

NOTICE
REGULAR MEETING OF THE GOVERNING BOARD
TRACY UNIFIED SCHOOL DISTRICT

DATE: TUESDAY, FEBRUARY 10, 2009
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/ 78, 80, 81, 82
 - 3.1.2 Application for Reinstatement: AR#08-09/ 74, 75, 76
Action: Motion___; Second___. **Vote:** Yes___; No___; Absent___; Abstain___.
 - 3.1.3 Early Graduation: 08/09 WHS 10203811
Action: Motion___; Second___. **Vote:** Yes___; No___; Absent___; Abstain___.
 - 3.1.4 PE Exemption: 08/09 WHS #10301759
Action: Motion___; Second___. **Vote:** Yes___; No___; Absent___; Abstain___.
 - 3.2 **Human Resources:**
 - 3.2.1 Consider Leave of Absence Request for Certificated Employee #UC-586,
Pursuant to Article XX
Action: Motion___; Second___. **Vote:** Yes___; No___; Absent___; Abstain___.
 - 3.2.2 Consider Leave of Absence Request for Classified Employee #UC-127,
Pursuant to Article XXIII
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/ 78, 80, 81, 82

Action: Motion___; Second___ **Vote:** Yes ___; No ___; Absent___; Abstain ___.

6b Report Out of Action Taken on Application for Reinstatement: AR#08-09/ 74, 75, 76

Action: Vote: Yes ___; No ___; Absent___; Abstain ___

6c Report Out of Action Taken on Early Graduation: WHS 10203811

Action: Vote: Yes ___; No ___; Absent___; Abstain ___

6d Report Out of Action Taken on PE Exemption: 08/09 WHS #10301759

Action: Vote: Yes ___; No ___; Absent___; Abstain ___

6e Report Out of Action Taken on Consider Leave of Absence Request for Certificated Employee #UC-586, Pursuant to Article XX

Action: Vote: Yes ___; No ___; Absent___; Abstain ___

6f Report Out of Action Taken on Consider Leave of Absence Request for Classified Employee #UC-127, Pursuant to Article XXIII

Action: Vote: Yes ___; No ___; Absent___; Abstain ___

7. Approve Regular Minutes of January 27, 2009.

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

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8. Student Representative Reports: None.

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

9.1 Freiler Elementary Site Update on Achievements & Activities

9.2 Poet Christian School Site Update on Achievements & Activities

9.3 Recognize and Congratulate Tracy High Teacher, Titian Lish, for Being Selected to Participate in a Summer Residency Program at the Globe Theater in London

9.4 Recognize the Outstanding Employees of the Winter Term for the 2008-098 School Year

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

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

The Board may ask for the item to be placed on a future agenda, direct the speaker to a person who can help, or provide the speaker with the correct procedure to follow to address his/her problem. All speakers have a constitutional right to free speech. As a protective measure, we would like to remind you that if you say something which might give another person the right to pursue legal recourse against you, there is a taped record of this meeting.

This does not mean you cannot criticize employees of the District. However, we would suggest that you do it without using names. We would also suggest that you use the personnel complaint procedures. The board can only hear and address complaints which have been processed in line with the policy. We have copies of the policy and forms here, and staff will help you complete them.

- 11. Information & Discussion Items:** An opportunity to present information or reports concerning items that may be considered by Trustees at a future meeting.
- 11.1 Administrative & Business Services:**
- 11.1.1 Accept Report from KNN Public Financing Regarding the First Bond Issuance on the Measure S Bonds 11
- 11.1.2 Receive Report on State and District Budget 12
- 11.2 Educational Services:**
- 11.2.1 Receive Report on Current Administrative Regulation AR 5116.1 Intradistrict Open Enrollment 13-23
- 12. PUBLIC HEARING:** None.
- 13. Consent Items:** Actions proposed for consent are consistent with the approved practices of the district and are deemed routine in nature. Trustees receive board agenda background information in advance of scheduled meetings and are prepared to vote with knowledge on the consent items.
- Action:** Motion___; Second___ **Vote:** Yes___; No___; Absent___; Abstain___
- 13.1 Administrative & Business Services:**
- 13.1.1 Ratify Measure E Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda 24-25
- 13.1.2 Ratify Measure S Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda 26-27
- 13.1.3 Ratify Routine Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda 28-29
- 13.1.4 Approve Payroll Reports (December, 2008; January 2009) 30-42
- 13.1.5 Accept the Generous Donations from the Various Individuals, Businesses, and School Site Parent Teacher Associations Listed Herein with Thanks and Appreciation from the Staff and Students of the Tracy Unified School District 43-44
- 13.1.6 Authorize the Associate Superintendent for Business Services to Bid and Award Charter Bus Service 45
- 13.1.7 Authorize the Associate Superintendent for Business Services to Award Contracts for Food and Non-Food Items for the 2009/2010 School Year 46
- 13.1.8 Approve Assembly Vendors and Site Assembly Utilization Calendars 47-49
- 13.2 Educational Services:**
- 13.2.1 Approve a Parent Training Course for Delta Island School 50-57
- 13.3 Human Resources:**
- 13.3.1 Approve Classified, Certificated and/or Management Employment 58
- 14. Action Items:** Action items are considered and voted on individually. Trustees receive background information and staff recommendations for each item recommended for action in advance of scheduled meetings and are prepared to vote with knowledge on the action items.
- 14.1 Administrative & Business Services:**
- 14.1.1 Approve Transition of North School to a Traditional Calendar 59-60
- Action:** Motion___; Second___ **Vote:** Yes___; No___; Absent___; Abstain___

- 14.1.2** Adopt Resolution #08-16 of the Board of Trustees of the Tracy Joint Unified School District Prescribing the Terms of Sale of Not to Exceed \$14,000,000 Aggregate Principal Amount of Bonds of School Facilities Improvement District No. 3 (Under Separate Cover) **61-74**
Action: Motion___; Second___. **Vote:** Yes___; No___; Absent___; Abstain___.
- 14.1.3** Approve Contracts for Architectural Services Between Tracy Unified School District And Rainforth Grau Architects for Measure S Bond Projects (Under Separate Cover) **75**
Action: Motion___; Second___. **Vote:** Yes___; No___; Absent___; Abstain___.
- 14.1.4** Accept the 2007-08 Independent Annual Financial Audit and Performance Audit for Measure E General Obligation Bonds (Under Separate Cover) **76**
Action: Motion___; Second___. **Vote:** Yes___; No___; Absent___; Abstain___.
- 14.2 Educational Services:**
- 14.2.1** Adopt Board Policy 6171 and Acknowledge Administrative Regulation 6171 Title I (1st Reading) **77-85**
Action: Motion___; Second___. **Vote:** Yes___; No___; Absent___; Abstain___.
- 14.3 Human Resources:**
- 14.3.1** Approved revised Job Description for School Supervision Assistant **86-90**
Action: Motion___; Second___. **Vote:** Yes___; No___; Absent___; Abstain___.
- 14.3.2** Approved revised Job Description for Warehouse Delivery Driver **91-94**
Action: Motion___; Second___. **Vote:** Yes___; No___; Absent___; Abstain___.
- 15. Board Reports:** An opportunity for board members to discuss items of particular importance or interest in the district.
- 16. Superintendent's Report:** An opportunity for the superintendent to share matters of special interest or importance which are not on the board agenda and/or special presentations of district programs or activities.
- 17. Board Meeting Calendar:**
- 17.1** February 24, 2009
17.2 March 10, 2009
17.3 March 24, 2009
17.4 April 7, 2009 (Special – Budget)
17.5 April 28, 2009
- 18. Upcoming Events:**
- 18.1** February 16, 2009 No School, Presidents' Day
18.2 April 10-14, 2009 Spring Break, YRE
18.3 April 10-19, 2009 Spring Break, Traditional

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, January 27, 2009**

- 5:30 PM:** President Guzman called the meeting to order and adjourned to closed session.
- Roll Call:** Board: G. Crandall, W. Gouveia, T. Guzman, T. Hawkins, K. Lewis, J. Vaughn.
Absent: B. Swenson
Staff: J. Franco, R. Davis, S. Harrison, C. Goodall, B. Etcheverry.
- 7:05 PM:** President Guzman called the Tracy Unified School District Board of Education to order and led those present in the Pledge of Allegiance.
- Closed Session:**
- 6a** Action on Findings of Fact # FF08-09/67, 72, 73, 74, 75, 76, 77
Action: Lewis, Vaughn. **Vote:** Yes-6; No-0; Absent-1(Swenson)
- 6b** Report Out of Action Taken on Application for Reinstatement:
AR#08-09/20, 68, 69, 70, 71, 72, 73
Action: Except #20. **Vote:** Yes-6; No-0; Absent-1(Swenson)
Action: On Item #20 to accept recommendation of DRB. Lewis, Crandall.
Vote: Yes-6(Crandall, Gouveia, Guzman, Hawkins, Lewis, Vaughn;
No-0; Absent-1(Swenson)

Trustee Guzman read a statement regarding hearing a student's matter in open session. He confirmed with Mrs. Reposa that she requested to proceed in open session on her son's matter. He then reviewed the background of Tyler Reposa's expulsion and the DRB recommendation to deny his reinstatement.

Director of Student Services, Mr. Paul Hall, presented the rehabilitation plan and DRB's recommendation. DRB determined that Tyler not be allowed to return at this time and he was referred to county or Willow with the condition that he earn 5 credits per month and have good behavior. The earliest day to reply to Tracy Unified would be May28, 2009.

Mrs. Reposa addressed the Board. She felt that for Tyler to wait until May, was too long, because he has already been out for most of his Sophomore year. She believes his referrals at Delta Charter for cell phone violations and disturbing the class isn't something that TUSD would kick students out of school for. He has been enrolled in a high school in San Leandro and hasn't had any problems. She feels he has met the expectations necessary, expect for 3 small referrals.

Mrs. Reposa then read letters from his teachers at Arroyo High School, Caroline Lloyd, Joria Santillan. Letters and comments were also read from family friends and Tyler's employer. The letters expressed that Tyler was respectful of others, reliable, responsible, and has matured since his expulsion.

Mrs. Reposa feels that it is excessive to have him be away from Tracy High for this long. She requested that the Board reconsider and to look at everything in Tyler's file.

Audience Member: Spoke on behalf of Tyler, even though she does not know him. She feels bad for him and thinks he should be allowed back in Tracy High.

Trustee Gouveia asked if Tyler was on a full program. Mrs. Reposa responded that they are on a four block. They just started their new semester and the last day of attendance would be June 13.

Closing statement by Mrs. Reposa: She believes she brought a lot of character witness statements. He is a good kid and people trust him. He currently lives with her mother because they did not want him to go to a continuation school. It was a hard decision for their family to make.

Tyler Reposa commented that this situation is not easy. He feels that he has made a lot of accomplishments and should get into Tracy High. It is hard going back and forth and making new friends. He can prove to the Board and teachers that he can do what's asked of him, he just needs a chance.

Employees Present: C. Minter, J. Cardoza, F. Medina, K. Fistolera, P. Hall, J. McVey, K. Inouye, R. Call, K. Gill, N. Kettner, C. Fitzpatrick, M. Kinakin, D. Sonnenburg, J. Carter, J. Fine, B. Carter, T. Ayala, J. Yasemsky, S. Sievers

Press: None.

Visitors Present: Reposa Family, D. Currie, A. Anderson, J. Price, R. Coleman, C. Pribble, K. Kaur, R. Doyle, C. Guzman, X. Fonseca, P. Montemayor, R. Ruiz, J. Pribble, L. Cardinale, R. Smiley, N. Bartolome

Minutes: Approve Regular Minutes of January 13, 2009.
Action: Lewis, Crandall. **Vote:** Yes-6; No-0; Absent-1(Swenson)

Student Representative Reports: Tracy High: Xiomara Fonseca reported that Tracy High students took their finals last December. Ag students have been working on their projects and IB students are preparing for orals. Students have been busy with community service such as bell ringing. The boys' and girls' basketball teams are doing well and wrestling is almost over. The girls wrestling team is going to state regional competition this week. Track is starting up and conditioning for spring sports is starting. This week is hoopla and there are various dress-up themes each day ending with extreme green and gold on Friday. The boys play Bear Creek High School on Friday and there will be a dance after. Girls' Treat was held last Saturday and was a success.

West High: Pauline Montemayor reported that over the past 3 months the students have participated in several community service projects including bringing

dinner to senior citizens, festival of trees, canned food drive, UNICEF, meals on wheels, and also have helped "Kyle" the Tracy teen who was abused. Winter Ball was on the 17th – went very well. This week is slam jam and the theme is "There's Snow Place Like Home" to honor winter sports. They will have dress-up days ending with Friday's battle of the sexes and a Friday night is rally. The Key Club has put on a book drive for invisible children. On Martin Luther King Day The BSU held the annual breakfast at the community center. Today there is a girls' basketball game and Friday boys will play against St. Mary's. Random Acts of Kindness and Appreciation week is coming up.

Stein High: Ricardo Ruiz reported that they have 30 new students. On February 5th they will hold a college night for students. They are working on increasing school attendance. Key club held a canned food drive.

North School: Kumal Kaur and Christian Guzman updated the Board with information about North School. James Vaughn organized a presentation on gang awareness which will help students make better choices. The Key Club helped with various projects such as Brighter Christmas and Toys for Tots. The Student Council meets every Tuesday after school and they are planning jump rope for heart and trimester celebrations. They sang carols for a retirement home. The girls completed a successful basketball season and the boys begin today. They also had a successful volleyball season.

George Kelly School: Jacob Pribble, Lindsey Cardinale, Rae Smiley, and Natasha Bartolome are representatives from leadership. They are involved in a recycling project and also participated in the annual reading night in honor of Dr. Seuss' birthday. The second graders had a walk-a-thon and celebrated grandparents' day. The band performed songs at the assembly. They also held a Toys for Tots drive, book drive and are participating in a bag recycling program. Sixth grade students built cities and the Seventh graders held a renaissance fair. They've had assemblies for their CST performance. They also have assemblies for Character Counts, attendance and academic achievement.

Recognition & Presentations:

9.1 Hirsch Elementary School Site Update on Achievements & Activities

Principal, Jon Fine introduced students who presented a power point on information about Hirsch School. He also thanked teachers Therese Ayala and June Yasemsky for their help. Student council members Raymond, Deioni, Julia and Alyssa reviewed their mission statement and goals. Students have been involved in the Walmart Kids Challenge and helping out with the Tracy Animal Shelter.

Hearing of Delegations

10. Renee Coleman asked that the intra district transfer rules be placed on the agenda for the February 10th board meeting. She is concerned about siblings of students currently attending Tracy High on an intra and that they are not guaranteed to get in. She believes that the acceptance of academics should not be limited to boundaries, but should only be based on the ability to perform. A large

portion of rural Tracy was left out of the Tracy High boundaries. These are families who are most interested in the Tracy High Ag Science Academy because they live on family farms.

Karen Fistolera discussed the state budget situation. She believes that every year of a child's education is precious. We are the people that they work for and we will not stand by and watch them cheat our children out of a decent education. Our state ranks 47 in funding. We need to stand united and stand strong.

Steve Sievers is the president of TEA. He realizes the difficult times the Board has ahead of them. There will be tough decisions. On February 26th they are having the school board and superintendent's dinner at Le Bistro and he invited the board to attend. He thinks the Board is a group of outstanding individuals and he understands what's going to be happening.

Dr. Franco commented to Mr. Sievers that he appreciates his kind words, however his last few communications did not reflect the same tone.

**Information &
Discussion Items:**

11.1 Administrative & Business Services:

11.1.1 Receive Report on State and District Budget

Associate Superintendent of Business Services, Dr. Casey Goodall, presented an update on the budget reduction list. Even though there is uncertainty, we need to balance budget for the next 3 years. The target is 15.4 million. It is possible that if we eliminate CSR, we would have enough space to take Freiler off year round. Kelly does not have enough space, but we could have portables in place at Kelly by next school year. There are several special ed ideas but we have not fully researched them yet.

Dr. Franco commented that we will be receiving suggestions from DBAC and management team. On March 4th and 5th we will hold public budget meetings and on April 7th we will hold a special meeting to finalize the budget reduction list at Freiler. TUSD layoffs may occur. HR is currently working on seniority letters which all staff will receive a validation letter. The depth of the cuts are yet to be determined.

11.2 Educational Services:

11.2.1 Receive District Discipline Review Board Year-End Report

Student Services Director, Paul Hall, presented the 07-08 report and reviewed year end summary. There were a total of 180 expulsion cases. The Tracy Press called and asked what caused this and there is not one particular thing, there are many variables. It starts with the

leadership of this Board, the Superintendent and Assistant Superintendents. The administrators are successfully investigating their cases and Joan Stone is doing an outstanding job with anger management and working with the city's MCYSN. We also have Point Break helping with the gang situation and raven team is helping out when supervision needs to be there.

Trustee Vaughn commended Mr. Hall in making such a big impact on the reduction of expulsions. Trustee Crandall commented that the Board is backing these decisions because they believe in what Mr. Hall is doing.

11.2.2 Acknowledge SARB (School Attendance Review Board) Report

Mike Kinakin reported somewhat good news. He also thanked Mr. Hall for his support. Every school has increased their ADA. There are currently 8 schools with over 96% attendance rate. Less students were sent to county this year.

11.3 Human Resources:

11.3.1 Receive Human Resources Department Report for the 2007-2008 School Year

Assistant Superintendent of Human Resources, Ryan Davis, presented a power point on the annual report of the HR Department. He also introduced Kitty Inouye, Nancy Kettner and Christine Fitzpatrick who were in the audience. He reviewed numbers of various employee groups applications and fingerprinting. He also presented statistics of the number of interview sessions, new hire orientations and forms processed.

Public Hearing: 12.1. None.

Consent Items: **Action:** Lewis, Gouveia. Approved with the understanding that Item 13.2.1 is not funded by district funds. **Vote:** Yes-6; No-0; Absent-1(Swenson)

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

Speaker card: Orlando Castellon is representing the roofers union. He is here to speak about liquidated damages that he feels should be collected from Cool Roofing. He received a letter from Dr. Goodall stating that Cool Roofing delayed its work at Tracy High at the request of the District. This letter is attached to these minutes.

- 13.1.3 Accept the Generous Donations From the Various Individuals, Businesses and School Site Parent Teacher Associations Listed Herein With Thanks and Appreciation From the Staff and Students of the Tracy Unified School District

13.2 Educational Services:

- 13.2.1 Approve Overnight Travel for Tracy High School Varsity Dance Team to Participate in UDA West Coast Championship Dance Competition at Los Angeles Expo Center in Los Angeles, California, on February 26 – March 1, 2009
- 13.2.2 Approve Overnight Travel for West High School Black Student Union to Attend the United Black Student Unions of California Annual Convention in Ontario, California, March 20-22, 2009
- 13.2.3 Approve Overnight Travel for Titian Lish, Stephanie Neuerberg, Alyssa Piwowarski, Caitlin Clark, Andi Huckaba, Elise Hudak, Mitchell Adams and Victor Serda to Attend the California State Thespian Festival in Ontario, California, April 3-5, 2009
- 13.2.4 Approve Service Agreement for Vinewood Center to Provide Parenting Classes at South/West Park School
- 13.2.5 Approve Addendum to Master Claiming Agreement with Stanislaus County Office of Education for Medi-Cal Administrative Activities
- 13.2.6 Approve Funding for the Agriculture Incentive Grant for West High School 2008-09
- 13.2.7 Receive Update on Quarterly Williams/Valenzuela Uniform Complaint Reports for Quarter Ending January 15, 2009
- 13.2.8 Approve Overnight Travel for Tracy High School Jazz Ensemble to Attend the Reno Jazz Festival in Reno, Nevada, From April 23-25, 2009

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 Service Agreement with Damio Towkaniuk (Tracy High) for the 2008-2009 Track Season

Action Items:

- 14.1 **Administrative & Business Services:** None.

