

NOTICE
REGULAR MEETING OF THE GOVERNING BOARD
TRACY UNIFIED SCHOOL DISTRICT

DATE: TUESDAY, MAY 12, 2009

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

**TIME: 5:30 PM Closed Session
7:00 PM Open Session**

A G E N D A

1. Call to Order

2. Roll Call – Establish Quorum

Board: G. Crandall, W. Gouveia, T. Guzman, T. Hawkins, K. Lewis, B. Swenson, J. Vaughn
Staff: J. Franco, R. Davis, C. Goodall, S. Harrison and B. Etcheverry.

3. Closed Session: Opportunity to Address the Board Regarding Closed Session Items which follow. Closed session is limited to consideration of items specifically authorized under the Government Code and/or the Education Codes.

3.1 Administrative & Business Services:

3.1.1 Conference with Legal Counsel – Existing Litigation (G.C. 54956.9(a))
TUSD v. Pombo, et al.,
San Joaquin Co. Superior Court, No. CV032726

3.2 Educational Services:

3.2.1 Findings of Facts: FF#08-09/ 110, 121, 123, 127, 128, 129, 130, 131, 132, 133

3.2.2 Waiver of CAHSEE Requirements for Students with IEP

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

3.3 Human Resources:

3.3.1 Consider Leave of Absence Requests for Certificated Employees #UC-647, and #UC-648, Pursuant to Article XX

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

3.3.2 Consider Public Employee/Employment/Discipline/Dismissal/Release

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

3.3.3 Conference with Labor Negotiator

Agency Negotiator: Ryan Davis

Assistant Superintendent of Human Resources

Employee Organization: CSEA, TEA

4. Adjourn to Open Session

5. Call to Order and Pledge of Allegiance

6. Closed Session Issues:

6a Action on Findings of Fact # FF08-09/110, 121, 123, 127, 128, 129, 130, 131, 132, 133

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

6b Report Out of Action Taken on Waiver of CAHSEE Requirements for Students with IEP

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

6c Report Out of Action Taken on Consider Leave of Absence Requests for Certificated Employees #UC-647, and #UC-648, Pursuant to Article XX

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

7. Approve Regular Minutes of April 28, 2009.

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

1-7

8. Student Representative Reports: None.

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

9.1 Tracy High School Site Update on Achievements & Activities

9.2 Recognize and Congratulate Kirk Brown for receiving the Cortopassi Family Foundation's Excellence in Mathematics and Science Teaching Award

9.3 Recognize and Congratulate Denise Cheeseman for being named "CSEA Outstanding Employee of the Year"

9.4 Recognize and Congratulate the West High School Robotics Team and Randy Moehnke for Capturing Second Place in a Vex Robotics Regional Competition

9.5 Recognize and Congratulate the West High School Girls' Tennis Team for Capturing the 2008-09 TCAL League Championship

10. Hearing of Delegations: Anyone wishing to address the Governing Board on a non-agenda item may be heard at this time. Presentations shall be held to a reasonable length, normally not to exceed five (5) minutes. If formal action is required, the item will be placed on a future agenda and action will be taken at a future date. If information or a report is requested, the request for it must also be submitted in writing to the superintendent. (Please complete a speaker's card at the secretary's desk).

This is a period in which members of the public may address the Board on any subject within the Board's jurisdiction that is not on the agenda. The Brown Act does not allow the Board to take action or discuss items which are not on the agenda. This is because other members of the public have not been notified through the agenda that the subject of the statement would be discussed at this Board meeting.

The Board may ask for the item to be placed on a future agenda, direct the speaker to a person who can help, or provide the speaker with the correct procedure to follow to address his/her problem. All speakers have a constitutional right to free speech. As a protective measure, we would like to remind you that if you say something which might give another person the right to pursue legal recourse against you, there is a taped record of this meeting. This does not mean you cannot criticize employees of the District. However, we would suggest that you do it without using names. We would also suggest that you use the personnel complaint procedures. The board can only hear and address complaints which have been processed in line with the policy. We have copies of the policy and forms here, and staff will help you complete them.

- 11. Information & Discussion Items:** An opportunity to present information or reports concerning items that may be considered by Trustees at a future meeting. **PG.**
- 11.1 Administrative & Business Services:** None.
- 11.2 Educational Services:**
- 11.2.1** Receive Report on the Updated Plans for John C. Kimball High School **8**
- 11.2.2** Receive Athletic Director's Report **9**
- 12. PUBLIC HEARING:** None.
- 13. Consent Items:** Actions proposed for consent are consistent with the approved practices of the district and are deemed routine in nature. Trustees receive board agenda background information in advance of scheduled meetings and are prepared to vote with knowledge on the consent items.
- Action:** Motion___; Second___. **Vote:** Yes___; No___; Absent___; Abstain__
- 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 **10-11**
- 13.1.2** Ratify Measure E Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda **12-13**
- 13.1.3** Ratify Routine Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda **14-15**
- 13.2 Educational Services:**
- 13.2.1** Approve Tracy Adult School Course Offerings for the 2009-2010 School Year **16-18**
- 13.3 Human Resources:**
- 13.3.1** Approve Classified, Certificated and/or Management Employment **19**
- 13.3.2** Approve Resignations/Retirements/Leaves of Absence for Classified, Certificated, and/or Management Employment **20**
- 13.3.3** Acknowledge Receipt of TEA's 2009-2010 Sunshine Proposal **21**
- 14. Action Items:** Action items are considered and voted on individually. Trustees receive background information and staff recommendations for each item recommended for action in advance of scheduled meetings and are prepared to vote with knowledge on the action items.
- 14.1 Administrative & Business Services:**
- 14.1.1** Receive Report on Measure S Projects and Authorize Rainforth Grau Architects to Move Forward with Schematic Design Process **22**
- Action:** Motion___; Second___. **Vote:** Yes___; No___; Absent___; Abstain__
- 14.1.2** Adopt Resolution No. 08-36 Approving a Facilities Lease, A site Lease and a Guaranteed Maximum Price Relating to the Renovation and New Construction at Tracy High School **23-26**
- Action:** Motion___; Second___. **Vote:** Yes___; No___; Absent___; Abstain__

- 14.2 Educational Services:** **PG.**
27-38
- 14.2.1** Adopt Revised Board Policy 6020 and Acknowledge Administrative Regulation 6020 Parent Involvement (1st Reading)
- Action:** Motion___; Second___. **Vote:** Yes___; No___; Absent___; Abstain___.
- 14.3 Human Resources:**
- 14.3.1** Consider Resolution No. 08-35 Authorizing the District to Enter into an Agreement with PARS to Design and Administrate a Supplementary Retirement Plan for Eligible Employees Provided there is Sufficient Employee Participation **39-43**
- Action:** Motion___; Second___. **Vote:** Yes___; No___; Absent___; Abstain___.
- 15. Board Reports:** An opportunity for board members to discuss items of particular importance or interest in the district.
- 16. Superintendent's Report:** An opportunity for the superintendent to share matters of special interest or importance which are not on the board agenda and/or special presentations of district programs or activities.
- 17. Board Meeting Calendar:**
- 17.1** May 26, 2009
- 17.2** June 09, 2009
- 17.3** June 23, 2009
- 18. Upcoming Events:**
- | | | |
|--------------|------------------------------|---|
| 18.1 | May 21, 2009 | Graduation: Tracy Adult School 7:00 p.m. |
| 18.2 | May 21, 2009 | Promotion: Freiler (Red) |
| 18.3 | May 25, 2009 | No School, Memorial Day |
| 18.4 | May 27, 2009 | Graduation: Stein High School 1:00 p.m. |
| 18.5 | May 28, 2009 | Promotion: Williams, Monte Vista |
| 18.6 | May 29, 2009 | Promotion: Poet |
| 18.7 | May 29, 2009 | Last Day of School, Traditional Calendar |
| 18.8 | May 30, 2009 | Graduation: West High 8:30 a.m. |
| | | Graduation: Tracy High 10:30 a.m. |
| 18.9 | June 23, 24, 25, 2009 | Promotion: Freiler (Blue, Yellow, Green) |
| 18.10 | June 24, 2009 | Promotion: Kelly |
| 18.11 | June 25, 2009 | Promotion: North |

