAO 6944
CLAS SSA @ SWP POS 552 PAO 6943
22/23 CLAS Sec to Prec Serv 4hr POS 2062 PAO 6310
22/23 CLAS Sec to PRev Serv 4hr POS 2127 PAO 6309
22/23 CLAS U2 @THS 3hrs POS 1405 PAO 5173
22/23 CLAS U3 @ BES POS 1626 PAO 6077
22/23 U-II to Night Security Positions PAO 5455
22/23 CLAS U2 1.0 FTE @ THS POS 1723 PAO 5324
21/22 CLAS Para 3hr @ VES POS 2054 PAO 6142
22/23 MTSS Para Ed I Positions RSC 7426 PAO 6086
22/23 CLAS Bil Para Pos #1240 5 hr @ WHS PAO 6005
22/23 CLAS FSW 2.5hr @ PCES POS 2231 PAO 5113
22/23 CLAS Main Mech 1.0FTE POS 316 PAO 5261



BUSINESS SERVICES MEMORANDUM

TO: Dr. Rob Pecot, Superintendent
FROM: Tania Salinas, Associate Superintendent of Business Services
DATE: April 10, 2024
SUBJECT: Adopt New Board Policy and Acknowledge New Administrative Regulation
3552 Summer Meal Program (Second Reading)

BACKGROUND: There are Board Policies and Administrative Regulations related to school nutrition that have not been adopted by Tracy Unified School District (TUSD).

RATIONALE: TUSD needs to adopt a new Board Policy and acknowledge new Administrative Regulation 3552 Summer Meal Program to reflect current laws and language pertaining to school nutrition programs.

FUNDING: There is no cost.

RECOMMENDATION: Adopt new Board Policy and acknowledge new Administrative Regulation 3552 Summer Meal Program. (Second Reading).

Prepared by: Brandy Campbell, Director of Food Services.

SUMMER MEAL PROGRAM

The Governing Board recognizes that child nutrition programs have a positive and direct impact upon children's well-being and achievement. To help students and other children in the community remain well-nourished throughout the summer vacation, the district shall sponsor a summer meal program as approved by the California Department of Education (CDE).

The Superintendent or designee shall recommend to the Board one or more sites for meal services based on state and federal program criteria and an assessment of family and community needs.

The summer meal program may be offered in conjunction with educational enrichment or recreational activities in order to encourage participation in other wellness and learning opportunities.

The Superintendent or designee shall develop and coordinate outreach and promotional activities to inform parents/guardians and the community about the availability of the summer meal program and its location(s) and hours.

The Superintendent or designee shall maintain accurate records of all meals served and shall ensure the timely submission of reimbursement claims in accordance with state procedures.

Legal Reference:

CALIFORNIA CODE OF REGULATIONS, TITLE 5:

15510	Mandatory meals for needy students
15550-15565	School lunch and breakfast programs

EDUCATION CODE:

49430-49434	Pupil Nutrition, Health, and Achievement Act of 2001
49490-49494	School breakfast and lunch programs
49500-49505	School meals
49510-49520	Duffy-Moscone Family Nutrition Education and Services Act of 1970
49530-49536	Child Nutrition Act
49540-49546	Childcare food program
49547-49548.3	Comprehensive nutrition services
49550-49562	Meals for needy students
49570	National School Lunch Act

UNITED STATES CODE, TITLE 42:

1751-1769j	School Lunch Program
1758b	Local wellness policy
1761	Summer Food Service Program and Seamless Summer Feeding Option
1771-1792	Child nutrition

SUMMER MEAL PROGRAM

California Center for Research on Women and Families, Summer Meal Program Coalition
<http://ccrwf.org>

Nourish California
<http://nourishca.org>

California School Nutrition Association
<https://calsna.org>

California Department of Education, Nutrition Services Division
<https://www.cde.ca.gov/ls/nu>

CSBA
<https://www.csba.org>

SUMMER MEAL PROGRAM

Site Selection

In identifying locations where summer meals may be provided, the Superintendent or designee shall document site eligibility according to the following criteria: (7 CFR 225.2, 225.15)

1. Open Site: The site provides meals to all children in the area and is located at a school or non-school site within the geographical boundaries of a school attendance area where at least 50 percent of the children are eligible for free or reduced-price meals.
2. Restricted Open Site: The site initially meets the criteria of an "open site," but the district must restrict or limit participation on a first-come, first-served basis due to security, safety, or control concerns.
3. Closed Enrolled Site: The site is open only to enrolled children, as opposed to the community at large, and at least 50 percent of the enrolled children at the site are eligible for free or reduced-price school meals, as determined by approval of applications in accordance with 7 CFR 225.15(f).

Whenever the district offers the summer meal program at a site that provides summer school sessions, it shall ensure that the site is open to students enrolled in summer school and to all children residing in the area served by the site. (7 CFR 225.14)

Meal Service

In accordance with the district's agreement with the California Department of Education (CDE), the summer meal program may offer breakfast and lunch. All meals shall be provided within the time periods specified in 7 CFR 225.16. (42 USC 1761; 7 CFR 225.16)

Meals provided through the district's summer meal program shall be available at no cost to: (42 USC 1761; 7 CFR 225.2)

1. Children age 18 or younger
2. Persons over age 18 who meet the CDE's definition of having a physical or mental disability and who are participating in a public or nonprofit private school program established for individuals with a disability.

The Superintendent or designee shall designate a person at each participating site to serve as the program's food service worker. The food service worker shall ensure the site is cleaned before and after the meal and record the number of complete meals served to eligible children each day.

Additional Requirements for Seamless Summer Feeding Option

SUMMER MEAL PROGRAM

All meals offered through the summer meal program shall meet U.S. Department of Agriculture minimum meal patterns as specified in 7 CFR 225.16 or the meal patterns required for the National School Lunch and Breakfast Programs. (42 USC 1761; 7 CFR 225.16)

The Superintendent or designee shall submit to the CDE monthly reimbursement claims based on the number of eligible meals served.

The Superintendent or designee shall retain all records pertaining to the program for a period of three years after the end of the fiscal year to which they pertain. (7 CFR 225.6, 225.15)



TRACY
UNIFIED SCHOOL DISTRICT

BUSINESS SERVICES MEMORANDUM

TO: Dr. Rob Pecot, Superintendent
FROM: Tania Salinas, Assoc Supt of Business Services
DATE: April 12, 2024
SUBJECT: Receive Report on Actuarial Study of Post Employment Benefits in Support of Governmental Accounting Standards Board Statement 75

BACKGROUND: In June 2015, the Governmental Accounting Standards Board (GASB) issued Statement Number 75, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, which addressed how state and local governments should account for and report their costs and obligations related to postemployment healthcare and other nonpension benefits. Collectively, these benefits are commonly referred to as Other Postemployment Benefits (OPEB), and the statement is commonly referred to as "GASB 45."