14.2 Educational Services:

- 14.2.1 Approve Adoption of K-8 Math Textbooks

Action: Trustee Hawkins wanted to make sure that by approving the adoption, the District will not actually purchase these books until we know more information on the State budget crisis. In the meantime, we will apply for a waiver for the math adoption and future language arts adopt so that we will have more time. Moved to adopt, but come to the Board to

approve the actual purchase.

Lewis, Gouveia. **Vote:** Yes-6; No-0; Absent-1(Swenson)

14.2.2 Approve Adoption of Speech and Debate Textbooks

Action: Approved to purchase. Lewis, Hawkins. **Vote:** Yes-6; No-0; Absent-1(Swenson)

14.2.3 Adopt Resolution No. 08-15 to Approve the Behavioral Intervention Plans (Hughes Bill) Mandated Cost Claim Settlement and Agreement to Waive Future Claims

Action: Vaughn, Crandall. **Vote:** Yes-6; No-0; Absent-1(Swenson)

Board Reports:

Trustee Gouveia attended his first Parks and Rec meeting. They reviewed a report on the Holly Sugar area. He also attended the retreat with MCYSN which gave incites on what the next year's funding should be. They were positive about what has transpired currently. Trustee Vaughn passed. Trustee Crandall attended the joint use special meeting with the City of Tracy with the rest of the board members. He hopes that we can work together more expeditiously than in the past. We got off to a good start with the pool. Hopefully we can model some joint use issues that other cities have. He also attended the facilities committee meeting last night. He has a question about the letter to the editor in the paper about traffic when the fire department had to respond to Tracy High and the trucks had a hard time getting into the campus. Maybe we need to call the police department and ask for more traffic enforcement. He wants to make sure that the emergency vehicles can get in there. He would also like to know how we select the companies that do the portraits. Trustee Lewis is also concerned about the price of all the pictures. The cost seems to be going up even in this economy. Dr. Goodall commented that this is one of the reasons why Kimball High is critical in opening because it will help decrease traffic and is a safety issue. Trustee Hawkins goes by Tracy High every morning. He talked to the police department about the light at MacArthur & 11th Street not having green light for left hand turn. He also attended the facilities meeting and thanked Bonnie for filing in for Denise. Trustee Lewis reported that Denise came out of retirement and joined them at the joint special meeting with the City. He also attended a unification meeting with Lammersville with Dr. Franco and Dr. Goodall. He asked Lammersville why they are sending their parents to our board meetings when there is no proposal to vote on yet. They also discussed the following issues:

1. The new districts will be adequate in terms of number of pupils enrolled
2. The districts are each organized on the basis of a substantial community identify.
3. The proposal will result in an equitable division of property and facilities of the original district or districts.
4. The reorganization of the districts will not promote racial or ethnic discrimination or segregation.
5. The proposed reorganization will not result in any substantial increase in costs to the state.
6. The proposed reorganization will not significantly disrupt the educational programs in the proposed districts and districts affected by the proposed

reorganization and will continue or promote sound education performance in those districts.

7. The proposed reorganization will not result in a significant increase in school housing costs.
8. The proposed reorganization is not primarily designed to result in a significant increase in property values causing financial advantage to property owners because territory was transferred from one school district to an adjoining district.
9. The proposed reorganization will not negatively affect the fiscal management or fiscal status of the proposed district or any existing district affected by the proposed reorganization.

Their developer is showing them high school plans similar to Kimball although they would start out with what you see at Delta College; some portables and dirt around it. They need to get the information that that's what they will be getting for a school that may have only 800 kids. They have a challenge on their hands. We've agreed to keep working with them. He also attended the CIF meeting in Bill's absence. All districts are looking at sports as a potential cut. They now require that any student with a change of address, no matter what, must complete new paperwork. They are still working on the realignment update and the playoffs are planned to increase the number of teams that would go into the brackets. Trustee Guzman attended the MLK Breakfast along with Tom, Walter and James. He congratulated the BSUs for Tracy and West. James spoke and he did a great job. He thanked the District for hosting the Chamber Mixer with United Way. Matt Belasco's group did the catering and did a good job. He attended his first facilities meeting. They covered a lot of items. The Tracy Latino Youth Conference will be held at North on February 7th from 8-2:00 p.m. They will have workshops regarding financial aid and colleges will be there. The guest speaker is Delores Huerta.

**Superintendent
Report:**

Dr. Franco met with Art Ocampo and representatives from UOP. They are having a college day on February 8th where they will help with college applications and explain college funding. Kudos to both high schools for a successful Winter Ball and Girls Treat. He attended the MLK Breakfast along with Tom, James, Walter and Ted. James gave a great speech. He thanked Kelly, Bonnie and Casey for their work on the Unification Committee. He complimented Paul Hall and James for their work on the Diversity Committee. Walter is also on that committee. On Saturday Williams will have the honors band and orchestra concert. Now is the time for every superintendent and board member to contact the legislature and ask to speak up and support flexibility in funding. There will be a question and answer session on Friday at the County Office of Education. Next Tuesday there will be a special board meeting regarding Delta Island at 7:00 p.m.

**9:52 P.M.
Adjournment.**

Clerk

Date



TRACY

UNIFIED SCHOOL DISTRICT

*"The future belongs
to the educated"*

Dr. James C. Franco
Superintendent
(209) 830-3201
(209) 830-3204 Fax

Dr. Casey J. Goodall
Associate Superintendent
of Business Services
(209) 830-3230
(209) 830-3234 Fax

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

Ryan Davis
Assistant Superintendent
of Human Resources
(209) 830-3260
(209) 830-3264 Fax

January 21, 2009

Mr. Orlando Castellon
Business Representative
United Union of Roofers, Waterproofers and Allied Workers
Local Union No. 81
8400 Enterprise Way, Room 122
Oakland, CA 94621

Re: Roof Replacement/PVC Single Ply Roofing at Various School Sites Project
and Contract Cool Roofing Systems Inc.

Dear Mr. Castellon:

This letter is written in response to your January 14, 2009 letter to Tracy Unified School District requesting that the District review "liquidated damages" as they might apply to Cool Roofing Systems for the above referenced project.

As previously stated, Cool Roofing was asked to delay its work at Tracy High School - EB Theater in order to facilitate a separate concurrent HVAC replacement project on the EB Theater. Cool Roofing agreed to this request and a Change Order was issued by District for a non-compensable time extension of 48 calendar days. Accordingly, the assessment of liquidated damages to Cool Roofing would not be appropriate.

Sincerely,

Casey J. Goodall
Associate Superintendent of Business Services

cc: Dr. James C. Franco, Superintendent
Bill Willner, Director of Bldg., Maint. & Grounds
Anthony Contimente, RGM & Assoc.
Monique Willner, Const. Technician

1875 W. Lowell Avenue
Tracy, CA 95376
www.tracy.k12.ca.us



HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Ryan Davis, Assistant Superintendent for Human Resources
DATE: January 15, 2009
SUBJECT: Recognize the Outstanding Employees of the Winter Term for the 2008-09 School Year

BACKGROUND: Three times each school year, nominations for outstanding employees are solicited from staff. A selection committee composed of one administrators, one classified/confidential representative, two certificated representatives and two classified representative review the nominations and make the selections. This is the 25th year the District has been recognizing outstanding employees.

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

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

FUNDING: N/A

RECOMMENDATION: Recognize Tami Harris (K-5), Doris Nolan (6-8), and Manuel Pires (9-12) as Outstanding Classified employees; Ann Jayne (K-5), Nathan Allen and Jo Hensel (Coaching Team) (6-8), and Debbie Wittkowske (9-12) as Outstanding Certificated employees; and Jack McCready as Outstanding Certificated Management employee for the Winter Term of the 2008-09 school year.

PREPARED BY: Ryan Davis, Assistant Superintendent for Human Resources



BUSINESS SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Casey Goodall, Assistant Superintendent for Business
DATE: January 30, 2009
SUBJECT: **Accept Report from KNN Public Finance Regarding the First Bond Issuance on the Measure S Bonds**

BACKGROUND: Voters within the School Facilities Improvement District No. 3 of the of the Tracy Unified School District passed Measure S on November 4, 2008 providing TUSD with authorization to issue \$43.1 million in bonds. The first series of bonds, in the amount not to exceed \$14 million is tentatively scheduled to be sold in March 2009 either by competitive sale or negotiated sale. The bond sale is tentatively scheduled for close on March 26, 2009 and the funds will be wired to the District's account at the County. The actual debt service on the bonds will be determined after the bonds are sold and interest rates have been set.

RATIONALE: At this time the District's Financial Advisor, KNN Public Finance would like to present to the Board the options for the bond sale, the current state of the bond market, estimated annual debt service and the estimated tax rate calculations.

FUNDING: No funding implications.

RECOMMENDATION: Accept Report from KNN Public Finance Regarding the First Bond Issuance on the Measure S Bonds

Prepared by: Bonny Carter, Facilities Planner



BUSINESS SERVICES MEMORANDUM

TO: Jim Franco, Superintendent
FROM: Casey Goodall, Associate Superintendent for Business Services
DATE: February 3, 2009
SUBJECT: Receive Report On State and District Budget

BACKGROUND: On June 10th, the board approved a balanced budget. However, on November 7th, the Governor proposed mid-year cuts and called for a special session of the legislature to address an anticipated \$3 billion state shortfall in the current year. The Governor's proposed cuts were projected to cause cuts of \$12.2 million in Tracy Unified School District.

By December 1, the anticipated shortfall had grown to \$28 billion for the current year plus the next year. On December 31, Governor Schwarzenegger released his 2009-10 state budget with a projected 18-month shortfall of \$41.6 billion with additional proposed cuts to K-12 public education. The impact of these additional reductions is likely to increase the cuts within the district to \$15.4 million.

RATIONALE:

As in other years in which reductions were required, the Superintendent convened a Fiscal Response team to propose an initial set of potential budget reductions. The list will be provided at the board meeting.

The Superintendent has formed a District Budget Advisory Committee (DBAC) to consider the initial list, add ideas, and prioritize all ideas which are suggested.

Public meetings will be held on March 4th and 5th to collect input.

FUNDING: This information item has no financial impact. Budget development will continue throughout the year, which will lead to a balanced budget proposal in June.

RECOMMENDATION: Receive Report On State and District Budget

Prepared by: Casey Goodall – Associate Superintendent for Business Services



EDUCATIONAL SERVICES MEMORANDUM

To: Dr. Jim Franco, Superintendent
From: ~~Dr.~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services
Date: ~~XX~~ February 3, 2009
Re: Receive Report on Current Administrative Regulation AR 5116.1
Intradistrict Open Enrollment

Background: At the January 27, 2009, Board Meeting, there was a request from a community member to provide information on the District's current Intradistrict Open Enrollment Policy.

Rationale: Staff will provide an update on the District's current Intradistrict Open Enrollment Policy, AR 5116.1.

Funding: None

Recommendation: Receive Report on Current Administrative Regulation AR 5116.1 Intradistrict Open Enrollment

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

INTRADISTRICT OPEN ENROLLMENT**1. Purpose and Scope**

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

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

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

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

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

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

2. Procedures

1. The Superintendent or designee shall identify those schools, which may have space available for additional students. A list of these schools and open enrollment applications shall be available at all school offices.
2. Enrollment in a school of choice shall be determined by lot from the eligible applicant pool, and a waiting list shall be established to indicate the order in which students may be accepted as openings occur. Late applicants may be added to a lottery pool and selected by lot when space is available.
3. Applications should be made at the school of choice during the designated open enrollment period, for possible placement for the fall semester of the next school year. All applications will be time and date stamped.

INTRADISTRICT OPEN ENROLLMENT

4. The Superintendent or designee shall inform applicants by mail as to whether their applications have been approved, denied, or placed on a waiting list. If the application is denied, the reason for denial shall be stated.
5. Applicants who receive approval must confirm their enrollment within seven calendar days.
6. An eighth grade student desiring to attend a high school other than his or her designated home school may apply to that high school of choice regardless of the elementary school last attended.
7. The principal shall maintain an up to date list of those students attending their school because of choice.

Any complaints regarding the selection process should be taken to the Superintendent or designee whose decision shall be final.

Notifications

Notifications shall be sent to parents/guardians at the beginning of each year as part of the parents rights on the availability of a package describing all current statutory attendance options and local attendance options available in the district including:

1. All options for meeting residency requirements for school attendance.
2. Program options offered within local attendance areas.
3. A description of any special program options available on both an interdistrict and intradistrict basis.
4. A description for the procedure for application for alternative attendance areas or programs and the appeals process available, if any, when change of attendance is denied.
5. A district form for requesting a change of attendance.
6. The explanation of attendance options under California law as provided by the California Department of Education. (Education Code 48980)

Intradistrict Attendance for Specialized Needs

The Board of Trustees shall determine attendance boundaries of the schools of the District, and the Superintendent/designee shall maintain a record of all boundaries.

The District will make every reasonable effort to meet the academic and social needs of all its students. Typically, students are enrolled in the District's school where the parent/legal guardian

INTRADISTRICT OPEN ENROLLMENT

resides. In addition, when students are unable to make a satisfactory adjustment to the academic program and social life at the comprehensive high school, the District offers alternative educational programs which are designed to better meet their special needs and interests. However, the district offers enrollment options under specific criteria.

Intradistrict permit requests (Comprehensive High Schools)

An intradistrict transfer permit shall be requested when a transfer from one comprehensive high school to another within the Tracy Joint Union High School District is desired. Intradistrict requests are subject to space availability at the desired school.

High school students, including incoming ninth graders, must submit an intradistrict transfer request before May 15th of the previous school year in order to be considered for a transfer. Any transfers received after May 15th will be held and if space is available in an academy or specific class, the applicants will be selected by lottery. The student must meet the qualifications and be accepted into the academy.

High School transfers for continuing students will only be granted during the open enrollment period. Only students newly enrolled in Tracy Unified School District will be considered for transfers during the school year.

Should the need arise to make an exception to these priorities, the Director for Student Services will review the case to determine whether cause exists to make a change.

Requests for intradistrict attendance permits will be given consideration when the request is in keeping with this policy and other District rules and regulations.

Parents/legal guardians of students attending school on intradistrict permits must reapply for those permits annually and meet the criteria defined by this policy and/or criteria for the transfer.

Revocation of Intradistrict Permits

Intradistrict permits may be revoked at any time that a student does not maintain acceptable standards of attendance and/or behavior as defined by the Student Conduct Code and/or maintain acceptable levels of academic achievement.

Intradistrict Attendance

The following criteria are considered when intradistrict permits are requested involving the comprehensive high schools of the District:

- a) When the day care of a handicapped student can be provided only within the boundaries of the school of proposed attendance.

INTRADISTRICT OPEN ENROLLMENT

- b) When parents/legal guardians move into another school area during a semester, to allow the ninth and tenth grade student to continue enrollment for the remainder of that semester, and to allow the eleventh and twelfth grade student to complete high school graduation requirements when the student's past performance has been successful and he/she is currently in good standing.
- c) When parents/legal guardians anticipate a change of residence during the school term and can provide written verification of the address to which they are moving, to permit enrollment pending the actual move.
- d) When concern exists for a student's welfare (written verification required). Juvenile court cases, special mental or physical health needs, safety needs, and disciplinary cases will be considered.
- e) When a student's enrollment in a specific course of instruction lasting more than one semester and provided only at a designated school, to allow enrollment at that school as long as the student continues enrollment in the specific class or program of instruction and/or meets transfer criteria.
- f) Legal children of certificated and classified employees who are assigned to the school.
- g) **When an incoming ninth grade high school student living within the John C. Kimball attendance boundary, and scheduled to graduate before July 2015, has an older sibling simultaneously attending Tracy High School or Merrill F. West High School because at the time the older sibling was assigned to the high school to which he/she was geographically assigned based on the two attendance boundaries which existed prior to the existence of John C. Kimball High School.**
- h) **When an incoming ninth grade high school student living with the John C. Kimball attendance boundary, and scheduled to graduate before July 2015, has an older sibling simultaneously attending Tracy High School or Merrill F. West High School because the older sibling was assigned to attend a high school based on criteria g, above.**

Intradistrict permits involving the comprehensive schools of the District are issued on the basis of the criteria contained in Board Policy 5116. Continuation of student transfer permits is subject to the following conditions:

1. Regular school attendance.
2. Passing grades in all subjects.
3. Observance of school rules and regulations.
4. Availability of space.
5. Meet academic requirements established by each program

INTRADISTRICT OPEN ENROLLMENT

Intradistrict permits require yearly renewal. Student transportation is the responsibility of the parent.

Intradistrict Permits

The following procedures shall be followed when considering intradistrict requests involving the comprehensive high schools of the District:

1. The request shall be initiated by the parent at the school of residence and submitted to the principal or assistant principal.
2. The principal/assistant principal of the school of residence must approve or deny the request to:
 - a) Verify a need for the transfer
 - b) Determine if the reason stated is in accordance with board policy.
- 3) The principal/assistant principal of the school of residence must approve or deny the request.
- 4) The principal/assistant principal of the school of residence shall contact the principal/assistant principal of the requested school and forward the request form to him/her.
- 5) The principal/assistant principal of the requested school may concur with the school of residence, request an interview with the parent and student, and/or disagree with the school of residence.
- 6) The principal/assistant principal of the requested school shall forward the completed request form to the Director of Student Services.
- 7) No student shall be enrolled in the requested school prior to the approval of the request by the Director of Student Services. Neither school official shall indicate the probable disposition of the request until formal confirmation has been provided.
- 8) The Director of Student Services shall notify the parent and both schools of the disposition of the request and the conditions of the intradistrict transfer agreement if any.
- 9) A parent conference may be requested prior to enrollment.

INTRADISTRICT OPEN ENROLLMENT

- 10) Parents/guardians of students attending school on intradistrict permits or submitting new intradistrict permits must apply/reapply for those permits annually using the following procedures:
 - a) The parent/guardian shall submit an "Intradistrict Attendance Transfer Request" form to the Student Services Office (SSO) by May 15th of the year preceding the school year for which it is requested.
 - b) The Director of Student Services will review the request and inform the parent/guardian, in writing, of his/her decision or the decision to place the student on the lottery waiting list. Parents shall be notified before the start of school of the status of the request.
 - c) A copy of the approved/disapproved form will be sent to both schools involved.

Interdistrict Permits and Sports

High School students transferring after the May 15th deadline may need to file a form with the California Interscholastic Federation and may be sanctioned from sports. This includes incoming 9th graders who transfer after the first fifteen days of school and continuing students.

Parent Appeals

Parents may request, in writing, a hearing by the Board of Education.

1. Parents who wish to appeal, must complete the "Appeal to the Board of Education" form available in the Student Services office.
2. The request shall be made in writing and submitted at least ten (10) working days before a scheduled board meeting.
3. The Director of Student Services will review the written request and forward materials to the Board of Education.
4. The decision of the Board of Education shall be final.

Involuntary Transfer to Alternative Education Programs

The comprehensive high school will make every reasonable effort to ensure a student's success prior to recommending an involuntary transfer to an alternative school provided that the student may be involuntarily transferred the first time he/she commits an act enumerated in Education

INTRADISTRICT OPEN ENROLLMENT

Code 48900 if the principal determines that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process.