If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability. To make this request, please telephone the Superintendent's Office at 209/830-3201. If any person with a disability needs a disability-related modification or accommodation, including auxiliary aids or services, he/she should also contact the Superintendent's Office at least 24 hours prior to the meeting.

**Minutes of
Regular Meeting of the Governing Board
For Tracy Unified School District
Held on Tuesday, April 28, 2009**

- 5:30 PM:** President Guzman called the meeting to order and adjourned to closed session.
- Roll Call:** Board: G. Crandall, W. Gouveia, T. Guzman, T. Hawkins, K. Lewis, B. Swenson, J. Vaughn.
Staff: J. Franco, R. Davis, S. Harrison, C. Goodall, B. Etcheverry.
- 7:0 PM:** President Guzman called the Tracy Unified School District Board of Education to order and led those present in the Pledge of Allegiance.
- Closed Session:**
- 6a** Action on Findings of Fact # FF08-09/99, 100, 112, 114, 115, 116, 117, 118, 120, 122, 124, 125, 126
Action: Lewis, Swenson. **Vote:** Yes-7; No-0.
 - 6b** Application for Enrollment: AFE #08-09/8
Action: **Vote:** Yes-7; No-0.
 - 6c** Waiver of Expulsion: WE #08-09/8, 9, 10
Action: **Vote:** Yes-7; No-0.
 - 6d** Application for Early Graduation: WHS #10902954
Action: **Vote:** Yes-7; No-0.
 - 6e** Consider Leave of Absence Requests for Certificate Employees #UC-639, #UC-640, #UC-641, #UC-642, #UC-643, #UC-644, #UC-645, and #UC-646, Pursuant to Article XX.
Action: Accept recommendation. **Vote:** Yes-7; No-0.
 - 6f** Approve Settlement Agreement with Classified Employee #UCL-128
Action: **Vote:** Yes-7; No-0.
- Employees Present:** C. Minter, J. Cardoza, T. O'Hara, D. Sonnenburg, B. Carter, A. Continente, K. Thornton, S. O'Hara Jones, J. McGinnis, B. Meyer, M. Costa, P. Hall, J. Bussey, K. Fistolera, S. Thornton, W. Huffman, K. Gill, J. Toste, S. Sievers, M. Silveira, L. Dopp, D. Sprecksel, M. Cordisco
- Press:** Tracy Press
- Visitors Present:** M. Mahedy, F. Cabrera, G. Mavic, D. Cruda, C. Gonzalez, B. Garcia, T. Miller, S. Anderson, K. Ruio, V. Abarcar, L. Lewis, A. Adayan, S. Tesfalem
- Minutes:** **Approve Regular Minutes of March 24, 2009 and approve Special Minutes of March 31, 2009.**
Action: Swenson, Hawkins. **Vote:** Yes-7; No-0.
- Student Representative Reports:** Tracy High: Xiomara Fonseca will be attending UOP next year. Tracy High has starting IB testing and also held the IB academic and ag science nights. Relay for Life is this weekend. In sports they have been doing well. The Prom was April 4th

and it went very well. They had performances by "Ryan K". In March they held their multicultural week. The Leadership class held elections and have named new officers for next year. Senior breakfast was April 1st and was lots of fun. The Disneyland payments for seniors are due May 8th for the trip on May 14th and 15th. Senior Beach day is May 19th.

West High: Pauline Montemayor will be attending UC Santa Barbara and majoring in pharmacology. West High's Key Club wore t-shirts all month to bring awareness to the "invisible children". On April 25th there was a walk in San Francisco which was also held to raise awareness. Students are participating in the March of Dimes and selling stickers. This month students had the STAR testing. Seniors were exempt but attended school and listened to speakers. Last Saturday was prom and it went well with over 600 attendees. This week is multicultural week and today was patriotic day, tomorrow they are going green, Thursday is go purple for cancer awareness and Friday is ethnic awareness day. This month is elections for leadership. The Saturday is March of Dimes and Relay for Life. May 11th week is a leadership fundraiser and May 19th will be senior awards and senior beach day.

Stein High: Ricardo Ruiz will be attending Le Cordon Bleu in San Francisco. Students are currently taking the exit exam. Students wrote short paragraphs on why they should be science camp counselors. The March Madness tournament just finished this week. On May 5th there will be a handball tournament. The Key Club received more than 1,000 donated cans.

Recognition & Presentations:

9.1 Duncan Russell Continuation High School Update on Achievements and Activities

Assistant Principal of Alternative Schools, Barbara Silver, and Duncan Russell and Willow counselor, Joan Check, presented a power point which reviewed cyber high, Willow, home hospital and independent study. They service a total of 168 students. They also reviewed their mission statement and the referral and enrollment process.

9.2 West High School Update on Achievements & Activities

This item was not presented.

9.3 Recognize and Congratulate Tracy High School Teacher, Michael Costa for being named the Northern California Band Association Young Director of the Year

Assistant Superintendent of Educational Services, Dr. Sheila Harrison, recognized Michael Costa who was named the "Young Director of the Year" by the Northern California Band Association. He graduated from Tracy High in 1995, and later received his masters in music from UOP. The Tracy High band captured the 1st place marching band award at the Merced band review. He has dedicated his time

and energy in teaching and supporting students. Dr. Franco presented him with a certificate.

9.4 Recognize and Thank Mr. Mike Mahedy for his Efforts to Raise Funds to Enable Students and Staff to Tour the State Capitol and Meet with Law Makers

Assistant Superintendent of Educational Services, Dr. Sheila Harrison, recognized Mike Mahedy for his efforts in the student and staff tour of the State Capitol. Approximately 400 students, parents, teachers and administration traveled to Sacramento. The District relies on volunteers for these types of opportunities. Dr. Franco presented him with a certificate.

9.5 Recognize and Congratulate the West High School Varsity Boys' Basketball Team for Capturing the 2009 TCAL League Championship

Assistant Superintendent of Educational Services, Dr. Sheila Harrison, recognized the West High Varsity Boys' Basketball Team for capturing the TCAL championship for 2008-09. Head coach Steve Thornton and assistant coach Derek Sprecksel were also recognized for their hard work. Their record was 17-10 overall and 9-2 in league. Dr. Franco and Trustee Guzman presented certificates. Steve Thornton will be retiring at the end of this year.