The GASB is an independent, not-for-profit organization formed in 1984 that establishes and improves financial accounting and reporting standards for state and local governments. Its seven members are drawn from the Board's diverse constituency, including preparers and auditors of government financial statements, users of those statements and members of the academic community.

GASB Statement 45 provided regulations for Accounting and Financial Reporting by Employers for Post-Employment Benefits Other than Pensions, and was issued in 2004. Although GASB had issued previous statements about OPEBs, namely GASB 25 and 27, GASB 45 resulted in significant changes to the reporting requirements for governmental agencies. In 2012, Statements 67 and 68 amended GASB Statements 25 and 27. GASB has now released Statement 75, a 300-page document to further outline and expand upon the requirements required from earlier statements. In addition, Statement 73 (128 pages), Statement 74 (108 pages), complete the reporting regulations that apply to OPEB. The GASB website in their June 20, 2015, News release states, "the new OPEB standards parallel the pension standards issued in 2012 GASB Statement No. 67, Financial Reporting for Pension Plans, and GASB Statement No. 68, Accounting and Financial Reporting for Pension. Together, the pension and OPEB standards provide consistent and comprehensive guidance for all post-employment benefits."

The package of regulations (GASB 67, 68, 73, 74, 75) regulate how state and local governments calculate and report on financial statements, the costs associated with defined benefit OPEB plans.

- Government employers that do not prefund OPEB obligations will have to record a gross OPEB liability, while those that fund their OPEB plans through a trust that meets the specified criteria will have to record a net OPEB liability in their accrual-basis financial statements based on the plan fiduciary net position rather than plan funding.
- The new standard will make a government's obligations more transparent, and many governments will likely report a much larger liability.
- There are varying reporting requirements depending on whether the OPEB plan is administered through a trust that meets the following criteria:
 - Contributions from employers and non-employer entities contributing to the plan and earnings on those contributions are irrevocable.
 - OPEB assets provide OPEB to plan members in accordance with the benefit terms.
 - OPEB plan assets are legally protected from the creditors of employers, non-employer contributing entities, the OPEB plan administrator and plan members.
- OPEB benefits that are not provided through a trust are subject to the requirements in GASB Statement 68 and Statement 73 and 75.
- GASB does not require Governments to Fund OPEB (Technical Line, July 22, 2015)

Governmental employers that provide OPEB may choose how they wish to pay for the OPEB obligations. The GASB requirements then define based on those choices how the obligations are reported on financial statements. The options available include the following:

1. Pay As You Go
 - a. Current Practice (Note: But we have begun to combine pay as you go with an informal prefund model)
 - b. Is legal
 - c. Not necessarily prudent
 - d. Liability rises over time
 - e. Liability never goes away
2. Prefund Informal
 - a. Revocable
 - b. Local District Fund
 - c. No Contribution Plan
 - d. Pay when dollars are available
 - e. Investment earnings is typically significantly lower over the long term and restricted to portfolio of investments by the County Treasurer
 - f. Minimizes future cost impacts
 - g. Provides future financial flexibility
 - h. Spreads the obligation over many years
 - i. Demonstrates prudent financial practices

- j. Does not reduce Overall Liability
- 3. Prefund Formal
 - a. Irrevocable Trust
 - b. Administered by a third party
 - c. Pay As You Go plus some Defined Funding Plan
 - d. Typical amortization is 30 years
 - e. Minimizes future cost impacts
 - f. Provides future financial flexibility
 - g. Spreads the obligation over many years
 - h. Demonstrates prudent financial practices
 - i. Provides greater investment flexibility
 - j. Higher rate of return on investment
 - k. Reduces Overall Liability

The Governmental Finance Officers Association (GFOA) recommends creating a qualified trust fund to refund OPEB obligations. The GFOA also recommends that if an individual trust is created, consultation with legal counsel is necessary to ensure that the trust is established and administered properly.

RATIONALE: The first step in preparing to implement GASB 75 is to conduct an actuarial study. Total Compensation Systems, Inc. is a health actuarial consulting firm specializing in California public school employees. Their services have been utilized by the San Joaquin County Office of Education, who recommended them to TUSD.

FUNDING: None.

RECOMMENDATION: Receive Actuarial Study of Post Employment Benefits in Support of Governmental Accounting Standards Board Statement 75.

PREPARED BY: Lori Nelson, Director of Financial Services.



BUSINESS SERVICES MEMORANDUM

TO: Dr. Robert Pecot, Superintendent
FROM: Tania Salinas, Associate Superintendent for Business
DATE: April 12, 2024
SUBJECT: Adopt Resolution No. 23-14 Authorizing Temporary Loans Between Funds for the 2024/25 School Year

BACKGROUND: The potential for cash flow deficiencies may create the need for a fund to temporarily borrow cash from other funds. Education Code Section 42603 authorizes such a loan. This Code Section reads:

The governing board of any school district may direct that money held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations. The transfer shall be accounted for as temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account. Amounts transferred shall be repaid either in the same fiscal year or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year. Borrowing shall occur only when the fund or account receiving the money will earn sufficient income, during the current fiscal year, to repay the amount transferred. No more than 75 percent of the maximum money held in any fund or account during the current fiscal year may be transferred.

RATIONALE: It may be necessary from time to time to temporarily borrow money from other funds to satisfy current operating expenditures. Adoption of this resolution will provide administration with the authorization necessary to initiate a temporary loan between funds, when necessary, thereby allowing administration to manage the district's cash in a fiscally prudent and responsible manner.

FUNDING: Funding requirements will vary with the amount borrowed and the prevailing interest rate.

RECOMMENDATION: Adopt Resolution No. 23-14 Authorizing Temporary Loans Between Funds for the 2024-2025 School Year.