A cooperation effort, between the school staff and parents or guardians, will attempt to bring about a student's satisfactory adjustment to the academic program and social life at the District comprehensive high schools.

Prior to transferring a student to an alternative education program, the comprehensive high school administration will refer the student's case to the Alternative Education Committee to consider the appropriateness of the recommended placement. The Alternative Education Committee will include an assistant principal from each of the District's comprehensive high school, the student's counselor, the principal of the alternative school.

1. At the Alternative Education Committee Meeting, the student or the student's parent/guardian shall be informed of the specific facts and reasons for the proposed transfer.
2. The student or the student's parent/guardian shall have the opportunity to inspect all documents relied upon, question any evidence and witnesses utilized and present evidence on the student's behalf. The student may also designate one or more representatives and witnesses to be present with him/her at the meeting.
3. The decision to transfer the student involuntarily shall be based on finding that the student committed an act enumerated in Education Code 48900, or has been habitually truant or irregular in attendance from instruction upon which he/she is lawfully required to attend.
4. None of the persons involved in the final decision to make an involuntary transfer of the student shall be a member of the staff of the school in which the student is enrolled at the time the decision is made.
5. The decision to transfer shall be in writing, stating the facts and reasons for the decision, and sent to the student or the student's parent/guardian. It shall also indicate whether the decision is subject to periodic review and the procedures therefore.

Involuntary Transfer Appeals

Parents have five (5) school days from the date of the decision to transfer to appeal.

1. The request for an appeal must be made, in writing, to the Director for Student Services. A conference will then be scheduled. The Director of Student Service's decision shall be final. At the conference:

INTRADISTRICT OPEN ENROLLMENT

- a) The student, parent or guardian will be informed of the specific facts and reasons for the proposed transfer;
- b) The student, parent or guardian may inspect all documents relied upon and question any evidence on the student's behalf;
- c) The student may designate representatives and witnesses to be present at the meeting.

Voluntary transfer to an Alternative Education Programs

1. A student must be at least sixteen (16) years of age to be allowed to transfer to Alternative Education Programs.
2. A voluntary transfer may not occur without prior consultation with the principal of High School Alternative Education Programs and the comprehensive high school administrator and/or counselor.
3. A student under eighteen (18) years of age who volunteers for the program must have parental permission.
4. A student who is referred to the program may be given priority over students who volunteer.
5. A student who has voluntarily transferred to a Alternative Education Program shall have the right to return to the comprehensive high school at the beginning of the following school year and with the consent of the Director for Student Services, may return at any time.

Voluntary Transfer to On-site Alternative Education Programs

1. A student younger than sixteen (16) years of age may be allowed to voluntarily transfer to the on-site continuation high school program.
2. A voluntary transfer may not occur without prior consultation with the principal/designee of the on-site continuation high school program and the comprehensive high school administrator.
3. A student younger than sixteen (16) years of age who volunteers for the program must have parental permission.
4. A student who has voluntarily transferred to an on-site continuation shall have the right to return to the regular comprehensive high school program at the beginning of the following school year and with the consent of the Director of Student Services, may return at any time.

INTRADISTRICT OPEN ENROLLMENTVoluntary Transfer to Full-time Tracy Adult School Classes

1. Before students under the age of eighteen (18) transfer to an adult school program on a full-time basis, they must comply with the following requirements:
 - a) Students must obtain permission from their parents or guardian.
 - b) Students must obtain permission from the Comprehensive High School Administration, Continuation principal, and the Tracy Adult School principal's permission.
 - c) Students who transfer from another district's adult school may enroll in the Tracy Adult School program at any time with the Tracy Adult School principal's permission.
 - d) Students under eighteen (18) may appeal the decision made by the mentioned school authorities to the Director for Student Services. The Director's decision shall be final.

Transferring an Alternative Education Student to a Comprehensive High School

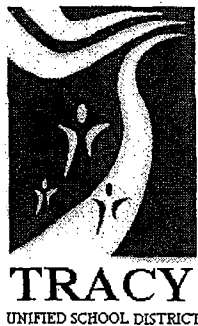
Before being transferred to one of the District's comprehensive high schools, a student who was involuntarily transferred to the continuation school must attend at least one (1) quarter at continuation and meet the following conditions:

1. Average at least one credit worth of work per week for the entire quarter.
2. Accumulate not more than five (5) unexcused absences during the quarter.
3. Accumulate not more than one (1) suspension during a nine (9) week period.
4. Accumulate not less than thirty (30) credits behind their class.
5. Return at a semester break.

INTRADISTRICT OPEN ENROLLMENT

Revised: 1/30/06

Revised: 8/12/08



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: January 30, 2009
SUBJECT: Ratify Measure E Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda

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

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

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

FUNDING: Per attached summary of requisitions.

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

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

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

A. Vendor: Industrial Fence Company, Inc.
Site: West High School – Safety Fence
Item: Agreement
Services: Provide and install new fencing to extend the current varsity baseball field fence to 30 feet along the varsity baseball field at West High School. This will prevent any baseballs from entering the new pool facility.
Cost: \$22,964.00
Project Funding: Local Bond Funds & State School Building Fund (SSBF)

B. Vendor: Rainforth Grau Architects
Site: Tracy High School – Renovation and New Construction Project
Item: Revision #1–Amendment #2; Vehicle Maint., Service & Repair Facility CTE.
Services: The original fee is based on the construction value only; however, the dynamometer, compressor and in-ground lifts have been completely designed into the project and should be included in architectural fee.

	Original Fee	Revision #1 Fee
Vehicle CTE Cost:	\$ 149,510.00	\$181,520.00
Total Increase in Fee:	\$ 32,010.00	
Project Funding:	Local Bond Funds and SSBF	



TRACY
UNIFIED SCHOOL DISTRICT

BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: February 2, 2009
SUBJECT: Ratify Measure S 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.

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FUNDING: Per attached summary of requisitions.

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

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

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

A. Vendor:	RGM & Associates
Site:	Various School Sites
Item:	Proposal - Ratify
Services:	Review the modernization eligibility for the Measure S Bond school sites and recommend whether modernization eligibility should be adjusted to reflect current conditions.
Cost:	\$6,500.00 Not to Exceed
Project Funding:	Local Bond Funds & State School Building Fund (SSBF)



TRACY
UNIFIED SCHOOL DISTRICT

BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: February 2, 2009
SUBJECT: **Ratify Routine Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda**

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

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FUNDING: Per attached summary of requisitions.

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

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

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

A.	Vendor:	Total Compensation Systems, Inc.
	Site:	Finance
	Item:	Agreement
	Services:	The District is required by GASB 45 to account for and report the annual cost of other post employee benefits (OPEB) and the related outstanding obligations and commitments. The firm will prepare an actuarial study which will provide the District with the information necessary to manage the costs and liabilities associated with its retiree health benefits. Additionally, this information will enable the District to disclose the financial implications of retiree health benefits to internal financial staff, the Board, employee groups and other affected parties.
	Cost:	\$7,300.00
	Project Funding:	Unrestricted General Fund



TRACY
UNIFIED SCHOOL DISTRICT

BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: *Casey Goodall* Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: 1/26/09
SUBJECT: Approve Payroll Reports (December 2008, January 2009)

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

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

FUNDING: N/A

RECOMMENDATION: Approve Payroll Reports

Prepared by: Reed Call, Director of Financial Services

DATE: 12/10/08

FUND 01 GROSS PAYROLL	\$ 672,353.05
BENEFITS	\$ 66,656.86
TOTAL	\$ 739,009.91
FUND 11 GROSS PAYROLL - ADULT EDUCATION	\$ 73,586.90
BENEFITS	\$ 15,345.34
TOTAL	\$ 88,932.24
FUND 12 GROSS PAYROLL - CHILD DEVELOPMENT	\$ 2,626.45
BENEFITS	\$ 168.05
TOTAL	\$ 2,794.50
FUND 13 GROSS PAYROLL - CAFETERIA FUND	\$ 12,861.35
BENEFITS	\$ 1,366.80
TOTAL	\$ 14,228.15
FUND 35 GROSS PAYROLL-COUNTY SCHOOL FACILITIES FUND	\$ -
BENEFITS	\$ -
TOTAL	\$ -
DISTRICT TOTAL	\$ 844,964.80

Run Date: 12/04/2008 15:43:42

Report: R0010A

TRACY UNIFIED SCHOOL DISTRICT

Page 1

Gross Wage & Fringe Summary by Object for NOVEMBER SUPPL. 12/10/2008

Fiscal Year 2008/2009

Fund: 01	GEN FUND/CO SCHOOL	SERV FUND	Description	Object	Wage Total	Fringe Total	Wage & Fringe Total
			TEACHERS' SALARIES	1100	60,843.78	0.00	60,843.78
			TEACHERS' SALARIES SUMMER SCHL	1104	7,233.23	0.00	7,233.23
			TEACHERS' SALARIES SUBS	1105	165,685.05	0.00	165,685.05
			HOME INSTRUCTION SALARIES	1120	7,504.88	0.00	7,504.88
			CERT PUPIL SUPPORT SALARIES	1200	3,064.08	0.00	3,064.08
			CERT. SUPERVISOR SALARIES	1310	2,282.35	0.00	2,282.35
			ASSISTANT SUPERINTENDENTS SAL	1330	3,463.85	0.00	3,463.85
			CERT. ADMINISTRATOR SALARIES	1340	11,358.00	0.00	11,358.00
			OTHER CERTIFICATED SALARIES	1900	182,179.47	0.00	182,179.47
			INSTRUCTIONAL AIDES' SALARIES	2100	92,853.75	0.00	92,853.75
			INSTR AIDES SALARIES SUBS	2105	6,757.32	0.00	6,757.32
			CLASSIFIED SUPPORT SALARIES	2200	84,176.20	0.00	84,176.20
			CLASS SUPPORT SALARIES SUBS	2305	12,177.34	0.00	12,177.34
			CLERICAL & OFFICE SALARIES	2400	16,249.64	0.00	16,249.64
			CLERICAL AND OFFICE SAL SUBS	2405	4,441.81	0.00	4,441.81
			CLERICAL AND OFFICE SAL HOURLY	2407	2,531.48	0.00	2,531.48
			OTHER CLASSIFIED SALARIES	2900	6,916.85	0.00	6,916.85
			OTHER CLASSIFIED SALARY SUBS	2905	2,633.97	0.00	2,633.97
			STRS ON 1000 SALARIES	3101	0.00	27,535.42	27,535.42
			STRS ON 2000 SALARIES	3102	0.00	255.76	255.76
			PERS ON 1000 SALARIES	3201	0.00	957.13	957.13
			PERS ON 2000 SALARIES	3202	0.00	3,234.49	3,234.49
			OASDI ON 1000 SALARIES	3311	0.00	664.09	664.09
			OASDI ON 2000 SALARIES	3312	0.00	6,415.39	6,415.39
			FICA-MED ON 1000 SALARIES	3321	0.00	5,977.55	5,977.55
			FICA-MED ON 2000 SALARIES	3322	0.00	3,316.72	3,316.72
			ALTER. RETIREMENT ON 1000 SAL	3331	0.00	1,114.34	1,114.34
			ALTER. RETIREMENT ON 2000 SAL	3332	0.00	4,001.99	4,001.99
			HEALTH & WELFARE ON 2000 SALS	3412	0.00	0.23	0.23
			STATE UNEMPLOY ON 1000 SALARY	3501	0.00	1,330.83	1,330.83
			STATE UNEMPLOY ON 2000 SALARY	3502	0.00	686.30	686.30
			WORKER'S COMP INS ON 1000 SAL	3601	0.00	7,367.65	7,367.65
			WORKER'S COMP INS ON 2000 SAL	3602	0.00	3,798.97	3,798.97
					672,353.05	66,656.86	739,009.91

01 Fund Total:

Fund: 11	ADULT EDUCATION FUND	Description	Object	Wage Total	Fringe Total	Wage & Fringe Total
		TEACHERS' SALARIES	1100	56,522.48	0.00	56,522.48
		TEACHERS' SALARIES SUBS	1105	532.62	0.00	532.62
		CERT PUPIL SUPPORT SALARIES	1200	3,518.18	0.00	3,518.18
		INSTRUCTIONAL AIDES' SALARIES	2100	12,556.34	0.00	12,556.34
		CLASSIFIED SUPPORT SALARIES	2200	457.28	0.00	457.28
		STRS ON 1000 SALARIES	3101	0.00	4,332.36	4,332.36
		OASDI ON 2000 SALARIES	3202	0.00	1,121.91	1,121.91
		PERS ON 2000 SALARIES	3301	0.00	740.47	740.47
		FICA-MED ON 1000 SALARIES	3321	0.00	699.96	699.96
		FICA-MED ON 2000 SALARIES	3322	0.00	173.18	173.18
		ALTER. RETIREMENT ON 1000 SAL	3331	0.00	68.49	68.49
		HEALTH & WELFARE ON 1000 SALS	3411	0.00	5,556.73	5,556.73

Report: R0010A

Gross Wage & Fringe Summary by Object for NOVEMBER SUPPL. 12/10/2008

Fiscal Year 2008/2009

3412 HEALTH & WELFARE ON 2000 SAL
 3501 STATE UNEMPLOY ON 1000 SALARY
 3502 STATE UNEMPLOY ON 2000 SALARY
 3601 WORKER'S COMP INS ON 1000 SAL
 3602 WORKER'S COMP INS ON 2000 SAL

1,209.34
 181.72
 39.04
 1,006.01
 216.13

 88,932.24

11 Fund Total:

Fund: 12 CHILD DEVELOPMENT FUND

Object
 Description
 1100 TEACHERS' SALARIES
 1340 CERT. ADMINISTRATOR SALARIES
 2100 INSTRUCTIONAL AIDES' SALARIES
 2900 OTHER CLASSIFIED SALARIES
 3101 STRS ON 1000 SALARIES
 3321 FICA-MED ON 1000 SALARIES
 3322 FICA-MED ON 2000 SALARIES
 3331 ALTER. RETIREMENT ON 1000 SAL
 3332 ALTER. RETIREMENT ON 2000 SAL
 3501 STATE UNEMPLOY ON 1000 SALARY
 3502 STATE UNEMPLOY ON 2000 SALARY
 3601 WORKER'S COMP INS ON 1000 SAL
 3602 WORKER'S COMP INS ON 2000 SAL

Wage Total
 1,137.00
 1,020.32
 125.10
 344.03
 64.36
 0.00
 16.49
 0.00
 6.79
 0.00
 12.49
 16.42
 6.48
 1.41
 35.82
 7.79

 2,794.50

Fringe Total
 0.00
 0.00
 0.00
 0.00
 64.36
 0.00
 16.49
 6.79
 12.49
 16.42
 6.48
 1.41
 35.82
 7.79

 168.05

Wage & Fringe Total
 1,137.00
 1,020.32
 125.10
 344.03
 64.36
 0.00
 16.49
 6.79
 12.49
 16.42
 6.48
 1.41
 35.82
 7.79

 2,962.55

12 Fund Total:

Fund: 13 CAFETERIA FUND

Object
 Description
 2200 CLASSIFIED SUPPORT SALARIES
 2205 CLASS SUPPORT SALARIES SUBS
 2400 CLERICAL & OFFICE SALARIES
 3202 PERS ON 2000 SALARIES
 3312 OASDI ON 2000 SALARIES
 3322 FICA-MED ON 2000 SALARIES
 3332 ALTER. RETIREMENT ON 2000 SAL
 3502 STATE UNEMPLOY ON 2000 SALARY
 3602 WORKER'S COMP INS ON 2000 SAL

Wage Total
 5,411.19
 6,985.04
 465.12
 0.00
 392.56
 281.93
 186.46
 273.66
 38.60
 213.59

 14,228.15

Fringe Total
 0.00
 0.00
 0.00
 0.00
 392.56
 281.93
 186.46
 273.66
 38.60
 213.59

 1,366.80

Wage & Fringe Total
 5,411.19
 6,985.04
 465.12
 0.00
 392.56
 281.93
 186.46
 273.66
 38.60
 213.59

 15,595.05

13 Fund Total:

District Total:

844,964.80

DATE: 12/30/08

FUND 01 GROSS PAYROLL	\$ 6,343,170.16
BENEFITS	\$ 1,918,787.84
TOTAL	\$ 8,261,958.00
 FUND 11 GROSS PAYROLL - ADULT EDUCATION	 \$ 35,993.75
BENEFITS	\$ 10,931.09
TOTAL	\$ 46,924.84
 FUND 12 GROSS PAYROLL - CHILD DEVELOPMENT	 \$ 7,915.60
BENEFITS	\$ 3,575.97
TOTAL	\$ 11,491.57
 FUND 13 GROSS PAYROLL - CAFETERIA FUND	 \$ 95,206.27
BENEFITS	\$ 25,628.14
TOTAL	\$ 120,834.41
 FUND 35 GROSS PAYROLL-COUNTY SCHOOL FACILITIES FUND	 \$ -
BENEFITS	\$ -
TOTAL	\$ -
 DISTRICT TOTAL	 \$ 8,441,208.82

Report: R0010A

Gross Wage & Fringe Summary by Object for DECEMBER REGULAR 12/30/2008

Fiscal Year 2008/2009

Fund: 01	GEN FUND/CO SCHOOL	SERV FUND	Description	Object	Wage Total	Fringe Total	Wage & Fringe Total
			TEACHERS' SALARIES	1100	4,258,096.60	0.00	4,258,096.60
			HOME INSTRUCTION SALARIES	1120	7,670.80	0.00	7,670.80
			CERT PUPIL SUPPORT SALARIES	1200	230,378.65	0.00	230,378.65
			CERT SUPERVISORS' & ADMINS' SAL	1300	46,871.03	0.00	46,871.03
			CERT SUPERINTENDENTS SALARIES	1310	15,553.93	0.00	15,553.93
			ASSISTANT SUPERINTENDENTS SAL	1320	14,887.67	0.00	14,887.67
			CERT. ADMINISTRATOR SALARIES	1330	20,272.51	0.00	20,272.51
			OTHER CERTIFICATED SALARIES	1340	311,687.20	0.00	311,687.20
			INSTRUCTIONAL AIDES' SALARIES	2100	74,022.42	0.00	74,022.42
			CLASSIFIED SUPPORT SALARIES	2200	287,553.23	0.00	287,553.23
			CLASS SUPERVISORS' & ADMINS' SAL	2300	530,026.04	0.00	530,026.04
			CLASS SUPERVISORS SALARIES	2310	13,193.34	0.00	13,193.34
			CLASS. ADMINISTRATOR SALARIES	2320	41,155.66	0.00	41,155.66
			CLERICAL & OFFICE SALARIES	2400	84,362.74	0.00	84,362.74
			CLERICAL AND OFFICE SAL HOURLY	2407	229,550.17	0.00	229,550.17
			OTHER CLASSIFIED SALARIES	2900	143,177.98	0.00	143,177.98
			STRS ON 1000 SALARIES	3100	33,131.80	0.00	33,131.80
			STRS ON 2000 SALARIES	3102	445,675.81	0.00	445,675.81
			PERS ON 1000 SALARIES	3201	645.02	0.00	645.02
			PERS ON 2000 SALARIES	3202	6,924.67	0.00	6,924.67
			OASDI ON 1000 SALARIES	3311	127,444.51	0.00	127,444.51
			OASDI ON 2000 SALARIES	3312	3,926.85	0.00	3,926.85
			FICA-MED ON 1000 SALARIES	3321	73,340.36	0.00	73,340.36
			FICA-MED ON 2000 SALARIES	3322	62,833.53	0.00	62,833.53
			ALTER. RETIREMENT ON 1000 SAL	3331	18,534.94	0.00	18,534.94
			ALTER. RETIREMENT ON 2000 SAL	3332	-21.25	0.00	-21.25
			HEALTH & WELFARE ON 1000 SALS	3411	1,825.42	0.00	1,825.42
			HEALTH & WELFARE ON 2000 SALS	3412	627,204.14	0.00	627,204.14
			STATE UNEMPLOY ON 1000 SALARY	3501	235,602.46	0.00	235,602.46
			STATE UNEMPLOY ON 2000 SALARY	3502	14,940.03	0.00	14,940.03
			WORKER'S COMP INS ON 1000 SAL	3601	4,089.46	0.00	4,089.46
			WORKER'S COMP INS ON 2000 SAL	3602	82,707.86	0.00	82,707.86
			H & W CURRENT RETIREES ON 1000	3711	22,639.76	0.00	22,639.76
			H & W CURRENT RETIREES ON 2000	3712	113,086.34	0.00	113,086.34
			TAXABLE FRINGE BEN ON 1000 SAL	3911	77,387.93	0.00	77,387.93
			TAXABLE FRINGE BEN ON 2000 SAL	3912	540.00	0.00	540.00
					630.00	0.00	630.00
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					6,343,170.16	1,918,787.84	8,261,958.00

