

**NOTICE**  
**REGULAR MEETING OF THE GOVERNING BOARD**  
**TRACY UNIFIED SCHOOL DISTRICT**  
**SEPTEMBER 28, 2021**

**PLACE: DISTRICT EDUCATION CENTER**  
**SUPERINTENDENT'S CONFERENCE ROOM**  
**1875 WEST LOWELL AVENUE**  
**TRACY, CALIFORNIA**

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

**TUSD board meetings are held in person. Masks are required.**  
**To View the live stream of this meeting, please follow this link: [Board Meeting Live](#)**

**A G E N D A**

- |           |  |                |
|-----------|--|----------------|
| <b>1.</b> | <b>Call to Order</b>   | <b>Pg. No.</b> |
| <b>2.</b> | <b>Roll Call – Establish Quorum</b><br>Board:S. Abercrombie, A. Alexander, A. Blanco, N. Erskine, Z. Hoffert, S. Kaur, L. Souza<br>Staff: B. Stephens, R. Pecot, T. Jalique, J. Stocking, B. Etcheverry  |                |
| <b>3.</b> | <b>Closed Session:</b> Opportunity to Address the Board Regarding Closed Session Items which follow. Closed session is limited to consideration of items specifically authorized under the Government Code and/or the Education Codes.<br><b>3.1 Administrative &amp; Business Services:</b> None.<br><br><b>3.2 Educational Services:</b><br><b>3.2.1</b> Finding of Facts: 21/22#05, 21/22#06, 21/22#07, 21/22#08, 21/22#09<br><b>3.2.2</b> Early Graduation: TISCS#10311956<br><b>Action:</b> Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain ___<br><br><b>3.3 Human Resources:</b><br><b>3.3.1</b> Consider Non-Paid Leave of Absence for Classified Employee #UCL-405, Pursuant to Article XXIII<br><b>Action:</b> Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain ___<br><b>3.3.2</b> Consider Public Employee/Employment/Discipline/Dismissal/Release<br><b>Action:</b> Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain ___<br><b>3.3.3</b> Conference with Labor Negotiator<br>Agency Negotiator: Tammy Jalique<br>Associate Superintendent of Human Resources<br>Employee Organization: CSEA, TEA |                |
| <b>4.</b> | <b>Adjourn to Open Session</b>   |                |
| <b>5.</b> | <b>Call to Order and Pledge of Allegiance</b>  |                |

**6. Closed Session Issues:**

**6a** Action Taken on Finding of Facts: 21/22#05, 21/22#06, 21/22#07, 21/22#08,

**3.2.1** 21/22#09

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

**6b** Report Out of Action Taken on Early Graduation: TISCS#10311956

**3.2.2**

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

**6c** Report Out of Action Taken on Consider Non-Paid Leave of Absence for

**3.3.1** Classified Employee #UCL-405, Pursuant to Article XXIII

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

**7. Approve Regular Minutes of September 14, 2021**

**1-6**

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

**8. Student Representative Reports: Tracy High:** Iliana Cashen; **West High:** Lilly Banchemo and Kaitlyn Durant; **Kimball High:** Omed Akbari; and **Alternative Ed Campus:** Andrea Navarro.

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

**9.1** Bohn Elementary School Presentation

**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** Receive Report on COVID 19 Updates

**10.2.2** Receive Report on TUSD's Mental Health Services

**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 five (5) 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:**

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

**12.2** **Educational Services:**

**12.2.1** Conduct a Public Hearing to Determine Sufficiency of Textbooks and Instructional Materials for the Students of Tracy Unified School District

**8**

- 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 accepted by Tracy Unified.**

**13.1 Administrative & Business Services:**

- |               |   |              |
|---------------|---|--------------|
| <b>13.1.1</b> | Accept the Generous Donations from the Various Individuals, Businesses, and School Site Parent Teacher Associations Listed Herein with Thanks and Appreciation from the Staff and Students of the Tracy Unified School District | <b>9-10</b>  |
| <b>13.1.2</b> | Accept and Review the Status of School Connected Organization/Booster Club Applications Submitted for the 2021/22 School Year   | <b>11-12</b> |

**13.2 Educational Services:**

- |               |  |              |
|---------------|--|--------------|
| <b>13.2.1</b> | Approve Agreement for Contract Services with Give Every Child A Chance to Provide Afterschool Tutoring at South/West Park Elementary for the 2021-2022 School Year | <b>13-18</b> |
| <b>13.2.2</b> | Approve Overnight Travel for FFA Advisors and Students to Attend the National FFA Convention in Indianapolis, October 26-31, 2021                                  | <b>19</b>    |

**13.3 Human Resources:**

- |               |  |              |
|---------------|--|--------------|
| <b>13.3.1</b> | Accept Resignations/Retirements/Leave of Absences for Classified, Certificated, and/or Management Employment | <b>20-22</b> |
| <b>13.3.2</b> | Approve Classified, Certificated, and/or Management Employment   | <b>23-26</b> |

- 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:** None.

**14.2 Educational Services:**

- |   |  |              |
|---|--|--------------|
| <b>14.2.1</b>   | Adopt Revisions for Written Master Agreement for the Tracy Unified School District Independent Study Program for 2021-2022                               | <b>27-33</b> |
| <b>Action:</b> Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain___. |  |              |
| <b>14.2.2</b>   | Adopt Resolution #21-03: A Declaration That There Are Sufficient Textbooks and Instructional Materials for the Students of Tracy Unified School District | <b>34-41</b> |
| <b>Action:</b> Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain___. |  |              |

**14.3 Human Resources:**

- |   |  |              |
|---|--|--------------|
| <b>14.3.1</b>   | Approve Revised Job Description and Salary for Director of Curriculum and Accountability/ Principal Tracy Independent Study Charter School | <b>42-46</b> |
| <b>Action:</b> Motion___; Second___. <b>Vote:</b> 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** October 12, 2021
  - 17.2** October 26, 2021
  - 17.3** November 9, 2021
  - 17.4** December 14, 2021
- 18. Upcoming Events:**
- |  |                               |
|--|-------------------------------|
| <b>18.1</b> October 25, 2021               | No School, P/T Conferences    |
| <b>18.2</b> November 11-12, 2021           | No School, Veterans' Day      |
| <b>18.3</b> November 22-26, 2021           | No School, Thanksgiving Break |
| <b>18.4</b> December 20 – January 31, 2022 | No School, Winter Break       |

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, September 14, 2021**

- 6:00 PM:** 1-3. President Kaur called the meeting to order and adjourned to closed session.
- Roll Call:** 4. Board: S. Abercrombie, A. Alexander, N. Erskine, S. Kaur, L. Souza  
Absent: A. Blanco, Z. Hoffert  
Staff: B. Stephens, R. Pecot, T. Jalique, J. Stocking  
Absent: B. Etcheverry
- 7:00 PM** 5. President Kaur called the Tracy Unified School District Board of Education to order and led those present in the Pledge of Allegiance.
- Closed Session:** 6a Report Out of Action Taken on Approve Funding for Compensatory Education Services and Attorney Fee for Student Per Confidential Settlement Agreement  
**Action:** **Vote:** Yes-5; No-0; Absent-2(Blanco, Hoffert)
- 6b Report Out of Action Taken on Approve Attorney Fee Pursuant to Confidential Settlement Agreement for 2021-2022 School Year  
**Action:** **Vote:** Yes-5; No-0; Absent-2(Blanco, Hoffert)
- 6c Report Out of Action Taken on Reinstatements: AR21-22/#01, AR21-22/#02, AR21-22/#03  
**Action:** **Vote:** Yes-5; No-0; Absent-2(Blanco, Hoffert)\_\_\_\_
- 6d Report Out of Action Taken on Finding of Facts: 21/22#01, 21/22#02, 21/22#03, 21/22#04  
**Action:** **Vote:** Yes-5; No-0; Absent-2(Blanco, Hoffert)\_\_\_\_
- 6e Report Out of Action Taken on Consider Non-Paid Leave of Absence for Classified Employee #UCL-403, Pursuant to Article XXIII  
**Action:** Approved. **Vote:** Yes-5; No-0; Absent-2(Blanco, Hoffert)
- 6f Report Out of Action Taken on Consider Paid and Non-Paid Leave of Absence for Classified Employee #UCL-404, Pursuant to Article XXIII  
**Action:** Approved. **Vote:** Yes-5; No-0; Absent-2(Blanco, Hoffert)
- 6g Report Out of Action Taken on Consider Settlement Agreement With Classified Substitute Employee  
**Action:** Approved. **Vote:** Yes-5; No-0; Absent-2(Blanco, Hoffert)
- Minutes:** 7. **Approve Regular Minutes of August 24, 2021**  
**Action:** Abercrombie, Alexander. **Vote:** Yes-5; No-0; Absent-2(Blanco, Hoffert)
- Visitors:** C. Munger, L. Mendez, M. Baumann, J. Quintana, B. Hoffert, J. Yasemsky, K. Jacobs, K. Jones, M. Stagnaro, E. Quintana, A. Brown, L. Hawkins, S. Dailey, N. Turpin, J. Nott.
- Student Rep Reports:** 8. None.



**Recognition & Presentations:**

**9.1 Villalovoz Elementary School Presentation**

Principal, Marji Baumann, presented a power point on Villalovoz Elementary School. The pandemic is continually changing, and they are guiding students to reach their highest potential. They are focusing on vulnerability, connection and compassion. Teachers have worked hard to get to know students and to understand how they are feeling. Students are getting to know each other by working together. Teachers work on 2<sup>nd</sup> Step lessons throughout the day to reinforce what is being taught. Students are honored by being “Kid of the Day” or “Star of the Week”. She thanked the board for providing counseling 5 days a week. They are averaging 3 referrals a week. Counselors are working on lessons to go into classrooms and talking about emotions, communication skills and choices. Another focus is STEM. Students are working on their sense making notebooks and critical thinking through STEM challenges. She also showed pictures of their notebooks and challenges.

