

NOTICE
REGULAR MEETING OF THE GOVERNING BOARD
TRACY UNIFIED SCHOOL DISTRICT

DATE: TUESDAY, DECEMBER 9, 2008

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

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

A G E N D A

1. Call to Order

2. Roll Call – Establish Quorum

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

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

3.1 Educational Services:

3.1.1 Findings of Facts: FF#08-09/46, 47, 52, 55, 58, 61

3.1.2 Application for Reinstatement: AR#08-09/27

Action: Motion___; Second___ . Vote: Yes ___; No ___; Absent ___; Abstain ___.

3.1.3 Request for Early Graduation: WHS #10209560

Action: Motion___; Second___ . Vote: Yes ___; No ___; Absent ___; Abstain ___.

3.2 Human Resources:

**3.2.1 Consider Leave of Absence Request for Classified employee #UCL-124,
Pursuant to Article XXIII**

Action: Motion___; Second___ . Vote: Yes ___; No ___; Absent ___; Abstain ___.

3.2.2 Approve Settlement Agreement with Classified Employee #UCL-125

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 Action on Findings of Fact # FF08-09/46, 47, 52, 55, 58, 61

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

6b Report Out of Action Taken on Application for Reinstatement: AR#08-09/27

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

6c Report Out of Action Taken on Request for Early Graduation: WHS #10209560

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

6d Report Out of Action Taken on Consider Leave of Absence Request for Classified

Employee #UCL-124, Pursuant to Article XXIII

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

6e Report Out of Action Taken on Approve Settlement Agreement with Classified

Employee #UCL-125

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

7. Approve Regular Minutes of November 18, 2008.

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

1-7

8. Administer Oath of Office: Tom Hawkins, Walter Gouveia, Kelly Lewis and James Vaughn

9. Board Organization:

9.1 Elect Officers: President, Vice President, Clerk

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

9.2 Appoint Representatives to the following committees:

Budget; CALSSD; City Schools Liaison; District Attendance Area; Facilities Advisory;
Facility Use Policy Review; Family Life, Legislative Action, SJCSBA; TAPFFA; Tracy
Learning Center/Ad Hoc Board Member; Tracy Parks.

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

9.3 Approve Board Meeting Calendar

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

8-9

10. Student Representative Reports: None.

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

11.1 Bohn Elementary School Site Update on Achievements & Activities

11.2 Williams Middle School Site Update on Achievements & Activities

11.3 Recognize Peter Holtz and Cheryl Fowler for Measure S

11.4 Recognize and Congratulate Tracy Unified School District Spelling Bee Student Winners

12. 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.

Pg. No.

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

13.1 Administrative & Business Services:

- 13.1.1** Receive Report on Recommended Facilities Utilization

10

- 14. PUBLIC HEARING:** None.

- 15. 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 __

15.1 Administrative & Business Services:

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

11-12

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

13-14

- 15.1.3** Accept Donations

15-16

- 15.1.4** Accept the Annual Report on the Collection and Expenditure of
Development Fees for Fiscal Year 2007/08

17-22

15.2 Educational Services:

- 15.2.1** Ratify Contract with Deborah Burns McClosky for Augmentative
Communication Consultation

23-25

- 15.2.2** Approve Agreement for Special Contract Services for Jean Klinghoffer to
Provide Two (2) Days of Consulting in the Development of a K-12 Home
School Independent Study Program for the Tracy Unified School District
at the District Education Center During the 2008-2009 School Year

26-30

- 15.2.3** Approve Overnight Travel for the West High Boys Varsity Basketball
Team to Pleasant Valley High School in Chico on December 11-13, 2008

31

- 15.2.4** Approve Overnight Travel for West High Boys Varsity Basketball Team
to San Diego, California, for the Surf and Slam Basketball Classic,
December 26-31, 2008

32

15.3 Human Resources:

- 15.3.1** Approve Classified, Certificated and/or Management Employment

33-34

- 15.3.2** Accept Resignations/Retirements/Leaves of Absence for Classified,
Certificated, and/or Management Employment

35

- | | Pg. No. |
|--|---------|
| 16. Action Items: Action items are considered and voted on individually. Trustees receive background information and staff recommendations for each item recommended for action in advance of scheduled meetings and are prepared to vote with knowledge on the action items. | |
| 16.1 Administrative & Business Services: | |
| 16.1.1 Approve Resolution No. 08-11 Finding that the Reconstruction of the Library/Classroom Building and the Cafeteria/Classroom Building at Tracy High School Qualifies as a Categorical Exemption from California Environmental Quality Act | 36-39 |
| Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain__. | |
| 16.1.2 Approve Changes to the District Transportation Department Needs for the 2009-10 School Year and Authorize the Director of Transportation to Purchase 13 School Buses | 40 |
| Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain__. | |
| 16.1.3 Authorize the Associate Superintendent for Business to Negotiate and Enter into an Agreement with an Architect Firm(s) for Architectural Services for the Measure S Modernization Projects | 41 |
| Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain__. | |
| 16.1.4 Approve RGM & Associates as the Construction Management Firm Contracted to Perform Construction Management Services for the District's Measure S Bond Projects | 42-43 |
| Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain__. | |
| 16.1.5 Certify 2008-2009 Fiscal Year First Interim Report (Separate Cover) | 44-45 |
| Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain__. | |
| 16.1.6 Adopt Resolution No. 08-12 of the Board of Education of Tracy Joint Unified School District Certifying to the Board of Supervisors of San Joaquin County All Proceedings in the November 4, 2008, General Obligation bond Election for the School Facilities Improvement District No. 3. | 46-50 |
| Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain__. | |
| 16.1.7 Approve and Appoint the Selected Applicants for Specified Terms on the Measure S Bond Oversight Committee | 51-52 |
| Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain__. | |
| 16.2 Educational Services: | |
| 16.2.1 Adopt Board Policy 6146.6, Multicultural Education Board Policy, Second Reading (Intent to Adopt) | 53-54 |
| Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain__. | |
| 16.3 Human Resources: | |
| 16.3.1 Approve Job Descriptions for High School Attendance Secretary and High School Counseling Secretary | 55-60 |
| Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain__. | |
| 17. Board Reports: An opportunity for board members to discuss items of particular importance or interest in the district. | |
| 18. Superintendent's Report: An opportunity for the superintendent to share matters of special interest or importance which are not on the board agenda and/or special presentations of district programs or activities. | |

19. Board Meeting Calendar:

- 19.1 January 13, 2009**
- 19.2 January 27, 2009**
- 19.3 February 10, 2009**
- 19.4 February 24, 2009**

20. Upcoming Events:

- 20.1 December 20, 2008 – No School, Winter Break**
January 4, 2009
- 20.2 January 19, 2009 No School, Martin Luther King, Jr. Day**
- 20.3 February 9, 2009 No School, Lincoln's Birthday**
- 20.4 February 16, 2009 No School, Presidents' Day**

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

**Minutes of
Regular Meeting of the Governing Board
For Tracy Unified School District
Held on Tuesday, November 18, 2008**

5:30 PM: President Vaughn called the meeting to order and adjourned to closed session.

Roll Call: Board: T. Guzman, T. Hawkins, K. Lewis, B. Swenson, J. Vaughn
Absent: Gregg Crandall
Staff: J. Franco, R. Davis, S. Harrison, C. Goodall, B. Etcheverry.

7:10PM: President Vaughn 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 # FF08-09/23, 25, 32, 37, 39, 40, 41, 42, 43, 44, 45, 48, 49, 50, 51, 54, 56
Action: As amended. Lewis, Guzman. **Vote:** Yes-5; Absent-1 (Crandall)

6b Report Out of Action Taken on Application for Reinstatement:
AR#08-09/24, 25, 26
Action: Vote: Yes-5; No-0; Absent-1(Crandall)

6c Report Out of Action Taken on Application for Enrollment: AFE#08-09/7
Action: Vote: Yes-5; No-0; Absent-1(Crandall)

6d Report Out of Action Taken on Waiver of Expulsion: WE#08-09/4
Action: Vote: Yes -5; No-0; Absent-1(Crandall)

6e Report Out of Action Taken on Early Graduation Requests:
WHS #10210750, 10212400
Action: Vote: Yes-5; No-0; Absent-1(Crandall)

6f Report Out of Action Taken on PE Exemption Request: THS #1010258
Action: Vote: Yes-5; No-5; Absent-1(Crandall)

6g Report Out of Action Taken on Consider Leave of Absence Request for
Classified Employee #UCL-120, Pursuant of Article XXIII
Action: approved Vote: Yes-5; No-0; Absent-1(Crandall)

6h Report Out of Action Taken on Release of Probationary Classified Employee
#UCL-121
Action: Vote: Yes-5; No-0; Absent-1(Crandall)

6i Report Out of Action Taken on Release of Probationary Classified Employee
#UCL-122
Action: As amended. **Vote:** Yes-5; No-0; Absent-1(Crandall)

6j Report Out of Action Taken on Demote Classified Employee #UCL-123
Action: Vote: Yes-5; No-0; Absent-1(Crandall)

Employees Present: F. Weinberg, J. Cardoza, R. Call, D. Cheeseman, K. Fistolera, T. Troche, G. Silva, L. Dopp, C. Sasser, P. Errecart, S. Rio, J. Rio, P. Furtado, D. Contreras, J. Bussey, F. Medina, D. Wakefield, J. Heerema, A. Continente, K. Gill, P. Hall, B. Harrold,

M. Belasco, A. Medeiros, J. Escobedo, B. Willner, L. Beeso, C. Domenichelli, S. Johnson, C. Hill, L. Blanchard, J. Carter, M. Silveira, B. Ramos, J. Wyrick, R. Davis, V. Carranza

Press: Tracy Press

Visitors Present: W. Gouveia, D. Sasser, C. Bisbee, D. Hansen, C. Gary, R. Soto, S. Martinez, M. Ramos, R. Nordman, K. James, C. Andrews, R. Ruiz

Minutes: Approve Regular Minutes of October 28, 2008.
Action: Swenson, Guzman. **Vote:** Yes-5; No-0. Absent-1 (Crandall)

Student Representative Reports: None.

Recognition & Presentations: 9.1 Recognize Regina Nordman and Vinewood Center for Children and Families for the Ongoing Support they Provide to the Students and Parents of Tracy Unified School District

Assistant Superintendent of Educational Services, Dr. Sheila Harrison, recognized Regina Norman and the Vinewood Center. She wrote and received funding known as PIP for students of Tracy Unified. They provide children aides at five of our elementary schools in Tracy along with one to one student services for children at risk. They are funded through a grant that provided \$125,000 per year for 3 years. Because of the program's success, they were awarded a second grant. Tracy Mental Health has taken a new name. It is now known as the "Vinewood Center for Children and Families". They also recently received a grant from the MCYSN. Over 1 million dollars of federal, state and local funds have been made available to our students and children of Tracy Unified. Dr. Franco presented her with a certificate.

Trustee Vaughn introduced Walter Gouveia who was in the audience, as the newly elected board member.

9.2 Recognize and Congratulate Brandi Harrold TUSD School Readiness Program Coordinator for receiving a 2008 ABC Award from the Family Resource and Referral Center

Assistant Superintendent of Educational Services, Dr. Sheila Harrison, recognized Brandi Harrold, School Readiness District Coordinator and PLAY Coordinator which is located at North School. This is funded through a grant from Five 5 of San Joaquin. She was also recently honored at the 21st Annual ABC Awards Ceremony for having a profound effect of meeting the needs of children. Dr. Franco presented her with a certificate.

