

**NOTICE**  
**REGULAR MEETING OF THE GOVERNING BOARD**

**TRACY UNIFIED SCHOOL DISTRICT**

**DATE: TUESDAY, MAY 26, 2009**

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

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

**A G E N D A**

**1. Call to Order**

Pg. No.

**2. Roll Call – Establish Quorum**

Board: 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 Educational Services:**

**3.1.1 Intra-District Attendance Appeals: #08-09/AA1, AA2**

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

**3.1.2 Findings of Facts: FF#08-09/134, 138, 141, 142**

**3.1.3 Application for Reinstatement: AR #08-09/80, 81**

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

**3.1.4 Application for Enrollment: AFE #08-09/9**

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

**3.2 Human Resources:**

**3.2.1 Approve the Non-Reelection of Probationary Certificated Employee:  
#UC-650, Pursuant to Education Code Section 44929.21(b)**

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

**3.2.2 Approve Settlement Agreement Between Tracy Unified School District  
and CSEA Regarding Grievance**

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

**3.2.3 Consider Public Employee/Employment/Discipline/Dismissal/Release**

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

**3.2.4 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** Report Out of Action Taken on Intra-District Attendance Appeals: #08-09/AA1, AA2

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

**6b** Action on Findings of Fact # FF08-09/134, 138, 141, 142

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

**6c** Report Out of Action Taken on Application for Reinstatement: AR #08-09/80, 81

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

**6d** Application for Enrollment: AFE #08-09/9

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

**6e** Report Out of Action Taken on Consider Approve the Non-Reelection of Probationary  
Certificated Employee: #UC-650, Pursuant to Education Code Section 44929.21(b)

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

**6f** Report Out of Action Taken on Approve Settlement Agreement Between Tracy Unified  
School District and CSEA Regarding Grievance

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

**7. Approve Special Minutes of April 30, 2009 and approve Regular Minutes of May 12  
2009.**

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

**8. Student Representative Reports:** Tracy High: Xiomara Fonseca; West High: Pauline  
Montemayor, Stein: Ricardo Ruiz;

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

**9.1** Recognize and Thank Olin Corporation for a \$3000.00 donation to Tracy High School and  
West High School for a scholarship for a Science Student.

**9.2** Recognize and Congratulate IGCG Teacher Debbie Wittokowske and Tracy High School  
Teacher Jay Fishburn for receiving a San Joaquin A+ Teacher Award

**9.3** Recognize the Outstanding Employees of the 2008-09 School Year

**9.4** Recognize Retirees

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**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.

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

**11.1 Administrative & Business Services:**

- 11.1.1** Receive Update on State and District Budget

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- 12. Public Hearing:**

**12.1 Administrative & Business Services:**

- 12.1.1** Conduct a Public Hearing on Item 14.1.1: Adopt Resolution No. 09-16 of the Board of Education of the Tracy Joint Unified School District (TJUSD) Acting as Legislative Body of the TJUSD Community Facilities District NO. 97-1 (TJUSD CFD 97-1), to Levy Special Tax for Property Tax Year 2009-10; Approve Muni Financial for Preparation of the 2009-10 Tax Roll Reporting of Delinquencies

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- 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** Ratify Routine Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda
- 13.1.2** Ratify Measure E Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda
- 13.1.3** Approve Payroll Reports (April, 2009)
- 13.1.4** Approve Assembly Vendors and Site Assembly Utilization Calendars
- 13.1.5** Approve 2009-2010 Designation of CIF Representatives to League
- 13.1.6** Authorize Assistant Superintendent for Business Services to Enter into Agreement to Dispose of Damaged, Obsolete and Surplus Furniture, Computers and Equipment through Direct Sale to Vendor in Lieu of Disposal Expenses.

15-16

17-18

19-25

26-28

29-31

32-34

**13.2 Educational Services:**

- 13.2.1** Ratify Overnight Travel for West High School Future Business Leaders of America Club to Attend a State Leadership Conference April 26-29, 2009, in Santa Clara, California
- 13.2.2** Ratify Overnight Travel for West High School Cheer Team to Attend USA Nationals Competition, March 27-30, 2009, Anaheim, California

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		<b>Pg. No</b>
13.2.3	Approve the Funding for the Agriculture Incentive Grant	37-41
13.2.4	Approve all Out of State, Overnight and Out of District Travel for Tracy High FFA Teachers and Students for the 2009-10 School Year	42-48
13.2.5	Approve Overnight Travel for Bruce Sawyer and Darin Haydock to Attend the IB Teacher Training for IB Philosophy and IB Psychology at United World College, Montezuma, New Mexico, from Monday, July 6 through Friday July 10, 2009 (Sawyer) and July 27 through Friday, July 31, 2009 (Haydock)	49
13.2.6	Approve Overnight Travel for West High School Future Business Leaders of America to Attend a State Leadership Conference June 25-27, 2009, in Anaheim, California	50
13.2.7	Approve Overnight Travel for the Tracy High School Varsity and Sophomore Football Teams to Attend University of St. Mary's Football Camp in Moraga, California, on July 5-8, 2009	51
13.2.8	Approve the Carl Perkins IV Career Technical Education Grant Application for 2009-2010	52-85
13.3	<b>Human Resources:</b>	
13.3.1	Approve Classified, Certificated and/or Management Employment	86-87
13.3.2	Accept Resignations/Retirements/Leaves of Absence for Classified, Certificated, and/or Management Employment	88-89
14.	<b>Action Items:</b> 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	<b>Administrative &amp; Business Services:</b> None.	
14.1.1	Adopt Resolution No. 09-16 of the Board of Education of the Tracy Joint Unified School District (TJUSD) Acting as Legislative Body of the TJUSD Community Facilities District NO. 97-1 (TJUSD CFD 97-1), to Levy Special Tax for Property Tax Year 2009-10; Approve Muni Financial for Preparation of the 2009-10 Tax Roll Reporting of Delinquencies	90-93
<b>Action:</b>	Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain__.	
14.1.2	Accept Report from KNN Public Finance Regarding the First Bond Issuance for School Facilities Improvement District #3, General Obligation Bonds, Election of 2008, Series 2009	94-97
<b>Action:</b>	Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain__.	
14.1.3	Adopt Revised Administrative Regulation 1330.1 Facility Use (First Reading)	98-126
<b>Action:</b>	Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain__.	
14.1.4	Approve Piggyback Bids from San Francisco Unified School District and Jefferson School District for the Purchase of Classroom/Office/Kitchen Furniture and Equipment; and Authorize the Assistant Superintendent of Business Services to enter into all Necessary Agreements for the Classroom/Office/Kitchen Furniture and Equipment at Kimball High School	127
<b>Action:</b>	Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain__.	

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|----------------|---|----------------|
| <b>14.2</b>    | <b>Educational Services:</b>  | <b>Pg. No</b>  |
| <b>14.2.1</b>  | Adopt Revised Board Policy 6020 and Acknowledge Administrative Regulation 6020 Parent Involvement (2 <sup>nd</sup> Reading)   | <b>128-131</b> |
| <b>Action:</b> | Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain___.  |                |
| <b>14.2.2</b>  | Approve the Charter School Petition of California Virtual Education Partners (CaVEP) (K-12) Contingent Upon Mutual Agreement of two Memorandum of Understandings (MOU), one for Special Education and one for Operational and Legal Coordination Prior to the Opening of the Kaplan Academy of California – North Central California in Fall 2009 (Separate Cover Item) | <b>140-141</b> |
| <b>Action:</b> | Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain___.  |                |
| <b>14.2.3.</b> | Approve High School Students Required to Display ID Cards on Approved Lanyards at all Times, Beginning 2009-2010 School Year (2 <sup>nd</sup> Reading)  | <b>142-144</b> |
| <b>Action:</b> | Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain___.  |                |
| <b>14.2.4</b>  | Approve Changes to Coaches and Athletes Handbooks (1 <sup>st</sup> Reading) (Separate Cover Item)   | <b>145</b>     |
| <b>Action:</b> | Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain___.  |                |
| <b>14.2.5</b>  | Adopt Revisions to Board Policy 5116.1 and Administrative Regulation 5116.1, Intradistrict Open Enrollment (First Reading)  | <b>146-160</b> |
| <b>Action:</b> | Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain___.  |                |
| <b>14.2.6</b>  | Approve Changes to Middle (6-8) School Safety and Violence Prevention Handbook (Separate Cover Item)  | <b>161</b>     |
| <b>Action:</b> | Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain___.  |                |
| <b>14.2.7</b>  | Approve Changes to High School Student Handbooks (Separate Cover Item)  | <b>162</b>     |
| <b>Action:</b> | Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain___.  |                |
| <b>14.2.8</b>  | Approve Changes to Elementary (K-5) School Safety and Violence Prevention Handbook  | <b>163</b>     |
| <b>Action:</b> | Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain___.  |                |
| <b>15.</b>     | <b>Board Reports:</b> An opportunity for board members to discuss items of particular importance or interest in the district.   |                |
| <b>16.</b>     | <b>Superintendent's Report:</b> 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.   |                |
| <b>17.</b>     | <b>Board Meeting Calendar:</b>  |                |
| <b>17.1</b>    | <b>June 9, 2009</b>   |                |
| <b>17.2</b>    | <b>June 23, 2009</b>  |                |
| <b>17.3</b>    | <b>August 11, 2009</b>  |                |
| <b>17.4</b>    | <b>August 25, 2009</b>  |                |

**18. Upcoming Events:**

<b>18.1</b>	<b>May 27, 2009</b>	<b>Graduation: Stein High School 1:00 p.m.</b>
<b>18.2</b>	<b>May 28, 2009</b>	<b>Promotion: Williams, Monte Vista</b>
<b>18.3</b>	<b>May 29, 2009</b>	<b>Promotion: Poet</b>
<b>18.4</b>	<b>May 29, 2009</b>	<b>Last Day of School, Traditional Calendar</b>
<b>18.5</b>	<b>May 30, 2009</b>	<b>Graduation: West High 8:30 a.m.; Tracy High 10:30a.m.</b>
<b>18.6</b>	<b>June 23, 24, 25, 2009</b>	<b>Promotion: Freiler (Blue, Yellow, Green)</b>
<b>18.7</b>	<b>June 24, 2009</b>	<b>Promotion: Kelly</b>
<b>18.8</b>	<b>June 25, 2009</b>	<b>Promotion: North</b>

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  
Special Joint Meeting of the Governing Boards  
of Tracy Unified School District and  
Lammersville School District  
Held on Thursday, April 30, 2009  
TUSD District Education Center**

**7:02 PM:** President Guzman called the meeting to order.

**Roll Call:** TUSD Board: W. Gouveia, T. Guzman, T. Hawkins, K. Lewis, B. Swenson  
J. Vaughn (Absent: G. Crandall)  
LESD Board: S. Nielson, B. Fobert, C. Cunningham, A. Khanna, J. Hiramoto  
LESD Superintendent: D. Hansen  
Consultants: J. Bush, J. Kirschenstein  
Attorneys: A. Covert, H. Friedman  
Shea Homes: G. Gibbs  
TUSD Staff: J. Franco, C. Goodall, B. Etcheverry

**Employees Present:** B. Carter, C. Minter

**Visitors Present:** R. Anderson, J. Mudunuri, N. Jimenez, C. Davila, D. Molina, M. Fagg-Rebello,  
F. Ye and various students

**Hearing of Delegations:** None.

**Study Session:** 5.1 Work Study Session Regarding Unification of the Lammersville  
Elementary School District

Dr. Franco commented on the history of the unification request. Mr. Hansen also gave a brief report of Lammersville history and background. They currently have 3 elementary schools in the District and are going out to bid on a 4<sup>th</sup>.

Jim Bush reviewed the agenda. The intent of this presentation is to recognize what issues are before both Boards. There will be a question and answer session.

Addison Covert presented a power point which reviewed the process and procedure. The term "reorganization" is the term used in the education code which may include unification and or a boundary change.

A county committee will be formed to review the reorganization petition. Under the direction of the State Board of Education, the committee will prepare plans and recommendations for the reorganization. There will need to be a plan for students who receive Tracy Unified's special services that will eventually be moved. Most of these decisions will come from the county committee. Their

plan will be submitted to the State Board of Education.

Mr. Kirschenstein commented that the petition has to show that Lammersville can go forward and can become a K-12 unified school district. It also needs to show that it does not have an adverse effect on the District it's leaving.

There will be a tri-party agreement entered into by Tracy, Lammersville and Shea Homes to start the unification. This agreement will guide the parties through the reorganization process.

There will be an inter district attendance agreement which is different from what parents would use to request that their child attend a different school district than for which they are zoned. This would be a contract between both districts that would govern how high school students would receive high school services in the Tracy high schools during the time that the Lammersville high school was being completed. It is best if this agreement is worked out prior to going to the state.

If Tracy Unified decides not to proceed with unification, Lammersville can still pursue it. They would have to petition for reorganization. It is much better if both Boards try to agree and resolve all of the issues, otherwise an arbitrator will decide it for them.

A break was taken at 7:58 p.m.

The meeting reconvened at 8:02 p.m.

Reviewed technical information – enrollment of districts

With the opening of Kimball High School, TUSD Board wants to be able to still maintain 3 high schools. They were also concerned about whether there would be enough state bonds to fund the project, however Shea Homes stated that they are not looking for any additional bonding.

Mr. Gibbs of Shea Homes commented that he looks forward to working with both districts. The formula for the mitigation would be exactly the same thing as the current agreement. The cost would be approximately \$90-100 million. There is \$10-20 million in land value and \$80 million in costs. Shea will be responsible to deliver a construction ready school site with utilities, roads, curbs and gutters ready to go as improved land.

Shea will generate about \$55-60 million in developer fees. They will receive approximately \$5,000 per unit. They currently have \$13 million in the bank. The shortfall, approximately \$20-25 million, will come from state funding. This will be completed in 3 phases because developer fees won't start coming in for 3-6 years. Phase 1 will be planning. Approx \$3 million will go to TUSD to house the high school students until the Lammersville school is complete. He recommends we move as quickly as possible so you are in line for state funding sooner than



later.

Mr. Gibbs reported that the school may open in 2013 or 2014. The cost would be \$57 million for phase 1 which would be most of the core facilities including an administration building, cafeteria, gym, football field, ball fields, etc.

Phase 2 would be funded primarily through developer fees. The shortfall which could be a few million, would be funded by Shea Homes.

#### Questions and Concerns:

If LESD doesn't have a theater or field, then an agreement with TUSD will have to cover that.

LESD's preliminary plan on students' costs would have to be recalculated. It does cost more to educate high school students.

It was suggested that LESD have general fund money tagged for start up money.

The following issues will need to be addressed: the current bonds, student housing costs, boundary adjustments, bussing issues and use of facilities in Tracy that LESD will need to use.

Both boards are willing to go on with this process. They will need to get issues concluded, come back with a plan and then ask for action to support, or not, this reorganization.

Trustee Lewis asked about operational costs and if they were just based on ADA. Mr. Kirschenstein commented that we know how many students are there now. We don't have to come up with a budget, but it doesn't hurt to come up with an overview. These are details that need to be addressed by staff. The County would probably hire an analyst to research if LESD can maintain high school costs.

The timeline was then reviewed.

Trustee Swenson questioned the amount of foreclosures in the Lammersville/Mountain House area.

Mr. Gibbs reported that Shea Homes has \$13 million in the bank and he is assuming that the market will get better. If not, they will delay the construction of the school. Shea is obligated to finance the shortfall.

Trustee Lewis wants to maintain a good education for our students, remain fiscally sound, and not be a taxpayer burden.

Trustee Hawkins would like to know if LESD continues to pay high school bonds.

Addison Covert has been in contact with the tax consultant and will get that information. If eliminated, it may be required to be voted on by the voters in Tracy Unified.

Mr. Gibbs is assuming that there will be no bonds needed for the new high school.

Trustee Nielson would like both Boards to direct their staff to gather the necessary information so that the Board Members can review it and discuss it before the next large meeting.

Mr. Hansen and Trustee Nielson would like to have more information given before the next meeting on May 14<sup>th</sup> so that their Board is prepared prior to the meeting.

Dr. Franco requested that in lieu of having a meeting on 14<sup>th</sup> or 15<sup>th</sup> if it could be used as an individual work day to get proposals together. We would use slide 32 as guideline for information needed and then set up a future meeting and share our proposals.

Mr. Hansen would like to keep the meeting on the 14<sup>th</sup> and schedule a short meeting with both superintendents and business managers prior to that.

Trustee Lewis is concerned about the issue of which District would collect the current bond money.

Trustee Hawkins would like to see a study group that would delineate the type of program that Lammersville will have at its high school.

Jim Bush will put together boundary alternatives. Addison Covert should have the bond issues questions answered sometime next week. Casey Goodall will calculate the cost of housing the students.

Trustee Guzman thanked Lammersville and their staff. There was a lot of good information given tonight.

**9:45 PM Adjournment**

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Clerk

Date

**Minutes of  
Regular Meeting of the Governing Board  
For Tracy Unified School District  
Held on Tuesday, May 12, 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.

**7:07 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 # FF08-09/110, 121, 123, 127, 128, 129, 130, 131, 132, 133  
**Action:** Lewis as amended – Crandall. **Vote:** Yes-6; No-0; Abstain-1 (Vaughn)  
**6b** Report Out of Action Taken on Waiver of CAHSEE Requirements for Students with IEP  
**Action:** **Vote:** Yes-6; No-0; Absent-1(Vaughn)  
**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:** Denied. **Vote:** Yes-6; No-0; Absent-1(Vaughn)

**Employees Present:** C. Minter, J. Cardoza, J. Noll, K. Brown, R. Moehnke, J. McVey, K. Fistolera, S. Thornton, J. Lawrence, R. Ocampo, P. Hall, M. Stroup, D. Cheeseman, J. Escobedo, M. Silveira, B. Tsukiji, A. Medeiros

**Visitors Present** C. Frankel, A. Bakerink, D. Yerian, R. Smith, J. Siu

**Press:** J. Wadsworth (Tracy Press)

**Minutes:** **Approve Regular Minutes of April 28, 2009.**  
**Action:** Gouveia, Vaughn. **Vote:** Yes-7; No-0.

**Student Representative Reports:** None.

**Recognition & Presentations:** **9.1 Tracy High School Site Update on Achievements & Activities**  
Principal, Jason Noll, introduced student, Eric Zhou, who recently placed 3<sup>rd</sup> at the regional science fair competition in Sacramento. Eric presented his project for biotech which showed genetically modified DNA in corn products. He explained how it was tested and what he looked for. Bio tech gives opportunities to students to work on relevant projects. Another student did a project on global climate change. Eric will be attending UC Berkeley and majoring in mechanical

engineering. Mr. Noll also reported on the facilities changes that have been happening at Tracy High. There have constructed the 31-classroom bldg, administration offices, a new science wing, air conditioning in the gym, and a new locker room. Classrooms have been moved throughout the year. They are preparing for a reduction in staff for the opening of Kimball High. The teachers have been great. Their API target was 709 and their scores came in at 734. Over 80% passed the CAHSEE. Even with all the changes Tracy High continues to focus on the students and realizes there will be more difficult years with middle of campus demolition. Many students will be going to colleges, military or in television shows. Once the campus is finished with construction and complete, we will be able to include more students in our programs. We will continue to move forward, produce good test scores and focus on student needs. Trustee Guzman congratulated him on a great first year as principal.

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

Assistant Superintendent of Educational Services, Dr. Sheila Harrison, congratulated Mr. Brown for receiving the Cortopassi Award. He was recognized at Delta College and received \$5,000 individually and \$5,000 to Tracy High. He has been teaching for 21 years. Three of the 16 science teachers in Tracy Unified became science teachers due to his influence. His past students are now doctors, engineers, science researchers and professors at major universities. During summer he works for Lawrence Livermore National Laboratory and Bio-Rad Laboratories. Through these relationships he is able to provide state-of-the-art resources and summer internships for his students. This summer he will be presenting a science teacher workshop at the Hong Kong Polytechnic University.

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

Assistant Superintendent of Educational Services, Dr. Sheila Harrison, recognized Denise Cheeseman, TUSD driver trainer, dispatcher and CSEA President for being selected as the San Joaquin County Classified School Employee of the Year. She will be recognized on May 21<sup>st</sup> at the San Joaquin County Office of Education. She is always happy, kind to others and dependable. She is also training a number of new and current school employees to receive their bus driver licenses. She is a pleasure to work with.

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

Assistant Superintendent of Educational Services, Dr. Sheila Harrison, recognized the West High Robotics team and Randy Moehnke for their achievements in recent robotics competitions. Several student team members demonstrated a remote controlled robot and how it picked up blocks and placed them in boxes.

Dr. Franco then presented certificates to the students and teacher, Randy Moehnke.

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

Assistant Superintendent of Educational Services, Dr. Sheila Harrison, recognized the West High Girls Tennis Team for capturing the TCAL championship. Their league record of 9 wins and 1 loss. Also recognized was Coach Ben Tsukiji.

**Hearing of Delegations**

None.

**Information & Discussion Items:**

**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  
This item was pulled and will be rescheduled at a later date.

**11.2.2** Receive Athletic Director's Report

Kimball High Athletic Director, Joe Lawrence, reviewed information received at a recent conference. He passed out a chart that showed how athletics help fund schools in the state. Our ADA this year was 5954.17 per year. Athletes attend 6-10 more days than the normal student which brings in more funds.

Tracy High Athletic Director, Mark Stroup, thanked the Board for their support of the repairs to the locker room. He also gave kudos to Antonio. The fields are in the best shape that they have ever been and he appreciates what the District has been doing. He is always free to answer any questions at any time. He passed out CIF bulletins and reviewed the realignment which will get more teams into the playoffs. They will go to a seeding process in almost every sport. Football will change significantly. The sports calendar will move back a week. Tracy High will be in SJAA, West High will be in TCAL and Kimball High will be in VOL, which is based on the CBED numbers. If Kimball High supersedes Tracy High, they already have approval to move Kimball to TCAL and Tracy to VOL for 2012. TCAL and SJAA might become one league. This would bring the rivals back together and it will save money. The leagues lack depth and they are trying to create a more competitive environment. Boys volleyball is being considered as well as girls wrestling.

Dr. Franco asked Mark to come to another meeting to present budgets

if the Board has any questions.

Steve Thornton commented that decisions are being made without people being entirely informed as far as a complete understanding of what is being done. There were several things were on the cut list and he did not receive an email or phone call about any of the cuts. He is available to answer any questions and glad to sit down and show exactly what is spent. He believes there is a misunderstanding about what contributions the District makes to athletics. Athletics have taken a \$40,000 hit. He would like to establish more communication.

**Public Hearing:** 12.1. None.

**Consent Items:**

**Action:** On Items 13.1.1 – 13.3.3. Pulled items 13.3.1 and 13.3.2  
Lewis, Crandall. **Vote:** Yes-7; No-0.

**Action:** On Item 13.3.1  
Lewis, Crandall. **Vote:** Yes-6; No-1.

**Action:** On Item 13.3.2 as amended to rescind K. Lamarre's resignation  
Lewis, Crandall. **Vote:** Yes-7; No-0.

**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** Ratify Measure E 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

**13.2 Educational Services:**

**13.2.1** Approve Tracy Adult School Course Offerings for the 2009-2010 School Year

**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

**13.3.3** Acknowledge Receipt of TEA's 2009-2010 Sunshine Proposal

**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

Kevin of Rainforth Grau presented a power point on the Measure S modernizations project. One guideline was to standardize all facilities. He reviewed each affected site and the proposed repairs/modernization

that will take place. The schools modernized will be Monte Vista, McKinley, North, Central and South West Park

Trustee Crandall left the meeting at 8:40 p.m.

Trustee Crandall Returned to the meeting at 8:48 p.m.

The total cost for these projects is \$60,043,800. There is a funding shortfall of \$2, 993,900. They will continue to review the numbers and look for funding.

The upgraded technology will be put in place September through December at Freiler, Kelly Poet Christian, ICGC and West High. This will include security cameras, cabling, electrical, site server, pole vault system and wireless access.

Trustee Lewis suggested that the website have an approximate timeline on the projects. It would be at least 1 ½ to 2 years before starting.

Dr. Casey Goodall introduced oversight committee members in attendance: A. Bakerink; C. Frankel, D. Yerian.

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

**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

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

**14.2 Educational Services:**

**14.2.1** Adopt Revised Board Policy 6020 and Acknowledge Administrative Regulation 6020 Parent Involvement (1<sup>st</sup> Reading)

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

**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

Assistant Superintendent of Human Resources, Ryan Davis, introduced Reggie Smith, from PARS who presented information on this supplementary retirement plan.

PARS stands for "Public Agency Retirement Services". They are the 3<sup>rd</sup> largest company, behind CALPERS and CALSTRS and have been in business for 25 years. Over the last several months they have reviewed District information to determine if it is in the position to

offer this plan. TUSD can afford to offer an early retirement plan. Seventy-five percent (75%) of final pay amount is the optimum percentage that the district can offer, however they can always offer less of a percentage. To be eligible, if certificated, you must be at least 55 years old and have at least 5 years of service or 50 years old with 30 years of STRS service. Classified employees must be 50 with 5 years of service. Early retirement incentives are offered because there is a budget crisis and this plan will replace employees with less expensive employees. They have determined that there are 337 eligible employees. If approved, PARS would send our letters showing 75% of last year's salary and have option choices. PARS would hold an employee meeting and there would be a 30 day window to sign up. If The numbers come back that the District does not make money, there will be a paragraph in their letter that says the District has the right to not participate in the program. Each plan is custom made for each District. They are currently working with districts in Los Angeles, San Diego, Sacramento, Manteca and Stockton. An Administrative fee of 5.5% is paid to PARS.

**Questions:**

If approved, but if participation is not there, what are costs?

PARS will meet with the 337 employees, send letters out, counsel them and present a workshop. There is a one-time fee of \$7,000.00.

If an employee has already placed paperwork with CALSTRS and is looking at PARS at the same time, can they withdraw?

Yes, they can back out and rescind their paperwork through CALSTRS.

Would employees who have already submitted their resignation qualify? Yes.

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

**Board Reports:**

Trustee Gouveia attended the parks and rec commission meeting last Wednesday. He toured Kimball High and the Tracy High locker rooms. Last week he represented the District at the State Board of Education and spoke for the waiver of the textbook adoption. Trustee Vaughn attended the African American Student Recognition Event Kelly School. He represented the Board of Trustees. It was a very positive event. Paul hall gave a rousing keynote speech that night. Trustee Crandall passed. Trustee Hawkins attended the Tracy High FFA awards banquet. He also went on the Tracy High locker room tour and the Kimball High tour. It was beautiful. The Lions Club will be cooking for the Williams Middle School parent association tomorrow night and at Monticello School on Saturday. Trustee Lewis also attended the tour of the Tracy High locker room. They did a nice job. He sent a letter to the county and state superintendent and asked what cuts they made and has not yet received a response. He assumed that since this was a financial crisis there would be some cuts, but he can't find them. Trustee Swenson toured Kimball High which was great and a lot of space. Kudos to the



District staff for the recognition of employees' event. Performers included the West High jazz band, API dancers, Tracy High madrigals and Poet Christian dancers. Thanks to ISET and Sheila, Jim and Ryan who did a super job. RGM picked up the tab on the cake. Trustee Guzman attended the TLC meeting last night. They rewrote their charter for Stockton Unified. They were turned down and will be presenting it tomorrow. They do not have layoffs or cuts but their budget is tight. Their graduation will be on May 23<sup>rd</sup> at The Grand Theater. Their 8<sup>th</sup> grade promotion will be on June 25<sup>th</sup>. He also attended Relay for Life. Kelly's team did a great job, they raised \$15,000.

**Superintendent  
Report:**

Dr. Franco attended the African American 8<sup>th</sup> grade student recognition event at Kelly School. It was a very nice event. Paul Hall gave a great speech, as well as Mr. Vaughn. On Saturday he attended Congressman McNerny's art show. The winning piece of art gets hung in a congressional pathway. Congratulations to Sheila and Patty Furtado and team for planning a successful employee recognition event. Williams Middle School was pretty fired up. Kelly staff wore their red t-shirts and South West Park wore purple. Kudos to Anthony of RGM who sponsored the cake. This Friday morning he will be at Hirsch attending the dedication of the project fit equipment and Bohn will have their event after that.

**10:06 P.M.  
Adjournment.**

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Clerk

Date



# HUMAN RESOURCES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** Ryan Davis, Assistant Superintendent for Human Resources  
**DATE:** May 12, 2009  
**SUBJECT:** Recognize the Outstanding Employees of the 2008-09 School Year

## **BACKGROUND:**

Three times each school year, nominations for outstanding employees are solicited from staff. A selection committee composed of two administrators, one classified/confidential representative, two certificated representatives and one classified representative reviewed the nominations and made the selections for the Employees of the Term. This is the 24th year the District has been recognizing outstanding employees.

## **RATIONALE:**

The employees, who are recognized by the School Board, have their picture displayed in the District Education Center and are recognized at their school sites in various ways. At the end of the year, the nominations of the three employees who have received recognition as Outstanding Employees of the Term in each category are reviewed and one employee in each category is selected as outstanding employee of the year.

This agenda item meets Strategic Goal #7-Educational Leadership.

**FUNDING:** N/A

## **RECOMMENDATION:**

Recognize The North School Office Staff (Gabey Silva, Belem Ramos-Ruiz, Nancy Hobson, Yolanda Villasenor) (K-5), Shundra Johnson (6-8), and Denise Cheeseman (9-12) as Outstanding Classified employees of the year; Therese Ayala (K-5), Nathan Allen and Jo Hensel (Coaching Team) (6-8), and Debbie Wittkowske (9-12) as Outstanding Certificated employees of the year; and Cindy Sasser as Outstanding Certificated Management employee of the 2008-09 school year.

**Prepared by:** Ryan Davis, Assistant Superintendent for Human Resources



# BUSINESS SERVICES MEMORANDUM

**TO:** James Franco, Superintendent  
**FROM:** C. Goodall, Assistant Superintendent for Business  
**DATE:** May 19, 2009  
**SUBJECT:** Receive Update on State and District Budget

**BACKGROUND:** On March 31, 2009, the Board of Education met during a special board meeting and took the final step in a four-month process for making cuts to the District's budget for the 2009-10 school year. The Board approved a three-year plan to reduce expenditures and achieve a balanced budget based on estimated reductions of funding from the state of California.

**RATIONALE:** Subsequent to the Board decision, the Governor released his May Budget Revision on May 14<sup>th</sup> in which he projected financial impacts on schools based on changes in the economy and based on the May 19<sup>th</sup> election. The estimated impact per student is estimated to be:

Fiscal Year	If Measures Pass	If Measures Fail
2008-09	\$119	\$225
2009-10	\$43	\$19
Total Loss Per Student	\$162	\$244

At the time this agenda item was prepared, the results of the election were unknown. Additionally, more budget information and guidance will be made available from the San Joaquin County Office of Education prior to the Board Meeting. This information will be reported at the Board Meeting, along with anticipated next steps in dealing with budget changes.

**FUNDING:** The estimated decrease in funding is estimated to be between \$2.5 and \$4 million.

**RECOMMENDATION:** Receive Update on State and District Budget

TRACY JOINT UNIFIED SCHOOL DISTRICT  
COMMUNITY FACILITIES DISTRICT NO. 97-1

PUBLIC MEETING

May 26, 2009

7:00 P.M.