9.6 Recognize the 2009 Phi Delta Kappa Award Winners: James Franco, Janice Bussey, Fred Medina, Monica Cordisco and Sue Edmiston

Assistant Superintendent of Educational Services, Dr. Sheila Harrison, recognized the following PDK award winners: Distinguished Service in Administration: Jim Franco, Janice Bussey and Fred Medina; Distinguished Teach of the Year: Monica Cordisco; and Support Person of the Year, Sue Edmiston. These award winners were recognized during PDK's award ceremony on April 22nd at the China Palace Restaurant. Trustee Guzman presented them with certificates.

9.7 Recognize Dr. James Franco for being selected as the ACSA Region VII 2008-09 Superintendent of the Year

Assistant Superintendent of Educational Services, Dr. Sheila Harrison, recognized Dr. Franco who has been named the ACSA Region VII 2008-09 Superintendent of the Year. He will receive his award in Tahoe on May 1st. He is extremely deserving of this award. He has been a student centered superintendent who has dedicated himself to the students and worked hard to pass two school facilities bonds. He is a model of integrity and treats everyone with respect.

Hearing of Delegations

Tom O'Hara is a social studies teacher at West High. He feels that state testing is prohibiting ELD students from furthering their education by going to college. He feels that in our state not passing the CAHSEE can end dreams and it is actually

keeping students from graduating that would otherwise graduate.

Wes Huffman reviewed a data sheet that showed CST scores compared with students enrolled since Kindergarten and other students who have not.

**Information &
Discussion Items:**

11.1 Administrative & Business Services: None.

Public Hearing:

12.1. Educational Services:

12.1.1 Conduct a Public Hearing Regarding the Charter Application for the Charter School of California Virtual Education Partners (CaVEP) (K-12)

Opened public hearing at 8:10 p.m.

Matthew Given from Kaplan gave a presentation on their charter application. This is different from a virtual schools. Students come from all of the contiguous counties to San Joaquin County. He presented a power point. This is for 6-12 curriculum. They deliver high quality instruction regardless of where the students live or go to school. Students receive individualization of instruction. The charter school will receive the ADA and the District will receive an administrative fee for every student that enrolls in the charter. Staffing will be 15-1. Kaplan also offers clubs. It is a full school. They issue diplomas and are WASC accredited.

This will be promoted by events, advertise in the paper and radio. The primary way is through the internet. Their financial report looks just like a regular school, except the students are all over the place. They believe they will have 2-3,000 students in the next few years.

Public hearing was closed at 8:36 p.m.

Consent Items:

Action: Except for item 13.2.7 Lewis, Swenson **Vote:** Yes-7; No-0.

Action: On item 13.2.7 Lewis, Hawkins. **Vote:** Yes-7; No-0.

13.1 Administrative & Business Services:

13.1.1 Ratify Measure E Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda

13.1.2 Ratify Measure S Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda

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

13.1.4 Approve Payroll Reports (March, 2009)

13.1.5 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

13.1.6 Approve Assembly Vendors and Site Assembly Utilization Calendars

13.2 Educational Services:

13.2.1 Approve Overnight Travel for Tracy High School Science Teacher Kirk Brown to Attend the National Junior Science and Humanities Symposia as the Teacher of the Year Guest in Colorado Springs, CO, April 29- May 3, 2009

13.2.2 Approve Overnight Travel for Tracy High Varsity Girls' Volleyball Team on August 21-22, 2009, to Attend the North Valley Volleyball Officials Tournament in Redding, CA.

13.2.3 Ratify Overnight Travel and Funding for the West High Robotics Team to Compete in the VEX World Championship at the Dallas Convention Center in Dallas, Texas from April 29 – May 3, 2009

13.2.4 Receive Update on Quarterly Williams/Valenzuela Uniform Complaint Reports for Quarter Ending April 15, 2009

13.2.5 Approve Application for the Workforce Investment Act – Adult Education and Family Literacy-Section 231

13.2.6 Approve Service Agreement with Paradigm Health Care Services for July 1, 2009-June 30, 2012

13.2.7 Receive Information on High School Students Required to Wear ID Cards on Approved Lanyards at all Times, Beginning 2009-2010 School Year

Director of Student Services, Paul Hall, presented information on Lanyards. Students will be required to wear them just as staff wears their badges so that we are easily identified. This would increase student safety. If a student is suspended, their card would be pulled and they will get it back upon their return. The cost will be approximately \$6,000. We are currently working with the company that prepares the ID photos.

13.3 Human Resources:

13.3.1 Approve Classified, Certificated and/or Management Employment

13.3.2 Accept Resignations/Retirements/Leaves of Absence for Classified, Certificated, and/or Management Employment

Action Items:

14.1 Administrative & Business Services:

14.1.1 Consider Claim No. 6-0809 TUSD

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

14.1.2 Purchase Three (3) Buses to Transport Students to a New SDC Class at West High School, one New SDC Class at Monte Vista School and a New SH Class at Kimball High School and Hire Three 8-Hour Bus Driver/Custodian/Groundskeeper Positions

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

14.1.3 Approve Roebbelen Contracting Inc's Guaranteed Maximum Price for the Renovation and New Construction at Tracy High School and Issue the Notice to Proceed

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

14.1.4 Adopt Resolution No. 08-29 Designating May 17th-23rd, 2009, as Classified School Employees Week

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

14.1.5 Adopt Resolution No. 08-30 Establishing May 13, 2009, as the "Day of the Teacher"

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

14.2 Educational Services:

14.2.1 Adopt Board Policy 5129, Bullying Prevention Policy (2nd Reading)

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

14.2.2 Adopt Board Policy 5130, Conflict Resolution Policy (2nd Reading)

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

14.2.3 Adopt Board Policy 5144.1 and Acknowledge Administration Regulation 5144.1 Suspension and Expulsion/Due Process (2nd Reading)

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

14.2.4 Adopt Board Policy 6145.2 and Acknowledge Administrative Regulation 6145.2 Athletic Competition (1st Reading)

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

14.2.5 Approve High School Criminal Justice Textbook Adoption

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

14.2.6 Approve High School AP World History and Health Science Textbook Adoptions

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

14.2.7 Approve Resolution 08-32 Authorizing the Approval to Enter into a Transaction with the California Department of Education for the Purpose of Providing Child Care and Development Services and to Authorize the Designated Personnel to Sign Contract Documents for Fiscal Year 2008-2009

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

14.3 Human Resources: None.

14.3.1 Approve the Traditional, Classified and Certificated Calendars for 2009-10 School Year

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

14.3.2 Approve Resolution 08-33, Authorizing the Elimination of Certain Classified Employee Positions Due to Lack of Work/Lack of Funds

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

14.3.3 Approve Resolution 08-34, Authorizing the Reduction of Classified Administrators' Work Year

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

Board Reports:

Trustee Gouveia enjoyed the Point Break presentation. There were approximate 72 students that participated, mostly freshman. Trustee Vaughn reported that next Thursday, May 7th is the 2nd Annual Recognition for African American 8th Grade. Students at Kelly School from 6-8:00 p.m. Trustee Crandall passed. Trustee Hawkins passed. Trustee Lewis emailed Steve Gligoria to schedule walk through of Kimball High School. He would like Bobbie to schedule this tour and also a tour of the Tracy high locker room. He would also like to know if there has been increased shower usage. He wrote to the County Superintendent and their board members and gave them copy of our final budget reduction list and asked for a copy of theirs. He also looked on their website. He has not received a response, so will write another letter. He sent the same letter to the State and their board members. He received an email back from someone who said they would forward it on to state board members. Trustee Swenson is also interested in a tour of Kimball High and Tracy High locker rooms. He would like to know if the students are being supervised in the locker room and he would like a new report from the Athletic Directors. He attended the city schools meeting and the new police chief had kind words to say about Tracy Unified staff. They helped with the Cantu case by access class lists, etc. Trustee Guzman attended the facilities meetings. He commends Bonnie and Anthony for giving the information ahead of time. That helps out a lot. He also attended the city school liaison meeting. He attended the PDK awards dinner and our District was well represented. The memorial for Sandra Cantu was here at West High and it looked like it was well planned out. Thank you to all staff that helped with that.