Prepared by: Lori Nelson, Financial Services



**TRACY UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 23-14**

**AUTHORIZING THE DISTRICT TO TEMPORARILY TRANSFER MONEYS
BETWEEN FUNDS AND ACCOUNTS AS ALLOWED UNDER EDUCATION
CODE SECTION 42603**

WHEREAS, Education code section 42603 authorizes the governing board of any school district to direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations; and

WHEREAS, any transfer shall be accounted for as a temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account; and

WHEREAS, amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year; and

WHEREAS, borrowing shall occur only when the fund receiving the money will earn sufficient income, during the current fiscal year, to repay the amount transferred; and

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Tracy Unified School District, in accordance with the provisions of Education Code section 42603 adopts the following authorization for the fiscal year 2024/25 to temporarily transfer funds between any and all funds provided that all transfers are approved by the Superintendent or his designee:

PASSED AND ADOPTED this 23rd day of April 2024, by the Board of Trustees of the Tracy Unified School District by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

President
Board of Trustees
Tracy Unified School District

Clerk
Board of Trustees
Tracy Unified School District



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Rob Pecot, Superintendent
FROM: Julianna Stocking, Associate Superintendent of Educational Services
DATE: April 5, 2023
SUBJECT: Approve Addendum to the existing Contract Services Agreement with the Boys & Girls Club of Tracy

BACKGROUND: The Expanded Learning Opportunities Program (ELO/ELO-P), Assembly Bill 130 (Amended by AB 167), is intended to ensure that all Local Educational Agencies (LEAs) offer all unduplicated students currently in classroom-based instructional programs access to comprehensive after school and intersessional expanded learning opportunities - California Ed. Code (EC) Section 46120. An unduplicated pupil is a pupil enrolled in a school district or charter school who is officially classified as an English learner, is eligible for Free or Reduced-price meal (FRPM), and/or is a foster or homeless youth. The ELOP states that LEAs must provide Before School and/or After School as well as at least 30 days of Intersession (Summer and/or Winter Break) to its unduplicated pupils. The ELO/ELO-P highly encourages LEAs to partner with community-based organizations to assist in providing these services.

RATIONALE: TUSD annually receives approximately \$6.1 million earmarked for extended learning opportunities through ELO/ELO-P, which have been instrumental in bolstering our Boys & Girls Club After-School programs in recent years, offering invaluable support to our students. Presently, 14 school sites host after-school programs with the Boys & Girls Club, and commencing next school year, both Tracy High School and Kimball High School will introduce after-school programming funded by ELO/ELO-P. This expansion signifies that nearly all TUSD schools will provide a safe and structured learning environment for our students through the Boys & Girls Club of Tracy.

TUSD recently received notification that any carryover ELO/ELO-P funds preceding the allocation year 2023-24 must be expended by June 30, 2024. Presently, there is \$2,850,420.00 in carryover ELO/ELO-P funds. In response to the impending deadline, TUSD has collaborated with the Boys and Girls Club of Tracy to expedite the utilization of these funds, mitigating the risk of losing future funding if the deadline isn't met.

This strategic collaboration alleviates pressure for TUSD, providing flexibility beyond June 30, 2024, for the Boys & Girls Club to make informed decisions regarding hiring personnel and executing outlined projects and contracts in the addendum with precision. Moreover, this initiative ensures seamless operations and allocation of resources across all TUSD school sites as we transition into summer programming and the upcoming school year.

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, and Goal # 3: Apply fiscal, operational, and community resources to ensure a safe learning environment that supports staff and student goals.

FUNDING: The \$2,850,420.00 addendum to the current contract encompasses the allocation of carryover ELO/ELO-P funds to the Boys & Girls Club of Tracy.

RECOMMENDATION: Approve Addendum to the existing Contract Services Agreement with the Boys & Girls Club of Tracy.

Prepared by: Dr. Mary Petty, Continuous Improvement, State & Federal Programs.

BUDGET PROPOSAL & Addendum To Contract		
DISTRICT/ORGANIZATION:	Tracy USD/Boys and Girls Club	
SCHOOL:	All ELOP sites at TUSD	
AGREEMENT PERIOD:	July 1, 2023-June 30, 2024 to prepare for 2024-2025 school year	
TUSD ELOP Funds	Approved Budget Amount	FTE
Advance Payment to Prepare for 2024-2025 Expansion		
OPERATIONAL:		
UOP Summer Camp		\$ 300,000.00
Materials/Supplies/Paper/copy machines		\$ 150,000.00
Travel & Conferences & Trainings		\$ 100,000.00
Outside Services - Catering/sports/stem/		\$ 100,000.00
Outside Services - sparks, active shooter, mobile ed/stem, tuff shed, game/stem room, age of learning		\$ 390,000.00
Tracy High School Program		\$ 250,000.00
Kimball High School Program?		\$ 150,000.00
New Doors at Lowell Club Site/Gym Lights/HVAC overage		\$ 350,000.00
New Floor for Club Volleyball/Volleyball equipment		\$ 100,000.00
Registration laptops/tech expansion/internet upgrade		\$ 20,000.00
office cubicles/front office design/storage pod		\$ 160,000.00
site program printers		\$ 5,000.00
New Hires		\$ -
Talent Acquisition/Recruiter Coordinator		\$ 50,000.00
Director of Finance		\$ 80,000.00
Chief of Staff		\$ 80,000.00
1 additional HR admin/coordinator		\$ 80,000.00
1 additional ELOP Coordinator		\$ 50,000.00
y unforeseen costs, programs, supplies/resource/positions needed		\$ 135,420.00
site positions for TUSD/raises and scale increases for current employees		\$ 300,000.00
		\$ -
		\$ -
	\$ -	\$ 2,850,420.00
	#REF!	
** This must match the Contract Amount		
Total Operational Expenses:		
TOTAL CONTRACT AWARD AMT		

Kelly Wilson 4/3/24
 Kelly Wilson
 CEO/BGCT



HUMAN RESOURCES MEMORANDUM

TO: Dr. Robert Pecot, Superintendent
FROM: Tammy Jalique, Associate Superintendent of Human Resources
DATE: April 11, 2024
SUBJECT: Adopt New Board Policy 4112.41, 4212.41, and 4312.41 Employee Drug Testing
(First Reading)

BACKGROUND: The District continues the process of reviewing, revising and adding board policies and regulations as current laws and requirements change. The new Board Policy 4112.41, 4212.41, 4312.41 is being added as recommended by the California School Boards Association.

RECOMMENDATION: Adopt New Board Policy 4112.41, 4212.41, and 4312.41 Employee Drug Testing (First Reading).

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

EMPLOYEE DRUG TESTING

The Governing Board maintains a drug- and alcohol-free workplace. In accordance with law, all employees shall render service without using, possessing, being impaired by, or being under the influence of alcohol or drugs.