District Office  
1875 W. Lowell Ave.  
Tracy, CA 95376

1. CALL TO ORDER
2. ROLL CALL - Establish Quorum
3. DISCUSSION/ACTION –
  1. Adopt Resolution No. 09-16 Levy Special Tax for Property Tax Year 2009-2010 On Community Facilities District 97-1.
  2. Approve MuniFinancial for Preparation of the 2009-10 Tax Roll and Reporting of Delinquencies.
4. ADJOURNMENT

*Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability-related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such modification or accommodation from Casey Goodall at (209) 830-3230 (telephone) or (209) 830-3224 (facsimile). Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the meeting.*

The Board reserves the right to take action on all items  
on the Agenda including "Discussion" items



**TRACY**  
UNIFIED SCHOOL DISTRICT

# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. James C. Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent for Business Services  
**DATE:** May 15, 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**

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A. Vendor: Sage Institute, Inc.  
Site: District Wide  
Item: Proposal  
Services: Consultant to assist with coordination and facilitation of school district reorganization between Tracy Unified School District and Lammersville Elementary School District.  
Cost: \$19,000.00  
Project Funding: Mountain House Developer Fees

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B. Vendor: Joseph Titone Inspection Services  
Site: Kimball High School  
Item: Amendment #2  
Services: DSA Inspection Services during the construction of the Kimball High School project.  
Cost: \$75.00/per hour/not to exceed 40 hours per week  
Project Funding: Developer Fees and State School Building Fund (SSBF)

---

C. Vendor: Foam Experts Roofing  
Site: Various School Sites  
Item: Notice of Completion  
Services: Contractor to replace the designated roofs with spray polyurethane foam at Central Elementary, South/West Park and West High School.  
Original Contract: \$212,380.00 Change Order: \$0.00 Total Amount: \$212,380.00  
Completion Date: April 29, 2009  
Project Funding: Deferred Maintenance 08/09

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**TRACY**  
UNIFIED SCHOOL DISTRICT

# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. James C. Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent for Business Services  
**DATE:** May 15, 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**

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- A. Vendor: City of Tracy  
Site: Tracy High School – Modernization/Reconstruction  
Item: Proposal - Ratify  
Services: City of Tracy's consultant is to prepare a traffic circulation analysis report with regard to the impact that closing the easternmost driveway onto 11<sup>th</sup> street will cause; the City will also develop traffic signal timing plans for the three signals on 11<sup>th</sup> Street that will be implemented during construction of the modernization/reconstruction projects.  
Cost: \$6,635.00  
Project Funding: Local Bond Funds & State School Building Fund (SSBF)
- 
- B. Vendor: Charles Walker Inspection Services  
Site: Tracy High School – Modernization/Reconstruction  
Item: Agreement  
Services: DSA Inspector of Record services during the construction of the modernization/reconstruction project.  
Cost: \$75.00 per hour/not to exceed 40 hours per week  
Project Funding: Local Bond Funds & SSBF
- 
- C. Vendor: Wallace Kuhl & Associates  
Site: Tracy High School – Modernization/Reconstruction  
Item: Proposal  
Services: Testing and special inspection services during the construction of the modernization/reconstruction projects at Tracy High.  
Cost: \$118,815.00 estimated  
Project Funding: Local Bond Funds & SSBF
-





**TRACY**  
UNIFIED SCHOOL DISTRICT

# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. James C. Franco, Superintendent  
**FROM:** *cfab* Dr. Casey Goodall, Associate Superintendent for Business Services  
**DATE:** 5/8/09  
**SUBJECT:** Approve Payroll Reports (April 2009)

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

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

**FUNDING:** N/A

**RECOMMENDATION:** Approve Payroll Report

**Prepared by:** Reed Call, Director of Financial Services

**DATE: 4/10/09**

FUND 01 GROSS PAYROLL	\$ 385,351.58
BENEFITS	\$ 39,279.97
TOTAL	<b>\$ 424,631.55</b>
 FUND 11 GROSS PAYROLL - ADULT EDUCATION	 \$ 75,188.80
BENEFITS	\$ 15,281.28
TOTAL	<b>\$ 90,470.08</b>
 FUND 12 GROSS PAYROLL - CHILD DEVELOPMENT	 \$ 2,642.36
BENEFITS	\$ 162.94
TOTAL	<b>\$ 2,805.30</b>
 FUND 13 GROSS PAYROLL - CAFETERIA FUND	 \$ 11,437.25
BENEFITS	\$ 1,018.18
TOTAL	<b>\$ 12,455.43</b>
 <b>DISTRICT TOTAL</b>	 <b>\$ 530,362.36</b>

Report: R0010A

Gross Wage &amp; Fringe Summary by Object for MARCH SUPPLEMENTAL 4/10/2009

Fiscal Year 2008/2009

Fund: 01 GEN FUND/CO SCHOOL SERV FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1100	TEACHERS' SALARIES	72,559.63	0.00	72,559.63
1104	TEACHERS' SALARIES SUMMER SCHL	2,628.00	0.00	2,628.00
1105	TEACHERS' SALARIES SUBS	173,114.09	0.00	173,114.09
1120	HOME INSTRUCTION SALARIES	7,938.00	0.00	7,938.00
1200	CERT PUPIL SUPPORT SALARIES	4,401.62	0.00	4,401.62
1310	CERT. SUPERVISOR SALARIES	787.50	0.00	787.50
1330	ASSISTANT SUPERINTENDENTS SAL	1,319.56	0.00	1,319.56
1900	OTHER CERTIFICATED SALARIES	10,098.20	0.00	10,098.20
2100	INSTRUCTIONAL AIDES' SALARIES	23,654.69	0.00	23,654.69
2105	INSTR AIDES SALARIES SUBS	5,219.04	0.00	5,219.04
2200	CLASSIFIED SUPPORT SALARIES	52,112.82	0.00	52,112.82
2205	CLASS SUPPORT SALARIES SUBS	7,776.28	0.00	7,776.28
2400	CLERICAL & OFFICE SALARIES	12,789.50	0.00	12,789.50
2405	CLERICAL AND OFFICE SAL SUBS	1,220.10	0.00	1,220.10
2407	CLERICAL AND OFFICE SAL HOURLY	1,660.84	0.00	1,660.84
2900	OTHER CLASSIFIED SALARIES	6,336.20	0.00	6,336.20
2905	OTHER CLASSIFIED SALARY SUBS	1,735.51	0.00	1,735.51
3101	STRS ON 1000 SALARIES	0.00	15,884.20	15,884.20
3102	STRS ON 2000 SALARIES	0.00	347.84	347.84
3201	PERS ON 1000 SALARIES	0.00	636.57	636.57
3202	PERS ON 2000 SALARIES	0.00	2,689.71	2,689.71
3311	OASDI ON 1000 SALARIES	0.00	469.92	469.92
3312	OASDI ON 2000 SALARIES	0.00	4,045.48	4,045.48
3321	FICA-MED ON 1000 SALARIES	0.00	3,827.48	3,827.48
3322	FICA-MED ON 2000 SALARIES	0.00	1,631.29	1,631.29
3331	ALTER. RETIREMENT ON 1000 SAL	0.00	1,474.50	1,474.50
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	1,299.69	1,299.69
3412	HEALTH & WELFARE ON 2000 SALS	0.00	-582.28	-582.28
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	818.33	818.33
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	337.49	337.49
3601	WORKER'S COMP INS ON 1000 SAL	0.00	4,531.21	4,531.21
3602	WORKER'S COMP INS ON 2000 SAL	0.00	1,868.54	1,868.54

01 Fund Total:

385,351.58

39,279.97

424,631.55

Fund: 11 ADULT EDUCATION FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1100	TEACHERS' SALARIES	58,153.90	0.00	58,153.90
1105	TEACHERS' SALARIES SUBS	2,140.98	0.00	2,140.98
1200	CERT PUPIL SUPPORT SALARIES	3,306.70	0.00	3,306.70
2100	INSTRUCTIONAL AIDES' SALARIES	11,187.10	0.00	11,187.10
2200	CLASSIFIED SUPPORT SALARIES	400.12	0.00	400.12
3101	STRS ON 1000 SALARIES	0.00	4,417.94	4,417.94
3202	PERS ON 2000 SALARIES	0.00	1,013.85	1,013.85
3312	OASDI ON 2000 SALARIES	0.00	652.05	652.05
3321	FICA-MED ON 1000 SALARIES	0.00	731.18	731.18
3322	FICA-MED ON 2000 SALARIES	0.00	152.49	152.49
3331	ALTER. RETIREMENT ON 1000 SAL	0.00	89.48	89.48
3411	HEALTH & WELFARE ON 1000 SALS	0.00	5,556.73	5,556.73
3412	HEALTH & WELFARE ON 2000 SALS	0.00	1,193.19	1,193.19

Report: R0010A

Gross Wage &amp; Fringe Summary by Object for MARCH SUPPLEMENTAL 4/10/2009 Fiscal Year 2008/2009

3501	STATE UNEMPLOY ON 1000 SALARY	0.00	190.82	190.82
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	34.76	34.76
3601	WORKER'S COMP INS ON 1000 SAL	0.00	1,056.34	1,056.34
3602	WORKER'S COMP INS ON 2000 SAL	0.00	192.45	192.45

11 Fund Total:		75,188.80	15,281.28	90,470.08
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Fund: 12 CHILD DEVELOPMENT FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1100	TEACHERS' SALARIES	433.13	0.00	433.13
1340	CERT. ADMINISTRATOR SALARIES	1,051.24	0.00	1,051.24
2100	INSTRUCTIONAL AIDES' SALARIES	150.13	0.00	150.13
2900	OTHER CLASSIFIED SALARIES	1,007.86	0.00	1,007.86
3101	STRS ON 1000 SALARIES	0.00	35.75	35.75
3312	OASDI ON 2000 SALARIES	0.00	4.66	4.66
3321	FICA-MED ON 1000 SALARIES	0.00	6.29	6.29
3322	FICA-MED ON 2000 SALARIES	0.00	16.80	16.80
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	47.66	47.66
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	4.45	4.45
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	3.45	3.45
3601	WORKER'S COMP INS ON 1000 SAL	0.00	24.66	24.66
3602	WORKER'S COMP INS ON 2000 SAL	0.00	19.22	19.22

12 Fund Total:		2,642.36	162.94	2,805.30
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Fund: 13 CAFETERIA FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
2200	CLASSIFIED SUPPORT SALARIES	3,276.40	0.00	3,276.40
2205	CLASS SUPPORT SALARIES SUBS	8,111.13	0.00	8,111.13
2206	CLASS SUPPORT SALARY OVERTIME	49.72	0.00	49.72
3202	PERS ON 2000 SALARIES	0.00	143.74	143.74
3312	OASDI ON 2000 SALARIES	0.00	97.64	97.64
3322	FICA-MED ON 2000 SALARIES	0.00	165.87	165.87
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	386.64	386.64
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	34.31	34.31
3602	WORKER'S COMP INS ON 2000 SAL	0.00	189.98	189.98

13 Fund Total:		11,437.25	1,018.18	12,455.43
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District Total:		474,619.99	55,742.37	530,362.36
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**DATE: 4/30/09**

FUND 01 GROSS PAYROLL	\$ 6,267,418.23
BENEFITS	\$ 1,902,201.92
TOTAL	<b>\$ 8,169,620.15</b>

FUND 11 GROSS PAYROLL - ADULT EDUCATION	\$ 32,251.83
BENEFITS	\$ 10,526.71
TOTAL	<b>\$ 42,778.54</b>

FUND 12 GROSS PAYROLL - CHILD DEVELOPMENT	\$ 7,813.79
BENEFITS	\$ 3,571.96
TOTAL	<b>\$ 11,385.75</b>

FUND 13 GROSS PAYROLL - CAFETERIA FUND	\$ 93,695.25
BENEFITS	\$ 26,502.80
TOTAL	<b>\$ 120,198.05</b>

<b>DISTRICT TOTAL</b>	<b>\$ 8,343,982.49</b>
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Report: R0010A

Gross Wage &amp; Fringe Summary by Object for APRIL REGULAR 4/30/2009

Fiscal Year 2008/2009

Fund: 01 GEN FUND/CO SCHOOL SERV FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1100	TEACHERS' SALARIES	4,206,843.79	0.00	4,206,843.79
1120	HOME INSTRUCTION SALARIES	7,670.80	0.00	7,670.80
1200	CERT PUPIL SUPPORT SALARIES	229,587.25	0.00	229,587.25
1300	CERT SUPRVSRs' & ADMINS' SAL	46,871.03	0.00	46,871.03
1310	CERT. SUPERVISOR SALARIES	15,553.93	0.00	15,553.93
1320	SUPERINTENDENTS SALARIES	14,887.67	0.00	14,887.67
1330	ASSISTANT SUPERINTENDENTS SAL	20,272.51	0.00	20,272.51
1340	CERT. ADMINISTRATOR SALARIES	311,892.83	0.00	311,892.83
1900	OTHER CERTIFICATED SALARIES	92,381.22	0.00	92,381.22
2100	INSTRUCTIONAL AIDES' SALARIES	276,906.21	0.00	276,906.21
2200	CLASSIFIED SUPPORT SALARIES	517,341.40	0.00	517,341.40
2300	CLASS SUPRVSRs' & ADMINS' SAL	13,485.21	0.00	13,485.21
2310	CLASS SUPERVISORS SALARIES	41,155.66	0.00	41,155.66
2320	CLASS. ADMINISTRATOR SALARIES	73,896.81	0.00	73,896.81
2400	CLERICAL & OFFICE SALARIES	221,631.24	0.00	221,631.24
2407	CLERICAL AND OFFICE SAL HOURLY	143,177.98	0.00	143,177.98
2900	OTHER CLASSIFIED SALARIES	32,284.30	0.00	32,284.30
3101	STRS ON 1000 SALARIES	0.00	442,693.74	442,693.74
3102	STRS ON 2000 SALARIES	0.00	645.02	645.02
3201	PERS ON 1000 SALARIES	0.00	6,957.68	6,957.68
3202	PERS ON 2000 SALARIES	0.00	123,858.70	123,858.70
3311	OASDI ON 1000 SALARIES	0.00	3,948.45	3,948.45
3312	OASDI ON 2000 SALARIES	0.00	73,057.76	73,057.76
3321	FICA-MED ON 1000 SALARIES	0.00	62,234.81	62,234.81
3322	FICA-MED ON 2000 SALARIES	0.00	17,945.99	17,945.99
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	2,175.14	2,175.14
3411	HEALTH & WELFARE ON 1000 SALS	0.00	625,711.46	625,711.46
3412	HEALTH & WELFARE ON 2000 SALS	408.39	233,041.97	233,450.36
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	14,839.83	14,839.83
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	3,962.46	3,962.46
3601	WORKER'S COMP INS ON 1000 SAL	0.00	82,153.30	82,153.30
3602	WORKER'S COMP INS ON 2000 SAL	0.00	21,936.21	21,936.21
3711	H & W CURRENT RETIREES ON 1000	0.00	109,172.76	109,172.76
3712	H & W CURRENT RETIREES ON 2000	0.00	77,866.64	77,866.64
3911	TAXABLE FRINGE BEN ON 1000 SAL	630.00	0.00	630.00
3912	TAXABLE FRINGE BEN ON 2000 SAL	540.00	0.00	540.00

01 Fund Total:

6,267,418.23

1,902,201.92

8,169,620.15

Fund: 11 ADULT EDUCATION FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1340	CERT. ADMINISTRATOR SALARIES	10,853.10	0.00	10,853.10
2200	CLASSIFIED SUPPORT SALARIES	3,712.95	0.00	3,712.95
2400	CLERICAL & OFFICE SALARIES	17,595.78	0.00	17,595.78
3101	STRS ON 1000 SALARIES	0.00	902.80	902.80
3202	PERS ON 2000 SALARIES	0.00	2,008.99	2,008.99
3312	OASDI ON 2000 SALARIES	0.00	1,262.75	1,262.75
3321	FICA-MED ON 1000 SALARIES	0.00	151.68	151.68
3322	FICA-MED ON 2000 SALARIES	0.00	295.32	295.32
3411	HEALTH & WELFARE ON 1000 SALS	0.00	869.38	869.38

Report: R0010A

Gross Wage &amp; Fringe Summary by Object for APRIL REGULAR 4/30/2009

Fiscal Year 2008/2009

3412	HEALTH & WELFARE ON 2000 SALS	0.00	4,403.39	4,403.39
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	32.82	32.82
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	63.94	63.94
3601	WORKER'S COMP INS ON 1000 SAL	0.00	181.74	181.74
3602	WORKER'S COMP INS ON 2000 SAL	0.00	353.90	353.90
3911	TAXABLE FRINGE BEN ON 1000 SAL	90.00	0.00	90.00

11 Fund Total:		32,251.83	10,526.71	42,778.54
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Fund: 12 CHILD DEVELOPMENT FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1100	TEACHERS' SALARIES	3,037.18	0.00	3,037.18
2100	INSTRUCTIONAL AIDES' SALARIES	2,024.40	0.00	2,024.40
2400	CLERICAL & OFFICE SALARIES	2,752.21	0.00	2,752.21
3101	STRS ON 1000 SALARIES	0.00	302.36	302.36
3202	PERS ON 2000 SALARIES	0.00	367.16	367.16
3312	OASDI ON 2000 SALARIES	0.00	200.58	200.58
3321	FICA-MED ON 1000 SALARIES	0.00	31.74	31.74
3322	FICA-MED ON 2000 SALARIES	0.00	59.72	59.72
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	38.82	38.82
3411	HEALTH & WELFARE ON 1000 SALS	0.00	1,417.14	1,417.14
3412	HEALTH & WELFARE ON 2000 SALS	0.00	1,001.23	1,001.23
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	9.11	9.11
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	14.31	14.31
3601	WORKER'S COMP INS ON 1000 SAL	0.00	50.45	50.45
3602	WORKER'S COMP INS ON 2000 SAL	0.00	79.34	79.34

12 Fund Total:		7,813.79	3,571.96	11,385.75
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Fund: 13 CAFETERIA FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
2200	CLASSIFIED SUPPORT SALARIES	74,212.20	0.00	74,212.20
2320	CLASS. ADMINISTRATOR SALARIES	6,073.50	0.00	6,073.50
2400	CLERICAL & OFFICE SALARIES	13,326.31	0.00	13,326.31
3202	PERS ON 2000 SALARIES	0.00	6,812.64	6,812.64
3312	OASDI ON 2000 SALARIES	0.00	3,842.98	3,842.98
3322	FICA-MED ON 2000 SALARIES	0.00	1,293.49	1,293.49
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	1,199.31	1,199.31
3412	HEALTH & WELFARE ON 2000 SALS	83.24	11,517.20	11,600.44
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	281.10	281.10
3602	WORKER'S COMP INS ON 2000 SAL	0.00	1,556.08	1,556.08

13 Fund Total:		93,695.25	26,502.80	120,198.05
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District Total:

		6,401,179.10	1,942,803.39	8,343,982.49
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# BUSINESS SERVICES MEMORANDUM

**To:** James Franco, Superintendent  
**From:** C. Goodall, Assistant Superintendent for Business  
**Date:** May 11, 2009  
**SUBJECT:** Approve Assembly Vendors and Site Assembly Utilization Calendars

**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.

**Rationale:** School site assemblies require pre-approval to ensure three different documents are in place: an approved contract; a certificate of insurance; an endorsement letter naming the district an additional insured. In addition, all assemblies are reviewed to ensure the content is appropriate for student audiences, and that conflicts do not occur with other school site or district events.

To that end, the attached list of vendors has met all of the criteria to provide assemblies at TUSD sites, and their presentation has been deemed appropriate for TUSD students. Additionally, the attached calendar of events has been reviewed to ensure the date and time of the event does not conflict with other site or district events.

This list will be updated monthly and presented to the board for approval.

**Funding:** Per attached summary of requisitions.

**Recommendation:** Approve Assembly Vendors and Site Assembly Utilization Calendars

Prepared by: Cindy Everhart, Facility Use Secretary, and Bob Corsaro, Director of Risk Management, Environmental Compliance, & Safety



Board Approved	Vendor	Estimated Cost	Insurance Expires
10/9/2007	Prismatic Magic Christopher Volpe 973-283-9006 chris@prismaticmagic.com	\$ 985.00	7/16/2009
11/13/2007	Bureau of Lectures & Ancient Artifacts John Tacha, 800.255.0084, www.assemblyline.com/index.html bureau@assemblyline.com	Call	8/20/2009
8/28/2007	Theater for Children, B Street Theater Programs, Lea Ladd, 916.443.5391 x112	Misc Call	8/28/2009
10/9/2007	Mad Science, Danielle Mae Lee, danielle@madsciencesacto.com, 916-736-2924	Call	12/1/2009
8/28/2007	Academic Entertainment Timothy Busfield 916 442 5635	\$ 895.00	12/10/2009
1/22/2008	Kaiser Permanente, Dean Starnes, 510-987-2223, dean.starnes@kp.org, www.kp.org/etp, Secrets Performance	?	1/1/2010
10/9/2007	Percussion Discussion Ken Bergmann's 925-755-3786percuss@pacbell.net	\$ 700.00	2/26/2010
4/28/2009	Color Me Mine, Angie Long , 834.8910, tracy@colormemine.com, www.tracy.colormemine.com	Call	4/4/2010
2/12/2008	Ravioli The Clown, 835-3535, www.raviolitheclown.com	\$ 500.00	5/1/2010
2/12/2008	Sparkles the Clown, 835-8383, www.sparklesdelight.com	\$ 500.00	5/1/2010
8/28/2007	Horizon Intertainment - Teen Truth Anti Bully JC Pohl 818 755 8800 , jc@teentruthlive.com	\$ 1,500.00	5/18/2010
10/23/2007	Lawrence Hall of Science, 510-642-1700, pfsreq@berkeley.edu, www.lawrencehallofscience.org	\$ 725.00	Indemnification approved, Tier 1
10/9/2007	McDonalds Tammi Beck 916-962-1982	Free	NO Charge, Tier 1
10/9/2007	NASA Karin Costa 650-604-6077	Free	NO Charge, Tier 1
10/9/2007	Otto the Auto Wendy Sanchez 415-565-2676 wendy_sanchez@csaa.com	Free	NO Charge, Tier 1

10/9/2007	Sandia Labs Simone Williams 925-294-2609 srwilli@sandia.gov	Free	NO Charge, Tier 1
2/10/2009	JOE FOSS Institute, 480.348.0316, www.jfiweb.org	Free	NO Charge, Tier 1
04/28/09	District 5 Dairy Princess, 639-1715	Free	NO Charge, Tier 1
	Get Real Behind The Wheel, Safe Driving Assembly targeted to 8th, 9th & 10th graders. Ken Ucci 601.6523. www.getrealbehindthewheel.org	Free	NO Charge, Tier 1
	Cowboys & Kids Reach Assembly, Penny Conway, www.reachkids.com, reachme@theriver.com	Free	NO Charge, Tier 1
	Marquis Entertainment - DJ Service, Marquis - 951-1982, www.marquisentdjs.com, enmar3@yahoo.com	Call	6/7/2010



# ADMINISTRATIVE SERVICES MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Dr. James C. Franco, Superintendent  
**DATE:** May 18, 2009  
**SUBJECT:** Approve 2009-2010 Designation of CIF Representatives to League

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

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

**FUNDING:** N/A

**RECOMMENDATION:** Approve 2009-2010 Designation of CIF Representatives to League.

**Prepared by:** Dr. James C. Franco, Superintendent.



www.cifstate.org

# California Interscholastic Federation

Marie Ishida, Executive Director

STATE OFFICE

1320 Harbor Bay Parkway, Suite 140, Alameda, CA 94502-6578

Tel: (510) 521-4447 - FAX: (510) 521-4449

AS OF JUNE 1ST 2009

Marie Ishida, Executive Director

STATE OFFICE

4658 Duckhorn Drive, Sacramento, CA 95834

## 2009-2010 Designation of CIF Representatives to League

Please complete the form below for each school under your jurisdiction and **RETURN TO THE CIF SECTION OFFICE** (ADDRESS ON REVERSE SIDE) no later than July 1, 2009.

Tracy Unified School District/Governing Board at its 5/26/09 meeting,  
(Name of school district/governing board) (Date)

\*\*PAGE 1 of 2

appointed the following individual(s) to serve for the 2009-2010 school year as the school's league representative:

### PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES

NAME OF SCHOOL KIMBALL HIGH SCHOOL  
NAME OF REPRESENTATIVE CHERYL DOMENICHELLI POSITION PRINCIPAL  
ADDRESS 3200 Jaguar Run CITY Tracy ZIP 95377  
PHONE 209/832-6600 FAX 832-3233 E-MAIL cdomenichelli@tusd.net

NAME OF SCHOOL TRACY HIGH SCHOOL  
NAME OF REPRESENTATIVE JASON NOLL POSITION PRINCIPAL  
ADDRESS 315 E. 11th Street CITY Tracy ZIP 95376  
PHONE 209/830-3360 FAX 209/830-3361 E-MAIL jnoll@tusd.net

NAME OF SCHOOL WEST HIGH SCHOOL  
NAME OF REPRESENTATIVE JEFF FRASE POSITION PRINCIPAL  
ADDRESS 1775 W. Lowell Ave CITY Tracy ZIP 95376  
PHONE 209/830-3370 FAX 209/830-3371 E-MAIL jfrase@tusd.net

NAME OF SCHOOL KIMBALL HIGH SCHOOL  
NAME OF REPRESENTATIVE JOE LAWRENCE POSITION ATHLETIC DIRECTOR  
ADDRESS 3200 Jaguar Run CITY Tracy ZIP 95377  
PHONE 209/832-6600 FAX  E-MAIL jlawrence@tusd.net

\*\* See attached second page

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

Superintendent's or Principal's Name (print) Dr. James Franco Superintendent's or Principal's Signature \_\_\_\_\_  
Address 1875 W. Lowell Ave City Tracy Zip 95376  
Phone 209/830-3201 Fax 209/830-3204

**PLEASE MAIL OR FAX THIS FORM DIRECTLY TO THE CIF SECTION, SEE REVERSE SIDE FOR CIF SECTION OFFICES** →→→



www.cifstate.org

# California Interscholastic Federation

Marie Ishida, Executive Director

STATE OFFICE

1320 Harbor Bay Parkway, Suite 140, Alameda, CA 94502-6578

Tel: (510) 521-4447 - FAX: (510) 521-4449

AS OF JUNE 1ST 2009

Marie Ishida, Executive Director

STATE OFFICE

4658 Duckhorn Drive, Sacramento, CA 95834

## 2009-2010 Designation of CIF Representatives to League

Please complete the form below for each school under your jurisdiction and **RETURN TO THE CIF SECTION OFFICE (ADDRESS ON REVERSE SIDE)** no later than July 1, 2009.

TRACY UNIFIED

School District/Governing Board at its 5/26/09 meeting,

(Name of school district/governing board)

(Date)

\*\*PAGE 2

appointed the following individual(s) to serve for the 2009-2010 school year as the school's league representative:

### PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES

NAME OF SCHOOL TRACY HIGH SCHOOL

NAME OF REPRESENTATIVE MARK STROUP

POSITION ATHLETIC DIRECTOR

ADDRESS 315 E. 11th Street

CITY Tracy ZIP 95376

PHONE 209/830-3360

FAX

E-MAIL mastroup@tusd.net

NAME OF SCHOOL WEST HIGH SCHOOL

NAME OF REPRESENTATIVE to be determined

POSITION ATHLETIC DIRECTOR (NEW)

ADDRESS 1775 W. Lowell Ave

CITY Tracy ZIP 95376

PHONE 209/830-3360

FAX

E-MAIL

NAME OF SCHOOL

NAME OF REPRESENTATIVE

POSITION

ADDRESS

CITY

ZIP

PHONE

FAX

E-MAIL

NAME OF SCHOOL

NAME OF REPRESENTATIVE

POSITION

ADDRESS

CITY

ZIP

PHONE

FAX

E-MAIL

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

Superintendent's or Principal's Name (print) DR. JAMES FRANCO

Address 1875 W. Lowell Ave

Phone 209/830-3201

Superintendent's or Principal's Signature

City Tracy

Zip 95376

Fax 209/830-3204

**PLEASE MAIL OR FAX THIS FORM DIRECTLY TO THE CIF SECTION, SEE REVERSE SIDE FOR CIF SECTION OFFICES** → → →



# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent for Business  
**DATE:** May 6, 2009  
**SUBJECT:** Authorize Associate Superintendent for Business Services to Enter into Agreement to Dispose of Damaged, Obsolete and Surplus Furniture, Computers and Equipment

**BACKGROUND:** District policy currently dictates that the disposal of equipment must meet the following conditions before a surplus is declared:

1) "Materials accumulated which have no further value to the program of the school district, from time to time, be disposed of in such a manner to provide maximum benefit to the school district." BP 3316

2) If the district is unable to use the equipment, an assessment must be made to determine which category the equipment falls under:

- Equipment about to be replaced
- Equipment beyond economic repair
- Obsolete due to changes in material make up (technology)
- Salvage and scrap
- Rubbish

3) The next step would be to sell the item for cash through the following steps:

a) "Ed Code 39520 requires the district to sell any personal property belonging to the district if the property is not required for school purposes, or if it should be disposed of for the purpose or replacement, or if it is unsatisfactory or not suitable for school use". A notice of sale would then be posted in a public place.

Or

The district can sell the equipment through an auction sale. In either case, the district reserves the right to award to the highest responsible bidder, or reject all bids.

b) If the district fails to receive a qualified bid, a private sale without advertising can take place. The Board will need to reach a unanimous decision on whether the equipment met the criteria of "not exceeds value of \$2,500".

c) If the value of the equipment is insufficient to defray cost of sale (Ed Code 39521), the district can arrange for the disposal of the equipment in a local public disposal site.

The Tracy Unified School District Director of Materials Management has declared the surplus on the damaged, obsolete and surplus furniture, computers and equipment due to the fact the inventory has been replaced with newer, more modern and structurally safe inventory. The inventory has a negative value or at best, a negligible value.

The main concerns of district staff is that we are able to eliminate warranty issues for future use of these items, we reduce or eliminate hazardous waste from hitting our landfills and lastly, if we can help out others with our items, then we utilize companies that fulfill our requirements while helping out the environment and others who are less fortunate.

When disposing of damaged, obsolete & surplus furniture and equipment, bidding for this service is not required. Yet, to ensure district assets and tax dollars are used appropriately, the district contacted several vendors, including Tracy Delta Disposal, for their respective prices. The results of our contacts with vendors has led us to create a pool of vendors to help service our needs. The vendors to be included this round of surplus equipment are: ARC International, CEW Corp., Tri Products Recycling, Universal Waste Management, Inc and e-Recycling of California.

Our surplus items will be processed under an agreement with the vendors, which outlines a salvage plan that includes pick-up of obsolete items, they assume ownership of items, the associated warranty responsibility and the costs incurred for the disposal of toxic products as stated by law. The over all value of the inventory is negative or at best negligible as has been determined by the District. The inventory will be consumed for its parts and reused through reselling channels, or lastly, after disassembly of items, will be sold to recyclers. All of these vendors provide a Certificate of Recycling and Destruction to ensure the district is safe from any hazardous materials disposal liability and guards our safety against any internal information being accessed after it is declared surplus. The District has no financial history in doing business with Tri Products Recycling, Universal Waste Management, Inc. or e-Recycling of California. We have two years of experience with ARC International.

**RATIONALE:** "Property for which no qualified bid has been received may be sold, without further advertising, by the Superintendent or designee." (Education Code 39521)

As advised by District counsel, surplus equipment and furniture should not be sold to the public unless the District is able to certify that equipment is safe. In addition, surplus should only be sold to those whom can take title of the equipment and warrant safety

through certification. The vendors listed above all provide a warranty on parts before donation or resale exchange takes place and provides a recycling program for all items that are toxic and not reused. Liability exposure to district is eliminated.

**FUNDING:** Cost is only the labor time to palletize and load items with a slight return possible.

**RECOMMENDATION:** Authorize Associate Superintendent for Business Services to Enter into Agreement to Dispose of Damaged, Obsolete and Surplus Furniture, Computers and Equipment through Direct Sale to Vendor in Lieu of Disposal Expenses.

