

NOTICE
REGULAR MEETING OF THE GOVERNING BOARD

TRACY UNIFIED SCHOOL DISTRICT

DATE: TUESDAY, May 13, 2008

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

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

A G E N D A

1. Call to Order

2. Roll Call – Establish Quorum

Board: G. Crandall, J. Feller, T. Guzman, T. Hawkins, K. Lewis, B. Swenson, J. Vaughn
Staff: J. Franco, J. Mousalimas, C. Goodall, S. Harrison and B. Etcheverry.

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

3.1 Administrative & Business Services:

3.1.1 Conference with Legal Counsel – Existing Litigation
(G.C. 54956.9(a))

TUSD v. Pombo, et al.,

San Joaquin County Superior Court Nos. CV032726 & CV032727

3.2 Educational Services:

3.2.1 Findings of Facts: #FF07-08/152, 156, 159, 160, 162, 165, 168, 169, 170, 172, 173, 175, 177

3.2.2 Application for Early Graduation: THS 1018436, WHS 10209682

Action: Motion___; Second___. **Vote:** Yes ___; No___; Absent___; Abstain___.

3.2.3 Waiver of CAHSEE Requirements for Students with IEP

Action: Motion___; Second___. **Vote:** Yes ___; No___; Absent___; Abstain___.

3.3 Human Resources:

3.3.1 Consider Leaves of Absence for the 2008-2009 School Year as Indicated

Action: Motion___; Second___. **Vote:** Yes ___; No___; Absent___; Abstain___.

3.3.2 Consider Leave of Absence Request for Classified Employee #UCL-114,
Pursuant to Article XXIII

Action: Motion___; Second___. **Vote:** Yes ___; No___; Absent___; Abstain___.

3.3.3 Consider Leave of Absence Request for Classified Employee #UCL-115, Pursuant to Article XXIII.

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

3.3.4 Consider Leave of Absence Requests for Certificated employees #UC-581 Pursuant to Article XX

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

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

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

3.3.6 Conference with Labor Negotiator

Agency Negotiator: Jamie Mousalimas,

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 # FF07-08/152, 156, 159, 160, 162, 165, 168, 169, 170, 172, 173, 175, 177

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

6b Report Out of Action Taken on Application for Early Graduation: THS 1018436, WHS 10209682

Action: **Vote:** Yes ___; No ___; Absent___; Abstain___

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

Action: **Vote:** Yes ___; No ___; Absent___; Abstain___

6d Report Out of Action Taken on Consider Leaves of Absence for the 2008-2009 School Year as Indicated

Action: **Vote:** Yes ___; No ___; Absent___; Abstain___

6e Report Out of Action Taken on Consider Leave of Absence Request for Classified Employee #UCL-114, Pursuant to Article XXIII

Action: **Vote:** Yes ___; No ___; Absent___; Abstain___

6f Report Out of Action Taken on Consider Leave of Absence Request for Classified Employee #UCL-115, Pursuant to Article XXIII.

Action: **Vote:** Yes ___; No ___; Absent___; Abstain___

6g Consider Leave of Absence Requests for Certificated employees #UC-581 Pursuant to Article XX

Action: **Vote:** Yes ___; No ___; Absent___; Abstain___

7. Approve Regular Minutes of May 13, 2008.

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

8. Student Representative Reports: Poet Christian

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

9.1 Update on Tracy High School Scientifically Speaking Club

9.2 Recognize Sally Hutsell as the Outstanding Certificated Employee of the Spring Term for the 2007-08 School Year

9.3 Recognize Certificated and Classified Retirees

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

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

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

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

11.1 **Administrative & Business Services:**

11.1.1 Receive Report from Kelling, Northcross and Nobriga, Financial Advisors to Public Agencies Regarding Funds Available to TUSD

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11.1.2 Receive Recommendation for 2009-2010 High School Attendance Boundary Committee

14-54

12. **PUBLIC HEARING:**

12.1 **Administrative & Business Services:**

12.1.1 Receive Public Comments Regarding Negotiations with the Tracy Educators Association (TEA) for 2008-2009

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13. **Consent Items:** Actions proposed for consent are consistent with the approved practices of the district and are deemed routine in nature. Trustees receive board agenda background information in advance of scheduled meetings and are prepared to vote with knowledge on the consent items.

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

13.1 **Administrative & Business Services:**

13.1.1 Ratify Routine Expenditures and Notice of Completion Which Meet Criteria for Placement on Consent Agenda

56-57

13.1.2	Ratify Measure E Related Expenditures and Notice of Completions Which Meet Criteria for Board Review and Approval	58-59
13.1.3	Accept Donations	60-61
13.1.4	Acknowledge Monthly Heating Ventilation, and Air Conditioning Report	62-67
13.1.5	Approve 2008-2009 Designation of CIF Representatives to League	68-69
13.1.6	Adopt Resolution No. 07-29 to Excuse Meeting Absence of Board Member	70-71
13.2	Educational Services:	
13.2.1	Receive Update on Quarterly Williams Uniform Complaint Reports for Quarter Ending April 15, 2008	72-73
13.2.2	Ratify Agreement for Special Contract Services with Ruth Miller, Consultant, to Provide Baldrige Training and Coaching Presentations for Teachers at North School and South West Park	74-77
13.3	Human Resources:	
13.3.1	Accept Resignations/Retirements/Leaves of Absence for Classified, Certificated, and/or Management Employment	78-80
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 the Justification of Student Generation Rates for 2008	81-82
Action:	Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain__.	
14.1.2	Approve Community Survey Proposal with the Center for Community Opinion	83-89
Action:	Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain__.	
14.1.3	Acknowledge Revisions to Administrative Regulation 1330.1 Facilities Use, Third Reading, Intent to Adopt)	90-114
Action:	Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain__.	
14.1.4	Adopt Resolution #07-28 – Specifications of the Election Order	115-117
Action:	Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain__.	
14.1.5	Approve the 2007-08 Revised Deferred Maintenance Project List and the Updated Five Year Deferred Maintenance Plan	118-122
Action:	Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain__.	
14.2	Educational Services:	
14.2.1	Adopt Revised Board Policy 5136 Unauthorized Groups and Acknowledge AR 5136 (2 nd Reading)	123-134
Action:	Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain__.	
14.3	Human Resources:	
14.3.1	Adopt the District's Initial Bargaining Proposal for the 2008-2009 School Year and Submit it for Negotiations, Pending Public Input	135
Action:	Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain__.	
14.3.2	Approve Revised Job Description for ISET Technician Level II	136-138
Action:	Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain__.	
14.3.3	Approve Revised Declaration of Need for 2007-08 School Year	139-140
Action:	Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain__.	

- 14.3.4** Adopt Resolution No. 07-30 for a Reduction in Classified Staff Due to Lack of Work/Lack of Funds

143-144

Action: Motion___; Second___. **Vote:** Yes___; No___; Absent___; Abstain___.

- 15. Board Reports:** An opportunity for board members to discuss items of particular importance or interest in the district.
- 16. Superintendent's Report:** An opportunity for the superintendent to share matters of special interest or importance which are not on the board agenda and/or special presentations of district programs or activities.

17. Board Meeting Calendar:

- 17.1** May 28, 2008 (Wednesday) REVISED DATE
17.2 June 10, 2008
17.3 June 24, 2008

18. Upcoming Events:

- | | | |
|-------------|----------------------|---|
| 18.1 | May 22, 2008 | Graduation: Adult School, 7:00 p.m. |
| 18.2 | May 26, 2008 | No School, Memorial Day |
| 18.3 | May 27, 2008 | Graduation: Stein, 6:30 p.m. |
| 18.4 | May 29, 2008 | Promotion: Williams Middle School, 6:30 p.m. |
| | | Promotion: Poet Christian, 7:00 p.m. |
| 18.5 | May 30, 2008 | Promotion: Monte Vista Middle School, 6:30 p.m. |
| 18.6 | May 31, 2008 | Graduation: Tracy High 8:30 a.m.; West High 10:30 a.m. |
| 18.7 | June 20, 2008 | Promotion: Freiler, 6:30 p.m. |
| 18.8 | June 24, 2008 | Promotion: Kelly, 6:30 p.m. |
| | | Promotion: North, 4:00 p.m. |

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

**Minutes of
Regular Meeting of the Governing Board
For Tracy Unified School District
Held on Tuesday, April 22, 2008**

- 5:30 PM:** President Vaughn called the meeting to order and adjourned to closed session. This meeting was held at Villalovoz School.
- Roll Call:** Board: G. Crandall, T. Guzman, T. Hawkins, K. Lewis, B. Swenson, J. Vaughn
Absent: J. Feller
Staff: J. Franco, J. Mousalimas, S. Harrison, C. Goodall, B. Etcheverry.
- 7:11 PM:** President Vaughn called the Tracy Unified School District Board of Education to order and led those present in the Pledge of Allegiance.
- Closed Session:**
- 6a** Action on Findings of Fact # FF07-08/128, 144, 145, 146, 147, 148, 149, 150, 151, 153, 154, 155
Action: except #128- Lewis, Crandall. **Vote:** Yes-6; No-0; Absent-1(Feller)
Action: #128 as amended-Lewis, Crandall. **Vote:** Yes-0; No-6; Absent-1(Feller)
 - 6b** Report Out of Action Taken on Application for Enrollment: #AFE07-08/7
Action: **Vote:** Yes-6; No-0; Absent-1(Feller)
 - 6c** Report Out of Action Taken on PE Waiver: WHS #1022286
Action: **Vote:** Yes-6; No-0; Absent-1(Feller)
 - 6d** Report Out of Action Taken on Consider Leaves of Absence for the 2008-2009 School Year as Indicated
Action: **Vote:** Yes-6; No-0; Absent-1(Feller)
 - 6e** Report Out of Action Taken on Consider Leave of Absence Requests for Certificated Employees #UC-570, #UC-571, #UC-572, #UC-573, #UC-574, #UC-575, #UC-576, #UC-577 and #UC-578
Action: Approved. **Vote:** Yes-6; No-0; Absent-1(Feller)
 - 6f** Report Out of Action Taken on Consider the Non-Reelection of Probationary Certificated Employee: #UC-579, Pursuant to Education Code Section 44929.21(b)
Action: Approved. **Vote:** Yes-6; No-0; Absent-1(Feller)
 - 6g** Consider Release of Probationary Classified Employee #UCL-113
Action: Pulled. **Vote:** None.
- Employees Present:** C. Minter, J. Cardoza, D. Wakefield, B. Carter, D. Solano, M. Stroup, P. Demsher, C. Selna, A. Bowman, M. Woodward, B. Sawyer, C. Domenichelli, G. Krebs, M. Beckelman, P. Anastasio, D. Cheeseman, V. Carranza, M. Silveira, W. Gouveia, D. Dixon, M. Shrout, J. Pribble, P.