Pre-Employment Drug/Alcohol Testing for Safety-Sensitive Positions

Because students and staff have the right to a safe and secure campus where they are free from physical and psychological harm, the Board authorizes the testing of prospective employees in safety-sensitive positions for drug and alcohol use. Safety-sensitive positions involve a greater than normal level of trust for the health and safety of others where diminished capacity or judgement could endanger the employee or others.

Once a conditional offer of employment has been made, prospective employees in these identified positions shall undergo a pre-employment drug and alcohol screening for any substance which could impair their ability to safely and effectively perform their job functions. This screening shall be part of the employee's pre-employment physical examination.

Final selection of a job applicant for a position shall not be made until the applicant has successfully completed the screening.

All testing and medical examinations shall be conducted in accordance with state and federal law, Board policy, and administrative regulation.

Legal Reference:

EDUCATION CODE

44011	Controlled substance offense
44455	Conviction for controlled substance offenses as grounds for revocation of credential
44836	Employment of certificated persons convicted of sex offense or controlled substance offense
44839	Medical certificate; periodic medical examination
44940	Compulsory leave of absence for certificated persons
44940.5	Procedures when employees are placed on compulsory leave of absence

45122 Physical examinations

45123 Employment after conviction of controlled substance offence

45304 Compulsory leave of absence for classified persons

GOVERNMENT CODE

12940 Unlawful discriminatory employment practices

8350-8357 Drug-free workplace

CA CONSTITUTION

Article 1, Section 28 Right to Safe Schools

CA CODE

5 CCR 5504 Medical certification procedures

FEDERAL CODE

41 USC 701-707 Drug-Free Workplace Act



HUMAN RESOURCES MEMORANDUM

TO: Dr. Robert Pecot, Superintendent
FROM: Tammy Jalique, Associate Superintendent of Human Resources
DATE: April 11, 2024
SUBJECT: Acknowledge New Administrative Regulation 4112.41, 4212.41, and 4312.41
Employee Drug Testing (First Reading)

BACKGROUND: The District continues the process of reviewing, revising and adding board policies and regulations as current laws and requirements change. The new Administrative Regulation Policy 4112.41, 4212.41, 4312.41 is being added as recommended by the California School Boards Association.

RECOMMENDATION: Acknowledge New Administrative Regulation 4112.41, 4212.41, and 4312.41 Employee Drug Testing (First Reading).

Prepared by: Tammy Jalique, Associate Superintendent of Human Resources

EMPLOYEE DRUG TESTING

Pre-Employment Drug/Alcohol Screening for Safety-Sensitive Positions

Applicants shall sign a form consenting to the drug and alcohol testing. The consent form shall authorize release of the test results to the district.

To ensure an individual's privacy, the district shall not use test results for any purpose other than those stated in Board policy and administrative regulation, shall maintain the confidentiality of screening records, and shall not disclose such records unless the applicant consents or the Superintendent or designee is presented with a court order requiring the disclosure.

All initial screening tests shall be conducted at the district's expense. If an applicant's initial test is positive, a second test, at the district's expense, shall be administered as soon as possible to confirm the results. Upon obtaining a second positive result, the applicant may seek an independent drug and alcohol screening from a recognized medical laboratory at his/her own expense. Any applicant who fails to provide the district with a negative drug and alcohol screening report within five working days of a confirmed positive result shall be determined to have failed the screening and shall not be employed.

Failure to submit to the process or to complete the process shall preclude the applicant from being hired into the position. Disqualified applicants shall not be prohibited from applying for another job within the district.

Legal Reference:

EDUCATION CODE

44011	Controlled substance offense
44455	Conviction for controlled substance offenses as grounds for revocation of credential
44836	Employment of certificated persons convicted of sex offense or controlled substance offense
44839	Medical certificate; periodic medical examination
44940	Compulsory leave of absence for certificated persons
44940.5	Procedures when employees are placed on compulsory leave of absence
45122	Physical examinations

45123 Employment after conviction of controlled substance offence

45304 Compulsory leave of absence for classified persons

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12940 Unlawful discriminatory employment practices

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Article 1, Section 28 Right to Safe Schools

CA CODE

5 CCR 5504 Medical certification procedures

FEDERAL CODE

41 USC 701-707 Drug-Free Workplace Act



HUMAN RESOURCES MEMORANDUM

TO: Dr. Rob Pecot, Superintendent
FROM: Tammy Jalique, Associate Superintendent of Human Resources
DATE: April 11, 2024
SUBJECT: Adopt Revised Board Policy 4112.42, 4212.42, and 4312.42 - Drug and Alcohol Testing for School Bus Drivers/Commercial Vehicle Drivers (First Reading)

BACKGROUND: The District continues the process of reviewing, revising and adding board policies and regulations as current laws and requirements change. The Board Policy 4112.42, 4212.42 and 4312.24 is being updated as recommended by the California School Boards Association.

RECOMMENDATION: Adopt revised Board Policy 4112.42, 4212.42, and 4312.42 - Drug and Alcohol Testing for School Bus Drivers/Commercial Vehicle Drivers (First Reading).

Prepared by: Tammy Jalique, Associate Superintendent of Human Resources

DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS/COMMERCIAL VEHICLE DRIVERS

The Governing Board maintains a drug and alcohol-free workplace to ensure that District-provided transportation is safe for students, staff, and the public. The Superintendent or designee shall establish a drug and alcohol testing program for all District drivers, other employees who hold a commercial driver's license, and drivers of a "school transportation vehicle" as defined in Vehicle Code 34520.3 which is necessary to perform duties related to their employment with the District. Employees who drive vehicles which require the possession of a commercial driver's license to operate, including school bus drivers, are subject to federal law and regulations requiring a drug and alcohol testing program.

The District's testing program shall include pre-employment drug testing and reasonable suspicion, random, post-accident, return-to-duty, and follow-up drug and alcohol testing of drivers. (49 USC 31306; 49 CFR 382.301-382.311)

The Superintendent or designee shall contract for testing services **upon verifying that the personnel are appropriately qualified and/or certified and that the testing procedures conform to federal regulations.** ~~and shall ensure that testing contractors and procedures are certified by the U.S. Department of Health and Human Services to conduct drug specimen analysis and to conform to the requirements of federal law.~~

A driver shall not report for duty or remain on duty when the driver has used any drug listed in 21 CFR 1308.11. A driver is also prohibited from reporting for duty or remaining on duty when the driver has used any drug listed in 21 CFR 1308.12-1308.15, unless the driver is using the drug under the direction of a physician who has advised the driver that the substance will not adversely affect the driver's ability to safely operate a bus. (49 CFR 382.213)

~~A driver shall not consume alcohol while on duty or for four hours prior to on-duty time and up to eight hours following an accident or until he/she undergoes a post-accident test, whichever occurs first. A driver shall not report for duty or remain on duty that requires performing safety-sensitive functions when the driver uses a controlled substance, unless so instructed by a physician.~~

No driver may operate a district vehicle when his/her blood alcohol content is found to be .01 percent or greater. **In addition, a driver shall not consume alcohol while on duty and/or performing safety-sensitive functions, or for four hours prior to on-duty time. (49 CFR 382.205, 382.207)**

Drivers shall submit to drug and alcohol testing as required under federal law and specified in the accompanying administrative regulation.