**9.2 North School Presentation**

Principal, Jose Jimenez, and Assistant Principal, Susan Hawkins, presented a power point on North School. This year they are celebrating new beginnings. Students are back from a pandemic, they have AVID K-8 grades, a new campus and they are very excited about STEM, RRR, College and Career and many other opportunities. After the pandemic and modernization, they are happy to have their new campus. They are excited to be back on one campus. They outreach to the community by having back to school night, school site council, 2<sup>nd</sup> cup of coffee, email, phone calls, parent conferences and backpack give-away. They gave out over 600 backpacks to their community. Each morning they line up. There are many new procedures and routines. Students are learning all day long. They learn from each other and work in small intervention groups. In music class, students play outside and other passing by enjoying hearing the music. There are AVID electives for 6, 7, and 8<sup>th</sup> grades and AVID goals for Kinder through 8<sup>th</sup> grade. Students do a lot of research learning about college and career. The 8<sup>th</sup> grade students teach the younger students. Counseling services includes Mr. Jessie, who is a part time school counselor, Valley Community Counseling is on their campus 4 days a week and Sow-A-Seed is on their campus 4 days a week. They have many activities during recess and lunch. They thanked the Tracy community for supporting the bond that enabled them to modernize their campus. Mr. Jimenez then read student letters to the board thanking them.

**Information & Discussion Items:**

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

**10.2 Educational Services:**

## 10.2.1 Receive Report on COVID 19 Updates

Director of Curriculum & Accountability, Dr. Zachary Boswell, presented a power point that showed our county's COVID numbers. We are a little higher than California overall. TUSD now has a COVID hotline for families that goes directly to our health services offices. By October 15<sup>th</sup>, we will implement weekly testing of unvaccinated staff. We plan on starting this during the week of September 27<sup>th</sup>. We have a team at the district office who are verifying vaccination status of all employees. A survey went out and about 1300 staff members have responded. We still have about 800 that need to respond, which includes staff, coaches and substitutes. We are working with a company called Crush the Curve that has the self-administered test. We overnight it to a lab in Seattle and we have been getting results in about 36 hours. They also provide a dashboard which allows us to see how many tests were administered and if they were negative or positive. Employees will get an email with results. It will also list school sites. We will be ready to roll out the testing during the last week of September.

### Hearing of Delegations

11. Lisa Mendez is an ELD support teacher who expressed her dismay at the vote to cut the EL training at the last meeting. She has learned many strategies through this training. This will be evident in our LCAP results in the future. She urged the board to reinstate this funding. She also wanted to give an update on the sub shortage at Monte Vista. Some vacancies have been filled. Many teachers are still covering. They do not see an end in sight. She wants appropriate compensation to educators to help bring consistency to students and to consider giving 120% contracts to teachers to make a better experience for our students.

Parents, Stan & Nicole thanked Mr. Abercrombie and Ms. Souza for what they have done. They have been dealing with an issue at West High regarding counseling. He doesn't believe that the school district is responsible for raising children, however, their oldest daughter has been struggling with mental health. The school offered her some sessions. He said it as made it worse. She has been through many counselors. The trauma that she has experience in childhood is not something that she wants to keep going through. It seemed that each counseling didn't know her story or have notes on her. One who she saw before acted like she never met her or knew anything about her. He asked that we look into the consistency of the counselors.

### 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:** Abercrombie, Souza. #13.3.2 as amended.

**Vote:** Yes-5; No-0; Absent-2(Blanco, Hoffert)

13.1 **Administrative & Business Services:**

13.1.1 Accept the Generous Donations from the Various Individuals, Businesses, and School Site Parent Teacher Associations Listed Herein with Thanks and Appreciation from the Staff and Students of the Tracy

Unified School District

- 13.1.2 Accept and Review the Status of School Connected Organization/Booster Club Applications Submitted for the 2021/22 School Year
- 13.2 **Educational Services:**
  - 13.2.1 Approve Agreement for Special Contract Services with Mira Via LLC to Provide Professional Development to Teacher-Leaders for the 2021-22 and 2022-23 School Years
  - 13.2.2 Approve Memorandum of Understanding (MOU) Between Tracy Unified School District (TUSD) and the San Joaquin County Office of Education (SJCOE) to Provide Universal Design for Learning (UDL) and Co-Teaching Professional Development and Coaching for the 2021-2022 School Year
  - 13.2.3 Ratify Contract for Services with KidzJet, Inc. for Transportation Services for Special Education Students for the 2021-2022 School Year
  - 13.2.4 Approve Agreement with the Child Abuse Prevention Council of San Joaquin (CAPC) to Provide Infant and Child Care Services on the Stein/Duncan Russell Campus for the 2021-2022 School Year
  - 13.2.5 Approve Agreement for Contract Services for SJCOE Language & Literacy Department to provide 6 days of Professional Development on ELA/ELD Framework and ELD Standards at South/West Park Elementary
  - 13.2.6 Approve Revised School Site Plan and Budget for South/West Park School for the Remainder of the 2021-2022 School Year (Separate Cover Item)
  - 13.2.7 Approve Purchase for Scholastic Magazines for Williams Middle School to provide supplemental resources for Math, Science and ELA/ELD for the 2021-2022 School Year
- 13.3 **Human Resources:**
  - 13.3.1 Accept the Resignations/Retirements/Leaves of Absence for Certificated, Classified and/or Management Employees
  - 13.3.2 Approve Classified, Certificated and/or Management Employment
  - 13.3.3 Approve a Variable Term Waiver for Multiple Subject Teacher
  - 13.3.4 Approve Agreement for Special Contract Services with John Ford and Associates

**Action Items:**

- 14.1 **Administrative & Business Services:**
  - 14.1.1 Approve the Unaudited Statement of Receipts and Expenditures for the 2020-2021 Fiscal Year (Separate Cover Item)  
Dr. Rob Pecot, Associate Superintendent for Business Services, presented a power point reviewing the unaudited actuals. There is a large balance in restricted funds which is carryover from last year. The restricted money is ESSER money that was paid to us at end of June but is budgeted for this year's expenses. The unrestricted money balance is because school was not in person, we didn't spend as much on supplies, services, counseling, food services shortfall, etc. He explained 2 different scenarios. Our reserves have 24% and 30% if you count the Fund 17. We have no intention of adding the unrestricted balance to our



reserves. This is a very fluid year for our budget. We are required to start testing staff. We have a vendor in place and if we used them for this school year, that cost would be between \$3 and \$5 million dollars. Dr. Boswell is researching other options and will try multiple agencies. We do not know yet about student testing and what that cost will be. If the substitute increase passes tonight, that costs will come out of there. He thanked TEA and CSEA who have been easy to work with during these times. Classroom supplies would also come out of there. We will be giving an additional \$500 for each teacher towards supplies. This list will consistently change over the year.

**Action:** Abercrombie, Souza. **Vote:** Yes-5; No-0; Absent-1(Blanco, Hoffert)

**14.1.2** Adopt Resolution #21-02, Recertifying the Appropriation "Gann" Limits for the 2020/21 School Year for Tracy Joint Unified School District

**Action:** Abercrombie, Souza. **Vote:** Yes-5; No-0; Absent-2(Blanco, Hoffert)

**14.1.3** Consider Claim No. 596032

**Action:** Claim Rejected. Abercrombie, Alexander.

**Vote:** Yes-5; No-0; Absent-2(Blanco, Hoffert)

**14.2** **Educational Services:** None.

**14.2.1** Approve Agreement for Special Contract Services and Memorandum of Understanding with San Joaquin County Office of Education, Language and Literacy Department to Provide ELL/ELD Trainings to TUSD Teachers and Staff for the 2021-2022 School Year

Speaker: Chris Munger, TEA President, urges the board to vote in favor of 14.2.1 and 14.3.1. These items are vital to our students and district. He knows first-hand the value of this training would offer. These strategies he has brought back to his classroom. These directly benefit students. He also commented that the sub shortage is a crisis and receives multiple emails daily regarding the stress of teachers covering classes on their prep. This directly affects student learning. Approving this is a step in the right direction.

**Action:** Abercrombie, Souza. **Vote:** Yes-5; No-0; Absent-2(Blanco, Hoffert)

**14.3** **Human Resources:**

**14.3.1** Approve Temporary Increase to Certificated Substitute Rates of Pay for the 2021-2022 School Year

**Action:** Abercrombie, Erskine. **Vote:** Yes-5; No-0; Absent-2(Blanco, Hoffert)

## **Board Reports:**

Trustee Souza she received concerns about the COVID letters going out to families. There were 2 different letters that confused some. She met with Dr. Boswell to help clarify. She thanked him and our nurses for working on this. Parks and Rec is proposing a recreation center at the park next to Villalovoz. City council approved having formal talks with TUSD. She's happy that the EL training agenda item has been passed. She also thanked the speakers. She is happy to have more counselors on our school sites and hopes that it continues each year and is looking forward to the presentation. She is also happy that the increase for our substitute pay was approved. Trustee Erskine thanked everyone for attending and speaking. She is glad that we have a new director to process our COVID

information and testing. She visited Monte Vista and noticed their collaboration and engagement with each other. We are here because of the students. She believes the district does their best and works hard to accomplish tasks. She spoke of Michael Phelps and his struggle with mental health. You cannot put mental health on a time out. She thinks HR should take steps to curb lawsuits because she thinks we should craft prompts and appropriate responses to employee complaints. She thanked parents and students and they are the reason they are here. Trustee Alexander attended the art celebration and it was very successful. He also thanked North School for their presentation. It was special to get a copy of the student letters thanking the board for their new school. Trustee Abercrombie is at the school sites often and it is vital for the board and district to see how our employees are doing. It's obvious that this year is more stressful than last year. Mr. Stagnaro did a great job the other day while covering a 5<sup>th</sup> grade class and continuing to run the school. We hope to ease the burden of our staff as much as possible. Trustee Kaur thanked everyone for their presentations tonight and it is her son's first birthday. She hopes that the sub increase that was approved tonight will help provide more subs. We understand your pain and realize how much teachers are doing. We are trying to make it better. Regarding school supplies, there was concerns that some were buying supplies themselves and are glad that we are increasing the amount allotted for school supplies to classrooms.