**Prepared by:** Gary M. Jayne, Director of Materials Management.





# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** JAH Dr. Sheila Harrison, Assistant Superintendent of Educational Services  
**DATE:** March 18, 2009  
**SUBJECT:** Ratify Overnight Travel for West High School Future Business Leaders of America Club to Attend a State Leadership Conference April 26–29, 2009, in Santa Clara, California

**BACKGROUND:** Future Business Leaders of America National Leadership Conference provides an opportunity for students to participate in leadership training, attend workshops and listen to speakers that will give them exposure to the business environment. Mrs. Burns, the WHS FBLA advisor, Jim Hunter, Co-advisor and thirteen students will attend this conference on April 26-29, 2009, in Anaheim, California. They will be staying at the Hyatt Santa Clara and miss three days of school. Students are required to obtain teacher clearance for their absence and all work that will be missed. Time will be provided to complete their homework. Not all students are staying overnight each day of the event, but there will be chaperone presence at all times. Student drivers will transport themselves and non drivers will be transported by their parent. Permission slips will be obtained for all variances, drivers with parent permission to transport themselves, and students riding with chaperones in their private vehicle; as well as appropriate forms on file in the administration office at West High. This board agenda request needs to be ratified due to the paperwork not being submitted in a timely manner.

**RATIONALE:** This training and fellowship opportunity will allow our students to become exposed to business networking procedures, training in presentation of ideas/concepts, and practical methods of conducting business in our world. The event is academic in nature and character building for FBLA students. They have an opportunity to compete on a National level and represent their school and community. This meets Strategic Goal #7 –Develop and Utilize Partnerships that Contribute to the Achievement of District Goals.

**FUNDING:** The total estimated cost for transportation, registration, and lodging is \$2,278.00. The FBLA club will contribute \$1,076.00 towards this event and students and chaperones are individually responsible for the remaining cost.

**RECOMMENDATION:** Ratify Overnight Travel for West High School Future Business Leaders of America Club to Attend a State Leadership Conference April 26–29, 2009, in Santa Clara, California

**Prepared by:** Jeff Frase, Principal - West High School



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** ~~Dr. James Franco~~ Dr. Sheila Harrison, Assistant Superintendent Educational Services  
**DATE:** May 12, 2009  
**SUBJECT:** Ratify Overnight Travel for West High School Cheer Team to Attend USA Nationals Competition, March 27 – 30, 2009 in Anaheim, California

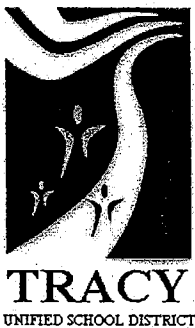
**BACKGROUND:** The USA Nationals Competition is a two day annual event that encourages teams to develop and present their best routines in a fun and challenging environment. Teams from all around California, Arizona, and Nevada participate. Students will stay at the Comfort Inn Maingate in Anaheim, Ca. They will miss school on Friday, March 27 and Monday, March 30, 2009. Students are required to obtain teacher clearance for their absence and all work that will be missed. Time will be provided to complete their homework. 30 students will attend the competition chaperoned by Michael Campos, Coach and Raelynn Lagadon, Assistant Coach. Students will be transported to and from the event by their parents. This request needs to be ratified because paperwork was not submitted in a timely manner.

**RATIONALE:** The cheer team will have the opportunity to spend quality time together as a team while they compete against other dance teams from all over California, Nevada, and Arizona. The team has worked hard all year to develop their skill levels in competition cheer in order to compete at this event. They will attend proudly looking forward to representing their school and community. This meets Strategic Goal #7-Develop and Utilize Partnerships that Contribute to the Achievement of District Goals.

**FUNDING:** Cost not to exceed \$10,000.00. Cost includes hotel, Disneyland admission, and competition/registration fees. Students are individually responsible for the entire cost of their trip.

**RECOMMENDATION:** Ratify Overnight Travel for West High School Cheer Team to Attend USA Nationals Competition, March 27-30, 2009 in Anaheim, California.

**PREPARED BY:** Jeff Frase, Principal - West High School



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** *JS* Dr. Sheila Harrison, Assistant Superintendent of Educational Services  
**DATE:** May 14, 2009  
**SUBJECT:** Approve Funding for the Agriculture Incentive Grant for Tracy High School for 2009-2010 School Year.

**BACKGROUND:** The State Department of Education requires that school districts submit applications in order to receive funding for the Agricultural Incentive Grant and the Specialized Agriculture Incentive Grant, and that these applications be approved by the local school board. Such approval indicates that the Board agrees to follow all applicable regulations.

**RATIONALE:** The Agricultural Incentive Grant and the Specialized Agriculture Incentive Grant provides additional money for equipment, materials, and travel for students. The grant money provided to the Tracy Agriculture Department will be used for technology improvements, assist in the purchasing of materials to ensure a quality learning environment, and allowing students to attend leadership conferences from the national to the local level. By accepting these funds the District agrees to use funds to supplement the agriculture program. 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:** Agriculture Incentive Grant - \$21,560.00

**RECOMMENDATION:** Approve Funding for the Agriculture Incentive Grant for Tracy High School for 2009-2010 School Year.

**Prepared by:** Mr. Jason Noll, Principal, Tracy High School

California Department of Education  
**AGRICULTURAL VOCATIONAL EDUCATION INCENTIVE GRANT**  
**2009-2010 APPLICATION FOR FUNDING**

(Due Date: To be received in Regional Supervisor's Office by June 30, 2009)

**DATES OF PROJECT DURATION - JULY 1, 2009 TO JUNE 30, 2010**

Tracy High School

(School Site)

Tracy Unified School District

(District)

**Certification:** I hereby certify that all applicable state and federal rules and regulations will be observed; that to the best of my knowledge, the information contained in this application is correct and complete; and that the attached assurances are accepted as the basic conditions of the operations in this project/program for local participation and assistance.

*[Signature]*

Signature of Authorized Agent

*[Signature]*

Signature of Agriculture Teacher  
Responsible for the Program

Superintendent

Title

*[Signature]*

Signature of Principal

Contact Phone Number

209-830-3360 ext. 2051

Date of Approval of Local Agency Board:

Funds Requested - Part I

\$5,000.00

Part II

\$2,560.00

Part III

\$0.00

Part IV

\$14,000.00

Part V

\$0.00

Total

\$21,560.00

Number of Different Agriculture Teachers at Site:

4

**PART I - QUALITY CRITERIA 1-9 (REQUIRED) ALLOCATION**

Quality Criteria	Will Meet Criteria	Variance Requested
1. Curriculum and Instruction	X	
2. Leadership and Citizenship Development	X	
3. Practical Application of Occupational Skills	X	
4. Qualified and Competent Personnel	X	
5. Facilities, Equipment and Materials	X	
6. Community, Business and Industry Involvement	X	
7. Career Guidance	X	
8. Program Promotion	X	
9. Program Accountability and Planning	X	

**Formal Variance Request must be included if requesting a variance.** A variance is a proposed plan for bringing the program into compliance with required quality criteria. Variances should result in compliance prior to the following year's application. All variances must be approved with the application. Non-compliance with the terms of the approved variance will result in a loss of funds.

## PART I - CONTINUED

Departmental Allocation: Meeting the criteria in PART I makes the program eligible for the following amounts based on the number of teachers in the program.

Total Number of Teachers	Amount Eligible	Amount Requested
One Teacher or Less	\$4,000	
Two Teachers	\$4,500	
Three Teachers or More	\$5,000	\$5,000.00

## PART II - PROGRAM ENROLLMENT ALLOCATION

Total Number of Students	2008-09 R2 Number	Amount Requested
List Number from R2 Report (\$8/Member)	320	\$2,560.00

## PART III - SAE AND RETENTION ALLOCATION

Number of State Degrees in 2009	3	
Percent of Students (R2) Receiving State Degree	1%	
SAE/Retention Standard Funds - If percentage of State Degree recipients is 5% or greater, then you are eligible for \$200 per degree awarded. Maximum of \$10,000.		FALSE

## PART IV - QUALITY CRITERIA 10-11 (OPTIONAL) ALLOCATION

Schools which qualify for a Departmental Allocation may apply for additional amounts for each specific Quality Criteria (10 and 11) met.

- \* Amounts requested in Quality Criterion 10 will be the indicated amount for that criterion, multiplied by the full-time equivalent (FTE). To count a preparation period, the teacher must be teaching Career Technical Education courses in Agriculture for 50% or more of their teaching periods.
- \* Amounts requested in Quality Criterion 11A will be the indicated amount for each teacher who was compensated a minimum of \$2,000 for year-round employment.
- \* Amounts requested in Quality Criterion 11B will be the indicated amount for each teacher who is provided a project supervision period. Project periods will be counted if the teacher has a preparation period as part of the regular teaching day.

Number of FTE Agriculture Teachers at Site: 4

List the Names of the Agriculture Teachers:

Jason Gentry	Pat Rooney
Laura Kelley	
Nikki Maddux	

	Number Meeting Criteria	Amount Requested
Criterion 10 - Student/Teacher Ratio	2	\$4,000.00
Criterion 11 - Year-Round Employment	4	\$8,000.00
Criterion 11 - Project Supervision Period	1	\$2,000.00
<b>TOTAL FUNDS REQUESTED PART IV</b>		<b>\$14,000.00</b>

## PART V - QUALITY CRITERION 12 (OPTIONAL) ALLOCATION

Quality Criterion 12 Form is attached and all criteria has been met. If the answer is yes, list \$3,000 (funds requesting) in space to the right.

PART VI - FINANCIAL SCHEDULE

Part A

Line	Acct. No.	Classification	A Description of Item for which Funds will be Expended	B Incentive Grant Funds	C Matching Funds
1	4000	Books & Supplies		8,160.00	8,160.00
2			Subtotal for 4000	<b>\$8,160.00</b>	<b>\$8,160.00</b>
3	5000	Services and other Operating Expenses such as: Personal Services of Consultants, Staff Travel, and Conference; Rentals, Leases, and Repairs; Bus Transportation	1 Transportation	5,400.00	5,400.00
4			2 Conferences	3,000.00	3,000.00
5			3 Meetings	2,000.00	2,000.00
6			4		
			5		
7			6		
8			Subtotal for 5000	<b>\$10,400.00</b>	<b>\$10,400.00</b>
9	6000	Capital Outlay: Includes Sites and Improvements of Sites; Buildings and Improvement of Buildings; Equipment	1 Greenhouse System	3,000.00	3,000.00
10			2		
11			3		
			4		
12			5		
13			Subtotal for 6000	<b>\$3,000.00</b>	<b>\$3,000.00</b>
14			Total for 4000- 6000 Lines 2, 8, 13	<b>\$21,560.00</b>	<b>\$21,560.00</b>

TOTAL 2009-2010 Incentive Grant Allocation:

\$21,560.00

Part B - Complete this portion if a waiver of the matching requirement was granted:

Line	Acct No.	Classification	A Description of Item for which Funds were Expended	B Incentive Grant Funds	C Amount of Salary and Benefits
15	1000	Salaries	Teachers' Summer Service Salaries		
16	1000	Salaries	Teachers' Salaries for Project Supervision Period		
17	3000	Benefits	Benefits for the Above Items (1000)		
18			TOTAL		<b>\$0.00</b>

TOTAL Amount of Waiver Requested:

AGRICULTURAL VOCATIONAL EDUCATION INCENTIVE GRANT  
QUALITY CRITERIA 12

Agricultural programs meeting all of the required Quality Criteria (Criteria 1-9) and Criteria 12 may qualify for an additional \$3,000. This form along with the appropriate verification must be attached to the Agricultural Vocational Education Incentive Grant Application. The Incentive Grant application is due in the Regional Supervisor's office on June 30.

Number of Students on Previous Years R-2 Report: 320

12A Curriculum and Instruction

N/A Number of students who took the ACE Test (Must be at least 15% of the R-2 Number)  
N/A Number of those taking the ACE Test who received Recognition Honors (Must be at least 10% of those taking the Ace Test)

12B Leadership and Citizenship Development

20 Number of activities on the approved FFA Activity list which the local chapter participated in (Must participate in at least 80% of the 20 activities)

12C Practical Application of Occupational Skills

3 Number of students who received the State FFA Degree (Must be at least 5% of the R2 number)

12D Qualified and Professional Activities

4 Number of teachers who attended a minimum of 5 professional inservice activities (Must attach approved Inservice Activities Verification Page)

12E Community, Business and Industry Involvement

4 Number of meetings held by the local Agriculture Advisory Committee (Must be at least 3 with minutes attached)

Name of Agriculture Advisory Committee Chair: Linda Ormonde

Phone Number of Agriculture Advisory Committee Chair: 209-483-2524

12F Retention

37 Number of students who were in their 3rd and 4th year of agriculture instruction (Must be at least 25% of the R2 number)

12G Graduate Follow-Up

16 Number of program completers graduating last year.

7 Number of those who graduated who are employed in agriculture, in the military, or continuing their education (Must be at least 75% of the program completers) Attach graduate follow-up report.



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** ~~Dr.~~ Sheila Harrison, Assistant Superintendent of Educational Services  
**DATE:** May 14, 2009  
**SUBJECT:** Approve all Out of State, Overnight, and Out of District Travel for Tracy High FFA Teachers and Students for the 2009-2010 School Year.

**BACKGROUND:** Students and personnel of the Tracy High Agriculture Department and FFA travel yearly to numerous functions in order to receive training and in-service in the areas of Leadership and Education. Listed and attached on separate pages are the dates and functions recommended for approval.

**RATIONALE:** Learning for teachers and students goes beyond the classroom, and these types of activities motivate teachers and students to stay active in the learning process. They will be planning and making decisions for the coming school year. These activities align with Strategic Goals #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 and Goal #6, Provide training and staff development opportunities that are designed to improve knowledge and skills of all employees.

**FUNDING:** Funding for the activities are District funds, Carl Perkins/VEA, Agriculture Incentive Grant, FFA Student Body Account, FFA Foundation, and students. Transportation is provided by District agriculture vehicles and District vehicles.

**RECOMMENDATION:** Approve all Out of State, Overnight, and Out of District Travel for Tracy High FFA Teachers and Students for the 2009-2010 School Year.

**Prepared by:** Mr. Jason Noll, Principal, Tracy High School



# Tracy High School

## Agriculture Department/FFA Travel Schedule

### 2009/2010

<u>Date</u>	<u>Function</u>	<u>Funding</u>
6/29-6/30/09 (Mon-Tue)	FFA Officer Retreat Byron, California (Out of District, teachers & students)	FFA
8/21-8/30/09 (Fri-Sun)	California State Fair Sacramento, California (Out of District, teachers and students)	FFA
9/23/09 (Wed)	CATA Sectional Meeting (Fall) Manteca, CA (Out of District, teachers only)	Ag Dist.
10/1/09 (Thur)	Opening and Closing Speech Contest Murphys, CA (Out of District, Teachers and Students)	FFA
10/6-7/09 (Tue-Wed)	FFA Delta Cal Greenhand Conference Lodi, CA (Out of District, Teachers and students)	FFA
10/3-4/09 (Sat-Sun)	Central Region COLC Denair, CA (Out of District, Teachers and students)	FFA
10/15/09 (Thur)	Pumpkin Patch for Pre-Schoolers Ag Farm, Tracy High (Teachers and students)	FFA
10/18-26/09 (Sun-Mon)	FFA National Convention Indianapolis, Indiana AND Boston, New York and Washington D.C. (Out of district, Overnight, teachers Students)(Out of State)	Students, FFA Found.  Ag Incentive VEA

<u>Date</u>	<u>Function</u>	<u>Funding</u>
10/20/09 (Tue)	AG-Venture Manteca, CA (Out of district, teachers and students)	FFA Ag Incentive
11/12/09 (Thurs)	Greenhand and Chapter Degree Ceremony THS-RM 62 (Teachers, students, and parents)	FFA
11/13/09 (Fri)	Project Competition (Various Locations – Students homes) (Teachers and Students)	Students FFA
11/18/09 (Wed)	Animal Buying for Fair Location – TBA (Out of District, teachers)	Students FFA
11/21/09 (Sat)	Tracy Lions Club Crab Feed Tracy, CA (Teachers and Students)	N/C
11/17/09 (Tue)	CATA Administrators Night Lathrop, CA (Out of District, teachers and Admin.)	FFA Foundation
11/13-14/09 (Fri – Sat)	CATA Regional Meeting & Road Show Turlock, CA (Out of District/overnight, teachers)	Ag Incentive
1/13/10 (Wed)	Delta-Cal Record Books Linden, CA (Out of District, teachers)	FFA Ag Dist
1/23/10 (Sat)	Pork Spectacular Show Vallejo, CA or (TBA) (Out of District, teachers and students)	FFA

<u>Date</u>	<u>Function</u>	<u>Funding</u>
1/27/10 (Wed)	FFA Sectional Public Speaking & Job Interview Contest Brett Harte, CA (Out of district, teachers and students)	FFA District
1/28/10 (Thur)	Field Trip – FFA/Ag TBA (Out of district, teachers and students)	Ag District
1/30/10 (Sat)	FFA Crab Feed Tracy Community Center (Teachers, students and parents)	FFA Foundation FFA
1/29-30-10 (Fri-Sat)	Made for Excellence Leadership Seminar Modesto, Ca (Out of district, teachers and students)	FFA
2/6/10 (Sat)	Tracy Lions Cioppino Feed Tracy Portuguese Hall (Teachers, students and parents)	N/C
2/11/10 (Thur)	Tulare Farm Show Tulare, CA (Out of District, teachers and students)	FFA
2/3/10 (Wed)	FFA Central Region Prof. Review Ripon, CA (Out of district, teachers and students)	FFA
2/5-6/10 (Fri-Sat)	Arbuckle Field Day Arbuckle, CA (Out of district, overnight, teachers and students)	FFA
2/11/10 (Thur)	FFA Speech Contest/Regional Semi-Finals Galt, Ca (Out of district, teachers and students)	FFA
2/20/10 (Sat)	FFA/CATA Central Region Meeting MJC, Modesto, CA (Out of district, teachers and students)	Ag Incentive

<u>Date</u>	<u>Function</u>	<u>Funding</u>
2/27/10 (Sat)	Turlock/Pitman FFA Field Day Turlock, CA (Out of District, teaches and students)	FFA
3/6/10 (Sat)	UC Davis Field Day Davis, CA (Out of district, teachers and students)	FFA Students
3/9/10 (Tues)	Field Trip (TBA) (Out of district, teachers, and students)	Ag Incentive
3/2-5/10 (Tue-Fri)	FFA Leadership Exp. Conf Sacramento, CA ( Out of district, teachers and students)	FFA Ag Incentive
3/18/10 (Thur)	FFA Sectional Parli-Pro Contest & Co-op Ripon, CA (Out of district, teachers and students)	FFA
3/16/10 (Tue)	FFA State Degree Competition Sheldon, CA (Out of district, teachers and students)	FFA
3/12/10 (Sat)	Chico State Field Day Chico, CA (Out of district, teachers, and students)	FFA
3/25/10 (Thur)	Central Parli-Pro Competition Delta College, Stockton, CA (Out of district, teachers, and students)	FFA
3/20/10 (Sat)	Merced Field Day Merced, CA (Out of district, teachers and students)	FFA Students
3/20/10 (Sat)	Great Western judging contest Tulare, CA (Out of district, teachers and students)	FFA Students
3/27/10 (Sat)	Reedley Field Day Reedley, CA (Out of district, teachers, and students)	FFA

<u>Date</u>	<u>Function</u>	<u>Funding</u>
3/26/10 (Fri)	FFA Central Region State Degree Ceremony MJC Modesto, CA (Out of district, teachers and students)	FFA
3/27/10 (Sat)	Farmersville Field Day Farmersville, CA (Out of district, teachers, and students)	FFA
3/27/10 (Sat)	Modesto JC Field Day Modesto, CA (Out of district, teachers and students)	FFA Students
4/1-5/10 (Thur-Mon)	Junior Grand Nationals-Cow Palace San Francisco, CA (Out of district, teachers, students and parents)	FFA Ag Incentive
4/2/10 (Fri)	FFA Central Region Parli-Pro Contest Fresno, CA or MJC, Modesto, CA (Out of district, teachers and students)	FFA
4/10/10 (Sat)	Plymouth Steer Show Plymouth, CA (Out of district, teachers and students)	FFA
4/17/10 (Sat)	Fresno Field Day Fresno, CA (Out of district, teachers and students)	FFA
4/15-20/10 (Thur -Tues)	FFA State Leadership Conference Fresno, CA (Out of district, overnight, teachers and students)	FFA Students Ag Incentive
4/29/10	FFA End of Year Banquet Tracy, CA (Students, teachers and parents)	FFA FFA Foundation
4/30-5/2/10 (Fri - Sun)	FFA State Finals San Luis Obispo, CA (Out of district, overnight, teachers and students)	FFA Students Ag. Inc.

<u>Date</u>	<u>Function</u>	<u>Funding</u>
5/5/10 (Wed)	Central Regional Meeting Lodi, CA (Out of district, teachers and students)	FFA
5/6/10 (Thur)	FFA Sectional Officer Elections Escalon, CA (Out of district, teachers and students)	FFA
5/11/10 (Tue)	FFA/American Farmer Contest/Regional Galt, CA (Out of district, teachers and students)	FFA Ag Incentive
5/18/10 (Tue)	FFA/American Farmer Contest/State Turlock, CA (Out of district, teachers and students)	FFA Ag Incentive
6/1/10 (Tue)	FFA Point Awards Trip Great America or Marine World (Out of district, teaches and students)	FFA FFA Foundation
6/12-27/10 (Sat-Sun)	San Joaquin County Fair Stockton, CA (Out of district, teachers and students)	FFA Students
6/20-24/10 (Sun-Thurs)	Calif. Ag. Teachers State Conference San Luis Obispo, CA (Out of District, overnight, teachers only)	Ag Incentive District
Aug-Sept	(TBA) Calif. State Fair Sacramento, CA (Out of district, overnight, teachers and students)	FFA Students

**\*\* It is IMPORTANT to note that we will more than likely be traveling to other FFA and CATA events and activities not listed above, as there is not information available at this time.**

**\*\*\*Due to the Sectional, Regional and State CATA committees, these dates may change.**



**TRACY**  
UNIFIED SCHOOL DISTRICT

# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** ~~Dr.~~ Sheila Harrison, Assistant Superintendent of Educational Services  
**DATE:** May 5, 2009  
**SUBJECT:** **Approve Overnight Travel for Bruce Sawyer and Darin Haydock to Attend the IB Teacher Training for IB Philosophy and IB Psychology at United World College, Montezuma, New Mexico, from Monday, July 6 Through Friday July 10, 2009 (Sawyer) and July 27 Through Friday, July 31, 2009 (Haydock)**

**BACKGROUND:** The International Baccalaureate program teachers need a program-sponsored workshop to ensure a strong teaching staff that is trained in all aspects of IB.

**RATIONALE:** Mr. Sawyer is currently teaching IB Psychology and plans to continue. He has had college coursework in psychology, but has not had IB training, which is specifically geared toward the examination assessments. We anticipate two, perhaps three, sections of this course next year. Mr. Haydock is currently teaching IB Philosophy, but again, has not had the IB training. He is specifically interested in investigating which of the given aspects that IB Philosophy offers have been successful with the students. We anticipate one section of this course next year. IB teacher training meets the following Strategic Goal #6, Provide training and staff development opportunities that are designed to improve knowledge and skills of all employees.

**FUNDING:** The IB Grant and IB Academy monies will fund these conferences. The cost breakdown is as follows: Registration including lodging and meals, \$2378.00 (Academy fund); Air Fare \$700.00 (approximately), this includes a maximum payment of \$350.00 to Darin Haydock for driving to and from New Mexico (IB Grant); Airport mileage \$60.60 (Academy Fund); Airport Parking and Shuttles \$200.00 (approximately, Academy Fund). The total expenses shall not exceed \$3338.00

**RECOMMENDATION:** **Approve Overnight Travel for Bruce Sawyer and Darin Haydock to Attend the IB Teacher Training for IB Philosophy and IB Psychology at United World College, Montezuma, New Mexico, from Monday, July 6 Through Friday July 10, 2009 (Sawyer) and July 27 Through Friday, July 31, 2009 (Haydock)**

**Prepared by:** Jason Noll, Principal, Tracy High School



**TRACY**  
UNIFIED SCHOOL DISTRICT

# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** ~~W~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services  
**DATE:** May 12, 2009  
**SUBJECT:** **Approve Overnight Travel for West High School Future Business Leaders of America to Attend a State Leadership Conference June 25 - 27, 2009 in Anaheim, California**

**BACKGROUND:** FBLA is a National Organization providing academic enrichment and enhancing career and technical education. Each year they hold a National Leadership Conference where students from across the United States are **invited** to compete. The West High FBLA has worked all year to qualify for this event. FBLA attended two pre-competitions, Section and State in order to 'win' a spot at Nationals. One student placed high in the State to represent us at the National level in competition. The other two have been accepted into an apprenticeship/internship program that they will be participating in while at the conference. Three students with Business teacher/advisor Lisa Burns will travel during the summer and stay 4 days and 3 nights in Anaheim at the Anaheim Hilton, 777 Convention Drive. They will travel with Mrs. Burns in her private vehicle with all the necessary parental permissions acquired prior to the end of the school year. Mrs. Burns currently has her DMV information on file at West High.

**RATIONALE:** FBLA students will have opportunity to participate in competition which will be a culmination of all they have learned this year. The FBLA National Conference allows our students to demonstrate business networking procedures, and receive training in presentation of ideas/concepts, and practical methods of conducting business in our world. The event is academic in nature and character building for FBLA students. They have an opportunity to compete on a National level and represent their school and community. This meets Strategic Goal #7 –Develop and Utilize Partnerships that Contribute to the Achievement of District Goals.

**FUNDING:** The total estimated cost for transportation, registration, and lodging is \$380.00 per student. Students are individually responsible for the entire cost of their trip. Students will have an opportunity to participate in fundraising activities to raise funds for the trip.

**RECOMMENDATION:** Approve Overnight Travel for West High School Future Business Leaders of America to Attend a State Leadership Conference June 25 - 27, 2009 in Anaheim, California

**Prepared by:** Jeff Frase, Principal - West High School





# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** ~~Dr. James Franco~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services  
**DATE:** May 15, 2009  
**RE:** Approve Overnight Travel for the Tracy High School Varsity and Sophomore Football Teams to attend University of St. Mary's Football Camp in Moraga, CA on July 5-8, 2009

**BACKGROUND:** Sixty five players and ten coaches will attend the University of St. Mary's Football Camp on July 5-8, 2009. The players will receive individual coaching from University of St. Mary's coaching staff. The coaches and players will be staying in the college dorms, and the Tracy High and University of St. Mary's coaching staffs will be supervising.

**RATIONALE:** This is an important opportunity to create team unity for the players. They will be competing against some of the best teams in California and will develop confidence and new skills for the upcoming football season. This event aligns with Strategic Goal #2: Provide a safe environment for students and staff that is conducive to learning.

**FUNDING:** It will cost \$250.00 per player to attend the camp. Coaches are free. All funding is through player payment & Athletics Program fundraising. The total cost of the trip will be \$17,500 including transportation, lodging and food. Participants will be transported by charter bus.

**RECOMMENDATION:** Approve Overnight Travel for the Tracy High School Varsity and Sophomore Football Teams to Attend University of St. Mary's Football Camp in Moraga, CA on July 5-8, 2009

**PREPARED BY:** Mr. Jason Noll, Tracy High School Principal



# EDUCATIONAL SERVICES MEMORANDUM

**To:** Dr. James Franco, Superintendent  
**From:** *JK* Dr. Sheila Harrison, Assistant Superintendent of Educational Services  
**Date:** May 18, 2009  
**Re:** **Approve the Carl Perkins IV Career Technical Education Grant Application for 2009-2010**

**BACKGROUND:** The Carl D. Perkins Grant is a federal grant that supports the improvement of career technical education programs. The primary purpose is to develop challenging academic standards and to promote the development of activities that integrate academic, vocational and technical instruction.

The funds can be used for equipment, curriculum materials, curriculum development, staff development, guidance activities, supplemental services, staffing, remediation, and expansion of tech-prep programs.

**RATIONALE:** The Carl Perkins Grant helps to develop alternative settings, recognizes and addresses individual learning styles of students, and provides real-world learning opportunities. Our community partnerships are strengthened by maximizing opportunities to become fully involved with our students while implementing and maintaining a collaborative partnership that involves community and policymakers. This agenda item meets Strategic Goal #7: Partnerships

**FUNDING:** N/A

**RECOMMENDATIONS:** Approve the Carl Perkins IV Career Technical Education Grant Application for 2009-2010.

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

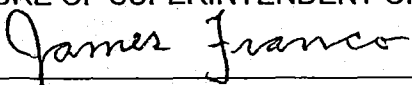
**DUE DATE: May 15, 2009**

**CAREER TECHNICAL EDUCATION APPLICATION FOR 2009-2010 FUNDING**

**Carl D. Perkins Career & Technical Education Improvement Act of 2006**

LOCAL EDUCATIONAL AGENCY: (LEA) <b>Tracy Unified School District</b>		COUNTY-DISTRICT (CD) CODE: <b>39-75499</b>
ADDRESS OF LEA: <b>1875 West Lowell Avenue Tracy, CA 95736</b>		CHECK APPROPRIATE BOX: <input type="checkbox"/> Sec. 112 - State Institutions <input checked="" type="checkbox"/> <b>Sec. 131 - Secondary</b> <input type="checkbox"/> Sec. 132 - Adult/ROCP
NAME OF LEA SUPERINTENDENT OR CHIEF ADMINISTRATOR: <b>Dr. James Franco, Superintendent</b>		
ALLOCATION AMOUNT: <b>\$87,033.00</b>		BOARD APPROVAL DATE: <b>May 26, 2009</b>
PERKINS COORDINATOR: <b>Dave Pickering</b> TITLE: <b>Director Adult &amp; Career Technical Education</b>	Telephone Number: <b>(209) 830-3384</b> Ext: <b>1661</b> FAX Number: <b>(209) 830-3385</b> Email Address: <b>dpickering@tusd.net</b>	
PERKINS COORDINATOR'S ADDRESS (If different from LEA address above): <b>Tracy Adult School 1902 North Corral Hollow Road, Tracy, CA 95376</b>		

**CERTIFICATION:** I hereby certify that all state and federal rules and regulations will be observed and that the assurances and certifications related to this program are accepted as the conditions in the operations of this program. The funds associated with this application will support the implementation of our 2008-2012 Local Career Technical Education Plan and provide a program that is of sufficient size, scope, and quality to effectively address the career preparation needs of our students. This funding will supplement state and local career technical education funds and improve, enhance, or expand our career technical education programs in the 2009-2010. I certify that to the best of my knowledge, the information contained in this application is correct and complete.

PRINTED NAME OF SUPERINTENDENT OR DESIGNEE: <b>Dr. James Franco</b>	TITLE, If not Superintendent:
SIGNATURE OF SUPERINTENDENT OR DESIGNEE: 	DATE: <b>5-12-09</b>

<b>CALIFORNIA DEPARTMENT OF EDUCATION USE ONLY</b>	
REVIEWED AND APPROVED BY:	DATE:

## SECTION I

### SIGN-OFF FORM FOR FEDERAL AND STATE ASSURANCES AND CERTIFICATIONS

This application is a commitment to comply with the following assurances, certifications, terms, and conditions associated with the Carl D. Perkins Career and Technical Education Improvement Act of 2006.

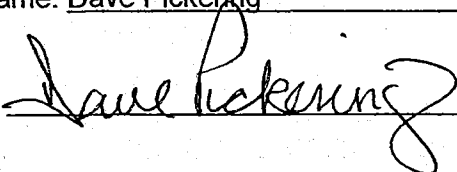
The applicant should download the general assurances and certification from the CDE Perkins Forms and Files Web page at [www.cde.ca.gov/ci/ct/pk/forms.asp](http://www.cde.ca.gov/ci/ct/pk/forms.asp). For the complete text of program specific assurance, certification, terms and conditions, see the *Instructions, Policies, Assurances, and Certifications for the Career Technical Education Application for 2009-2010 Funding*. A signature on this page is an indication that the Superintendent or an authorized designee has reviewed the documents listed below and agrees to comply with the assurances, certifications, terms and conditions.