9.3 Recognize the Outstanding Employees of the Fall Term for the 2008-09

School Year

Dr. Franco and each board member recognized the following employees of the term: Jared Rio, 9-12 Certificated, West High; Cindy Sasser, Certificated Management, Jacobson; Shundra Johnson, 6-8 Classified, ISET; Laura Blanchard, K-5 Certificated, Villalovoz; Denise Cheeseman, 9-12 Classified, Transportation and CSEA President; North School Office Staff, K-8 Classified; and Al Medeiros, 6-8 Certificated, North School.

Hearing of Delegations

10. Gabriel Leal would like to challenge the Board to make teachers accountable for the achievement of their students. He has reviewed the API scores and SARCS online and was astonished at the low percentage rates. He offered to help in any way he can. Dr. Harrison will get in touch with him to discuss this matter further.

Information & Discussion Items:

11.1 Administrative & Business Services:

11.1.1 Receive Report on Changes to the District Transportation Department Needs for the 2009-2010 School Year

Associated Superintendent, Dr. Casey Goodall, and Director of Transportation, John Heerema presented a power point which showed some of the future proposals in transportation. Trustee Guzman, Cheryl Domenichelli and Janet Skulina were also on committee. They reviewed two options, which included increasing fees and purchasing 11 more buses to handle the routes.

Trustee Lewis would like a spreadsheet showing the total budget for transportation for regular riders and special education. He would like it to show how much is funded by the state. Trustee Swenson asked if the purchase of 11 new buses is all related to the boundary changes of the high school students. Nine of the buses would be due to the boundaries and the other two is to help offset loaded buses. Trustee Hawkins would like to see how much money is generated from transportation fees. They will bring back this report at a later board meeting.

11.1.2 Receive Report on Lammersville Elementary School District Unification Study as Prepared by School Site Solutions, Inc.

Jim Bush presented a unification report. He reviewed the boundary reorganization process, enrollment numbers and housing issues. This will be discussed further at the Dec. 9th board meeting.

11.2.1 Educational Services:

11.2.1 Receive Report on the Vinewood Center for Children and Families and

their Partnership with TUSD for the 2008-2009 School Year

This item was moved up on the agenda.

Trustee Lewis left the meeting at 8:54

Trustee Lewis returned to the meeting at 8:56 p.m.

Regina Normand of the Vinewood Center presented a power point on services given to our District. She reviewed a story of a current student. Dora Contreras is chairman of the board. She also presented information and reviewed school based programs such as PIP, second step and parent project. Staff members were introduced.

11.2.2 Receipt Report on the PLAY School Readiness Program and the Delta Island School Readiness Program

Brandi Harrold presented a power point on the PLAY program. She reviewed how it was funded and how it benefits the children.

Public Hearing: 12.1. None.

Consent Items: Action: Lewis, Guzman. **Vote:** Yes-5; No-0; Absent-1(Crandall)

13.1 Administrative & Business Services:

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

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

13.1.3 Approve Monthly Budget Adjustment Report, October, 2008

13.1.4 Approve Revolving Cash Fund Reports for October, 2008

13.1.5 Approve Payroll Reports for May, June, July, August, 2008

13.1.6 Approve Accounts Payable Warrants Reports for October, 2008 (Under Separate Cover)

13.1.7 Receive Annual Williams Settlement Report

13.2 Educational Services:

13.2.1 Approve Overnight Travel for Tracy High School Varsity Girls' Basketball Team to Participate in the Santa Rosa High School Basketball Tournament in Santa Rosa, California, on December 11-13, 2008

13.2.2 Approve School Site Single Plans for Student Achievement and Site Categorical Budgets for 2008/2009 School Year

13.2.3 Approve School Colors and Mascot for John C. Kimball High School

13.2.4 Approve Agreement for Special Contract Services with San Joaquin County Office of Education (SJCOE) Math Department to Have Debbie Williams Facilitate Math/Algebra Presentations During the

December 8 and January 12 Early Release Mondays and Provide High School Algebra Teacher Coaching

- 13.2.5 Approve Agreement for Special Contract Service with Dr. Eric Hammer as Guest Conductor for the 2008 Tracy Unified School District Honor Band for a Total of Three Rehearsals and One Performance

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 Approve Agreement with Charles Spikes, Assistant Varsity Football Coaches for 50% of the 2008-2009 Season

Action Items:

14.1 **Administrative & Business Services:**

- 14.1.1 Adopt Resolution 08-10 of the Board of Trustees of The Tracy Unified School District Adopting a Declaration of Sole Source Products

Action: As amended pending accessibility and compatibility with Tracy Police Department.

Guzman, Hawkins. **Vote:** Yes-5; No-0; Absent-1(Crandall)

- 14.1.2 Adopt Board Policy 3551 and Administrative Regulation 3551 Food Service Operations/Cafeteria Fund and Board Policy 3554 and Administrative Regulation 3554 Other Food Sales (Second Reading – Intent to Adopt)

Action: Swenson, Guzman. **Vote:** Yes-5; No-0; Absent-1(Crandall)

- 14.1.3 Approve Substitution of McFadden Construction, Inc., in Place of Roman Plumbing as the plumbing Subcontractor for McFadden Construction, Inc., Tracy High School Modernization – Science Classroom Building

Action: Hawkins, Guzman. **Vote:** Yes-5; No-0; Absent-1(Crandall)

- 14.1.4 Approve Correction to Resolution 07-23 Ordering the Formation of School Facilities Improvement District NO. 3 of the Tracy joint Unified School District

Action: Guzman, Lewis. **Vote:** Yes-5; No-0; Absent-1(Crandall)

14.2 **Educational Services:**

- 14.2.1 Adopt Board Policy 6146.6, Multicultural Education Board Policy, First Reading

This item was moved up on the agenda.

Director of Student Services, Paul Hall, introduced members of the Diversity and Equity Committee: J. Bussey, C. Domenichelli, R. Domenichelli, C. Paschal, C. Hill, K. James, M. Guitierrez, K. Gill, J. Vaughn, W. Gouveia, J. Franco. J. Punja, D. Sul.

Director of Student Services, Paul Hall, presented a power point on the

history of the Diversity and Equity Committee which meets on a monthly basis. This is an advisory group to the superintendent. He reviewed their beliefs and goals and student and staff demographics. He reviewed the new board policy. The curriculum is still standards based. Teachers will have reading assignments reflect the cultures of the students. They will assign students a task of interviewing family members and fractions can be taught by using family recipes. The District will still hire the most qualified person, but will recruit applicants that are reflective of our students' background. A story was read which was written by a parent who shared her personal experience.

The Board then asked various questions. This is a national program. Trustee Lewis was concerned about the word "given". He feels that with the budget cuts currently facing the Board, we need to word this in a way that would work within our budget constraints. Mr. Hall will review and modify that language. Trustee Guzman congratulated the committee and district for bringing this policy to the board. He thought it would also be beneficial to have the adult family members come to the classrooms. He hopes that we can work with the City of Tracy on this as we do with facility issues. Once the policy is adopted, they will develop a full program and move forward.

Chris Paschal, a senior at Tracy High is in the IB program. A lot of his friends say they'd like to see teachers that have the same background as students because they are able to relate to that person better. It also shows respect for the student.

Chuck Gary commended the committee. He feels there needs to be monitoring of the implementation of the practices and behaviors of teachers. This is the first year that he's son's teachers all use Aeries. He would also like to see the wording in the last paragraph say "committed to equitable outcomes". We should continue to push our high achieving students. Priorities need to be established where money is spent. Teachers should demonstrate care and compassion.

Action: Approve 1st reading. Lewis, Hawkins.

Vote: Yes-5; No-0; Absent-1(Crandall)

Board Reports:

Trustee Lewis commented that James Vaughn has done a great job as president this past year. He thanked him for his leadership. Trustee Hawkins passed. Trustee Swenson gave kudos to Jim, Casey, Jessica, Anthony, Denise, Bonnie and Peter for helping pass Measure S. There were numerous bond issues that passed this year. One of Tracy's citizens said that going by Tracy High School and seeing the two story building looking so much like the old west building was really first class project and had a lot to do with the passing of the new bond. The Board did exactly what they said they were going to do. Trustee Guzman passed. Trustee Vaughn thanked everyone who helped out with Measure S. The students will benefit from

this for years to come. He congratulated Kelly, Tom and Walter on winning their seats and looks forward to working with them over the next few years. He thanked the Board for supporting him as board president. He also thanked Dr. Franco for always being there for him. He wanted to apologize to Denise Cheeseman. He missed her speaker card until later in the meeting and she had already left. This past weekend the college fair was held and a lot of great colleges were represented. He thanked Jessica for helping get the word out. She did an excellent job as always. He also thanked Matt Belasco for helping with college fair.

**Superintendent
Report:**

Dr. Franco had Dr. Goodall give a quick update on the budget. The Governor has brought legislature back to do midyear cuts. They are considering eliminating the .68 cola given earlier in the year plus 4.5 percent on top of that. We saw what transportation costs will be coming up and we are in declining enrollment. We could be looking at 5 to 8 million in budget cuts. The legislative analyst report does not think it's sustaining for schools to take that cut in the middle of the year. We need to start planning now. We will review all purchase orders and essential materials according to site plans. We will institute a slow-down in hiring and review positions. Safety and instruction are our primary focus. We hope to hear in the next week or 2 what the legislature is planning. Dr. Franco would like Dr. Goodall to work with Jessica to put together a joint communiqué. Dr. Franco commented that the Board had the vision to move forward when the economy was starting to falter. Jessica put together letters to Peter Holtz and Cheryl Fowler for their help with the bond. Trustee Lewis thought it would be nice to bring them in for recognition. We would also like to thank Stan and Jeff Morri for using their facilities for the phone banking for Measure S. Matt Belasco is the chairperson for TEEF and helped put on their gala Friday night at The Grand featuring talent from Poet Christian. It was a big hit. Great work to James for the past year as Board president. We really enjoyed working with you. Thank you and congratulations to the Diversity Committee for working on the new board policy. Lastly, the next steps for Measure S will be to complete the paperwork for bond on the tax roll, put together an oversight committee, which may be the same as Measure E and select the architects. We will bring back an architect proposal on December 9th.

**10:20P.M.
Adjournment.**

Clerk

Date



TRACY
UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE SERVICES MEMORANDUM

TO: Board of Education
FROM: Dr. James Franco, Superintendent
DATE: December 1, 2008
SUBJECT: **Elect Officers; Appoint Representatives to the following committees:
Budget; CALSSD; City Schools Liaison; District Attendance Area;
Facilities Advisory; Facility Use Policy Review; Family Life;
Legislative Action; SJCSBA; TAPFFA; Tracy Learning Center/Ad Hoc
Board Member; Tracy Parks; Approve 2009 Board Calendar.**

BACKGROUND: Education Code Section 35143 and 72125 require the governing board of each school district to hold an annual organizational meeting. In a year in which a regular election for governing board members is held in our district, the meeting shall be held on a day within a 15-day period that commences with the date upon which an elected governing board member takes office. Organizational meetings, in years in which no such regular election for governing board members is conducted, shall be held during the same 15-day period on the calendar. This year the 15-day period will commence on December 5. Districts that have regular meetings between December 5 and December 20 can comply with the Education Code requirement by placing this matter on its agenda. The day and time of the annual meeting shall be selected by trustees at its regular meeting immediately prior to the first day of such 15-day period.

RATIONALE: Tuesday, December 9, 2008, is the date of the Tracy Unified School District Board of Trustee's regular meeting which complies with the Education Code requirement for holding the annual organizational meeting. Within 15 days prior to the date of the annual meeting, all board members and members-election shall be notified in writing of the date and time selected for the meeting.

FUNDING: N/A

RECOMMENDATION: Elect Officers; Appoint Representatives to the following committees: Budget; CALSSD; City Schools Liaison; District Attendance Area; Facilities Advisory; Facility Use Policy Review; Family Life; Legislative Action; SJCSBA; TAPFFA; Tracy Learning Center/Ad Hoc Board Member; Tracy Parks; Approve 2009 Board Calendar.

