



***"The future belongs
to the educated"***

Dr. Brian R. Stephens
Superintendent
(209) 830-3201
(209) 830-3204 Fax

Dr. Casey J. Goodall
*Associate Superintendent
of Business Services*
(209) 830-3230
(209) 830-3259 Fax

Dr. Sheila Harrison
*Associate Superintendent
of Educational Services*
(209) 830-3202
(209) 830-3209 Fax

Tammy Jalique
*Associate Superintendent
of Human Resources*
(209) 830-3260
(209) 830-3264 Fax

**1875 W. Lowell Ave.
Tracy, CA 95376**

www.tracy.k12.ca.us
[Facebook.com/TracyUnifiedSD](https://www.facebook.com/TracyUnifiedSD)

TO: All Classified Staff

FROM: Tammy Jalique, Associate Superintendent for Human Resources

DATE: March 13, 2020

SUBJECT: School Closures

In consultation with San Joaquin County Public Health Department and the San Joaquin County Office of Education, the county superintendents have determined that all schools in San Joaquin County will be closed during the time period of March 16, 2020, through April 5, 2020. During this time period, classified employees will report as follows:

- 1) All paraprofessionals, career center technicians, and school supervision staff **will not** report for work.
- 2) All secretaries, clerks and parent liaisons, both District and Site, will report as usual.
- 3) The following departments will report as usual: Finance, Human Resources, Facilities, and Purchasing.
- 4) Special Education: Report as usual. (Paras for Therapeutic Behavior **do not** report)
- 5) Maintenance, Operations, and Transportation: All employees other than clerical report to Kimball High School theater, at 7:00 a.m. for a meeting and further instructions. Clerical staff report as usual.
- 6) Food Service: Supervisors, warehouse delivery drivers, and office staff report as usual. All other employees report to West High School multipurpose room at 8:00 a.m. for a meeting and further instructions.
- 7) Warehouse: All employees report to the warehouse at 7:00 a.m.
- 8) IMC, including library technicians: Report as usual.
- 9) ISET: Report as usual.

Those employees who do not report for work should still remain available during normal contract hours should circumstances change.

As we continue to operate under the guidance of the Public Health Department and San Joaquin County Office of Education, we will be sending communication to update and inform stakeholders of any changing circumstances related to the COVID-19 virus.

We thank you for your patience, understanding, and cooperation as we work through these new challenges together.