- California Department of Education General Assurances (CDE-100A)
- Drug Free Workplace Certification (CDE-100DF)
- U.S. Department of Education Debarment and Suspension (ED 80-0014)
- U.S. Department of Education Lobbying (ED80-0013)
- Perkins IV Assurances and Certifications (CDE 100)
- 2009-2010 Grant Conditions

As the duly authorized representative of the local education agency applying for *Carl D. Perkins Career and Technical Education Improvement Act of 2006 Career Technical Education Application for 2009-2010 Funding*, I have read the assurances, certifications, term and conditions associated with this program; and I agree to comply with all requirements as a condition of funding.

Printed Name: Dave Pickering Title: Director Adult & Career  
Technical Education

Signature



Date

May 11, 2009

# General Assurances

Consolidated Application Part I and II general legal assurances for fiscal year 2008-09.

## General Assurances

1. Programs and services are and will be in compliance with Title VI and Title VII of the Civil Rights Act of 1964; the California Fair Employment Practices Act, Government Code §11135; and Chapter 4 (commencing with §30) of Division I of Title 5, California Code of Regulations (CCR).
2. Programs and services are and will be in compliance with Title IX (nondiscrimination on the basis of sex) of the Education Amendments of 1972. Each program or activity conducted by the LEA will be conducted in compliance with the provisions of Chapter 2, (commencing with §200), Prohibition of Discrimination on the Basis of Sex, of Part 1 of Division 1 of Title I of the *Education Code*, as well as all other applicable provisions of state law prohibiting discrimination on the basis of sex.
3. Programs and services are and will be in compliance with the affirmative action provisions of the Education Amendments of 1972.
4. Programs and services are and will be in compliance with the Age Discrimination Act of 1975.
5. Programs and services for individuals with disabilities are in compliance with the disability laws. (PL 105-17; 34 CFR 300, 303; and Section 504 of the Rehabilitation Act of 1973)
6. When federal funds are made available, they will be used to supplement the amount of state and local funds that would, in the absence of such federal funds, be made available for the uses specified in the state plan, and in no case supplant such state or local funds. (20 USC §6321(b)(1); PL 107-110 §1120A(b)(1))
7. All state and federal statutes, regulations, program plans, and applications appropriate to each program under which federal or state funds are made available through this application will be met by the applicant agency in its administration of each program.
8. Schoolsite councils have developed and approved a Single Plan for Student Achievement for schools participating in programs funded through the consolidated application process, and any other school program they choose to include, and that school plans were developed with the review, certification, and advice of any applicable school advisory committees. (EC §64001)
9. The local educational agency (LEA) will use fiscal control and fund accounting procedures that will ensure proper disbursement for state and federal funds paid to that agency under each program. (CCR T5, §4202)
10. The LEA will make reports to the state agency or board and to the Secretary of Education as may reasonably be necessary to enable the state agency or board and the Secretary to perform their duties and will maintain such records and provide access to those records as the state agency or board or the Secretary deems necessary. Such records will include, but will not be limited to, records which fully disclose the amount and disposition by the recipient of those funds, the total cost of the activity for which the funds are used, the share of that cost provided from other sources, and such other records as will facilitate an effective audit. The recipient shall maintain such records for three years after the completion of the activities for which the funds are used. (34 CFR 76.722, 76.730, 76.731, 76.734, 76.760; 34 CFR 80.42)
11. The local governing board has adopted written procedures to ensure prompt response to complaints within 60 days, and has disseminated these procedures to students, employees, parents or guardians, district/school advisory committees, and interested parties. (CCR T5, §4600 et seq.)
12. The LEA declares that it neither uses nor will use federal funds for lobbying activities and hereby complies with the certification requirements of 34 CFR Part 82. (34 CFR Part 82)
13. The LEA has complied with the certification requirements under 34 CFR Part 85 regarding debarment, suspension and other requirements for a drug-free workplace. (34 CFR Part 85)
14. The LEA provides reasonable opportunity for public comment on the application and considers such comment. (20 USC §7846(a)(7); 20 USC, §1118(b)(4); PL 107-110, §1118(b)(4)).
15. The LEA will provide the certification on constitutionally protected prayer that is required by PL 107-110, §9524 and 20 USC §7904.
16. The LEA administers all funds and property related to programs funded through the Consolidated Application. (20 USC §6320(d)(1); PL 107-110, §1120(d)(1))
17. The LEA will adopt and use proper methods of administering each program including enforcement of any obligations imposed by law on agencies responsible for carrying out programs and correction of deficiencies in program operations identified through audits, monitoring or evaluation. (20 USC §7846 (a)(3)(B))
18. The LEA will participate in the Standardized Testing and Reporting program. (20 USC §6316(a)(1)(A-D); PL 107-110, §1116(a)(1)(A-D); EC §60640, et seq.)
19. The LEA assures that classroom teachers who are being assisted by instructional assistants retain their responsibility for the instruction and supervision of the students in their charge. (EC §45344(a))
20. The LEA governing board has adopted a policy on parent involvement that is consistent with the purposes and goals of *Education Code* Section 11502. These include all of the following: (a) to engage parents positively in their children's education by helping parents to develop skills to use at home that support their children's academic efforts at school and their children's development as responsible future members of our society; (b) to inform parents that they can directly affect the success of their children's learning, by providing parents with techniques and strategies that they may utilize to improve their children's academic success and to assist their children in learning at home; (c) to build consistent and effective communication between the home and the school so that parents may know when and how to assist their children in

support of classroom learning activities; (d) to train teachers and administrators to communicate effectively with parents; and (e) to integrate parent involvement programs, including compliance with this chapter, into the school's master plan for academic accountability. (EC §§11502, 11504)

21. Results of an annual evaluation demonstrate that the LEA and each participating school are implementing Consolidated Programs that are not of low effectiveness, under criteria established by the local governing board. (CCR T5, §3942)
22. The program using consolidated programs funds does not isolate or segregate students on the basis of race, ethnicity, religion, sex, sexual orientation or socioeconomic status. (USC, Fourteenth Amendment; Calif. Constitution, art. 1, §7; Gov.C §§11135-11138; 42 USC §2000d; CCR T5, §3934)
23. Personnel, contracts, materials, supplies, and equipment purchased with Consolidated Program funds supplement the basic education program. (EC §§62002, 52034(I), 52035(e)(I), 54101; CCR T5, §§3944, 3946)
24. At least 85 percent of the funds for School Improvement Programs, Title I, Title VI and Economic Impact Aid (State Compensatory Education and programs for English learners) are spent for direct services to students. One hundred percent of Miller-Unruh apportionments are spent for the salary of specialist reading teachers. (EC §63001; CCR T5, §3944(a)(b))
25. State and federal categorical funds will be allocated to continuation schools in the same manner as to comprehensive schools, to the maximum extent permitted by state and federal laws and regulations. (EC §48438)
26. Programs and services are and will be in compliance with Section 8355 of the California Government Code and the Drug-Free Workplace Act of 1988, and implemented at 34 Code of Federal Regulations (CFR) Part 84, Subpart F, for grantees, as defined at 34 CFR Part 84, Sections 84.105 and 84.110.

[Back to Legal Assurances](#)

Questions: Valerie Fong | [vfong@cde.ca.gov](mailto:vfong@cde.ca.gov) | 916-322-1457

Last Reviewed: Tuesday, June 24, 2008

## Drug-Free Workplace

Certification regarding state and federal drug-free workplace requirements.

**Note:** Any entity, whether an agency or an individual, must complete, sign, and return this certification with its grant application to the California Department of Education.

### Grantees Other Than Individuals

As required by Section 8355 of the *California Government Code* and the Drug-Free Workplace Act of 1988, and implemented at 34 *Code of Federal Regulations (CFR)* Part 84, Subpart F, for grantees, as defined at 34 *CFR* Part 84, Sections 84.105 and 84.110

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
  - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition
  - b. Establishing an on-going drug-free awareness program to inform employees about:
    - 1. The dangers of drug abuse in the workplace
    - 2. The grantee's policy of maintaining a drug-free workplace
    - 3. Any available drug counseling, rehabilitation, and employee assistance programs
    - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace
  - c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a)
  - d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
    - 1. Abide by the terms of the statement
    - 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction
  - e. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee. Notice shall include the identification number(s) of each affected grant.
  - f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
    - 1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency
  - g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

- B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (street address, city, county, state, zip code)

Institute for Global Commerce and Government (IGCG)

1904 N. Corral Hollow Road

Tracy, CA 95376

Check ☐ if there are workplaces on file that are not identified here.

## Grantees Who Are Individuals

As required by Section 8355 of the *California Government Code* and the Drug-Free Workplace Act of 1988, and implemented at 34 *CFR* Part 84, Subpart F, for grantees, as defined at 34 *CFR* Part 84, Sections 84.105 and 84.110

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction to every grant officer or designee, in writing, within 10 calendar days of the conviction. Notice shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Name of Applicant:

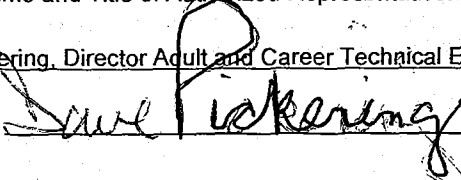
Tracy Unified School District

Name of Program:

Career Technical Education

Printed Name and Title of Authorized Representative:

Dave Pickering, Director Adult and Career Technical Education

Signature:  Date: May 12, 2009

CDE-100DF (May-2007) - California Department of Education

Questions: Funding Master Plan | [fmp@cde.ca.gov](mailto:fmp@cde.ca.gov) | 916-323-1544  
Last Reviewed: Tuesday, February 24, 2009



## Debarment and Suspension

Certification regarding debarment, suspension, ineligibility and voluntary exclusion—lower tier covered transactions.

This certification is required by the U. S. Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 *Code of Federal Regulations* Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

### Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled A Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

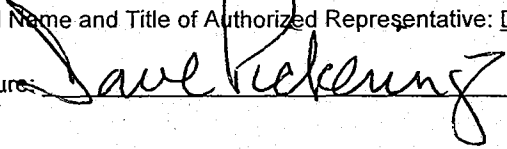
## Certification

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Applicant: Tracy Unified School District

Name of Program: Career Technical Education

Printed Name and Title of Authorized Representative: Dave Pickering, Director Adult and Career Technical Education

Signature: 

Date: May 12, 2009

ED 80-0014 (Revised Sep-1990) - U. S. Department of Education

Questions: Funding Master Plan | [fmp@cde.ca.gov](mailto:fmp@cde.ca.gov) | 916-323-1544  
Last Reviewed: Tuesday, February 24, 2009

## Lobbying

Certification regarding lobbying for federal grants in excess of \$100,000.

Applicants must review the requirements for certification regarding lobbying included in the regulations cited below before completing this form. Applicants must sign this form to comply with the certification requirements under 34 *Code of Federal Regulations (CFR)* Part 82, "New Restrictions on Lobbying." This certification is a material representation of fact upon which the Department of Education relies when it makes a grant or enters into a cooperative agreement.

As required by Section 1352, Title 31 of the *U.S. Code*, and implemented at 34 *CFR* Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 *CFR* Part 82, Sections 82.105 and 82.110, the applicant certifies that:

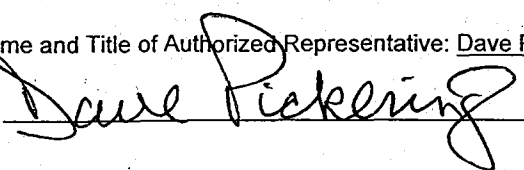
- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," (revised Jul-1997) in accordance with its instructions;
- c. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Name of Applicant: Tracy Unified School District

Name of Program: Career Technical Education

Printed Name and Title of Authorized Representative: Dave Pickering, Director Adult and Career Technical Education

Signature:  Date: May 12, 2009

ED 80-0013 (Revised Jun-2004) - U. S. Department of Education

Questions: Funding Master Plan | [fmp@cde.ca.gov](mailto:fmp@cde.ca.gov) | 916-323-1544  
Last Reviewed: Tuesday, February 24, 2009

## SPECIAL ASSURANCES

Carl D. Perkins Career & Technical Education Improvement Act of 2006 special assurances required for funding.

1. The eligible recipient will provide a career technical education (CTE) program that is of such size, scope, and quality to bring about improvement in the quality of CTE programs. **[Perkins IV, Section 134(b)(6)]**
2. In compliance with Office of Vocational and Adult Education (OVAE) Program Memorandum 99-11, local agencies receiving Perkins III funds for CTE programs for adults will be represented on the Local Workforce Investment Board (WIB); enter into a Memorandum of Understanding with the local WIB relating to the operation of the One-Stop system, including a description of services, how the cost of the identified services and operating costs of the system will be funded, and the methods for referral; make available the core services that are applicable to Vocational and Technical Education Act (VTEA) through the One-Stop delivery system, either in lieu of or in addition to making these services available at the site of the particular program; and use a portion of the VTEA funds (or provide services with such funds) to create and maintain the One-Stop delivery system and to provide applicable core services through the One-Stop delivery system.
3. The eligible recipient that uses funds under this Act for in-service and preservice CTE professional development programs for CTE teachers, administrators, and other personnel shall, upon written request, permit the participation in such programs of CTE teachers, administrators, and other personnel in nonprofit private schools offering CTE programs located in the geographical area served by such recipient. **[Perkins IV, Section 317(a)]**
4. The eligible recipient may, upon written request, use funds made available under this Act to provide for the meaningful participation, in CTE programs and activities receiving funding under this Act of secondary school students attending nonprofit private schools who reside in the geographical area served by the eligible recipient. **[Perkins IV, Section 317(b)(1).**
5. The eligible recipient shall consult, upon written request, in a timely and meaningful manner with representatives of nonprofit private schools in the geographical area served by the eligible recipient regarding the meaningful participation, in CTE programs and activities receiving funding under this Act, of secondary school students attending nonprofit private schools. **[Perkins IV, Section 317(b)(2).**
6. Nothing in the Act shall be construed to be inconsistent with applicable Federal law prohibiting discrimination on the basis of race, color, sex, national origin, age, or disability in the provision of Federal programs or services. **[Perkins IV, Section 316]**
7. The eligible recipient will ensure that students who are economically disadvantaged, students of limited English proficiency, and students with special needs are assisted to succeed with support services such as counseling, English-language instruction, child care, and special aids. **[CFR 403.190(A)(2)(II)(b)]**
8. Curriculum, instruction, and assessment are designed to serve all students, including students who are members of special populations.

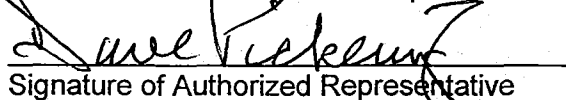
## USE OF FUNDS

1. Funds made available under the Perkins Act for CTE activities shall supplement, and shall not supplant, non-federal funds expended to carry out CTE activities and technical preparation activities. **[Perkins IV, Section 311]**
2. All of the funds made available under this Act shall be used in accordance with the requirements of this Act.  
**[Perkins IV, Section 6]**
3. No funds made available under the Perkins Act shall be used to require any secondary school student to choose or pursue a specific career path or major; and to mandate that any individual will be required to participate in a CTE program, including a CTE program that requires the attainment of a federally funded skill level, standard, or certificate of mastery.  
**[Perkins IV, Section 314]**
4. No funds made available under the Perkins Act may be used to provide CTE programs for students prior to the 7th grade except that equipment and facilities purchased with funds under the Perkins Act may be used for such students. **[Perkins IV, Section 315]**
5. No funds will be used to acquire equipment or software in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity, the employees of the purchasing entity, or any affiliate of such an organization. **[Perkins IV, Section 122(c)(12)]**
6. The funding for development and implementation of the Integrated and Career-Related Education Continuum as described in the California State Plan for Carl D. Perkins CTE will be limited to programs as described in the local plan that (a) begin no earlier than grade seven; (b) include a clearly defined sequence of courses that prepare students for career entry and postsecondary education; (c) are part of a sequence that may include a capstone course at the high school, ROCP or community college; (d) are taught by a qualified CTE teacher, and (e) integrates CTE and academic instruction.
7. The eligible recipient will comply with the requirements of this Perkins Act, Title I, and the provisions of the State plan, including the provision of a financial audit of funds received under this title which may be included as part of an audit of other Federal or State programs.  
**[Perkins IV, Section 122(c)(11)]**

The undersigned certifies that the requirements of the Perkins Act and the State quality indicators as stated above will be performed for the 2007-2008 program year in coordination with the local plan and that written documentation or specified data will be on file, provided to the State as requested, and available for future monitoring and compliance reviews.

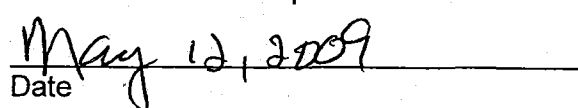
DAVE PICKERING

Printed Name of Authorized Representative

  
Signature of Authorized Representative

DIRECTOR ADULT & CAREER TECHNICAL EDUCATION

Title of Authorized Representative

  
Date

## SECTION II: Requirements of Programs Receiving Funds

The eligible recipient will ensure that each of the following eight requirements are being met in each program in which Perkins III funds are used and all of these program elements are included in the local district vocational education plan. **[Perkins IV, Section 135(b)]**

1. Provide activities that strengthen students' academic and career and technical skills through the integration of academics with career and technical education (CTE) programs in a **coherent sequence of courses**, such as career and technical programs of study to ensure students' learning.
2. Link career and technical education at the secondary level and career and technical education at the postsecondary level, including **offering not less than one career and technical program of study** described in section 122(c)(1)(A).
3. Provide students with strong experience in and understanding of all aspects of an industry.
4. Develop, improve or expand the use of technology in vocational and technical education, which *may* include;
  - training of career technical education personnel, to use state-of-the-art technology, which may include distance learning
  - providing career technical education students with the academic, and career and technical skills that lead to entry into the technology fields; or
  - encouraging schools to collaborate with technology industries to offer voluntary internships and mentoring programs
5. Provide professional development programs consistent with section 122 to teachers, counselors, and administrators that include:
  - the effective integration and use of challenging academic and career technical education provided jointly with academic teachers;
  - effective teaching skills based on research that includes promising practices;
  - effective practices to improve parental and community involvement;
  - effective use of scientifically based research and data to improve instruction;
  - Support of education programs for teachers of career technical education students, to ensure that such teachers stay current with all aspects of an industry;
  - Internship programs that provide relevant business experience; and
  - Programs designed to train teacher specifically in the effective use and application of technology to improve instruction.
6. Develop and implement evaluations of the career technical programs carried out with these funds including an assessment of how the needs of special populations are being met.
7. Initiate, improve, expand, and modernize quality career technical education programs.

8. Provide services and activities that are of sufficient size, scope, and quality to be effective.
9. Provide activities to prepare special population students enrolled in career technical education programs for high skill, high wage, or high demand occupations that will lead to self-sufficiency.

## **STATE ESTABLISHED CTE QUALITY CRITERIA REQUIREMENTS**

Perkins IV Section 135(b)(8) requires each CTE program assisted with the funds to provide services and activities that are of sufficient size, scope, and quality to be effective. This section provides a comprehensive set of quality criteria and indicators that reflect the education community's consensus of the elements that should be present in all CTE programs. Perkins funds should be used to ensure that quality programs include the following criteria;

### **Curriculum, Instruction and Assessment**

- Curriculum and assessment are aligned with the California CTE model curriculum standards developed for (a) the program area or industry sector, (b) Secretary's Commission on Achieving Necessary Skills (SCANS) and employability competencies, and (c) core academic content standards.
- Instruction is standards-based, sufficient in duration, current and relevant, and develops the knowledge, attitudes, and skills currently required for entry into careers in the program area.
- A comprehensive assessment system is used to measure student competence in the application of CTE and academic knowledge and skills required in the program area.

### **Leadership and Citizenship Development**

- Each program includes a career technical student organization or alternative leadership activity that is integral to instruction and is supported by the administration of the local education agency. Alternative leadership activities must be designed to provide students with (a) effective leadership skills; (b) increased confidence in themselves and their work; (c) enhanced character, citizenship, volunteerism, and patriotism; (d) an understanding of the importance of a healthy lifestyle; (e) an understanding of the need to strive for excellence in scholarship; and (f) an awareness of the importance and relevance of the career cluster addressed by the CTE program.
- Leadership, citizenship, and interpersonal skills instruction in teamwork, communications, human relations, and social interaction is provided through the program.

### **Practical Application of Occupation Skills**

- Program includes paid or unpaid work-based experiences or classroom simulations that are representative of work-based experiences.

### **Qualified and Competent Personnel**

- Each teacher uses a variety of instructional strategies/materials and effective teaching techniques to enhance student learning.
- Each teacher participates in annual professional development activities.

### **Facilities, Equipment, and Materials**

- Facilities, equipment, and materials are comparable to those currently used by business and industry.
- Facilities and equipment are purchased or modified, as needed, to accommodate the needs of special population students.

### **Community, Business, and Industry Involvement**

- Program has an advisory committee composed of business and industry representatives that provide regular and relevant advice and support on current and changing labor markets, current industry standards and practices, emerging technical skills, curriculum content and student outcomes, and job placement.

### **Career Guidance**

- Career guidance activities are ongoing and include the dissemination of career opportunity and career path information to students, parents, and counselors.
- CTE instruction includes career planning, employability skills, and articulation options, and provides students with information relevant to their career path goals.
- Career guidance activities provide students, parents, and counselors with information on nontraditional careers in program area.

### **Program Promotion**

- Planned program promotion and recruitment activities are conducted to encourage the enrollment of all students, including students who are members of special populations.
- Activities are conducted to improve the articulation of the program with instruction provided by feeder school and advanced education and training opportunities.

### **Student Support Services**

- Program provides for full participation of special population students, meaning that special population students are provided with the additional services needed for success.

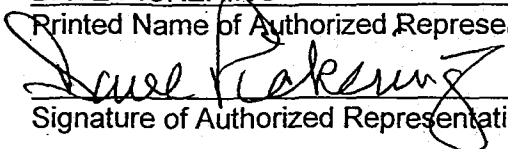
### **Program Accountability and Planning**

- Program improvements are developed and implemented based on an analysis of prior-year program accountability data, including the (a) number of students enrolled in the program (including the enrollment of special population students), (b) number and percent of program completers, (c) number and percent of secondary program completers who receive diplomas, (d) number of completers placed in the military, further education/training, or employment, and (e) number of nontraditional program concentrators and completers.

**The undersigned certifies that the State quality indicators as stated above will be met during the 2007-2008 program year in coordination with the local plan. Written documentation or specified data will be on file, provided to the State as requested and available for future monitoring and compliance reviews.**

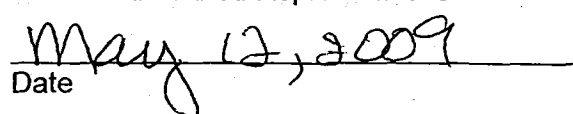
**DAVE PICKERING**

Printed Name of Authorized Representative

  
Signature of Authorized Representative

**DIRECTOR ADULT & CAREER TECHNICAL EDUCATION**

Title of Authorized Representative

  
Date



## SECTION II

### SIGN-OFF FORM FOR REPRESENTATIVES OF SPECIAL POPULATIONS

The Perkins IV Act requires local education agencies (LEA) to implement strategies to overcome barriers that may be lowering special population students rates of access to, or success, in career technical education (CTE) programs assisted with the funds. CTE programs must be designed to enable special population students to meet the performance level targets established for the programs, and provide the activities needed to prepare these students for high skill, high wage, or high demand occupations that lead to self-sufficiency.

This form confirms that the LEA coordinators/administrators responsible for the administration of each of the programs associated with the special population groups has reviewed and approved the 2009-2010 Perkins IV application for funds. Each special population category MUST be signed by the LEA's designated administrator or certificated representative responsible for that program.

#### Economically Disadvantaged (Title I Coordinator/Administrator)

Printed Name: Carol Anderson-Woo Title: Director of Accountability

Signature: Sheila Harrison *Assistant Superintendent Ed Services* Date: May 12, 2009

#### Limited English Proficient (LEP) (English Learner Coordinator/Administrator)

Printed Name: Carol Anderson-Woo Title: Director of Accountability

Signature: Sheila Harrison *Assistant Superintendent Ed Services* Date: 5/12/09

#### Disabled (Handicapped) (Special Education Coordinator/Administrator)

Printed Name: Nancy Hopple Title: Director of Special Education

Signature: Nancy E. Hopple Date: 5/12/09

#### Single Parent or Single Pregnant Women (Title IX Coordinator/Administrator)

Printed Name: Paul Earl Hall Title: Director of Student Services

Signature: PE Hall Date: 5/12/09

#### Gender Equity or Nontraditional Training (Title IX Coordinator/Administrator)

Printed Name: Paul Earl Hall Title: Director of Student Services

Signature: PE Hall Date: 5/12/09

#### Displaced Homemaker (Title IX Coordinator/Administrator) [Required only on Section 132 (Adult) applications]

Printed Name: Paul Earl Hall Title: Director of Student Services

Signature: PE Hall Date: 5/12/09

### SECTION III: Assessment of Career Technical Education programs (core indicators).

See instructions on page 16 of the *Carl D. Perkins Career & Technical Education Improvement Act of 2006 Application for 2009-2010 Funding Instructions, Policies, Assurances, and Certifications*.

Secondary: (continues onto page 5)

Core Indicator	Definition	LEA Level 2007/08	State Level 2007/08	90% or more of the State level
1S1 Academic Attainment- Reading/ Language Arts	<b>Numerator:</b> Number of 12 <sup>th</sup> grade CTE concentrators who have met the proficient or advanced level on the <b>reading/language arts</b> portion of the California High School Exit Exam (CAHSEE).  <b>Denominator:</b> Number of 12 <sup>th</sup> grade CTE concentrators.	51.82%	22.3%	20.07%
				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1S2 Academic Attainment- Mathematics	<b>Numerator:</b> Number of 12 <sup>th</sup> grade CTE concentrators who have met the proficient or advanced level on the <b>mathematics</b> portion of the CAHSEE.  <b>Denominator:</b> Number of 12 <sup>th</sup> grade CTE concentrators.	45.02%	20.9%	18.81%
				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2S1 Technical Skill Attainment	<b>Numerator:</b> Number of 12 <sup>th</sup> grade CTE concentrators who received a grade of "C" or better in the CTE class, or received an industry recognized certification, or passed an end of program assessment aligned with industry-recognized standards.  <b>Denominator:</b> Number of 12 <sup>th</sup> grade CTE concentrators.	97.18%	Baseline	N/A
3S1 Secondary School Completion	<b>Numerator:</b> Number of 12 <sup>th</sup> grade CTE concentrators who earned a high school diploma, a General Educational Development (GED) certificate, or other state recognized equivalent (including recognized alternative standards for individuals with disabilities) or a proficiency credential, certificate, or degree in conjunction with a secondary school diploma during the reporting year.  <b>Denominator:</b> Number of 12 <sup>th</sup> grade CTE concentrators.	99.75%	85.0%	76.5%
				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4S1 Student Graduation Rate	<b>Numerator:</b> Number of 12 <sup>th</sup> grade CTE concentrators who, in the reporting year, were included as graduated in the states computation of its graduation rate.  <b>Denominator:</b> Number of 12 <sup>th</sup> grade CTE concentrators.	NA	NA	NA
		Data will be collected in 2010-11		

Core Indicator	Definition	LEA Level 2007/08	State Level 2007/08	90% or more of the State level
<b>5S1 Secondary Placement</b>	<b>Numerator:</b> Number of 12 <sup>th</sup> Grade CTE concentrators who left secondary education during the reporting year and entered in postsecondary education, advanced training, military service, or employment six months following the program year in which they left secondary.	<u>98.0%</u>	75.0%	67.5%
	<b>Denominator:</b> Number of 12 <sup>th</sup> grade CTE concentrators.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>6S1 Non-traditional Participation</b>	<b>Numerator:</b> Number of CTE participants from underrepresented gender groups enrolled in a program sequence that leads to employment in nontraditional fields.  <b>Denominator:</b> Number of all CTE participants enrolled in a program sequence that leads to the employment in nontraditional fields.	<u>49.24%</u>	Baseline	N/A
<b>6S2 Non-traditional Completion</b>	<b>Numerator:</b> Number of CTE concentrators from underrepresented gender groups who completed a program sequence that leads to employment in nontraditional fields.  <b>Denominator:</b> Number of all CTE concentrators from underrepresented gender groups enrolled in a program sequence that leads to the employment in nontraditional fields.	<u>96.64%</u>	Baseline	N/A

## Not Applicable

**Adult:** See instructions on page 16 of the *Carl D. Perkins Career & Technical Education Improvement Act of 2006 Application for 2009-2010 Funding Instructions, Policies, Assurances, and Certifications*.

Core Indicator	Definition	LEA Level 2007/08	State Level 2007/08	90% or more of the State level
1A1 Technical Skill Attainment	<b>Numerator:</b> Number of adult CTE concentrators who passed an end of program assessment or earned a competency certificate during the reporting year.  <b>Denominator:</b> Number of adult CTE concentrators enrolled in a CTE program.	<u>N/A</u> %	92.46%	83.21%
				<input type="checkbox"/> Yes <input type="checkbox"/> No
2A1 Credential, Certificate, or Degree	<b>Numerator:</b> Number of adult CTE concentrators earned an industry-recognized credential, certificate, degree, or completed a transfer program.  <b>Denominator:</b> Number of adult CTE concentrators who completed a CTE program.	<u>N/A</u> %	66.13%	59.52%
				<input type="checkbox"/> Yes <input type="checkbox"/> No
4A1 Student Placement	<b>Numerator:</b> Number of adult CTE concentrators who left adult education and enrolled in postsecondary education or advanced training, in military service, or employment six months following the program year in which they left adult education.  <b>Denominator:</b> Number of adult CTE concentrators who left adult education during the reporting year.	<u>N/A</u> %	79.86%	71.87%
				<input type="checkbox"/> Yes <input type="checkbox"/> No
5A1 Non-traditional Participation	<b>Numerator:</b> Number of adult CTE participants from underrepresented gender groups enrolled in a program sequence that leads to employment in nontraditional fields.  <b>Denominator:</b> Number of all adult CTE participants enrolled in a program sequence that leads to the employment in nontraditional fields.	<u>N/A</u> %	21.47%	19.32%
				<input type="checkbox"/> Yes <input type="checkbox"/> No
5A2 Non-traditional Completion	<b>Numerator:</b> Number of adult CTE concentrators from underrepresented gender groups who completed a program sequence that leads to employment in nontraditional fields.  <b>Denominator:</b> Number of all adult concentrators enrolled in a program sequence that leads to the employment in nontraditional fields.	<u>N/A</u> %	23.28%	20.95%
				<input type="checkbox"/> Yes <input type="checkbox"/> No

## Not Applicable Program Improvement Form

LEAs falling below 90 percent of the State established performance level on any core indicator must submit this form. See instructions on page 17 of the *Carl D. Perkins Career & Technical Education Improvement Act of 2006 Application for 2009-2010 Funding Instructions, Policies, Assurances, and Certifications*.

Example				
<b>Core Indicator</b> not meeting 90% level  6S1	<b>Explanation: What are the reasons why the LEA did not meet the state established performance level for this core indicator?</b> Example: Low numbers of female students enrolled in Automotive and Building Trades programs.		<b>Funding Source to be used to cover expenses</b>  Example: Perkins IV	<b>Amount of funding</b>  Example: \$200
	<b>Strategy to improve performance level: Describe the strategy that will be used to improve the performance level of this core indicator.</b> Example: Raise awareness among students and staff about non-traditional student participation	<b>Planned activities: Describe the specific activities that will be employed to achieve the improvement strategy.</b> Example: 1. Meet with school counselors about non traditional careers and student enrollment. 2. Produce handouts/brochures for students.		
<b>Core Indicator</b>	<b>Explanation:</b>		<b>Funding Source to be used to cover expenses</b>	<b>Amount of Funding</b>
	<b>Strategy to improve performance level</b>	<b>Planned activities</b>		
<b>Core Indicator</b>	<b>Explanation:</b>		<b>Funding Source to be used to cover expenses</b>	<b>Amount of funding</b>
	<b>Strategy to improve performance level</b>	<b>Planned activities</b>		

## Section IV: Progress Report toward Implementing the Local CTE Plan

The implementation of each district's local CTE plan directly impacts the implementation of the State CTE Plan. Beginning in 2009-2010 through 2011-2012 local districts will report on the progress they have made toward implementation of their local CTE plan. This progress report should be viewed as an opportunity to reflect the goals outlined in the local CTE plan as well as successes and challenges that occurred during the 2008-09 school year.