**Superintendent  
Report:**

Dr. Stephens thanked Dr. Boswell for stepping in and overseeing our COVID process. It helps to simplify what we need to do and will be much better. This has been by far a much tougher year than last year. He knows everyone feels it. We need to take it one day at a time and we will get through it.

**Adjourn: 8:12 p.m.**

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Brian R. Stephens, Superintendent  
**FROM:** Julianna Stocking, Associate Superintendent of Educational Services  
**DATE:** September 21, 2021  
**SUBJECT:** Receive Report on TUSD's Mental Health Services

**BACKGROUND:** Tracy Unified School District (TUSD) provides mental health services to all students who may be experiencing mental health challenges posing barriers to their academic performance and overall well-being. Social and emotional interventions in the school setting are necessary for students to access in order to be academically successful.

**RATIONALE:** Social and emotional interventions are a part of the multi-tiered system of supports, which TUSD uses as a framework to navigate student success. Tier 2 and 3 interventions are targeted and intensive behavioral health services for students who are struggling to meet academic, attendance, and/or behavioral standards within a school setting. TUSD has contracted with several agencies to provide school-based mental health counseling to all TUSD school sites. A board presentation will provide updates regarding these services for the 2021-2022 school year.

**FUNDING:** Non-Applicable.

**RECOMMENDATION:** Receive Report on TUSD's Mental Health Services.

**Prepared by:** Dr. Deidre Hill-Valdivia, Coordinator of Prevention Services.



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Brian R. Stephens, Superintendent  
**FROM:** Julianna Stocking, Associate Superintendent of Educational Services  
**DATE:** September 20, 2021  
**SUBJECT:** Conduct a Public Hearing to Determine Sufficiency of Textbooks and Instructional Materials for the Students of Tracy Unified School District

**BACKGROUND:** California Education Code 60119 (as amended by Statutes of 2012, Chapter 668, Section 3, effective January 1, 2013) requires that the governing board hold an annual public hearing regarding the sufficiency of instructional materials encouraging the input of parents, teachers, members of the community interested in the affairs of the school district, and bargaining unit leaders. The public hearing is held to determine whether “each pupil in each school in the district has sufficient textbooks or instructional materials, or both, that are aligned to the content standards adopted pursuant to Section 60605 in each of the following subjects, as appropriate, that are consistent with the content and cycles of the curriculum framework adopted by the State Board:

- (i.) Mathematics
- (ii.) Science
- (iii.) History-Social Science
- (iv.) English/Language Arts, including the English Language Development component of an adopted program.”

**RATIONALE:** The public hearing requirement is one component of the state audit guide. This item aligns with District Strategic Goal #1: Prepare all students to be well-rounded individuals with the knowledge and skills to pursue their college and/or careers.

**FUNDING:** No cost to the District.

**RECOMMENDATION:** Conduct a Public Hearing to Determine Sufficiency of Textbooks and Instructional Materials for the Students of Tracy Unified School District.

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



## BUSINESS SERVICES MEMORANDUM

**TO:** Dr. Brian Stephens, Superintendent  
**FROM:** Dr. Rob Pecot, Assoc Supt of Business Services  
**DATE:** September 9, 2021  
**SUBJECT:** **Accept the Generous Donations from the Various Individuals, Businesses, and School Site Parent Teacher Associations Listed Herein with Thanks and Appreciation from the Staff and Students of the Tracy Unified School District**

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

Freiler Elementary School:

1. Tracy Unified School District/Freiler Elementary School: From the Blackbaud Giving Fund for the amount of \$504.00 (ck. #1110201750). This donation will be used to purchase classroom supplies.

Tracy High School:

1. Tracy Unified School District/Tracy High School: From Herff Jones, LLC for the amount of \$500.00 (ck. #850495). This donation will benefit Tracy High School's Associated Student Body.
2. Tracy Unified School District/Tracy High School: From Banta Inn Inc. for the amount of \$500.00 (ck. #99306). This donation is a contribution to the Linda Tosta Scholarship for the 2021-2022 school year.

Wanda Hirsch Elementary School:

1. Tracy Unified School District/Hirsch Elementary School: From Hul and Dawei Dong for the amount of \$1,000.00 (ck. #2624). This donation will be used to support the needs of the students of Hirsch School, to include headphones for the kindergarten and first grade classrooms, as well as, recess equipment and STEM supplies.

Poet Christian Elementary School:

1. Tracy Unified School District/Poet Christian Elementary School: From the Gladys Poet Christian School PTSA for the amount of \$544.23 (ck. #1522). This donation will be used for school supplies and activities and will benefit the staff and students of Poet School.

**RATIONALE:** Acceptance is recommended in order to meet the District's strategic goals and to enhance and benefit the educational experiences of the students of the Tracy Unified School District. This agenda item meets Strategic Goal #2 – Create a quality and effective learning environment for all students.

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

**RECOMMENDATION:** Accept the Generous Donations from the Various Individuals, Businesses, and School Site Parent Teacher Associations Listed Herein with Thanks and Appreciation from the Staff and Students of the Tracy Unified School District.

**Prepared by:** Dr. Rob Pecot, Associate Superintendent for Business Services.





## BUSINESS SERVICES MEMORANDUM

**TO:** Dr. Brian Stephens, Superintendent  
**FROM:** Dr. Rob Pecot, Assoc Supt of Business Services  
**DATE:** September 28, 2021  
**SUBJECT:** **Accept and Review the Status of School Connected Organization/Booster Club Applications Submitted for the 2021/22 School Year**

**BACKGROUND:** The District recognizes the importance of having parent support/booster clubs that enhance and assist in furthering the educational opportunities of students. Community support organizations (CSO's) such as Parent Teacher Clubs, Parent Teacher Associations, Athletics Boosters, Band Boosters, Advisory Groups, and any other organizations approved by the Board, promote, encourage, and support the approved academic, co-curricular, and extra curricular activities of the district. The attached document reflects the current status of active School Connected Organizations for the current year. Those groups approved by prior Board Action are indicated as *Approved*. Those being submitted for current approval are indicated as *Recommended for Approval*. Those groups that have indicated an interest in approval, but have not yet met all approval requirements, are indicated as *Pending*. In addition to the status of *Approved*, *Recommended for Approval*, and *Pending*, each organization is marked as being either *Current* or *Revoked*. *Current* means the organization has submitted a current reconciled bank statement within the past two months and all other documentation is adequate. *Revoked* means the organization has failed to submit a current reconciled bank statement within the past two months, other documentation is inadequate, or some other condition exists for which additional compliance steps are required.

**RATIONALE:** Acceptance of this item indicates endorsement by the School Board of the current status of each recognized School Connected Organization or Booster Club in order to meet the District's strategic goal: strategic goal #5 – Continuously improve fiscal, facilities and operational processes.

**FUNDING:** There are no financial obligations associated with this agenda however sites and departments of the District may incur responsibilities and costs associated with donations made through the (CSO's) fundraising endeavors.

**RECOMMENDATION:** Accept and Review the Status of School Connected Organization/Booster Club Applications Submitted for the 2021/22 School Year.

**Prepared by:** Jill Carter, Director of School Business Support Services & Purchasing.



## 2021/2022 School-Connected Organization Booster Clubs

Organization	Status	Current Reviewed Bank Statements
Freiler Staff Parent Association	<i>Approved</i>	<i>Current</i>
Hirsch PTO	<i>Approved</i>	<i>Current</i>
Jacobson Staff Parent Association	<i>Approved</i>	<i>Current</i>
Jaguar Theatre Booster Club	<i>Approved</i>	<i>Current</i>
G.Kelly Parent Faculty Alliance	<i>Approved</i>	<i>Current</i>
KHS Athletic Booster Club	<i>Approved</i>	<i>Current</i>
KHS Music Boosters	<i>Approved</i>	<i>Current</i>
KHS PTSA	<i>Approved</i>	<i>Current</i>
Poet Christian PTSA	<i>Approved</i>	<i>Current</i>
South West Park Parent Club	<i>Approved</i>	<i>Current</i>
THS Baseball Booster Club	<i>Approved</i>	<i>Current</i>
THS Bulldog Band Booster Club	<i>Approved</i>	<i>Current</i>
THS Cheer/Dance Booster Club	<i>Approved</i>	<i>Current</i>
THS Football Booster Club	<i>Approved</i>	<i>Current</i>
THS Softball Booster Club	<i>Approved</i>	<i>Current</i>
THS Volleyball Booster Club	<i>Approved</i>	<i>Current</i>
Villalovoz Parent Facility Club	<i>Approved</i>	<i>Current</i>
WHS Homefield Advantage	<i>Approved</i>	<i>Current</i>
WHS Music Boosters	<i>Approved</i>	<i>Current</i>
West High Science Boosters	<i>Approved</i>	<i>Current</i>

Revised 9/14/21



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Brian R. Stephens, Superintendent  
**FROM:** Julianna Stocking, Associate Superintendent of Educational Services  
**DATE:** September 10, 2021  
**SUBJECT:** **Approve Agreement for Contract Services with Give Every Child A Chance to Provide Afterschool Tutoring at South/West Park Elementary for the 2021-2022 School Year**

**BACKGROUND:** District Goal #1 is to prepare all students to be well-rounded individuals with the knowledge and skills to pursue their college and/or career goals. Give Every Child a Chance (GECAC) is a non-profit organization which has applied and received donations and grants which fund the program. The past nine years, GECAC has provided tutoring services afterschool to district students. The tutors are middle and high school students, with parent permission. Students receiving tutoring are students identified by their teacher as those in danger of failing. The curriculum used will be provided by each student's classroom teacher. A communication log will be used between the tutor and teacher to ensure the student is progressing.