Policy Adopted: 01/28/1997

Revised: 01/09/2007

DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS/COMMERCIAL VEHICLE DRIVERS

Except as otherwise provided by law, the Superintendent or designee shall not release individual test results or medical information about a driver to a third party without the driver's specific written consent. (49 CFR 40.321)

Consequences Based on Test Results

No driver shall be temporarily removed from the performance of safety-sensitive functions based only on a laboratory report of a confirmed positive test for a drug or drug metabolite before the certified medical review officer has completed verification of the test results, unless the district has obtained a waiver from the Federal Motor Carrier Safety Administration. (49 CFR 40.3, 40.21, 382.107, 382.119)

~~Any driver who tests positive for alcohol or drugs or who refuses to submit to a test shall be removed from safety-sensitive functions and may be subject to disciplinary action up to and including dismissal in accordance with law, administrative regulations, and the District's collective bargaining agreement.~~ **Any driver for whom the district receives a verified positive drug test result or who is found to have a blood alcohol concentration of 0.01 or higher shall be immediately removed from performing safety-sensitive functions in accordance with 49 CFR 40.23 and 382.211. An alcohol concentration between 0.02 and 0.04 requires temporary removal of the bus driver for a 24-hour period following the test. Any driver who refuses to take a required drug or alcohol test shall not be permitted to perform or continue to perform safety-sensitive functions. (49 CFR 40.23, 382.211)**

Not later than five days after receiving notification of the test result or refusal to comply, the Superintendent or designee shall report any refusal, failure to comply, or positive test result to the California Department of Motor Vehicles (DMV) using a form approved by the DMV. (Vehicle Code 13376)

A driver who has violated federal drug and alcohol regulations or who refuses to submit to a test may be subject to disciplinary action up to and including dismissal in accordance with law, administrative regulations, and the district's collective bargaining agreement.

Any driver provided with an opportunity to return to a safety-sensitive duty following a violation shall be evaluated by a qualified substance abuse professional and complete the evaluation recommendations before returning to such duty. (49 CFR 40.289)

If the substance abuse professional recommends that further and ongoing services are needed to assist the driver to maintain sobriety or abstinence from drug use, the Superintendent or designee shall require the driver to participate in the recommended services as part of a return-to-duty agreement and shall monitor the driver's compliance.

DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS/COMMERCIAL VEHICLE DRIVERS

Any drop from a rehabilitation or return-to-duty program or a subsequent positive test result shall be reported to the DMV. (Vehicle Code 13376; 49 CFR 40.285, 40.287, 40.303, 382.605)

The Superintendent or designee shall ensure that each driver receives an explanation of the federal regulations and the District's policy and procedure in accordance with law. In addition, each driver shall sign a statement certifying that he/she has received a copy of the above materials. Representatives of employee organizations shall be notified of the availability of this information.

Voluntary Self-Identification

Whenever a driver admits to alcohol or drug misuse under the district's voluntary self-identification program, the Superintendent or designee shall ensure all of the following: (49 CFR 382.121)

- 1. No adverse action shall be taken against the driver by the district.**
- 2. The driver shall be allowed sufficient opportunity to seek evaluation, education, or treatment to establish control over the drug or alcohol problem.**
- 3. The driver shall be permitted to participate in safety-sensitive functions only after:**
 - a. Successfully completing an education or treatment program, as determined by a drug and alcohol abuse evaluation expert, such as an employee assistance professional, substance abuse professional, or qualified drug and alcohol counselor**
 - b. Undergoing a return-to-duty test with a result indicating an alcohol concentration of less than 0.02 and/or a verified negative result for drug use**

A driver who admits to alcohol or drug misuse shall not be subject to federal requirements related to referral, evaluation, and treatment, provided that the driver does not self-identify in order to avoid drug or alcohol testing, makes the admission prior to performing a safety-sensitive function, and does not perform a safety-sensitive function until the driver has been evaluated and has successfully completed education or treatment requirements in accordance with program guidelines. (49 CFR 382.121)

**DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS/COMMERCIAL
VEHICLE DRIVERS**

Legal Reference:

EDUCATION CODE

35160 Authority of Governing Boards

VEHICLE CODE

13376 Driver certificates; revocation or suspension

34500-344520.5 Safety regulations

CODE OF REGULATIONS, TITLE 13

1200-1293 Motor carrier safety, especially:

1213.1 Placing drivers out-of-service

UNITED STATES CODE, TITLE 49

31306 Alcohol and controlled substances testing

41501-41507 Transportation Employee Testing Act

CODE OF FEDERAL REGULATIONS, TITLE 49

40.1-40.413 Procedures for Transportation Workplace Drug and
Alcohol Testing Programs

382.101-382.605 Controlled Substance and Alcohol Use and Testing;
especially

382.205 On-duty use

382.207 Pre-duty use

382.209 Use following an accident

CODE OF FEDERAL REGULATIONS, TITLE 21

1308.11 – 1308.15 Controlled Substances



HUMAN RESOURCES MEMORANDUM

TO: Dr. Robert Pecot, Superintendent
FROM: Tammy Jalique, Associate Superintendent of Human Resources
DATE: April 11, 2024
SUBJECT: Acknowledge Revised Administrative Regulation 4112.42, 4212.42, and 4312.42
- Drug and Alcohol Testing for School Bus Drivers/Commercial Vehicle Drivers
(First Reading)

BACKGROUND: The District continues the process of reviewing, revising and adding board policies and regulations as current laws and requirements change. The Administrative Regulation 4112.42, 4212.42 and 4312.24 is being updated as recommended by the California School Boards Association.

RECOMMENDATION: Acknowledge revised Administrative Regulation 4112.42, 4212.42, and 4312.42 - Drug and Alcohol Testing for School Bus Drivers/Commercial Vehicle Drivers (First Reading).