01 Fund Total:

Fund: 11	ADULT EDUCATION FUND	Description	Object	Wage Total	Fringe Total	Wage & Fringe Total
		TEACHERS' SALARIES	1100	3,741.92	0.00	3,741.92
		CERT. ADMINISTRATOR SALARIES	1340	10,853.10	0.00	10,853.10
		CLASSIFIED SUPPORT SALARIES	2200	3,712.95	0.00	3,712.95
		CLERICAL & OFFICE SALARIES	2400	17,595.78	0.00	17,595.78
		STRS ON 1000 SALARIES	3101	0.00	1,211.51	1,211.51
		PERS ON 2000 SALARIES	3202	2,008.99	0.00	2,008.99
		OASDI ON 2000 SALARIES	3312	1,236.84	0.00	1,236.84
		FICA-MED ON 1000 SALARIES	3321	205.94	0.00	205.94

Report: R0010A

Gross Wage & Fringe Summary by Object for DECEMBER REGULAR 12/30/2008

Fiscal Year 2008/2009

3322	FICA-MED ON 2000 SALARIES	0.00	289.26	289.26
3411	HEALTH & WELFARE ON 1000 SALS	0.00	869.38	869.38
3412	HEALTH & WELFARE ON 2000 SALS	0.00	4,403.39	4,403.39
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	44.05	44.05
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	63.94	63.94
3601	WORKER'S COMP INS ON 1000 SAL	0.00	243.89	243.89
3602	WORKER'S COMP INS ON 2000 SAL	0.00	353.90	353.90
3911	TAXABLE FRINGE BEN ON 1000 SAL	90.00	0.00	90.00

11 Fund Total:		35,993.75	10,931.09	46,924.84
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Fund: 12 CHILD DEVELOPMENT FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1100	TEACHERS' SALARIES	3,139.00	0.00	3,139.00
2100	INSTRUCTIONAL AIDES' SALARIES	2,024.39	0.00	2,024.39
2400	CLERICAL & OFFICE SALARIES	2,752.21	0.00	2,752.21
3101	STRS ON 1000 SALARIES	0.00	310.76	310.76
3202	PERS ON 2000 SALARIES	0.00	367.10	367.10
3312	OASDI ON 2000 SALARIES	0.00	200.58	200.58
3321	FICA-MED ON 1000 SALARIES	0.00	33.24	33.24
3322	FICA-MED ON 2000 SALARIES	0.00	59.72	59.72
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	30.88	30.88
3411	HEALTH & WELFARE ON 1000 SALS	0.00	1,417.14	1,417.14
3412	HEALTH & WELFARE ON 2000 SALS	0.00	1,001.29	1,001.29
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	9.42	9.42
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	14.35	14.35
3601	WORKER'S COMP INS ON 1000 SAL	0.00	52.14	52.14
3602	WORKER'S COMP INS ON 2000 SAL	0.00	79.35	79.35

12 Fund Total:		7,915.60	3,575.97	11,491.57
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Fund: 13 CAFETERIA FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
2200	CLASSIFIED SUPPORT SALARIES	78,680.30	0.00	78,680.30
2320	CLASS. ADMINISTRATOR SALARIES	6,073.50	0.00	6,073.50
2400	CLERICAL & OFFICE SALARIES	10,252.18	0.00	10,252.18
3202	PERS ON 2000 SALARIES	0.00	6,790.10	6,790.10
3312	OASDI ON 2000 SALARIES	0.00	3,890.81	3,890.81
3322	FICA-MED ON 2000 SALARIES	0.00	1,316.34	1,316.34
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	989.75	989.75
3412	HEALTH & WELFARE ON 2000 SALS	200.29	10,774.33	10,974.62
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	285.64	285.64
3602	WORKER'S COMP INS ON 2000 SAL	0.00	1,581.17	1,581.17

13 Fund Total:		95,206.27	25,628.14	120,834.41
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District Total:		6,482,285.78	1,958,923.04	8,441,208.82
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DATE: 1/9/09

FUND 01 GROSS PAYROLL	\$ 308,945.64
BENEFITS	\$ 31,811.53
TOTAL	\$ 340,757.17
FUND 11 GROSS PAYROLL - ADULT EDUCATION	\$ 66,028.92
BENEFITS	\$ 14,314.09
TOTAL	\$ 80,343.01
FUND 12 GROSS PAYROLL - CHILD DEVELOPMENT	\$ 2,592.26
BENEFITS	\$ 166.39
TOTAL	\$ 2,758.65
FUND 13 GROSS PAYROLL - CAFETERIA FUND	\$ 8,432.79
BENEFITS	\$ 719.43
TOTAL	\$ 9,152.22
FUND 35 GROSS PAYROLL-COUNTY SCHOOL FACILITIES FUND	\$ -
BENEFITS	\$ -
TOTAL	\$ -
DISTRICT TOTAL	\$ 433,011.05

Report: R0010A

Gross Wage & Fringe Summary by Object for DECEMBER SUPPL. 1/9/2009

Fiscal Year 2008/2009

Fund: 01 GEN FUND/CO SCHOOL SERV FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1100	TEACHERS' SALARIES	60,367.02	0.00	60,367.02
1104	TEACHERS' SALARIES SUMMER SCHL	2,628.00	0.00	2,628.00
1105	TEACHERS' SALARIES SUBS	120,021.16	0.00	120,021.16
1120	HOME INSTRUCTION SALARIES	7,024.50	0.00	7,024.50
1200	CERT PUPIL SUPPORT SALARIES	2,543.71	0.00	2,543.71
1310	CERT. SUPERVISOR SALARIES	1,653.79	0.00	1,653.79
1330	ASSISTANT SUPERINTENDENTS SAL	2,226.69	0.00	2,226.69
1340	CERT. ADMINISTRATOR SALARIES	6,235.86	0.00	6,235.86
1900	OTHER CERTIFICATED SALARIES	6,462.90	0.00	6,462.90
2100	INSTRUCTIONAL AIDES' SALARIES	16,307.20	0.00	16,307.20
2105	INSTR AIDES SALARIES SUBS	2,994.83	0.00	2,994.83
2200	CLASSIFIED SUPPORT SALARIES	55,662.28	0.00	55,662.28
2205	CLASS SUPPORT SALARIES SUBS	3,244.32	0.00	3,244.32
2310	CLASS SUPERVISORS SALARIES	244.16	0.00	244.16
2400	CLERICAL & OFFICE SALARIES	9,889.56	0.00	9,889.56
2405	CLERICAL AND OFFICE SAL SUBS	4,125.29	0.00	4,125.29
2407	CLERICAL AND OFFICE SAL HOURLY	416.52	0.00	416.52
2900	OTHER CLASSIFIED SALARIES	5,065.59	0.00	5,065.59
2905	OTHER CLASSIFIED SALARY SUBS	1,832.26	0.00	1,832.26
3101	STRS ON 1000 SALARIES	0.00	11,923.66	11,923.66
3102	STRS ON 2000 SALARIES	0.00	209.22	209.22
3201	PERS ON 1000 SALARIES	0.00	528.86	528.86
3202	PERS ON 2000 SALARIES	0.00	2,516.65	2,516.65
3311	OASDI ON 1000 SALARIES	0.00	362.29	362.29
3312	OASDI ON 2000 SALARIES	0.00	3,485.66	3,485.66
3321	FICA-MED ON 1000 SALARIES	0.00	2,897.80	2,897.80
3322	FICA-MED ON 2000 SALARIES	0.00	1,446.86	1,446.86
3331	ALTER. RETIREMENT ON 1000 SAL	0.00	831.19	831.19
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	1,551.54	1,551.54
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	627.53	627.53
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	299.36	299.36
3601	WORKER'S COMP INS ON 1000 SAL	0.00	3,473.74	3,473.74
3602	WORKER'S COMP INS ON 2000 SAL	0.00	1,657.17	1,657.17
01 Fund Total:		308,945.64	31,811.53	340,757.17

38

Fund: 11 ADULT EDUCATION FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1100	TEACHERS' SALARIES	49,610.25	0.00	49,610.25
1105	TEACHERS' SALARIES SUBS	1,484.64	0.00	1,484.64
1200	CERT PUPIL SUPPORT SALARIES	3,383.60	0.00	3,383.60
2100	INSTRUCTIONAL AIDES' SALARIES	11,178.89	0.00	11,178.89
2200	CLASSIFIED SUPPORT SALARIES	371.54	0.00	371.54
3101	STRS ON 1000 SALARIES	0.00	3,803.17	3,803.17
3202	PERS ON 2000 SALARIES	0.00	975.57	975.57
3312	OASDI ON 2000 SALARIES	0.00	649.78	649.78
3321	FICA-MED ON 1000 SALARIES	0.00	616.43	616.43
3322	FICA-MED ON 2000 SALARIES	0.00	151.97	151.97
3331	ALTER. RETIREMENT ON 1000 SAL	0.00	72.64	72.64
3411	HEALTH & WELFARE ON 1000 SALS	0.00	5,556.73	5,556.73

Report: R0010A

Gross Wage & Fringe Summary by Object for DECEMBER SUPPL. 1/9/2009

Fiscal Year 2008/2009

3412	HEALTH & WELFARE ON 2000 SALS	0.00	1,193.10	1,193.10
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	163.44	163.44
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	34.65	34.65
3601	WORKER'S COMP INS ON 1000 SAL	0.00	904.78	904.78
3602	WORKER'S COMP INS ON 2000 SAL	0.00	191.83	191.83

11 Fund Total:

66,028.92

14,314.09

80,343.01

Fund: 12 CHILD DEVELOPMENT FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1100	TEACHERS' SALARIES	1,374.50	0.00	1,374.50
1340	CERT. ADMINISTRATOR SALARIES	927.56	0.00	927.56
2100	INSTRUCTIONAL AIDES' SALARIES	37.53	0.00	37.53
2900	OTHER CLASSIFIED SALARIES	252.67	0.00	252.67
3101	STRS ON 1000 SALARIES	0.00	38.98	38.98
3321	FICA-MED ON 1000 SALARIES	0.00	19.93	19.93
3322	FICA-MED ON 2000 SALARIES	0.00	4.20	4.20
3331	ALTER. RETIREMENT ON 1000 SAL	0.00	39.69	39.69
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	12.76	12.76
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	6.90	6.90
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	0.87	0.87
3601	WORKER'S COMP INS ON 1000 SAL	0.00	38.24	38.24
3602	WORKER'S COMP INS ON 2000 SAL	0.00	4.82	4.82

12 Fund Total:

2,592.26

166.39

2,758.65

Fund: 13 CAFETERIA FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
2200	CLASSIFIED SUPPORT SALARIES	1,787.85	0.00	1,787.85
2205	CLASS SUPPORT SALARIES SUBS	6,479.25	0.00	6,479.25
2206	CLASS SUPPORT SALARY OVERTIME	165.69	0.00	165.69
3202	PERS ON 2000 SALARIES	0.00	102.22	102.22
3312	OASDI ON 2000 SALARIES	0.00	77.50	77.50
3322	FICA-MED ON 2000 SALARIES	0.00	122.27	122.27
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	252.07	252.07
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	25.33	25.33
3602	WORKER'S COMP INS ON 2000 SAL	0.00	140.04	140.04

13 Fund Total:

8,432.79

719.43

9,152.22

District Total:

385,999.61

47,011.44

433,011.05

DATE: 1/30/09

FUND 01 GROSS PAYROLL	\$ 6,323,152.56
BENEFITS	\$ 1,902,183.44
TOTAL	\$ 8,225,336.00
 FUND 11 GROSS PAYROLL - ADULT EDUCATION	 \$ 32,251.83
BENEFITS	\$ 10,494.74
TOTAL	\$ 42,746.57
 FUND 12 GROSS PAYROLL - CHILD DEVELOPMENT	 \$ 7,915.60
BENEFITS	\$ 3,583.88
TOTAL	\$ 11,499.48
 FUND 13 GROSS PAYROLL - CAFETERIA FUND	 \$ 98,178.31
BENEFITS	\$ 27,265.39
TOTAL	\$ 125,443.70
 FUND 35 GROSS PAYROLL-COUNTY SCHOOL FACILITIES FUND	 \$ -
BENEFITS	\$ -
TOTAL	\$ -
 DISTRICT TOTAL	 \$ 8,405,025.75

Report: R0010A

Gross Wage & Fringe Summary by Object for JANUARY REGULAR 1/30/2009

Fiscal Year 2008/2009

Fund: 01 GEN FUND/CO SCHOOL SERV FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1100	TEACHERS' SALARIES	4,263,292.60	0.00	4,263,292.60
1120	HOME INSTRUCTION SALARIES	7,670.80	0.00	7,670.80
1200	CERT PUPIL SUPPORT SALARIES	230,378.65	0.00	230,378.65
1300	CERT SUPRVSR'S & ADMINS' SAL	46,871.03	0.00	46,871.03
1310	CERT. SUPERVISOR SALARIES	15,553.93	0.00	15,553.93
1320	SUPERINTENDENTS SALARIES	14,887.67	0.00	14,887.67
1330	ASSISTANT SUPERINTENDENTS SAL	20,272.51	0.00	20,272.51
1340	CERT. ADMINISTRATOR SALARIES	311,687.20	0.00	311,687.20
1900	OTHER CERTIFICATED SALARIES	74,022.42	0.00	74,022.42
2100	INSTRUCTIONAL AIDES' SALARIES	285,339.89	0.00	285,339.89
2200	CLASSIFIED SUPPORT SALARIES	520,289.47	0.00	520,289.47
2300	CLASS SUPRVSR'S & ADMINS' SAL	13,495.42	0.00	13,495.42
2310	CLASS SUPERVISORS SALARIES	41,155.66	0.00	41,155.66
2320	CLASS. ADMINISTRATOR SALARIES	73,896.81	0.00	73,896.81
2400	CLERICAL & OFFICE SALARIES	226,573.61	0.00	226,573.61
2407	CLERICAL AND OFFICE SAL HOURLY	143,177.98	0.00	143,177.98
2900	OTHER CLASSIFIED SALARIES	33,008.52	0.00	33,008.52
3101	STRS ON 1000 SALARIES	0.00	445,867.58	445,867.58
3102	STRS ON 2000 SALARIES	0.00	645.02	645.02
3201	PERS ON 1000 SALARIES	0.00	6,957.68	6,957.68
3202	PERS ON 2000 SALARIES	0.00	125,156.76	125,156.76
3311	OASDI ON 1000 SALARIES	0.00	3,948.45	3,948.45
3312	OASDI ON 2000 SALARIES	0.00	73,825.02	73,825.02
3321	FICA-MED ON 1000 SALARIES	0.00	62,790.14	62,790.14
3322	FICA-MED ON 2000 SALARIES	0.00	18,184.74	18,184.74
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	2,293.19	2,293.19
3411	HEALTH & WELFARE ON 1000 SALS	0.00	626,427.61	626,427.61
3412	HEALTH & WELFARE ON 2000 SALS	408.39	232,000.93	232,409.32
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	14,955.88	14,955.88
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	4,013.56	4,013.56
3601	WORKER'S COMP INS ON 1000 SAL	0.00	82,795.61	82,795.61
3602	WORKER'S COMP INS ON 2000 SAL	0.00	22,219.51	22,219.51
3711	H & W CURRENT RETIREES ON 1000	0.00	108,450.72	108,450.72
3712	H & W CURRENT RETIREES ON 2000	0.00	71,651.04	71,651.04
3911	TAXABLE FRINGE BEN ON 1000 SAL	630.00	0.00	630.00
3912	TAXABLE FRINGE BEN ON 2000 SAL	540.00	0.00	540.00

01 Fund Total:

6,323,152.56

1,902,183.44

8,225,336.00

Fund: 11 ADULT EDUCATION FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1340	CERT. ADMINISTRATOR SALARIES	10,853.10	0.00	10,853.10
2200	CLASSIFIED SUPPORT SALARIES	3,712.95	0.00	3,712.95
2400	CLERICAL & OFFICE SALARIES	17,595.78	0.00	17,595.78
3101	STRS ON 1000 SALARIES	0.00	902.80	902.80
3202	PERS ON 2000 SALARIES	0.00	2,008.99	2,008.99
3312	OASDI ON 2000 SALARIES	0.00	1,236.84	1,236.84
3321	FICA-MED ON 1000 SALARIES	0.00	151.68	151.68
3322	FICA-MED ON 2000 SALARIES	0.00	289.26	289.26
3411	HEALTH & WELFARE ON 1000 SALS	0.00	869.38	869.38

Report: R0010A

Gross Wage & Fringe Summary by Object for JANUARY REGULAR 1/30/2009

Fiscal Year 2008/2009

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

11 Fund Total:

32,251.83

10,494.74

42,746.57

Fund: 12 CHILD DEVELOPMENT FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1100	TEACHERS' SALARIES	3,139.00	0.00	3,139.00
2100	INSTRUCTIONAL AIDES' SALARIES	2,024.39	0.00	2,024.39
2400	CLERICAL & OFFICE SALARIES	2,752.21	0.00	2,752.21
3101	STRS ON 1000 SALARIES	0.00	310.76	310.76
3202	PERS ON 2000 SALARIES	0.00	367.10	367.10
3312	OASDI ON 2000 SALARIES	0.00	200.58	200.58
3321	FICA-MED ON 1000 SALARIES	0.00	33.21	33.21
3322	FICA-MED ON 2000 SALARIES	0.00	59.72	59.72
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	38.82	38.82
3411	HEALTH & WELFARE ON 1000 SALS	0.00	1,417.14	1,417.14
3412	HEALTH & WELFARE ON 2000 SALS	0.00	1,001.29	1,001.29
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	9.42	9.42
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	14.35	14.35
3601	WORKER'S COMP INS ON 1000 SAL	0.00	52.14	52.14
3602	WORKER'S COMP INS ON 2000 SAL	0.00	79.35	79.35

12 Fund Total:

7,915.60

3,583.88

11,499.48

Fund: 13 CAFETERIA FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
2200	CLASSIFIED SUPPORT SALARIES	78,717.18	0.00	78,717.18
2320	CLASS. ADMINISTRATOR SALARIES	6,073.50	0.00	6,073.50
2400	CLERICAL & OFFICE SALARIES	13,304.39	0.00	13,304.39
3202	PERS ON 2000 SALARIES	0.00	7,144.62	7,144.62
3312	OASDI ON 2000 SALARIES	0.00	4,104.29	4,104.29
3322	FICA-MED ON 2000 SALARIES	0.00	1,357.45	1,357.45
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	1,227.83	1,227.83
3412	HEALTH & WELFARE ON 2000 SALS	83.24	11,506.10	11,589.34
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	294.57	294.57
3602	WORKER'S COMP INS ON 2000 SAL	0.00	1,630.53	1,630.53

13 Fund Total:

98,178.31

27,265.39

125,443.70

District Total:

6,461,498.30

1,943,527.45

8,405,025.75



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: *cg* Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: January 30, 2009
SUBJECT: **Accept the Generous Donations From the Various Individuals, Businesses, and School Site Parent Teacher Associations Listed Herein With Thanks and Appreciation From the Staff and Students of the Tracy Unified School District.**

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

1. Tracy Unified School District/Tracy High School: From: Dean Reese, c/o THS. The value of the donation is \$3,670.00. The donation includes five laptop computers that will be used in Dean Reese's classroom (Compaq Presario C700 Laptops with the following serial numbers CND8112JOQ, CND8112D86, CND8112CXV, CND8112HT6, CND8112HK1).