Additionally, it is the time to set measurable outcomes for CTE for the 2009-2010 school year based on what has been learned and performance level data reported in Section III.

The following questions must be answered in the application:

1. Describe the progress that the district has made toward achieving the goals established in the Local CTE Plan submitted to CDE in fall 2008.

During the 2008-2009 school year, in spite of the state budget crisis, a loss of 15.38% in funding, and Tier III full flexibility the Tracy Unified School District (TUSD) Career Technical Education (CTE) program has made substantial progress toward achieving the goals established in the Local CTE Plan for 2008-2012.

In reference to the goals specified in the TUSD Local CTE Plan for 2008-2012, chapter 2, item 2. "List the goals and expected outcomes for CTE..." on page 5:

- o As stated, a new CTE program of study: Administration of Justice was established. The program is offered at the Institute for Global Commerce and Government (IGCG), a small learning community within Merrill F. West High School.
  - i) The course sequence consists of four courses: 1. Careers in Law Enforcement I, 2. Careers in Law Enforcement II, 3. Forensic Science and 4. Criminal Justice.
  - ii) As stated in the Local Plan, the Administration of Justice CTE program sought recruitment of Perkins non-traditional populations via teachers and counselors who were aware of non-traditional career populations in this sector. To wit 13 out of 31 students in the capstone course are female.
  - iii) The Administration of Justice program of study career pathway currently contains courses designed for vertical articulation which leads to a two or four year college and/or employment in the Public Safety Industry Sector. Each course has a coherent and rigorous content aligned with the California CTE Standards and Framework.
  - iv) In addition, the Criminal Justice course has received approval as an articulated course with San Joaquin Delta College, Stockton and has been approved for a – g accreditation by the CSU system.

- v) The IGCG was also awarded a California Partnership Academy Grant to assist with the creation of two career pathways; Administration of Justice and Business.
2. How has the district improved, enhanced, or expanded career technical education for students during 2008-09?
- Areas that were improved, enhanced and/or expanded include:
    - Enhanced Professional development for CTE teachers and Increased data driven assessment and evaluation
    - Improved career guidance for CTE students
    - New and strengthened partnerships with city, and county governmental agencies and local business and industry
    - Expanded and Enhanced Advisory Committee membership with more parental involvement
    - Enhanced CTSO programs
    - Expanded CTE programs
  - Professional development for CTE teachers:
    - CTE teachers participated in several professional development opportunities including:
      - CTEOnline® training to train teachers to better integrate their curriculum with the CTE standards and framework.
      - Tours of local (San Joaquin County) manufacturers provided as part of TUSD's partnership with the Tech Prep Consortium hosted by San Joaquin Delta College, Stockton.
      - The State CTE conference to gain knowledge of the overall CTE program within the state as well as attend training for their specific areas of CTE.
      - Database training using DataWise® software. The establishment of Data Teams to create formative and summative assessments to identify CTE student academic needs.
      - Data Team collaboration with academic teachers to identify areas of curriculum that can be used to reinforce learning for CTE students by establishing relevancy between academic and CTE courses.
      - District-wide CTE teacher meetings to evaluate Data Team progress and establish vertical curriculum paths between the district's middle schools and high schools.
      - Training for CTE teachers to reestablish the Hire Me First program as a joint program between the school district, local government, business and industry via the Tracy Industry and Education Partnership (TIEP) which is a partnership headed by the Tracy Chamber of Commerce under the auspices of the City

of Tracy and partially funded by a grant from the City of Tracy through the Mayor's Community Youth Support Network (MCYSN) Strategic Plan.

- Improved career guidance for CTE students
  - The San Joaquin County Office of Education, San Joaquin County Worknet, the district and TIEP began working together to establish a model program to assist students in acquiring the knowledge and skills they need to achieve employment. The program is called Hire Me First and it has two main goals. The first goal is to train students through the school district in the CTE foundation standards necessary for success as an employee and the second goal is to then match the students with local business and industry through internship opportunities. In addition, these partners are in the process of creating an online database that will assist the schools, students and businesses in creating matches for successful internships.
  - The establishment of the Hire Me First Handbook for the CTE program in the school district. This handbook assists students in tracking their progress as they acquire the CTE foundation standards. CTE teachers instruct students in the CTE foundation standards using the handbook as a guide for the students. In addition, students experience community awareness by volunteering their time to local non-profit organizations. Students are also required to register with Worknet and attend Worknet workshops.
  - In preparation for the new CTE health careers pathway sequence that will begin in the fall of 2009 at Tracy Unified School District's new John C. Kimball High School, 30 8<sup>th</sup> grade students from Monte Vista Middle School were taken on a career exploration day at Sutter Tracy Community Hospital. This was co-sponsored by the San Joaquin Tech Prep Consortia, San Joaquin Delta College, Stockton and Sutter Tracy Community Hospital as a part of the district's Tech Prep and CTE vertical articulation curriculum planning between middle schools, secondary schools and postsecondary institutions.
  - Job application, resume, and cover letter training was provided to CTE students by both academic (English) teachers and CTE teachers within each students' CTE career pathway.
  - Mock interviews were held at the high schools with the support of the Tracy Chamber of Commerce and local business and industry volunteers.
  - In addition, an Ethics in Business workshop was provided by the Tracy Chamber of Commerce with local business and industry sponsorship.
- The district's CTE program developed new and strengthened partnerships with city and county governmental agencies including: The City of Tracy, the San Joaquin County Workforce Investment Board, San Joaquin County



Worknet, local businesses and industry, and the Tracy Chamber of Commerce, through the Tracy Industry and Education Partnership (TIEP).

- These organizations have assisted the district by providing CTE students with new, enhanced and improved experiences in business and industry toward the attainment of the necessary skills to successfully attain employment after high school, college or other job specific training in the career field of their choice.
- Expanded and Enhanced Advisory Committee membership with more parental involvement
  - The district, in conjunction with FBLA and FFA CTSOs, has expanded and enhanced CTE advisory committee membership to include more parents and students. This has allowed for a more comprehensive evaluation and assessment of these CTE programs.
- Enhanced CTSO programs
  - The district has two main CTSO programs at each high school: FBLA and FFA. Both of these programs are gaining popularity with students and growing in membership due to enthusiastic dedicated staff leadership and district financial support.
  - Both the FBLA and FFA CTSOs have competed successfully at the local, state and national levels.
- Expanded CTE programs
  - Two CTE programs that were identified as either high skill, high wage, or high demand were expanded to allow more students into the programs. These programs required additional instructional funding:
    - Entrepreneurship was added to the course offerings in the IGCG Business careers pathway. This course is a 2 hour block 2 year course.
    - Computer training in Comp TIA A+, N+ certifications: This training and certification course for computer configuration and repair and network configuration and repair was expanded from a one hour two year course to a 2 hour block two year course, increasing from 360 hours to 720 hours.

3. Identify at least three specific outcomes from the local CTE Plan on which the district will focus in 2009-2010.

- The Administration of Justice career pathway at the IGCG small learning community will enhance and improve its course offerings by adding new technology based course delivery. The district is upgrading its entire network to allow for the latest technology based curriculum to be delivered via the internet. Students in the Administration of Justice career pathway will receive instruction and training through this improved delivery system. The district will procure electronic textbooks, ancillary materials and student computers to

ensure students enrolled in the Administration of Justice CTE career pathway receive the latest instruction and training available.

- The Business career pathway at the IGCG will be expanded and enhanced to include a second year of Entrepreneurship. Utilizing technology based course delivery the district will procure electronic textbooks, ancillary materials including Virtual Enterprise® software and replace out dated student computers to ensure students enrolled in the Business career pathway receive the latest instruction and training via the internet. The Entrepreneurship career pathway course sequence will be revised in the TUSD Local Plan Update in Section VII of this application.
- The Biotechnology Research and Development CTE course sequence will be enhanced, improved and upgraded to current industry standards by the addition of new state-of-the-art lab equipment used in biotechnology. This equipment is for CTE student use only and will enhance their ability to work on laboratory projects that are at biotechnology industry standard levels. An essential part of the biotechnology program is the ability to access test data for analysis. Students retrieve the data from biotechnology testing equipment using computers. These computers are then used in conjunction with the biotechnology equipment to analyze the data. Notebook computers are necessary in the biotechnology lab because of their small size, which allows them to be attached directly to the lab equipment.
- Professional development: Improve and expand further integration of CTE and academic curriculum through professional development and training in CTEOnline® to create a more rigorous and comprehensive curriculum that is better aligned with academic core courses. This training is also intended to aid CTE teachers in their collaboration efforts with academic teachers
- Professional development: Enhance and improve the teaching skills of CTE teachers in Best Instructional Practices (BIPs). As a Program Improvement (PI) district it is necessary to work with the San Joaquin County Office of Education (SJCOE) who provides the district with Regional System of District and School Support (RSDSS) training and support. Including CTE teachers in this program is a necessary step to improve the overall CTE district program and establish better collaboration between CTE and academic teachers.
- Expand support for CTSOs: Provide FBLA and FFA teacher advisors with more training opportunities to increase their ability to function as effective teacher advisors for these programs.

4. How will Perkins IV funds support the implementation of the identified outcomes in 2009-2010?

The IGCG is a small learning community within Merrill F. West High School that provides students with the opportunity to choose one of two CTE career pathways: Administration of Justice or Business. Each of these career pathways has been identified as high skill, high wage and high demand.

In order to provide a state of the art learning environment for these two pathways computer labs are necessary to deliver instruction via the internet. The school district

has upgraded its network and greatly increased its ability to deliver multimedia enhanced distance learning using the internet. In order to make use of this capability students must be able to access the CTE course instruction with an up-to-date computer. The computer labs in both the career pathways will be used to conduct the courses during the entire school day five days a week. There are no other computer labs available on the West High School campus for these courses. These computers are standard models with standard monitors and software.

- The IGCG Administration of Justice CTE career pathway will be supported with Perkins funds through the purchase of a CTE student computer lab to allow students to access the latest CTE curriculum via the internet.
- The IGCG Business CTE career pathway will be supported with Perkins funds by replacing an outdated CTE student computer lab with an up-to-date CTE student computer lab in order to utilize the district upgraded network for online curriculum delivery and instruction.
- Both of these labs are necessary to carry out the instructional design of the IGCG, which is to present the latest CTE curriculum using state of the art curriculum delivery methods via the internet. This computer lab will provide students with the latest curriculum and will be used exclusively by CTE students.

The Biotechnology Research and Development CTE course sequence at Tracy High School is an outstanding CTE program offering students the opportunity to learn biotechnology skills that are unattainable at many community colleges. Students are involved in biotechnology projects with government and industry including projects involving the United States Army and Lawrence Livermore National Laboratories.

- In order to work with agencies at this industry level it is necessary to provide the latest biotechnology equipment to the CTE students.
- One of the most important pieces of equipment in the biotechnology lab is the students' notebook computer. These computers are an integral part of each student's ability to retrieve and analyze data for their biotechnology experiments.
- Perkins funds will be used to purchase student notebook computers for exclusive use in the CTE Biotechnology program.

**Section V: Sequence of Courses to be funded with Perkins IV in 2009-2010.** See instructions on page 18 of the *Carl D. Perkins Career & Technical Education Improvement Act of 2006 Application for 2009-2010 Funding Instructions, Policies, Assurances, and Certifications*.

**NOTE:** Only sequence(s) of courses identified in the LEA's approved Local CTE Plan or submitted in Section VII, Local CTE Plan Update, in this application can receive Perkins IV funds.

Industry Sector	Career Pathway	School Site Where the Sequence is Offered	Amount of Perkins Funding Allocated to this Sequence	Page # in Local CTE Plan
Public Services	Protective Services	Institute for Global Commerce & Government @ Merrill F. West High School	\$37,322	26
Marketing Sales & Service	Entrepreneurship	Institute for Global Commerce & Government @ Merrill F. West High School	\$37,322	42 (revised worksheet attached)
Health Science & Medical Tech.	Biotechnology Research & Dev.	Tracy High School	\$6,734	44

**Section VI**  
**Program Year 2009-2010**  
**BUDGET AND EXPENDITURE SCHEDULE**

Local Educational Agency (LEA): Tracy Unified School District

CD Code: 39-75499

Authorized Signature: *David Pickering*

Total Allocation: \$87,033.00  
Indirect Cost Rate (percent): 4.2%

Select One

- ☒ ORIGINAL BUDGET  
☐ REVISION DATE: \_\_\_\_\_  
☐ END-OF-YEAR CLAIM

Funding Source and Purpose:

- ☐ Section 112 State Institutions  
☒ Section 131 Secondary  
☐ Section 132 ROCP and Adult

Object Code and Budget Category	(A) Instruction (Including Career Technical Student Organizations)	(B) Professional Development	(C) Curriculum Development	(D) Transportation & Child Care For Economically Disadvantaged Participants	(E) Special Populations Services	(F) Research Evaluation & Data Development	(G) Guidance & Counseling	(H) Administration or Indirect Costs	(I) Total
79									
Percentage of grant expenditures allowed	At least 85% of the grant must be spent in these areas					No more than 10% may be spent in these areas		Not to exceed 5% of total expenditure	
1000	Certificated Salaries								
2000	Classified Salaries								
3000	Employee Benefits								
4000	Books/ Supplies	\$81,378							\$81,378
5000	Services/ Operating					\$2,000			\$2,000
6000	Capital Outlay								
7000	Indirect Costs							\$3,655	\$3,655
	Total	\$81,378				\$2,000		\$3,655	\$87,033

See instructions on page 19 of the *Carl D. Perkins Career & Technical Education Improvement Act of 2006 Application for 2009-2010 Funding Instructions, Policies, Assurances, and Certifications.*

**SECTION VI: Budget Narrative for the 2009-2010 funds**

See instructions on page 19-20 of the *Carl D. Perkins CTE Improvement Act of 2006 Application for 2009-2010 Funding Instructions, Policies, Assurances, and Certifications.*

OBJECT #	EXPENDITURE DESCRIPTION	AMOUNT
1000 A	Certificated Salaries	
	Subtotal for 1000 category	
B		
2000	Classified Salaries	
	Subtotal for 2000 category	
3000	Benefits <ul style="list-style-type: none"> <li>▪ Certificated allocation:</li> <li>▪ Classified allocation:</li> </ul>	
	Subtotal for 3000 category	
4000	Books and Supplies Non-capitalized Equipment for CTE Programs as indicated in Section IV of this application. <ul style="list-style-type: none"> <li>• Public Safety/Administration of Justice = \$37,322.00 – 35 computers @ \$894.00 per computer; software, projector, and class printer for new lab at IGCG</li> <li>• Marketing Sales &amp; Service/Business Entrepreneurship = \$37,322.00 – 35 computers @ \$894.00 per computer, software, projector and class printer to replace out dated computers and projector at IGCG.</li> <li>• Health Science &amp; Medical Technology/Biotechnology Research &amp; Development = \$6,734.00 – 6 notebook computers @ \$1,122.00 per notebook computer with software and upgraded RAM (memory)</li> </ul>	\$37,322.00  \$37,322.00  \$6,734.00
	Subtotal for 4000 category	\$81,378.00
5000	Services and other operating expenditures: <ul style="list-style-type: none"> <li>• Grant Link® software from outside vendor for Perkins required reports</li> </ul> Travel and Conferences	\$2,000.00
	Subtotal for 5000 category	\$2,000.00
6000	Capital Outlay (list items below)	
	Subtotal for 6000 category	
7000	Indirect @ 4.2% (minus capital outlay)	\$3,655.00
	<b>GRAND TOTAL</b>	<b>\$87,033.00</b>

## Section VII: Local CTE Plan Update

Required Update: Due to an omission by CDE in the template for the Local CTE Plan in 2008, each local district must complete one additional requirement of the Local CTE Plan. Responding to this question is required of all LEAs receiving Perkins IV funding.

The question that must be answered is:

Describe efforts to improve:

- a. the recruitment and retention of career and technical education teachers, faculty, and career guidance and academic counselors, including individuals in groups underrepresented in the teacher profession; and
- b. the transition to teaching from business and industry.  
{Perkins IV, section 122(c)(3)(A) and (B)}

Response

a. 1. District efforts to improve the recruitment of CTE teachers, faculty, and career guidance and academic counselors: The district is committed to recruiting the best CTE teachers faculty, and career guidance and academic counselors in all CTE curriculum areas. The district holds its own job fair each spring to attract potential candidates to the district. All open CTE related vacancies and potential vacancies are posted at the district office and in the local newspapers. In addition, the district participates in edjoin, a web based job site clearinghouse for certificated and classified job postings. Individuals in underrepresented groups are encouraged to apply for all district positions.

a. 2. District efforts to improve the retention of CTE teachers, career guidance and academic counselors: Once CTE teachers faculty, and career guidance and academic counselors are hired by the district they receive special summer training through our best instructional practices training program. New CTE faculty receive training continually for the teacher's first two years at TUSD. The district CTE teachers also participate in BITSA through our professional development program. The district also has a district wide CTE department for all CTE teachers and CTE paraprofessionals. All CTE teachers are required to attend quarterly meetings to discuss issues of common interest. CTE teachers from 7<sup>th</sup> through 12<sup>th</sup> grade attend these meetings.

b. Many of the district's CTE teachers have successfully transitioned from business and industry through the use of the methods described in a.1 and a.2 above. I was one of those who transitioned from business to the teaching profession at the Tracy Unified School District and I believe that the program prepared me well for my first years as a CTE teacher.

Optional Update: Applicants may update their local plans, if necessary. This is a good time to review local CTE plan benchmarks and make adjustments to reflect progress and/or additions to the CTE program. This is particularly important if

- New courses have been added to an existing program sequence
- New sequences of courses have been developed for an existing industry sector
- New industry sector and the corresponding sequences of courses have been developed

If Perkins IV funds will be used to support any new industry sectors and/or courses not included

in the original Local CTE Plan, a new sequence of courses worksheet must be completed. Go to the CDE Perkins Forms and Files Web page at [www.cde.ca.gov/ci/ct/pk/forms.asp](http://www.cde.ca.gov/ci/ct/pk/forms.asp) and download the Sequence of Courses Worksheet from the Local CTE Plan Forms.

Other updates to the local CTE plan can be submitted in narrative form with a reference to the Local CTE Plan chapter, section, and question.

### **Section VII: Local CTE Plan Update (Continued)**

Reference: Section IV – Expanded CTE Programs

- The Institute for Global Commerce and Government (IGCG) is a small learning community within Merrill F. West High School focused on two career pathways Administration of Justice in the Public Service Industry Sector and Entrepreneurship in the Marketing Sales and Service Industry Sector.
  - Entrepreneurship was added to the IGCG Business course sequence. A new Sequence of Courses Worksheet has been completed and will be added to the Local Plan to reflect the change in course sequence for the Business career pathway at the IGCG. This is a 2 hour block course. Replaces page 42 of the Local Plan.
- Computer training in Comp TIA A+, and N+ certifications at Tracy High School was expanded from a one hour two year course to a 2 hour block two year course. Increasing from 360 hours to 720 hours. A new Sequence of Courses Worksheet has been completed to replace the Engineering and Design Industry Sector course sequence for this course sequence. Replaces page 42 of the Local Plan.

In regard to Perkins IV, Section 135. Local Use of Funds and the nine areas of requirements: This application for Perkins IV funding contains the necessary information to establish itself within the parameters of improvement, enhancement and expansion required of Perkins IV funded CTE programs. In addition, the Local Plan has been modified and updated to reflect changes to CTE course sequences to maintain relevancy to business and industry.

The amount of funding provided by the Perkins IV allocation is not sufficient to meet all the requirements set by the Perkins IV Act, however, the district has taken it upon itself to meet these requirements through the funding sources available to it outside of Perkins IV, including the use of its general fund. During this time of economic crisis such an expenditure is not made without sacrifice and it should demonstrate the high level of commitment that the Tracy Unified School District has toward providing its students with the best and most relevant CTE programs possible.

In regard to the Perkins IV, Section 135. "Areas of Permissive Use for Perkins IV Funding": The Tracy Unified School District's CTE program meets the following areas of permissive uses under Section IV Part 4 of the 2009-2010 Perkins IV Application:



- The establishment of the Institute for Global Commerce and Government (IGCG) as a small learning community meets the criteria: "For improving or developing new CTE courses" and "To develop and support small, personalized career-themed learning communities."
- The expansion of the Entrepreneurship Career Pathway meets the criteria: "To provide activities to support entrepreneurship education and training."
- The recruitment of non-traditional populations as cited in the Administration of Justice Career Pathway offered at the IGCG meets the criteria: "To support training and activities in non-traditional fields."
- The support of CTE teachers' professional development by providing Best Instructional Practices training meets the criteria: "For CTE teacher preparation programs."
- The commitment of the district to train and support CTE Career Technical Student Organization teacher advisors meets the criteria: "To assist CTE student organizations."

#### **Attachments for Insertion in the Local Plan**

Attached are two course sequence worksheets for inclusion in the district's local plan.

Insert the Entrepreneurship course sequence worksheet as a replacement for page 42 of the local plan.

Insert the Computer Hardware course sequence worksheet as a replacement for page 49 of the local plan.

## Identification of the Career Technical Education (CTE) Sequence of Courses to be assisted with Perkins IV Funds

**Instructions:** Based on the evaluation of the CTE programs offered, a local needs assessment, and a review of the core performance indicators identify each sequence to be assisted with Perkins IV funds for the duration of this plan. Only those sequences included in the local educational agency's (LEA) approved 2008-2012 local plan are eligible for assistance with Perkins funds.

- Identify the Industry Sector title and the Career Pathway title for each sequence.
- List all CTE courses in the sequence and check the appropriate course level, funding source, indicate if Perkins funds will be used in this course, and duration (in hours) for each course.
- Sequences culminating in a Regional Occupational Center Programs (ROCP) course should list the ROCP course name and indicate that course as the capstone class.
- Complete a separate "Course Sequence" form for each sequence to be assisted with Perkins IV funds.

Industry Sector: Marketing Sales and Service Career Pathway: Entrepreneurship

District funded course provided in this sector if not included in this sequence: \_\_\_\_\_

Sequence of Courses Name of Course	Course Level			Primary Funding Source		Perkins Funded	Total Duration
	Intro	Concentration	Capstone	District/COE	ROCP	Yes or No	(In hours)
Introduction to Law	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No	180
International Business	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No	180
Entrepreneurship I	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	360
Entrepreneurship II	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	360
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

## Identification of the Career Technical Education (CTE) Sequence of Courses to be assisted with Perkins IV Funds

**Instructions:** Based on the evaluation of the CTE programs offered, a local needs assessment, and a review of the core performance indicators identify each sequence to be assisted with Perkins IV funds for the duration of this plan. Only those sequences included in the local educational agency's (LEA) approved 2008-2012 local plan are eligible for assistance with Perkins funds.

- Identify the Industry Sector title and the Career Pathway title for each sequence.
- List all CTE courses in the sequence and check the appropriate course level, funding source, indicate if Perkins funds will be used in this course, and duration (in hours) for each course.
- Sequences culminating in a Regional Occupational Center Programs (ROCP) course should list the ROCP course name and indicate that course as the capstone class.
- Complete a separate "Course Sequence" form for each sequence to be assisted with Perkins IV funds.

Industry Sector: Engineering and Design Career Pathway: Computer Hardware, Electrical, and Networking Engineering

District funded course provided in this sector if not included in this sequence: \_\_\_\_\_

Sequence of Courses Name of Course	Course Level			Primary Funding Source		Perkins Funded	Total Duration
	Intro.	Concentration	Capstone	District/COE	ROCP	Yes or No	(In hours)
Computer Applications I	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No	180
Electronics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No	180
ROP Computer & Network Technology A+ N+ Certification (Comp T/A) I	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No	360
ROP Computer & Network Technology A+ N+ Certification (Comp T/A) II	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No	360
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		





# HUMAN RESOURCES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** Ryan Davis, Assistant Superintendent of Human Resources  
**DATE:** May 19, 2009  
**SUBJECT:** Approve Classified, Certificated, and/or Management Employment

## BACKGROUND:

Culley, Linda

Lindquist, Gordon

## CERTIFICATED MANAGEMENT

School Nurse (Replacement)  
LME 28, Class C  
\$61,702.50  
Funding: General

Assistant Principal, Kimball High School  
(Transfer from West High)  
Range LME 48, Step E  
\$100,375.80  
Funding: General

## BACKGROUND:

De La Torre, Lydia

Griffith, Kathleen

## CLASSIFIED

Bus Driver/Custodian/Groundskeeper (Replacement)  
\*Filled by current TUSD Custodian  
Transportation and Maintenance  
8 hours per day  
Range 36, Step C - \$18.15 per hour + ND  
Funding: Transportation- Home to School 50%;  
General Fund - 25%; Ongoing & Major  
Maintenance 25%

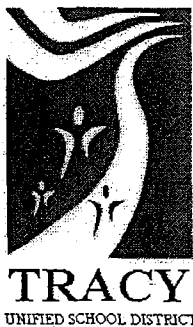
Bus Driver/Custodian/Groundskeeper (Replacement)  
\*Filled by current TUSD employee  
Transportation and Maintenance  
8 hours per day  
Range 36, Step A - \$16.53 per hour + ND  
Funding: Transportation-Special Ed 50%; General  
Fund 25%; Ongoing & Major Maintenance 25%

Valdez, Cynthia

Bus Driver/Custodian/Groundskeeper (Replacement)  
\*Filled by current TUSD Custodian  
Transportation and Maintenance  
8 hours per day  
Range 36, Step B - \$17.32 per hour + ND  
Funding: Transportation – Special Ed 50%; General  
Fund 25%; Ongoing & Major Maintenance 25%

**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 19, 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>
Bodinet, Rachel 4 <sup>th</sup> Grade	Poet	06/01/09	Personal
Fontana, Leo SDC	Kelly	06/01/09	Personal
Miller, Amy Math	Tracy High	06/01/09	Personal

## BACKGROUND:

## CLASSIFIED RESIGNATION

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Frank, Leah Special Ed Para Educator-I	North	05/24/09	Personal

## BACKGROUND:

## CLASSIFIED RETIREMENT

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>
Feliso, John Custodian I	Delta Island	06/05/09

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

**Prepared by:** Ryan Davis, Assistant Superintendent of Human Resources





# BUSINESS SERVICES MEMORANDUM

**To:** James C. Franco, Superintendent  
**From:** C. Goodall, Associate Superintendent for Business  
**Date:** May 26, 2009  
**Subject:** 1. Adopt Resolution No. 09-16, of the Board of Education of the Tracy Joint Unified School District (TJUSD) acting as Legislative Body of the TJUSD Community Facilities District No. 97-1 (TJUSD CFD 97-1), to Levy Special Tax for Property Tax Year 2009-10  
2. Approve MuniFinancial for Preparation of the 2009-10 Tax Roll and Reporting of Delinquencies.

**BACKGROUND:** All the developers that have executed an MOU prior to September 2005 with the District have the option of choosing from three different mitigation payment choices for single family dwelling units.

Two developers have chosen Option 3, which allows a partial pre-payment of a Mello-Roos special tax. In the K-12 areas this is in the amount of \$8,948 at close of escrow plus the establishment of an annual Mello-Roos special tax of \$1,268 for a period of seven years, with a buy-out provision at any time for \$5,879, less any sums already received by the District which were applied to school facilities mitigation. In the 9-12 areas the amount due at close of escrow is \$2,059 plus the establishment of an annual Mello-Roos special tax of \$523 for a period of seven years, with a buy-out provision at anytime for \$4,327, less any sums already received by the District which were applied to school facilities mitigation.

**RATIONALE:** The San Joaquin County Auditor/Controller requires an annual resolution containing certain specified language to place the special tax on the property tax rolls. In this case, the District will be billing and collecting the annual special tax for the first year, until they can be placed on the County tax rolls next property tax year.

In the 2009-10 tax year MuniFinancial will be placing approximately 266 parcels on the tax roll.

**FUNDING:** Mitigation fees will pay for MuniFinancial services.

**RECOMMENDATIONS:** Adopt Resolution 09-16, of the Board of Education of the Tracy Joint Unified School District (TJUSD) acting as Legislative Body of the TJUSD Community Facilities District No. 97-1 (TJUSD CFD 97-1), to Levy Special Tax for Property Tax Year 2009-10

**Prepared by:** Bonny Carter, Facilities Planner

## RESOLUTION NO. 09-16

### RESOLUTION OF THE BOARD OF EDUCATION OF THE TRACY JOINT UNIFIED SCHOOL DISTRICT ACTING IN ITS CAPACITY AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 97-1 OF THE TRACY JOINT UNIFIED SCHOOL DISTRICT TO LEVY SPECIAL TAX FOR PROPERTY TAX YEAR 2009-10 IN COMMUNITY FACILITIES DISTRICT NO. 97-1 SAN JOAQUIN COUNTY, CALIFORNIA

The Board of Education of the Tracy Joint Unified School District acting as the legislative body of the Community Facilities District 97-1 resolves:

1. Reference is made to this Board's Ordinance No. 97-1-1 dated January 26, 1998, levying a Special Tax within Community Facilities District No. 1997-1 for the 1997-1998 property tax year and following.
2. Ordinance No. 97-1-1, adopted under the authority of California Government Code Sections 53328 and 53340, took effect on February 25, 1998. Exhibit A, RATE AND METHOD OF APPORTIONMENT OF THE SPECIAL TAX, describes the three methods the special tax of CFD 97-1 may be paid and further describes the adjustment rate and frequency.
3. In accordance with Ordinance No. 97-1-1, this Board hereby levies the Special Tax for property tax year 2009-10 for its Community Facilities District No. 97-1 on all taxable properties electing Option 3 during this fiscal year in the amount of \$1,268.00 for the K-12 areas or \$523.00 for the 9-12 areas.
4. The Agency Secretary is directed, with the aid of the appropriate officers and agents of the Agency, to implement the provisions of the Special Tax Formula and this Resolution, and to provide all necessary information to the San Joaquin County Auditor in the form, and in the proper time, necessary to effect the proper billing and collection of the special tax on the secured property tax roll of the County.
5. The appropriate officers and agents of the Agency and of the County of San Joaquin are authorized to make adjustments to the special tax roll prior to the final posting of the special taxes to the County tax roll each year, as may be necessary to achieve a correct match of the special tax levy with the assessor's parcel numbers finally utilized by the County in sending out property tax bills.

6. The Agency agrees that the County of San Joaquin may deduct its reasonable and agreed charges for collecting the special tax from the amounts collected, prior to remitting the balance of the special tax collections to the Agency.

7. The District may direct bill and collect for the current year special tax if Option 3 is selected after the tax rolls have been submitted to the County for the current tax year

8. This Board hereby finds and declares:

- a. This Special Tax levy is in compliance with the Mello-Roos Community Facilities Act of 1982, California government Code Sections 53311 and following.
- b. This Special Tax is levied without regard to property valuation.
- c. The Special Tax is exempt from Proposition 218, Articles XIII C and D of the California State Constitution.
- d. This Special Tax is levied to pay for certain public facilities authorized in the formation proceedings for Community Facilities District No. 97-1, including the payment of principal, interest, and administrative costs on bonds, the proceeds of which are used to finance the authorized public facilities; and administrative related expenses of Community Facilities District 97-1.