Prepared by: Tammy Jalique, Associate Superintendent of Human Resources



HUMAN RESOURCES MEMORANDUM

TO: Dr. Rob Pecot, Superintendent
FROM: Tammy Jalique, Associate Superintendent of Human Resources
DATE: April 23, 2024
SUBJECT: Adopt Revisions to Board Policy 4161.9, 4261.9, 4361.9 Catastrophic Leave
(First Reading)

BACKGROUND: The District continues the process of reviewing, revising, adding and abolishing board policies and regulations as current laws and requirements change. In alignment with CSBA updates to Catastrophic Leave policy, we have created an all-personnel Board Policy (4161.9, 4261.9, 4361.9). Given that all regulations are verbatim for all employee groups, we propose a single Board Policy to provide the necessary guidance for all employee groups.

RECOMMENDATION: Adopt Revisions to Board Policy 4161.9, 4261.9, 4361.9 Catastrophic Leave (First Reading).

Prepared by: Michael Bunch, Director of Human Resources and Employee Relations.

CATASTROPHIC LEAVE

The Governing Board recognizes that an employee may experience a catastrophic illness or injury which incapacitates the employee for an extended period of time or incapacitates a member of the **employee's** family which requires the employee to take time off from work for an extended period of time to care for **oneself, and/or the employee's** that family member. The extended time off must create a financial hardship on the employee **because** he or she has exhausted all of his or her sick leave and other paid time off. **District employees may desire to assist other employees who have an urgent need for a leave of absence but do not have sufficient accrued leave to cover their absence**

Employees may donate their accrued vacation and/or sick leave to an employee experiencing a catastrophic illness or injury to their person or member of their family. The employee who is, or whose family members are, suffering from a catastrophic illness or injury shall request that eligible leave credits be donated and shall be required to provide verification to the Associate Superintendent for Human Resources of catastrophic injury or illness. The Associate Superintendent for Human Resource shall consider catastrophic leave on a case by case basis and determine whether the employee is unable to work due to the employee's catastrophic injury or illness. Employees shall exhaust all accrued paid leave prior to receiving donated leave credits.

Employees may upon written notice to the District donate eligible leave credits at a minimum of eight hour increments. Donated leave credits may be used for a period not to exceed 12 consecutive months. **Donations made under the catastrophic leave program shall be strictly voluntary.** All transfers of eligible leave credit are irrevocable. Employees receiving paid leave pursuant to this policy shall use any leave credits they continue to accrue on a monthly basis prior to receiving paid leave pursuant to this policy.

Policy Adopted:

HS BD: 8/23/94

EL BD: 9/13/94

Policy Revised:

Joint Board: 4/22/97

Joint Board: XXX



HUMAN RESOURCES MEMORANDUM

TO: Dr. Rob Pecot, Superintendent
FROM: Tammy Jalique, Associate Superintendent of Human Resources
DATE: April 23, 2024
SUBJECT: Acknowledge Revisions to Administrative Regulation 4161.9, 4261.9, 4361.9
Catastrophic Leave (First Reading)

BACKGROUND: The District continues the process of reviewing, revising, adding and abolishing board policies and regulations as current laws and requirements change. In alignment with CSBA updates to Catastrophic Leave regulations, we have created an all-personnel Administrative Regulation (4161.9, 4261.9, 4361.9). Given that all regulations are verbatim for all employee groups, we propose a single Administrative Regulation to provide the necessary guidance and the necessary procedural steps to be taken by all employee groups.

RECOMMENDATION: Acknowledge Revisions to Administrative Regulation 4161.9, 4261.9, 4361.9 Catastrophic Leave (First Reading).

Prepared by: Michael Bunch, Director of Human Resources and Employee Relations.

CATASTROPHIC LEAVE

A. Purpose and Scope

To provide guidance and direction for District personnel regarding the **donation towards and** implementation of the District's catastrophic leave program.

B. General

1. Employees may **choose to donate their** accrued vacation and/or sick leave **credits to the district's catastrophic leave program. Employees who choose to donate their accrued vacation and/or sick leave credits shall provide written notice to the Associate Superintendent for Human Resources with the amount and type of leave he/she wishes to donate. The Associate Superintendent for Human Resources shall review the donor's available leave and transfer the leave credits to a district pool of leave credits designated for the purpose.** ~~to an employee experiencing a catastrophic illness or injury to their person or member of their family.~~
2. **The Associate Superintendent for Human Resources shall ensure that all donations are confidential.**
3. The employee who is, or whose family members are, suffering from a catastrophic illness or injury shall request that eligible leave credits be donated and shall be required to provide verification to the Associate Superintendent for Human Resources of catastrophic injury or illness.
4. The Associate Superintendent for Human Resources shall consider catastrophic leave on a case by case basis and determine whether the employee is unable to work due to the employee's catastrophic injury or illness.
5. Employees shall exhaust all accrued paid leave prior to receiving donated leave credits.

C. Forms Used and Additional References

None

CATASTROPHIC LEAVE

D. Procedure

1. Definitions

- a. "Catastrophic Illness" or "Injury" means an illness or injury that is expected to incapacitate the employee for an extended period of time, or that incapacitates a member of the employee's family which incapacity requires the employee to take time off from work for an extended period of time to care for that family member, and taking extended time off work creates a financial hardship for the employee because he or she has exhausted all of his or her sick leave and other paid time off.

"Incapacitates" means unable to care or provide for themselves requiring the immediate attention of the employee.

"Extended Period" means at least thirty calendar days but not more than twelve calendar months.

"Sick Leave hours" shall be of equal value regardless of job classification, pay range or position of the donating employee.

- b. "Eligible Leave Credits" means vacation and sick leave accrued to the donating employee.
- c. "Family Member" includes employee, spouse, children of employee and spouse or parents of employee or spouse who reside in the same residence.

2. Eligible leave credits may be donated to an employee for a catastrophic illness or injury if all of the following requirements are met:

- a. Employee shall request permission to utilize catastrophic leave in writing from the Associate Superintendent of Human Resources.
- b. Catastrophic leave shall not be available for any injury or illness that is a result of work related illness or injury.