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.



TRACY
UNIFIED SCHOOL DISTRICT

BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business
DATE: January 31, 2009
SUBJECT: Authorize the Associate Superintendent for Business Services to Bid and Award Charter Bus Services

BACKGROUND: District purchasing procedures require that services valued at greater than \$15,000 and which are not for special services and advice concerning financial, accounting, engineering, legal or administrative matters, must be procured through a bidding process. Also, to be valid or to constitute an enforceable obligation against the district, education code 17604 requires that all contracts must be approved and/or ratified by the board of trustees. This requirement is met in several different ways, depending on the value of the requisition, the types of services or materials being procured, and the advance notice staff has in procuring the services or materials.

RATIONALE: The District will exceed the bid limit for charter bus contracted services. To ensure the District provides the safest, most efficient and economical modes of Transportation for our students and staff, bids will be solicited from all known vendors who can provide charter bus services. This agenda item meets strategic goal #2 – Create a Quality and Effective Learning Environment for All Students.

FUNDING: There is no cost to soliciting bids, but responses will set prices for future field trips and other trips using charter bus services.

RECOMMENDATIONS: Authorize the Associate Superintendent for Business Services to Bid and award Charter Bus Service.

Prepared by: Gary Jayne, Director of Materials Management, John Heerema, Director of Transportation



BUSINESS SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business
DATE: January 29, 2009
SUBJECT: Authorize the Associate Superintendent for Business Services to Award Contracts for Food and Non – Food Items for the 2009/2010 School Year.

BACKGROUND: Tracy Unified School District Food Services Department plans to purchase Food and Non-Food items valued at greater than the 2009-10 bid limit of \$76,700; therefore, a bid is required to ensure compliance with the State and Federal purchasing guidelines.

The Deadline for the bid opening is Friday May 15th, 2009 at 4:00 pm at the District Education Center. This agenda item is being submitted prior to the bid opening. A spreadsheet of the Food and Non – Food will be provided at a future Board Meeting, for final approval. The recommended vendors and the associated price for each item will be highlighted in yellow.

RATIONALE: Approval of this agendas item gives authorization to the Associate Superintendent for Business Services to award Food and Non – Food items to ensure that best value, lowest prices, and that the Bid meets all State and Federal Guidelines.

FUNDING: Funding for purchases is made through the Food Services Departments budget, using the 4710 and 4300 accounts, for Food and Non – Food.

RECOMMENDATION: Authorize the Associate Superintendent for Business Services to Award Contracts for Food and Non – Food Items for the 2009/2010 School Year.

Prepared by: Matthew Belasco, Director of Food Services



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business
DATE: January 28, 2009
SUBJECT: Approve Assembly Vendors and Site Assembly Utilization Calendars

BACKGROUND: To be valid or to constitute an enforceable obligation against the district, education code 17604 requires that all contracts must be approved and/or ratified by the board of trustees. This requirement is met in several different ways, depending on the value of the requisition, the types of services or materials being procured, and the advance notice staff has in procuring the services or materials.

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

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

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

FUNDING: Per attached summary of requisitions.

RECOMMENDATION: Approve Assembly Vendors and Site Assembly Utilization Calendars

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

Board Approved	Vendor	Estimated Cost	Insurance Expires
10/9/2007	Mad Science, Danielle Mae Lee, danielle@madsciencesacto.com, 916-736-2924	Call	12/1/2009
1/22/2008	Kaiser Permanente, Dean Starnes, 510-987-2223, dean.starnes@kp.org, www.kp.org/etp, Secrets Performance	?	1/1/2010
4/7/2008	Franklin's Colonial Assembly - A Museum-On-Wheels, 714-529-1832, www.printmuseum.org, mail@printmuseum.org	\$750	1/30/2009
10/9/2007	Percussion Discussion Ken Bergmann's 925-755-3786percuss@pacbell.net	\$ 700.00	2/26/2009
	Jest In Time, Todd Victor oe Audrey Schrock, admin@jestintime.com, 800-829-9360 , 707-528-4040	\$580.00	2/28/2009
1/22/2008	Lokes Looks, Mary Saunders, richardes@comcast.net, 832-9753, cell: 510-750-8449	\$3-\$5 per student	3/1/2009
10/9/2007	Prismatic Magic Christopher Volpe 973-283-9006 chris@prismaticmagic.com	\$ 985.00	4/16/2009
6/10/2008	Aaron's Staff - Abe Lincoln Assemblies, Kevin Weinert, 925-679-8624, aaronstaff@sbcglobal.net	\$ 600.00	4/25/2009
2/12/2008	Toucan Jam, www.toucanjam.net, Sue Lomolino - Sue Lomolino - sue@theothercheek.com	\$500 first, \$250 additional	4/25/2009
8/12/2008	916.344.2541, jordan@sciencewizardparty.com, www.sciencewizardparty.com	\$655	4/25/2009
2/12/2008	Ravioli The Clown, 835-3535, www.raviolitheclown.com	\$ 500.00	5/1/2009
2/12/2008	Sparkles the Clown, 835-8383, www.sparklesdelight.com	\$ 500.00	5/1/2009
8/28/2007	Horizon Intertainment - Teen Truth Anti Bully JC Pohl 818 755 8800 , jc@teentruthlive.com	\$ 1,500.00	5/18/2009
10/23/2007	Lawrence Hall of Science, 510-642-1700, pfsreq@berkeley.edu, www.lawrencehallofscience.org	\$ 725.00	Indemnification approved, Tier 1

Vendors have different programs with different fees. 48
Call them for more details. 1

Sorted alphabetically by Vendor

Board Approved	Vendor	Estimated Cost	Insurance Expires
10/9/2007	McDonalds Tammi Beck 916-962-1982	Free	NO Charge, Tier 1
10/9/2007	NASA Karin Costa 650-604-6077	Free	NO Charge, Tier 1
10/9/2007	Otto the Auto Wendy Sanchez 415-565-2676 wendy_sanchez@csaa.com	Free	NO Charge, Tier 1
10/9/2007	Sandia Labs Simone Williams 925-294-2609 srwilli@sandia.gov	Free	NO Charge, Tier 1
8/28/2007	Academic Entertainment Timothy Busfield 916 442 5635	\$ 895.00	12/10/2009
	Rock Steady Juggling, Doug Nolan, 650.568.6880, fax# 650.240.1770, www.rocksteadyjuggling.com	\$ 1,100.00	4/25/2009
	JOE FOSS Institute, 480.348.0316, www.jfiweb.org	Free	NO Charge, Tier 1
	Donny Crandall Magician, 209.324.4904, www.valleymagician.com	Call	5/1/2009



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: ~~Dr.~~ Sheila Harrison, Assistant Superintendent of Educational Services
DATE: ~~Dr.~~ January 28, 2009
SUBJECT: Approve a Parent Training Course for the Parents of Delta Island School.

BACKGROUND: Through discussions with our ELAC Committee and School Site Council our parents have expressed a desire to have a professional parent organization help them develop the skills necessary to help their children be more successful in school. After researching different parent programs, we decided to select the Parent Institute for Quality Education (PIQE). The Training is designed to Develop Skills and Techniques which will Enable Parents to Address the Educational needs of their School-Aged Children. Every child can learn and deserves the opportunity to attend and complete a college education. Parents and teachers must work together to ensure the educational success of every child.

RATIONALE: Delta Island is a Title 1 school in their fourth year of Program Improvement. Sustained parent involvement is linked to student achievement and staying in school. It is important to provide meaningful opportunities for parents/guardians to be involved in school activities. This supports Strategic Goal # 7 develop and utilize partnerships that contribute to the achievement of District Goals.

FUNDING: Delta Island Title I- \$ 5,000.00

RECOMMENDATION: Approve a Parent Training Course for the Parents of Delta Island School.

Prepared by: Mrs. Carla Washington, Principal, Delta Island School

TRACY UNIFIED SCHOOL DISTRICT

1875 W. Lowell Avenue, Tracy, California 95376

AGREEMENT FOR SPECIAL CONTRACT SERVICES

This agreement, by and between Tracy Unified School District, hereinafter referred to as "District," and **Parent Institute for Quality Education** 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 a Parent Training Course for the Parents of the Children Enrolled at Delta Island School. The Training is Designed to Develop Skills and Techniques which will Enable Parents to Address the Educational needs of their School-Aged Children.**

2. Contractor will provide the ~~above~~ services(s), as outlined in Paragraph 1, for a period of up to a total of HOURS/DAY(s) **9** (circle one), under the terms of this agreement at the following location: Delta Island School

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

a. District shall pay \$ 5,000.00 per HOUR/DAY/FLAT RATE (circle one), not to exceed a total of \$ 5,000.00. 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 \$ _____ for the term of this agreement.

c. District shall make payment on a [] **MONTHLY PROGRESS BASIS**, [X] **SINGLE PAYMENT UPON COMPLETION OF THE DUTIES** and within thirty (30) working days from Contractor's presentation of a detailed invoice or on a claim form provided by District. Original paid receipts are required for lodging, air fare (passenger coupon or ticket stub), automobile rental, and parking. Claims for unusual expenses, such as teaching materials, photocopying, etc., must be accompanied by original paid invoices.

4. The terms of the agreement shall commence on February 26th, 2009, and shall terminate on April 30th, 2009.

5. This agreement may be terminated at any time during the term by either party upon 30 days written notice.

6. Contractor shall contact the District's designee, Carla Washington at (209) 830-3306 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.

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:

NAME: Jesus Guerrero
Consultant Singapore
Social Security Number (2) / 1 x 1 x 1 x
Date: 01/27/2009
Title: Executive Director
Address & Phone #: 700 Mt. Henry Ave. Ste. B
Modesto, CA 95350

Tracy Unified School District

Date Principal

Title Principal

01-3010-0-1110-1000-5800-170-4104

Account Number to be Charged 01-3010-0-1110-1000-5800-170-4104

Department/Site Approval Principal

Budget Approval Principal

Date Approved by the Board Principal

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.

REF: C:\elyons\Forms\Contract Services Agreement 7 02.doc

*Specific topics will be determined by parent's request during the first session

THE PARENT INSTITUTE IS COMING TO DELTA ISLAND ELEMENTARY



What is the Parent Institute?

- The Parent Institute is a program designed to offer Assistance to parents so they can help their Children succeed in school for a better future.

How much does it cost?

- The cost is Absolutely Free!



What are the Topics?

- You, the parents, will choose topics that are affecting your lives directly.

54

When will the classes start?

- The classes will begin soon!

Where?

- We will meet in the CAFETERIA

What Day?: February 26, 2009

What Time?: 4:15 p.m.



Hope to see you!!!

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What Day?: February 26, 2009

What Time?: 4:15 p.m.



Hope to see you!!!



PARENT INSTITUTE

Delta Island Elementary

11022 W. Howard

Stockton, Ca. 95206

(209) 830-3306

WHAT IS IT?

Parent Institute is a program that offers instructional courses to parents and guardians of students at Delta Island Elementary School. The classes will be held at the school site.

THURSDAY	FEBRUARY 26	PLANNING SESSION
THURSDAY	MARCH 5	ESTABLISHING THE COLLABORATION BETWEEN HOME, SCHOOL AND COMMUNITY
THURSDAY	MARCH 12	FOSTERING SELF-ESTEEM AND ACADEMIC ACHIEVEMENT
THURSDAY	MARCH 19	RELATING POSITIVE DISCIPLINE WITH ACADEMIC ACHIEVEMENT
THURSDAY	MARCH 26	REVIEWING ACADEMIC STANDARDS AND PREPARING FOR THE TEACHER CONFERENCE
THURSDAY	APRIL 2	UNDERSTANDING BETTER THE SCHOOL SYSTEM
THURSDAY	APRIL 9	BECOMING FAMILIAR WITH COLLEGE REQUIREMENTS
THURSDAY	APRIL 16	NO CLASS - SPRING BREAK
THURSDAY	APRIL 23	PRINCIPAL'S DIALOGUE
THURSDAY	APRIL 30	GRADUATION

CHILD CARE WILL BE PROVIDED AT NO COST

All sessions are at 4:15 p.m. only.

Parent Institute for Quality Education
700 McHenry Ave. Suite B, Modesto, CA 95350
Ph: (209) 238-9496 Fax: (209) 238-9495



PARENT INSTITUTE

Delta Island Elementary

11022 W. Howard

Stockton, Ca. 95206

(209) 830-3306

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THURSDAY	MARCH 26	REVIEWING ACADEMIC STANDARDS AND PREPARING FOR THE TEACHER CONFERENCE
THURSDAY	APRIL 2	UNDERSTANDING BETTER THE SCHOOL SYSTEM
THURSDAY	APRIL 9	BECOMING FAMILIAR WITH COLLEGE REQUIREMENTS
THURSDAY	APRIL 16	NO CLASS - SPRING BREAK
THURSDAY	APRIL 23	PRINCIPAL'S DIALOGUE
THURSDAY	APRIL 30	GRADUATION

CHILD CARE WILL BE PROVIDED AT NO COST

All sessions are at 4:15 p.m. only.

Parent Institute for Quality Education
700 McHenry Ave. Suite B, Modesto, CA 95350
Ph: (209) 238-9496 Fax: (209) 238-9495



SERVICES ACCEPTANCE MEMORANDUM OF UNDERSTANDING

To: Carla Washington-Principal

From: Teresa Guerrero, Executive Director

Date: Wednesday, January 14, 2009

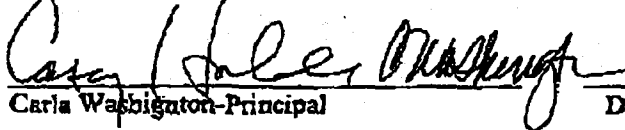
NOW, THEREFORE, in consideration of the recitals and mutual obligations of the parties herein expressed, The Parent Institute for Quality Education (PIQE) and Delta Island Elementary Elementary/Tracy Unified School District agree as follow:

RECITALS

- A. Scope of Services: PIQE will provide a parent training course for the parents of the children enrolled in the school above mentioned. PIQE will recruit parents by phone, provide a needs-assessment session, a series of weekly training sessions for parents culminating in a graduation ceremony with certificates given to parents who attend four sessions or more. The training is designed to develop skills and techniques which will enable parents to address the educational needs of their school-aged children.
- B. Location: Delta Island Elementary School of the Tracy Unified School District
- C. Period of Performance: February 2009 to April 2009
- D. Compensation: \$5,000 for those parents who attended four or more classes during the nine-week course.

School funding from: School budget and or Title I
- E. In addition, schools where the PIQE program is provided will make available babysitting services as well as any refreshment to be provide to the parents

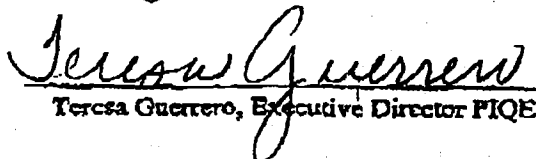
I accept these services at Delta Island Elementary/Tracy Unified School District under the terms and conditions noted.


Carla Washington-Principal

Date

1/21/09

Parent Institute Representative:


Teresa Guerrero, Executive Director PIQE

Modesto Office: 700 McHenry Avenue, Suite B • Modesto, CA 95350 • (209) 238-9496 • Fax (209) 238-9495

WWW.PIQE.ORG

**PARENT INSTITUTE FOR QUALITY EDUCATION
DIRECTORS
PROCEDURE CHECK LIST**

Associate Director: Teresa Guerrero **District:** Tracy Unified School District **Quarter:** WINTER 09

School Name: Delta Island Elementary		Principal's Name: Carla Washington	
Address: 11022 W. Howard Stockton, Ca 95206		Phone 209-830-3306 Fax: 209-830-3307	
Enrollment:	% Hispanic:	% Anglo:	Other: <u>Thursday</u>
Please Circle Day:	Tuesday	Wednesday	Other:
Time AM:	8:00-9:30 or 8:30-10:00	8:00-9:30 or 8:30-10:00	8:00-9:30 or 8:30-10:00
Time PM:	6:00-7:30 or 4:15-5:45	6:00-7:30 or 6:30-8:00	6:00-7:30 or 6:30-8:00
Planning Session Date: Feb 26, 2009		Forum Date: Apr 23, 2009	Graduation Date: Apr 30, 2009
Indicate Any Combination of Sessions*. SPRING BRK April 16, 2009			
Notebook Overview			
Parent Meeting:		Date:	Time:
Faculty Meeting:		Date: Fall 08	Time: 2:30
Number of Room:	A.M.:	P.M.:	Cafeteria Other:
Roster Pick-Up Date:			
Memo of Understanding Due: Prior to start of Program			
Eleven Items the School Provides			
<input checked="" type="checkbox"/> Budget and payment process (\$ <u>5,000</u> , 9week program) <input checked="" type="checkbox"/> Refreshment, coffee, and cookies. <input checked="" type="checkbox"/> Childcare for the morning and evening sessions. <input checked="" type="checkbox"/> Classroom space for 35 - 45 parents per classroom. In some cases classes are conducted with less than 35 parents per classroom. The minimum number of parents to open a class in any language is 15. <input checked="" type="checkbox"/> Provide the student enrollment roster, one month prior to the first class. The roster must include the name of the parents, student address and phone numbers in alphabetical order with primary language. <input checked="" type="checkbox"/> Send to parents the attached letters approximately one week prior to the first class. <input checked="" type="checkbox"/> School profile description of special programs the school offers and the accountability report card (SARC). <input checked="" type="checkbox"/> Prepare and conduct the FORUM on week # 8 <input checked="" type="checkbox"/> Invite a graduation speaker (5 minute speech); provide graduation program and entertainment if available at the school. <input checked="" type="checkbox"/> Fill out and fax school basic information. <input checked="" type="checkbox"/> Consultant Agreement, Copy of Contract and PURCHASE ORDER number (If available).			
Principal Signature: <u>Carla Washington</u>		PIQE/Representative Signature: <u>Teresa Guerrero</u>	
Name of your school staff that will be assisting the Parent Institute: <u>Silvia, Cindy</u>			
Comments			

*Session Combinations require Executive Approval:



TRACY
UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Ryan Davis, Assistant Superintendent of Human Resources
DATE: January 30, 2009
SUBJECT: Approve Classified, Certificated, and/or Management Employment

BACKGROUND:

Martin, Mauricio

O'Brien, Patrick

COACHES

Assistant Track Coach
Tracy High School
Stipend: \$3,896.19

Tennis Coach
Tracy High School
Stipend: \$3,245.36

RECOMMENDATION: Approve Classified, Certificated and/or Management Employment

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
DATE: January 31, 2009
SUBJECT: Approve Transition of North School to a Traditional Calendar

BACKGROUND: In 1997, after thorough study and public forums, the TUSD Board of Trustees adopted an overcrowding/YRE policy that called for implementing MTYRE at schools where enrollment was projected to reach 125% of a school's capacity. At that time, it was necessary to have a number of schools placed on MTYRE calendars in order to qualify for state construction funds and to house student growth in impacted areas of the community. MTYRE increases the enrollment capacity of a school by approximately 25%. Other options considered for addressing overcrowding were double sessions and installation of a additional portables, which were not available at the time, due to lack of funding.