**RATIONALE:** The staff at South/West Park Elementary believe that Give Every Child a Chance does help struggling students. This one-on-one tutoring program is not only welcomed, but is greatly appreciated. By giving at-risk students additional intervention, they feel more confident, and perform better in the classroom. South/West Park Elementary is a school-wide Title 1 school.

**FUNDING:** There is no cost to the District. Funding is provided through Give Every Child a Chance, a non-profit organization.

**RECOMMENDATION:** Approve Agreement for Contract Services with Give Every Child A Chance to Provide Afterschool Tutoring at South/West Park Elementary for the 2021-2022 School Year.

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

# TRACY UNIFIED SCHOOL DISTRICT

1875 W. Lowell Ave., Tracy, California 95376

## AGREEMENT FOR SPECIAL CONTRACT SERVICES

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

1. Contractor shall perform the following duties: Provide Afterschool Tutoring at South/West Park Elementary School for the 2021-2022 School Year

Contractor shall do all work, attend all meetings, produce all reports and carry out all activities necessary for completion of the services described in this paragraph (1) AND OR [the attached hereto and incorporated herein by this reference as Exhibit "A".] This Agreement and its exhibits shall be known as the "Agreement Documents." Terms set forth in any Agreement Document shall be deemed to be incorporated in all Agreement Documents as if set forth in full therein. In the event of conflict between terms contained in these Agreement Documents, the more specific term shall control. If any portion of the Agreement Documents shall be in conflict with any other portion, provisions contained in the Agreement shall govern over conflicting provisions contained in the exhibits to the Agreement.

2. Contractor will provide the above services(s), as outlined in Paragraph 1, for a period of up to a total of 160 ( ) [ ] HOURS [x ] DAYS, under the terms of this agreement at the following location 500 W. Mt. Diablo Avenue.

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

- a. District shall pay \$ 0.00 per [x ] HOUR [ ] DAY [ ] FLAT RATE, not to exceed a total of \$ 0.00. Contractor shall only be paid for work completed to the satisfaction of District through the termination date of this agreement.
- b. District [ ] SHALL [x ] SHALL NOT reimburse Contractor for out-of-pocket expenses incurred during Contractor's performance of the services, including: mileage, meals and lodging in the District, with rates not to exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed \$ -0- for the term of this agreement.
- c. District shall make payment on a [ ] MONTHLY PROGRESS BASIS [ ] SINGLE PAYMENT UPON COMPLETION OF THE DUTIES and within thirty (30) working days from Contractor's presentation of a detailed invoice or on a claim form provided by District. Original paid receipts are required for lodging, air fare (passenger coupon or ticket stub), automobile rental, and parking. Claims for unusual expenses, such as teaching materials, photocopying, etc., must be accompanied by original paid invoices.

4. The terms of the agreement shall commence on September 29, 2021, and shall terminate on May 25, 2022.

5. This agreement may be terminated at any time during the term by either party upon Thirty (30) days' written notice of termination delivered by certified mail, return receipt requested.

6. Amendments, changes or modifications in the terms of this Agreement may only be made at any time by mutual written agreement between the parties hereto and shall be signed by the persons authorized to bind the parties hereto.
7. Contractor shall contact the District's designee, Ramona Soto, at (209) 830-3335 with any questions regarding performance of the services outlined above. District's designee shall determine if and when Contractor has completed the services described.
8. Contractor enters into this Agreement as an independent contractor and not as an employee of the District. The Contractor shall have no power or authority by this Agreement to bind the District in any respect except as provided herein. Nothing in this Agreement shall be construed to be inconsistent with this relationship or status. All employees, agents, contractors or subcontractors hired or retained by the Contractor are employees, agents, contractors or subcontractors of the Contractor and not of the District. The District shall not be obligated in any way to pay any wage claims or other claims made against Contractor by any such employees, agents, contractors or subcontractors, or any other person resulting from performance of this Agreement.
  - a. CONTRACTOR shall be required to provide proof (Certificate of Insurance) of comprehensive general liability insurance coverage in the amount of one million dollars (\$1,000,000.00) combined single limit per occurrence; two million dollars (\$2,000,000.00) general aggregate. A separate additional insured endorsement shall be provided to include the DISTRICT and its officers, officials, employees, agents and volunteers as additional insured in the policy. It is agreed that insurance coverage provided by CONTRACTOR herein is endorsed as primary and noncontributory to any similar insurance or self-insurance carried by DISTRICT. The DISTRICT reserves the right to adjust its insurance requirements as needed.
  - b. Contractor ☒ WILL ☐ WILL NOT have significant contact with students. If applicable, proof of professional liability insurance, to include one million dollars (\$1,000,000.00) per occurrence for Sexual Abuse/Molestation is also required. If applicable, CONTRACTOR will comply with the provisions of Education Code 45125 regarding the submission of fingerprints to the California Department of Justice and the completion of criminal background investigations of the CONTRACTOR and/or its employees.

Contractor agrees to hold harmless and to indemnify District for:

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

9. This Agreement is for the personal services of the Contractor and Contractor may not assign the performance of the services to any person or persons who are not parties to this Agreement except for employees of Contractor. None of the services covered by this Agreement shall be subcontracted without the prior written consent of the District, which will not be unreasonably withheld. Contractor shall be as fully responsible to the District for the negligent acts and omissions of its contractors and subcontractors, and of persons either directly or indirectly

employed by them, as it is for the negligent acts and omissions of persons directly employed by Contractor.

10. Contractor certifies that his or her current employer, if any, is fully cognizant of this Agreement and that payments hereunder are not in conflict with any federal, state, or local statutes, rules or regulations or with any policies of Contractor's current employer. Contractor covenants that neither it, nor any of its employees, agents, contractors or subcontractors has any interest, nor shall they acquire any interest, direct or indirect, in the subject of the Agreement, nor any other interest which would conflict in any manner or degree with the performance of its services hereunder. Contractor shall make all disclosures required by the District's conflict of interest code in accordance with the category designated by the District, unless the District determines in writing that Contractor's duties are more limited in scope than is warranted by the category designated by the District code and that a narrower disclosure category should apply. Contractor also agrees to make disclosure in compliance with the District conflict of interest code if, at any time after the execution of this Agreement, District determines and notifies Contractor in writing that Contractor's duties under this Agreement warrant greater disclosure by Contractor than was originally contemplated. Contractor shall make disclosures in the time, place and manner set forth in the conflict of interest code and as directed by the District.
11. District shall become the owner of, and entitled to, exclusive possession of all records, documents, graphs, photographic or other reproductions of any kind produced in the scope of services performed and no other uses thereof will be permitted except by permission of the District. Proprietary materials will be exempted from this clause.
12. Contractor shall keep itself fully informed of, shall observe and comply with, and shall cause any and all persons, firms or corporations employed by it or under its control to observe and comply with, applicable federal, state, county and municipal laws, ordinances, regulations, orders and decrees which in any manner affect those engaged or employed on the work described by this Agreement or the materials used or which in any way affect the conduct of the work.
13. Contractor shall not engage in unlawful employment discrimination. Such unlawful employment discrimination includes, but is not limited to, employment discrimination based upon a person's race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship, or sexual orientation.
14. Contractor shall maintain and make available for inspection by the District and its auditors accurate records of all of its costs, disbursements and receipts with respect to any work under this Contract. Such inspections may be made during regular office hours at any time until six (6) months after the final payments under this Agreement are made to the Contractor.

**AGREED:**

\_\_\_\_\_  
Contractor Signature Title

\_\_\_\_\_  
IRS Identification Number

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
Date

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

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

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

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





Memorandum of Understanding Between  
Give Every Child A Chance  
&  
South West Park Elementary School

**PURPOSE:**

The purpose of this MOU is to continue to develop and expand a framework of cooperation between GECAC and South West Park Elementary to develop a mutually beneficial program that benefits our students and community.

**South West Park Elementary School Shall:**

1. Provide a dedicated or shared space with lighted walking paths, four days a week from the time school is dismissed until at least 6:00pm for services to be provided throughout the school year. School shall further provide
  - a. classroom with desks or tables and chairs, for the Homework Assistance/Tutoring Services.
  - b. Space for Locking bin (3ftx4ft)
  - c. A mailbox to receive school information
2. Provide easy access to participant's teachers including email to assure communication to better support students.
3. Refer students to the Tutoring Program.
4. Allow GECAC to recruit students by class visits, school events, and parent meetings.
5. Distribute program information during school events such as Back to School Nights and Parent Nights.
6. Make announcements pertaining to Tutoring Program including school newsletters, and social media.
7. **Assign a school contact person to act as school liaison for GECAC to assist with school alignment and teacher communication.**
8. **Provide after hour contact in case of an emergency.**
9. Allow GECAC to hang a banner identifying the site as a TEACH Program location.
10. Allow Director of Sites to visit/deliver snacks/water to sites weekly.
11. Provide daily janitor services.
12. Provide convenient access to bathrooms during program hours.
13. Provide a safe access through campus for parents/ guardians to pick up their student.

**GECAC SHALL:**

1. Administer a quality Tutoring Program during the regular school year.
2. Will assist and participate in school planned family events.
3. Maintain a clean program area.
4. Communicate regularly with school personnel in person and through email.
5. Provide the cost of staffing and volunteers
6. Manage the employees and volunteers of the site
7. Provide all the resources needed for the site including pens, paper, etc.

This MOU shall stay in effect until either party chooses to dissolve it. This MOU in no way can cover everything for every situation.