Prepared by: Dr. James C. Franco, Ed.D. Superintendent



TRACY
UNIFIED SCHOOL DISTRICT

Board of Education Calendar of Meetings 2009

The Board of Education holds its regular meetings in the Tracy Unified School District Education Center Boardroom located at 1875 W. Lowell Ave. Meetings begin at 7 p.m. The Board of Education's meeting agendas are posted for public viewing the Friday before each regular meeting in the Education Center lobby and on the District's website at www.tracy.k12.ca.us. Copies of meeting agendas also are available by contacting the Superintendent's Office at 830-3201. Minutes of Board of Education meetings are available for public review in the Superintendent's Office on Mondays through Fridays between 8 a.m. and 5 p.m., and can be viewed on the District's website at www.tracy.k12.ca.us.

BOARD MEETING DATES 2009	
1/13/09	
1/27/09	
2/10/09	
2/24/09	
3/10/09	
3/24/09	
4/28/09	
5/12/09	
5/26/09	
6/09/09	
6/23/09	
8/11/09	
8/25/09	
9/08/09	
9/22/08	
10/13/09	
10/27/09	
11/17/09	
12/10/09	



BUSINESS SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business
DATE: November 25, 2008
SUBJECT: Receive Report on Recommended Facilities Utilization

BACKGROUND: District staff met with the Facilities Utilization Committee whose membership included: Board members; administrators; school principals; parents; community members; facilities planning staff and consultants. Based on preliminary enrollment projections, the committee established and reviewed several criteria for school utilization including those related to cost of operations, excess capacity and school calendars.

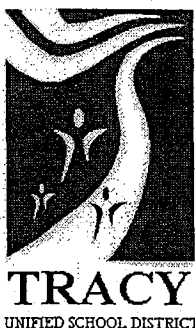
In light of recent budget shortfalls and declining enrollment, the committee discussed more efficient use of existing facilities; possible relocation of portable classrooms that will come off West and Tracy High school when Kimball High School is complete; possible school closures and changes in school calendars from Multi-track to Traditional.

RATIONALE: Staff will present the recommendations of the committee for more efficient use of District facilities.

FUNDING: N/A.

RECOMMENDATION: Receive Report on Recommended Facilities Utilization.

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



BUSINESS SERVICES MEMORANDUM

To: Dr. James C. Franco, Superintendent
From: Dr. Casey J. Goodall, Associate Superintendent for Business Services
Date: November 24, 2008
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 J. Goodall, Associate Superintendent of Business Services

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

A. Vendor: Roebbelen Contracting, Inc.
 Site: Tracy High School – New Classroom Building
 Item: Agreement
 Services: Construction of the administration area in the new classroom building per ASI 43 and 43R.
 Cost: \$507,158.00
 Project Funding: Local Bond Funds and State School Building Fund (SSBF)

B. Vendor: Roebbelen Contracting, Inc.
 Site: Tracy High School - New Classroom Building
 Item: Change Order #7
 Services: Scope of work documented on change order summary.
 Cost: <\$1,196.00> Credit
 Project Funding: Local Bond Funds and SSBF

C. Vendor: Terrasearch, Inc.
 Site: Tracy High School – Renovation and New Construction Project
 Item: Change Order #1
 Services: Additional drilling mobilization, on-site drilling and engineer time required due to the inability to work during school hours.
 Cost: \$4,097.00
 Project Funding: Local Bond Funds and SSBF

D. Vendor: Rainforth Grau Architects
 Site: Tracy High School – Renovation and New Construction Project
 Item: Revision #1 - Cafeteria Building Agreement
 Revision #1 - Library Building Agreement
 Services: The distribution of site work between the Cafeteria Building and the Library Building was revised to optimize state funding, causing an adjustment in construction costs between the two projects. Additionally, construction estimates were modified to provide for a 25% soft cost versus the original 20% soft cost; thereby reducing construction costs for both projects.

	<u>Original Fee</u>	<u>Revision #1 Fee</u>	<u>Increase/Decrease in Fee</u>
Cafeteria Cost:	\$ 673,096.00	\$938, 890.00	\$265,794.00
Library Cost:	\$1,186,097.50	\$864,493.00	<\$321,604.50>

Total Reduction in Fee: <\$ 55,810.50>

Project Funding: Local Bond Funds and SSBF



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey J. Goodall, Associate Superintendent for Business Services
DATE: November 24, 2008
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.

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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 J. Goodall, Associate Superintendent of Business Services

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

A. Vendor: George Roofing
Site: Tracy High School – EB Theater
Item: Notice of Completion
Services: Roof Replacement/Clay Tile & Asphalt Shingle Roofing.
Original Contract: \$142,000.00 Change Order: \$0.00 Final Amount: \$142,000.00
Completion Date: November 21, 2008
Project Funding: Deferred Maintenance – 08/09

B. Vendor: A.A.I. – All American Inspection, Inc.
Site: Kimball
Item: Proposal - Ratify
Services: In-Plant Inspection Services for the Kimball Stadium Elevator.
Cost: \$4,800.00
Project Funding: Developer Fees and State School Building Fund (SSBF)

C. Vendor: Sacramento Cooling Systems dba L&H Airco, Inc.
Site: ISET
Item: Agreement
Services: New energy management system to be installed.
Cost: \$36,542.00
Project Funding: Deferred Maintenance 08/09

D. Vendor: N.S. Construction & Painting
Site: Tracy High School – EB Theater
Item: Agreement - Ratify
Services: Replacement of all HVAC Units on the EB Theater.
Cost: \$67,000.00
Project Funding: Deferred Maintenance 08/09



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services *CG/AB*
DATE: November 21, 2008
SUBJECT: **Accept the generous donations from the various individuals, businesses, and school site parent teacher associations listed herein with thanks and appreciation from the staff and students of the Tracy Unified School District.**

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

1. Tracy Unified School District/Villalovoz Elementary School: From: Barclays Global Investors (matching donation from previously approved donation by Mr. Eric Grove, parent), c/o VES. The donation is in the amount of \$500.00. The donation will be used to purchase items for the classroom and site as needed.
2. Tracy Unified School District/Villalovoz Elementary School: From: Villalovoz Parent/Faculty Club, c/o VES. The donation is in the amount of \$2,137.66. The funds will be used to pay Office Depot for miscellaneous supplies and needs for the school site.
3. Tracy Unified School District/Instructional Media Center: From: Nancy Kettner/Atkinson, Andelson, Loya, Ruud & Romo: The donation is in the amount of \$300.00. Nancy Kettner attended a work-related seminar through Atkinson, Andelson, Loya, Ruud & Romo and won a raffle prize. The prize includes a certificate in the amount of \$300.00 toward the purchase of Scholastic books. Nancy Kettner would like to not receive the prize as a personal reward, but would rather donate the certificate to the Instructional Media Center at the Tracy Unified School District and allow them to select the books and distribute as they choose

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

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

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

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

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



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey J. Goodall, Associate Superintendent for Business
DATE: November 24, 2008
SUBJECT: Accept the Annual Report on the Collection and Expenditure of Development Fees for Fiscal Year 2007/08

BACKGROUND: Effective January 1, 1997, SB 1693 amended the Government Code to add additional reporting requirements regarding development fees which are assessed on new development to mitigate the impact of that development on school facilities.

RATIONALE: The attached reports reflect the status of Development Fee funds in accordance with SB 1693.

Although it appears that mitigation payments are exempt from the annual reporting requirements of GC 66006(b)(1), since they are special taxes and not a "fee", they are included in the report in order to show a complete picture.

FUNDING: Fund 25-9019: Developer Fees, Fund 25-9011: Mitigation, Fund 25-9012 Mountain House Mitigation.

RECOMMENDATIONS: Accept the Annual Report on the Collection and Expenditure of Development Fees for Fiscal Year 2007/08

Prepared by: Denise Wakefield, Director of Facilities, Construction, and Planning and Bonny Carter, Facilities Planner

**Tracy Joint Unified School District
Mitigation Fund
25-9011**

Beginning Balance	\$ 32,250,061.23
Revenue	
Fees Collected	\$ 460,107.00
Interest Earned/Misc.	<u>1,377,436.96</u>
Total Revenue	\$ 1,837,543.96
Expenditures	
Building Improvements	
New Construction	
George Kelly School	\$ (11,127.42)
North School Expansion	(7,516.88)
Kimball High School	<u>5,000,000.00</u>
Total Expenditures	\$ 4,981,355.70
Ending Fund Balance	<u>\$ 29,106,249.49</u>

**Tracy Joint Unified School District
Mountain House Fund
25-9012**

Beginning Balance	\$ 11,776,702.01
Revenue	
Fees Collected	\$ 1,236,211.56
Interest Earned/Misc.	<u>532,299.93</u>
Total Revenue	\$ 1,768,511.49
Expenditures	
Administrative	17,778.75
Bus Purchase	<u>279,852.62</u>
Total Expenditures	\$ 297,631.37
Ending Fund Balance	<u>\$ 13,247,582.13</u>

**Tracy Joint Unified School District
Developer Fee Fund
25-9019**

Beginning Balance	\$	971,065.74
Revenue		
Fees Collected		865,705.34
Interest Earned/Misc.		55,988.65
		<hr/>
Total Revenue	\$	921,693.99
Expenditures		
Building Improvements		
Relocatables		
Williams MS Relocatable	\$	(184,366.00)
Rents		24,416.24
Administrative		45,915.65
		<hr/>
Total Expenditures	\$	(114,034.11)
Ending Fund Balance	\$	<u>2,006,793.84</u>

**Tracy Unified School District
Summary of Cash Flow
Facilities Planning
(2008 \$'s)**

Sources of Cash	Prior	2008/09	2009/10	2010/11	2011/12	TOTAL
Interest	\$ 1,560,185	\$ 1,118,897	\$ 1,250,000			\$ 3,929,082
Mitigation/Developer Fees	\$ 45,214,184	\$ 851,525	\$ 50,000			\$ 46,115,709
Redevelopment	\$ -	\$ 7,400,000		\$ -	\$ -	\$ 7,400,000
State Bond Proceeds	\$ 47,883,563	\$ 8,966,473	\$ 14,224,993	\$ -	\$ -	\$ 71,075,029
Local Bond Proceeds	\$ 34,000,000	\$ 17,000,000	\$ -			\$ 51,000,000
Misc. Revenue	\$ 782,717	\$ 783,658				\$ 1,566,375
Unrestricted Facilities Fund	\$ 312,103	\$ 350,000	\$ -	\$ -	\$ -	\$ 662,103
Total Sources	\$ 129,752,752	\$ 36,470,553	\$ 15,524,993	\$ -	\$ -	\$ 181,748,298

Uses of Cash

Capital Project Expd	\$ 43,915,947	\$ 77,489,546	\$ 5,016,640	\$ -	\$ -	\$ 126,422,134
Modernization Expd	\$ 3,388,743	\$ 8,593,331	\$ 33,971,702	\$ 1,518,750	\$ 7,842,485	\$ 55,315,011
Administration/Contingency	\$ 129,785	\$ 31,368	\$ 50,000	\$ 50,000	\$ 1,900,000	\$ 2,161,153
Total Uses	\$ 47,434,476	\$ 86,114,245	\$ 39,038,342	\$ 1,568,750	\$ 9,742,485	\$ 183,898,298

NET CASH FLOW	\$ 82,318,276	\$ (49,643,691)	\$ (23,513,349)	\$ (1,568,750)	\$ (9,742,485)	\$ (2,150,000)
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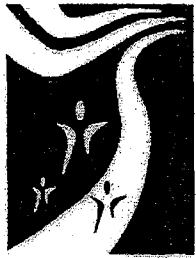
*Beginning Balance	\$ -	\$ 82,318,276	\$ 32,674,584	\$ 9,161,235	\$ 7,592,485	\$ 7,592,485
Ending Balance	\$ 82,318,276	\$ 32,674,584	\$ 9,161,235	\$ 7,592,485	\$ (2,150,000)	\$ (2,150,000)