Keeney, C. Selna, K. Inouye, G. Silva, P. Baird, D. Silveira, P. Hall, S. Heifner, E. Lobaugh,

Press: Tracy Press, Tri-Valley Herald.

Visitors Present: A. Headley, V. Headley, J. Sterling, L. DeLaTorre, D. Agee, R. Damon, D.J. Damon, L. Simon, R. Hunt, N. Hunt, R. Silva, T. Lawson D. Barschi, A. Headley, E. Hunt, O. Gutierrez, T. Albee, J. Burger, B. Hines, T. Kagehiro, M. Heredia, E. Ruiz, I. Martinez, K. Jacobo, A. Bassett, A. Eberhart, K. Jordan, J. Jordon, E. Rains, T. Jordon, N. Kuklo, D. Hartenstein, S. Silva, D. Pereira, A. Pereira, S. Massa, G. Machado, P & S Gleason, P. Valdes, A. Cameron, N. Dastgheyb, H. Eaton

Minutes: Approve Regular Minutes of April 8, 2008.

Action: As amended to read that Council Member Irene Sundberg was at the City/School Liaison meeting. **Vote:** Yes-6; No-0; Absent-1(Feller)

**Student
Representative
Reports:**

Tracy High: Alaina Bassett reported that Tracy High sports teams such as baseball, golf, track and swimming are enjoying the season and setting records. School is coming to an end and they are ready for summer break. Progress reports grades are due today. IB testing starts next month. Students took the STAR tests last week. There are a lot of incentives to get a score of 710 or higher. Seniors loved it because they did not have to show up until later. Ag Science had a field trip to Sacramento to visit the Capital. The Physics Club is going to Great America. This week is banquet week for a lot of groups. IB is tomorrow night and Thursday is Ag Science and Academic Block T. Friday is CSF. Prom is on Saturday and the theme is "An Evening in the Orient". It will be held at the Portuguese Hall. Seniors are looking forward to Disneyland and Senior Beach Day. They are busy getting Saturday school hours down and working on their grades. She has not parked at the Heinz parking lot, but will in May.

West High: Naficeh Dastgheyb reported that West High had their academic breakfast with 325 students attending. Academic block W had their breakfast and administration served them. Last week was Star testing. WASC was at the school on April 17th. SPIRIT students got together with committee members. Last Saturday was prom. The theme was "A Night in the City". There were 536 people. Leadership is holding interviews. There will be an opportunity to have another leadership class to help prepare students who are not quite prepared to be in leadership. It will give more students opportunity to get involved. On April 14th they had Joe's v. Pros game. Leadership held an Ace Hardware fundraiser. They raised \$302.10. Key Club celebrated earth day and planted trees and flowers. They also picked up trash around campus along with CSF. April 28th through May 2nd will be multicultural week with dress up days and themes. In FFA news, Lorinda Lewis was one of 239 central region FFA members to receive state award. They are very proud of her.

Stein: Victoria Bandy did not attend the meeting.

Freiler: ASB President, Alison Headley and ASB Vice President, Eagen Hunt presented a power point on Freiler's achievements. Information included their API score of 799, science Olympiad, science fair, honor roll, accelerated reader, award winning teacher Mrs. Lawson, recycling club, canned food drive, brighter Christmas, math and science night, plastic bag recycling, pennies for patient and spirit day. They also reviewed their athletic events, CATCH, wellness Wednesdays, chess club and family fitness nights. Their students keep busy with Leadership, student council, dances, sanitary success and are raising money to buy an electronic marquee. The 8th grade class is preparing for their Great America trip and promotion. Alison is looking forward to being president of her freshman class.

Recognition & Presentation:

9.1 Recognize and Congratulate Rachel Fuller for Winning a Youth Samaritan Hero Award from the American Red Cross

Assistant Superintendent of Educational Services, Dr. Sheila Harrison, Recognized Rachel Fuller, who is a Kindergartener at Poet Chirstian. She is the youngest recipient of this award. She won a bike and gave it up to someone less fortunate. Dr. Franco presented a certificate to her and also gave her a book entitled "Kindness is Cooler".

9.2 Tracy High School Site Update on Achievements & Activities

Pat Anastasio, Principal at Tracy High, reviewed the great programs available. He focused on the Ag Science Program and brought the coordinator, Mike Woodward and his students to speak about the program. The first graduating class had 15 students and this year it has grown to 54. Next year they expect to have 375 Freshman through Seniors in the program. They reviewed the various topics that are covered in the program. Also reviewed the colleges that the students are attending. Several students in the Ag-Science program spoke about their experience and where they are planning to go to college.

Trustee Lewis left the meeting at 8:00 p.m.

Trustee Lewis returned at 8:02 p.m.

Hearing of Delegations

10. Denise Cheeseman, CSEA President, thanked everyone for participating on the budget advisory committee. There was a well balanced input. She also acknowledged the teachers for giving up their buy back days. That says a lot for our District. This will have a direct impact on saving jobs. She wanted the Board to know that CSEA was given the opportunity to put in separate list, but they chose not to because they felt that they are already down to bare bones so they cannot support getting rid of

any classified. They chose not to submit a list and encouraged the Board to not do away with any of their employees.

**Information &
Discussion Items:**

11.1 Administrative & Business Services:

11.1.1 Receive Budget Reduction Priority Lists and Comments, and Superintendent's Preliminary Recommendations for Reductions to the 2008-09 District Budget

Janet Sterling is a labor relations representative for CSEA. With the cuts taken during the 02-03 year, classified bared the burden of those cuts. They are now down to the bare minimum. She appreciates that the decision is difficult but cutting classified would negatively impact the District, staff and students. When employees are gone, the work goes with them.

Associate Superintendent, Dr. Casey Goodall, reported to the Board that the District has been working since January to come up with ways to switch funding sources to categorical and to slowdown in spending. The target amount is now down from 7.1 to 3.4 million. He presented the budget booklet and what each section represents. At the Special Board Meeting on May 6th, we will prioritize and approve the reduction list.

A video clip created by the county was shown which helped deliver messages regarding the budget situation.

President Vaughn encouraged the audience to go to district website and send the letters that can be sent into Governor.

11.1.2 Accept Report on Facility Condition Assessment as Prepared by RGM and Associates

Director of Facilities Planning, Denise Wakefield and Anthony Contentiente presented a power point on the District's facility conditions. This document will be used for the deferred maintenance plan. They will determine the most critical needs. He revised the needs at each site.

11.2 Educational Services:

11.2.1 Receive Report on the Education Plan for John C. Kimball High School

Assistant Superintendent of Educational Services, Dr. Sheila Harrison, introduced Principal, Cheryl Domenichelli, who was in the audience. Dr. Harrison presented a power point on John C.

Kimball High School. The presentation reviewed the layout of the buildings. The first year will open with 9th and 10th graders and then will add a grade each year thereafter. When complete it will serve between 2000 and 2400 students. There will be small learning communities and learning pathways such as Health Sciences, Mass Communications and Construction Technology and the New American High School.

- Public Hearing:**
- 12.1 Administrative & Business Services:**
12.1.1 Receive Public Comments Regarding Negotiations with the California School Employees Association (CSEA) and the Tracy Unified School District (TUSD)
 The hearing was opened at 9:24 p.m.
 No comments were made. The hearing was closed at 9:25 p.m.
- Consent Items:**
- Action:** Crandall, Swenson. **Vote:** Yes-6; No-0; Absent-1(Feller)
- 13.1 Administrative & Business Services:**
13.1.1 Ratify Routine Expenditures and Notice of Completions Which Meet Criteria for Board Review and Approval
13.1.2 Ratify Measure E Related Expenditures and Notice of Completions Which Meet Criteria for Board Review and Approval
- 13.2 Educational Services:**
13.2.1 Approve Overnight Travel for the West High School Future Business Leaders of America Students to the FBLA State Conference in Irvine, California, on April 24-27, 2008
13.2.2 Approve Out of State Travel for Nancy Hopple
13.2.3 Approve Application for the Workforce Investment Act-Adult Education and Family Literacy Section 231
- 13.3 Human Resources:**
13.3.1 Approve Classified, Certificated and/or Management Employment
13.3.2 Accept Resignations/Retirements/Leaves of Absence for Classified, Certificated, and/or Management Employment
- Action Items:**
- 14.1 Administrative & Business Services:**
14.1.1 Authorize the Associate Superintendent for Business Services to Award Contracts for Food and Non-Food Items for the 2008-2009 School Year
Action: Guzman, Lewis. **Vote:** Yes-6; No-0; Absent -1(Feller)
14.1.2 Adopt Resolution No. 07-24 Clarifying the Primary and Secondary Purposes and Functions of the Tracy Unified School

District and Discerning Core Services form Supplemental Services

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

14.1.3 Acknowledge Revised Administrative Regulation 1330.1 Facility Use (Second Reading)

Action: Hawkins, Guzman. **Vote:** Yes-6; No-0; Absent -1(Feller)

14.1.4 Approve Rainforth Grau Architect's Plan for Future Phases of Modernization of Tracy High School and Authorize Them to Proceed with the Plans and Specifications

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

Oscar Gutierrez prepared a report and gave copies to the Board. One report is dated April 10th and one is from 2005. The 2005 report outlines the maintenance and facilities issues at Tracy High. In past they were told there was a lack of funds and needed to get a bond passed to fix these concerns. He feels that the lack of funding no longer can be an excuse. In November, 2005, a presentation was made to the Board and they were told these items would be addressed with the bond. Also presented were excerpts from the power point presentation given at that time. Recently, it has been brought to their attention that there is a proposal to do away with phase 2 and 3 and adding 2 additional buildings. He reviewed all of the concerns of the condition of the locker rooms. There are no usable restrooms, exposed wiring, basketball hoop hanging by a thread, etc. The girls' locker room has exposed wiring in shower area, missing hardware and algae growing on the wall. Before any decision is made to abandon those type of projects, these need to get looked at.

President Vaughn asked if anyone reported the unsafe condition of the basketball hoop to administration or PE Department. Mr. Gutierrez said he let some teachers know.