Date of Agreement: \_\_\_\_\_

GECAC Staff: \_\_\_\_\_

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

School Administrator Signature: \_\_\_\_\_

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



# TEACH PROGRAM

*In-person & virtual sessions available*

Tutoring Encourages Achievement,  
Coaching, & Hardwork (TEACH)  
mentor/tutoring is the matching of a student  
receiving one or more below average grades with a  
volunteer or tutor. Each session allows the student  
and mentor to talk together and find out how each other's day was.  
This bond breeds trust and a healthy, safe, comfortable environment to  
study in.

## PROGRAM DATE:

In-Person: TBD

Virtual: September 13th

## PROGRAM TIME:

In-Person: 2:30PM-5:45PM

Virtual: 2:30PM-5:45PM

## APPLICATIONS:

Available starting August 30th

## COVID-19 PRECAUTIONS:

Additional safety measures are  
being implemented, including  
social distancing, regular  
hand-washing, and more  
frequent sanitation of equipment

## SESSIONS:

Monday-Thursday

\*Wednesdays are drop-in  
for Homework Assistance

## SIGN UP:

Register online at  
<https://gecac.ce.eleyo.com>

## FORMS:

Make sure you submit a copy  
of your child's grades, IEP, or  
504 form

## REQUIREMENT:

Must have a valid gmail for virtual  
sessions



SIGN UP  
HERE



209-825-7003



322 SUN WEST PLACE, MANTECA, CA



[WWW.GECAC.NET](http://WWW.GECAC.NET)



## EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Brian R. Stephens, Superintendent  
**FROM:** Julianna Stocking, Associate Superintendent of Educational Services  
**DATE:** September 21, 2021  
**SUBJECT:** **Approve Overnight Travel for FFA Advisors and Students to Attend the National FFA Convention in Indianapolis, October 26-31, 2021**

**BACKGROUND:** The West High School FFA consisting of six students and three Advisors, will travel to Indianapolis for the National FFA Convention, leaving on Tuesday, October 26<sup>th</sup> and returning Sunday, November 1<sup>st</sup>. Students will have opportunity to complete homework assigned during the trip. This Convention is in it's 94<sup>th</sup> year, a long-standing event set to grow the next generation of leaders.

**RATIONALE:** The National FFA Convention is about helping students find inspiration and direction to become leaders and influencers prepared to make an impact. They will help our students find out who they want to become and get a vision for how the world grows. This supports our vision that all students will become lifelong learners, responsible citizens and leaders in the 21<sup>st</sup> Century; and aligns with Strategic Goal #1 (Prepare all students to be well-rounded individuals with the knowledge and skills to pursue their college and/or career goals).

**FUNDING:** The approximate cost will be \$2000.00 per person. This includes transportation, flight, hotel, and registration fees. The West High FFA Chapter will pay a portion of this cost and students will also pay a portion. There will be no expense incurred by Tracy Unified School District. Meals will be an individual responsibility for each student and advisor.

**RECOMMENDATION:** Approve Overnight Travel for FFA Advisors and Students to Attend the National FFA Convention in Indianapolis, October 26-31, 2021

**PREPARED BY:** Ms. Annabelle Lee, West High School Principal.



# HUMAN RESOURCES MEMORANDUM

**TO:** Dr. Brian R. Stephens, Superintendent  
**FROM:** Tammy Jalique, Associate Superintendent of Human Resources  
**DATE:** September 15, 2021  
**SUBJECT:** Accept Resignations/Retirements/Leave of Absences for Classified, Certificated, and/or Management Employment

**BACKGROUND:**

**MANAGEMENT/CLASSIFIED  
CONFIDENTIAL RESIGNATION**

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Rodriguez, Lisa Elementary School Secretary	Villalovoz	9/22/21	Accepted the Secretary to the Director of Curriculum and Professional Learning

**BACKGROUND:**

**CERTIFICATED RESIGNATION**

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Khan, Shakeel Mathematics	WMS	9/3/21	Deceased
Lincoln, Nicholas 6 <sup>th</sup> Grade	WMS	10/1/21	Personal

**BACKGROUND:**

**CERTIFICATED RETIREMENTS**

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
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**BACKGROUND:**

**MANAGEMENT/CLASSIFIED  
CONFIDENTIAL RETIREMENTS**

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>
-------------------	-------------	---------------------------

**BACKGROUND:**

**CLASSIFIED RETIREMENTS**

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Bush, Rose Media Services Specialist	IMC	9/30/21	Retirement
Calleros, Maria Special Ed Para Ed I	North	8/31/21	Retirement

**BACKGROUND:**

**CLASSIFIED RESIGNATION**

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Acierto, Russell ISET Tech I	ISET	9/10/21	Accepted an ISET Tech III position
Aguilar, Maria Food Service Worker	Monte Vista	9/13/21	Accepted a FSW position w/more hours
Alfaro, Carmen Para Educator I	Central	9/15/21	Accepted an 8 hour Para Educator I position
Avalos, Sophia Para Educator I	Villalovoz	9/22/21	Accepted a Clerk Typist I position

Flores-Sanchez, Imelda Para Educator II	West High	9/24/21	Personal
Gill, Pardeep IEP Para Ed I	Freiler	8/24/21	Personal
Hallman, Jessica Para Educator I	Bohn	9/14/21	Accepted a Clerk Typist I position
Harvey, Maristela Para Educator I	Bohn	9/16/21	Accepted an 8 hour Para Educator I position
Houston, Olga Special Ed Para Ed I	Central	9/30/21	Personal
Iodonisi, Patrina Food Service Worker	Kimball	9/12/21	Accepted a FSW position w/more hours
Kalathil, Baljit Special Ed Para Ed I	Jacobson	8/23/21	Accepted a Para Educator I position
Zaragoza, Sandra Food Service Worker	SWP	9/14/21	Accepted a FSW II position
Zaragoza, Sandra Food Service Worker	SWP	9/14/21	Accepted a FSW II position
Zaragoza, Sandra Food Service Worker	SWP	9/14/21	Accepted a FSW II position

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

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





# HUMAN RESOURCES MEMORANDUM

**TO:** Dr. Brian R. Stephens, Superintendent  
**FROM:** Tammy Jalique, Associate Superintendent of Human Resources  
**DATE:** September 15, 2021  
**SUBJECT:** Approve Classified, Certificated, and/or Management Employment

**BACKGROUND:**

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

**BACKGROUND:**

Dukes, Jason

**CERTIFICATED**

Independent Study Teacher  
Tracy Independent Study Charter (New)  
“B”, VI, Step 8  
\$60,829.92  
Fund: Charter School

**BACKGROUND:**

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

**BACKGROUND:**

**CLASSIFIED**

Aguilar, Maria

Food Service Worker (Replacement)  
Tracy High  
6 hours per day  
Range 22, Step E - \$17.87 per hour  
Funding: Child Nutrition School Program

Alfaro, Carmen

Para Educator I (New)

	Central 8 hours per day Range 24, Step E - \$18.72 per hour Funding: ELO Grant
Allen, Jerold	Utility Person II (New) MOT 8 hours per day Range 35, Step B - \$21.05 Funding: General Fund
Avalos, Sofia	Clerk Typist I (New) Villalovoz 8 hours per day Range 23, Step D - \$17.44 per hour Funding: ELO Grant
Camacho, Jose	Para Educator I (New) Jacobson 8 hours per day Range 24, Step E - \$18.72 per hour Funding: ELO Grant
Dement, Stacy	Utility Person III (Replacement) MOT 8 hours per day Range 38, Step A - \$21.53 per hour Funding: General Fund, Home to school Transportation, Ongoing and Major Maintenance
Feller, Marissa	K- 8 Library Technician (Replacement) Hirsch 6 hours per day Range 30, Step C - \$19.59 per hour Funding: State Lottery
Harvey, Maristela	Para Educator I (New) Bohn 8 hours per day Range 24, Step E - \$18.72 per hour Funding: ELO Grant
Iadonisi, Patrina	Food Service Worker (Replacement) Williams 6 hours per day Range 22, Step D - \$17.07 per hour

	Funding: Child Nutrition School Program
Iadonisi, Patrina	Food Service Worker (Replacement) North 2 hours per day Range 22, Step D - \$17.07 per hour Funding: Child Nutrition School Program
Kalathil, Baljit	Para Educator I (Replacement) Jacobson 4 hours per day Range 24, Step E - \$18.72 per hour Funding: IASA-Title I Bas Gmts Low Inc
Ratna, Deepa	Secretary to the Director of Special Ed (Replacement) Special Ed 8 hours per day Range 40, Step C - \$24.79 per hour Funding: Special Education
Rodriguez, Lisa	Secretary to the Director of Professional Learning and Curriculum (Replacement) 8 hours per day Range 40, Step E - \$27.25 per hour Funding: General Fund
Zaragoza, Sandra	Food Service Worker II (Replacement) West High 7 hours per day Range 24, Step E - \$18.72 per hour Funding: Child Nutrition School Program

### **BACKGROUND:**

Aguilera, Michael

### **COACHES**

Soccer – Varsity Boys’  
Tracy High  
Stipend: \$6358.61

Culbreth, Jonathan

Football – Frosh Assist  
Kimball High  
Stipend: \$5089.18

Jeffery, Donald

Basketball – Frosh Girls’  
West High

Stipend: \$4239.07

Shelton, Nathaniel

Football – Soph Head  
Tracy High  
Stipend: \$6358.61

Thompson, Larry

Football – Soph Assist  
Kimball High  
Kimball High  
Stipend: \$5089.18

Turpin, Michael

Basketball – Varsity Girls'  
Kimball High  
Stipend: \$6358.61

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

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



## EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Brian R. Stephens, Superintendent  
**FROM:** Julianna Stocking, Associate Superintendent of Ed Services  
**DATE:** September 14, 2021  
**SUBJECT:** Adopt Revisions for Written Master Agreement for the Tracy Unified School District Independent Study Program for 2021-2022

**BACKGROUND:** The TUSD Master Agreement was approved prior to the requirements for Assembly Bill 130 for the 2021-22 school year.