\* \* \*

**PASSED AND ADOPTED** at a special meeting of the Governing Board of the Tracy Joint Unified School District acting as the legislative body of the Community Facilities District 97-1 on May 26, 2009, by the following vote:

AYES: BOARDMEMBERS:

NOES: BOARDMEMBERS:

ABSENT: BOARDMEMBERS:

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary



# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent for Business  
**DATE:** May 7, 2009  
**SUBJECT:** Accept Report from KNN Public Finance Regarding the First Bond Issuance for School Facilities Improvement District #3, General Obligation Bonds, Election of 2008, Series 2009

**BACKGROUND:** Voters within the School Facilities Improvement District No. 3 of the Tracy Unified School District passed Measure S on November 4, 2008 providing TUSD with authorization to issue \$43.1 million in bonds. The first series of bonds, in the amount of \$12 million was competitively sold on April 21, 2009. Prior to the sale, the bonds were rated by Moody's Investor Service in San Francisco after District staff made a favorable presentation on February 27, 2009, which resulted in a A1 rating. The bond sale closed on May 5, 2009 and funds were wired to the District's account at the County Office of Education. The actual debt service on the bonds was determined after the bonds were sold and interest rate had been set.

**RATIONALE:** Section 15146(c) of the Education Code requires that after the bond sale, actual cost information is provided to the governing Board and the public at the Board's next scheduled public meeting. The attached report provides information to be shared with the Board and the public regarding the sale of the bonds and the costs associated with the sale.

**FUNDING:** No funding implications.

**RECOMMENDATION:** Accept Report from KNN Public Finance Regarding the First Bond Issuance for School Facilities Improvement District #3, General Obligation Bonds, Election of 2008, Series 2009

**Prepared by:** Bonny Carter, Facilities Planner

To: **James Franco**  
Superintendent, Tracy Joint Unified School District

From: **Ruth Alahydoian**  
KNN Public Finance

Re: **Report on Sale Results for the Bonds of the  
SFID #3 of the Tracy Joint USD, Election of 2008, Series 2009**

Date: May 5, 2009

This morning, \$12 million in bond proceeds was deposited to the School Facilities Improvement Fund for SFID #3. Congratulations on completing a major step in the District's much anticipated Measure S capital improvement program! Section 15146(c) of the Education Code requires that after the bond sale, actual cost information is provided to the governing Board and the public at the Board's next scheduled public meeting. This report provides information to be shared with your Board and the public regarding the sale of the bonds and the costs associated with the sale. No action is required by the Board, but the report should be available to the public.

### Bond Market Conditions

The world-wide economic crisis that hit full stride in September 2008 had repercussions in the bond market. Investment banking and underwriting firms were merging or exiting the municipal bond business; interest rates for municipal bonds were out of sync with other investment options (U.S. Treasuries); proposals were under discussion to change federal rules around municipal bonds; and investors were being highly selective about investments in bonds as funds were limited and the direction of the economy was uncertain.

This presented a challenge to selling the District's bonds, so the legal documents were designed to allow flexibility to the District. Although the District's preference was for a competitive sale, the documents allowed for a switch to a negotiated sale if market conditions required it. Fortunately, the bond market has stabilized considerably since January. In fact, by the end of March, when the District was planning to sell, the market was so stable that the State of California decided to sell \$6 billion in general obligation bonds. To avoid selling the same week as the State, and to avoid the mid-April tax-day market constraints, the District postponed the sale from late March to late April.

The week of the sale, market conditions were favorable. There were very few competing transactions in California, and economic news was momentarily encouraging. The District's bonds had the advantages of an "A1" rating from Moody's and "bank qualified" status.

### Bond Sale

On April 21, 2009, the County accepted bids for the sale of the \$12 million bonds of the SFID #3 of the District. Four bids were submitted, as shown below. Each bid represents a syndicate of underwriting firms.

The underwriting firm submitting the lowest bid was awarded the bonds. The bid is the combination of interest rates and purchase price offered to the District. The winning bid is the one whose combination of interest rates and purchase price results in the lowest true interest cost ("TIC") to the District.

#### Bids Submitted

Underwriting Firm	Bid TIC
Robert W. Baird & Co. (Winning Bid)	5.108994%
Fidelity Capital	5.215868%
Hutchinson, Shockey, Erley & Co.	5.246209%
UBS Financial Services	5.400433%

#### Costs Associated with the Sale

Costs associated with the sale will be paid from funds set-aside by the underwriter at closing from the premium generated from the resale of the bonds to investors. This method allows the District to keep the full \$12 million of authorized bonds for projects, and incorporates the costs of issuance into the overall interest costs of the bonds rather than up-front expenses from the bond proceeds. The table below shows each cost item, the original estimate as presented at the board meeting in February, and the final amount.

#### Costs of Issuance

Service	Provider	Estimated Cost	Final Cost
<b>Included in Underwriter's Compensation</b>			
Underwriter's Compensation	Robert Baird	\$144,000	\$91,000
Bond Insurance	Assured Guaranty	96,000	103,500
		<b>\$240,000</b>	<b>\$194,500</b>
<b>Costs of Issuance to Paid by Underwriter</b>			
Bond Counsel	Orrick (includes SEID formation costs)	\$115,000	\$115,000
Advertisement for sale	The Bond Buyer	1,200	903
Rating	Moody's Investors Service	10,000	6,825
Financial Advisor	KNN Public Finance	60,000	60,000
FA Reimbursables	KNN Public Finance	3,000	3,000*
Paying Agent	Bank of New York Mellon	600	900
Costs of Issuance Administrator	Bank of New York Mellon	400	400
Posting Preliminary OS	I-Deal Prospectus / I-Preo	1,500	1,500
Printing & Distribution of OS	Imagemaster	3,000	4,500*
Misc. Expenses		5,300	6,972
<b>Total Costs of Issuance</b>		<b>\$200,000</b>	<b>\$200,000</b>
<b>Total Costs Related to the Bond Issuance</b>		<b>\$ 440,000</b>	<b>\$394,500</b>
* not final yet, waiting for final invoice			

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## On-going Responsibilities

Now that the bond proceeds are available, it is up to you and your staff to continue with the excellent work you have been doing. Three things to keep in mind are: (1) Eligible Uses – be certain that bond proceeds are only spent on those projects that have been approved by voters and that are for public, not private, use. (2) Continuing Disclosure – investors who have bought the District's bonds will want to know how the District is doing over the years. The District prepares and files an annual Continuing Disclosure Report through KNN to satisfy this requirement. (3) Arbitrage Rebate – the District falls under the "Small Issuer" exemption and can keep any investment earnings, however please keep good records in case the IRS comes to visit.

Thank you for the opportunity to work with the District. It has been a pleasure working with you and your very capable staff. Please let me know if any questions come up. I look forward to working with you as we move toward the next bond issue.





# BUSINESS SERVICES MEMORANDUM

**TO:** James Franco, Superintendent  
**FROM:** C. Goodall, Assistant Superintendent for Business  
**DATE:** May 18, 2008  
**SUBJECT:** Adopt Revised Administrative Regulation 1330.1 Facility Use (First Reading)

**BACKGROUND:** On May 28, 2008, the Board of Education adopted changes to Administrative Regulation 1330.1 governing management of the District Facility Use policy. Since that time, additional changes have been recommended. In addition to general changes, this agenda proposes adding as an attachment, a Memorandum of Understanding between the Tracy Unified School District and the City of Tracy regarding the annual Martin Luther King ceremony. Research is being conducted into the cost of operating the West High School pool. Prices will be modified before a second reading.

**RATIONALE:** Bold items in the attached Administrative Regulation reflect recommended changes. Formatting will be corrected once changes are completed.

**FUNDING:** There is no cost to name these facilities.

**RECOMMENDATION:** Adopt Revised Administrative Regulation 1330.1 Facility Use (Fourth Reading, with Minor Change, Intent to Adopt)

## COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

### A. Purpose and Scope

To provide guidelines and procedures for the prioritization, scheduling, pricing, and rules for community rental of school district facilities serving the residents of the Tracy Unified School District.

### B. General

The Governing Board designates the Director of Facility Use/Risk Management/Energy Conservation/Environmental Compliance to manage all aspects of community rental of school district facilities. The Director of Facility Use/Risk Management/Energy Conservation/Environmental Compliance shall be responsible for the coordination and interpretation of the policies and regulations regarding the use of the Tracy Unified School District facilities.

### C. Forms Used and Additional References

Any person or organization desiring to rent district facilities should complete attachment A: Application of Use for TUSD Facilities Under the Civic Center Act.

Fees shall be updated annually and published in attachment B: Schedule of Community Rental Fees.

Prior to use, the organization must complete attachment C: Room Use and Clean-Up Check List. Organization must return the form following the use of facility in order to reclaim their security deposit.

### D. Procedure

#### 1. Notifications

Any person applying for the use of property on behalf of any group shall be a member of such applicant group and, unless he/she is an officer of such group, must present written authorization to represent the group.

Renters must carry the Facility Use Permit issued by the district at all times when on school or district premises. Renters must present an approved Facility Use Permit to district staff for facilities to be opened for renters.

The organization shall, as a condition of use, agree to be held financially responsible in the cause of loss or damage to TUSD property.

## COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

Applicants shall be notified in writing whether the request is approved or denied. If approved, a completed copy of the application together with any special requirements shall be faxed or mailed to the applicant.

### 2. Procedures

To obtain a Facility Use Application for a school or district facility, community members should contact the Materials Management & Operations Department by calling (209) 830-3265 or visiting 1875 W. Lowell Ave. Outside facility renters must present a certificate of insurance when submitting a Facility Use Application. Rental fees must be paid prior to facility use. Tracy Unified does not provide set-up or take-down for facility renters. Equipment use is limited to what is available in the room requested by the renter.

The school board and specifically designated representatives are the only district representatives authorized to sign contracts for the district. School site staff members are not authorized to make community rental or use agreements, nor sign any contract committing the district to any official agreement, financial or legal obligation, nor liability. Requests for uses of district facilities by non-district employees should be made directly to the district office. The district office will contact the school site as necessary.

The district and its school sites have priority use of Tracy Unified facilities over outside requests for rental.

**Tracy Unified School District reserves the right to deny use of facilities for certain periods of time during which maintenance is being conducted.**

No activity will be permitted which is in violation of local, state, or federal law.

Car Washes are not permitted due to Environmental Protection Agency Storm Water Drain Regulations.

**Tracy Unified School District parking lots are to be used only for parking and ancillary activities associated with other pre-approved uses of district facilities listed in attachment B, Schedule of Community Rental Fees. There shall be no parking of any non-district vehicle on Tracy Unified School District Property other than in designated parking lot areas.**

Tobacco use in any form is prohibited at all times, including weekends and evenings, on all property owned or operated by the TUSD. This prohibition includes, but is not limited to, all buildings, parking lots, vehicles parked in parking lots, athletic fields, and patio areas.

Possession or consumption of alcohol, drugs and firearms or explosives is prohibited at all times on TUSD property, including vehicles parked on TUSD property.

## COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

No activity which involves an open flame is allowed inside a Tracy Unified School District building, with the exception of flames instructional uses, such as the use of Bunsen Burners in science classes, or the use of Sterno to heat for food being served from chafing dishes, and in that case only when operated by employees of the Food Services Department.

No Flames may be used on Tracy Unified School District property on outside facilities with the exception of authorized barbeques, and the authorized use of candles or luminaries. Contained blazes generated by the Tracy Fire Department for training purposes may also be authorized. Users conducting activities which include barbeques, candles, or luminaries shall not use flames within ten (10) feet of any combustible material or building, and there shall be available for use a fire extinguisher. Users of flames must follow safety procedures recommended by public safety agencies.

**The California Food and Agricultural Code, section 13186, and the California Code of Regulations, limits the use of pesticides, chemicals, and cleaning products on school sites, and mandates specific reporting responsibilities to any person who applies these types of products on school premises. Therefore, facility users are prohibited from applying pesticides, chemicals, or cleaning products to district facilities or grounds.**

No part of the buildings may be entered or used which are not specifically listed on the approved application.

The organization shall, as a condition of use, agree to be held financially responsible in the cause of loss or damage to TUSD property.

An approved application may be revoked with reasonable notice when TUSD facilities are needed for TUSD purposes as described in tier 1 of the following section of this administrative regulation.

Permission to use TUSD facilities for a period exceeding one fiscal year, shall not afford to any person or organization a real or implied monopoly. However, within the given tier structure defined below, the City of Tracy will be given priority over other non-district users when assigning new uses at the end of one year's use.

Churches, religious groups and sectarian organizations with no suitable meeting place may occasionally use TUSD facilities for religious services for temporary periods on a one time or renewable basis. A charge will be made for each use.

### **Prioritization and Fees**

Groups requesting use of Tracy Unified School District Facilities shall fall into one of six general tiers. The tiers are organized from highest priority to lowest priority with tier one having the highest priority and tier six having the lowest priority. Each tier has an associated fee schedule and requirement for insurance which is described in section II. The tiers are described as follows:

C:\Documents and Settings\cgoodall\Desktop\Facility Use Issues\AR 1330 1 Facility Use Policy July 2009.doc

**COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES****Tier 1: EDUCATION OF DISTRICT STUDENTS**

1. Curricular, co-curricular, and extra-curricular school events of any official Tracy Unified School District course, team or activity group (provide list), and no participation fee is charged.
2. Also, co-curricular and extra-curricular events involving Tracy Unified School District students from schools other than the sponsoring school, and from which all proceeds are collected into and expended from the school site Associated Student Body fund, and at which the custodial costs are mitigated by a district administrator or certificated employee opening, closing, and ensuring the facility is cleaned, and from which all proceeds go to the school site for use, and at which all labor, including any coaching, is voluntary and not paid.
3. Events officially sponsored by the School Board in support of the District's Service Learning Program, and at which the custodial costs are mitigated by a district administrator or certificated employee opening, closing, and ensuring the facility is cleaned, and for which no heating, ventilation, or air conditioning is to be provided.
4. And, official school parent club, PTA, and district sponsored foundation meetings in which only non-risk activities take place. (High risk activities include athletic events, outside vendors, cooking, serving food, dancing, etc. Note extreme hazardous risks include: trampolines, bungees, and jumping devices, fireworks **viewing**, aircraft, parachutes, domesticated or wild animals, rodeo, racing, circuses. These extreme high risk uses require additional insurance as described later. Food and fund raising vendors must be appropriately licensed and have insurance which includes a certificate designating the district as an "additional insured".)
5. In addition to these uses, and because it is considered the civic duty of the school district, **Tracy Community Council of United Way meetings conducted during the normal work day and for which there are no costs to the district, and the San Joaquin County Registrar of Voters election polls, are** included in this tier ~~for election purposes~~.
6. **The Annual Relay for Life Event. The district provides no additional paid staffing or overtime for this event. However, the district provides equipment, lighting, and coordination of the event. Fundraising activities and meetings in preparation for this annual event are tier 5.**
7. The Mayor's Community Youth Support Network Basketball Program at **Williams Behn School**.
8. The Tracy Learning Center for student athletic events which can not reasonably be conducted at their own facilities, and which do not conflict with Tracy Unified School District scheduled curricular, co-curricular, and extra-curricular events. The charter school is expected to pay for all the additional costs that are required for using a facility, e.g. custodians at football games.

**COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES**

Example: Adult Education program, High School Athletic teams, debate, drama, IB, Ag, FFA, AP, choir, band, space and engineering academy, employee associations, THS Mat Wizards, Sports Camps (High School basketball and volleyball, etc), Brighter Christmas, etc., parent clubs, parent teacher associations, school community advisory groups, San Joaquin County Registrar of Voters, US Census Bureau (if meeting is conducted on normal school day, and concludes before 10:00 pm), and Delta Blood Bank.

**Tier 2: NON-CURRICULAR DIRECT SUPPORT OF DISTRICT STUDENTS**

1. City sponsored after-school programs during the normal school year of each school, and which provides daycare and other services to K-8 students covered by the district insurance policy. [Note: these activities require a certificate of insurance from City of Tracy.]
2. American Red Cross and for mass care welfare shelters during disasters or other emergencies affecting the public health and welfare.
3. Official school parent club and PTA activities in which high risk activities take place)

Example: City After School programs, Boys and Girls Club, Girl Scouts, Boy Scouts, Campfire Girls, 4H, American Red Cross Shelter, **Tracy Community Council of United Way events for public health and welfare**, Sister City Schools.

**Tier 3: NON-CURRICULAR INDIRECT SUPPORT OF DISTRICT STUDENTS**

Non-curricular events, programs, services and activities, sponsored by a non-district non-profit organization (Kiwanis, Lions, Rotary, etc. provide list) in which participants are NOT covered by the TUSD insurance policy and from which proceeds are returned to schools or scholarships for students in schools in the form of donations. Users in this tier must provide an accounting of revenues, expenditures, and donation amount to serve as a back-up document validating that proceeds are being returned to schools.

Example: Junior Miss, Delta College, Tracy African American Association, Tracy Latin Athletic Club Pancake Breakfast, Elks, Tracy Peaker Power Plant Over site Committee.

**Tier 4: YOUTH RECREATION**

Supervised youth recreational activities sponsored by official youth organizations, leagues, or the City of Tracy, and serving the residents of the Tracy Unified School District.

Example: Football (Raiders, Cougars, Buccaneers), Baseball & Softball (Little League, Babe Ruth, ASSA, Liberty, Tracy Express, Delta Rebels, Cardinals, Outlaws, West Coast, Delta Charter), Soccer (TYSL), Swimming (Tritons), Basketball (National Junior Basketball, Cyclones), City Summer Day Camp, City Art Camp.

**Tier 5: OTHER NON-PROFIT USES OF FACILITIES**

1. Adult recreational activities sponsored by official non-profit organizations or leagues, or the City of Tracy, and serving the residents of the Tracy Unified School District.
2. Administration of examinations for the selection of personnel by public agencies.

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**COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES**

3. Conduct of religious services for temporary periods (renewal at least annually) on a one-time or a renewable basis, by any Tracy-based church or religious organization that has no suitable meeting place for the conduct of services.

Example: Old Timer Baseball, Adult Soccer, State & Federal Government, McHenry House, University of San Diego for Teacher Staff Development programs, Tracy Interfaith Ministries, Sutter Hospital, Tracy Community Band, Churches, McHenry House "Kids in a Box", **fundraising activities and meetings in preparation for Relay for Life, supervised youth recreational activities sponsored by official youth organizations or leagues, serving youths who live outside the boundaries of the Tracy Unified School District.**

**Tier 6: FOR PROFIT ORGANIZATIONS OR NOT FOR PROFIT ORGANIZATIONS SCHEDULING ACTIVITIES IN WHICH A PARTICIPATION, ADMISSION, OR ENTRY FEE IS CHARGED**

As per Education Code 38134 (e), entertainment, functions or meetings where admission fees are charged or contributions are solicited and where the net receipts are not expended for the welfare of the pupils of the District, or for charitable purposes, a charge shall be levied for the use of school facilities or grounds which shall be equal to fair rental value.

Example: Tracy Community Theater, Vintage Productions, private colleges, private business, CDI, Utility Companies, Chamber of Commerce fireworks, USA Volleyball, University of San Diego for non-teacher staff development programs, Saint Mary's, University of LaVerne.

**CUSTODIAL FEES**

If a custodian is called off his normal work routine, or is called back to work after completion of his regular assignment to provide services to facility users, the district will charge the user a minimum of two hours of custodial fees.

If a use occurs during school hours, the custodian will open and close, but will do no set-up. If set-up is required, a custodial fee will be charged.

**OPENING AND CLOSING**

A select list of Administrators and/or Certificated employees/teachers, approved in advance by the Facility Use Committee, may open and close at the site at which they are assigned on their regular workday if they are certified by the facility use staff at the district office to be properly trained. Training Certification will include:

1. Facility Use Policy and Administrative Regulation
2. Restroom cleanliness standards and procedures
3. Blood Borne Pathogens
4. Hazardous Materials Safety
5. Asbestos safety
6. Fire safety and response
7. Use of district keys
8. Use of site alarm system

**COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES**

9. Heating, Ventilation, and Air Conditioning (HVAC) bypass timers
10. Pre- and Post-Inspections

The administrator and/or teacher will ensure the facility is cleaned after the event. Otherwise, a custodian will be assigned to the event at the cost of the user.

In order to comply with negotiated terms between Tracy Unified School District and the California Schools Employee Association, a greater fee (\$50.00 per hour) will be charged for custodial opening and closing services on the following holidays:

- New Year's Day
- Christmas Day
- Thanksgiving Day
- Easter
- Fourth of July

**INSURANCE REQUIREMENTS AND FEES**

When individuals or groups request use of Tracy Unified School District facilities our grounds, it is important that all reasonable and available protective measures be taken to avoid liability and minimize the district property and liability loss potential. Specific requirements for each category appear below.

A Certificate of Insurance must accompany a Facilities Use Request. In addition to the certificate of insurance, an endorsement must be attached naming Tracy Unified School District as an additional insured. Renters are required to use Accord Forms available through insurance agents. The standard minimum coverage required is \$1,000,000 combined single limit or \$500,000 per person, \$1 million per occurrence, and \$100,000 for property damage. The district reserves the right to adjust its insurance requirements as needed.

The Certificate of Insurance must include all of the following:

- Name of insured (must match name on Facility Use Application)
- The statement: "Naming Tracy Unified School District, its employees, officers, board of directors, and agents, as additional insured, under the above captioned policy."
- Location(s) –School Name and Address
- Date(s) of rental. For occasional use, list specific dates. For continual use, list start date and end date.
- Cancellation clause including 30-day notice

The endorsement will be a separate page and should be attached to the certificate of insurance.

Any extreme hazardous risks (example trampolines, bungees, and jumping devices, fireworks, aircraft, parachutes, domesticated or wild animals, rodeo, racing, circuses, climbing walls, deep fat fryers) will require prior approval by the three member facility use



## COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

committee described later in this policy in the section entitled "Exceptions." These uses will require \$5,000,000 combined single limit insurance.

### DOMESTICATED OR WILD ANIMALS

Before allowing domesticated or wild animals on district property, prior approval is required by the Tracy Unified School District. In addition to the certificate of insurance, an endorsement must be attached naming Tracy Unified School District as an additional insured. Users are required to use Accord Forms available through insurance agents. The special minimum coverage required for this type of usage is \$5,000,000 combined single limit. The district reserves the right to adjust its insurance requirements as needed.

### LIFE GUARD CERTIFICATION

If use of a Tracy Unified School District pool is requested, the user must provide a qualified lifeguard to supervise the events. The lifeguard must be at least 15 years of age, and maintain and possess a current certification in Lifeguard training and CPR for the Professional Rescuer and First Aid. The lifeguard must provide proof he or she has passed a water skills test.

### FEES

The following fee schedule is based on like facilities being used for different types of groups and activities delineated by district goals and proscriptions of the civic center act. Priority is given to school events, then to youth events, and then to non-youth events.

For purposes of charging fees, "hours used" will be rounded to the next higher half hour.

Charges will be made, as provided by law and as outlined below, for any additional cost such as audio/visual equipment, supplies, utilities, custodial services and salaries paid to district employees which are necessitated by the organization's use of the facilities and grounds.

The Administrative Fee assigned for tiers 2-6 will be charged for each "Processing Event". A "Processing Event" is defined as submission of any number of forms at any number of facilities, which are submitted to the district at one time. For example, if a sports group plans to have activities over a three month time period and located at five different school sites, if the entire package of forms is submitted at the same time, only one administrative fee will be charged. If however, an additional form is submitted later, or if a change to the original plan is requested, the fee will also be charged for that processing event.

### CANCELLATION

Because the District must process applications and schedule staff to open and close the facilities, cancellations must be made 24 hours in advance of a scheduled event and/or for weekend events on Friday by noon prior to the weekend. Events which are cancelled within 24 hours or for which no notification is made shall forfeit all fees.

## COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

Cancellations may be made up to 24 hours after an outside event when a rainout occurs and when no cost of labor or utilities is incurred by the district.

Tracy Unified School District reserves the right to cancel scheduled facility use activities to perform scheduled or emergency maintenance of district facilities and grounds.

## COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

## FEES AND INSURANCE REQUIREMENTS

	FEES	INSURANCE REQUIREMENT
Tier 1	None	None
Tier 2	<ol style="list-style-type: none"> <li>1. Utilities after 6:15 pm and before 7:00 am, and on non-school days.</li> <li>2. Staff time (custodial and other direct support of the use) outside normal work hours.</li> <li>3. Administration of managing the facility use program.</li> <li>4. Security Deposit</li> </ol> <p>See exhibit b</p>	Users in this tier will provide a Certificate of Insurance including a statement to hold the district harmless and indemnification
Tier 3	<ol style="list-style-type: none"> <li>1. Utilities.</li> <li>2. Staff time (custodial and other direct support of the use) outside normal work hours.</li> <li>3. Administration of managing the facility use program.</li> <li>4. Security Deposit</li> </ol> <p>Note: as an internal control measure, those organizations using facilities to generate funds for school use, must be pre-approved by the site ASB, and must complete and submit a revenue potential form to the site ASB. A copy of the approved revenue potential will be attached to the facility use request form.</p> <p>See exhibit b</p>	Users in this tier will provide a Certificate of Insurance including a statement to hold the district harmless and indemnification
Tier 4	<ol style="list-style-type: none"> <li>1. Utilities.</li> <li>2. Staff time (custodial and other direct support of the use) outside normal work hours.</li> <li>3. Administration of managing the facility use program.</li> <li>4. Wear and Tear on facilities and grounds.</li> <li>5. Security Deposit</li> </ol> <p>See exhibit b</p>	Users in this tier will provide a Certificate of Insurance including a statement to hold the district harmless and indemnification
Tier 5	<ol style="list-style-type: none"> <li>1. Utilities.</li> <li>2. Staff time (custodial and other direct support of the use) outside normal work hours.</li> <li>3. Administration of managing the facility use program.</li> </ol>	Users in this tier will provide a Certificate of Insurance including a statement to hold the district harmless and

**COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES**

	4. Wear and Tear on facilities and grounds. 5. Security Deposit  See exhibit b	indemnification
Tier 6	1. Utilities. 2. Staff time (custodial and other direct support of the use) outside normal work hours. 3. Administration of managing the facility use program. 4. Wear and Tear on facilities and grounds. 5. A fair rental fee 6. Security Deposit  See exhibit b	Users in this tier will provide a Certificate of Insurance including a statement to assume "any and all liabilities, regardless of cause..." and provide an additional insured endorsement to their liability policy naming the district as an additional insured with no restrictions.

**EXCEPTIONS/FACILITY USE COMMITTEE**

A committee, known as the Tracy Unified School District Facility Use Committee, consisting of three elected members of the Tracy Unified School District board of trustees shall be formed to review, accept, or reject all requests for exceptions. The Assistant Superintendent for Business Services will act as the convener of this committee. This committee will review and make the final decision on appeals made relating to specific uses. Exceptions to the stated tier and pricing structure stated above may be granted for two purposes:

1. The activity is deemed to fit within a different tier than originally assigned and/or the activity is a curricular, co-curricular, or extra-curricular school event.
2. The user group will substitute activities, services, and/or items of equal value as a form of payment for facility or field use.

**IN-KIND SERVICES**

The district recognizes the desire by individuals, student groups, community groups, and facility use groups to offer in-kind services of work in order to perform incidental or cosmetic type work to school fields in an order to improve the appearance or functionality of those district assets.

In-Kind Services and improvements to outside fields, which mitigate the wear and tear on, or improve the maintenance of those fields, may be accepted in lieu of fees with prior written approval of this committee. In-kind payment requests must include a letter detailing the in-kind services to be offered, the benefit to the school district, and a completed attachment D.

All donated work shall require formal district review and approval, including an required plans, permits and inspections.

**COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES**

The district may participate in public service programs sponsored by local, state and federal agencies, including programs charged with performing incidental or cosmetic type work in an effort to improve the appearance of school facilities. Such programs may not result in the layoff or reduction of bargaining unit employees or positions.

The district shall notify the local CSEA bargaining group in writing of all such projects a minimum of ten (10) working days prior to the implementation of the work.

**CONDITIONS OF USE:**

All conditions including insurance, hold harmless, fees, etc., must be met prior to receiving confirmation of permission to use facilities.

Applicants shall be notified in writing whether the request is approved or denied. If approved, a completed copy of the application together with any special requirements shall be faxed or mailed to the applicant.

For user group Tier 1 where no fees are charged, there shall be an employee of the TUSD in charge whose duties shall include the opening and closing of buildings and grounds, the operation of mechanical systems, and the enforcement of regulations and prevention of disturbances.

The use of the TUSD facilities shall not be granted to individuals or unrecognized groups for personal or private functions.

Using organizations shall be responsible for the control and supervision of all persons in attendance during the use of TUSD facilities. The TUSD shall require security as a condition of use whenever it is deemed to be in the TUSD best interests.

Keys required to carry out any and all activities shall remain in the possession of authorized TUSD employees. Keys shall not be turned over to individuals, organizations, clubs, associations, etc. Buildings shall be opened, attended, and closed by an authorized employee of the TUSD.

Groups using TUSD facilities shall be responsible for the condition in which they leave the facilities. Any abuse or misuse of facilities, including playing fields, shall be reported immediately to the Director of Maintenance. The applicant agrees to reimburse Tracy Unified School District for all costs incurred in repairing damages including, but not limited to the facility, furnishings, fixtures, grounds, and/or additional cleaning/litter removal required outside of the normal scope for said facility, which occurred in connection with the permitted activity and caused by the renter, sponsoring organizations, and/or attendees.

Reimbursement for such expenses will be in addition to the security deposit. Failure to pay immediately for damage shall be grounds for denial of future facility requests. Any abuse or misuse of TUSD facilities may be grounds for refusal of future facility requests.

**COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES**

No structural or mechanical apparatus may be erected, nor any electrical, mechanical, structural, nor physical changes made to any existing facilities nor grounds on TUSD property, without specific written approval by the TUSD representative approving the Application of the Use of TUSD facilities. Any organization found in violation of this paragraph will be reviewed by the Facilities three member facility use committee which will determine the consequences, which, depending on the circumstances, may include suspension from facility use activities a for greater than a twelve month period of time. Persons and organizations granted the use of TUSD facilities shall assume full responsibility for compliance with all applicable state and local fire, health, and safety laws and regulations.

All draperies, hangings, curtains, drops, and all decorative materials used with or upon the TUSD buildings and grounds, shall be made or treated with flame-retardant process approved by the State Fire Marshall. Any materials placed on the walls during meeting shall be attached with masking tape. Push pins, nails, staples or any materials which might leave marks or holes are strictly prohibited. All groups are expected to clean the rooms and/or fields used and return them to the condition they were in when they arrived or pay a cleaning fee equal to the cost of district expenses. Cooking is strictly prohibited unless a TUSD food service worker is hired to supervise the work.

Failure to meet these requirements may result in loss of the privilege of facility use.

The Superintendent shall have the right to revoke permission for use of the TUSD facility at any time when it is deemed in the best interest of the TUSD.

**4. Reports Required**

Community users in tier 3 must provide an accounting of revenues, expenditures, and donation amount to serve as a back-up document validating that proceeds are being returned to schools.

**5. Record Retention**

Community rental of school district facilities records will be maintained for three years.