Amanda Bowman stated that every year at end of year, they put in for maintenance requests. She is representing the PE Department and students. As a result of the bond, they are very excited to see all of the wonderful things happening at Tracy High. The air conditioning in the gyms will be a welcomed relief. She was surprised and disappointed of the decision not to refurbish the locker rooms, playing fields and sub gyms. There are no current plans to do so. These areas are in desperate need of attention. Every student in a classroom walks through the gym or PE facilities and will take PE during their high school career. These concerns have been brought to the District and administration and the response was that we need to get the bond passed. They thought this would be one of the top priorities. She gave Dr. Franco, Mr. Anastasio and Tom Crites a tour. The PE teachers

are aware and appreciate a joint venture with the City and that could possibly bring new gym and facilities. The reality is unhealthy, unsafe and in desperate need of repairs. She feels it is the Board's responsibility to take a tour and see the unsafe and unhealthy environment.

Chuck Selna read a student's statement from Amanda Pereira. She is frustrated to find out everything is being repaired, except for the gyms and locker rooms. PE is just as important as math and English because it teaches kids life-long fitness skills. PE should be given equal opportunities. The girls' locker room is in very bad condition. Not all lockers work and are rusty. Brown water comes out of the shower and it is moldy and smells. Hair dryers do not work and wires are exposed. The toilets are disgusting. Teachers have mouse droppings on their desks. On the main gym roof, tiles are ready to fall off. The boys' sub gym smells and has huge holes and exposed pipes and wood at the back of the room. She will be graduating this year and hopes it will get fixed for future students. He also read comments from teachers, parents and staff members who feel the same way.

President Vaughn reminded the audience that between the Board and Cabinet there are 3 former principals from Tracy High. The Board does care about Tracy High.

Laura Simon has one child attending Tracy High. She wants the Board to make it a priority to fix Tracy High. She is concerned that the bond money is not going toward what was on the ballot. She wants to make sure we follow through and complete all jobs. She share same concerns as previous speakers.

Billy Simon is a Sophomore at Tracy High. He plays football and track. When he gets home football he has a rash on his arms from small cuts from the rocks on the field. This does not happen at away games. He shares same concerns as previous speakers.

Karen Jordan is a Tracy High alumni and has a son that attends Tracy High. She shares same concerns as previous speakers.

Stephanie Silva is representing the student body. She is a Sophomore and plays volleyball. She has lived in Tracy her entire life. Both of her parents attended Tracy High. Tracy High is more than just a high school, it is a community tradition. She shared the same concerns as previous speakers.

David Agee is a parent of a Tracy High student and athlete. He voted in support of Measure E. He wants fund redirected to

repair the locker rooms. He shares the same concerns as previous speakers.

Trey Jordan is a Sophomore at Tracy High and plays on the football team. He shares the same concerns as the previous speakers.

Patricia Speers has her youngest child at Tracy High who is now a Sophomore. She is happy that buildings are getting done. When she walked the streets for the bond, they told the people of Tracy that this is what you're voting on, this is what you're going to get which included repairs to athletic facilities. She hopes the Board realizes that the people of Tracy want to see that the things on list actually get done.

President Vaughn commented that Everything on the project list is being done. Nothing about the athletic fields was on the project list. They are not misusing any of the funds.

Sheri Gleason has a daughter who is a Sophomore at Tracy High and is on the track and cross country teams. Her main concern is the deplorable condition of the track. It is an embarrassment to the school and community. She feels Tracy High is considered a second class citizen.

Dennis Alegre is also speaking on behalf of his wife, Sidney. He has come and spoke before this board to give his opinions before. The list he has clearly states the stadium, gyms and lockers would be done. People didn't trust what you would do with the money. If the oversight committee agrees with what is going on tonight, they should be disbanded. His wife is an attorney. They always give their support.

Peter Gleason has a daughter at Tracy High. She complains a lot about the facilities. After seeing these pictures, it is worse than he thought. He encouraged the board to visit schools in other areas. Students need to be well rounded.

Dereck Solano is the Physical Education Chair. He guarantees that tomorrow he will do the paperwork to fix the basketball hoop. He has been here for 16 years and basically these facilities have never received attention. He has filed paper work for years and nothing happens. He believes their campus and students are not as important to the Board as other campuses and students. You could lose deferred maintenance funds if you do not follow up on complaint issues.

Dan Pereira is the father of the student whose letter was read earlier. These conditions didn't happen overnight. Would anyone want to work in these conditions? It offends him after he pays tax dollars to have facilities in these conditions.

Trustee Crandall commented that it hurts to sit and hear those things. He is one of the biggest advocates when it comes to high school athletics. Not one parent or teacher has notified him. He will do whatever he can. All of his children play sports. His kids go to West High because that's where he lives. Why haven't the work orders been processed? He will do anything he can for you.

Trustee Guzman will have his daughter starting at Tracy High next year. He doesn't like the conditions there either. The Bond does not stop now. People need to have patience. It should have been done a long time ago. We want to work on this as soon as we can.

Trustee Swenson was under the impression that there was a tour already set up to see what can be done now. We need a report back on the current conditions right now. In addition, we need to research the maintenance department for what paperwork was turned in and get to the bottom of why it is so deplorable.

Dr. Franco commented that it is important to note, to add new classrooms to Tracy High was a #1 priority. There is an opportunity now to take a giant step forward. We are in the process of putting together a plan. Earlier tonight we went over the budget reductions. Maintenance money could be cut. There is rust in shower, because no one uses them. After it runs, it then clears. He implores staff to stick with the present process. We are getting more done on that campus. The classroom buildings are getting done. Seventy-five to eighty percent of that campus will be renewed. He understands that they don't want to wait for the partnership with the City to get a new gym. We are following through with Tom Crites and have already toured and reviewed the conditions with Amanda Bowman.

President Vaughn commented that he is new to Tracy. All he has seen is success. He sees things getting done and it will get better. The slide show and power point is unacceptable. We need to provide for students first. Education will take the kids a long way.

Trustee Hawkins commented that he has been around Tracy for a few years and has worked together with the athletic department referring. There are no locker rooms as bad as Tracy High. It is

really bad and we do need some help. Dr. Franco is trying to put together something that will do that job. He works in the snack bar every Friday night for football. He passes several gopher holes in that track that a student could get hurt on. Any safety item should be taken care of.

Derrick Solano: The teachers are asked every year to go through and fill out everything that needs repairs. Mr. Swenson is right to find out what happened to the maintenance requests. If Mr. Crandall wants to see another way to take care of this, let us know what that is. Another school in this district had new lockers after being in existence for 5 years.

Dennis Alegre: Mr. Crandall mentioned that parents never told you. Two years ago all of these pictures were presented to the Board. It is not his job to tell him.

- 14.1.5** Approve Substitution of RCB Enterprises, Inc., dba Valley Glass Company with Westpac Architectural Glass as the Replacement Glass and Glazing Subcontract for Tracy High School New Classroom Building

Action: Hawkins, Guzman. **Vote:** Yes-6; No-0; Absent -1(Feller)

14.2 Educational Services:

- 14.2.1** Adopt Revised Board Policy 5136 Unauthorized Groups

Action: Lewis, Guzman. **Vote:** Yes-6; No-0; Absent-1(Feller)

- 14.2.2** Adopt Resolution No. 07-27 in Support of Adequate, Equitable, and Stable Special Educational Funding

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

14.3 Human Resources:

- 14.3.1** Adopt Resolution No. 07-25 Designating May 18th-24th, 2008, as Classified Employees Week

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

- 14.3.2** Adopt Resolution No. 07-26 Establishing May 14, 2008, as the "Day of the Teacher"

Action: Guzman, Hawkins **Vote:** Yes-6; No-0; Absent-1(Feller)

- 14.3.3** Acknowledge Receipt of TEA's 2008-2009 Sunshine Proposal

Action: Guzman, Lewis. **Vote:** Yes-6; No-0; Absent-1(Feller)

- 14.3.4** Approve Revised Job Description for Assistant Superintendent for Human Resources

Action: Hawkins, Guzman. **Vote:** Yes-6; No-0; Absent-1(Feller)

- 14.3.5** Approve Revised Job Description for School Secretary High School

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

- 14.3.6** Approve the YRE, Traditional, Classified and Certificated Calendars for the 2008-2009 School Year
Action: Draft A **Vote:** Yes-6; No-0; Absent-1(Feller)
- 14.3.7** Adopt the District's Initial Bargaining Proposal for the 2008-09 School Year and Submit it for Negotiations, Pending Public Input
Action: Guzman, Lewis. **Vote:** Yes-6; No-0; Absent-1(Feller).

Board Reports:

Trustee Crandall passed. Trustee Lewis was astonished that the meeting tonight was to talk about cutting 3.4 million dollars and only 2 or 3 people show up on that issue. There were more people here to talk about locker rooms. Trustee Hawkins passed. Trustee Swenson passed. Trustee Guzman attended the Tracy Hispanic Scholarship Dinner. They talked a lot about education. Trustee Vaughn passed.

Superintendent Report:

Dr. Franco mentioned that the HR Department under Jamie Mousalimas and Nancy Kettner put on a great recruitment fair and have hired some dynamite teachers.

10:37 PM
Adjournment.

Clerk

Date



HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent

FROM: James Mousalimas, Assistant Superintendent *JM*

DATE: April 30, 2008

SUBJECT: Recognize Sally Hutsell as the Outstanding Certificated Employee of the Spring Term for the 2007-08 School Year

BACKGROUND:

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

RATIONALE:

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

Sally Hutsell was selected as Tracy Unified's Certificated Employee of the Spring Term for grades 9-12 and was unable to attend the board meeting on April 8, 2008. She will be presented her award at the May 13, 2008 board meeting.

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

FUNDING: N/A

RECOMMENDATION: Recognize Sally Hutsell as the Outstanding Certificated Employee of the Spring Term for the 2007-08 School Year

Prepared by: James Mousalimas, Assistant Superintendent for Human Resources



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business
DATE: May 1, 2008
SUBJECT: Receive Report from Kelling, Northcross and Nobriga, Financial Advisors to Public Agencies Regarding Funds Available to TUSD.

BACKGROUND: At the April 22, 2008 Board Meeting the Board received the Facility Condition Assessment, dated April 4, 2008 as presented by RGM and Associates. The report outlined the critical needs identified for all schools within Tracy Unified School District. In addition to health and safety, structural and infrastructure needs, the report included the cost to upgrade technology and provide security systems District-wide. Although the District-wide needs exceed \$200 million, the most critical needs at schools constructed prior to 1985, was estimated at approximately \$51 million. Addressing both the older schools and upgrading District-wide technology and security the cost estimate was approximately \$68 million.