**RATIONALE:** In order to remain current with education codes and incorporate AB 130 instruction requirements for independent study, Traci Mitchell has revised Written Master Agreement, under the guidance of Dr. Mary Petty, Director of Student Services. 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.

**FUNDING:** N/A

**RECOMMENDATION:** Adopt Revisions for Written Master Agreement for the Tracy Unified School District Independent Study Program for 2021-2022.

**Prepared by:** Traci L Mitchell, Principal for Independent Study.



**MASTER AGREEMENT FOR INDEPENDENT STUDY (IS)**  
**2021-2022 School Year**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
ID Number: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_  
Student Email: \_\_\_\_\_ Parent Email: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_  
School of Enrollment: \_\_\_\_\_ ( ) Fall ( ) Spring ( ) Trimester  
Duration: \_\_\_\_\_ Entry Date: \_\_\_\_\_ Exit Date: \_\_\_\_\_ Program Placement: \_\_\_\_\_  
(School Year or Semester) (Gen. Ed, SPED, SDC, etc.)

Students are required to report to the IS teacher as follows to submit work, live interaction and/or synchronous instruction and progress reporting:

**Manner of Reporting:** ☐ One-on-one ☐ Small Group ☐ E-mail ☐ Fax

**Supervising Teacher:** \_\_\_\_\_

**Day & Time:** \_\_\_\_\_

**Frequency:** \_\_\_\_\_

**Place of Meeting:** \_\_\_\_\_

We agree to the reporting method for the student's work as stated above:

\_\_\_\_\_  
Student Signature and Date

\_\_\_\_\_  
Parent/Guardian/Caregiver Signature and Date

**Board Policy 6158/Independent Study**

**AB/SB 130-Independent Study Instructional Requirements by Grade Level**

**Kindergarten to grade 3 — daily synchronous instruction for all students throughout the school year.**

**Grades 4 to 8 — both daily live interaction and at least weekly synchronous instruction for all students throughout the school year.**

**Grades 9 to 12 — at least weekly synchronous instruction for all students throughout the school year.**





## MASTER AGREEMENT FOR INDEPENDENT STUDY (IS) 2021-2022 School Year

**“Live interaction” means interaction between the student and local educational agency classified or certificated staff, and may include peers, provided for the purpose of maintaining school connectedness, including but not limited to: wellness checks, progress monitoring, provision of services and instruction. This interaction may take place in person or in the form of internet or telephonic communication.**

**“Synchronous instruction” means classroom-style instruction or designated small group or one-on-one instruction delivered in person, or in the form of internet or telephonic communications and involving live, two-way communication between the teacher and student. The Independent Study teacher of record shall provide synchronous instruction for that student.**

(a) For pupils in all grade levels offered by the School, the maximum length of time that may elapse between the time an assignment is made and the date by which the pupil must complete the assigned work shall be **(5)** school days.

(b) A pupil may miss **(3)** assignments during any period of **(5)** school days before an evaluation is conducted to determine whether it is in the best interests of the pupil to remain in independent study. Therefore, when any pupil fails to complete **(3)** assignments during any period of **(5)** school days, the Principal or his or her designee shall conduct an evaluation to determine whether it is in the best interest of the pupil to remain in independent study. A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. Records are kept for three years from the date of the evaluation and if the pupil transfers to another California public school, the record shall be forwarded to that school.

We acknowledge and understand the board policy regarding participating in Independent Study Instructional Requirements as set forth in Assembly Bill 130.

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Student Signature and Date

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Parent/Guardian/Caregiver Signature and Date



**MASTER AGREEMENT FOR INDEPENDENT STUDY (IS)**  
**2021-2022 School Year**

**OBJECTIVES:** Learning objectives and methods of study will be consistent with the guidelines from the above named school of enrollment curriculum. Assignment and work forms will include additional descriptions of the learning objectives and activities of the course of study covered by the agreement. Supplementary contracts or weekly assignment forms contain additional descriptions of individualized student objectives, method of study, method of evaluation assignments, and progress grades. The term "Course Value" ("CV") refers to the number of credits (secondary education) or weeks of work (elementary education), the student will attempt.

***Expected Course Credits or Other Measures of Academic Achievement***

Subject	Course	Course Value	Academic Evaluation	Teacher Initials
English/Language Arts				
Mathematics				
Social Studies				
Science				
World Language				
General Elective				
General Elective				
Other				
Other				
Other				

See attached list of Additional Classes on Page 4, if needed

Principal (K-8) or Counselor (9-12) Signature: \_\_\_\_\_

**AGREEMENT:** Independent study is an optional educational alternative in which no student may be required to participate. In the case of a student referred or assigned to any school, class or program pursuant to Education Code Section 48915 or 48917, instruction provided to the student through independent study only if the student is offered the alternative of classroom instruction.

- The purpose of this agreement is to enable the student to successfully reach the objectives and complete the assignments identified in the assignment and work-record forms that will be part of this agreement.



## MASTER AGREEMENT FOR INDEPENDENT STUDY (IS) 2021-2022 School Year

- According to district policy for independent study in grades nine through twelve, no more than four weeks may elapse between the date an assignment is made by the teacher and the date it is due, unless an exception is made in accordance with district policy.
- The Tracy Unified School District will provide the teacher services, instructional materials, and other necessary items and resources as specified for each assignment.
- The student agrees to meet with or report to the teacher regularly, in accordance with the frequency, date, time, and location specified in the course contract or the assignment and work-record form.
- If necessary, parent/guardian/caregiver acknowledges that the independent study staff may add additional courses or may change courses listed above to meet the needs of the student.
- No expelled student may participate in independent study and have that ADA reported until and unless that student is reinstated and enrolled in a school that can offer independent study. A student with a suspended expulsion may engage in independent study during the time the suspension is in effect, as long as a viable classroom based instruction program is available as an option in the agreement. *Note: Community Day School does not allow independent study; therefore, this cannot be a classroom-based option for purposes of this agreement.*

I have read and I understand the terms of this agreement and agree to all provisions set forth.

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

Parent/Guardian/Caregiver: \_\_\_\_\_ Date: \_\_\_\_\_

Certificated Person Providing General Supervision: \_\_\_\_\_ Date: \_\_\_\_\_

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



**MASTER AGREEMENT FOR INDEPENDENT STUDY (IS)**  
**2021-2022 School Year**

REQUEST FOR VOLUNTARY PARTICIPATION IN INDEPENDENT STUDY

REASON FOR REQUEST: \_\_\_\_\_

Print name of Parent/Guardian/Caregiver: \_\_\_\_\_

Work phone of Parent/Guardian/Caregiver: \_\_\_\_\_

Home phone of Parent/Guardian/Caregiver: \_\_\_\_\_

Email address of Parent/Guardian/Caregiver: \_\_\_\_\_

Name and phone number of alternate person to contact if parent/guardian/caregiver is not available:

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

I agree to:

1. Independent Study is an optional educational alternative that I have voluntarily selected.
2. I have not waived any rights as a student, and I am entitled to all Tracy Unified School District's services and resources while participating in the independent study program.
3. If I am a student with an individualized program (IEP), my IEP must specifically provide for my enrollment in Independent Study.
4. I must follow all the discipline code and behavior guidelines of the Tracy Unified School District. Any violation of these guidelines or failure to meet school/district requirements could result in dismissal from the above named school of enrollment.
5. Visitation on any other school campus requires permission from that school.
6. Be supervised by any teacher and/or other approved personnel.
7. Obtain transportation to scheduled meetings. I understand that lack of transportation to the school site is not an acceptable reason for failing to meet with my teacher and/or supervisor to submit my completed assignments.
8. Complete my assigned work and achieve at least the minimum performance requirements of the course of study. I understand that passing, based on mastery of learning, can only occur after successfully completion and evaluation an activity.

Students Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**MASTER AGREEMENT FOR INDEPENDENT STUDY (IS)**  
**2021-2022 School Year**

Parent/Guardian/Caregiver:

I understand that the major objective of Independent Study is to provide a voluntary educational alternative for my student. I also agree to the above conditions listed under "Student."

I also understand that:

1. Individual course objectives are consistent with and evaluated in the same manner that they would be in a traditional school program.
2. I am liable for the cost of replacement or repair for willfully damaged or destroyed books and other school property checked out to this student.
3. A teacher will meet with my student on a regular basis to direct and measure progress.
4. It is my responsibility to provide any needed transportation for this student.
5. I am responsible for the supervision of this student while they are completing the assigned work and/or submitting all completed assignments necessary for evaluation.
6. I will attend Independent Study curriculum meetings for parents/guardians/caregivers.
7. I have the right to appeal to the program administrator any decision about this student's enrollment or school program according to the Tracy Unified School District's procedures.

Parent/Guardian/Caregiver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***ADDITIONAL CLASSES (Continued from Page 1, if needed)***

<b>Subject</b>	<b>Course</b>	<b>Course Value</b>	<b>Academic Evaluation</b>	<b>Teacher Initials</b>



## EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Brian R. Stephens, Superintendent  
**FROM:** Julianna Stocking, Associate Superintendent of Educational Services  
**DATE:** September 20, 2021  
**SUBJECT:** **Adopt Resolution #21-03: A Declaration That There Are Sufficient Textbooks and Instructional Materials for the Students of Tracy Unified School District**

**BACKGROUND:** California Education Code 60119 and 5 CCR 9531 requires that the governing board annually makes a determination through a resolution that each pupil in each school in the District has sufficient textbooks or instructional materials, including materials in a digital format under specified conditions, in each subject that are consistent with the content and cycles of the curriculum framework adopted by the State Board.

**RATIONALE:** The resolution is a requirement of the state audit guide and the terms of the Williams Settlement. This item aligns with District Strategic Goal #1: Prepare all students to be well-rounded individuals with the knowledge and skills to pursue their college and/or careers.