State Bond Revenue	2007/08	2008/09	2009/10	2010/11	2010/11	TOTAL
New Construction						
Tracy High School	\$ 11,527,309					\$ 11,527,309
West High School Pool	\$ 1,155,318					\$ 1,155,318
West High School Theater		\$ 910,764				\$ 910,764
THS Demolition	\$ 250,000					\$ 250,000
Kimball High School	\$ 34,950,936	\$ 3,947,872				\$ 38,898,808
Modernizations						\$ -
THS Science Building		\$ 4,107,837				\$ 4,107,837
THS Cafeteria			\$ 5,903,190			\$ 5,903,190
THS Library/Classroom Building			\$ 5,880,600			\$ 5,880,600
THS CTE Vehicle Maint. Program			\$ 869,340			\$ 869,340
THS CTE Computer Hdw			\$ 418,304			\$ 418,304
THS CTE FEAST			\$ 743,236			\$ 743,236
THS CTE Child Development			\$ 410,323			\$ 410,323
Total State Bond Revenue	\$ 47,883,563	\$ 8,966,473	\$ 14,224,993	\$ -	\$ -	\$ 71,075,029

Local Bond Revenue	2007/08	2008/09	2009/10	2010/11	2010/11	TOTAL
Total Local Bond Revenue	\$ 34,000,000	\$ 17,000,000		\$ -	\$ -	\$ 51,000,000

Tracy Unified School District
Summary of Projected Capital Projects
(2008 \$'s)
TUSD District Facilities

PROJECTS	Prior Years	2008/09	2009/10	2010/11	2011/12	TOTAL
New Construction						\$ -
Tracy High School Demo	\$ 574,362					\$ 574,362
Tracy High School New Clsrm Bldg	\$ 13,729,165	\$ 6,881,929				\$ 20,611,093
THS New Clsrm Bldg/Adm	\$ -	\$ 775,000				\$ 775,000
West High School Stadium	\$ 6,259,642	\$ 306,892				\$ 6,566,534
West High School Pool	\$ 5,100,445	\$ 361,285				\$ 5,461,730
West High School Theater	\$ 290,650	\$ 3,709,350				\$ 4,000,000
Kimball High School	\$ 17,961,683	\$ 65,355,091	\$ 5,016,640			\$ 88,333,414
Miscellaneous Projects		\$ 100,000				\$ 100,000
TOTAL NEW CONSTRUCTION	\$ 43,915,947.44	\$ 77,489,546.39	\$ 5,016,640.00	\$ -	\$ -	\$ 126,422,133.83
Modernizations						
THS Science Building	\$ 2,732,045	\$ 3,154,274	\$ -			\$ 5,886,319
THS Misc Projects	\$ 107,388	\$ 175,111				\$ 282,499
THS HVAC	\$ 97,853	\$ 1,371,989	\$ -	\$ -	\$ -	\$ 1,469,842
THS CTE Computer Hdw/Industrial	\$ 42,771	\$ 123,540	\$ 1,682,224			\$ 1,848,535
THS CTE Auto Maint. Program Shop	\$ 47,358	\$ 132,144	\$ 2,046,431			\$ 2,225,933
THS Ag Shop & Weight Rm	\$ 810	\$ 183,896	\$ 515,404			\$ 700,110
THS Architectural Program	\$ 15,590	\$ -	\$ -			\$ 15,590
THS Library Classroom Building	\$ 104,603	\$ 2,416,877	\$ 19,647,920			\$ 22,169,400
THS Cafeteria/FEAST/Child Dev/Mu	\$ 81,697	\$ 1,015,500	\$ 10,064,723			\$ 11,161,920
THS Master Planning	\$ 158,628	\$ 20,000	\$ 15,000			\$ 193,628
THS Remove Relocatable Buildings				\$ 506,250	\$ 506,250	\$ 1,012,500
THS Repair Site at Relocatables				\$ 1,012,500	\$ 1,012,500	\$ 2,025,000
THS Priority Projects					\$ 6,323,735	\$ 6,323,735
TOTAL MODERNIZATION	\$ 3,388,743.31	\$ 8,593,330.57	\$ 33,971,702.00	\$ 1,518,750.00	\$ 7,842,485.00	\$ 55,315,010.88
Administration	\$ 129,785	\$ 31,368	\$ 50,000	\$ 50,000	\$ 100,000	\$ 361,153
Contingency					\$ 1,800,000	\$ 1,800,000
TOTAL CONTIGENCY/ADMINISTRATION	\$ 129,785.09	\$ 31,368.00	\$ 50,000.00	\$ 50,000.00	\$ 1,900,000.00	\$ 2,161,153.09
TOTAL PROJECTS	\$ 47,434,476	\$ 86,114,245	\$ 39,038,342	\$ 1,568,750	\$ 9,742,485	\$ 183,898,298



TRACY
UNIFIED SCHOOL DISTRICT

EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: ~~XX~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services
DATE: Dec. 1, 2008
SUBJECT: Ratify Contract with Deborah Burns McClosky for Augmentative Communication Consultation

BACKGROUND: Board ratification is requested to continue a prior contract for augmentative communication consultation for a Special Education student with Autism. We would like to contract with Deborah Burns McClosky, who provided this student with the Independent Educational Evaluation and staff consultation last year. This contract is a continuation of the previous contract. Ratification is requested, as the service recommendation was just made for this school year.

RATIONALE: Districts must offer a continuum of services including, when necessary, augmentative communication consultation to students with exceptional needs. This request supports Goal #2: Provide a safe environment for students and staff that is conducive to learning.

FUNDING: The contract rate is \$85.00 per hour, for a total of 15 hours for the school year. The total will not exceed \$1,275.00. Expenses are budgeted in account #01-6500-0-5770-1110-5800-800-2542.

RECOMMENDATION: Ratify Contract with Deborah Burns McClosky for Augmentative Communication Consultation

Prepared by: Nancy E. Hopple, Director of Special Education.

TRACY UNIFIED SCHOOL DISTRICT

1875 W. Lowell Ave., Tracy, California 95376

AGREEMENT FOR SPECIAL CONTRACT SERVICES

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

1. Contractor shall perform the following duties: **Augmentative Communication Consultation**
2. Contractor will provide the above services(s), as outlined in Paragraph 1, for a period of up to a total of **(15) HOURS**, under the terms of this agreement at the following location
3. In consideration of the services performed by Contractor, District shall pay Contractor according to the following fee schedule:
 - a. District shall pay **\$85.00** per **HOUR**, not to exceed a total of **\$1,275.00**. Contractor shall only be paid for work completed to the satisfaction of District through the termination date of this agreement.
 - b. District ☐ **SHALL**; ☒ **SHALL NOT** reimburse Contractor for out-of-pocket expenses incurred during Contractor's performance of the services, including: mileage, meals and lodging in the district rates not to exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed \$ -0- for the term of this agreement.
 - c. District shall make payment as follows: on or after the second day of assessment and upon presentation of a detailed invoice, district will make half the payment within fifteen days. Upon completion of the assessment and submission of report to district, assessor will again present a detailed invoice, and district will pay the balance within fifteen days.
4. The terms of the agreement shall commence on July 1, 2008 and shall terminate on June 30, 2009.
5. This agreement may be terminated at any time during the term by either party upon thirty (30) days written notice.
6. Contractor shall contact the District's designee, Nancy E. Hopple (209) 830-3270 with any questions regarding performance of the services outlined above. District's designee shall determine if and when Contractor has completed the services described.
7. The parties intend that an independent contractor relationship be created by this contract and District assumes no responsibility for workers' compensation liability. District likewise assumes no responsibility for liability for loss, damage, or injury to person(s) or property resulting from, or caused by, the contractor's activities during or relating to the performance of service under this Agreement.

Contractor agrees to hold harmless and to indemnify District for:

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

8. This Agreement is for the personal services of the Contractor and Contractor may not assign the performance of the services to any person or persons who are not parties to this Agreement except for employees of Contractor.
9. Contractor certifies that his or her current employer, if any, is fully cognizant of this Agreement and that payments hereunder are not in conflict with any federal, state, or local statutes, rules or regulations or with any policies of Contractor's current employer.
10. District shall become the owner or, and entitled to, exclusive possession of all records, documents, graphs, photographic or other reproductions of any kind produced in the scope of services performed and no other uses thereof will be permitted except by permission of the District. Proprietary materials will be exempted from this clause.

AGREED:

Consultant Signature (1)

Social Security Number (2)

Date

Title

Address

Tracy Unified School District

Date

Title

01-6500-0-5750-1180-5800-800-2542

Account Number to be Charged

Department/Site Approval

Budget Approval

Date Approved by the Board

Send all copies to the Business Office:

- (1) Whenever organizational names are used, the authorized signature must include title, such as president.
- (2) Whenever organizational names are used, the employer IRS Identification Number must be used instead of a Social Security Number.



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison
DATE: December 1, 2008
SUBJECT: Approve Agreement for Special Contract Services for Jean Klinghoffer to provide two (2) days of consulting in the development of a K-12 Home School Independent Study Program for the Tracy Unified School District at the District Education Center during the 2008-2009 school year.

BACKGROUND: During the 2007-08 school year it was brought to the attention of the district that there are families residing within the Tracy Unified School District boundaries who are currently choosing to Home School their children in grades K-12. Representatives from these families are seeking support and assistance from the Tracy Unified School District to enhance the learning options for their children without placing them in a traditional school setting.

RATIONALE: Developing a Home School Independent Study Program will provide additional educational resources for Home School Independent Study students and allow the district to receive State funding based on Student Daily Attendance (ADA). State mandates regarding Home School Independent Programs are rigorous and complex dependent upon the type of program designed. The consultant, Jean Klinghoffer, has served as a consultant to two model schools in Southern California which are recognized as exemplary independent study schools. Mrs. Klinghoffer will assist in the development of a program design which will meet the needs of the Tracy Unified School District and meet all California State Legal Compliance requirements. This program will support District Strategic Goal # 2: Quality Learning Environment.

FUNDING: Title II, Teacher Quality and Staff Development, not to exceed \$2,000.00.

RECOMMENDATION: Approve Service Agreement for Jean Klinghoffer to Provide Two (2) Days of Consulting in the Development of a K-12 Home School Independent Study Program for the Tracy Unified School District at the District Education Center During the 2008-2009 School Year.

Prepared by: Linda Dopp, Director of Alternative Programs

TRACY UNIFIED SCHOOL DISTRICT

1875 W. Lowell Ave., Tracy, California, 95376

AGREEMENT FOR SPECIAL CONTRACT SERVICES

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

1. Contractor shall perform the following duties: Provide up to two (2) full days as a consultant for designing a K-12 Home School Independent Study Program for the Tracy Unified School District during the months of January and March, 2009.
2. Contractor will provide the above service(s) as outlined in Paragraph 1, for a period of up to a total of two(2) HOURS/DAY(s) (circle one), under the terms of this agreement at the following location: TUSD District Education Center 1875 W. Lowell Ave, Tracy, CA 95376.
3. In consideration of the services performed by Contractor, District shall pay Contractor according to the following fee schedule:
 - a. District shall pay \$ 1000.00 per HOUR/DAY FLAT RATE (circle one), not to exceed a total of \$2000.00. Contractor shall only be paid for work completed to the satisfaction of District through the termination date of this agreement.
 - b. District ☐ SHALL; ☐ SHALL NOT reimburse Contractor for out of pocket expenses incurred during Contractor's performance of the services, including: mileage, meals and lodging in the district. Reimbursement of expenses shall not exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed \$ 0 for the term of the agreement.
 - c. District shall make payment on a ☐ MONTHLY PROGRESS BASIS, ☒ SINGLE PAYMENT UPON COMPLETION OF THE DUTIES and within thirty (30) working days from Contractor's presentation of a detailed invoice or on a claim form provided by the District. Original paid receipts are required for lodging, air fare (passenger coupon or ticket stub), automobile rental, and parking. Claims for unusual expenses, such as teaching materials, photocopying, etc., must be accompanied by original paid invoices.
4. The term of the agreement shall commence on January 5, 2009 and shall terminate on March 28, 2009.
5. This agreement may be terminated at any time during the term by either party upon thirty (30) days written notice.
6. Contractor shall contact the District's designee, Linda Dopp at (209) 830-3200 x 1051 with any questions regarding performance of the services outlined above. District's designee shall determine if and when Contractor has completed the services described.
7. The parties intend that an independent contractor relationship be created by this contract and District assumes no responsibility for workers' compensation liability. District likewise assumes no responsibility for liability of loss, damage or injury to person(s) or property resulting from, or caused by, contractor's services during or relating to the performance of service under this Agreement.