Superintendent Report:

Dr. Franco Monday morning visited Kirk Brown's room. The Cortopassi Foundation sent a representative who presented a \$5,000 check for being named the outstanding science teacher. The previous Saturday he joined Kirk Brown at Delta where he received a \$5,000 for his classroom. We are one of the only school districts that have a 3 year science requirement. Jessica and Cindy Edmiston have worked together in getting information out to the public about the swine flu. Our website can be accessed at www.tracy.k12.ca.us. We would like to keep our community informed of the signs, symptoms and ways it is spread. We are working with the county health department. We have developed an infectious disease preparedness plan. We are in the process of hiring 2 new nurses. Updated info on swine flu is available on our public website. A message with this information is going home today and tomorrow on synre voice messages. He also acknowledged our maintenance staff and our technology department for their help with the Cantu Memorial. The video and sound access was not only in the gym, but in the cafeteria too. The field had sound. Several employees worked on parking and security. He was very proud of our school district.

**10:00P.M.
Adjournment.**

Clerk

Date



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: ~~JH~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services
DATE: April 29, 2009
SUBJECT: Receive Report on the Updated Plans
for John C. Kimball High School

BACKGROUND: John C. Kimball High School will open its doors to students in August of 2009. Currently, the leadership team is in the process of continuing the work of the original planning committee.

RATIONALE: The lead team for John C. Kimball High School is continuing to formulate an education plan that is centered on student needs and is in alignment with the vision established by the original planning committee. The education plan encompasses academics, athletics, school safety and school culture. This presentation will inform the Board of the team's progress in furthering the education plan. The presentation will focus on the establishment of multiple pathways for John C. Kimball High School. This meets Strategic Goal #1, Provide a variety of learning opportunities through standards based curriculum and assessment and research based instruction that ensures that all students meet or exceed grade level standards and results in closing the achievement gap.

FUNDING: Not applicable

RECOMMENDATION: Receive Report on the Updated Plans for John C. Kimball High School

Prepared by: Mrs. Cheryl A. Domenichelli, John C. Kimball High School Principal



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services
DATE: May 6, 2009
SUBJECT: Receive Report on California Interscholastic Federation Athletic Programs

BACKGROUND: Tracy High and West High are members of the California Interscholastic Federation (CIF). CIF is a voluntary organization that consists of school and school related personnel with responsibility for administering interscholastic athletic activities in secondary schools.

RATIONALE: This report will update the Board on the current rules and information regarding the latest major issues facing high school sports, state wide CIF initiatives, league realignment and steroid prevention efforts.

FUNDING: N/A

RECOMMENDATION: Receive Report on California Interscholastic Federation Athletic Programs.

Prepared by: Dr. Sheila Harrison, Assistant Superintendent of Educational Services.



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: *CyLab* Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: May 4, 2009
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:

1. Tracy Unified School District/STEPS Program: From: Charles Walker Inspection Services, c/o STEPS Program. The donation is in the amount of \$500.00. The donation will be used for services rendered toward the DSA inspection of a canopy for the STEPS Program.
2. Tracy Unified School District/STEPS Program: From: Wilson Architecture, Inc., c/o STEPS Program. The donation is in the amount of \$2,100.00. The donation will be used for services rendered toward the architecture fees of a canopy for the STEPS Program.
3. Tracy Unified School District/Bohn Elementary School: From: PTO, c/o Bohn Elementary School. The donation is in the amount of \$1,000.00. The donation will be used toward a 4th and 5th grade field trip for Bohn Elementary students.
4. Tracy Unified School District/Bohn Elementary School: From: PTO, c/o Bohn Elementary School. The donation is in the amount of \$960.00. The donation will be used toward a 4th and 5th grade field trip for Bohn Elementary students.
5. Tracy Unified School District/Bohn Elementary School: From: Baird Thompson Photography, c/o Bohn Elementary School. The donation is in the amount of \$687.66. The donation will be used for services rendered toward a Spring Picture Fundraiser at Bohn Elementary.

6. Tracy Unified School District/McKinley Elementary: From: Barnes & Noble, c/o McKinley Elementary. The donation is in the amount of \$548.85 (check # TBD). The donation will be used toward the purchase of books for McKinley's library.

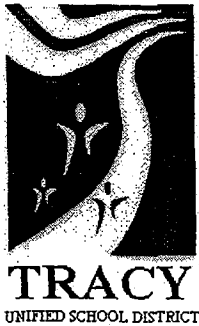
RATIONALE: Acceptance is recommended in order to meet the District's strategic goals and to enhance and benefit the educational experiences of the students of the Tracy Unified School District.

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

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

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

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



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: May 1, 2009
SUBJECT: Ratify Measure E Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda

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

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

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

FUNDING: Per attached summary of requisitions.

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

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

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

A. Vendor: KNN Public Finance
Site: Measure E Projects
Item: Agreement - Ratify
Services: Prepares and submits the annual report to the Nationally Recognized Municipal Securities Information Repositories.
Cost: \$2,500.00 Annual Fee
Project Funding: Local Bond Funds & State School Building Fund (SSBF)

B. Vendor: Roebbelen Contracting
Site: West High School – Stadium/Pool
Item: Change Order #8 - Ratify
Services: Scope of work documented on attached change order summary.
Cost: \$58,906.00
Project Funding: Local Bond Funds & SSBF

C. Vendor: Roebbelen Contracting
Site: West High School – Stadium/Pool
Item: Change Order #9 - Ratify
Services: Scope of work documented on attached change order summary.
Cost: \$56,119.00
Project Funding: Local Bond Funds & SSBF

D. Vendor: Roebbelen Contracting
Site: West High School – Stadium/Pool
Item: Notice of Completion
Services: Contractor to provide site work for the new stadium and pool facility which included an Olympic size pool, turf and track.
Original Contract: \$7,856,000.00 Change Order: \$509,503.00 Total Amount: \$8,365,503.00
Completion Date: April 29, 2009
Project Funding: Local Bond Funds & SSBF



TRACY
UNIFIED SCHOOL DISTRICT

BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: May 1, 2009
SUBJECT: **Ratify Routine Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda**

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

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

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

FUNDING: Per attached summary of requisitions.

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

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

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

A. Vendor: Con J. Franke Electric, Inc.
Site: Tracy High School – EB Theater
Item: Agreement
Services: Provide and install new theatrical lighting system with new control counsel, includes lock-out system for high voltage switching to lights for the Tracy High School – EB Theater.
Cost: \$39,770.00
Project Funding: Deferred Maintenance 08/09

B. Vendor: BC Construction
Site: Tracy High School – Locker Rooms
Item: Notice of Completion
Services: Contractor to remodel Boy's and Girl's locker rooms at Tracy High School.
Original Contract: \$384,795.00 Change Order: \$36,273.00 Total Amount: \$421,068.00
Completion Date: April 27, 2009
Project Funding: Deferred Maintenance 08/09



EDUCATIONAL SERVICES MEMORANDUM

To: Dr. Jim Franco, Superintendent
From: *JS* Dr. Sheila Harrison, Assistant Superintendent of Educational Services
Date: April 24, 2009
Subject: Approve Tracy Adult School Course Offerings for the 2009-2010 School Year

BACKGROUND: Each year the Board must approve a list of courses which may be offered by the Tracy Adult School for the upcoming school year 2009-2010. This approval goes to the California State Department of Education.