**FUNDING:** No cost to the District.

**RECOMMENDATION:** Adopt Resolution #21-03: A Declaration that there are Sufficient Textbooks and Instructional Materials for the Students of Tracy Unified School District.

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



**TRACY UNIFIED SCHOOL DISTRICT  
RESOLUTION # 21-03**

**DETERMINATION OF SUFFICIENT TEXTBOOKS ALIGNED TO THE  
CONTENT STANDARDS AND INSTRUCTIONAL MATERIALS  
2021-22**

**Whereas**, the Governing Board of Tracy Unified School District, in order to comply with the requirements of Education Code 60119 held a public hearing on September 28, 2021, at 7:00 PM, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

**Whereas**, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the District stating the time, place, and purpose of the hearing, and;

**Whereas**, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

**Whereas**, information provided at the public hearing detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the Tracy Unified School District, and;

**Whereas**, the definition of “sufficient ~~textbooks~~ or instructional materials” means that each student, including each English learner, has a standards-aligned textbook and/or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

**Whereas**, between the 2008-09 through the 2022-22 fiscal years, the definition of “sufficient textbooks or instructional materials” also means that all students who are enrolled in the same course within the Tracy Unified School District, have standards-aligned textbooks or instructional materials from the same adoption cycle, and;

**Whereas**, sufficient textbooks or instructional materials were provided to each student, including each English learner, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:



- ENGLISH LANGUAGE ARTS (K-8), adopted 2017 (implemented 2017 in K-5 and 2018 in 6-8)

Grade Level/Course	Adopted Materials	Publisher	Copyright
K-5	<i>Wonders</i>	McGraw Hill	2017
6-8	<i>StudySync</i>	McGraw Hill	2017
K-5 Bilingual	<i>Maravillas</i>	McGraw Hill	2017

- MATHEMATICS (K-8), adopted 2014 and 2015:

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

- SCIENCE (K-8), adopted 2008:

Grade Level/Course	Adopted Materials	Publisher	Copyright
K-5	<i>Science, CA Edition</i>	Houghton Mifflin	2007
6-8	<i>Focus on Earth Science, CA Edition – 6<sup>th</sup></i> <i>Focus on Life Science, CA Edition – 7<sup>th</sup></i> <i>Focus on Physical Science, CA Edition – 8<sup>th</sup></i>	Pearson/Prentice Hall	2008

- HISTORY-SOCIAL SCIENCE (K-5), adopted 2007 and (6-8) adopted 2019:

Grade Level/Course	Adopted Materials	Publisher	Copyright
K-5	<i>myWorld Interactive</i>	Pearson	2019
K-5 Bilingual	<i>miMundo Interactivo</i>	Pearson	2019
6-8	<i>World History: Ancient Civilizations-6<sup>th</sup></i> <i>World History: Medieval and Modern Times-7<sup>th</sup></i> <i>American Stories-8<sup>th</sup></i>	National Geographic Learning / Cengage	2019

- ENGLISH LANGUAGE ARTS (High School), adopted 2008 and 2017:

Grade Level/Course	Adopted Materials	Publisher	Copyright
Acc English, Adv Eng 1, AgSci Adv Eng 1, Beg ELD, ELD 9, English 1, Eng 1 Acad, English 1 MHSA, English 1 PreAP, Eng 1 AcadPreAP, Eng 1 PreAP MHSA, Modified Eng, Newcomer ELD	<i>StudySync (9)</i>	McGraw Hill	2017
Acc English, Adv Eng 2, AgSci Adv Eng 2, Beg ELD, ELD 10, English 2, Eng 2 Academy, English 1 MHSA, Eng 2 PreAP, Eng 2 Acad PreAP, Eng 2 PreAP MHSA, Modified Eng, Newcomer ELD	<i>StudySync (10)</i>	McGraw Hill	2017
Acc English, AgSci Eng 3, AP English Lit, Beg ELD, ELD 11, English 3, English 3 Acad, English IB HL1, Modified Eng, Newcomer ELD	<i>StudySync (11)</i>	McGraw Hill	2017
AP English Lang	<i>The Language of Composition</i>	Bedford/St. Martins (VHPS)	2008
Acc English, AgSci Eng 4, AP English Lit, Beg ELD, ELD 12, English 4, English 4 Acad, English 4 MHSA, English IB HL2, Modified Eng, Newcomer ELD	<i>StudySync (12)</i>	McGraw Hill	2017

- MATHEMATICS (High School), adopted 2002, 2015, and 2017:

Grade Level/Course	Adopted Materials	Publisher	Copyright
Acc Math, Algebra Read, Mod Math	<i>Bridge to Algebra</i>	Carnegie Learning	2011
Acc Algebra, Acc Bas Alg, Algebra 1, Algebra 1A, Algebra 1B, Algebra 1 MHSA, Algebra 1 w/Sup, Mod Algebra	<i>HMH Algebra 1 Volume 1 &amp; 2</i>	Houghton Mifflin Harcourt	2015
Geometry, Geometry ELL, Geometry MHSA, Geometry PreAP	<i>HMH Geometry Volume 1 &amp; 2</i>	Houghton Mifflin Harcourt	2015
Adv Algebra 2, Algebra 2, Alg 2 PreAP	<i>HMH Algebra 2 Volume 1 &amp; 2</i>	Houghton Mifflin Harcourt	2015
AP Statistics	<i>The Practice of Statistics, 5e</i>	W. H. Freeman	2018
Calculus AP (AB), Calculus AP (BC)	<i>Calculus, 11e</i>	Cengage Learning	2016
AP Comp Sci A	<i>Objects First with Java; a Practical Introduction Using BlueJ</i>	Pearson Education	2012
Adv Math, PreCal, Pre-Calculus	<i>PreCalculus w/Limits; A Graphing Approach 7e</i>	Cengage	2016
IB Math	<i>Mathematics: Applications and Interpretation, Standard Level 1e</i>	Oxford University Press	2019

- SCIENCE (High School), adopted 2007 and 2012:

Grade Level/Course	Adopted Materials	Publisher	Copyright
AP Biology	<i>Biology</i> , 9th ed	Pearson Benjamin Cummings	2011
Biology IB HL1, Biology IB HL2	<i>Biology</i> , 7 <sup>th</sup> ed	Prentice Hall	2005
ENH Bio, ENH Bio Acad, Principles Of Engineering II	<i>Essential Biology w/Physiology</i> , 2nd ed	Prentice Hall	2007
Biology, Biology Ag, Biology ELL, Mod Bio	<i>Biology</i>	Prentice Hall	2008
Biology ELL (THS only)	<i>Biología</i>		
AP Chemistry	<i>Chemistry: The Central Science</i> , 10th ed	Prentice Hall	2006
Chemistry, Chem Acad, Chemistry Ag, Chemistry ELL, Mod Integ Sci, Mod Physical	<i>Chemistry</i>	Prentice Hall	2008
Con Physics, Con Physics ELL, Physics, Physics Acad, Physics Ag, Prin of Engineering 1	<i>Conceptual Physics</i>	Prentice Hall	2006
Ag Earth Science, Astronomy, Earth Sci, Earth Sci ELL, Mod Earth Sci	<i>Earth Science</i>	Holt	2006
AP Environmental Science	<i>Environmental Science for AP</i>	W.H. Freeman & Co.	2012
Human Physiology Human Physiology ELL	<i>Essentials of Human Anatomy and Physiology</i> , 8 <sup>th</sup> ed	Prentice Hall	2006
ENH Chem, ENH Chem Acad	<i>Modern Chemistry</i>	Holt	2006
AP Physics 1	<i>College Physics</i> , 7 <sup>th</sup> ed	Pearson Addison-Wesley	2010
AP Physics C	<i>Fundamentals of Physics</i> , 8th ed	People's Publishing/Wiley	2007
Physics IB SL	<i>Physics for the IB Diploma</i> , 5th ed	Cambridge University Press	2007
Lab Research BioTech 1-3, BioTechnology 1-3	<i>Biotechnology: Science for the New Millennium</i> , 1 <sup>st</sup> ed	EMC Paradigm Publishing	2007
Environmental Systems and Societies IB	<i>Environmental Systems and Societies for the IB Diploma</i> , 2 <sup>nd</sup> ed	Cambridge University Press	2016
Physics (Stein High School)	<i>Physics in the Universe</i>	Edgenuity	2020
Chemistry (Stein High School)	<i>Chemistry in the Earth System</i>	Edgenuity	2020

- HISTORY / SOCIAL SCIENCE (High School), adopted 2006, 2015, 2019:

Course / Grade Level	Adopted Materials	Publisher	Copyright
<b>Grade 12</b>			
AgSci Govt/Econ, Amer Govt/Econ, Govt/Econ ELL, Mod Econ/Govt	<i>Magruder's American Government</i>	Pearson	2019
AgSci Govt/Econ, Amer Govt/Econ, Econ/Amer Govt, Govt/Econ ELL, Mod Econ/Govt	<i>Economics Principles in Action</i>	Pearson	2019
IB H History of the Americas 2	<i>Making America</i>	Cengage	2019
	<i>History of the Americas, 1880-1981</i>	Oxford University Press	2015
	<i>The Mexican Revolution 1884-1940</i>	Hodder	2014
	<i>The Move to Global War</i>	Oxford University Press	2015
AP US Gov & Politics	<i>American Government</i> , 10th ed.	McDougal Littell/Houghton	2006
	<i>American Government Readings</i>	Pearson	2006
<b>Grade 11</b>			
AgSci US Hist, Modif US Hist, US History, US History ELL	<i>U.S. History 1877 to the Present: America Through the Lens</i>	National Geographic Learning/Cengage	2019
AP US History	<i>American History: Connecting with the Past</i> , 15 <sup>th</sup> ed.	McGraw Hill	2015
IB H History of the Americas 1	<i>A People and a Nation</i>	Cengage	2019
	<i>Latin America: An Interpretive History</i>	Pearson	2017
	<i>Major Problems in American History</i>	Cengage	2017
<b>Grade 10</b>			
World History, Special Education World History			
Pre IB AgSci SS 2 (THS only), World History Pre-AP	<i>Modern World History</i>	Houghton Mifflin Harcourt	2019
Pre IB History of the Humanities (THS only)	<i>Modern World GCSE</i>	Social Studies School Service	2002
	<i>World History, Volume II-Since 1500</i>	Thomson/Wadsworth	2007
AP World History AP	<i>World Civilization: The Global Experience</i> , 5 <sup>th</sup> AP edition	Pearson Education	2007