RATIONALE: KNN has prepared an analysis indicating the amount of funding that could be generated through different financing alternatives. KNN financing options are limited to the funds that could be derived from the area mapped in the District's School Facilities Improvement District No. 3 (SFID). The SFID contains the area within TUSD's boundary that serves kindergarten through grade 12 students and excludes the kindergarten through grade 8 feeder districts. The results of this analysis are available for decision making as to whether the Board chooses to request the community's support to finance improvements as outlined in the Facility Condition Assessment. In addition to these needs the Board could consider other projects be added to a potential project list. The next time the District has the opportunity to hold a Proposition 39 bond measure to solicit local support, is in either November 2008 or June 2010.

FUNDING: No funding implications until District issues voter approved debt.

TIMING: Services will commence following Board approval.

RECOMMENDATIONS: Receive Report from Kelling, Northcross and Nobriga, Financial Advisors to Public Agencies Regarding Funds Available to TUSD.

Prepared by: Denise Wakefield, Director of Facilities



BUSINESS SERVICES MEMORANDUM

To: Jim Franco, Superintendent
From: Casey Goodall, Associate Superintendent for Business Services
Date: April 21, 2008
Subject: Receive Recommendation for 2009-2010 High School Attendance Boundary Committee

BACKGROUND: On November 13, the Board received an update on plans to construct Kimball High School to be opened in August of 2009, and directed staff to proceed with developing attendance boundaries in support of three comprehensive High Schools. The Board acknowledged that adding this third school will allow the district to balance enrollment, alleviate over-crowding, and implement the Board adopted high school enrollment capacity guidelines. Opening the third comprehensive high school will require that the two existing high school boundaries be readjusted into three attendance boundaries district-wide. A sibling priority classification will be added to the District's intra-district policy, which will allow redistricted students to attend the high school that their older sibling is assigned to prior to the boundary change.

In response, a committee was formed, and given the charge defined in appendix A.

RATIONALE: In accordance with Board Policy 5116 School Attendance Boundaries, the Boundary Committee:

1. Reviewed the school facilities goals and policies adopted as part of the Comprehensive School Facilities Capital Improvement and Finance Plan.
2. Established and prioritized criteria and determined the pertinent factors to be considered while establishing proposed new school boundaries.
3. Reviewed school capacities and enrollment projections.
4. Considered the following important variables:
 - a. School enrollment data, including declining enrollment patterns. The boundary plan must achieve a long-term balance of enrollment to capacity at all three schools. The boundary plan should minimize the potential of future boundary changes on projected growth.

- b. Facility capacity and design, including potential commercial and residential developments.
- c. School feeder patterns, including maintaining, to the extent practicable, continuity of student attendance.
- d. Federal, state, or court mandates.
- e. Community input.
- f. Student safety.
- g. Transportation capacity. The boundary plan should minimize transportation time and cost.
- h. Community and neighborhood identity. Attendance areas should be as contiguous as possible in order to maintain community identity and the neighborhood school concept.
- i. Geographic features of the district, including traffic patterns.
- j. Educational programs, such as magnet schools and charter schools.
- k. Consistency between municipal boundaries and high school boundaries.
- l. Demographic balance.

Upon completion of these tasks, the committee developed a proposed set of boundaries and reached consensus that those boundaries best met the criteria detailed above. The rationale for recommending this specific set of boundaries is provided in Appendix B.

This proposed set of boundaries was presented to the public on the following dates:

Date	Location	# Attendees
March 5	Monte Vista	28
March 12	Williams	5
March 19	Poet-Christian	14
April 2	Freiler	12

Handout materials provided to the public are included in Appendices C and D.

Members of the public were invited to provide comments. The comments received are provided in appendix E.

Comments from the public surrounded some key themes:

- Assignment of siblings
- Requests to reconsider the assignment of North, Poet Christian, and Traina Schools into the Tracy High boundaries
- A request to reconsider the assignment of the Westgate subdivision into the Kimball High boundaries

The committee reconvened on April 16th to consider the comments of the public. After reviewing the public comments, the committee considered the impacts of changes proposed by the public. The impacts on projected school enrollments are displayed in Appendices F, G, H, and I. The committee determined that adopting the public requests would be

inconsistent with the guiding criteria. Adding North, Poet-Christian, or Traina to the Tracy High boundary would drive the enrollment of Tracy High over the maximum capacity of the school. Moving the Westgate subdivision into the Kimball boundary would increase the enrollment at Kimball to a level where it may not be able to absorb anticipated growth in the area. The committee also felt it was best to minimize pedestrian traffic at the corner of 11th and Lammers Road.

After a thorough discussion, and upon completion of all assigned tasks, the committee reached consensus to make no adjustments to the boundaries proposed earlier. The proposed boundaries are attached as appendix J.

FUNDING: N/A

RECOMMENDATION: Receive Recommendation for 2009-2010 High School Attendance Boundary Committee

Prepared by: Casey Goodall -- Associate Superintendent for Business Services

Appendix A

TRACY UNIFIED SCHOOL DISTRICT BOUNDARY COMMITTEE

BACKGROUND:

The Tracy Unified School District plans to open the John C. Kimball High School in August of 2009. Adding this third school will allow the district to balance enrollment, alleviate over-crowding, and implement the Board adopted high school enrollment capacity guidelines. Opening the third comprehensive high school will require that the two existing high school boundaries be readjusted into three attendance boundaries district-wide.

MEMBERSHIP:

The committee will consist of the following participants:

- | | |
|----|---|
| 1 | Assistant Superintendent of Human Resources – Facilitator (non-voting) |
| 1 | Associate Superintendent for Business Services - Chair |
| 1 | Assistant Superintendent for Educational Services |
| 2 | 1 Principal or VP from each High School |
| 1 | Director of Facilities |
| 1 | Director of Student Services |
| 1 | Director of Transportation |
| 6 | 1 Parent from each of Tracy Unified School District K-8 & 6-8 schools |
| 5 | 1 Parent or Administrator from each K-8 feeder district school
(Jefferson, Lammersville, Banta, New Jerusalem, Mountain House) |
| 1 | CSEA rep |
| 1 | TEA rep |
| 21 | Total |

COMMITTEE CHARGE

The Boundary Committee will analyze enrollment projections for the high schools and consider school capacity issues when proposing new attendance boundaries for West High School, Tracy High School, and John C. Kimball High School. The Committee will present the recommendation to the Superintendent, who will present the report to the Board along with the Superintendent's recommendation for consideration.

SPECIFIC RESPONSIBILITIES:

5. The boundary committee will review the school facilities goals and policies adopted as part of the Comprehensive School Facilities Capital Improvement and Finance Plan.
6. The committee will establish and prioritize criteria and determine the pertinent factors to be considered while establishing proposed new school boundaries.

7. The committee will review school capacities and enrollment projections.
8. The committee will develop a report for the Superintendent that adequately reflects their consensus regarding proposed boundaries which take into consideration all of the above factors as well as the following important variables:
 - a. School enrollment data, including declining enrollment patterns. The boundary plan must achieve a long-term balance of enrollment to capacity at all three schools. The boundary plan should minimize the potential of future boundary changes on projected growth.
 - b. Facility capacity and design, including potential commercial and residential developments.
 - c. School feeder patterns, including maintaining, to the extent practicable, continuity of student attendance.
 - d. Federal, state, or court mandates.
 - e. Community input.
 - f. Student safety.
 - g. Transportation capacity. The boundary plan should minimize transportation time and cost.
 - h. Community and neighborhood identity. Attendance areas should be as contiguous as possible in order to maintain community identity and the neighborhood school concept.
 - i. Geographic features of the district, including traffic patterns.
 - j. Educational programs, such as magnet schools and charter schools.
 - k. Consistency between municipal boundaries and high school boundaries.
 - l. Demographic balance.

REPORTING PROCESS:

The boundary committee report will be delivered to the Superintendent, prior to review by the Board of Trustees.

SCHEDULE OF MEETINGS:

The committee will commence work in January, will meet every two weeks, and will present their preliminary recommendation to the Superintendent no later than February 28, 2008.

Five community meetings will be conducted during the months of March and April. The committee will review the results of the community meetings prior to submitting their final report to the Superintendent. The committee's final report and the results of the community meetings will be included in the Superintendent's report to the School Board on May 13, 2008.

Appendix B

Rationale for Recommending the Proposed Set of Boundaries

Presentation to School Board/Community

- Review of current schools: capacity, programs
- Facilities improvements being made at current schools
- Background on Kimball: location, appearance, programs
- Three colors of cards: large map of proposed boundaries. Initial presentation of good things about each of these schools. Separate crowd into three groups based on color/assigned boundary. Conduct three different discussions, one with each group of parents.

Rationale for Recommending This Set of High School Boundaries

- To present the most diverse community and each school so all students have all opportunities available to them and the option to help others around them.
- Neighborhood school concept
- Space for intra-district transfers
- Most conducive for all concerned.
- Fairest option with all things being considered.
- Best flowing model
- Equity between schools
- Fairly balanced boundaries
- Proximity to high schools
- Puts schools more in line with capacity
- This plan provides for adequate balance of high school students with all below capacity.
- Elementary schools together
- Visually divides into three logically.
- Most equitable
- Maintains neighborhood feeder schools
- This proposal is well-balanced.
- It has met capacity limits at each high school
- Boundaries recommended meet the greatest number of criteria in an effort to balance the enrollment at each high school
- The boundaries group students into populations very close to the target capacities of each school
- The boundaries can be economically supported by the current transportation program, with only modes short-term adjustments.
- This plan is the most balanced approach of meeting the 13 criteria rubric points that meet the needs of TUSD stakeholders

- The proposal for redesigning the High School boundaries in Tracy, I believe that in achieving population parity in order to alleviate over-crowding in one school and/or under-population in another is the driving force.
- Capacity allows possibility of 9th grade class size reduction
- Fair, equitable, flowing, balanced, capacity, meets criteria