RATIONALE: The current document is for the annual course approval list, which is required by the State at this time. This meets District Strategic Goal #1, Provide a variety of learning opportunities through standards based curriculum and assessment and research based instruction that ensures that all students meet or exceed grade level standards and results in closing the achievement gap.

FUNDING: There is no impact on the Tracy Adult School budget.

RECOMMENDATION: Approve Tracy Adult School Course Offerings for the 2009-2010 School Year.

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

CDE Adult Education Course Approval System

Tracy Unified School District

2009/10 Selected Courses

You have selected 62 course titles.

Course Number	Course Title	Year Course Outline Developed	Job Market Study Date
1.1001	English Language Arts	2008	---
1.1002	Mathematics	2008	---
1.1008	ABE Family Literacy	2008	---
1.2011	English 1	2008	---
1.2012	English 2	2008	---
1.2013	English 3	2008	---
1.2014	English 4	2008	---
1.2015	Literature	2008	---
1.2018	English Language Arts Electives	2008	---
1.2021	Algebra I	2008	---
1.2023	Geometry	2008	---
1.2027	Mathematics Electives	2008	---
1.2030	Earth Science	2008	---
1.2031	Physical Science	2008	---
1.2032	Health & Life Sciences	2008	---
1.2033	General Science	2008	---
1.2034	Biological Science	2008	---
1.2037	Science Electives	2008	---
1.2041	US History	2008	---
1.2042	World History	2008	---
1.2043	American Government	2008	---
1.2044	Economics	2008	---
1.2045	Psychology	2008	---
1.2046	Social Studies/Social Science Electives	2008	---
1.2047	Geography	2008	---
1.2050	Multiple High School Diploma Subjects	2008	---
1.2055	Visual and Performing Arts	2008	---
1.2056	Foreign Language/American Sign Language	2008	---
1.2057	Electives	2008	---
1.2058	Test Preparation	2008	---
2.1050	ESL Multi Level	2008	---
2.1080	Family Literacy ESL	2008	---
2.1090	ESL/Citizenship	2008	---
2.2000	Citizenship Preparation	2008	---
3.0100	Life Skills and Functional Academics	2008	---
4.2451	Programming and Systems Development	2008	2008
4.2905	Media and Design Arts	2008	2008
4.4000	Education	2008	2008

Course Number	Course Title	Year Course Outline Developed	Job Market Study Date
4.4103	Business Financial Management	2008	2008
4.4107	Professional Sales and Marketing	2008	2008
4.4255	Support Services	2008	2008
4.4420	Food Service and Hospitality	2008	2008
4.4430	Interior Design, Furnishings and Maintenance	2008	2008
4.4600	Accounting Services	2008	2008
4.4615	Information Support and Services	2008	2008
4.5509	Engineering, and Heavy Construction	2008	2008
4.5531	Cabinet Making and Wood Products	2008	2008
4.5560	Residential and Commercial Energy and Utilities	2008	2008
4.5607	Manufacturing Systems and Processes	2008	2008
4.5608	Mechanical Construction	2008	2008
4.5688	Automotive Services	2008	2008
4.5705	Computer and Networking Engineering	2008	2008
5.5200	Effective Parenting Techniques	2008	---
5.7100	Health, Fitness, Nutrition, and Safety	2008	---
5.7200	Food Preparation	2008	---
5.7300	Clothing Construction	2008	---
5.7400	Home Arts	2008	---
5.7500	Financial Literacy	2008	---
6.6030	World	2008	---
6.6040	The Arts	2008	---
6.6070	Technology	2008	---
6.6080	Health and Fitness Literacy	2008	---



TRACY
UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Ryan Davis, Assistant Superintendent of Human Resources
DATE: May 5, 2009
SUBJECT: Approve Classified, Certificated, and/or Management Employment

BACKGROUND:

Ball, Demetrius

Loggins, Matt

COACHES

Frosh Football Coach
West High School
Stipend: \$4,547.02

Assistant Varsity Football Coach
West High School
Stipend: \$4,221.60

RECOMMENDATION: Approve Classified, Certificated and/or Management Employment

Prepared by: Ryan Davis, Superintendent of Human Resources



HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Ryan Davis, Assistant Superintendent of Human Resources
DATE: May 1, 2009
SUBJECT: Accept Resignations/Retirements/Leave of Absence for Classified, Certificated, and/or Management Employment

BACKGROUND:

CERTIFICATED RESIGNATION

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Lamarre, Kimberly 7 th Core	Kelly	06/01/09	Personal
Miller, Amy Math	Tracy High	06/01/09	Personal
Wrenn, Michael English/French/ELD	Tracy High	6/1/09	Personal

RECOMMENDATION: Accept the Resignation/Retirements/Leaves of Absence for Certificated, Classified and/or Management Employees

Prepared by: Ryan Davis, Assistant Superintendent of Human Resources



HUMAN RESOURCES MEMORANDUM

TO: James Franco, Superintendent

FROM: Ryan Davis, Asst. Supt. for Human Resources

DATE: May 4, 2009

SUBJECT: Acknowledge Receipt of TEA's 2009-2010 Sunshine Proposal

BACKGROUND: The current three-year contract between the Tracy Educators Association and the Tracy Unified School District expired June 30, 2009. The Tracy Educators Association submitted their proposal (please see attached) pursuant to Article XXXIX of the 2006-2007, 2007-2008, 2008-2009 Master Agreement. According to the current agreement, the District must also submit its proposal within 30 days after receipt of the Association's proposal. The District's proposal shall be submitted at the next regularly scheduled Board Meeting.

This agenda item meets strategic goal #7, Educational Leadership

RATIONALE: Acknowledge Receipt of TEA's 2009-2010 Sunshine Proposal.

Prepared by: Ryan Davis, Assistant Superintendent for Human Resources



BUSINESS SERVICES MEMORANDUM

To: James C. Franco, Superintendent
From: C. Goodall, Associate Superintendent for Business
Date: May 4, 2009
Subject: Receive Report on Measure S Projects and Authorize Rainforth Grau Architects to Move Forward with Schematic Design Process

BACKGROUND: Measure S, approved by the voters within Tracy Unified School District SFID #3 on November 4, 2008, included the modernization and renovations of McKinley ES, South West Park ES, North ES, Central ES, and Monte Vista MS. On February 10, 2009, the Board approved contracts for architectural services with Rainforth Grau Architects. The architects have completed their preliminary assessment of the five school sites.

In order to develop schematic plans, the project architects along with their engineering consultants will continue their investigation on the five sites, develop cost estimates, and meet with staff to determine the program needs for educational, administrative and operational spaces.

RATIONALE: Upon approval of this preliminary scope of work, Rainforth Grau will move forward with the schematic design phase based upon phasing of the projects.

FUNDING: Proceeds from the local bond (Measure S) and State School Building Fund.