CATASTROPHIC LEAVE

- c. Catastrophic leave shall be available on a one time basis for each employee not to exceed twelve calendar months.
- d. Any employee who receives paid leave pursuant to this policy shall use any and all leave credits that he or she continues to accrue on a monthly basis prior to receiving paid leave pursuant to this policy.
- e. All transfers of eligible leave credit are irrevocable upon receipt of written confirmation of the donated leave credit in the personnel office.
- f. Employee shall provide verification of the catastrophic injury or illness and that such injury or illness renders the employee unable to work due to the employee's or his or her family member's catastrophic illness or injury.
- g. Associate Superintendent for Human Resources or his/her designee shall verify that the employee has exhausted all eligible paid leave credits.
- h. Upon verification of the qualification for catastrophic leave, the Associate Superintendent for Human Resources or his/her designee shall notify all eligible employees of the need for donations for catastrophic leave.
- i. Upon written notice to the Human Resources Office donated accrued paid leave shall be recorded by the date, time and name of the donating employee.
- j. Employees may donate accrued paid leave at a minimum of eight hour increments.
- k. Donated leave shall be utilized in increments not to exceed one full day in the order in which the days were donated for each donating employee. Multiple donated days shall be utilized in the order in which they were donated not to exceed one full day until such time all donated leave has been exhausted.
- l.

Human Resources – Certificated

AR 4161.9 (d)

AR 4261.9 (d)

AR 4361.9 (d)

CATASTROPHIC LEAVE

- m. Donated sick leave may be donated to a specific employee.
- n. Employees who have donated paid leave shall be notified by the
Human Resources Office whenever a day or partial day has been
utilized for an employee on catastrophic leave.
- o. Donated leave credits may be used for, but not to exceed, a
maximum period of 12 consecutive months.
- p. All donated sick leave, upon return of the employee to work, shall be
assigned back to the individual who donated the sick leave.

E. Reports Required

None

F. Record Retention

Files maintained in Human Resources office if applicable

G. Responsible Administrative Unit

Human Resources

H. Approved By

Associate Superintendent for Human Resources

Legal Reference:

EDUCATION CODE

44043.5 Catastrophic Leave

Regulation Adopted:

HS BD: 8/23/94

EL BD: 9/13/94

Regulation Revised:

Joint Board: 4/22/97

Joint Board: XXX

Revised: 10/31/2001



HUMAN RESOURCES MEMORANDUM

TO: Dr. Robert Pecot, Superintendent
FROM: Tammy Jalique, Associate Superintendent of Human Resources
DATE: April 11, 2024
SUBJECT: Adopt Revised Board Policy 4111, 4211, and 4311 Recruitment and Selection (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 Board Policy 4111, 4211, and 4311 is being revised based upon guidance from the California School Boards Association. Approval of these revisions would also result in the abolishment of AR 4111, 4211, and 4311.

RECOMMENDATION: Adopt Revised Board Policy 4111, 4211, and 4311 Recruitment and Selection (First Reading).

Prepared by: Tammy Jalique, Associate Superintendent of Human Resource.

RECRUITMENT AND SELECTION (Continued)

~~The Governing Board desires to employ the most highly qualified person available for each open position.~~

~~To provide guidance and direction for the Superintendent or designee to recommend only those candidates who meet all qualifications established by law and the Board for the position. Nominations for employment shall be based upon screening devices, interviews, observations, and recommendations from previous employers.~~

~~The Superintendent or designee shall develop recruitment and selection procedures which include:~~

- ~~1. Assessment of the district's needs for specific skills, knowledge and abilities;~~
- ~~2. Development of job descriptions which accurately describe all essential and marginal functions and duties of each position;~~
- ~~3. Dissemination of vacancy announcements to ensure a wide range of candidates;~~
- ~~4. Screening procedures which identify the best possible candidates for interviews; and~~
- ~~5. Interview procedures which determine the best qualified candidate for recommendation to the Board.~~

~~No inquiry shall be made with regard to the age, sex, race, color, religion, national origin, medical condition, disability or sexual orientation of a person seeking employment. During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job.~~

~~District employment practices shall not discriminate against legal non-citizen residents. Inquiries to assure employment eligibility shall be made in accordance with Board policy and administrative regulation.~~

~~No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee, who shall present one candidate to the Board for approval.~~

Legal References:**EDUCATION CODE**

- | | |
|---------|---|
| 200-261 | Prohibition of discrimination on the basis of sex |
| 44066 | Limitations on certification requirement |

RECRUITMENT AND SELECTION (Continued)

44259	Teaching credential; exception; designated subjects; minimum requirements
44830	Employment of certificated persons
44830.5	Assignment of certificated employees to district; ethnic ration
44858	Age or marital status in employment positions requiring certification qualifications
44859	Prohibition against certain rules and regulations re residency

The Governing Board is committed to employing suitable, qualified individuals to effectively carry out the district's vision, mission, and goals, and believes that students benefit when district staff reflects the racial, ethnic, linguistic, and cultural diversity of the district.

The Superintendent or designee shall develop equitable, fair, and transparent recruitment and selection processes and procedures that ensure individuals are selected for employment in the district based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination.

Additionally, the Superintendent or designee shall, through the recruitment and selection processes and procedures, seek to establish and maintain a diverse staff, including the active recruitment from institutions and organizations that serve populations underrepresented among district employees.

When a vacancy occurs, the Superintendent or designee shall review, as appropriate, the job description for the position to ensure that it accurately describes the major functions and duties of the position. The Superintendent or designee shall also disseminate job announcements to ensure a wide range of candidates.

When posting an employment opportunity, the Superintendent or designee shall include the pay scale for the open position. (Labor Code 432.2)

The Superintendent shall develop and maintain appropriate hiring procedures to identify the best possible candidates for a position. In doing so, an interview committee may be established to rank candidates and recommend finalists. During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. All discussions and recommendations shall be confidential and consistent with law.

No inquiry shall be made about any information prohibited by state or federal nondiscrimination laws.

TUSD Adopted: 12/10/96

RECRUITMENT AND SELECTION (Continued)

Unless otherwise provided for in law, the district may not discriminate against a person in hiring based on the person's use of cannabis off the job and away from the workplace, including that the district may not request information from an applicant related to the applicant's prior use of cannabis, apart from the applicant's criminal history, or penalize an applicant based on a drug screening which finds that the applicant has nonpsychoactive cannabis metabolites in the applicant's hair, blood, urine, or other bodily fluid. (Government Code 12954)

However, the district retains the right to maintain drug-free schools or prohibit employees from possessing, being impaired by, or using cannabis while on the job. (Government Code 12954) The Superintendent or designee shall not inquire, orally or in writing, about an applicant's salary history information, including compensation and benefits. Additionally, the Superintendent or designee shall not rely on salary history information as a factor in determining whether to offer employment to an applicant or the salary to offer. However, the Superintendent or designee may consider salary information that is disclosable under state or federal law or that the applicant discloses voluntarily and without prompting. (Labor Code 432.3)

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

Incentives

With Board approval and in accordance with district needs and any applicable collective bargaining agreements, the district may provide incentives to recruit teachers, administrators, or other employees, such as signing bonuses, assistance with beginning teacher induction and/or credential costs, mentoring, additional compensation, and/or subsidized housing.