High School Boundary Public Meeting

March 12, 2008,
March 19, 2008,
& April 2, 2008

Agenda

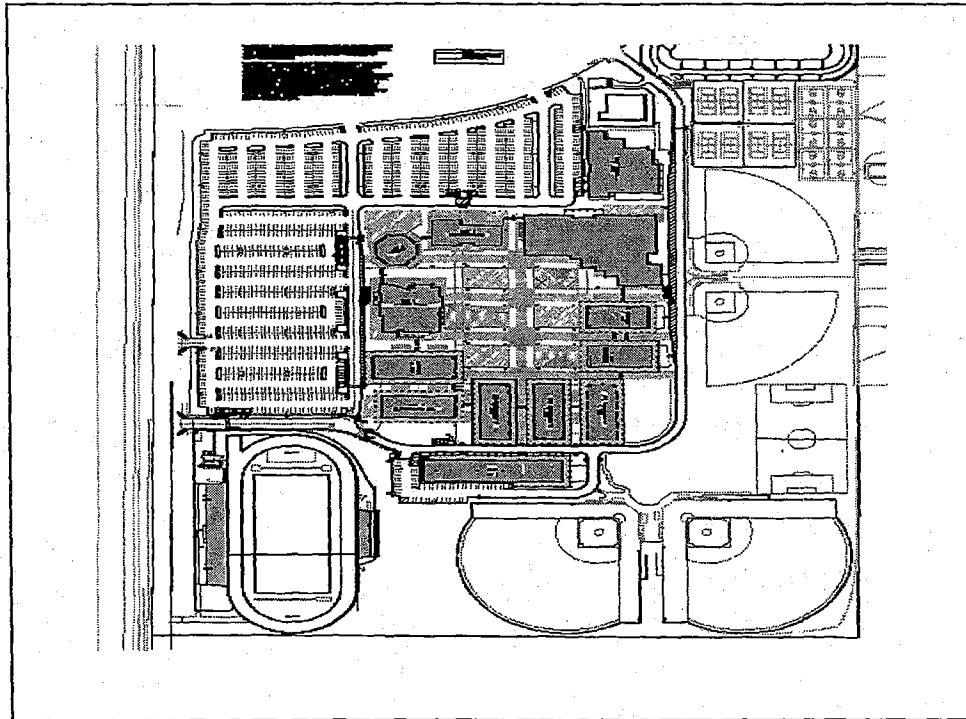
- Welcome/Introduction/Purpose of the Meeting
 - Superintendent Jim Franco
- Background/Overview
 - Casey Goodall, Associate Superintendent for Business
 - Sheila Harrison, Assistant Superintendent for Education
- Proposed Boundaries
 - Casey Goodall
- Comments and/or Questions

Decision to Build a New High School

- Over capacity at Tracy and West High Schools;
- Limited Mitigation Funds/Developer Fee Funds;
- Currently eligible for maximum State School Facilities Program Matching Grants;
- Optimize available resources:
 - Lost economy with phased construction;
 - Completed high school facility;
- Adequate high school capacity when development resumes.

How Location Was Selected

- Alternative sites were identified and analyzed for future school:
 - Mattos Site (MacArthur & Schulte)
 - Rocha Property (West of Eastlake Subdivision)
 - Lammers Road Property (South of 11th Street)
- Challenges of alternative sites: road access; storm drain; utilities; cost per acre; shape/size; water;
- Criteria established by Department of Education;
- Lammers Road site was best suited for future school.



Kimball High School

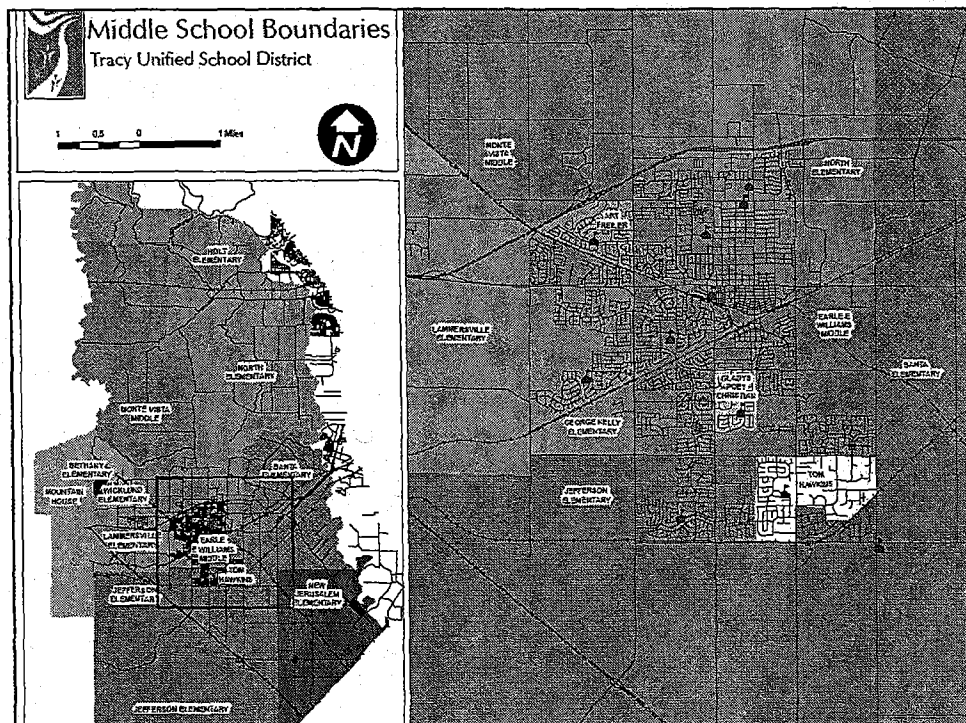
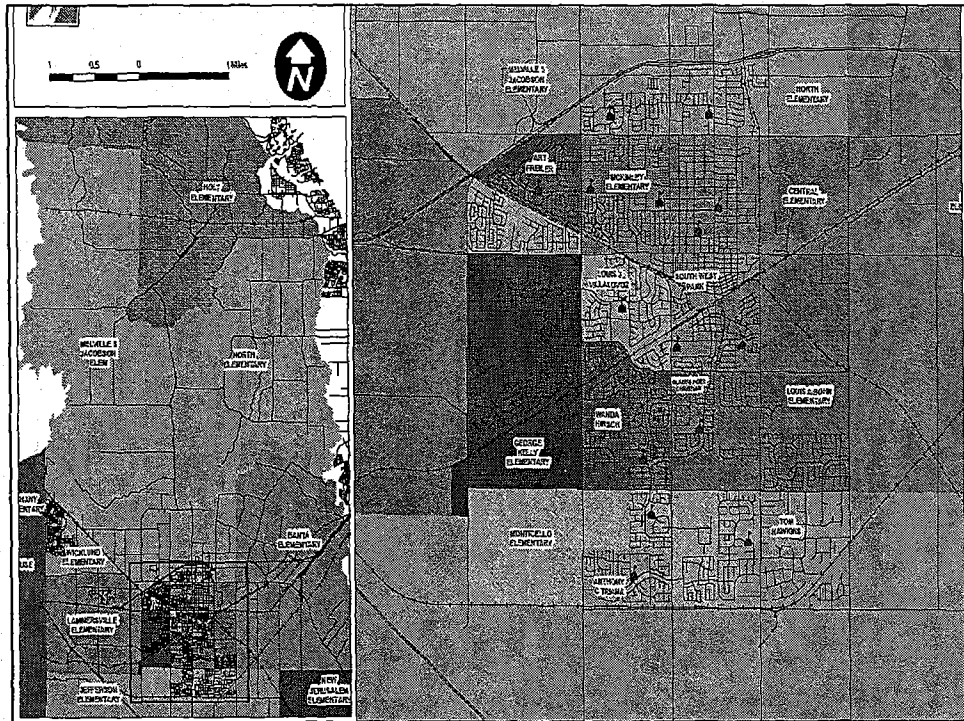
- Administration Building
- Performing Arts Theater
- Science Classroom Building
- Business Classroom Building
- Four (4) Standard Classroom Buildings
- Shops Building
- Large and Small Gymnasiums
- Stadium with artificial track and field
- Play fields and hard courts
- Swimming Pool

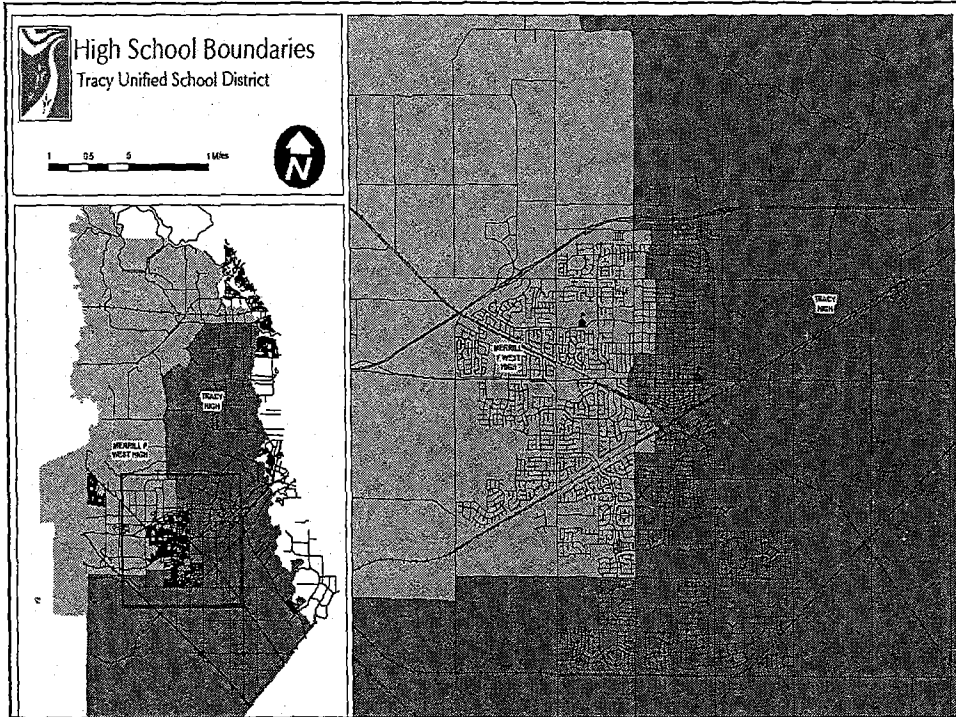
Kimball High School

- Program Offerings

Kimball High School Construction Timeline

- September 26, 2007: Plans and specifications approved by Division of the State Architect
- October 5, 2007: Final Approval California Department of Education
- November 13, 2007: TUSD entered into Lease-Lease-Back Agreement with General Contractor
- January 31, 2008: Subcontractor bids due to General Contractor
- January or February 2008: Office of Public School Construction Funding Approval State Allocation Board Meeting
- February 2008: Value engineer subcontractor bid results
- **March 11, 2008: Issue Notice to Proceed**
- March 2008- July 2009: Kimball High School Construction





Current Enrollment High Schools

High School	Capacity	Enrollment
Tracy High School	1,800-2,000	2,714
West High School	2,500-2,800	3,247
Kimball	1,900-2,400	0

Demographer's Process

- Geographic features:
 - Traffic patterns
 - Railroad crossings
- Study/planning areas:
 - Community and neighborhood areas
 - Not more than 75-100 K-12 students
 - Smallest area for student projections by residence

Boundary Criteria

School enrollment data, including declining enrollment patterns:

- The boundary plan must achieve a long-term balance of enrollment to capacity at all three high schools;
- The boundary plan should minimize the potential of future boundary changes on projected growth;
- Demographer considers the above in boundary process.