RECOMMENDATIONS: Receive Report on Measure S Projects and Authorize Rainforth Grau Architects to Move Forward with Schematic Design Process

Prepared by: Bonny Carter, Facilities Planner



BUSINESS SERVICES MEMORANDUM

To: James C. Franco, Superintendent
From: C. Goodall, Associate Superintendent for Business
Date: May 4, 2009
Subject: Adopt Resolution No. 08-36 Approving a Facilities Lease, a Site Lease and a Guaranteed Maximum Price Relating to the Renovation and New Construction at Tracy High School

BACKGROUND: Plans for the Tracy High School modernization project have been approved by the California Department of Education and the Division of the State Architect. The modernization plans along with the agency approvals have been submitted to the Office of Public School Construction (OPSC) for the apportionment of State Bond funds.

RATIONALE: On June 10, 2009 The Board approved Roebbelen Contracting, Inc. as the lease-lease back contractor for the project and authorized staff to prepare the lease-lease back contract with Roebbelen Contracting Inc. On April 28, 2009, the TUSD Board approved Roebbelen Contracting Inc.'s guaranteed maximum price and issuance the notice to proceed. Staff moved forward with developing lease agreements in accordance with the provisions of Education Code Sections 17400, et seq. At this time, TUSD's legal council, Addison Covert, from the firm Kronick Moskovitz Tiedemann & Girard, has prepared the Site Lease and the Development and Lease Agreement and recommends TUSD enter into these agreements with Roebbelen Contracting, Inc.

FUNDING: The project is funded from a combination of Measure E funds, State School Facilities Program apportionment, Career Technical Educational Grants, and Redevelopment bonds.

RECOMMENDATIONS: Adopt Resolution No. 08-36 Approving a Facilities Lease, a Site Lease and a Guaranteed Maximum Price Relating to the Renovation and New Construction at Tracy High School

Prepared by: Bonny Carter, Facilities Planner



RESOLUTION NO.08-36

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
TRACY JOINT UNIFIED SCHOOL DISTRICT
APPROVING A FACILITIES LEASE, A SITE LEASE AND
A GUARANTEED MAXIMUM PRICE RELATING TO THE RENOVATION AND
NEW CONSTRUCTION AT TRACY HIGH SCHOOL**

WHEREAS, the Tracy Joint Unified School District (the "District ") has previously identified the need to undertake renovation and new construction at its Tracy High School to accommodate its students (the "Project");

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

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

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

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

WHEREAS, it was determined that Roebbelen Contracting, Inc. ("Roebbelen") was qualified to undertake the Project on the Site and to lease the completed Project to the District consistent with the requirements of Education Code section 17400 et seq.;

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

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

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

WHEREAS, a proposed Facilities Lease with an attached set of General Construction Provisions along with a proposed Site Lease between the District and Roebbelen (collectively referred to herein as the "Documents") have been prepared, and it is the intent of the Board to approve such documents in substantially final form and to authorize the execution of such documents by the District's Superintendent in the manner provided for herein.

NOW, THEREFORE, the Board of Trustees of the Tracy Joint Unified School District does hereby resolve as follows:

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

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

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

Section 4. Approval of the Leases. The Board hereby approves the Documents in substantially final form with such additional changes or revisions as may be necessary to be implemented by the Superintendent to complete such agreements consistent with the terms and conditions of this Resolution and the provisions of Education Code section 17400 et seq.

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

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

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

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

APPROVED, PASSED, AND ADOPTED on May 12, 2009, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

President of the Board of Trustees
Tracy Joint Unified School District

ATTEST:

Clerk of the Board of Trustees
Tracy Joint Unified School District



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: ~~Dr. James Franco~~ Dr. Sheila Harrison, Assistant Superintendent for Educational Services
DATE: April 27, 2009
SUBJECT: Adopt Revised Board Policy 6020 and Acknowledge Administrative Regulation 6020 Parent Involvement. (1st Reading - Declare Intent to Adopt May 26, 2009)

BACKGROUND: As part of the Categorical Program Monitoring for the District, specific board policies will be reviewed by the state categorical program monitoring team. In preparation for the review team's visit during the 2009-10 school year, pertinent district policies are being reviewed and revised if needed. There is also a need to create some new board policies and administrative regulations in specific areas.

RATIONALE: Board Policy 6020 Parent Involvement was found to have outdated language and not in alignment with state and federal regulations. Therefore, Board Policy 6020 has been revised. Administrative Regulation 6020 Parent Involvement did not exist and are being proposed. This supports Strategic Goal #4: Continuously improve fiscal and human resources, facilities and operational processes in order to support our efforts to meet or exceed district, state, and federal targets; and Goal # 7: Develop and utilize partnerships that contribute to the achievement of District goals.

FUNDING: Not Applicable

RECOMMENDATION: Adopt Revised Board Policy 6020 and Acknowledge Administrative Regulation 6020 Parent Involvement. (1st Reading-Declare Intent to Adopt May 26, 2009)

Prepared by: Carol Anderson-Woo, Director of Curriculum, Accountability and Continuous Improvement

PARENT INVOLVEMENT

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. ~~In order to engage parents/guardians positively in their children's education~~ The Superintendent or designee shall **work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home.** ~~ensure that staff members at each school:~~

- ~~1. To provide opportunities for parents/guardians to develop parenting skills and provide home environments that support their children's academic efforts and their development as responsible members of society.~~
- ~~2. Inform parents/guardians that they can directly affect the success of their children's learning and provide them techniques and strategies that they may use to improve their children's academic success and help their children in learning at home.~~
- ~~3. Initiate consistent and effective two-way communication between the home so that parents/guardians may know when and how to help their children in support of classroom learning activities.~~
- ~~4. Receive training that fosters effective and culturally sensitive communication with the home, including training on how to communicate with non English speakers and how to give parents/guardians opportunities to assist in the instructional process both at school and at home.~~
- ~~5. Encourage parents/guardians to serve as volunteers in the schools, attend student performances and school meetings, and participate in site councils, advisory councils and other activities in which they may undertake governance, advisory and advocacy roles.~~

~~School plans shall delineate specific measures that shall be taken to increase parental involvement with their children's education, including measures designed to involve parents/guardians with cultural, language or other barriers which may inhibit such participation. Such plans shall also include any additional parent involvement requirements related to specific programs at that site.~~

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation.

Title I Schools

PARENT INVOLVEMENT

Each year the Superintendent or designee shall identify specific objectives of the district's parent involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program. (Education Code 11503)

The Superintendent or designee shall ensure that the district's parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the district will carry out each activity listed in 20 USC 6318. (20 USC 6318)

The Superintendent or designee shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how the district's Title I funds will be allotted for parent involvement activities. (20 USC 6318)

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent involvement policy in accordance with 20 USC 6318.