Contractor agrees to hold harmless and to indemnify District for:

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

8. This agreement is for the personal services of the Contractor and Contractor may not assign the performance of the services to any person or persons who are not parties to this Agreement except for employees of the Contractor.
9. Contractor certifies that his or her current employee, if any, is fully cognizant of this Agreement and that payments hereunder are not in conflict with any federal, state or local statutes, rules or regulations or with any policies of Contractor's current employer.
10. District shall become the owner or, and entitled to, exclusive possession of all records, documents, graphs, photographic or other reproductions of any kind produced in the scope of services performed and no other uses thereof will be permitted except by permission of the District. Proprietary materials will be exempted from this clause.

AGREED:

<u>Consultant Signature (1) (Jean Klinghoffer)</u>	<u>Linda Dopp</u> Tracy Unified School District
<u>Social Security Number (2)</u>	<u>Dec. 1, 2008</u> Date
<u>Dec. 1, 2008</u> Date	<u>Director of Alternative Programs</u> Title
<u>Consultant/Owner</u> Title	<u>01-4035-0-1110-2150-5800-800-2744</u> Account Numbers to be charged
<u>Jean Klinghoffer</u> Address	Department/Site Approval
<u>1543 Avolencia</u>	Budget Approval
<u>Fullerton, CA 92835</u>	Date Approved by the Board

Send all copies to the Business Office:

- (1) Whenever organizational names are used, the authorized signature must include title, such as president.
- (2) Whenever organizational names are used, the employer IRS Identification Number must be used instead of a Social Security Number.

Resume
Jean Klinghoffer
1543 Avolencia
Fullerton, Ca. 92835
(714) 871-6342 fax (714) 680-0743
jeanalted@aol.com

Work Experience

1955- 1970 Classroom teacher of English and Health Education

1971- 1976 Community Lab Director, Calif. State model- students experienced the relevancy of their studies with careers in the community

1977-1993 Director of Alternate Education for the Fullerton Union High School District

1993-present Consultant to approximately 50 California districts and county offices of education in the area of alternative education

Compton Unified School District, Anaheim Union High School District & Santa Maria Bonita Elementary District last districts consulted

Activities related to alternative education

Reviewer for the Calif. State Dept. of Ed for the Independent Study Manual

Expert witness at the Audit Appeals Panel

California Consortium of Independent Study (CCIS), former president & board member
Compliance team member responsible to give workshops at conferences and other professional events

Contributor to the Legal Compliance Manual for Independent Study

Part of the Calif. State Dept. of Ed. And CCIS review team of state applicants for exemplary independent study schools and recently visited the 3 schools selected for site visitations 2008 and currently on the review team for 2009.

Workshop presenter for independent study at CCIS state conference and other professional meetings

Community Involvement

Friends of Jazz, board member

AAUW

Fullerton Civic Light Opera, former president

Sonata of the Pacific Symphony, former president

Calif. State University, Fullerton, Music Associate board

Jean Klinghoffer
1543 Avolencia
Fullerton, Ca. 92835
(714) 871-6342 fax (714) 680-0743
jeanalted@aol.com

Consulting services that can be provided

1. Ways to promote the independent study school or program to the community and staff.
2. Give guidance in developing the independent study school or program for the district with the staff (credentialed and clerical)
3. Provide legal compliance guidance in writing the board policy, administrative regulations, master agreement and other necessary paper work.
4. Provide in-service training to staff and administration.
5. Provide follow-up summary of observations and recommendations.
6. Provide liaison with California Department of Education experts and other districts.
7. Be available after leaving the district to answer questions and help as needed.
8. Other services can be provided as needed



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: ~~Dr. James Franco~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services
DATE: December 2, 2008
SUBJECT: Approve Overnight Travel for the West High Boys Varsity Basketball Team to Pleasant Valley High School in Chico on December 11 – 13, 2008

BACKGROUND: For the past several years the West High Varsity Basketball Team has been fortunate enough to be invited to participate in prestigious tournaments throughout the State. This tournament hosts teams from different areas and backgrounds and encourages student interaction by housing the visiting teams in the homes of Pleasant Valley students. The tournament will be held Thursday, December 11 through Saturday, December 13, 2008. 15 Students will travel to and from the tournament in Chico, by district vans, driven by chaperones Steve Thornton, Head Coach, and Joe Raco, Coach at West High.

RATIONALE: Tournament competition is a good venue to expose our teams to as it helps them to experience travel, socialization skills, working together as a team, and learn appropriate behavior when away from home. This will be a worthwhile learning experience for all the players. This meets Strategic Goal #2 – Provide a safe environment for students and staff that is conducive to learning and Strategic Goal #7 – Develop and utilize partnerships that contribute to the achievement of District Goals.

FUNDING: The West High Basketball program will pay for all expenses incurred to attend this tournament. Various fundraising activities will be held and there will be no cost to West High or Tracy Unified School District.

RECOMMENDATION: Approve Overnight Travel for the West High Boys Varsity Basketball Team to Pleasant Valley High School in Chico on December 11 – 13, 2008

PREPARED BY: Jeff Frase, Principal - West High School



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: ~~Dr.~~ Sheila Harrison, Assistant Superintendent of Educational Services
DATE: December 2, 2008
SUBJECT: Approve Overnight Travel for the West High Boys Varsity Basketball Team to San Diego, California for the Surf and Slam Basketball Classic, December 26 – 31, 2008

BACKGROUND: For the past several years the West High Varsity Basketball Team has been fortunate enough to be invited to participate in prestigious tournaments throughout the State. The Surf and Slam Basketball Classic hosts teams from different areas and backgrounds and encourages student interaction. The West High School Boys Varsity Basketball Team looks forward to the opportunity to represent Merrill West High, and the community of Tracy in this prestigious tournament. The tournament will be held in San Diego, CA, December 26 through December 31, 2008. Students will travel to and from the tournament in San Diego by District vans, driven by chaperones Steve Thornton, Head Coach, and Derek Sprecksel, Assistant Coach. We will stay at the Mission Valley Marriott Hotel and Resort. Many of the player's parents will also attend the tournament.

RATIONALE: Tournament competition is a good venue to expose our teams to as it helps them to experience travel, socialization skills, working together as a team, and learn appropriate behavior when away from home. This will be a worthwhile learning experience for all the players. This meets Strategic Goal #2 – Provide a safe environment for students and staff that is conducive to learning and Goal #7 – Develop and utilize partnerships that contribute to the achievement of District Goals.

FUNDING: The West High Basketball program will pay for all expenses incurred to attend this tournament. Various fundraising activities will be held and there will be no cost to West High or Tracy Unified School District.

RECOMMENDATION: Approve Overnight Travel for the West High Boys Varsity Basketball Team to San Diego, California for the Surf and Slam Basketball Classic, December 26 – 31, 2008

PREPARED BY: Jeff Frase, Principal - West High School



HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Ryan Davis, Assistant Superintendent of Human Resources
DATE: November 24, 2008
SUBJECT: Approve Classified, Certificated, and/or Management Employment

BACKGROUND:

Gill, Navdeep

BACKGROUND:

Gleason, Paul

Soobitsky, Carole Ann

BACKGROUND:

Carter, Roger

Ente, James

CERTIFICATED MANAGEMENT

School Nurse (Replacement)
DEC Health Services
LME 28, Step A
Funding: General Fund

CERTIFICATED

Social Science (Replacement)
IGCG
Class IV, Step 1, \$45,505
Funding: General Fund

Math/Science (Replacement)
DR/Willow
Class IV, Step 1, \$45,250
Funding: General Fund

CLASSIFIED

School Supervision Assistant (Replacement)
Central Elementary School
2 hours per day
Range 21, Step A - \$11.69 per hour
Funding: General Fund

Bus Driver/Grounds/Custodian (Replacement)
Maintenance & Transportation
8 hours per day
Range 36, Step A - \$16.53 per hour + ND
Funding: Transportation Special Ed – 50%;
Ongoing & Major Maintenance – 25% & General
Fund – 25%

Griffith, Kathleen

School Supervision Assistant (Replacement)
Central Elementary School
2 hours per day
Range 21, Step A - \$11.69 per hour
Funding: General Fund

MacKay, Sharon

Special Ed Para Educator I (Replacement)
Hirsch Preschool (SDC)
4 hours per day
Range 24, Step A - \$12.51 per hour
Funding: Special Ed IDEA Grant

McKeon-Toste, Heather

Kindergarten Para Ed I (Replacement)
Central Elementary School
3 hours per day
Range 24, Step C - \$13.73 per hour
Funding: IASA – Title I Grant – 25% &
General Fund – 75%

Searcie, Robert

Bus Driver/Grounds/Custodian (Replacement)
Maintenance & Transportation
8 hours per day
Range 36, Step C - \$18.15 per hour + ND
Funding: Transportation Special Ed – 50%;
Ongoing & Major Maintenance – 25% & General
Fund – 25%

Zamora, Roxana

Bus Driver/Grounds/Custodian (Replacement)
Maintenance & Transportation
8 hours per day
Range 36, Step A - \$16.53 per hour + ND
Funding: Transportation Home to School – 50%;
Ongoing & Major Maintenance – 25% & General
Fund 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: November 25, 2008
SUBJECT: Accept Resignations/Retirements/Leave of Absence for Classified, Certificated, and/or Management Employment

BACKGROUND:

NAME/TITLE

SITE

Hodson, Kristine
Para Educator II

Stein

MacKay, Sherri
School Supervision Assist.

Hirsch

BACKGROUND:

NAME/TITLE

SITE

Wakefield, Denise
Director of Facilities

DEC/Facilities

CLASSIFIED RESIGNATION

EFFECTIVE DATE

REASON

12/19/08

Personal

11/10/0

Accepted Para Ed
Position at Hirsch

MANAGEMENT RETIREMENT

EFFECTIVE DATE

12/30/08

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: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: November 17, 2008
SUBJECT: Approve Resolution No. 08-11 Finding that the Reconstruction of the Library/Classroom Building and the Cafeteria/Classroom Building at Tracy High School Qualifies as a Categorical Exemption from California Environmental Quality Act

BACKGROUND: As part of the California Department of Education's (CDE) process for obtaining approval to participate in the State School Building Program, the District must certify that it has completed all actions required pursuant to CEQA. If it is determined the project to be completed is exempt from the preparation of CEQA environmental documents by statutory, categorical or general rules of exemption, the District must indicate to CDE the date the Notice of Exemption was filed with the County Clerk.