Boundary Criteria

Facility capacity and design, including potential commercial and residential developments:

- Allow room for potential growth
 - THS 1,800 – 2,000
 - WHS 2,500 – 2,800
 - KHS 1,900 – 2,400

Boundary Criteria

School feeder patterns, including maintaining, to the extent practicable, continuity of student attendance:

- Keep neighborhoods together;
 - K-5/K-8 Boundaries
 - Lammersville = municipal boundary
- Neighborhood Concept
- Planning areas logically grouped;

Boundary Criteria

Federal, state, or court mandates:

- Not applicable

Boundary Criteria

Community Input:

- Boundary committee;
- Community boundary meetings.

Boundary Criteria

Student safety:

– Safe routes to school:

- Railroad crossings/Railroad tracks
- Heavily travelled roads, expressways
- Large roadways, freeways
- Canals, open ditches
- No roadside walkways, no sidewalks

Boundary Criteria

Transportation capacity. The boundary plan should minimize transportation time and cost:

- Proximity to school;
- Board policy considers approximately 2 mile walking distance.

Boundary Criteria

Geographic features of the district,
including traffic patterns:

- Identified by planning areas;
- Considered as part of safe routes to school.

Boundary Criteria

Educational programs, such as magnet
schools and charter schools:

- Reserve space for high school magnet programs
- Intra-district transfers
- Student applications
- to special programs

Boundary Criteria

Consistency between municipal
boundaries and high school boundaries:

- Lammersville/Mountain House Community

Boundary Criteria

Demographic balance:

- Equalize percentage of students on free and reduced lunches.

Boundary Committee Rationale

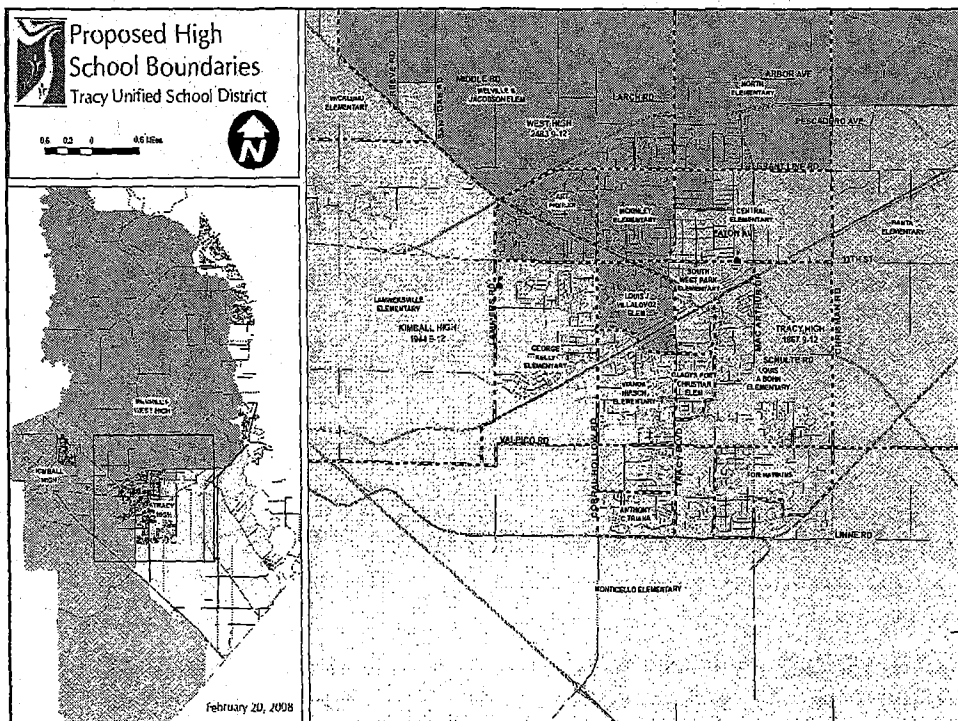
- Best matched to all of the stated criteria
- Neighborhood Concept
 - Proximity to High Schools
- Space for Intra District Transfers
- Fairest Option with all things being considered
- Fairly Balanced Boundaries

Boundary Committee Rationale

- Divides the community into 3 logical sections
- Maintains neighborhood feeder schools
- Most efficient solution for busing related issues
- Alleviates overcrowding at the high schools
- Matches the optimum student enrollment targets

TIMELINE

- March 5, 2008 Community Meeting at Monte Vista Middle School
- March 12, 2008 Community Meeting at Williams Middle School
- March 19, 2008 Community Meeting at Poet-Christian School
- April 2, 2008 Community Meeting at Freiler School
- April 16, 2008 5th Committee Meeting
- April 21, 2008 Boundary Committee recommendation to the Superintendent
- May 13, 2008 Boundary Information Report to the School Board
- May 27, 2008 School Board Action on Boundary Recommendations



Tracy Unified School District



HIGH SCHOOL PROGRAMS AND ACADEMIES

Tracy High School

Traditional Academic Programs

- English
- Science
- Social Studies
- Mathematics
- Agriculture
- Business
- English Language Development
- Fine Arts
- Home Economics
- Industrial Technology
- Modern Language
- Physical Education
- Special Education

Special Academic Programs

- Advancement Via Individual Determination
- Agriculture/Scientific Academy
- Child Development and Education
- Food Education and Service Training
- International Baccalaureate Academy
- Performing Arts Magnet

Tracy High School

Regional Occupational Programs

- Auto Technology
- Architectural Design/CAD Program
- Landscape Maintenance
- Meat Cutting



West High School

Traditional Academic Programs

- English
- Science
- Social Studies
- Mathematics
- Agriculture
- Business
- Fine Arts
- Home Economics
- Industrial Technology
- Modern Language
- Physical Education
- Special Education

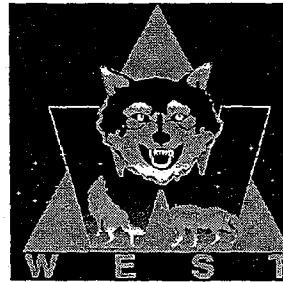
Special Academic Programs

- Advanced Placement
- Advancement Via Individual Determination
- Freshman Academic Learning Community
- Institute for Global Commerce and Government
- Space & Engineering Academy
- Student Store

West High School

Regional Occupation Programs

- Graphic Design
- Floriculture



John C. Kimball High School

Traditional Academic Programs

- English
- Science
- Social Studies
- Mathematics
- Business
- Fine Arts
- Home Economics
- Industrial Technology
- Modern Language
- Physical Education
- Special Education

Special Academic Programs

- Advanced Placement
- Advancement Via Individual Determination
- Health Sciences Pathway
- Mass Communications Pathway
- Construction Technology/Management Pathway
- New American High School Pathway

John C. Kimball High School

- Cheryl Domenichelli
Principal
- Open in August 2009
- Approximately 600 9th
and 10th grade students
- In 2010 11th grade will
be added
- In 2011 12th grade will be
added
- When Completed Serve
2000-2400 students

PUBLIC HIGH SCHOOL BOUNDARY MEETING
MARCH 5, 2008 – 7:03 p.m.
MONTE VISTA MIDDLE SCHOOL

Supt Franco introduced staff members present: B. Etcheverry, J. Mousalimas, S. Harrison, D. Nolan, P. Hall, D. Wakefield, C. Goodall - 28 audience members

Purpose of tonight's meeting is to get feedback on the proposed high school boundary map. Tracy High is currently being renovated, West High, which opened in 1993, is currently being completed with its new Olympic pool and stadium complex and the newest will be John C. Kimball High School.

Director of Facilities, Denise Wakefield, explained that our existing high schools are overcrowded. We are building a third high school. We are funded by the state and also collect developer fees. We will be able to build a complete high school. Once we build Kimball, we will have adequate capacity. Three locations were considered. The criteria considered were road access, utilities, cost of parcel, shape and size, water availability. The Lammers site best met the criteria.

Dr. Sheila Harrison then reviewed the programs that are now available at Tracy High and West High and reviewed the programs and classes that will be available at Kimball High School.

Dr. Casey Goodall reviewed the demographer's process and the criteria used to create the boundaries. He also reviewed the timeline of the meeting process, committee review and taking it to the board for approval.

QUESTIONS:

- 1) Siblings – Will siblings be split?
- 2) How will they be notified of any changes?
- 3) Will the boundaries change?
- 4) Why is it opening with only 9th and 10th graders.

The audience was asked to write down their comments and send their email addresses to us and we will update them with information.

Adjourned @ 8:03 p.m.

Peggi Johnson	THS	I am pleased w/the current boundaries and like the idea of THS enrollment becoming less, creating more opportunities for the students.
Bertha Ramon	THS	Attended the meeting, would like information if and when decisions are made.
K. D.	THS	Right now I am pleased to find out that my 8 th grade student will be able to attend Tracy High based on what school he attends now (which is Jefferson) I already have a senior graduating from Tracy High this year.
Kathy Moody	KHS	I'm very pleased that Traina is in the Kimball district.
Irlanda Flores	KHS	1) Please keep me up to date: Irlanda Flores 2951 W. Middlefield Dr. #725, Tracy, CA 95377 2) Interested in more information for Mass Communication Pathways.
Michelle Sousa	THS, KHS	Traina needs to be re-zoned to Tracy High because my child has moved schools 3 times since we have moved to the Jefferson School District. It is in Jefferson School District & needs to go with Hawkins & Jefferson to Tracy High. The boundary map has a cutout with Traina to Kimball which does not make sense it should be Traina to Tracy High.
Nanci Howard	KHS	Traina students. Sounds great! Happy to hear it will be a complete school. Will there be computer classes or more technology?