In 1998, site advisory committees were established at Hirsch, Jacobson, and McKinley Schools to develop plans for implementation of MTYRE calendars at those schools. MTYRE was implemented in 1999. Mirroring this approach, Villalovoz was converted to a MTYRE calendar in 2000. Freiler School was constructed in 2002 and opened on a MTYRE calendar. Beginning in the 2004-05 school year, both McKinley and Villalovoz returned to a traditional calendar. Kelly School was constructed in 2005 and opened on a MTYRE calendar. The opening of Kelly School lead to adjustments in attendance areas, additional capacity, and the ability to return Jacobson and Hirsch Schools to traditional calendars in 2005.

Also in 2005, to adjust for the transition of Clover Middle School to house students from the Tracy Learning Center, North School transitioned to become a K-8 Multi-Track Year Round School.

In 2008, in response to the California budget crisis, the financial impacts on Tracy Unified School District, declining enrollment in certain grade levels, and known space available at North School, a School Facilities Utilization Committee was formed to determine the most efficient and economical use of District Facilities. The committee determined that if North school converted to a traditional calendar from MTYRE for the next 5 years...

1. It could house projected student enrollment with current facilities.
2. It could house its 1st and 2nd grade students in CSR classrooms (20:1).
3. It would not require the installation of additional facilities.

RATIONALE: In 2008, in response to the California budget crisis, the financial impacts on Tracy Unified School District, declining enrollment in certain grade levels, and known space available at North School, a School Facilities Utilization Committee was formed to determine the most efficient and economical use of District Facilities. The committee determined that if North school converted to a traditional calendar from MTYRE for the next 5 years...

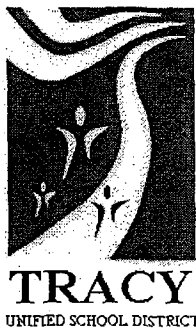
1. It could house projected student enrollment with current facilities.
2. It could house its 1st and 2nd grade students in CSR classrooms (20:1).
3. It would not require the installation of additional facilities.

District staff met with interested parents on January 7th 2009 to provide information regarding the proposed shift to a traditional calendar. Comments were collected and are attached.

FUNDING: Transitioning North School to a Traditional Calendar will result in \$711,424 in savings.

RECOMMENDATION: Approve Transition of North School to a Traditional Calendar

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



BUSINESS SERVICES MEMORANDUM

TO: James C. Franco, Superintendent
FROM: C. Goodall, Associate Superintendent for Business
DATE: January 30, 2009
SUBJECT: Adopt Resolution # 08-16 of the Board of Trustees of the Tracy Joint Unified School District Prescribing the Terms of Sale of Not To Exceed \$14,000,000 Aggregate Principal Amount of Bonds of School Facilities Improvement District No. 3 of the Tracy Joint Unified School District, Requesting the Board of Supervisors of the County of San Joaquin to Issue and Sell the Bonds, Approving the Form of and Authorizing Distribution and Publication of an Official Notice of Sale, A Notice of Intention to Sell Bonds and an Official Statement, Approving the Form of and Authorizing Execution and Delivery of a Bond Purchase Contract, Requesting said Board of Supervisors to Delegate to the County Treasurer-Tax Collector or his Designee Authorization to Award the Bid or Enter into said Bond Purchase Contract for the Bonds, and Authorizing Execution of Necessary Certificates Relating to the Bonds

BACKGROUND: On June 24, 2008, the Board of Trustees adopted a resolution ordering an election requesting voters authorize the issuance of school facilities improvement district bonds on the ballot held on Tuesday, November 4, 2008 election. The Proposition 39 measure was for the purpose of raising money for the specified school facilities benefiting School Facilities Improvement District No. 3 of the Tracy Joint Unified School District and required a 55% approval from voters. The bond measure received voter approval in excess of the 55% required and the District 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.

RATIONALE: To fund the projects listed within the bond measure, the District must request authorization from the County Board of Supervisors to issue the first series of bond in the amount not to exceed \$14,000,000. This amount is calculated in accordance with the tax rate represented to voters. The attached resolution allows for officers of the District and agents representing the District to finalize documents and work with the County to solicit the sale of bonds under the legal terms and requirements set forth in the resolution.

FUNDING: The bonds are to be repaid from taxes to be levied on property within the school facilities improvement district authorized by the voters

RECOMMENDATIONS: Adopt Resolution # 08-16 of the Board of Trustees of the Tracy Joint Unified School District Prescribing the Terms of Sale of Not To Exceed \$14,000,000 Aggregate Principal Amount of Bonds of School Facilities Improvement District No. 3 of the Tracy Joint Unified School District, Requesting the Board of Supervisors of the County of San Joaquin to Issue and Sell the Bonds, Approving the Form of and Authorizing Distribution and Publication of an Official Notice of Sale, A Notice of Intention to Sell Bonds and an Official Statement, Approving

the Form of and Authorizing Execution and Delivery of a Bond Purchase Contract, Requesting said Board of Supervisors to Delegate to the County Treasurer-Tax Collector or his Designee Authorization to Award the Bid or Enter into said Bond Purchase Contract for the Bonds, and Authorizing Execution of Necessary Certificates Relating to the Bonds

Prepared by: Bonny Carter, Facilities Planner



RESOLUTION NO.08-16

RESOLUTION OF THE BOARD OF TRUSTEES OF THE TRACY JOINT UNIFIED SCHOOL DISTRICT PRESCRIBING THE TERMS OF SALE OF NOT TO EXCEED \$14,000,000 AGGREGATE PRINCIPAL AMOUNT OF BONDS OF SCHOOL FACILITIES IMPROVEMENT DISTRICT NO. 3 OF THE TRACY JOINT UNIFIED SCHOOL DISTRICT, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF SAN JOAQUIN TO ISSUE AND SELL THE BONDS, APPROVING THE FORM OF AND AUTHORIZING DISTRIBUTION AND PUBLICATION OF AN OFFICIAL NOTICE OF SALE, A NOTICE OF INTENTION TO SELL BONDS AND AN OFFICIAL STATEMENT, APPROVING THE FORM OF AND AUTHORIZING EXECUTION AND DELIVERY OF A BOND PURCHASE CONTRACT, REQUESTING SAID BOARD OF SUPERVISORS TO DELEGATE TO THE COUNTY TREASURER-TAX COLLECTOR OR HIS DESIGNEE AUTHORIZATION TO AWARD THE BID OR ENTER INTO SAID BOND PURCHASE CONTRACT FOR THE BONDS, AND AUTHORIZING EXECUTION OF NECESSARY CERTIFICATES RELATING TO THE BONDS

WHEREAS, the Board of Trustees (the "Board of Trustees") of the Tracy Joint Unified School District, located in the counties of San Joaquin and Alameda, California (the "District"), has formed School Facilities Improvement District No. 3 of the Tracy Joint Unified School District (the "SFID"), located wholly within in the County of San Joaquin (the "County"), pursuant to Resolution No. 07-23 of the Board of Trustees, adopted on April 8, 2008, as amended by Resolution No. 07-39 of the Board of Trustees, adopted on June 24, 2008; and

WHEREAS, the Board of Trustees duly called an election, and such election was regularly held, on behalf of the SFID, on November 4, 2008, at which the following proposition (as abbreviated pursuant to Section 13247 of the California Elections Code) was submitted to the electors of the SFID:

"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?"

WHEREAS, at least 55% of the votes cast on said proposition were in favor of issuing said bonds; and

WHEREAS, none of the authorized bonds have heretofore been issued and sold; and

WHEREAS, the Superintendent of Schools of the County is the county superintendent of schools with jurisdiction over the District; and

WHEREAS, the Board of Trustees deems it necessary and desirable that the Board of Supervisors (the "Board of Supervisors") of the County shall authorize and consummate the sale and issuance of a portion of said bonds in a single series designated the "Bonds of the School Facilities Improvement District No. 3 of the Tracy Joint Unified School District, Election of 2008, Series 2009" in an aggregate principal amount not exceeding \$14,000,000, according to the terms and in the manner hereinafter set forth; and

WHEREAS, Orrick, Herrington & Sutcliffe LLP serves as bond counsel to the District and will serve in such capacity in connection with the bonds authorized hereby; and

WHEREAS, KNN Public Finance serves as financial advisor (the "Financial Advisor") to the District and will serve in such capacity in connection with the bonds authorized hereby; and

WHEREAS, the Board of Trustees further deems it necessary and desirable to authorize the sale of said bonds by a competitive sale to the responsible bidder who makes the lowest interest cost bid, and pursuant to Section 15146 of the California Education Code (the "Education Code"), has found and determined the following reasons therefor: a competitive sale is expected to result in the lowest overall interest costs with respect to said bonds; and

WHEREAS, a form of the Notice of Intention to Sell Bonds to be published in connection with the public offering and sale of said bonds by a competitive sale has been prepared (such Notice of Intention to Sell, in the form presented to this meeting, with such changes, insertions and omissions as are made pursuant to this Resolution, being referred to herein as the "Notice of Intention to Sell Bonds"); and

WHEREAS, a form of the Official Notice of Sale to be distributed in connection with the public offering and sale of said bonds by a competitive sale has been prepared (such Official Notice of Sale, in the form presented to this meeting, with such changes, insertions and omissions as are made pursuant to this Resolution, being referred to herein as the "Official Notice of Sale"); and

WHEREAS, the Board of Trustees further deems it necessary and desirable to authorize the sale of said bonds by negotiated sale, if market conditions are not favorable for a competitive sale, and pursuant to Section 15146 of the Education Code, has found and determined the following reasons therefor: there has been significant disruption in the tax-exempt bond market in recent months, and so it is possible that the use of a competitive sale may not be a viable option or may not have the expected result of a lower overall interest cost with respect to said bonds at the time of pricing and sale of said bonds, so it is desirable to have another option available for the method of sale of said bonds; and

WHEREAS, a form of the Bond Purchase Contract to be entered into for the sale of said bonds by negotiated sale has been prepared (such Bond Purchase Contract, in the form presented to this meeting, with such changes, insertions and omissions as are made pursuant to this Resolution, being referred to herein as the "Bond Purchase Contract"); and

WHEREAS, in accordance with Section 15146 of the Education Code, estimates of the costs associated with the issuance of said bonds are attached hereto as Exhibit A; and

WHEREAS, Rule 15c2-12 promulgated under the Securities Exchange Act of 1934 ("Rule 15c2-12") requires that, in order to be able to purchase or sell said bonds, the underwriter thereof must have reasonably determined that the District has, or one or more appropriate obligated persons have, undertaken in a written agreement or contract for the benefit of the holders of said bonds to provide disclosure of certain financial information and certain material events on an ongoing basis; and

WHEREAS, in order to cause such requirement to be satisfied, the District desires to execute a Continuing Disclosure Certificate (such Continuing Disclosure Certificate, in the form presented to this meeting, with such changes, insertions and omissions as are made pursuant to this Resolution, being referred to herein as the "Continuing Disclosure Certificate"); and

WHEREAS, a form of the Preliminary Official Statement to be distributed in connection with the public offering of said bonds has been prepared (such Preliminary Official Statement, in the form presented to this meeting, with such changes, insertions and omissions as are made pursuant to this Resolution, being referred to herein as the "Preliminary Official Statement"); and

WHEREAS, the Board of Trustees has determined that securing the timely payment of the principal of and interest on said bonds by obtaining a municipal bond insurance policy with respect thereto could be economically advantageous to the District; and

WHEREAS, the Board of Trustees has been presented with the form of each document referred to herein relating to the financing contemplated hereby, and the Board of Trustees has examined and approved each document and desires to authorize and direct the execution of such documents and the consummation of such financing; and

WHEREAS, all acts, conditions and things required by the Constitution and laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the actions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the District is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such actions for the purpose, in the manner and upon the terms herein provided;

NOW, THEREFORE, THE BOARD OF TRUSTEES OF TRACY JOINT UNIFIED SCHOOL DISTRICT DOES HEREBY FIND, RESOLVE, DETERMINE AND ORDER, AS FOLLOWS:

Section 1. **Recitals.** All of the above recitals are true and correct.

Section 2. **Definitions.** Unless the context clearly otherwise requires, the terms defined in this Section shall, for all purposes of this Resolution, have the meanings specified

herein, to be equally applicable to both the singular and plural forms of any of the terms herein defined.

"Authorized Officers" means the President of the Board of Trustees, or such other member of the Board of Trustees as the President may designate, the Superintendent of the District and the Associate Superintendent of Business Services of the District, or such other officer or employee of the District as the Superintendent may designate.

"Board of Trustees" means the Board of Trustees of the District.

"Board of Supervisors" means the Board of Supervisors of the County.

"Bond Purchase Contract" means the Bond Purchase Contract relating to the sale of the Series 2009 Bonds by negotiated sale to the Underwriter executed by the County, the District and the Underwriter in accordance with the provisions hereof.

"Code" means the Internal Revenue Code of 1986.

"Continuing Disclosure Certificate" means the Continuing Disclosure Certificate executed and delivered by the District relating to the Series 2009 Bonds.

"County" means the County of San Joaquin, California.

"County Resolution" means the resolution of the Board of Supervisors of the County providing for the terms of the sale and issuance of the Series 2009 Bonds.

"Certificate of Award" means the certificate of award to be completed upon the sale of the Bonds, in which the terms of the Bonds shall be finally determined and the Bonds shall be awarded to the responsible bidder who makes the lowest interest cost bid.

"District" means the Tracy Joint Unified School District.

"District Resolution" means this Resolution of the Board of Trustees adopted on February 10, 2010.

"Financial Advisor" means KNN Public Finance, Oakland, California.

"Official Notice of Sale" means the Official Notice of Sale relating to the sale of the Series 2009 Bonds by competitive sale executed by the County and the District in accordance with the provisions hereof.

"Official Statement" means the Official Statement of the District relating to the Series 2009 Bonds.

"Opinion of Bond Counsel" means an opinion of counsel of nationally recognized standing in the field of law relating to municipal bonds.

"Series 2009 Bonds" means the "Bonds of the School Facilities Improvement District No. 3 of the Tracy Joint Unified School District, Election of 2008, Series 2009."

"SFID" means the School Facilities Improvement District No. 3 of the Tracy Joint Unified School District.

"State" means the State of California.

"Tax Certificate" means the Tax Certificate, executed by the District, dated the date of issuance of the Series 2009 Bonds.

"Treasurer" means the Treasurer-Tax Collector of the County or any authorized deputy thereof.

"Underwriter" shall have the meaning ascribed thereto in Section 7(c) hereof.

Section 3. Request for Sale of Bonds; County Resolution; Certificate of Award.

The Board of Supervisors of the County is hereby requested, pursuant to Education Code Section 15350 *et seq.*, Education Code Section 15264 *et seq.* and Education Code Section 15140 *et seq.*, to sell not later than August 31, 2009, by competitive sale to the responsible bidder who makes the lowest interest cost bid (subject to Section 7(c) hereof), not to exceed \$14,000,000 aggregate principal amount of bonds of the SFID, and to designate said bonds as the "Bonds of the School Facilities Improvement District No. 3 of the Tracy Joint Unified School District, Election of 2008, Series 2009." The Series 2009 Bonds shall be issued as current interest bonds, as provided in Section 4 hereof.

The Board of Supervisors is hereby requested to provide by resolution for the terms of the sale and issuance of the Series 2009 Bonds in accordance with the particular terms and manner set forth herein and, with respect to such necessary or desirable terms as are not specified herein, as the Board of Supervisors shall otherwise see fit to determine. With respect to such necessary or desirable terms as are not finally determined by the County Resolution, the Board of Supervisors is hereby requested to provide for the Official Notice of Sale describing such terms to be completed and circulated prior to the sale of the Series 2009 Bonds, and the Certificate of Award or the Bond Purchase Contract, as applicable, to be completed upon the sale of the Series 2009 Bonds, in which any such terms of the Series 2009 Bonds shall be finally determined. The Board of Supervisors, or such officer or officers of the County as shall be authorized by the County Resolution to consummate the transactions contemplated herein, including by completing and executing the Official Notice of Sale and the Certificate of Award or the Bond Purchase Contract, as applicable, is hereby requested to establish said terms of the Series 2009 Bonds upon consultation with an Authorized Officer of the District.

Section 4. Terms of Bonds. (a) Date of Bonds. The Series 2009 Bonds shall be dated the date of their delivery, or such other date as shall be specified in the Certificate of Award or the Bond Purchase Contract, as applicable.

(b) Denominations. The Series 2009 Bonds shall be issued in denominations of \$5,000 principal amount or any integral multiple thereof.

(c) Maturity. The Series 2009 Bonds shall mature on the date or dates, in each of the years, in the principal amounts and in the aggregate principal amount as shall be specified in the Certificate of Award or the Bond Purchase Contract, as applicable. No Series 2009 Bond shall mature prior to August 1, 2010, and no Series 2009 Bond shall mature later than the date which is 25 years from the date of the Series 2009 Bonds, to be determined as provided in subsection

(a) of this Section. No Series 2009 Bond shall have principal maturing on more than one principal maturity date.

(d) Interest Payment. The Series 2009 Bonds shall bear interest at an interest rate not to exceed the maximum rate permitted by law, computed on the basis of a 360-day year of twelve (12) 30-day months, payable on February 1 and August 1 in each year, commencing February 1, 2010 (or on such other initial and semiannual interest payment dates as shall be specified in the Certificate of Award or the Bond Purchase Contract, as applicable).

(e) Obligation; Request for Tax Levy. The Board of Supervisors and officers of the County are obligated by statute to provide for the levy and collection of property taxes in each year sufficient to pay all principal and interest coming due on the Series 2009 Bonds in such year, and to pay from such taxes all amounts due on the Series 2009 Bonds. The Board of Supervisors and officers of the County are obligated to deposit the taxes so collected and paid into the treasury of the County into the interest and sinking fund of the SFID and to pay from such interest and sinking fund all amounts due on the Series 2009 Bonds. The District hereby requests the Board of Supervisors to annually levy a tax upon all taxable property in the SFID sufficient to redeem the Series 2009 Bonds, and to pay the principal, redemption premium, if any, and interest thereon as and when the same become due.

Section 5. Redemption Provisions. The Series 2009 Bonds shall be subject to redemption prior to their respective stated maturity dates at the option of the District as shall be specified in the Certificate of Award or the Bond Purchase Contract, as applicable. The Series 2009 Bonds shall also be subject to mandatory sinking fund redemption, as shall be specified in the Certificate of Award or the Bond Purchase Contract, as applicable. The Board of Supervisors may provide that the Series 2009 Bonds shall not be subject to optional or mandatory redemption.