RATIONALE: On April 22, 2008, the TUSD Board approved the plan for future phases of modernization at Tracy High School. Based on the assessment and recommendation of Rainforth Grau Architects that it would be more cost effective to replace existing buildings with new construction rather than modernize and renovate the majority of permanent classroom buildings on the THS campus, the Board approved the demolition and reconstruction of the cafeteria building, library building, music building, several classrooms buildings, and various portable classrooms on the Tracy High School campus. Therefore, the necessary Resolution calling out these findings and the Notice of Exemption are attached to this agenda item for board approval.

FUNDING: Not applicable

RECOMMENDATIONS: Approve Resolution No. 08-11 Finding that the Reconstruction of the Library/Classroom Building and the Cafeteria/Classroom Building at Tracy High School Qualifies as a Categorical Exemption from California Environmental Quality Act

Prepared by: Denise Wakefield, Director of Facilities



TRACY UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 08-11

Resolution to Acknowledge that the Reconstruction of the Library/Classroom Building and the Cafeteria/Classroom Building at Tracy High School Qualifies as a Categorical Exemption from California Environmental Quality Act

WHEREAS, the California Environmental Quality Act (CEQA) is a statute that requires state and local agencies to identify the significant environmental impacts of their actions to avoid or mitigate those impacts;

WHEREAS, a public agency must comply with CEQA when it undertakes an activity defined by CEQA as a "project;"

WHEREAS, a project is an activity undertaken by a public agency or a private activity which must receive some discretionary approval from a government agency which may cause either a direct physical change in the environment or a reasonably foreseeable indirect change in the environment;

WHEREAS, a public agency is required to examine a project to determine whether the project is subject to CEQA or if the project is exempt;

WHEREAS, if the public agency has determined the project is exempt from CEQA, it is required to prepare a Notice of Exemption;

WHEREAS, Article 19, Section 15302 of the CEQA Guidelines, categorizes the replacement/reconstruction of a school building as categorically exempt from CEQA if the replacement/reconstruction of the new structure will be located on the same site as the structure replaced, will have substantially the same purpose as the structure replaced, will provide an earthquake resistant structure, and will not increase the capacity of the school by more than fifty (50) percent;

NOW, THEREFORE BE IT RESOLVED that the District finds that the replacement/reconstruction of the Library/Classroom Building and the Cafeteria/Classroom Building at Tracy High School meets the CEQA exemption criteria because the replacement/reconstruction of the new structures will be located on the same site as the structures replaced, will have substantially the same purpose as the structures replaced, will provide an earthquake resistant structure, and will not increase the capacity of Tracy High School by more than fifty (50) percent;

BE IT FUTHER RESOLVED that the District Board authorizes the Superintendent to file a Notice of Exemption with the County Clerk of San Joaquin County.

PASSED AND ADOPTED by the Board of Trustees of the Tracy Joint Unified School District, County of San Joaquin, State of California this 9th day of December, 2008 by the following vote:

AYES:

ABSENT:

NOES:

ABSTAIN:

President of the Board of Trustees
Tracy Joint Unified School District

Notice of Exemption

To: County Clerk
Pacific State Bank Building
6 South El Dorado St., Second Floor
Stockton, CA 95202

From: Tracy Joint Unified School District
1875 W. Lowell Avenue
Tracy, CA 95376

Project Title: Reconstruction of the Library/Classroom Building and the Cafeteria/Classroom Building at Tracy High School

Project Location - Specific: Tracy High School

Project Location - City: Tracy

Project Location - County: San Joaquin

Description of Nature, Purpose, and Beneficiaries of Project:

Replacement of existing Library, Cafeteria, and Classrooms at Tracy High School with new Library/Classroom and Cafeteria/Classroom Buildings at Tracy High School. Beneficiary is Tracy Joint Unified School District.

Name of Public Agency Approving Project: Tracy Joint Unified School District

Exempt Status: Categorically exempt (CEQA Guidelines section 15302).

Reasons why project is exempt: The District finds that the replacement of the Library, Cafeteria, and Classrooms at Tracy High School with a new Library/Classroom Building and Cafeteria/Classroom Building at Tracy High School is categorically exempt from CEQA.

Contact Person: Denise Wakefield, Director of Facilities Development

A copy of Resolution No. 08-11, which is the document of exemption finding, is attached.

This notice of exemption is filed by the public agency approving the project.

Signature: _____ Date: _____ Title: Director, TUSD Facilities Dev. Department

Date received for filing: _____



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: November 4, 2008
SUBJECT: Approve Changes to the District Transportation Department Needs for the 2009-10 School Year and Authorize the Director of Transportation to purchase 13 school buses.

BACKGROUND: On November 18, 2008, the Board of Trustees received a report concerning significant changes to the district Transportation system. A significant increase in ridership is expected in the Mountain House area, changes to high school boundaries will create new needs, and additional Severely Handicapped (SH) classes will cause additional routes.

The board directed staff to collect additional information and present options to address transportation issues for the 2009-10 school year.

RATIONALE: Transportation for students beyond the two mile walking distance is vital to many of our students. Maintaining current levels of service requires additional staffing and equipment.

FUNDING: Various options will be discussed, each of which will require \$1,650,000 of one-time equipment costs. However, the different options have operating costs ranging from a low cost of \$615,000 per year to a high of \$1,350,000 per year. Each option includes the option to lease rather than purchase equipment. The cost of leasing versus buying will be discussed during the presentation.

RECOMMENDATION: Approve Report on Changes to the District Transportation Department Needs for the 2009-10 School Year and Authorize the Director of Transportation to purchase 13 school buses.

Prepared by: John Heerema, Director of Transportation, and Dr. Casey Goodall, Associate Superintendent for Business Services.



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business
DATE: November 24, 2008
SUBJECT: Authorize the Associate Superintendent for Business to Negotiate and Enter into an Agreement with an Architect Firm(s) for Architectural Services for the Measure S Modernization Projects

BACKGROUND: In 2003 and again in 2005, the District solicited professional qualifications from a number of architectural firms. As a result, firms were recommended to and approved by the Board. These firms have been maintained on a "short list" for use on future projects. We have used a number of firms off of our "short list" and feel confident that all of the firms on our list continue to be highly qualified to develop the necessary engineering and planning documents for our projects.

The short listed firms were invited to interview on December 3, 2008 for the opportunity to work on the Measure S modernization projects. Firms were asked to describe to the interview panel their experiences in planning and designing similar modernization projects. The interview committee's goal was to select the firm(s) who most effectively communicated their experience with similar projects and were perceived to be the best fit in working with District staff in designing and delivering the projects on time and within budget.

RATIONALE: Based the selection process, staff will be requesting the Board to approve the firms that met the desired selection criteria and have been chosen to provide plans and specifications for the modernization projects.

FUNDING: Proceeds from local bond and State School Building Fund.

TIMING: Work to commence immediately following Board Approval.

RECOMMENDATIONS: Authorize the Associate Superintendent for Business to Negotiate and Enter into an Agreement with an Architect Firm(s) for Architectural Services for the Measure S Modernization Projects.

Prepared by: Denise Wakefield, Director of Facilities



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey J. Goodall, Associate Superintendent for Business
DATE: November 19, 2008
SUBJECT: **Approve RGM & Associates as the Construction Management Firm
Contracted to Perform Construction Management Services for the District's
Measure S Bond Projects**

BACKGROUND: The Board authorized the Associate Superintendent of Business Services to negotiate a master agreement with RGM & Associates for construction management services on November 23, 2004. Under this contract, they have provided the District with a full range of services and expertise. Their services include: developing project scope; master plan budgets, selecting consultants, design coordination, review of the proposed building materials; developing budgetary constraints, value engineering, constructability reviews, cost estimating, as well as construction management services.

RATIONALE: RGM & Associates have proved to be an important member of the facilities department and work effectively with staff, the District's architects, engineers and consultants to insure TUSD projects are completed in a timely and cost effective manner. Due to the number of bond projects and their complexity and the oversight needed for modernization and reconstruction projects, staff recommends that we continue to utilize RGM & Associates for construction management services.

FUNDING: Williams Act Funding, Local Bond Funds and State School Building Program Matching Funds not to exceed the following percentages (in accordance with OPSC approved CM fees) for each bond project: first \$500,000 at 8%; next \$500,000 at 7.5%; next \$1 million at 7%; next \$4 million at 6%; next \$4 million at 5%; costs in excess of \$10 million at 4%. Construction management services will be billed based on the attached Standard Fee Schedule.

RECOMMENDATIONS: Approve RGM & Associates as the Construction Management Firm Contracted to Perform Construction Management Services for the District's Measure S Bond Projects

Prepared by: Denise Wakefield, Director of Facilities



RGM and ASSOCIATES
3230 Monument Way
Concord, Ca 94518

(925) 671-7717

FAX (925) 671-7788

CONSTRUCTION MANAGEMENT SERVICES
STANDARD FEE SCHEDULE
Effective January 1, 2008

	<u>2007 Hourly Rate</u>	<u>2008 Hourly Rate</u>
Principals	\$125.00	\$130.00
Senior Project/Program Manager	\$115.00	\$120.00
Project Manager	\$110.00	\$114.50
Estimator/Scheduler/Plan Review	\$110.00	\$114.50
Project Superintendent	\$105.00	\$109.50
Asst. Superintendent/Project Engineer	\$90.00	\$94.00
Contract Administrator/Coordinator	\$55.00	\$57.00
Administrative Assistant	\$55.00 \$1.00	\$57.00 \$3.00
Secretarial/Clerical	\$41.00	\$42.50

Aforementioned rates include all taxes, insurance, health and welfare benefits, overhead and profit.

Annual fee increases will be based on data provided by the Bureau of Labor Statistics, Consumer Price Index.

Reimbursables: at cost plus 12%

Budget can be provided for reimbursable costs/services not provided by Owner, including:

- *Site Office, Equipment, Utility Services*
- *Postage/Mail/Overnight*
- *Reproducibles/Plan Reproduction*

TUSD



BUSINESS SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business
DATE: December 1, 2008
SUBJECT: Certify 2008-2009 Fiscal Year First Interim Report

BACKGROUND: Education Code Section 42130 and 42131 require that the superintendent of each school district shall submit two reports to the governing board of the district during each fiscal year. The first report shall cover the financial and budgetary status of the district for the period ending October 31. The second report shall cover the period ending January 31. Both reports shall be approved by the district governing board no later than 45 days after the close of the period being reported. All reports required by this subdivision shall be in a format or on forms prescribed by the Superintendent of Public Instruction, and shall be based on standards and criteria for fiscal stability adopted by the State Board of Education pursuant to Section 33127. The reports, and supporting data, shall be maintained and made available by the school district for public review.

The governing board of each school district shall certify, in writing, within 45 days after the close of the period being reported, whether or not the school district is able to meet its financial obligations for the remainder of the fiscal year and, based on current forecasts, for the subsequent fiscal year.

In addition to the AB1200 oversight responsibilities generated in 1992, additional oversight responsibilities were added in 2004 with AB2756 requiring the San Joaquin County Office of Education added an additional requirement that the Tracy Unified School District board review the assumptions supporting the multiple year projections. The review associated with these two levels of review will be included with the First Interim Report document.

It should be noted that labor negotiations have not been completed for the current year, nor have any impacts caused by negotiations on the current or subsequent year budgets been included in this budget analysis.

Furthermore, the district is experiencing declining enrollment of approximately 100 students per year.

Also of concern, the state of California is still facing a budget shortfall estimated to be approximately \$27.8 billion over the next 20 months. Mid-year cuts to school districts have been proposed, but had not been adopted at the time this report was prepared. Cuts of approximately \$345 per ADA, or approximately \$5.5 million in reduced revenues, have been assumed in the current year.

The First Interim Report confirms a qualified review in which the district will be able to meet current obligations, but not the obligations of any future years.

FUNDING: The first interim report generates no cost. It is merely a reporting of all projected revenues and expenses in the current and next two fiscal years. This report and the actions required to implement the changes will ensure the district is able to meet its financial obligations for the remainder of the fiscal year and, based on current forecasts, for the subsequent three fiscal years.