- MODERN LANGUAGE, adopted 2012:

Course / Grade Level	Adopted Materials	Publisher	Copyright
Spanish 1	<i>Avancemos</i> , Lv 1	Holt McDougal	2013
Spanish 2	<i>Avancemos</i> , Lv 2	Holt McDougal	2013
Spanish 3 PreAP, Spanish IB HL1	<i>Avancemos</i> , Lv 3	Holt McDougal	2013
AP Spanish Language and Culture	<i>TEMAS</i>	Vista Higher Learning	2020
Spanish IB HL2, Spanish 5	<i>Avancemos</i> , Lv 4	Holt McDougal	2013
	<i>Manana</i>	Advance Materials	2011
AP Spanish Literature	<i>Reflexiones; Introduccion a la literatura hispanica</i>	Pearson	2013
Spanish/Spanish Spkrs 1, 2	<i>Nuevas Vistas Intro/Uno/Dos</i>	Holt, Rinehart, Winston	2004
French 1	<i>Bien dit!</i> Lv 1	Holt McDougal	2013
French 2	<i>Bien dit!</i> Lv 2	Holt McDougal	2013
French 3 PreAP, French IB HL1	<i>Bien dit!</i> Lv 3	Holt McDougal	2013
French IB HL2	<i>Le monde en francais</i>	Advance Materials	2011
AP French Lang	<i>Imaginez</i>	Vista Higher Learning	2007

- ENGLISH LANGUAGE DEVELOPMENT MATERIALS, adopted 2007:

Grade Level	Adopted Materials	Publisher	Copyright
6-8	<i>StudySync</i>	McGraw Hill	2017
9-12			
Beginning ELD			
Intermediate ELD			
Early Advanced ELD	<i>StudySync</i>	McGraw Hill	2017
Advanced ELD			
English I, II, III, IV			

**Whereas**, sufficient textbooks or instructional materials were provided to each student enrolled in foreign language or health classes, and;

**Whereas**, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;

Therefore, it is resolved that for the 2020-2021 school year, the Tracy Unified School District has provided each student with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

**APPROVED AND ADOPTED**, this 28<sup>th</sup> day of September, 2021 at a meeting, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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President  
Board of Trustees  
Tracy Unified School District

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Clerk  
Board of Trustees  
Tracy Unified School District



## HUMAN RESOURCES MEMORANDUM

**TO:** Dr. Brian R. Stephens, Superintendent  
**FROM:** Tammy Jalique, Associate Superintendent of Human Resources  
**DATE:** September 16, 2021  
**SUBJECT:** **Approve Revised Job Description and Salary for Director of Curriculum and Accountability/ Principal Tracy Independent Study Charter School**

**BACKGROUND:** The District continues the process of updating job descriptions to ensure that they accurately reflect current essential functions of the position, district requirements and any Federal or California Department of Education requirements. In addition, the Human Resources Department has established as one of its priorities, to review and revise outdated job descriptions.

**RATIONALE:** This agenda item meets District Strategic Goal #2: Hire, support, develop, train, and sustain district employees who create a singleness of purpose focused on maximizing students' academic, social, and emotional potential; and District Strategic Goal #3: Apply fiscal, operational and community resources to ensure a safe learning environment that supports staff and student goals.

**FUNDING:** Unrestricted General Fund

**RECOMMENDATION:** Approve Revised Job Description and Salary for Director of Curriculum and Accountability/ Principal Tracy Independent Study Charter School.

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

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** ~~Director of Assessment and Accountability~~ -**Director of Curriculum and Accountability/Principal Tracy Independent Study Charter School**

**DEPARTMENT:** Educational Services

### **POSITION SUMMARY:**

The Director of ~~Assessment~~ **Curriculum** and Accountability/**Principal Tracy Independent Study Charter School** under the supervision of the Associate Superintendent for Educational Services, provides leadership and supervision of the K-12 state curriculum ~~assessment~~ and accountability requirements. **This position also serves as the Tracy Independent Study Charter School principal.**

### **ESSENTIAL FUNCTIONS:**

1. Directs, develops, implements, evaluates and establishes standards of achievement and ~~State District~~-wide assessment programs and data storage/reporting systems.
2. Monitors data in District data storage/reporting systems for accuracy and works with school sites/other district departments to correct errors (e.g. state/~~district~~ assessment data; English learner records).
3. Provides leadership and assistance to site and District personnel in identifying, planning, developing and implementing continuous improvement processes.
4. ~~Assists school sites in developing School Plans by providing all current data.~~
5. Coordinates and provides reports on project financial data and prepares final claim forms.
6. Evaluates and supervises the Assessment Specialist.
7. ~~Evaluates the Translator/Interpreter Specialist.~~
8. ~~Evaluates the Program Specialist for Native Americans.~~
9. Meets with local advisory groups to discuss project applications and requirements.
10. Serves as the liaison representative in the field of assessment and accountability with the Federal, State, Regional and County offices.
11. Assists in interpreting the instructional programs and **state** assessment & accountability data, to the community.
12. Plans, organizes, directs and supervises the administrative systems for the Office of ~~Assessment~~ **Curriculum** and Accountability.
13. Assists in the determination of the educational needs and the goals of the community and the school district.
14. Assists with development of Pre-K-12 curriculum including coordination of the District's Curriculum committees.
15. Develops policies, administrative regulations and guidelines for all programs under the direction of the Office of ~~Assessment~~ **Curriculum** and Accountability.



16. Develops contacts with state and national organizations for the purpose of enhancing and improving **state** assessment and accountability processes.
17. Coordinates collection and submission of data and other records for state and federal agencies (e.g. Civil Rights Data Collection, Federal Program Monitoring, **School Accountability Report Card**)
18. Coordinates and provides the necessary in-service for staff to implement **state** assessments and analyze data.
19. Participates in curriculum development, facility planning, personnel and budget functions, and task forces that will enhance the District's educational programs.
20. Serves as chief spokesperson for the District on **state** assessment and accountability.
21. Evaluates the effectiveness of the various educational programs under the direction of the Office of **Curriculum Assessment** and Accountability and makes program modifications, additions and deletions as appropriate.
22. Assists in functions and services in the Educational Services Division as deemed necessary.
23. Coordinates the activities to identify and apply for funding sources to support the office functions of the Director of **Curriculum Assessment** and Accountability.
24. Receives and investigates parent complaints, Uniform Complaint Procedures related to instructional materials and facilities under the Williams Compliance regulations, and processes appeals related to student progress and placement.
- ~~25. Builds an effective plan and process of developing, implementing, monitoring and evaluating District Summer School Programs Pre-K-12 and Adult School.~~
- ~~26. Builds an effective plan and process for implementing, developing, monitoring and evaluating Charter Schools.~~
27. **Directs, develops, implements, evaluates, and establishes MTSS: SST, 504, and Dyslexia screening processes.**
28. **Serves as the Principal of Tracy Independent Study Charter School overseeing all functions of the school, including evaluating classified and certificated staff.**
29. Maintains regular and prompt attendance in the workplace.
30. Performs other related duties as assigned.

**EDUCATION AND EXPERIENCE:** Ability to provide and carry out oral and written directions in English, to read and speak at a level sufficient to fulfill the duties described. Masters Degree **or ability to obtain** and valid Administrative Services credential are required; Doctorate preferred. Successful experience as a school or district administrator with experience in developing and implementing education programs for students in K-12 including school budgeting. Knowledge and experience of **state** assessments and accountability measures. Possession of an appropriate California driver's license; have willingness and ability to travel throughout the District.

## **SKILLS AND QUALIFICATIONS:**

1. Knowledge of business and management principles involved in strategic planning, resource allocation, and using assessment data to monitor and measure student achievement.
2. Knowledge of operating policies, rules and procedures of the school district.
3. Ability to maintain cooperative working relationships with those contacted in the course of work; apply strong communication skills both orally and in writing, and maintain confidentiality.
4. Ability to apply effective leadership skills.
5. Ability to prepare comprehensive reports.
6. Knowledge of Assessment, Data Management, and Continuous Improvement processes.
7. Ability to select and manage classified and certificated staff with skills and abilities that match school needs and enhance program effectiveness.
8. Ability to apply quality management tools to organizational data and make process improvement changes.
9. Knowledge and experience of state assessments and accountability measures.

## **PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat, stoop and/or climb for extended periods of time.
4. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
5. Enter data/information in a computer terminal and operate standard office equipment for extended periods of time.
6. See and read a computer screen and printed matter with or without vision aids.
7. Speak so that others may understand at normal levels and on the telephone.
8. Hear and understand at normal levels and on the telephone with or without hearing aids.
9. Lift and carry up to 25 lbs. at shoulder height for short distances.

## **WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with District and site staff, and the public. In addition, the Director of Assessment and Accountability may perform duties and

responsibilities that occur outside the school campus and District Office for related activities and events, including off-site meetings and/or trainings.

**SALARY:** Leadership/Management Salary Range 58

**DAYS OF SERVICE:** 225 days

Board Approved:	TUSD 12/12/00
Revised:	TUSD 03/28/06
Revised (salary only):	TUSD 8/25/15, 11/8/16
Revised:	TUSD 3/13/18
Revised:	TUSD