Section 6. Official Notice of Sale. The Official Notice of Sale inviting bids for the Series 2009 Bonds, in substantially the form submitted to this meeting and made a part hereof as though set forth herein, with such changes, insertions and omissions therein as may be approved by an Authorized Officer, be and the same is hereby approved, and the use of the Official Notice of Sale in connection with the offering and sale of the Series 2009 Bonds is hereby authorized and approved. The Board of Supervisors is hereby requested to adopt and use said form as the Official Notice of Sale inviting bids for the Bonds, subject to such changes, insertions and omissions as deemed necessary by an Authorized Officer and as may be acceptable to the County. The Authorized Officers are hereby authorized and directed to cause to be mailed to prospective bidders for the Series 2009 Bonds (including by posting to an appropriate Internet website which shall be accessible to interested bidders) copies of the Official Notice of Sale in the form finally approved by an Authorized Officer. Bids for the purchase of the Series 2009 Bonds shall be received at the time and place set forth in the Official Notice of Sale.

Section 7. Sale of Bonds. (a) Advertisement for Bids. The form of proposed Notice of Intention to Sell Bonds, in substantially the form submitted to this meeting and made a part hereof as though set forth herein, with such changes, insertions and omissions therein as may be approved by an Authorized Officer, be and the same is hereby approved, and the Board of Supervisors is hereby requested to adopt said form of proposed Notice of Intention to Sell Bonds, subject to such changes, insertions and omissions as deemed necessary by an Authorized Officer and as may be acceptable to the County, and to cause said Notice of Intention to Sell Bonds to be

published in accordance with Section 15147 of the Education Code before the date of sale in a financial publication generally circulated throughout the State of California or which the Financial Advisor advises is expected to be disseminated among prospective bidders for the Series 2009 Bonds.

(b) Award of Bonds. The Board of Supervisors is hereby requested to authorize and direct the Treasurer, on behalf of the District and the County, to accept the lowest true interest cost bid for the Series 2009 Bonds, provided that (i) such true interest cost shall be no greater than 8.0%, calculated as specified in the Official Notice of Sale, (ii) the maximum interest rate on the Series 2009 Bonds shall not exceed the maximum rate permitted by law; (iii) the minimum price to be paid for the Series 2009 Bonds shall not be less than the principal amount thereof, plus accrued interest, if any, to the date of delivery; and (iv) the bidder has agreed to pay specified costs of issuance of the Series 2009 Bonds on behalf of the District, to the extent and in such type and amount as shall be determined and set forth in the Official Notice of Sale and bid form; and (v) the Series 2009 Bonds shall otherwise conform to the limitations specified herein. If such true interest cost and price are acceptable to the Treasurer, the Treasurer or his designee, acting at the direction of the Board of Supervisors, is hereby authorized to award the sale of the Series 2009 Bonds to the maker of the best responsive bid; if no bid is acceptable, the Treasurer is requested to reject all bids and to re-bid the Series 2009 Bonds or, if necessary, to sell the Series 2009 Bonds by negotiated sale as permitted by law, upon consultation with the District and the Financial Advisor, and upon terms and conditions otherwise in conformity with the limitations contained in this Resolution.

(c) Negotiated Sale of Bonds. As an alternative to the procedures specified in subdivisions (a) and (b) of this Section, the Board of Supervisors is hereby authorized, if the Treasurer or his designee shall determine, upon consultation with the District and the Financial Advisor, that market conditions are not favorable to a competitive sale and that the District would be more likely to realize lower interest costs for the Series 2009 Bonds through a negotiated sale, to sell the Series 2009 Bonds by negotiated sale to an underwriter (the "Underwriter") approved by the Treasurer or his designee and an Authorized Officer of the District, in consultation with the Financial Advisor, after the review of qualifications of and proposals from at least three underwriters with experience in underwriting California school district general obligation bonds, on such terms to be finally determined and set forth in the Bond Purchase Contract, such determination and approval to be conclusively evidenced by the execution and delivery the Bond Purchase Contract by the Treasurer or his designee and such Authorized Officer of the District. The Bond Purchase Contract, in substantially the form submitted to this meeting and made a part hereof as though set forth herein, with such changes, insertions and omissions therein as may be approved by an Authorized Officer, be and the same is hereby approved, and the Authorized Officers are each hereby authorized and directed, for and in the name and on behalf of the District, to execute and deliver the Bond Purchase Contract in substantially said form, with such changes therein as the Authorized Officer executing the same may require or approve, such approval to be conclusively evidenced by the execution and delivery thereof; provided, however, that (i) the true interest cost for the Series 2009 Bonds shall not be in excess of 8.0%, (ii) the maximum interest rate on the Series 2009 Bonds shall not exceed the maximum rate permitted by law, (iii) the minimum price to be paid for the Series 2009 Bonds shall not be less than the principal amount thereof, plus accrued interest, if any, to the date of delivery, (iv) the Underwriter's discount for the sale of the Series 2009 Bonds shall not exceed 1.25% of the principal amount of the Series 2009 Bonds exclusive of any costs of issuance the Underwriter contracts to pay, and (f) the Series 2009 Bonds shall otherwise conform

to the limitations specified herein. In the event the Treasurer or his designee so determine to issue the Bonds by negotiated sale, the Board of Supervisors is hereby requested to cause the Bond Purchase Contract to be executed and delivered by the County, subject to such changes or revisions therein as may be acceptable to the District and to the Board of Supervisors or the County officer to whom execution of the Bond Purchase Contract is delegated.

Section 8. Preliminary Official Statement. The Preliminary Official Statement, in substantially the form presented to this meeting and made a part hereof as though set forth in full herein, with such changes, insertions and omissions therein as may be approved by an Authorized Officer, is hereby approved, and the use of the Preliminary Official Statement in connection with the offering and sale of the Series 2009 Bonds is hereby authorized and approved. The Authorized Officers are, and each of them is, hereby authorized and directed, for and in the name of the District, to certify that the Preliminary Official Statement is deemed final as of its date, within the meaning of Rule 15c2-12 (except for the omission of certain final pricing, rating and related information as permitted by Rule 15c2-12).

Section 9. Official Statement. The preparation and delivery of a final Official Statement, and its use in connection with the offering and sale of the Series 2009 Bonds, be and the same is hereby authorized and approved. The Official Statement shall be in substantially the form of the Preliminary Official Statement, with such changes, insertions and omissions as may be approved by an Authorized Officer, such approval to be conclusively evidenced by the execution and delivery thereof. The Authorized Officers are, and each of them is, hereby authorized and directed, for and in the name of the District, to execute the final Official Statement and any amendment or supplement thereto.

Section 10. Municipal Bond Insurance. The Authorized Officers are, and each of them is, hereby authorized and directed, for and in the name of the District, to apply for municipal bond insurance for the Series 2009 Bonds and to obtain such insurance if the present value cost of such insurance is less than the present value of the estimated savings with respect to interest on the Series 2009 Bonds resulting from the purchase of such insurance. The Authorized Officers are, and each of them is, hereby authorized and directed, for and in the name of the District, to execute and deliver a contract for such insurance if such contract is deemed by the Authorized Officer executing the same to be in the best interests of the District, such determination to be conclusively evidenced by such Authorized Officer's execution and delivery of such contract.

Section 11. Investment of Proceeds. Proceeds of the Series 2009 Bonds held by the Treasurer shall be invested at the Treasurer's discretion pursuant to law and the investment policy of the County. To the extent permitted by law and upon approval of the Treasurer, at the written request of the District, given by the Authorized Officer, who is hereby expressly authorized to give such request, all or any portion of the improvement fund of the SFID may be invested on behalf of the District in (a) the Local Agency Investment Fund in the treasury of the State of California or (b) investment agreements, including guaranteed investment contracts, which comply with the requirements of each rating agency then rating the Series 2009 Bonds necessary in order to maintain the then current rating on the Series 2009 Bonds.

Section 12. Tax Covenants: (a) **General.** The District shall not take any action, or fail to take any action, if such action or failure to take such action would adversely affect the exclusion from gross income of the interest payable on the Series 2009 Bonds under Section 103

of the Code. Without limiting the generality of the foregoing, the District hereby covenants that it will comply with the requirements of the Tax Certificate of the District with respect to the Series 2009 Bonds, to be entered into by the District on the date of issuance of the Series 2009 Bonds. The provisions of this subsection (a) shall survive payment in full or defeasance of the Series 2009 Bonds.

(b) Yield Restriction. In the event that at any time the District is of the opinion that for purposes of this Section it is necessary or helpful to restrict or limit the yield on the investment of any moneys held by the Treasurer on behalf of the District, in accordance with the District Resolution or pursuant to law, the District shall so request of the Treasurer in writing, and the District shall make its best efforts to ensure that the Treasurer shall take such action as may be necessary in accordance with such instructions.

(c) Reliance on Opinion of Bond Counsel. Notwithstanding any provision of this Section, if the District shall provide to the Treasurer an Opinion of Bond Counsel that any specified action required under this Section is no longer required or that some further or different action is required to maintain the exclusion from federal income tax of interest on the Series 2009 Bonds, the Treasurer may conclusively rely on such Opinion of Bond Counsel in complying with the requirements of this Section and of the Tax Certificate, and the covenants hereunder shall be deemed to be modified to that extent.

Section 13. Continuing Disclosure: The Continuing Disclosure Certificate, in substantially the form submitted to this meeting and made a part hereof as though set forth herein, with such changes, insertions and omissions therein as may be approved by an Authorized Officer, be and the same is hereby approved. The Authorized Officers are, and each of them is, hereby authorized and directed, for and in the name of the District, to execute the Continuing Disclosure Certificate. The District hereby covenants and agrees that it will comply with and carry out all of the provisions of such Continuing Disclosure Certificate as finally executed and delivered.

Section 14. Bond Counsel and Financial Advisor. Orrick, Herrington & Sutcliffe LLP shall serve as bond counsel to the District for the Series 2009 Bonds and KNN Public Finance shall serve as Financial Advisor to the District for the Series 2009 Bonds.

Section 15. Approval of Actions: The President of the Board of Trustees, the Clerk of the Board of Trustees, the Superintendent of the District, the Associate Superintendent of Business Services of the District, and any other officer of the District to whom authority is delegated by one of the named officers for the purposes of the Series 2009 Bonds, are hereby authorized and directed to execute and deliver any and all certificates and representations, including signature certificates, no-litigation certificates, certificates concerning the contents of the Official Statement, representation letters to The Depository Trust Company, the Tax Certificate and any other certificates proposed to be distributed in connection with the sale of the Series 2009 Bonds, and to enter into any agreements, including depository agreements, commitment letters and agreements with bond insurers, paying agent agreements with the paying agent selected by the County for the Series 2009 Bonds and any other agreements, letters, or representations, which any of them deem necessary or desirable to accomplish the transactions authorized herein.

Section 16. Notice to California Debt and Investment Advisory Commission: The Authorized Officers are each hereby authorized and directed to cause notices of the proposed sale and final sale of the Series 2009 Bonds to be filed in a timely manner with the California Debt and Investment Advisory Commission pursuant to California Government Code Section 8855.

Section 17. Filing with Board of Supervisors: The Secretary of the Board of Trustees is hereby authorized and directed to file a certified copy of the District Resolution upon the adoption hereof with the Clerk of the Board of Supervisors.

Section 18. Indemnification of County: The District hereby agrees that it shall indemnify and hold harmless, to the extent permitted by law, the County and its officers and employees ("Indemnified Parties"), against any and all losses, claims, damages or liabilities, joint or several, to which such Indemnified Parties may become subject because of action or inaction related to the adoption of the County Resolution, or related to the proceedings for sale, award, issuance and delivery of the Series 2009 Bonds in accordance herewith and with the County Resolution, with the exception of any acts or omissions arising from the negligent or intentional wrongdoing of the Indemnified Parties. The District hereby further agrees that it shall, to the extent permitted by law, reimburse any such Indemnified Parties for any legal or other expenses incurred in connection with investigating or defending any such claims or actions.

Section 19. Effective Date: This resolution shall take effect from and after its adoption.

PASSED AND ADOPTED this day, February 10, 2009, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

President of the Board of Trustees
of the Tracy Joint Unified School District

ATTEST:

Clerk of the Board of Trustees of
the Tracy Joint Unified School District

EXHIBIT A

ESTIMATES OF COSTS OF ISSUANCE

A) Underwriter's Discount	\$ 168,000
B) Credit Enhancement	112,000*
C) Financial Advisor	63,000
D) Bond Counsel	115,000
E) Publication Costs	1,200
F) Rating Agency	10,000
G) Printing and Posting Costs	4,500
H) Paying Agent Fees	2,000
I) Miscellaneous Costs	4,300
Total	<hr/> \$ 480,000

* A municipal bond insurance policy with respect to the Series 2009 Bonds will be obtained only if economically advantageous to the District as determined by an Authorized Officer of the District.

CLERK'S CERTIFICATE

I, _____, Clerk of the Board of Trustees of the Tracy Joint Unified School District, County of San Joaquin, California, hereby certify as follows:

The attached is a full, true and correct copy of a resolution duly adopted at a regular meeting of the Board of Trustees of said District duly and regularly held at the regular meeting place thereof on February 10, 2009, and entered in the minutes thereof, of which meeting all of the members of said Board of Trustees had due notice and at which a quorum thereof was present; and at said meeting said resolution was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

An agenda of said meeting was posted at least 72 hours before said meeting at 1875 West Lowell Avenue, Tracy, California, a location freely accessible to members of the public, and a brief description of said resolution appeared on said agenda. A copy of said agenda is attached hereto.

I have carefully compared the same with the original minutes of said meeting on file and of record in my office. Said resolution has not been amended, modified or rescinded since the date of its adoption, and the same is now in full force and effect.

Pursuant to Section 17 of said resolution, I have caused a certified copy thereof to be filed with the Clerk of the Board of Supervisors of the County.

WITNESS my hand this ___ day of _____, 2009.

Clerk of the Board of Trustees of
Tracy Joint Unified School District



BUSINESS SERVICES MEMORANDUM

TO: James C. Franco, Superintendent
FROM: C. Goodall, Associate Superintendent for Business
DATE: February 2, 2009
SUBJECT: Approve Contracts for Architectural Services Between Tracy Unified School District and Rainforth Grau Architects for Measure S Bond Projects

BACKGROUND: At the December 9, 2008 TUSD Board meeting, the Board authorized the Associate Superintendent of Business Services to enter into Agreement(s) with the architectural firm(s) that were selected from the TUSD "Architectural Short List" based upon interviews conducted on December 3, 2008 for the Measure S modernization projects. The selection of Rainforth Grau Architects for architectural services for McKinley ES, South West Park ES, North ES, Central ES, and Monte Vista MS was based on a number of reasons which included the following: coordination between the projects and the desire to achieve a certain level of District standards and equity; the ability to provide a certain level of efficiency in coordinating all five sites; and development of previous master planning documents for the five campuses and existing knowledge and research done under previous contracts for these sites that can be used for reference in developing the scope of work planned to complete the modernization projects.

RATIONALE: Agreements have been prepared by Rainforth Grau Architects and approved by the District's legal counsel, Kronick, Moskovitz, Tiedemann and Girard.

Given the need for coordination between the sites, and the fact that Rainforth Grau Architects are already more knowledgeable than any of the other firms, it is recommended that the contracts for Rainforth Grau Architects be approved to work on the design and planning of the modernizations of McKinley Elementary School, North Elementary School, Monte Vista Middle School, Central Elementary School, and South West Park Elementary School.

FUNDING: Proceeds from the local bond (Measure S) and State School Building Fund. Architect's fee is estimated at approximately \$3,344,900 based on initial estimates for modernization at each site.

RECOMMENDATIONS: Approve Contracts for Architectural Services Between Tracy Unified School District and Rainforth Grau Architects for Measure S Bond Projects

Prepared by: Bonny Carter, Facilities Planner



TRACY
UNIFIED SCHOOL DISTRICT

BUSINESS SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business
DATE: February 3, 2009
SUBJECT: **Accept the 2007-08 Independent Annual Financial Audit and Performance Audit for Measure E General Obligation Bonds**

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 subject to certain accountability requirements. Proposition 39 requires that each year the Board conduct an independent audit for the purpose of ensuring that the Bond proceeds have been expended only on specific projects as listed in the bond measure. In addition, each year the Board must conduct an independent financial audit of expended Bond proceeds until all of the funds have been expended on the specific school facilities projects off the project list.

RATIONALE: On February 12, 2008 the Tracy Unified School District Board awarded the contract to conduct the 2007-08 financial and performance audits to Stephen Roatch Accountancy Corporation based upon the recommendation of the Bond Oversight Committee. The audits for the 2007-08 fiscal year are complete and are being brought to the board for acceptance. The financial report states that in the auditor's opinion, the district's records represent fairly, in all material respects, the financial position and results of operations for the Bond Building Fund of Tracy Joint Unified School District. The objective of the performance audit is to provide an independent assessment of the District's compliance with certain state laws and procedures, specified by Tracy Joint Unified School District, to ensure that the bond funds have been expended only on the specific projects listed in the ballot measure. There were no recommendations or matters to report as a result of the financial and performance audits.

FUNDING: The costs of the annual audits are funded by bond proceeds.

RECOMMENDATION: Accept the 2007-08 Independent Annual Financial Audit and Performance Audit for Measure E General Obligation Bonds

Prepared by: Bonny Carter, Facilities Planner



EDUCATIONAL SERVICES MEMORANDUM

To: Jim Franco, Superintendent
From: ~~W~~ Sheila Harrison, Assistant Superintendent of Educational Services
Date: ~~W~~ January 30, 2009
Subject: Adopt Board Policy 6171 and Acknowledge Administrative Regulation 6171 Title I (1st Reading- Declare Intent to Adopt February 24, 2009)

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

Rationale: Board Policy 6171 and Administrative Regulation 6171 Title I were created in compliance with state and federal regulations. The district is in compliance with the Title I and other federal programs but did not have a Board Policy or Administrative Regulation detailing processes and procedures. This supports Strategic Goal #1 – Providing a Quality Curriculum and Strategic Goal #4- Continuously improve fiscal and human resources, facilities and operational processes in order to support our efforts to meet or exceed district, state and federal targets.

Funding: Not Applicable

Recommendation: Adopt Board Policy 6171 and Acknowledge Administrative Regulation 6171 Title I (1st Reading- Declare Intent to Adopt February 24, 2009)

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

TITLE I PROGRAMS

In order to improve the academic achievement of students from economically disadvantaged families, the district shall use federal Title I funds to provide supplementary services that reinforce the core curriculum and assist students in attaining proficiency on state academic standards and assessments.

The Superintendent or designee shall provide technical assistance and support to any school participating in the Title I program, including consultation in the development and implementation of school plans and activities. (20 USC 6312)

The district and each school receiving Title I funds shall develop a written parent involvement policy in accordance with 20 USC 6318.

Local Educational Agency Plan

The Superintendent or designee shall consult with teachers, principals, administrators, other appropriate school personnel, and parents/guardians of participating students in the development, periodic review, and, as necessary, the revision of a local educational agency (LEA) plan. The plan and any revisions shall be submitted to the Governing Board for approval. (20 USC 6312)

The plan shall address the components specified in 20 USC 6312, which describe the assessments, strategies, and services the district will use to help low-achieving students meet challenging academic standards.

The initial plan shall be submitted to the California Department of Education (CDE) and approved by the State Board of Education. Subsequent revisions of the plan shall be kept on file in the district.