RECOMMENDATION: Certify 2008-2009 Fiscal Year First Interim Report.

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



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business
DATE: December 1, 2008
SUBJECT: Adopt Resolution No. 08-12 of the Board of Education of Tracy Joint Unified School District Certifying to the Board of Supervisors of San Joaquin County all Proceedings in the November 4, 2008 General Obligation Bond Election for the School Facilities Improvement District No. 3.

BACKGROUND: On June 24, 2008, the Board of Trustees adopted a resolution ordering the election, requesting voters authorize the issuance of school bonds on the ballot held on Tuesday, November 4, 2008 election. The Proposition 39 measure was for the purpose of raising money for the renovations and improvements of real property and required a 55% approval from voters.

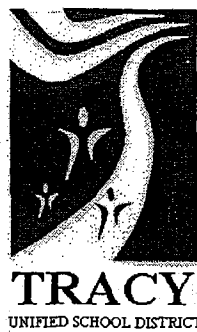
The measure asked voters to approve raising taxes to fund renovation/modernization of the District's oldest elementary and middle schools as well as provide technology upgrades and security systems at all District schools. The measure designated that the proceeds of the bond, \$43,100,000 can only be used on the projects designated in the bond measure and for no other purposes. An Oversight Committee will be appointed, following certification of the election, to monitor all bond expenditures.

RATIONALE: The bond measure received voter approval in excess of the 55% required and the District must now adopt a resolution certifying the results of the election to the County Board of Supervisors and that all election proceedings were accomplished according to law.

FUNDING: No funding necessary.

RECOMMENDATIONS: Adopt Resolution No. 08-12 of the Board of Education of Tracy Joint Unified School District Certifying to the Board of Supervisors of San Joaquin County all Proceedings in the November 4, 2008 General Obligation Bond Election for the School Facilities Improvement District No. 3.

Prepared by: Denise Wakefield, Director of Facilities.



RESOLUTION NO. 08-12

**RESOLUTION OF THE BOARD OF EDUCATION OF
TRACY JOINT UNIFIED SCHOOL DISTRICT CERTIFYING TO THE BOARD
OF SUPERVISORS OF SAN JOAQUIN COUNTY ALL PROCEEDINGS IN THE
NOVEMBER 4, 2008 GENERAL OBLIGATION BOND ELECTION FOR THE
SCHOOL FACILITIES IMPROVEMENT DISTRICT NO. 3**

WHEREAS, the Board of Education of the Tracy Joint Unified School District of the County of San Joaquin, State of California, previously adopted its Resolution (the "Resolution") ordering an election for general obligation bonds (the "Bond Election") to be held on November 4, 2008; and

WHEREAS, the Resolution was duly delivered to the Registrars of Voters for the County of San Joaquin; and

WHEREAS, the Resolution was duly delivered to the Clerks of the Boards of Supervisors of San Joaquin County; and

WHEREAS, notice of the Bond Election was duly given; and

WHEREAS, on November 4, 2008, the Bond Election was duly held and conducted for the purpose of voting on the proposition of issuing bonds of the Tracy Joint Unified School District School Facilities Improvement District No. 3 in the amount of \$43,100,000 (the "Bond Measure"); and

WHEREAS, the Board of Education of the Tracy Joint Unified School District has received the Canvass and Statement of results of the election ("Certificate of Election Results"); and

WHEREAS, it appears from the Certificate of Election Results that more than fifty-five percent of the votes cast on the Bond Measure were in favor of issuing the aforementioned bonds.

NOW, THEREFORE, THE BOARD OF EDUCATION OF THE TRACY JOINT UNIFIED SCHOOL DISTRICT DOES HEREBY FIND, DETERMINE AND CERTIFY AS FOLLOWS:

Section 1. That entry be made upon the minutes of this meeting that the Bond Measure has been approved by more than fifty-five percent of the votes cast at the Bond Election.

Section 2. That it is hereby certified to the Boards of Supervisors of San Joaquin County that all proceedings of the Tracy Joint Unified School District in connection with the November 4, 2008 Bond Election have been accomplished according to law.

Resolution to the County Superintendent of Schools with a request that, pursuant to Education Code Section 15274, the County Superintendent deliver a copy of the Resolution and Certificate of Election Results attached hereto as Exhibit A to the Clerk of the Board Supervisors of San Joaquin County.

ADOPTED SIGNED AND APPROVED this 9th day of December, 2008.

BOARD OF EDUCATION OF THE
TRACY JOINT UNIFIED SCHOOL
DISTRICT

By: _____
President

ATTEST:

By: _____
Clerk of the Board of Education

STATE OF CALIFORNIA)
)ss.
COUNTY OF _____)

I, _____, do hereby certify that the foregoing Resolution No. 08-12 was duly adopted by the Board of Education of the Tracy Joint Unified School District at a meeting thereof held on the 9th day of December, 2008, and that it was so adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

By: _____
Clerk of the Board of Education

REGISTRAR OF VOTER'S
CERTIFICATE OF RESULTS
OF THE
TRACY JOINT UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES ELECTION
AND
MEASURE "S"
DISTRICT ELECTION

HELD ON TUESDAY, NOVEMBER 4, 2008

I, AUSTIN G. ERDMAN, Registrar of Voters for the County of San Joaquin, State of California, do hereby certify that this office has completed the canvass of the Tracy Joint Unified School District, Board of Trustees Election held on Tuesday, November 4, 2008, and that the following are the results of said election:

TRACY JOINT UNIFIED SCHOOL DISTRICT

Trustees at Large – (Three Elected)

Gregory Silva	10,773	21.32%
Tom Hawkins	14,754	29.20%
Walter J. Gouveia	13,719	27.15%
James Vaughn, Jr.	11,047	21.86%
Unqualified Write-in Votes	236	0.47%

TRACY JOINT UNIFIED SCHOOL DISTRICT – UNEXPIRED TERM

Trustees at Large – (One Elected)

Mark D. Spector	7,479	31.01%
Kelly Lewis	16,536	68.57%
Unqualified Write-in Votes	101	0.42%

MEASURE S

TRACY JOINT UNIFIED SCHOOL DISTRICT SCHOOL FACILITIES IMPROVEMENT DISTRICT NO. 3

"To renovate and modernize the community's oldest elementary and middle schools, upgrade classrooms, replace aging roofs, old heating, electrical, plumbing, cooling and ventilation systems with energy efficient systems, and improve security and technology systems at all schools, increasing student access to computers, shall School Facilities Improvement District No. 3 of the Tracy Joint Unified School District be authorized to issue \$43,100,000 in bonds, at legal interest rates, with all expenditures monitored by an Independent Citizens' Oversight Committee?"

Bonds - Yes	14,856	70.62%
Bonds - No	6,180	29.38%

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 25th day of November, 2008.



AUSTIN G. ERDMAN
Registrar of Voters



BUSINESS SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business
DATE: December 2, 2008
SUBJECT: **Approve and Appoint the Selected Applicants for Specified Terms on the Measure S Bond Oversight Committee**

BACKGROUND: When a school bond measure is authorized pursuant to Section 1 of Article XIII A of the California Constitution as amended with the passage of Proposition 39 which was approved by voters on November 7, 2000, the School Board is required to establish and appoint members to an independent oversight committee within 60 days following certification of the election. TUSD Board Policy BP 7215(a) General Obligation Bonds – Citizens' Oversight Committee Policy and Regulations indicates the composition of committee members and terms for which the Board must appoint for service on the Oversight Committee.

RATIONALE: Measure S passed on November 4, 2008; therefore, the District must appoint an Oversight Committee for the Measure S Bond. TUSD Board Policy BP 7215(a) indicates that the committee will consist of eleven members, one from each of the following categories: business community representative; senior citizens' organizations; parent or guardian of a child enrolled in the District and active in a parent-teacher organization; bona fide taxpayer's organization; representative from agricultural/farming industry and an at large member of the public. Additionally, there will be four (4) alternates who are non-voting members of the committee; however, if required to establish a quorum they will be allowed to vote. Currently, there is one alternate position vacant on the Measure E Oversight Committee.

Attached is a legal opinion from the District's attorney that enable the TUSD Board to utilize the current members of the Measure E Oversight Committee to also serve in an oversight role in regard to the Measure S bond measure. Although the Measure E Committee is willing to serve as the Oversight Committee for both bonds, they would like to see broader participation from our community. They are recommending that we include an invitation in all of the school newsletters, seek participation from all of the school site councils, and ask for participation from parents groups in order to fill vacancies as they become available.

The individuals recommended for appointment and the recommended terms are as follows:

Category	Name	Term
Business Organization	Archie Bakerink	2 Years (2008-2010)
Senior Citizen	Donald Yerian	2 Years (2008-2010)
Bona fide Tax Organization	Peter Holtz	2 Years (2008-2010)
Parent or Guardian	Isaac Terry	1 Year (2008-2009)
Parent Organization	Gregory Silva	2 Years (2008-2010)
Business of Agriculture	Jill Costa	1 Year (2008-2009)
At Large	Alice Delaurier-O'Neil	1 Year (2008-2009)
Alternate	Staycee Hall	1 Year Renewable
Alternate	Craig Saalwaechter	1 Year Renewable
Alternate	Christina Frankel	1 Year Renewable
Alternate	Vacant	1 Year Renewable

FUNDING: No funding implications.

RECOMMENDATION: Approve and Appoint the Selected Applicants for Specified Terms on the Measure S Bond Oversight Committee

Prepared by: Denise Wakefield, Director of Facilities



EDUCATIONAL SERVICES MEMORANDUM

To: Dr. James Franco, Superintendent
From: ~~Dr. Sheila Harrison~~, Assistant Superintendent of Educational Services
Date: November 21, 2008
Subject: Adopt Board Policy 6146.6, Multicultural Education Board Policy, Second Reading (Declare Intent to Adopt).

Background: The Superintendent's Diversity and Equity Advisory Committee, which consists of administrators, teachers, union representatives, parents, students, city representatives, and Tracy city business owners, have worked collaboratively to research root causes, best practices and possible solutions to ensure a positive climate of diversity and equity to close the academic achievement gap. Currently, TUSD has an achievement gap of approximately twenty points difference between its ethnically diverse student population and this gap continues to increase each year. The District and Equity Advisory Committee believes that some of the root causes are the lack of multicultural curriculum, lack of teachers that look like and identify with students; the training of existing staff and giving them the resources and tools to reach these students; and ensuring that all District policies, program operations and practices reflect this. George Washington Carver said, "Black students who are raised up and educated in an environment that teaches the significant black contributions to the civilized world in the areas of economics, politics, government, science, mathematics, as well as the Arts, will create in them a love for self and kind; and will make them better citizens."

Rationale: The Superintendent's Diversity and Equity Advisory Committee recommends that a Board Policy be established that will ensure that the District's future endeavors focus on the commitment to fairness, equity and inclusion as essential principles of our school system and to their measurable integration into all District policies, programs, operations and practices. This supports the following Strategic Goals: 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. Strategic Goal #5 – Develop and support a high performing work force including hiring and retaining fully credentialed CLAD certified teachers. Strategic Goal #6 – Provide training and staff development opportunities that are designed to improve knowledge and skills of all employees.

Funding: Not applicable

Recommendation: Adopt Board Policy 6146.6, Multicultural Education Board Policy, Second Reading (Declare Intent to Adopt).

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

Multicultural Education B.P. 6146.6

It is the policy of the Tracy Unified School District that multicultural education shall be integrated across the curriculum. Multicultural education shall recognize the contributions of diverse people to the history and culture of this community, as well as to the state, country, and other nations. The curriculum shall reflect the perspectives, experiences, historical events, and achievements of the diverse student population represented in our community.