Non-Title I Schools

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

PARENT INVOLVEMENT**Legal Reference:****EDUCATION CODE**

11500-11506	Programs to encourage parental involvement
48985	Notices in languages other than English
51101	Parent rights and responsibilities
64001	Single plan for student achievement

LABOR CODE

230.8	Time off to visit child's school
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UNITED STATES CODE, TITLE 20

6311	Parental notice of teacher qualifications and student achievement
6312	Local educational agency plan
6314	Schoolwide programs
6316	School improvement
6318	Parent involvement

CODE OF FEDERAL REGULATIONS, TITLE 28

35.104	Definitions, auxiliary aids and services
35.160	Communications

PARENT INVOLVEMENT

District Strategies for Title I Schools

To ensure that parents/guardians of students participating in Title I programs are provided with opportunities to be involved in their children's education, the Superintendent or designee shall:

1. Involve parents/guardians of participating students in the joint development of the Title I local educational agency (LEA) plan pursuant to 20 USC 6312 and the process of school review and improvement pursuant to 20 USC 6316 (20 USC 6318)

The Superintendent or designee may:

- a. Invite input on the LEA plan from other district committees and school site councils
 - b. Communicate with parents/guardians through the district newsletter, web site, or other methods regarding the LEA plan and the opportunity to provide input
 - c. Provide copies of working drafts of the LEA plan to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand
 - d. Ensure that school-level policies on parent involvement address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans.
2. Provide coordination, technical assistance, and other support necessary to assist Title I schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance (20 USC 6318)

The Superintendent or designee may:

- a. Assign person(s) in the district office to serve as a liaison to the schools regarding Title I parent involvement issues
 - b. Provide training for the principal or designee of each participating school regarding Title I requirements for parent involvement, leadership strategies, and communication skills to assist him/her in facilitating the planning and implementation of parent involvement activities
 - c. Provide information to schools about the indicators and assessment tools that will be used to monitor progress
3. Build the capacity of schools and parents/guardians for strong parent involvement (20 USC 6318)

PARENT INVOLVEMENT

The Superintendent or designee shall:

- a. Assist parents/guardians in understanding such topics as the state's academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children
- b. Provide materials and training to help parents/guardians work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent involvement
- c. Educate teachers, principals, and school office staff, with the assistance of parents/guardians, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools
- d. To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, First 5 Preschool, Bridge Program, Home Instruction Programs for Preschool Youngsters, Parents as Teachers Program, public preschool, and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in more fully participating in their children's education
- e. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand
- f. Provide other such reasonable support for parent involvement activities as parents/guardians may request

In addition, the Superintendent or designee may:

- a. Pay reasonable and necessary expenses associated with parent involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions
- b. Train parents/guardians to enhance the involvement of other parents/guardians
- c. Arrange school meetings and conferences at a variety of times for parents/guardians and teachers or other educators who work directly with participating students

PARENT INVOLVEMENT

- d. Make referrals to community agencies and organizations that offer literacy training, parent education programs, and/or other services that help to improve the conditions of parents/guardians and families
 - e. Provide a master calendar of district activities and district meetings
 - f. Provide information about opportunities for parent involvement through the district newsletter, web site, or other written or electronic means
 - g. Engage parent-teacher organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions
 - h. To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians as needed
 - i. Provide training and information to members of district and school site councils and advisory committees to help them fulfill their functions
 - j. Regularly evaluate the effectiveness of staff development activities related to parent involvement
4. Coordinate and integrate Title I parent involvement strategies with Head Start, First 5 Preschool, Bridge Program, Home Instruction Program for Preschool Youngsters, Parents as Teachers Program, public preschool, and other programs (20 USC 6318)

The Superintendent or designee may:

- a. Identify overlapping or similar program requirements
 - b. Involve district and school site representatives from other programs to assist in identifying specific population needs
 - c. Schedule joint meetings with representatives from related programs and share data and information across programs
 - d. Develop a cohesive, coordinated plan focused on student needs and shared goals
5. Conduct, with involvement of parents/guardians, an annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of the schools served by Title I (20 USC 6318)

PARENT INVOLVEMENT

The Superintendent or designee shall:

- a. Ensure that the evaluation include the identification of barriers to greater participation in parent involvement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background (20 USC 6318)
- b. Use the evaluation results to design strategies for more effective parent involvement and, if necessary, to recommend changes in the parent involvement policy (20 USC 6318)
- c. Assess the district's progress in meeting annual objectives for the parent involvement program, notify parents/guardians of this review and assessment through regular school communications mechanisms, and provide a copy to parents/guardians upon their request (Education Code 11503)

The Superintendent or designee may:

- a. Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents/guardians and staff with the quality and frequency of district communications
 - b. Gather and monitor data regarding the number of parents/guardians participating in district activities and the types of activities in which they are engaged
6. Involve parents/guardians in the activities of schools served by Title I (20 USC 6318)

The Superintendent or designee may:

- a. Include information about school activities in district communications to parents/guardians
- b. To the extent practicable, assist schools with translation services or other accommodations needed to encourage participation of parents/guardians with special needs
- c. Establish processes to encourage parent/guardian input regarding their expectations and concerns for their children

The district's Board policy and administrative regulation containing parent involvement strategies shall be incorporated into the LEA plan and distributed to parents/guardians of students participating in Title I programs. (20 USC 6318)

PARENT INVOLVEMENT

School-Level Policies for Title I Schools

At each school receiving Title I funds, a written policy on parent involvement shall be developed jointly with and agreed upon by parents/guardians of participating students. Such policy shall describe the means by which the school will: (20 USC 6318)

1. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved
2. Offer a flexible number of meetings, such as meetings in the morning or evening, for which related transportation, child care, and/or home visits may be provided as such services relate to parent involvement
3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent involvement policy and, if applicable, the joint development of the plan for schoolwide programs pursuant to 20 USC 6314.

The school may use an existing process (i.e. School Site Council) for involving parents/guardians in the joint planning and design of the school's programs provided that the process includes adequate representation of parents/guardians of participating students.

4. Provide the parents/guardians of participating students all of the following:
 - a. Timely information about Title I programs
 - b. A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet
 - c. If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to their children's education, and, as soon as practicably possible, responses to the suggestions of parents/guardians
5. If the schoolwide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district
6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which

PARENT INVOLVEMENT

the school and parents/guardians will build a partnership to help students achieve state standards

This compact shall address:

- a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's student academic achievement standards
 - b. Ways in which parents/guardians will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television viewing; volunteering in the classroom; and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time
 - c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:
 - (1) Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement
 - (2) Frequent reports to parents/guardians on their children's progress
 - (3) Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities
7. Build the capacity of the school and parents/guardians for strong parent involvement by implementing the activities described in items #3a-f in the section "District Strategies for Title I Schools" above
 8. To the extent practicable, provide full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migrant children, including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand.

If the school has a parent involvement policy that applies to all parents/guardians, it may amend that policy to meet the above requirements. (20 USC 6318).