Roxane Bernhard KHS Very pleased! Very excited about my boys attending Kimball H. S. Thank you for all your hard work and consideration regarding the boundaries, please keep them as proposed.

Lorie Macias THS, WHS, KHS I live on N. MacArthur by Pescadero Ave. I have had one child go thru Tracy High and one child there in 9th grade plus a 2nd at Poet. As it is now my H.S. student can walk to school, changing the boundaries there will make them go to school at West H.S. which is NO where near us, but Tracy H.S. is. Plus I would move out of Tracy before my children would go to West High. Tracy High has been very good to my kids. My daughter went thru I.B. and my 9th is in regular courses. I am very disappointed about these new boundaries. I really think it makes more sense if the students are close enough to walk to a school, it is there neighborhood school and should be left that way.

Faj G.... KHS Well if new homes is parents excitement then new schools should be welcomed the most. My kids have new school from last two years and they liked it and hopefully this new school will be their next excitement. Please keep us informed on all updates.

Suzette Murray THS, KHS Need to address 2 or more children attending Tracy High-EXP: one is a sophomore and one is a senior? Need to address the fact that some kids do not attend their neighborhood school because of intradistrict transfer. Will have to go to a new high school with children they have not been going to school with (moving a 15 year old to a new school and new kids!?)

Lynn Jossey THS, KHS What if your current 8th grader is on an intra-district transfer from Traina to Jefferson, could the fact that they have been with the Jefferson kids for all these years have an impact on where she goes since you mentioned at the meeting that you were trying to keep kids together. i.e. K-8, neighborhoods.

Diana Woodard THS Keeping neighborhoods together seems very logical! Great Job!

Rick THS, KHS

Why do you put Traina School to Kimball High? I am prefer Traina School to Tracy High continuously!

Todd Godchaux &

Rachel THS, WHS, KHS

We would like to be informed of any boundry changes other than those presented at the 3/5 meeting.

Janine Yada-Okie THS

Came to the meeting with reservations about the proposed boundaries, after hearing the proposal, I am very pleased to hear about the "NEW" high school and am excited about the numbers @ Tracy going down!

PUBLIC HIGH SCHOOL BOUNDARY MEETING
MARCH 12, 2008 – 7:00 p.m.
WILLIAMS MIDDLE SCHOOL

Audience: 5 people - All Jefferson District parents

Dr. Franco explained background

Dr. Harrison explained the programs available at each school

Dr. Goodall explained Kimball High site

Dr. Franco reviewed FAQs

How will budget cuts affect the new high school.

Katrina Frye THS, KHS Thank you for answering our questions and making this information available.

Joyce Bishop THS, KHS Budget influence, facilities, pathways, sports, etc. All questions
Were fully answered. Thank you.

Eileen Graddix Boundaries, academies and/or programs at Kimball, finances

**PUBLIC HIGH SCHOOL BOUNDARY MEETING
MARCH 19, 2008 – 7:00 p.m.
POET-CHRISTIAN SCHOOL**

Audience: 14 people

Dr. Franco explained background

Dr. Goodall explained the decision to build, why the location was selected and what the school facility will include

Dr. Harrison explained the programs available at each school

Dr. Goodall explained Kimball High timeline and current boundaries and the proposed new boundaries

Dr. Franco and Dr. Goodall answered questions

Comments

- Karel Ouda – It seems as if where he lives will be closer to Kimball than West. Yet, the boundary set will have his students attending West High. Lives north of 11th Street and West of Corral Hollow in small triangle south of Byron Hwy. Westgate Community. Why aren't they included in the Kimball boundary? We'll be spending more time on the road, polluting the environment and putting pedestrians in danger.
- Christina Frankel - In Poet District. Oldest daughter at THS. Two kids at Poet. Hard for me to go to THS because of the neglect. Spent a lot of time with looking into programs and talking to teachers. Decided to go to THS even though WHS is a better facility. I do understand the transfer process. From a planning standpoint I don't understand why Poet is going around boundaries. Poet is a school of choice. People come here from all over for performing arts magnet. The transfer process is a scary process, so that's why people don't do it. It is an impossible process. At Poet they give a sibling priority. Despite what you are doing, I am going to apply to send my daughter to THS. If you want the process to be as open as you are saying, you need to change your process. You can't plan your child's future with all of the stress involved. I am going to fight the process every step of the way because you make things too difficult.
- Jamie Neurburg - Reiterate that I want sibling preference.

PUBLIC HIGH SCHOOL BOUNDARY MEETING
APRIL 2, 2008 – 7:00 p.m.
FREILER SCHOOL

Audience: 12 people

Dr. Franco explained background

Dr. Goodall explained the decision to build, why the location was selected and what the school facility will include

Dr. Harrison explained the programs available at each school

Dr. Goodall explained Kimball High timeline and current boundaries and the proposed new boundaries

QUESTIONS:

What if it's not ready in August?

Bussing from Edgewood?

Gate from Kelly to Redbridge

When does the registration process begin?

What is the difference between AP and IB classes?

Could a student have a higher priority on an intra transfer based on zone if you live closer to another school?

Traina school kids are upset that they are being separated from other Jefferson district kids.

Is there a priority on intras for students who live here than those outside the district?

Concerned about bussing from Kelly to Kimball - would rather pay more for bussing than to walk on Lammers – very unsafe.

If you have sibling at other high school, that younger student can go to same high school.

Lives in westgate – couldn't developers pay for sidewalks, lights.

Casey: district will improve route to the school to the end of campus.

Adjourned: 8:26 p.m.

COMMENTS:

1. What if the school is not ready in August?
2. Will there be bussing from Edgewood?
3. Can the gate from Kelly to Redbridge be opened?
4. When can registration begin?
5. What is the difference between AP & IB classes?
6. Could a student who lives closer to the school have priority on an intra transfer request?
7. Traina School students are upset that they are being separated from other Jefferson students.
8. What about bussing from Kelly to Kimball – they would rather pay more for bussing than to have students walk on Lammers Road – It is very unsafe.
9. Westgate resident: Couldn't the developers pay for sidewalks and lights?

B. TABALDI - It is over a 2 mile walk from some areas of Kelly boundaries. Will there be buses? If not buses, Lammers is unsafe path.

Can there be a bus that can continue to bus from Kelly – parents already pay for this service.

Parents transporting kids down old Schulte (between Corral Hollow & Lammers) have hazard of a bad u-turn to deal with @ Schulte /Corral Hollow, which has a lot of commute already. This stretch of Schulte is very old and unsafe.

CRAIG: Intras should have a priority by location of your home. If you live under a mile away from the school, you should have a higher priority to the site.

I believe the Westgate development, that is less than 1 mile from Kimball should be in the Kimball High School boundary. The school districts should honor a traditional school concept where kids could walk to school. Please help me.

KHANH NGUYEN: I live on Gentry Lane (Westgate) and I think my children can walk to Kimball. It is much closer and safer than walking to West High. If they go to West, they have to walk 5 miles and past the tracks and there is no sidewalk on Byron Rod. I hope my children can go to Kimball.

BRIAN KOST: Would there be science olympiad, spelling bee and science fair on the first year? Need bussing at Traina. Need assistance with AP classes.

JAMIE NEUERBURG: Will siblings of current Tracy High students get priority regarding intras to keep siblings in one high school?

We are very disappointed that a Jefferson School (Traina) will be moved out - why not Monticello or Hawkins?

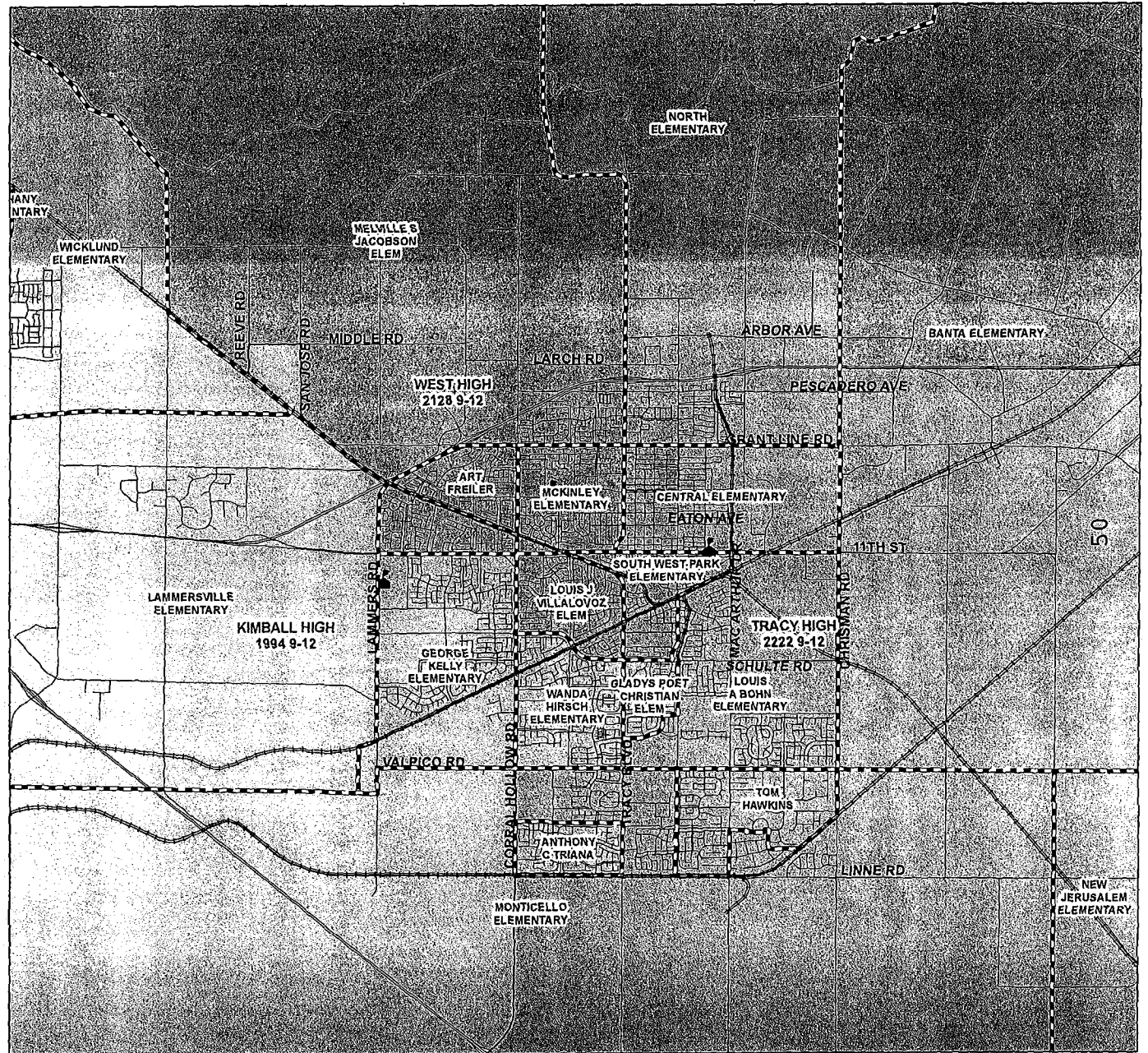
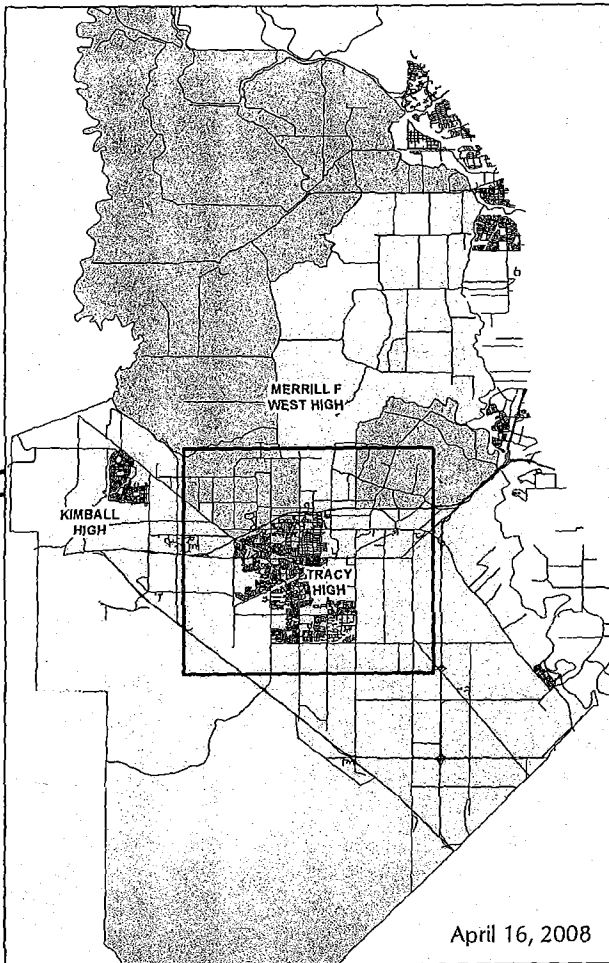