LEGAL REFERENCES

State	Description
Ed. Code 200-262.4	Prohibition of discrimination
Ed. Code 35035	Powers and duties of the superintendent; transfer authority
Ed. Code 44066	Limitations on certification requirements
Ed. Code 44259	Teaching credential, exception; designated subjects; minimum requirements
Ed. Code 44750	Teacher recruitment resource center
Ed. Code 44830-44831	Employment of certificated persons
Ed. Code 44858	Age or marital status in certificated positions
Ed. Code 44859	Prohibition against certain rules and regulations regarding residency
Ed. Code 45103-45139	Employment; classified employees
Ed. Code 49406	Examination for tuberculosis

TUSD Adopted: 12/10/96

RECRUITMENT AND SELECTION (Continued)

Gov. Code 12900-12996
 Gov. Code 7920.000-7930.215
 Gov. Code 815.2
 H&S Code 53570-53574
 Lab. Code 432.3

Fair Employment and Housing Act
 California Public Records Act
 Liability of public entities and public employees
 Teacher Housing Act of 2016
 Salary information

Federal

20 USC 1681-1688

28 CFR 35.101-35.190

34 CFR 106.51-106.61

42 USC 12101-12213

42 USC 2000d-2000d-7

42 USC 2000e-2000e-17

5 USC 552

8 USC 1324a

8 USC 1324b

Description

Title IX of the Education Amendments of 1972;
 discrimination based on sex
 Americans with Disabilities Act
 Nondiscrimination on the basis of sex in employment in
 education program or activities
 Americans with Disabilities Act
 Title VI, Civil Rights Act of 1964
 Title VII, Civil Rights Act of 1964, as amended
 Freedom of Information Act
 Unlawful employment of aliens
 Unfair immigration related employment practices



HUMAN RESOURCES

MEMORANDUM

TO: Dr. Robert Pecot, Superintendent
FROM: Tammy Jalique, Associate Superintendent of Human Resources
DATE: April 10, 2024
SUBJECT: Approve Resolution 23-12, Authorizing Implementing Classified Layoff for the 2024-2025 School Year

BACKGROUND: Pursuant to Education Code sections 45114, 45115, 45117, 45298, and 45308, the Governing Board of the Tracy Unified School District approved to reduce or eliminate classified services due to a lack of work or lack of funds for the services not later than the beginning of the 2024-2025 school year. The resolution related to the reduction or discontinuation of classified services was approved at the February 27, 2024, board meeting.

RATIONALE: Reduction or elimination of classified service is needed to address staffing needs and budget concerns for the 2024-2025 school year. Final layoff notices related to these reductions in classified service must be issued on or before May 15 per Education Code.

FUNDING: None.

RECOMMENDATION: Approve Resolution 23-12, Authorizing Implementing Classified Layoff for the 2024-2025 School Year.

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



**TRACY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION RESOLUTION NO. 23-12**

IN THE MATTER OF: Resolution Implementing Classified Layoff

WHEREAS, prior to March 15, 2024, this Board of Education of the Tracy Unified School District authorized through Resolution No. 23-11 the reduction or elimination of classified services no later than the 2024-2025 school year; and

WHEREAS, prior to March 15, 2024, the Superintendent's designated representatives served notices to the appropriate classified employees that it has been recommended that each of their services will not be required for the 2024-2025 school year pursuant to Education Code section 45117; and

WHEREAS, the notices served upon those classified employees advised them that they could request a hearing before the Board of Education to determine if there was cause for not reemploying them for the 2024-2025 school year and that if they failed to timely request a hearing, that failure shall constitute a waiver of the right to a hearing and his/her services will accordingly be terminated pursuant to the recommendation; and

WHEREAS, none of those noticed classified employees did request a hearing, which constituted a waiver of the right to hearing; and

WHEREAS, the particular kinds of services will be discontinued and reduced within the meaning of Education Code section 45117 no later than the beginning of the 2024-2025 school year; and

WHEREAS, the services of no permanent or other classified employee are being terminated, in whole or in part, while any probationary or short-term employee with less seniority is retained to render a service which said permanent or other classified employee is qualified to render within the meaning of Education Code section 45117; and

WHEREAS, the individuals whose employment is being terminated, in whole or in part, are not qualified (within the meaning of Education Code section 45117) to render the service being performed by any employee with less seniority who is being retained; and

WHEREAS, sufficient cause exists for the reduction or elimination of classified positions and, pursuant to and within the meaning of Education Code section 45117, said cause relates to the welfare of the schools and the pupils thereof.

NOW, THEREFORE, BE IT RESOLVED that sufficient cause exists for the termination of the services of the classified employees identified by employee identification number in Attachment A and attached hereto, to the extent indicated therein; and

BE IT FURTHER RESOLVED that reappointment rights be afforded in accordance with the Education Code, if and when reappointment is offered and to the extent any reappointment rights are applicable to any of the employees; and

BE IT FURTHER RESOLVED that the employment of each of the classified employees identified in Attachment A is hereby terminated effective the close of business on June 30, 2024; and

BE IT FURTHER RESOLVED that this decision is effective immediately and that the Superintendent or his designee(s) take such actions as are necessary and appropriate to implement the Board of Education's decision, including at least giving appropriate notice to those classified employees of the termination of their services because of reduction and elimination of classified services to take effect upon the close of this school year, with these notices being given before May 15, 2024, in the manner prescribed in Education Code section 45117.

AYES:

NOES:

ABSTAIN:

ABSENT:

President, Board of Education of the
Tracy Unified School District

Attested to:

Clerk, Board of Education of the
Tracy Unified School District

ATTACHMENT A

<u>Employee Identification Number</u>	<u>Reduction in Hours</u>
130441	1.5 (moving from an 8.0 hr. position to a 6.5 hr. position)
131584	8.0
131605	2.0 (moving from an 8.0 hr. position to a 6.0 hr. position)
131625	4.0 (moving from an 8.0 hr. position to a 4.0 hr. position)
131659	8.0
131677	4.0 (moving from an 8.0 hr. position to a 4.0 hr. position)
131720	8.0
131820	6.50
131974	8.0
131966	8.0
132033	4.0
132162	8.0
132196	8.0
132275	8.0
132069	8.0
132235	6.0
132458	4.0