Students shall receive instruction designed to develop pride in their own identity and heritage; to understand, appreciate and respect the identity and heritage of others; and to recognize that dignity and worth are common to all people; regardless of physical differences or disabilities, ethnic, cultural, or religious backgrounds, gender, gender identity, or sexual orientation.

The District recognizes that the existence of an ethnically diverse staff is central to its ability to provide a multicultural education and shall strive to employ staff representative of the community it serves and the resources and tools to achieve these goals.

The District is therefore committed to fairness, equity, and inclusion as essential principles of our school system and to their measurable integration into all district policies, programs, operations and practices.

Legal Reference:

EDUCATION CODE

60040 Portrayal of cultural and racial diversity

Management Resources:

WEB SITES

California Arts Project: www.ucop.edu/tcap

(9/87 6/92) 7/00



HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Ryan Davis, Assistant Superintendent for Human Resources
DATE: December 9, 2008
SUBJECT: Approve Job Descriptions for High School Attendance Secretary and High School Counseling Secretary

BACKGROUND: The position of High School Attendance/Counseling Secretary was split into two positions through the reclassification process in April of 2006: High School Attendance Secretary and High School Counseling Secretary. High School Attendance Secretary was reclassified to Range 31 at that time, and High School Counseling Secretary remained at Range 30. The reclassification memo from April 5, 2006 stated that the District would split the current job description and create two separate job descriptions. Also, the Human Resources Division has established as one of its priorities, to review and revise outdated job descriptions. The District continues the process of updating job descriptions to ensure that they accurately reflect current essential functions of the position, District requirements, and any Federal, State, or Department of Education requirements.

The changes and reorganization of the job duties for each position are currently being proposed to ensure it accurately reflects the essential functions of the positions of Attendance Secretary and Counseling Secretary. It is not made with the intention of reclassifying employees or making salary changes.

STRATEGIC GOAL: #7—Educational Leadership

FUNDING: No additional funding required. High School Attendance Secretary was reclassified in April of 2006.

RECOMMENDATION: Approve Job Descriptions for High School Attendance Secretary and High School Counseling Secretary

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

POSITION TITLE: High School Attendance Secretary

DEPARTMENT/DIVISION: Comprehensive High Schools

POSITION SUMMARY:

Under general supervision, the **High School Attendance Secretary** performs responsible secretarial duties involving compiling and posting daily attendance records and reports; ~~to~~ assists students, parents, and staff teachers and counselors in matters relating to attendance, and scheduling; and ~~to do~~ performs related work as required.

ESSENTIAL FUNCTIONS:

1. ~~Contacts people~~ **Conducts effective communication with students, parents/guardians, staff and the public in person, and by phone, and electronic mail.**
2. ~~Personally~~ **Performs daily attendance accounting work required to keep collect, record and compute accurate daily school attendance (ADA) records; compiles and verifies the data for State and Federal Reports and meets with auditors to review ADA reports.**
3. ~~Waits on~~ **Assists students in attendance office; Prepares and issues admit slips to class; checks with parents to verify absences, reports patterns of attendance problems and recurring absences; reminds students to bring excuses; picks up absence slips.**
4. ~~Types~~ **Maintains records, reports duplicating masters and operates various standard office machines; collects and issues changes of programs.**
5. **Provides support for the SARB Chairman, resource team and resource officer on truancy issues, and prepares documentation for SARB hearings.**
6. Checks out students when ill, assigns students to support room when deemed necessary by set criteria. ~~tallies program changes.~~
7. Serves as **back-up for receptionist and Principal's Secretary.**
8. ~~Makes conference appointments for counselors, teachers and parents; prepares and mails guidance materials; assists counselors with registration activities; types correspondence for counselors and assists with other activities carried out by counseling center; sends out message to students.~~
9. **Prepares documents and reports to meet deadlines, and maintains Saturday School hours data.**
10. **Assists staff members with on-line attendance tracking (ABI) and uses District student information program (AERIES). Assists parents and caregivers with student computer data program (Parent Link).**
11. **Monitors student Teacher Assistants.**
12. **Processes Cal-Works applications.**
13. **Monitors site radio system and responds to staff as needed.**
14. **Evaluates injured students, and completes student accident reports as necessary.**
15. **Provides support for Assistant Principals when monitoring students in the office on discipline issues.**
16. **Maintains regular and prompt attendance in the workplace.**
17. **Performs other related duties as assigned.**

EDUCATION AND EXPERIENCE:

The ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be performed. ~~for the position described~~ **Must have a high school diploma or equivalent and one year experience in a responsible clerical setting. to include contacting people.** Previous school office **district work** experience is desirable.

SKILLS AND QUALIFICATIONS:

1. Listening **Strong communication skills**;
2. ~~methods of dealing with people in a non-judgmental manner and exercising a high level of patience; understanding people's needs~~ **Strong interpersonal skills.**
3. Intermediate to advanced elements of correct English usage, **grammar**, spelling and vocabulary;
4. **Knowledge of office methods and practices** including letter and report writing, the operation of **standard office equipment; technology**, receptionist and telephone techniques **and** filing systems.
5. ~~Listening in a patient, understanding, non-judgmental manner to students, parents and faculty members when they express their needs and concerns; develop a rapport with students and understanding of their needs; assist students, parents and faculty members with individual questions and concerns in a open friendly manner;~~
6. ~~Work effectively with others;~~ **Ability to maintain cooperative working relationships with those contacted in the course of work.**
7. **Ability to work on own initiative and organize work so as to meet deadlines demands;**
8. Type at a speed of 55 words per minute from clear copy.
9. ~~perform clerical work using correct English and spelling;~~ **Ability to perform responsible clerical work including receptionist and telephone duties, and ability to make independent decisions speak and read Spanish may be required .**
10. ~~supervise student assistants.~~

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

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

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with school District staff, students, parents, and the public.

SALARY :

Classified Range 30-31

Board Approved:	High School Board:	10/24/78
	Elementary Board:	10/24/78
Revised:	High School Board:	6/26/86

POSITION TITLE: High School Counseling Secretary

DEPARTMENT/DIVISION: Comprehensive High Schools

POSITION SUMMARY:

Under general supervision, **the High School Counseling Secretary** to performs responsible secretarial duties involving compiling and posting daily attendance records and reports; to assists students, parents, teachers and counselors in matters relating to attendance and scheduling; and to ~~do~~ **performs** related work as required.

ESSENTIAL FUNCTIONS:

1. ~~Contacts people~~ **Conducts effective communication with students, parents/guardians, staff and the public** in person, and by phone, **and electronic mail**; ~~personally performs daily attendance accounting work required to keep accurate daily school attendance records; waits on students in attendance office; prepares and issues admit slips to class; checks with parents to verify absences, reports patterns of attendance problems and recurring absences; reminds students to bring excuses; picks up absence slips.~~
2. **Maintains** types records, reports, ~~duplicating masters and operates various~~ **standard** office machines; collects and issues changes of programs, **and** tallies program changes.
3. ~~checks out students when ill, assigns students to support room when deemed necessary by set criteria;~~
4. Serves as **back-up for** receptionist, **telephone operator, Career Tech, and Registrar.**
5. **Assembles and processes the appropriate paperwork and documentation for students new to the District, and schedules their appointments with the Counselor.**
6. ~~Makes Schedules SST, Parent-Teacher, 504 and other conference appointments for counselors, teachers, students and parents, and notifies attendees.~~
7. **Prepares, and mails, distributes and processes guidance materials such as change of class forms, caregiver forms, college visit forms, Academic Block W applications and Drivers' Education forms for students.**
8. **Updates student records with personal and emergency information changes.**
9. **Monitors activities of student Teacher Assistants.**
10. **Assists counselors with registration and evening registration activities, and prepares registration paperwork and packets for parents and guardians.**
11. **Types correspondence for counselors and assists with other activities carried out by counseling center such as graduation status information and preparation of the annual course guidebook.**
12. **Assists counselors with preparation of information regarding scheduling of classes for the next school year.**
13. **Assists parents, students and caregivers with student computer data program (Parent Link).**
14. **Assists the Career Tech with Senior Scholarship night and Career Day.**
15. **Send out messages and hall passes to students when required.**
16. **Maintains regular and prompt attendance in the workplace.**
17. **Performs other related duties as assigned.**

EDUCATION AND EXPERIENCE:

The ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be performed ~~for the position described.~~ **Must have a high school diploma or equivalent and one year experience in a responsible clerical setting.** ~~to include contacting people.~~ Previous school office ~~district work~~ experience is desirable.

SKILLS AND QUALIFICATIONS:

1. **Listening Strong communication skills;**

2. ~~memories of dealing with people in a non-judgmental manner and exercising a high level of patience; understanding people's needs~~ **Strong interpersonal skills.**
3. Intermediate to advanced elements of correct English usage, **grammar**, spelling and vocabulary;
4. **Knowledge of office methods and practices** including letter and report writing, the operation of **standard office equipment; technology**, receptionist and telephone techniques **and** filing systems.
5. ~~Listening in a patient, understanding, non-judgmental manner to students, parents and faculty members when they express their needs and concerns; develop a rapport with students and understanding of their needs; assist students, parents and faculty members with individual questions and concerns in a open friendly manner;~~
6. ~~Work effectively with others;~~ **Ability to maintain cooperative working relationships with those contacted in the course of work.**
7. **Ability to work on own initiative and organize work so as to meet deadlines demands;**
8. Type at a speed of 55 words per minute from clear copy.
9. ~~perform clerical work using correct English and spelling;~~ **Ability to perform responsible clerical work including receptionist and telephone duties, and ability to make independent decisions** ~~speaking and read Spanish may be required .~~
10. ~~supervise student assistants.~~

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

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

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with school District staff, students, parents, and the public.

SALARY : Classified Range 30

Board Approved:	High School Board:	10/24/78
	Elementary Board:	10/24/78
Revised:	High School Board:	6/26/86

HIGH SCHOOL ATTENDANCE/COUNSELING SECRETARY

Definition

Under general supervision, to perform responsible secretarial duties involving compiling and posting daily attendance records and reports; to assist students, parents, teachers and counselors in matters relating to attendance and scheduling; and to do related work as required.

Examples of Work Activities

Contacts people in person and by phone; personally performs daily attendance accounting work required to keep accurate daily school attendance records; waits on students in attendance office; prepares and issues admit slips to class; checks with parents to verify absences, reports patterns of attendance problems and recurring absences; reminds students to bring excuses; picks up absence slips; types records, reports, duplicating masters and operates various office machines; collects and issues changes of programs; checks out students when ill, assigns students to support room when deemed necessary by set criteria; tallies program changes; serves as receptionist, makes conference appointments for counselors, teachers and parents; prepares and mails guidance materials; assists counselors with registration activities; types correspondence for counselors and assists with other activities carried out by counseling center; sends out messages to students.

Employment Standards

Education and Experience:

The ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be performed for the position described; one year experience in a clerical setting to include contacting people. Previous school office experience is desirable.

Knowledge of:

Listening skills; methods of dealing with people in a non-judgmental manner and exercising a high level of patience; understanding people's needs; intermediate to advanced elements of correct English usage, spelling and vocabulary; office methods including letter and report writing; the operation of office equipment; receptionist and telephone techniques; filing systems.

Ability to:

Listen in a patient, understanding, non-judgmental manner to students, parents and faculty members when they express their needs and concerns; develop a rapport with students and understanding of their needs; assist students, parents and faculty members with individual questions and concerns in an open friendly manner; work effectively with others; work on own initiative and organize work so as to meet deadline demands; type at a speed of 55 words per minute from clear copy; perform clerical work using correct English and spelling; speak and read Spanish may be required; supervise student assistants.

Adopted:

H.S. Bd. 10/24/78

Elem. Bd. 10/24/78

Revised: H.S. Bd. 6/26/86