Comparability of Services

State and local funds used in schools receiving Title I funds shall provide services that, taken as a whole, are at least comparable to services in schools that are not receiving Title I funds or, if all district schools are receiving Title I funds, that are substantially comparable in each school. Comparability may be determined on a school-by-school basis or by grade span. (20 USC 6321)

To demonstrate comparability of services among district schools:

1. The Board shall adopt and implement a districtwide salary schedule.

2. The ratio of students to teachers, administrators, and other staff at each Title I school shall not exceed 110 percent of the average ratio across non-Title I schools.
3. Salary expenditures at each Title I school shall be no less than 90 percent of the average salary expenditure across non-Title I schools.
4. All district schools shall be provided with the same level of base funding per student for curriculum and instructional materials.
5. The Superintendent or designee shall maintain records of the quantity and quality of instructional materials and equipment at each school.

In determining comparability, the district shall not include staff salary differentials for years of employment. The district also may exclude unpredictable changes in student enrollment or personnel assignments that occur after the beginning of the school year, state and local funds expended for language instruction educational programs, state and local funds expended for the excess costs of providing services to disabled students, and supplemental state or local funds expended in any school attendance area or school for programs that specifically meet the intent and purposes of Title I. (20 USC 6321)

At the beginning of each school year, the Superintendent or designee shall measure comparability in accordance with the above criteria and maintain records documenting the district's compliance. If any instances of noncomparability are identified, the Superintendent or designee shall promptly implement adjustments as needed to ensure comparability.

Program Evaluation

The Board shall use state assessment results and other available measures or indicators to annually determine whether each participating school is making adequate yearly progress toward ensuring that all students meet the state's proficient level of achievement on state assessments. (20 USC 6316)

Legal Reference: (see next page)

TITLE I PROGRAMS (continued)

BP 6171(c)

Legal Reference:

EDUCATION CODE

11503 Parent involvement programs in Title I schools
52055.57 Districts identified or at risk of identification for program improvement
54020-54028 Economic Impact Aid
54420-54425 State Compensatory Education
64001 Single plan for student achievement, consolidated application programs

UNITED STATES CODE, TITLE 20

6301 Program purpose
6311-6322 Improving basic programs for disadvantaged students, including:
6312 Local educational agency plan
6313 Eligibility of schools and school attendance areas; funding allocation
6314 Title I schoolwide programs
6315 Targeted assistance schools
6316 School improvement
6318 Parent involvement
6320 Participation of private school students
6321 Comparability of services
7881 Participation of private school students

CODE OF FEDERAL REGULATIONS, TITLE 34

200.1-200.79 Improving basic programs for disadvantaged students

Management Resources:

CSBA PUBLICATIONS

Parent Involvement: Development of Effective and Legally Compliant Policies, Governance and Policy Services Policy Briefs, August 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

LEA Plan, rev. May 17, 2006

Provisions for Private School Students, Teachers, and Other Education Personnel in the No Child Left Behind Act of 2001, rev. November 1, 2005

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Title I Fiscal Issues, May 26, 2006

Designing Schoolwide Programs, March 22, 2006

Supplemental Educational Services, June 13, 2005

The Impact of the New Title I Requirements on Charter Schools, July 2004

Parental Involvement: Title I, Part A, April 23, 2004

Serving Preschool Children Under Title I, March 4, 2004

Title I Services to Eligible Private School Students, October 17, 2003

Local Educational Agency Identification and Selection of School Attendance Areas and Schools and Allocation of Title I Funds to Those Areas and Schools, August 2003

WEB SITES

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

California Department of Education: <http://www.cde.ca.gov/iasa/titleone>

No Child Left Behind: <http://www.ed.gov/nclb>

U.S. Department of Education: <http://www.ed.gov>

TITLE I PROGRAMS**Schoolwide Programs**

A school may operate a Title I schoolwide program in order to upgrade the entire educational program of the school when at least 40 percent of the students in the school attendance area, or at least 40 percent of the students enrolled in the school, are from low-income families.

The Superintendent or designee shall inform any such eligible school and the school's parents/guardians of the school's eligibility and its ability to consolidate funds from federal, state, and local sources for program purposes. (20 USC 6312, 6314)

Any participating school shall develop, annually review, and update a single plan for student achievement which incorporates the plan required by 20 USC 6314 for reforming the school's total instructional program and plans required by other categorical programs included in the state's consolidated application. (Education Code 64001; 20 USC 6314)

A schoolwide program shall include: (20 USC 6314)

1. A comprehensive needs assessment of the entire school, including the needs of migrant students, which includes the achievement of students in relation to state academic content and achievement standards
2. Schoolwide reform strategies that:
 - a. Provide opportunities for all students to meet the state's proficient and advanced levels of achievement
 - b. Use effective methods and instructional strategies, based on scientifically based research, that strengthen the school's core academic program, increase the amount and quality of learning time, help provide an enriched and accelerated curriculum, and include strategies for meeting the educational needs of historically underserved populations
 - c. Include strategies to address the needs of all students in the school, but particularly the needs of low-achieving students and those at risk of not meeting state achievement standards who are members of the target population of any program that is part of the schoolwide program

Such strategies may include counseling, student services, mentoring services, college and career awareness and preparation, and the integration of vocational and technical education programs.

- d. Address how the school will determine if student needs have been met
 - e. Are consistent with and designed to implement state and local improvement plans, if any
- 3. Instruction by highly qualified teachers
 - 4. High-quality and ongoing professional development for teachers, principals, paraprofessionals, and, if appropriate, student services personnel, other staff, and parents/guardians to enable all students in the school to meet state academic achievement standards
 - 5. Strategies to attract high-quality, highly qualified teachers to high-need schools
 - 6. Strategies to increase parent involvement
 - 7. Plans for assisting preschool children in the transition from early childhood programs to elementary school programs
 - 8. Measures to include teachers in decisions regarding the use of academic assessments to provide information on and to improve the achievement of individual students and the overall instructional program
 - 9. Activities to ensure that students who experience difficulty mastering the proficient and advanced levels of academic standards shall be provided with effective, timely additional assistance, which shall include measures for timely identification of students' difficulties and provision of sufficient information on which to base effective assistance
 - 10. Coordination and integration of federal, state, and local services and programs

Targeted Assistance Programs

Any school that receives Title I funds but does not operate a schoolwide program shall use Title I funds to provide services to: (20 USC 6315)

- 1. Students in grades 3-12 identified by the school as failing, or most at risk of failing, to meet the state's academic achievement standards on the basis of criteria established by the district and supplemented by the school
- 2. Students in preschool through grade 2 selected solely on the basis of such criteria as teacher judgment, interviews with parents/guardians, and developmentally appropriate measures

A targeted assistance program shall: (20 USC 6315)

1. Use program resources to help participating students meet state academic achievement standards expected for all students
2. Ensure that program planning is incorporated into existing school planning
3. Use effective methods and instructional strategies, based on scientifically based research, that strengthen the core academic program, give primary consideration to providing extended learning time, help provide an accelerated, high-quality curriculum, and minimize removing students from the regular classroom during regular school hours for instruction provided by Title I
4. Coordinate with and support the regular education program, which may include services to assist preschool students in the transition to elementary school programs
5. Provide instruction by highly qualified teachers
6. Provide opportunities for professional development for teachers, principals, paraprofessionals, and, if appropriate, student services personnel, other staff, and parents/guardians who work with participating students
7. Provide strategies to increase parent involvement
8. Coordinate and integrate federal, state, and local services and programs

Participation of Private School Students

The Superintendent or designee shall provide or contract to provide special educational services or other Title I benefits to eligible private school students residing in a participating school attendance area. Such services and benefits shall be provided on an equitable basis with participating public school students. (20 USC 6320, 7881)

Teachers, other educational personnel, and families of participating private school students shall have an opportunity to participate, on an equitable basis, in parent involvement activities and professional development pursuant to 20 USC 6318 and 6319. (20 USC 6320, 7881)

Each year the Superintendent or designee shall contact officials of private schools with students who reside within district boundaries, regardless of whether the private school they attend is located within the district or whether or not those officials have previously indicated any interest in program participation.

The Superintendent or designee shall consult, in a meaningful and timely manner, with appropriate private school officials during the design and development of the district's Title I programs. Such consultation shall occur before the district makes any decision that affects the opportunities of eligible private school students to participate in Title I programs and shall include a discussion of: (20 USC 6320, 7881; 34 CFR 200.63)

1. How the needs of private school students will be identified
2. What services will be offered
3. How, where, and by whom the services will be provided
4. How the services will be academically assessed and how assessment results will be used to improve those services
5. The size and scope of the equitable services to be provided to private school students and the proportion of funds that is allocated for such services
6. The method or sources of data that are used to determine the number of students from low-income families in participating school attendance areas who attend private schools
7. How and when the district will make decisions about the delivery of service to such students, including a thorough consideration and analysis of the views of private school officials on the provision of services through a third-party provider
8. How, if the district disagrees with the views of private school officials on the provision of services through a third-party provider, the district will provide to private school officials a written analysis of the reasons that the district has chosen not to use a contractor

Meetings between district and private school officials shall continue throughout implementation and assessment of services. (20 USC 6320)

The Superintendent or designee shall maintain, and shall provide to the California Department of Education upon request, a written affirmation signed by officials of each participating private school that consultation has occurred. (20 USC 6320)

If the private school officials do not provide such affirmation within a reasonable period of time, the Superintendent or designee shall maintain records of the consultation or the offer of consultation.

The Superintendent or designee also shall maintain records documenting that:

1. The needs of private school teachers and/or private school students were identified.
2. The funds made available were equitable to those allocated for public school students and teachers.
3. The district's program met the needs of the private school teachers and/or private school students.
4. The district made efforts to resolve any complaints made by private school representatives.



TRACY
UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Ryan Davis, Assistant Superintendent for Human Resources
DATE: February 10, 2009
SUBJECT: Approve Revised Job Description for School Supervision Assistant

BACKGROUND: The job description for School Supervision Assistant needs to be revised to more accurately reflect the responsibilities and requirements of the position. 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. Also, the Human Resources Division has established as one of its priorities, to review and revise outdated job descriptions.

The changes and reorganization of the job duties for this position are currently being proposed to ensure it accurately reflects the essential functions of the position of School Supervision Assistant. It is not made with the intention of reclassifying employees or making salary changes.

RATIONALE: The revised job description is being proposed to ensure it accurately reflects the essential functions, education and experience, skills and qualifications, physical requirements and work environment for the position of School Supervision Assistant. This job description was last revised in 1988.

STRATEGIC GOAL: #7--Educational Leadership.

FUNDING: No additional funding required.

RECOMMENDATION: Approve Revised Job Description for School Supervision Assistant

Prepared by: Ryan Davis, Assistant Superintendent for Human Resources

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: SCHOOL SUPERVISION ASSISTANT

DRAFT

Definition

DEPARTMENT/DIVISION: Education

POSITION SUMMARY: Under general supervision, to serve as an assistant to assists site staff and teachers in the safety and well being of students. Supervises students in assigned areas such as the cafeteria, indoor and outdoor assembly areas, halls, restrooms, playgrounds, and in buses or other vehicles. by aiding in the Through meaningful site supervision of enables students to safely enjoy group interaction and exercise during noon-time eating and recess/break activities. and to do Assists site staff with other related work as required.

Examples of Work Activities

ESSENTIAL FUNCTIONS:

1. Supervises pupils on the school ground, in the lunch room, and in such other areas or locations assigned.
2. Assures the health and safety of students by following health and safety practices and regulations.
3. Provides clerical assistance for the classroom and site office including the duplication and organization of materials, filing and cataloging of materials and preparation of educational materials.
4. Applies school site discipline policy and student conduct code, provides examples of proper behavior, and assists students by resolving minor conflicts on the playground and in assigned areas.
5. collecting lunch tickets;
6. Assists with housekeeping chores and bulletin board arrangements;
7. May be assigned to assist the classroom teacher by performing routine classroom activities.
8. Performs related duties as assigned.

Employment Standards

EDUCATION AND EXPERIENCE:

1. High School diploma or equivalent.
2. The ability to carry out oral and written directions.
3. Read, write and speak at a level sufficient to fulfill the duties to be performed. for the position described;
4. Experience in the care and supervision of children is desirable.

Knowledge of:

Ability to:

SKILLS AND QUALIFICATIONS:

1. Knowledge of proper English usage.
2. Knowledge of student's recreational and lunch time activities, and playground safety rules.
3. Knowledge of proper procedures for assisting at student drop-off and pick up times.
4. Ability to assist with supervising pupils on field trips and other events outside of classroom activities.
5. Ability to work independently on own initiative.
6. Ability to understand and carry out oral and written instructions and communicate effectively with students, staff and parents.
7. Ability to establish and maintain cooperative working relationship with students, parents, and staff.
8. Additional qualifications may be required dependent upon program requirements (e.g. bilingual).

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat, stoop and/or climb for extended periods of time.
4. Run short distances.
5. Reach overhead; grasp, push/pull up to 25 pounds for short distances.
6. Lift and/or carry up to 25 pounds at waist height for short distances.
7. Speak so that others may understand at normal levels and on the telephone.
8. Hear and understand speech at normal levels and on the telephone, with or without hearing aids.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors under various weather conditions and temperatures during the course of the required schedule, including inclement weather conditions. While performing their job duties, employees in this position work in several environments including indoor and outdoor, classroom, and on or near student playground equipment.

ADOPTED:

H.S. BOARD: 8/78

ELEM BOARD: 8/78

REVISED:

H.S. BOARD: 6/28/88
ELEM BOARD: 6/13/88

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

SCHOOL SUPERVISION ASSISTANT

Definition

Under supervision, to serve as an assistant to teachers by aiding in the supervision of students; and to do related work as required.

Examples of Work Activities

Supervises pupils on the school ground, in the lunch room, and in such other areas or locations assigned; provides clerical assistance including the duplication of materials, filing and cataloging materials, collecting lunch tickets; assists with housekeeping chores and bulletin board arrangements; may be assigned to assist the classroom teacher by performing routine classroom activities.

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; experience in the care and supervision of children is desirable.

Knowledge of: Proper English usage; student's recreational activities; additional qualifications may be required dependent upon program requirements (e.g. bilingual).

Ability to: Assist with supervising pupils outside of classroom activities; work independently on own initiative; understand and carry out oral and written instructions; establish and maintain cooperative working relationship with students, parents, and staff.

ADOPTED:

H.S. BOARD: 8/78

ELEM BOARD: 8/78

REVISED:

H.S. BOARD: 6/28/88

ELEM BOARD: 6/13/88



HUMAN RESOURCES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Ryan Davis, Assistant Superintendent for Human Resources
DATE: February 10, 2009
SUBJECT: Approve Revised Job Description for Warehouse Delivery Driver

BACKGROUND: The job description for Warehouse Delivery Driver needs to be revised to more accurately reflect the responsibilities and requirements of the position. 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. Also, the Human Resources Division has established as one of its priorities, to review and revise outdated job descriptions.

The changes and reorganization of the job duties for this position are currently being proposed to ensure it accurately reflects the essential functions of the position of Warehouse Delivery Driver. It is not made with the intention of reclassifying employees or making salary changes.

RATIONALE: The revised job description is being proposed to ensure it accurately reflects the essential functions, education and experience, skills and qualifications, physical requirements and work environment for the position of Warehouse Delivery Driver. This job description was adopted in 1984.

STRATEGIC GOAL: #7--Educational Leadership.

FUNDING: No additional funding required.

RECOMMENDATION: Approve Revised Job Description for Warehouse Delivery Driver

Prepared by: Ryan Davis, Assistant Superintendent for Human Resources

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Warehouse Delivery Driver

DEPARTMENT/DIVISION: Materials Management

Definition:

POSITION SUMMARY:

Under ~~direct~~ **general** supervision of the Warehouse Supervisor, ~~to~~ picks up and delivers mail-feed service, and warehouse supplies and equipment to designated points in the district; **maintains inventory control of warehouse materials**, and ~~to do~~ **performs** related work as required.

Examples of Work Activities:

ESSENTIAL FUNCTIONS:

1. Drives a delivery vehicle and distributes mail, ~~feed~~, supplies, and equipment **between District sites.**
2. Checks vehicles for adequate gasoline and oil supplies and proper operation.
3. Receives delivery instructions and makes timely deliveries; loads and unloads vehicles.
4. Assists in receiving ~~and storing~~ food, **materials** and supplies in the warehouse **and stores as needed.**
5. Fills warehouse orders as required.
6. Assists in completing ~~monthly~~ inventories.
7. Picks up ~~and deposits cafeteria~~ District monies **at sites and prepares for transport.**
8. ~~works with Director of Maintenance, and~~ Performs routine maintenance activities as required ~~during slack periods; in the warehouse.~~
9. **Engraves new equipment and enters items into inventory.**
10. **Receives surplus materials and prepares for salvage.**
11. ~~and~~ Performs related work as required.

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 of~~ experience in the operation of general delivery vehicles **required, previous warehouse inventory control experience preferred. Must pass and maintain forklift certification. Must have a high school diploma or equivalent and possess a valid California driver's license. and be bondable**

Knowledge of:

Ability to:

SKILLS AND QUALIFICATIONS:

1. **Knowledge of the various locations of various schools and facilities within the District.**
2. **Knowledge of basic record keeping (inventory) procedures associated with the receipt and delivery of warehouse ~~feed~~, supplies, and materials.**
3. **Knowledge of safe, defensive and efficient driving practices.**

4. Ability to operate a delivery vehicle safely, and economically develop a variety of routes and schedules.
5. Ability to operate a power forklift to move heavy objects.
6. Ability to perform such clerical work as checking deliveries against orders correctly, filling orders, and participating in taking inventories.
7. Ability to develop and maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS: Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat, stoop and/or climb for extended periods of time.
4. Reach above shoulder level for extended periods of time.
5. Push/pull up to 50 lbs. for extended periods of time.
6. Push/pull up to 100 lbs. for short periods of time.
7. Lift and carry up to 75 lbs. at waist height for short periods of time.
8. Speak so that others may understand at normal levels and on the telephone.
9. Hear and understand at normal levels and on the telephone with or without hearing aids.

WORK ENVIRONMENT: Employees in this position will be required to work indoors and outdoors under various weather conditions and temperatures during the course of the required schedule. Employees will be exposed to noise, dust, fumes, pollen, gases and smoke levels depending on assignment being performed. Employees will also be required to work on uneven ground. Must wear closed toe shoes and meet uniform requirement.

SALARY: Classified Range 35

Adopted:

H.S. Bd. 6/26/84

Elem. Bd. 6/12/84

WAREHOUSE DELIVERY DRIVER

Definition:

Under direct supervision of the Warehouse Supervisor to pick up and deliver mail, food service, and warehouse supplies and equipment to designated points in the district; and to do related work as required.

Examples of Work Activities:

Drives a delivery vehicle and distributes mail, food, supplies, and equipment, checks vehicles for adequate gasoline and oil supplies and proper operation; receives delivery instructions and makes timely deliveries; loads and unloads vehicles; assists in receiving and storing food and supplies in the warehouse; fills warehouse orders as required; assist in completing monthly inventories; picks up and deposits cafeteria monies; works with Director of Maintenance, and performs routine maintenance activities as required during slack periods; and performs related work as required.

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 of experience in the operation of general delivery vehicles; possess a valid California driver's license and be bondable.

Knowledge of:

The location of various schools within the district; basic record keeping procedures associated with the receipt and delivery of warehouse food, supplies, and materials; safe driving practices.

Ability to:

Operate a delivery vehicle safely and economically; operate a power forklift; move heavy objects; perform such clerical work as checking deliveries against orders correctly, filling orders, and participating in taking inventories; maintain cooperative working relationships with those contacted in the course of work.

Adopted:

H.S. Bd. 6/26/84

Elem. Bd. 6/12/84