Each school's parent involvement policy shall be made available to the local community and distributed to parents/guardians of participating students in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. (20 USC 6318)

PARENT INVOLVEMENT

Each school receiving Title I funds shall annually evaluate the effectiveness of its parent involvement policy. Such evaluation may be conducted during the process of reviewing the school's single plan for student achievement in accordance with Education Code 64001. The principal or designee, jointly with parents/guardians of participating students, shall periodically update the school's policy to meet the changing needs of parents/guardians and the school. (20 USC 6318)

District Strategies for Non-Title I Schools

For each school that does not receive federal Title I funds, the Superintendent or designee shall, at a minimum:

1. Engage parents/guardians positively in their children's education by helping them develop skills to use at home that support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide information, in parent handbooks and through other appropriate means, regarding academic expectations and resources to assist with the subject matter
 - b. Provide parents/guardians with information about students' class assignments and homework assignments
2. Inform parents/guardians that they can directly affect the success of their children's learning, by providing them with techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide parents/guardians with information regarding ways to create an effective study environment at home and to encourage good study habits
 - b. Encourage parents/guardians to monitor their children's school attendance, homework completion, and television viewing
 - c. Encourage parents/guardians to volunteer in their child's classroom and to participate in school advisory committees
3. Build consistent and effective communication between the home and school so that parents/guardians may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504)

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The Superintendent or designee may:

- a. Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students
 - b. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom
 - c. To the extent practicable, provide notices and information to parents/guardians in a format and language they can understand
 - d. Develop mechanisms to encourage parent/guardian input on district and school issues
 - e. Identify barriers to parent/guardian participation in school activities, including parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
 - f. Encourage greater parent/guardian participation by adjusting meeting schedules to accommodate parent/guardian needs and, to the extent practicable, by providing translation or interpreter services, transportation, and/or child care
4. Train teachers and administrators to communicate effectively with parents/guardians (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide staff development to assist staff in strengthening two-way communications with parents/guardians, including parents/guardians who have limited English proficiency or limited literacy
5. Integrate parent involvement programs into school plans for academic accountability
- The Superintendent or designee may:

- a. Include parent involvement strategies in Single School Plan
- b. Involve parents/guardians in school planning processes



HUMAN RESOURCES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Ryan Davis, Assistant Superintendent of Human Resources
DATE: May 1, 2009
SUBJECT: **Consider Resolution Authorizing the District to Enter into an Agreement with Public Agency Retirement Services (PARS) to Design and Administrate a Supplementary Retirement Plan (SRP) For Eligible Employees Provided there is Sufficient Employee Participation**

BACKGROUND: The Tracy Unified School District has worked with Public Agency Retirement Services (PARS) to design a Supplementary Retirement Plan (SRP), a retirement incentive that may encourage senior Certificated Non-Management/Management and senior Classified Non-Management/Management employees to retire early. The goal of the program is to generate savings, or at a minimum, no cost to the District by increasing the numbers of retirements in the 2008-2009 school year. If the District implements an 80% replacement hiring policy, the plan is projected to save the District approximately \$612,649 or more in 2008-2009 and approximately \$1,961,311 or more cumulative over 5 years. The program allows the District to offer the plan, conduct enrollments, analyze the participation, and elect to move forward or cancel the program depending on the participation and overall projected savings or cost of the program.

As the trust administrator of the Supplementary Retirement Plan (SRP), PARS will assist the District in the initial design, perform plan communication and enrollment, and conduct all ongoing administration of the program. PARS will hold orientation meetings at District locations to provide information regarding the program to eligible employees and will be available for questions and additional information throughout the enrollment period. Pacific Life Insurance Company will serve as the plan insurer. Pacific Life is rated excellent, very strong and superior by the Rating Agencies.

PARS administers the third largest multiple employer public retirement system in California. Currently, there are over 350 member agencies representing over a quarter of a million public employees. Over 125 California school districts such as the Sacramento Unified School District, Los Angeles Unified School District, Long Beach Unified School District, Pasadena Unified School District, Stockton Unified School District, Manteca USD, Twin Rivers USD, San Diego Unified School District, Calaveras County Office of Education and other are members of PARS.

HOW THE PROGRAM WORKS

The Supplementary Retirement Plan (SRP) would provide participating Certificated Non-management and Management employees with a monthly benefit provided by a 75% incentive; paid into the plan over a five-year period. The program requires all employees to retire from the District on or before June 30, 2009.

To be eligible for the program, all employees must be:

- 1) Employed by the District as of May 12, 2009 (Date of Board Adoption);
- 2) Certificated employees must be 55 years of age with 5 years of District service or
- 3) 50 years of age with 30 years of STRS service as of June 30, 2009;
- 4) Classified employees must be 50 years of age with 5 years of District service

The following is the proposed implementation timeline:

- 1) Board adopts resolution to approve Plan (May 12, 2009);
- 2) Enrollment window opens (May 13, 2009);
- 3) Employee orientation meetings w/benefit Packets (TBD);
- 5) Enrollment window closes (June 22, 2009);
- 6) District announces whether Supplementary Retirement Plan (SRP) goes forward (no later than June 26, 2009);
- 7) Employees resign from District employment (June 30, 2009);
- 8) Employees retire under STRS (July 1, 2009); and
- 9) Benefits commence (August 1, 2009).

FINANCIAL IMPACT

Based on the initial fiscal analysis, if the District implements an 80% replacement hiring policy, the plan is projected to save the District approximately \$612,649 or more in 2008-2009 and approximately \$1,961,311 or more cumulative over 5 years. The ultimate savings or cost of the program will be determined based on the actual number of enrolled employees and the final assumptions used. A final analysis based on the actual enrolled employees will be presented to the District after the close of the enrollment window. A one-time fee of \$7,000 will apply, if the District cancels the plan due to insufficient participation.

RATIONALE: The District Administration believes that the PARS program may provide the District with a substantial savings and may work as a retirement incentive for some or all employee groups.

RECOMMENDATION: Approve Resolution 08-35 Authorizing the District to Enter into an Agreement with PARS to Design and Administrate a Supplementary Retirement Plan for Eligible Employees Provided there is Sufficient Employee Participation.

Prepared by: Ryan Davis, Assistant Superintendent of Human Resources



**TRACY UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 08-35
AGREEMENT WITH THE PUBLIC EMPLOYEES RETIREMENT SERVICES (PARS)
FOR SUPPLEMENTARY RETIREMENT PLAN**

WHEREAS it is determined to be in the best fiscal interest of the District and its employees to provide a retirement incentive offer to eligible employees who wish to voluntarily exercise their option to separate from District Service;

WHEREAS there is no cash option available to employees in lieu of this retirement incentive offer;

WHEREAS Public Agency Retirement Services (PARS) has made available to the District a Supplementary Retirement Plan, a retirement incentive program supplementing STRS/PERS, and qualifying under the relevant sections of Section 403(b) of the Internal Revenue Code;

WHEREAS the District, pursuant to applicable policy and/or a collective bargaining agreement, desires to adopt the Supplementary Retirement Plan and to fund the incentive through nonelective employer, post-employment contributions to the PARS designated 403(b) provider.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Governing Board of Trustees of the District hereby adopts the PARS Supplementary Retirement Plan, as part of the District Retirement Program, effective May 12, 2009; and
2. In order for the District to reach stated fiscal goals, a minimum number of participants must enroll in the retirement incentive plan. If a minimum is not reached, the District may withdraw the retirement incentive. If the District withdraws the retirement incentive, resignations may be rescinded; and
3. The Board of Trustees of the District hereby appoints the Associate Superintendent of Business Services, or his/her successor or his/her designee as the District's Plan Administrator; and
4. The District's PARS Plan Administrator is hereby authorized to execute the contracts, custodial agreements, and other legal documents related to the Plan on behalf of the

District and to take whatever additional actions are necessary to maintain the District's participation in the plan and to maintain compliance of any relevant regulation issued.

DRAFT

PASSED AND ADOPTED this 12th day of May, 2009 by the Board of Trustees of the Tracy Unified School District by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Ted Guzman, President
Board of Trustees
Tracy Unified School District

Attested:

I certify that the foregoing resolution was adopted by the Board of Trustees of the Tracy Unified School District, County of San Joaquin, on the date shown above.

Kelly Lewis, Clerk
Board of Trustees
Tracy Unified School District