**6. Approved by Administrator of Division**

Assistant Superintendent for Business Services

**TUSD Acknowledged:**      **October 26, 2004**  
   **May 13, 2008**

## COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES



**TRACY**  
UNIFIED SCHOOL DISTRICT

**TRACY, UNIFIED SCHOOL DISTRICT APPLICATION AND AGREEMENT  
FOR USE OF FACILITY**  
Attn: Facility Use Department  
1875 W. Lowell Ave.  
Tracy, CA 95376  
FACILITY USE DEPT: (209) 830-3200 x1133  
Fax Number: (209) 830-3259

Instructions to requesting organization are in full-Section A. (2) Return this request to the Facility Use Dept. at least 15 working days before the date of Insurance/Additional Endorsement Letter and payment of fees must accompany this request. **YOU MUST CARRY SIGNED PERMIT AT ALL TIMES!**

<b>Section A: Organization:</b>		(Name must match Organization on Certificate of Insurance)	
		Certificate of Insurance attached: Y / N Expires:	
Mailing Address		City	State Zip
Contact Person:	Phone #:	Cell:	Fax#: Email:
Description of Purpose and type of Use:			
Event	TRACY SCHOOLS	YES/NO	Admission Charged YES / NO
Sponsored by:	CITY	YES/NO	Estimated Attendance:
(One facility per application)		Example: Multi-Purpose Room, Gym, Fields, Cafeteria	
School:		Room(s)/Location(s):	
Date (s):	OPEN: _____ AM/PM	CLOSE: _____ AM/PM	
	OPEN: _____ AM/PM	CLOSE: _____ AM/PM	
	OPEN: _____ AM/PM	CLOSE: _____ AM/PM	
	OPEN: _____ AM/PM	CLOSE: _____ AM/PM	
Day(s) of Week: CIRCLE: MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, SATURDAY, SUNDAY			
Requested Equipment:		Restrooms: YES/NO	Food Services: YES/NO
Signature of Authorized Representative:		Title:	Date:
<b>Section B: School/Facility Approval:</b>			
Location Available:	Yes/No	Authorizing Signature:	Date:
Equipment Available:	Yes/No	School/Facility Special Notes:	
Site Custodian Available:	Yes/No		
Custodian Assigned: _____		Other: _____	
Contact #: _____			
<b>Section C: District Director of MMO/Facilities:</b>		Acord Form	Endorsement Letter
Authorizing Signature:	Date:	Certificate of Insurance:	(CG2011 or CG2026)
Bob Corsaro		Approved/Denied	Approved / Denied
Approved / Denied		Expires: _____	
Facility Use Office Only		TOTAL FEES DUE:	Posted:
Tier 1	Tier 2	Tier 3	Tier 4
Tier 5	Tier 6	\$ _____	
Facility Use Payment Received: \$ _____ Date: _____ Check# _____			
Security Deposit Payment Received: \$ _____ Date: _____ Check# _____			
<b>Section D: Food Services Approval:</b>		Authorizing Signature:	Date:
Approved / Denied			

## COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

## APPLICATION AND AGREEMENT FOR USE OF FACILITY - PAGE 2 of 3

Application will not be accepted unless it is filled out and signed completely on all pages. A Certificate of Insurance and Additional Endorsement Letter must accompany this application prior to approval. Confirmation will be faxed or available for pick-up. Upon approval user must carry signed permit at all times when on school premises. Custodians cannot open facility if permit is not presented to them by user.. Tracy Unified School District is not responsible for the set up of outside facility use. Equipment will be limited to what is available in the room (s) you are requesting.

**Use of kitchens:** The use of kitchens requires authorization from the Food Services Department. The Facility User must call to arrange a food service worker at (209) 830-3255. A food service worker and custodian must be secured for the event.

**Parking:** Tracy Unified School District parking lots are to be used only for parking and ancillary activities associated with other pre-approved uses of district facilities listed in attachment B, Schedule of Community Rental Fees. There shall be no parking of any non-district vehicle on Tracy Unified School District Property other than in designated parking lot areas. ~~**Parking Lots:** Tracy Unified School District parking lots are to be used for parking with the exception only of tier 1 activities.~~

**Portable Toilets & Dumpsters Sport Leagues:** Outside users are not allowed to use district owned toilets and dumpsters. Leagues are required to provide their own portable toilets and garbage dumpsters. Leagues must contact the School Site Business Managers to arrange delivery and the placement area prior to scheduling. Deliveries cannot be made during regular school hours. Leagues are responsible for the arrangement of their own clean outs.

**Keys:** Keys required to carry out any and all activities shall remain in the possession of authorized TUSD employees. Keys shall not be turned over to individuals, organizations, clubs, associations, etc. Buildings shall be opened, attended, and closed by an authorized employee of the TUSD.

**Rules of conduct:** Unreasonable conduct of any participant shall be subject to immediate cancellation of use. Any conduct at an activity that is deemed offensive, indecent or contrary to the best interest of the community is classified as unreasonable. SMOKING, TOBACCO PRODUCTS, ALCOHOL, DRUGS, NO FIREARMS OR EXPLOSIVES ARE PROHIBITED ON ANY SCHOOL DISTRICT PROPERTY. Facility users are prohibited from applying pesticides, chemicals, or cleaning products to district facilities or grounds. Organizations or groups using school facilities under the provisions of Board policy shall be liable for any property damages caused by the activity. The Board shall charge the amount necessary to repair any damages and may deny the organization further use of school facilities. Use of District Furniture and Equipment: When a scheduled use includes use of district furniture or equipment, the user will inspect said furniture and equipment prior to use to ensure the safety of user participants. Food and drinks (water included) are prohibited in all main and sub-gymnasiums. A damage/security deposit of \$500.00 is required and will be refunded provided no damage occurs and all other fees have been paid. Facility Users are not permitted to store any of their belongings on sites. Facility Users are not permitted to post banners or advertisement during regular school hours and only during their scheduled facility use time. Regular school hours are defined as 7:00am to 6:15pm Monday through Friday every week of the calendar year except Christmas Eve and Christmas.

**Payment:** A payment of facilities fees will be required prior to use of facilities unless prior approval is granted. No-Show results in full custodial charge. Payments approved after use are required at time of receipt of invoice.

**Return Check Fee:** A Returned Check Fee of \$47.22 will be charged to any User Organization returned to the district for Insufficient Funds.

**Organization Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES****APPLICATION AND AGREEMENT FOR USE OF FACILITY - PAGE 3 of 3**

**Scheduling:** It is the user's responsibility to allow sufficient time to set-up and clean up the facility. These hours must be included in the rental period. Trash should be bagged and placed in the trash receptacles. You are responsible for collecting and disposing of litter, trash or garbage generated by your activity that does not fit into the receptacles provided. The user will be charged the actual cost of cleanup if litter, trash, or garbage remains on campus. In the event the assigned district employee is not present when scheduled, contact a district representative at primary number (209) 321-1329.

Permission to use TUSD facilities for a period exceeding one fiscal year shall not afford to any person or organization a real or implied monopoly.

**Normal Insurance Requirements:** Concurrent with the execution of the Use of Facilities permit, permittee shall provide the Tracy Unified School District with a Certificate of Insurance and Endorsement Letter naming the district as an additional insured and which meets the following minimum insurance requirements \$1,000,000 combined single limit or \$500,000 per person, \$1 million per occurrence, and \$100,000 property damage. Permittee further agrees to indemnify, defend and hold harmless the Tracy Unified School District, its officers, agents, and employees against any and all claims, demands damages, costs.

Expenses of whatever nature, including court costs and attorney fees arising out of or resulting from permittee's use of district facilities.

**High Risk Insurance Requirements:** Any extreme hazardous risks (example trampolines, bungees, and jumping devices, fireworks, aircraft, parachutes, domesticated or wild animals, rodeo, racing, circuses, climbing walls, deep fryers) will require prior approval by the three member facility use committee described later in this policy in the section entitled "Exceptions." These uses will require \$5,000,000 combined single limit insurance.

**Insurance Indemnification:** The facility use applicant assumes all responsibility for any and all losses, liability, theft and/or damage to the premises, equipment and other property while on school premises and hereby waives any and all claims and/or demands it may have against the School District, its Governing Board, Officers, Employees, and Agents arising from such losses, and/or liability, theft and/or damage. In addition, the facility use applicant agrees to defend, indemnify and hold harmless the Tracy Unified School District from any and all liabilities, obligations, claims, damages, suits cost and expenses, including, without limitation, attorney fees and costs, arising from directly or indirectly and/or in connection with the applicant's occupancy and/or use of the school's premises or any part thereof. The undersigned applicant state he/she are responsible adults and in case of an organization, the party shall be an officer or a person duly appointed by the organization, the party shall be an officer or a person duly appointed by the organization to make such an application.

**Parking:** The use of TUSD parking lots is limited to parking only, with the exception of pre-approved tier 1 activities.

**Cancellation**

Because the District must process applications and schedule staff to open and close the facilities, cancellations must be made 24 hours in advance of a scheduled event and/or for weekend events on Friday prior to the weekend. Events which are cancelled within 24 hours or for which no notification is made shall forfeit all fees.

## COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

## TRACY UNIFIED SCHOOL DISTRICT

## Community Use of School Facilities

## Rules and Regulations

**Statement of Information:** The undersigned states that, to the best of his or her knowledge, the school property for use of which application is hereby made will not be used for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government of the United States by force, violence, or other unlawful means: The organization on whose behalf he or she is making application of use of school property, does not, to the best of his or her knowledge, advocate the overthrow of the government of the United States or of the State of California by force, violence, or other unlawful means, and that, to the best of his or her knowledge, it is not a Communist action organization or Communist front organization required by law to be registered with the Attorney General of the United States. This statement is made under penalty of perjury (per California Education Code 38136).

**Declaration:** We agree to conform to all the rules and regulations and the Board Policy and Administrative Regulations of the Tracy Unified School District.

**Intent:** It is desirable that community use be made of school facilities for public purposes when such use does not interfere with the education program.

**Restrictions:** No use by an individual or group for the commission of any crime or any act prohibited by law; no use shall constitute a monopoly for benefit of any person or organization; no use of school facilities or grounds which is inconsistent with their use for school purposes or which interferes with the regular conduct of school; no permits are issued for longer than one year; and permits are renewable and revocable.

**Application:** Applications are to be completed by a responsible adult and, in the case of an organization, the party shall be an officer or a person duly appointed by the organization to make such an application. All school-related activities shall be given priority in the use of facilities under the Civic Center Act. Thereafter, the use of facilities shall be on a first-come, first served basis. The school principal is authorized to designate the areas at his/her school which are available and suitable for the use requested. The school principal is the authorizing agent to recommend his/her school site as requested and then will forward the facility use form to the Tracy Unified School District, Facility Use Department for final approval or denial.

**Fees:** Unless prior permission is granted, a payment of facilities fees will be required prior to use of facilities and required district personnel fees will be billed after usage date. Payment is to be made to Tracy Unified School District, Facility Use, 1875 W. Lowell Ave., Tracy, CA 95376.

**Rules of Conduct:** Unreasonable conduct of any participant shall be subject to immediate cancellation of use. Any conduct at an activity that is deemed offensive, indecent or contrary to the best interest of the community is classified as unreasonable. **SMOKING, TOBACCO PRODUCTS, ALCOHOL, DRUGS, FIREARMS OR EXPLOSIVES ARE PROHIBITED ON ANY SCHOOL DISTRICT PROPERTY.** Organizations or groups using school facilities under the provisions of Board policy shall be liable for any property damages caused by the activity. The Board shall charge the amount necessary to repair any damages and may deny the organization further use of school facilities.

**Use of District Furniture & Equipment:** When a scheduled use includes use of district furniture or equipment, the user will inspect said furniture and equipment prior to use to ensure the safety of user participants.

**Damage/Security Deposit:** A damage/security deposit of \$500.00 will be charged to any outside user prior to use of facility. This is a refundable deposit and will be refunded after use provided no damage occurs and all other fees have been paid. The applicant agrees to reimburse Tracy Unified School District for all costs incurred in repairing damages including, but not limited to the facility, furnishings, fixtures, grounds, and/or additional cleaning required outside of the normal scope for said facility, which occurred in connection with the permitted activity and caused by the renter,

## COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

sponsoring organizations, and/or attendees. Reimbursement for such expenses will be in addition to the security deposit.

**Maximum Attendance:** The number of people present, at any activity, shall not exceed the posted occupancy for the room (s) used. This is a FIRE REGULATION.

Organization: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Other: \_\_\_\_\_

## COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

## Attachment B: Schedule of Community Rental Fees

Rooms	Utilities / Hr	Wear & Tear/ Hr	Custodia l/ Staff/ Hr	Admin Cost/Processi ng Timeframe or Change	Tier 6 Fair Rental Markup/ Hr
Classroom	\$0.90	\$16.50	\$33.29	\$40.94	\$66.00
Multi-Purpose Room	\$2.33	\$16.50	\$33.29	\$40.94	\$66.00
Library	\$2.33	\$16.50	\$33.29	\$40.94	\$66.00
High School Teacher Lounge	\$2.33	\$16.50	\$33.29	\$40.94	\$66.00
Cafeteria	\$4.98	\$16.50	\$33.29	\$40.94	\$66.00
Kitchen – Elementary	\$5.50	\$16.50	\$33.29	\$40.94	\$66.00
Kitchen – Secondary	\$16.50	\$16.50	\$33.29	\$40.94	\$66.00
Computer Lab	\$2.33	\$16.50	\$33.29	\$40.94	\$66.00
Science Lab	\$2.33	\$16.50	\$33.29	\$40.94	\$66.00
MS Gymnasium	\$8.94	\$16.50	\$33.29	\$40.94	\$66.00
MS Multi-Purpose Room	\$8.94	\$16.50	\$33.29	\$40.94	\$66.00
THS Room 62	\$2.33	\$16.50	\$33.29	\$40.94	\$66.00
High School Dance Room	\$2.33	\$16.50	\$33.29	\$40.94	\$66.00
Theater	\$8.81	\$16.50	\$33.29	\$40.94	\$66.00
<b>Theater Sound Room/Lighting</b>	<b>\$10.00</b>				
Theater Dressing Room	\$0.90	\$16.50	\$33.29	\$40.94	\$66.00
Theater Classrooms	\$0.90	\$16.50	\$33.29	\$40.94	\$66.00
HS Cafeteria	\$7.18	\$16.50	\$33.29	\$40.94	\$66.00
HS Gymnasium	\$9.18	\$16.50	\$33.29	\$40.94	\$66.00
HS Sub Gym	\$8.94	\$16.50	\$33.29	\$40.94	\$66.00
HS Weight Room	\$0.90	\$16.50	\$33.29	\$40.94	\$66.00
Tracy High Swimming Pool*	\$18.01	\$33.00	\$33.29	\$40.94	\$66.00
West High Pool **	36.02	\$104.00	\$33.29	\$40.94	\$66.00
District Education Center. Board Room (no technology)	\$2.33	\$16.50	\$33.29	\$40.94	\$66.00
District Education Center Board Room (w/ technology)	\$2.33	\$16.50	\$68.03	\$40.94	\$66.00
District Education Center General Conference Room	\$0.90	\$16.50	\$33.29	\$40.94	\$66.00
ISET Training Room (no technology)	\$2.33	\$16.50	\$33.29	\$40.94	\$66.00
ISET Training Room (with technology)	\$2.33	\$16.50	\$68.03	\$40.94	\$66.00
District Staff Development Training Room	\$2.33	\$16.50	\$33.29	\$40.94	\$66.00

## COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

Rooms	Utilities / Hr	Wear & Tear/ Hr	Custodial / Staff/ Hr	Admin Cost/Process ing Timeframe or Change	Tier 6 Fair Rental Markup/ Hr
Grass Covered Baseball Practice Areas (**see note at bottom of page)		\$2.75		\$40.94	\$66.00
Baseball Field (all ages)		\$5.50		\$40.94	\$66.00
Softball Practice Field		\$5.50		\$40.94	\$66.00
Softball Field		\$5.50		\$40.94	\$66.00
Soccer Fields available to all ages (maximum wear and tear fee \$50.00 per day)		\$7.15		\$40.94	\$66.00
Football Practice Field (maximum wear and tear fee \$275/day)		\$7.15		\$40.94	\$66.00
Football Stadium (Includes use of snack bar. Cost of lights is additional. Maximum wear and tear fee \$770/day)****		\$77.00	\$33.29****	\$40.94	\$66.00
Football Field Line Painting			\$33.29	\$40.94	
Football Field Lights	\$11.01				
Tennis Courts		\$5.50	\$33.29	\$40.94	\$66.00
Track (Williams Middle School)		\$5.50		\$40.94	

\*\*The West High Pool has priority of use on weekends from the Memorial Day weekend through the Labor Day weekend, and weekdays from the final regular school day of the school year, , through the first return day of the new school year. Facility Use requests during these dates should be made directly to the City of Tracy. With prior approval, the West High pool may be shared by two user groups, and the cost may be shared.

\*\*\*Not to exceed \$750 per practice field for a season.

\*\*\*\*To supervise use of the facility and protect against damage, a custodian is required to be present starting one hour before the use begins, remain present during the use, and be present one hour after the use.

See following pages for different breakdowns of costs under different scenarios.

C:\Documents and Settings\cgoodall\Desktop\Facility Use Issues\AR 1330 1 Facility Use Policy July 2009.doc

**COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES**

Note: Proceeds from Cost Per Head, and Fair Rental Markup will be split equally between the district and the site used to mitigate impacts of use. Proceeds from Wear and Tear will be split 2/3 to sites and 1/3 to the district and include mitigation on the impact of site personnel.

A damage/security deposit of \$500.00 will be charged to any outside user prior to use of facility. This is a refundable deposit and will be refunded after use provided no damage occurs and all other fees have been paid.

**COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES**

A breakdown of types of fields available at each site is included below:

**Types of Fields Available At Each Site**

Site	Small Baseball < 10	Small Base ball < 12	Base ball	Soft ball Practice	Soft ball	Soccer	Football Practice	Stadium
Bohn		3 (*2)				2	2	
Central		2 (*2)				1	1	
Delta Is.								
Freiler	2 (*2)					0	0	
Hirsch	4 (*4)					1	1	
Jacobson	1 (*1)	3				1	1	
Kelly								
McKinley	5 (*5)					2	2	
Monte Vista			6 (*1)			1	1	
North	3					0	0	
Poet Christian		2 (*2)				1	1	
South/ West Park				1	2	1	1	
Stein								
Tracy High			3 (*2)			3	3	1
Villalovoz					2	1	1	
West High			2 (*1)		2	2	2	1
Williams					5	1	1	

\*grassy fields

**COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES****Attachment C: Room Use and Clean-Up Check List****Room Cleaning Checklist Before Use**

Please acknowledge that food and drinks (water included) are prohibited in the schools main and sub-gymnasiums (WHS, THS, McKinley and North Elementary) that have wood flooring.

Site: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Authorized District Employee Opening and Closing Facility: \_\_\_\_\_

User Group Name: \_\_\_\_\_

Responsible Group Representative Signature: \_\_\_\_\_

Actual Custodial hours worked Opening \_\_\_\_\_

Actual Custodial hours worked Closing \_\_\_\_\_

**CONDITION OF PREMISES BEFORE USE:**

CL – Clean ND – No Damage EN – Exceptions Noted

	<b>CL</b>	<b>ND</b>	<b>EN</b>	<b>C</b>
Cafeteria	( )	( )	( )	( )
Kitchen	( )	( )	( )	( )
Gymnasium	( )	( )	( )	( )
Multi-Purpose Room	( )	( )	( )	( )
Library	( )	( )	( )	( )
Pool Area	( )	( )	( )	( )
Locker Room	( )	( )	( )	( )
Classroom	( )	( )	( )	( )
Restrooms	( )	( )	( )	( )
Fields	( )	( )	( )	( )
_____	( )	( )	( )	( )
_____	( )	( )	( )	( )
_____	( )	( )	( )	( )

**Complete Page 2 – Check-Out and  
Return to Maintenance and Operations Department-Facility Use-fax# 209-830-3259**



**COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES****Attachment C: Room Use and Clean-Up Check List (Continued)****Room Cleaning Checklist After Use**

Tracy Unified School District will provide paper towels, bathroom tissue, and plastic garbage bags. As a part of the custodial staffing cost, the Tracy Unified School District will clean bathrooms, empty garbage cans, sweep floors, and replace paper products. All other cleaning is the responsibility of the renter. The following checklist describes the cleaning responsibilities of the renter. If the custodian is required to spend more than the minimum two hour allotment, the user will be billed at the rate stated in this administrative regulation. Custodians must have permission granted by a district administrator authorized to expend funds from the facility use budget.

- \_\_\_\_\_ 1. Decorations removed from all walls and ceilings and properly disposed of at the completion of the function.
- \_\_\_\_\_ 2. Tables and chairs wiped off, stacked neatly, and put away.
- \_\_\_\_\_ 3. All trash bagged and placed in the trashcans provided by the district.
- \_\_\_\_\_ 4. Rooms, hallways, and other nearby areas cleaned of food and trash.
- \_\_\_\_\_ 5. Restrooms cleaned of all trash; toilets flushed.
- \_\_\_\_\_ 6. All debris around exterior of building (walkways and planted areas) disposed of properly.
- \_\_\_\_\_ 7. Damage to facility, equipment, property or persons.
- \_\_\_\_\_ 8. Field Use – no damage, no trash.

Describe problems:

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Custodian: \_\_\_\_\_ Date: \_\_\_\_\_  
Facility User: \_\_\_\_\_ Date: \_\_\_\_\_  
Time: \_\_\_\_\_

Return to Maintenance and Operations-Facility Use Department

Facility Use-(209) 830-3265, Fax# (209) 830-3259

Over time authorization: Bill Willner: 321-0469, Al Faria: 321-0349 Bob Corsaro: 321-1478

## COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

## Attachment D: In-Kind Services Estimate Documentation Form

Organization Name	Contact Person	Start Date
Location	Phone No.	
No. of Workers	Checked by:	End Date

Job Description
-----------------

The Tracy Unified School District Facility Use Sub-Committee will review all requests for an approval or denial on all site improvements.

DESCRIPTION	QUANTITY	MATERIALS	LABOR	SUB- CONTRACT	TOTAL

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF TRACY AND  
THE TRACY UNIFIED SCHOOL DISTRICT  
(MARTIN LUTHER KING DAY BREAKFAST)**

- I. PARTIES:** This Memorandum of Understanding (hereinafter "MOU") is made by and between the City of Tracy (hereinafter "CITY"), a municipal corporation, and the Tracy Unified School District (hereinafter "TUSD"), a public school district duly organized and existing under the laws of the State of California.
- II. RECITALS:**
- A. On July 1, 2006, The CITY entered into a Joint Use Collaborative Agreement with TUSD which provides that each entity will abide by the other's facility use policies, procedures, and fee schedules.
  - B. The Joint Use Collaborative Agreement does not accommodate the free use of the Tracy Community Center for the annual Martin Luther King Day Breakfast.
  - C. TUSD coordinates the Martin Luther King Day Breakfast through its Student Leadership Committee, which consists of representatives from TUSD, the CITY, Tracy African American Association, and the Black Student Unions from Tracy High School and West High School.
  - D. The Tracy Community Center has been the location for this annual event, provided free of charge based on the CITY's participation in the TUSD Student Leadership Committee.
  - E. Both the CITY and TUSD wish to formalize this arrangement through a Memorandum of Understanding.
- III. RESPONSIBILITIES:** It is agreed by and between the parties hereto that each party have the following responsibilities, unless otherwise noted:
- A. **CITY shall:** Allow TUSD to use, at no charge and with early entry, the Tracy Community Center, 950 East Street, Tracy, on one Monday in January each year, specifically Martin Luther King Day, in order to conduct the annual Martin Luther King Day Breakfast.
  - B. **TUSD shall:**
    - 1. Coordinate the Annual Martin Luther King Day Breakfast through its Student Leadership Committee, which consists of representatives from TUSD, the CITY, Tracy African American Association, and the Black Student Unions from Tracy High School and West High School.
    - 2. Provide and conduct adequate fundraising activities to obtain funds needed to insure ongoing operation of the annual Martin Luther King Day Breakfast event.
    - 3. Provide the necessary volunteers, equipment, and promotions to successfully conduct the annual Martin Luther King Day Breakfast event.
    - 4. Adequately clean any CITY facilities to acceptable condition after permitted use and facilitate any repairs to damages caused by such use.
    - 5. Carry insurance coverage and provide proof such insurance with endorsements evidencing the following:
      - a. Policy shall name CITY, its officers, agents and employees as "additional insured" in relation to the activities performed in/on CITY property.
      - b. General liability insurance, including personal injury, in the amount of One Million Dollars (\$1,000,000.00) combined single limit per occurrence, with a Two Million Dollars (\$2,000,000) amount of aggregate coverage including bodily injury, personal injury and property damage.
      - c. TUSD may satisfy these requirements through self insurance.

**C. Indemnity, Defense, and Hold Harmless Agreement:**

1. TUSD shall indemnify, defend, and hold harmless CITY (including its elected officials, officers, agents, and employees) from and against any and all claims, demands, damages, liabilities, costs, and expenses (including court costs and attorney's fees) resulting from or arising out of the performance of this MOU by TUSD or TUSD agents, representatives, contractors, subcontractors, or employees.
2. CITY shall indemnify, defend, and hold harmless TUSD (including its elected officials, officers, agents, and employees) from and against any and all claims, demands, damages, liabilities, costs, and expenses (including court costs and attorney's fees) resulting from or arising out of the performance of this MOU by CITY's agents, representatives, contractors, subcontractors, or employees.
3. This MOU shall be subject to any and all policies, regulations and ordinances of the CITY.

**IV. TERMINATION:** Either party may terminate this MOU by providing prior written notice to the other party of intention to terminate not less than ninety days prior to actual termination.

**V. TERM:** This MOU shall take effect on July 1, 2009, for a term of five years and will then renew automatically on an annual basis (i.e., for a one-year term) unless one or both parties request non-renewal not less than ninety days prior to the annual renewal date. Authority for this MOU must be approved by the TUSD School Board. No other agreement can conflict with this MOU.

**VI. AMENDMENTS:** This MOU may be amended only through written agreement approved by a majority of both the Tracy City Council and Tracy Unified School District Board.

**VII. DESIGNATED REPRESENTATIVES:** For the purposes of administering the Agreement, the Superintendent of TUSD and the Mayor of the CITY, shall act as representatives for their respective parties, and authority for signature shall be provided by a vote of the TUSD School Board and the City of Tracy City Council respectively.

**VIII. NOTICES:**

To CITY:

City of Tracy  
Parks and Community Services Director  
400 East 10<sup>th</sup> Street  
Tracy, CA 95376

With a copy to:

City of Tracy  
City Attorney  
333 Civic Center Plaza  
Tracy, CA 95376

To TUSD:

Tracy Unified School District  
Casey Goodall, Assistant Superintendent  
Business Services  
1875 West Lowell Avenue  
Tracy California 95376

**IX. ENTIRE AGREEMENT:** This MOU constitutes the entire agreement between CITY and TUSD. Any amendment to this MOU, including oral modification, must be reduced to a writing and signed by both CITY and TUSD before it shall be deemed effective.

**Memorandum of Understanding  
City of Tracy and Tracy Unified School District  
Page 3 of 3**

- X. SIGNATURES:** The individuals executing this MOU represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this MOU on behalf of the respective legal entities of TUSD and CITY. This MOU shall inure to the benefit of and be binding upon the parties thereto and their respective successors and assigns.

**CITY OF TRACY**

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

Brent H. Ives

Title: Mayor

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

**TRACY UNIFIED SCHOOL DISTRICT**

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

James C. Franco

Title: Superintendent

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

**ATTEST:**

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

Sandra Edwards

Title: City Clerk

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

**APPROVED AS TO FORM:**

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

Bill Sartor


Title: Deputy City Attorney

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



# BUSINESS SERVICES MEMORANDUM

**To:** Dr. James Franco, Superintendent

**From:**  Dr. Casey Goodall, Assistant Superintendent for Business

**Date:** April 19, 2009

**SUBJECT:** Approve Piggyback Bids from San Francisco Unified School District and Jefferson School District for the Purchase of Classroom/Office/Kitchen Furniture and Equipment; and Authorize the Assistant Superintendent of Business Services to enter into all Necessary Agreements for the Classroom/Office/Kitchen Furniture and Equipment at Kimball High School

**BACKGROUND:** In August 2009, Kimball High School will open for classes for 9<sup>th</sup> and 10<sup>th</sup> graders. District staff has considered various options for procuring classroom/office/kitchen furniture and equipment for Kimball High School. The most advantageous method of procurement would be to participate in piggyback bid no. 25-06302011 for San Francisco Unified School District and Traina Elementary School bid for Jefferson School District. These piggyback bids will enable the Tracy Unified School District to utilize better pricing with deeper discounts from the awarded vendors.

**RATIONALE:** Participation in the San Francisco Unified School District and Jefferson School Districts piggyback bids will allow the Tracy Unified School District to purchase the necessary classroom/office/kitchen furniture and equipment in a timely manner for the opening of Kimball High School.

The furniture for Kimball High School must be in place by August 11, 2009.

**FUNDING:** The budget for classroom/office/kitchen furniture for Kimball High School is funded with start up funds and categorical funds.

**RECOMMENDATION:** Approve Piggyback Bids from San Francisco and Jefferson Unified School Districts for the Purchase of Classroom, Office and Kitchen Furniture and Equipment; and Authorize the Assistant Superintendent of Business Services to enter into all Necessary Agreements for the Classroom, Office and Kitchen Furniture and Equipment at Kimball High School

**PREPARED BY:** Gary Jayne, Director of Materials Management



**TRACY**  
UNIFIED SCHOOL DISTRICT

# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** JH Dr. Sheila Harrison, Assistant Superintendent for Educational Services  
**DATE:** May 14, 2009  
**SUBJECT:** Adopt Revised Board Policy 6020 and Acknowledge Administrative Regulation 6020 Parent Involvement. (2<sup>nd</sup> Reading)

**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. (2<sup>nd</sup> Reading)

**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)

## PARENT INVOLVEMENT

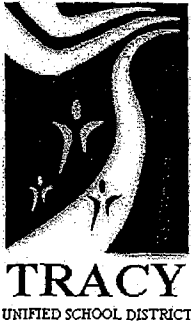
The Superintendent or designee may:

- 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



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** ~~JH~~ Dr. Sheila Harrison, Assistant Superintendent for Educational Services  
**DATE:** May 15, 2009  
**SUBJECT:** **Approve the Charter School Petition of California Virtual Education Partners (CaVEP) (K-12) Contingent Upon Mutual Agreement of two Memorandums of Understanding (MOU), one for Special Education and one for Operational and Legal Coordination Prior to the Opening of the Kaplan Academy of California – North Central California in Fall 2009.**

**BACKGROUND:** A Public Hearing for each charter school petition received by the District is a requirement of the Charter Process. The public hearing must take place within 30 days of receipt of the petition. The School Board conducted a public hearing at the April 28, 2009 Board Meeting. The California Education Code requires that the Board of Trustees renders a final decision on the charter application within 60 days of the date of submission of the charter application. The Board of Trustees may approve a charter application if they are satisfied that the charter is consistent with the requirements set forth in the Tracy Unified School District's Charter School Board Policy 0420.4, Administrative Regulation 0420.4 and the Charter School Provisions of the California Education Code, 47607.

The Charter School petition proposes a partnership between California Virtual Education Partners (CaVEP) and the Tracy Unified School District (TUSD) to form the Kaplan Academy of California – North Central California to deliver a virtual school program to students in San Joaquin County and the surrounding contiguous counties thus attracting many students who are currently home schooled, attending other Charter Schools or may not be attending school at all.

This virtual school does not require a "brick and mortar" classroom building. Students attend school, any time of the day, or week, (24/7 learning) from any location where they have access to a computer and the Internet. Students have direct and regular access to a California credentialed teacher. Kaplan is an accredited institution, which offers High School students A-G approved courses, and will apply to be WASC accredited once established as a school, and will issue its own diploma. During the 2009/2010 school year, grades 6-12 students will have the opportunity to participate in this Charter School. The Charter School plans to expand the school to include grades Kindergarten – grade 5 in following years.

**RATIONALE:** California Virtual Education Partners (CaVEP) has petitioned to start a 5-year charter that will expire at the end of the 2013-2014 school year. Tracy Unified School District staff and legal counsel have extensively reviewed the CaVEP application to determine if it meets the guidelines and criteria set forth in the Charter School Provisions of the California Education Code; Tracy Unified School District Board Policy 0420.4 and Administrative Regulation 0420.4.

It is the finding of the district staff and legal counsel that the charter proposal application meets the above mentioned guidelines and criteria. Therefore, the district staff and legal counsel recommend that the Tracy Unified School District Board of Trustees approves the Charter School Petition of California Virtual Education Partners (CaVEP) for a five (5) year period beginning with the 2009-2010 school year. This aligns with Strategic Goal #1: Provide a variety of learning opportunities through standards based instruction that ensures that all students meet or exceed grade level standards and results in closing the achievement gap.

**FUNDING:** There is No Cost to the District.

**RECOMMENDATION:** Approve the Charter School Petition of California Virtual Education Partners (CaVEP) (K-12) Contingent Upon Mutual Agreement of two Memorandums of Understanding (MOU), one for Special Education and one for Operational and Legal Coordination Prior to the Opening of the Kaplan Academy of California -- North Central California in Fall 2009.

**Prepared by:** Linda Dopp, Director of Alternative Programs



**TRACY**  
UNIFIED SCHOOL DISTRICT

# EDUCATIONAL SERVICES MEMORANDUM

**To:** Dr. James Franco, Superintendent  
**From:** Dr. Sheila Harrison, Assistant Superintendent of Educational Services  
**Date:** May 19, 2009  
**Re:** Approve, High School Students Required to Display ID Cards on Approved Lanyards at All Times, Beginning 2009-2010 School Year (2<sup>st</sup> Reading)

**Background:** Last year the Gang and Violence Safety Task Force was formed by the Superintendent to plan prevention, intervention, and the suppression of unauthorized groups, violence, and issues that disrupt the educational environment. This group after brainstorming and looking at pertinent data involving these issues saw that many of the incidents involved students or other civilians that did not belong on the campus. To resolve this issue it was determined that this could be solved by having students wear their ID cards which they are required to have, to show that they belong on the campus. Several other surrounding districts have taken on this policy and it has been a deterrent for unauthorized persons being on campus. TUSD Student Handbooks already require that students have their ID and have consequences for not having a student ID in their possession. This proposal will require that students wear their ID so that it may be seen visually at all times, thus assisting staff with identifying students for whatever issues that may need to be resolved. The freshmen and sophomores ID(s) will be horizontal on the lanyard and the juniors and seniors will be vertical on the lanyard. Each grade would also have a distinctive colored background allowing staff to know who can leave the campus during lunch.

**Rationale:** The following rationale is provided for implementation of this policy:

- Safety of students: Non-students are more easily identified.
  - Increases efficiency of attendance procedures.
  - Increases effectiveness in making a positive identification for disciplinary action or emergency situations.
  - Increases efficiency of student identification for dances and other extra-curricular activities.
  - Prevention of students from returning to campus during suspensions/expulsions.
- Lanyards/ID can be collected from these students.

This supports Strategic Goal #2, Provide a safe-environment for students and staff that is conducive for learning.

**Funding:** Budgeted from Unrestricted Funds, approximate cost \$6000.00, total cost may be deferred through vendor contributions.

**Recommendation:** Approve, High School Students Required to Display ID Cards on Approved Lanyards at All Times, Beginning 2009-2010 School Year (2<sup>nd</sup> Reading)

**Prepared by:** Paul E. Hall, Director of Student Services

**Proposal:** Beginning in August of 2009, all high school students would be required to wear their student ID cards on a school-approved lanyard. The ID would need to remain visible at all times.

**Rationale:** The following rationale is provided for implementation of this policy:

- Safety of students: Non-students are more easily identified.
- Increases efficiency of attendance procedures.
- Increases effectiveness in making a positive identification for disciplinary action or emergency situations.
- Increases efficiency of student identification for dances and other extra-curricular activities.
- Prevention of students from returning to campus during suspensions/expulsions. Lanyards/ID can be collected from these students.

**Procedures:** Lanyards would be provided to students at registration. Students could either use the free lanyard or upgrade to a school-approved lanyard (i.e.: those available through student store or approved school fundraisers) at their own cost. Replacement fees would be assessed for lost lanyards, much like the current policy of charging for a lost ID card.

The policy would be made public through the following methods:

- Provide information regarding the new lanyard policy in the student registration packets.
- Information can be placed in the daily bulletin periodically during 4<sup>th</sup> quarter throughout 2009-2010 School Year.
- Add information to principal newsletters and to school websites as a scrolling marquee.
- Add message to auto dialer and outdoor marquee first two weeks of school.
- Jessica Cardoza will add to District webpage and outside press releases over the summer.
- High school handbooks would include the following modifications to conduct and discipline codes. Discipline consequences remain unchanged from previous policy.

The following will be added to high school student handbooks beginning with the 2009/2010 school year:

**Student Identification Cards**

Students must display their Student Body Identification Card at all times on school approved lanyards and are required to show it to a staff member upon request. Students losing their Student Identification Card may obtain a replacement from the Bookkeeper's Office for a replacement charge of \$5.00. A lost lanyard may be purchased by the parent/student at the Bookkeeper's Office or the Student store. Students will not be allowed entry to school activities or dances without their School Identification Card. Students in possession of forged or altered Identification Cards will be subject to disciplinary action. Students shall wear their I.D. card or Student Body card on a school-approved lanyard while attending school and all school related activities. Student I.D.'s must be visible at all times.

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
<b>XIII. Identification (School)</b> Students shall wear their I.D. card or Student Body card on a school-approved lanyard while attending school and all school related activities. I.D. must be visible at all times. <b>(EC 48900 k)</b>	Warning. Student loaned School site I.D. and Lanyard to be returned at the end of school day.	Support Room.2 periods Student loaned School site I.D. and Lanyard to be returned at the end of school day.	All day support room. Student loaned School site I.D. and Lanyard to be returned at the end of school day.	1-5 day suspension.

**Cost of Implementation:** The costs of the lanyards are currently being reviewed, and the Director of Student Services is including the initial purchase of the lanyards in the Student Services budget for the 2009-2010 school year. Staff members at Kimball and West High School will be negotiating with outside photography vendors to inquire about the vendors providing the lanyards as part of the student ID card package, or possibly being able to offset the cost of purchasing the lanyards.



# EDUCATIONAL SERVICES MEMORANDUM

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**TO:** Dr. James Franco, Superintendent  
**FROM:** Dr. Sheila Harrison, Assistant Superintendent of Educational Services  
**DATE:** May 11, 2009  
**RE:** Approve Changes to Coaches and Athletes Handbooks (1<sup>st</sup> Reading)

**BACKGROUND:** The Board of Trustees is asked yearly to accept revisions and changes to Coaches and Athletes Handbooks. The Coaches and Athletes handbooks have changes in staff, a change in fee for participation in sports and Title IX Information/Complaint statement.

**RATIONALE:** Changes in Coaches and Athletes Handbooks need to be reviewed with the Board of Trustees. It is important that the handbooks are reviewed yearly for accuracy and compliance with new policies. Athletic Director(s) review handbooks on site and then propose changes to the Director of Student Services. The Director of Student Services works with all the high schools to maintain consistency between their handbooks. The proposed changes are then presented to the Board for approval. This agenda item meets strategic goal #2-Provide a safe environment for students and staff that is conducive to learning.

**Final hiring of staff has not been concluded and this will be published after coaching staff positions have been filled.**

**FUNDING:** N/A

**RECOMMENDATION:** Approve Changes to Coaches and Athletes Handbooks (1<sup>st</sup> Reading)

**Prepared by:** Paul E. Hall, Director of Student Services and Curriculum





**TRACY**  
UNIFIED SCHOOL DISTRICT

# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** *AK* Dr. Sheila Harrison, Assistant Superintendent of Educational Services  
**DATE:** April 22, 2009  
**RE:** Adopt Revisions to Board Policy 5116.1 and Administrative Regulation 5116.1  
(First Reading)

**BACKGROUND:** The Board of Trustees is required to annually review enrollment options.

**RATIONALE:** It is important that the Intradistrict Open Enrollment Board Policy and Administrative Regulation are reviewed yearly for accuracy and compliance with Educational Codes and new laws. The proposed changes are then presented to the Board of Trustees for approval. This agenda item 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 and Strategic Goal #2 – Provide a safe environment for students and staff that is conducive to learning.

**FUNDING:** N/A

**RECOMMENDATION:** Adopt Revisions to Board Policy 5116.1 and Administrative Regulation 5116.1 (First Reading)

**Prepared by:** Paul E. Hall, Director of Student Services and Curriculum

## INTRADISTRICT OPEN ENROLLMENT

The Board of Trustees desires to provide options that meet the diverse needs, potential and interests of district students and shall annually review enrollment options. **The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy, and administrative regulation. (cf. 5117 - Interdistrict Attendance)**

The parents or guardians of each school age child who is a resident in the district may identify the school the child wishes to attend, irrespective of the particular locations of his or her residence within the district, except that the district shall retain the authority to maintain appropriate racial and ethnic balances and class size among its respective schools at the school district's discretion or as specified in applicable court ordered or voluntary desegregation plans.

~~If, as of the date established for filing requests for enrollment, a school receives requests in excess of the capacity of the school, selection of applicants from outside of the attendance area of the school shall be determined by lot. A waiting list shall then be established indicating the order in which students may be accepted as openings occur. Persons who apply after the deadline will be added to the next open lottery enrollment and selected by lot when space is available. Students applying for admission shall not be evaluated based on academic or athletic performance.~~

~~The District may place students in any school within the District for the purpose of maintaining class balance, maintaining acceptable teacher/student ratio, or improving educational opportunities, even though said school is not within the student's established attendance area.~~

~~Students who reside within district boundaries may apply for enrollment in any district school with space available. The Superintendent or designee shall determine the capacity of each district school and establish a random, unbiased selection process for the admission of students from outside a school's attendance area.~~

### Enrollment Priorities

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area. (Education Code 35160.5)

Priority for attendance outside a student's attendance area shall be given as follows:

1. If a district school receiving Title I funds is identified for program improvement, corrective action, or restructuring, all students enrolled in that school shall be provided an option to transfer to another district school or charter school. (20 USC 6316)

**INTRADISTRICT OPEN ENROLLMENT**

(cf. 0420.4 - Charter Schools)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 6171 - Title I Programs)

2. If while on school grounds a student becomes the victim of a violent criminal offense, he/she shall be provided an option to transfer to another district school or charter school. (20 USC 7912)
3. If a student attends a school designated by the California Department of Education as "persistently dangerous," he/she shall be provided an option to transfer to another district school or charter school. (20 USC 7912; 5 CCR 11992)  
  
(cf. 0450 - Comprehensive Safety Plan)
4. The Superintendent or designee may approve a student's transfer to a district school that is at capacity and otherwise closed to transfers upon finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area, including, but not limited to, threats of bodily harm or threats to the emotional stability of the student.

To grant priority under these circumstances, the Superintendent or designee must have received either: (Education Code 35160.5)

- a. A written statement from a representative of an appropriate state or local agency, such as a law enforcement official, social worker, or a properly licensed or registered professional, such as a psychiatrist, psychologist, or marriage and family therapist.
  - b. A court order, including a temporary restraining order and injunction
5. Priority may be given to siblings of students already in attendance in that school.
  6. Priority may be given to any student whose parent/guardian is assigned to that school as his/her primary place of employment.

For all other applications for enrollment from outside a school's attendance area, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever the school receives admission requests that are in excess of the school's capacity. A school's capacity shall be calculated in a non-arbitrary manner using student enrollment and available space. (Education Code 35160.5)

Enrollment decisions shall not be based on a student's academic or athletic performance, except that existing entrance criteria for specialized schools or programs may be used provided that the criteria are uniformly applied to all applicants. Academic performance

## INTRADISTRICT OPEN ENROLLMENT

may be used to determine eligibility for, or placement in, programs for gifted and talented students. The criteria shall be uniformly applied to all applicants. (Education Code 35160.5)

### Transportation

Transportation to school of choice is the responsibility of the parent.

### Reviewing Policy

The Board shall annually review this policy. (Education Code 35160.5, 48980)

### Legal Reference:

Legal Reference:

EDUCATION CODE

35160.5 District policies; rules and regulations

35291 Rules

35351 Assignment of students to particular schools

48980 Notice at beginning of term

**CODE OF REGULATIONS, TITLE 5**

11992-11994 Definition of persistently dangerous schools

**UNITED STATES CODE, TITLE 20**

6316 Transfers from program improvement schools

7912 Transfers from persistently dangerous schools

**CODE OF FEDERAL REGULATIONS, TITLE 34**

200.36 Dissemination of information

200.37 Notice of program improvement status, option to transfer

200.39 Program improvement, transfer option

200.42 Corrective action, transfer option

200.43 Restructuring, transfer option

200.44 Public school choice, program improvement schools

200.48 Transportation funding for public school choice

**COURT DECISIONS**

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

**ATTORNEY GENERAL OPINIONS**

85 Ops.Cal.Atty.Gen. 95 (2002)

### **Management Resources:**

**U.S. DEPARTMENT OF EDUCATION GUIDANCE**

Unsafe School Choice Option, May 2004

Public School Choice, February 2004

## INTRADISTRICT OPEN ENROLLMENT

### WEB SITES

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

California Department of Education, Unsafe School Choice Option:

<http://www.cde.ca.gov/ls/ss/se/usco.asp>

U.S. Department of Education, No Child Left Behind: <http://www.nclb.gov>

## INTRADISTRICT OPEN ENROLLMENT

### 1. Purpose and Scope

The Board of Trustees desires to provide options for schools of choice dependent upon space available.

No student currently residing within a school's attendance area shall be displaced by another student. (Education Code 35160.5)

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of residence within the district. (Education Code 35160.5)

If a district school receiving Title I funds is identified for program improvement, corrective action or restructuring, all students enrolled in that school shall be provided an option to transfer to another district school or charter school.

If while on school grounds, a student becomes the victim of a violent criminal offense, as defined by the State Board of Education, or attends a school designated by the California Department of Education as persistently dangerous, within a reasonable amount of time he/she shall be provided an option to transfer to another district school or charter school.

**Within a reasonable amount of time, not to exceed 14 days, after it has been determined that a student has been the victim of a violent criminal offense while on school grounds, the student's parents/guardians shall be offered an option to transfer their child to an eligible school identified by the Superintendent or designee. In determining whether a student has been a victim of a violent criminal offense, the Superintendent or designee shall consider the specific circumstances of the incident on a case-by-case basis and consult with local law enforcement as appropriate. Examples of violent criminal offenses include, but are not limited to, attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, or hate crimes.**

**The Superintendent or designee shall consider the needs and preferences of the affected student and his/her parent/guardian in making the offer. If the parent/guardian elects to transfer his/her child, the transfer shall be completed as soon as practicable.**

After learning that a school has been designated as "persistently dangerous," the Superintendent or designee shall notify parents/guardians of the school's designation and their option to transfer. The transfer shall remain in effect as long as the student's school of origin is identified as "persistently dangerous."

**Within 10 school days after receiving notification from the California Department of Education (CDE) that a school has been designated as "persistently dangerous," the Superintendent or designee shall notify parents/guardians of the school's designation.**

**INTRADISTRICT OPEN ENROLLMENT**

Within 10 school days after this notification has been provided to parents/guardians, the Superintendent or designee shall notify parents/guardians of their option to transfer their child.

(cf. 0450 - Comprehensive Safety Plan)

Parents/guardians who desire to transfer their child out of a "persistently dangerous" school shall provide written notification to the Superintendent or designee and shall rank-order their preferences from among all schools identified by the Superintendent or designee as eligible to receive transfer students. The Superintendent or designee may establish a reasonable timeline, not to exceed seven school days, for the submission of parent/guardian requests.

The Superintendent or designee shall consider the needs and preferences of students and parents/guardians before making an assignment, but is not obligated to accept the parent/guardian's preference if the assignment is not feasible due to space constraints or other considerations. For students who accept the offer, the transfer shall generally be made within 30 school days of receiving the notice of the school's designation from the CDE. If parents/guardians decline the assigned school, the student may remain in his/her current school.

The transfer shall remain in effect as long as the student's school of origin is identified as "persistently dangerous." The Superintendent or designee may choose to make the transfer permanent based on the educational needs of the student, parent/guardian preferences, and other factors affecting the student's ability to succeed if returned to the school of origin.

**2. Procedures**

1. The Superintendent or designee shall identify those schools, which may have space available for additional students. A list of these schools and open enrollment applications shall be available at all school offices.
2. Enrollment in a school of choice shall be determined by lot from the eligible applicant pool, and a waiting list shall be established to indicate the order in which students may be accepted as openings occur. Late applicants may be added to a lottery pool and selected by lot when space is available.
3. Applications should be made at the school of choice during the designated open enrollment period, for possible placement for the fall semester of the next school year. All applications will be time and date stamped.
4. The Superintendent or designee shall inform applicants by mail as to whether their applications have been approved, denied, or placed on a waiting list. If the application is denied, the reason for denial shall be stated.

**INTRADISTRICT OPEN ENROLLMENT**

5. Applicants who receive approval must confirm their enrollment within ~~seven~~ **ten** calendar days.
6. **Once enrolled, a student shall not be required to reapply for readmission. However, the student may be subject to displacement due to excessive enrollment.**
7. An eighth grade student desiring to attend a high school other than his or her designated home school may apply to that high school of choice regardless of the elementary school last attended.
8. The principal shall maintain an up to date list of those students attending their school because of choice.

Any complaints regarding the selection process should be taken to the Superintendent or designee whose decision shall be final.

**Notifications**

Notifications shall be sent to parents/guardians at the beginning of each year as part of the parents rights on the availability of a package describing all current statutory attendance options and local attendance options available in the district including:

1. All options for meeting residency requirements for school attendance.  
(cf. 5111.1 - District Residency)  
(cf. 5111.12 - Residency Based on Parent/Guardian Employment)  
(cf. 5111.13 - Residency for Homeless Children)
2. Program options offered within local attendance areas.
3. A description of any special program options available on both an interdistrict and intradistrict basis.
4. A description for the procedure for application for alternative attendance areas or programs and the appeals process available, if any, when change of attendance is denied.
5. A district form for requesting a change of attendance.
6. The explanation of attendance options under California law as provided by the California Department of Education. (Education Code 48980)

**Intradistrict Attendance for Specialized Needs**



## INTRADISTRICT OPEN ENROLLMENT

The Board of Trustees shall determine attendance boundaries of the schools of the District, and the Superintendent/designee shall maintain a record of all boundaries.

The District will make every reasonable effort to meet the academic and social needs of all its students. Typically, students are enrolled in the District's school where the parent/legal guardian resides. In addition, when students are unable to make a satisfactory adjustment to the academic program and social life at the comprehensive high school, the District offers alternative educational programs which are designed to better meet their special needs and interests. However, the district offers enrollment options under specific criteria.

### Intradistrict permit requests (Comprehensive High Schools)

An intradistrict transfer permit shall be requested when a transfer from one comprehensive high school to another within the Tracy Joint Union High School District is desired. Intradistrict requests are subject to space availability at the desired school.

High school students, including incoming ninth graders, must submit an intradistrict transfer request before May 15<sup>th</sup> of the previous school year in order to be considered for a transfer. Any transfers received after May 15<sup>th</sup> will be held and if space is available in an academy or specific class, the applicants will be selected by lottery. The student must meet the qualifications and be accepted into the academy.

High School transfers for continuing students will only be granted during the open enrollment period. Only students newly enrolled in Tracy Unified School District will be considered for transfers during the school year.

Should the need arise to make an exception to these priorities, the Director for Student Services will review the case to determine whether cause exists to make a change.

Requests for intradistrict attendance permits will be given consideration when the request is in keeping with this policy and other District rules and regulations.

Parents/legal guardians of students attending school on intradistrict permits must reapply for those permits annually and meet the criteria defined by this policy and/or criteria for the transfer.

### Revocation of Intradistrict Permits

Intradistrict permits may be revoked at any time that a students does not maintain acceptable standards of attendance and/or behavior as defined by the Student Conduct Code and/or maintain acceptable levels of academic achievement.

### Intradistrict Attendance

**INTRADISTRICT OPEN ENROLLMENT**

The following criteria are considered when intradistrict permits are requested involving the comprehensive high schools of the District:

- a) When the day care of a handicapped student can be provided only within the boundaries of the school of proposed attendance.
- b) When parents/legal guardians move into another school area during a semester, to allow the ninth and tenth grade student to continue enrollment for the remainder of that semester, and to allow the eleventh and twelfth grade student to complete high school graduation requirements when the student's past performance has been successful and he/she is currently in good standing.
- c) When parents/legal guardians anticipate a change of residence during the school term and can provide written verification of the address to which they are moving, to permit enrollment pending the actual move.
- d) When concern exists for a student's welfare (written verification required). Juvenile court cases, special mental or physical health needs, safety needs, and disciplinary cases will be considered.
- e) When a student's enrollment in a specific course of instruction lasting more than one semester and provided only at a designated school, to allow enrollment at that school as long as the student continues enrollment in the specific class or program of instruction and/or meets transfer criteria.
- f) Legal children of certificated and classified employees who are assigned to the school.
- g) When an incoming ninth grade high school student living within the John C. Kimball attendance boundary, and scheduled to graduate before July 2015, has an older sibling simultaneously attending Tracy High School or Merrill F. West High School because at the time the older sibling was assigned to the high school to which he/she was geographically assigned based on the two attendance boundaries which existed prior to the existence of John C. Kimball High School.
- h) When an incoming ninth grade high school student living within the John C. Kimball attendance boundary, and scheduled to graduate before July 2015, has an older sibling simultaneously attending Tracy High School or Merrill F. West High School because the older sibling was assigned to attend a high school based on criteria g, above.

**Intradistrict Permits (High School)**

Intradistrict permits involving the comprehensive schools of the District are issued on the basis of the criteria contained in Board Policy 5116. Continuation of student transfer permits is subject to the following conditions:

**INTRADISTRICT OPEN ENROLLMENT**

1. Regular school attendance.
2. Passing grades in all subjects.
3. Observance of school rules and regulations.
4. Availability of space.
5. Meet academic requirements established by each program

Intradistrict permits require yearly renewal. Student transportation is the responsibility of the parent.

**Intradistrict Permits**

The following procedures shall be followed when considering intradistrict requests involving the comprehensive high schools of the District:

1. The request shall be initiated by the parent at the school of residence and submitted to the principal or assistant principal.
2. The principal/assistant principal of the school of residence must approve or deny the request to:
  - (a) Verify a need for the transfer
  - (b) Determine if the reason stated is in accordance with board policy.
- 3) The principal/assistant principal of the school of residence must approve or deny the request.
- 4) The principal/assistant principal of the school of residence shall contact the principal/assistant principal of the requested school and forward the request form to him/her.
- 5) The principal/assistant principal of the requested school may concur with the school of residence, request an interview with the parent and student, and/or disagree with the school of residence.
- 6) The principal/assistant principal of the requested school shall forward the completed request form to the Director of Student Services.
- 7) No student shall be enrolled in the requested school prior to the approval of the request by the Director of Student Services. Neither school official shall indicate the probable disposition of the request until formal confirmation has been provided.

**INTRADISTRICT OPEN ENROLLMENT**

- 8) The Director of Student Services shall notify the parent and both schools of the disposition of the request and the conditions of the intradistrict transfer agreement if any.
- 9) A parent conference may be requested prior to enrollment.
- 10) Parents/guardians of students attending school on intradistrict permits or submitting new intradistrict permits must apply/reapply for those permits annually using the following procedures:
  - (a) The parent/guardian shall submit an "Intradistrict Attendance Transfer Request" form to the Student Services Office (SSO) by May 15<sup>th</sup> of the year preceding the school year for which it is requested.
  - (b) The Director of Student Services will review the request and inform the parent/guardian, in writing, of his/her decision or the decision to place the student on the lottery waiting list. Parents shall be notified before the start of school of the status of the request.
  - (c) A copy of the approved/disapproved form will be sent to both schools involved.

Interdistrict Permits and Sports

High School students transferring after the May 15<sup>th</sup> deadline may need to file a form with the California Interscholastic Federation and may be sanctioned from sports. This includes incoming 9<sup>th</sup> graders who transfer after the first fifteen days of school and continuing students.

Parent Appeals

Parents may request, in writing, a hearing by the Board of Education.

1. Parents who wish to appeal, must complete the "Appeal to the Board of Education" form available in the Student Services office.
2. The request shall be made in writing and submitted at least ten (10) working days before a scheduled board meeting.
3. The Director of Student Services will review the written request and forward materials to the Board of Education.
4. The decision of the Board of Education shall be final.

Involuntary Transfer to Alternative Education Programs

## INTRADISTRICT OPEN ENROLLMENT

The comprehensive high school will make every reasonable effort to ensure a student's success prior to recommending an involuntary transfer to an alternative school provided that the student may be involuntarily transferred the first time he/she commits an act enumerated in Education Code 48900 if the principal determines that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process.

A cooperation effort, between the school staff and parents or guardians, will attempt to bring about a student's satisfactory adjustment to the academic program and social life at the District comprehensive high schools.

Prior to transferring a student to an alternative education program, the comprehensive high school administration will refer the student's case to the Alternative Education Committee to consider the appropriateness of the recommended placement. The Alternative Education Committee will include an assistant principal from each of the District's comprehensive high school, the student's counselor, the principal of the alternative school.

1. At the Alternative Education Committee Meeting, the student or the student's parent/guardian shall be informed of the specific facts and reasons for the proposed transfer.
2. The student or the student's parent/guardian shall have the opportunity to inspect all documents relied upon, question any evidence and witnesses utilized and present evidence on the student's behalf. The student may also designate one or more representatives and witnesses to be present with him/her at the meeting.
3. The decision to transfer the student involuntarily shall be based on finding that the student committed an act enumerated in Education Code 48900, or has been habitually truant or irregular in attendance from instruction upon which he/she is lawfully required to attend.
4. None of the persons involved in the final decision to make an involuntary transfer of the student shall be a member of the staff of the school in which the student is enrolled at the time the decision is made.
5. The decision to transfer shall be in writing, stating the facts and reasons for the decision, and sent to the student or the student's parent/guardian. It shall also indicate whether the decision is subject to periodic review and the procedures therefore.

### Involuntary Transfer Appeals

Parents have five (5) school days from the date of the decision to transfer to appeal.

**INTRADISTRICT OPEN ENROLLMENT**

1. The request for an appeal must be made, in writing, to the Director for Student Services. A conference will then be scheduled. The Director of Student Service's decision shall be final. At the conference:
  - (a) The student, parent or guardian will be informed of the specific facts and reasons for the proposed transfer;
  - (b) The student, parent or guardian may inspect all documents relied upon and question any evidence on the student's behalf;
  - (c) The student may designate representatives and witnesses to be present at the meeting.

Voluntary transfer to an Alternative Education Programs

1. A student must be at least sixteen (16) years of age to be allowed to transfer to Alternative Education Programs.
2. A voluntary transfer may not occur without prior consultation with the principal of High School Alternative Education Programs and the comprehensive high school administrator and/or counselor.
3. A student under eighteen (18) years of age who volunteers for the program must have parental permission.
4. A student who is referred to the program may be given priority over students who volunteer.
5. A student who has voluntarily transferred to a Alternative Education Program shall have the right to return to the comprehensive high school at the beginning of the following school year and with the consent of the Director for Student Services, may return at any time.

Voluntary Transfer to On-site Alternative Education Programs

1. A student younger than sixteen (16) years of age may be allowed to voluntarily transfer to the on-site continuation high school program.
2. A voluntary transfer may not occur without prior consultation with the principal/designee of the on-site continuation high school program and the comprehensive high school administrator.
3. A student younger than sixteen (16) years of age who volunteers for the program must have parental permission.

**INTRADISTRICT OPEN ENROLLMENT**

4. A student who has voluntarily transferred to an on-site continuation shall have the right to return to the regular comprehensive high school program at the beginning of the following school year and with the consent of the Director of Student Services, may return at any time.

Voluntary Transfer to Full-time Tracy Adult School Classes

1. Before students under the age of eighteen (18) transfer to an adult school program on a full-time basis, they must comply with the following requirements:
  - (a) Students must obtain permission from their parents or guardian.
  - (b) Students must obtain permission from the Comprehensive High School Administration, Continuation principal, and the Tracy Adult School principal's permission.
  - (c) Students who transfer from another district's adult school may enroll in the Tracy Adult School program at any time with the Tracy Adult School principal's permission.
  - (d) Students under eighteen (18) may appeal the decision made by the mentioned school authorities to the Director for Student Services. The Director's decision shall be final.

Transferring an Alternative Education Student to a Comprehensive High School

Before being transferred to one of the District's comprehensive high schools, a student who was involuntarily transferred to the continuation school must attend at least one (1) quarter at continuation and meet the following conditions:

1. Average at least one credit worth of work per week for the entire quarter.
2. Accumulate not more than five (5) unexcused absences during the quarter.
3. Accumulate not more than one (1) suspension during a nine (9) week period.
4. Accumulate not less than thirty (30) credits behind their class.
5. Return at a semester break.

Revised: Draft 4/22/09



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** ~~Dr. James Franco~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services  
**DATE:** May 14, 2009  
**RE:** Approve Changes to Middle (6-8) School Safety and Violence Prevention Handbook

**BACKGROUND:** The Board of Trustees is asked yearly to accept revisions and changes to school handbooks. The Middle (6-8) School Safety and Violence Prevention Handbook has a variety of proposed changes.

**RATIONALE:** Changes in School Handbooks need to be reviewed with the Board of Trustees. It is important that handbooks are reviewed yearly for accuracy and compliance with new Education Codes and policies. Middle School (6-8), school administration, and staff review handbooks on site and then propose changes to the Director of Student Services. The Director of Student Services works with all the schools to maintain consistency between their handbooks. The proposed changes are then presented to the Board for approval. This agenda item meets Strategic Goal #2-Provide a safe environment for students and staff that is conducive to learning.

**FUNDING:** N/A

**RECOMMENDATION:** Approve Changes to Middle (6-8) School Safety and Violence Prevention Handbook

**Prepared by:** Paul E. Hall, Director of Student Services and Curriculum





# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** ~~Dr. James Franco~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services  
**DATE:** ~~May 14, 2009~~  
**RE:** Approve Changes to High School Student Handbooks

**BACKGROUND:** The Board of Trustees is asked yearly to accept revisions and changes to school handbooks. The High School handbook has a variety of proposed changes.

**RATIONALE:** Changes in School Handbooks need to be reviewed with the Board of Trustees. It is important that handbooks are reviewed yearly for accuracy and compliance with new Education Codes, laws and policies. Kimball High School, Tracy High School, and West High School's administration and staff reviewed the handbook on site and then proposed changes to the Director of Student Services. The Director of Student Services works with all the schools to maintain consistency between their handbooks. The proposed changes are then presented to the Board for approval. This agenda item meets Strategic Goal #2, Provide a Safe Environment for Students and Staff that is Conducive to Learning.

**FUNDING:** N/A

**RECOMMENDATION:** Approve Changes to High School Student Handbooks

**Prepared by:** Paul E. Hall, Director of Student Services and Curriculum



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** ~~Dr.~~ Sheila Harrison, Assistant Superintendent of Educational Services  
**DATE:** May 14, 2009  
**RE:** Approve Changes to Elementary (K-5) School Safety and Violence Prevention Handbook

**BACKGROUND:** The Board of Trustees is asked yearly to accept revisions and changes to school handbooks. The Elementary (K-5) School Safety and Violence Prevention Handbook has a variety of proposed changes.

**RATIONALE:** Changes in School Handbooks need to be reviewed with the Board of Trustees. It is important that handbooks are reviewed yearly for accuracy and compliance with new Education Codes, laws, and policies. Elementary (K-5) school administration and staff review handbooks on site and then propose changes to the Director of Student Services. The Director of Student Services works with all the schools to maintain consistency between their handbooks. The proposed changes are then presented to the Board for approval. This agenda item meets Strategic Goal #2- Provide a safe environment for students and staff that is conducive to learning.

**FUNDING:** N/A

**RECOMMENDATION:** Approve Changes to Elementary (K-5) School Safety and Violence Prevention Handbook

**Prepared by:** Paul E. Hall, Director of Student Services and Curriculum