Proposed High School Boundaries

Tracy Unified School District

Option in Response to Public Input - North

0.75 0.375 0 0.75 Miles



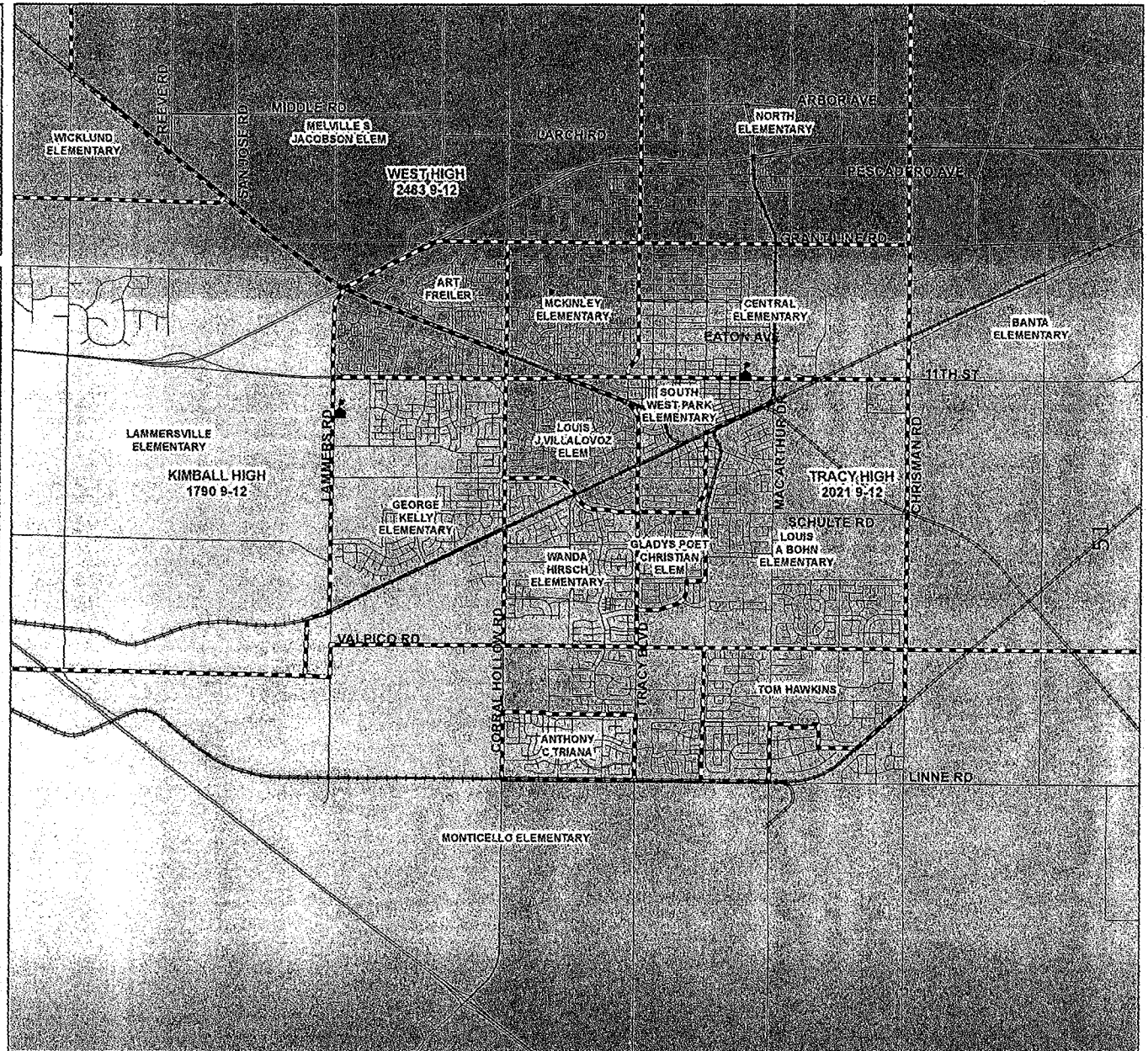
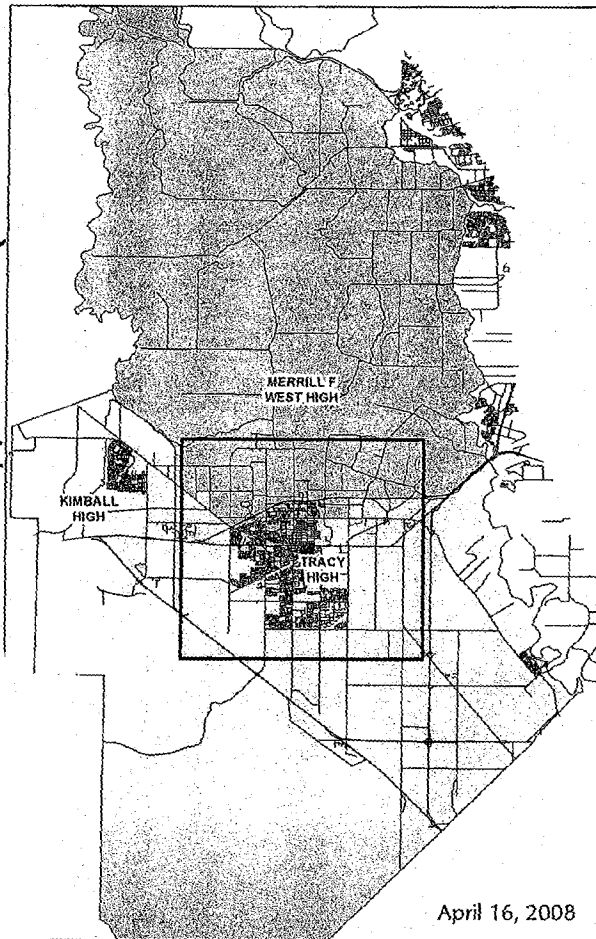


Proposed High School Boundaries

Tracy Unified School District

Option in Response to Public Input - Poet

0.6 0.3 0 0.6 Miles

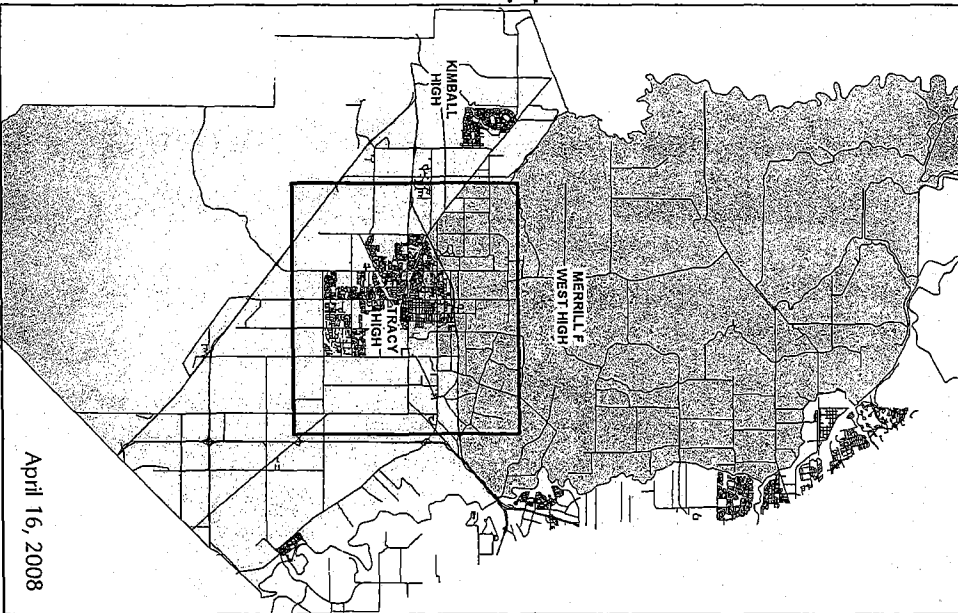




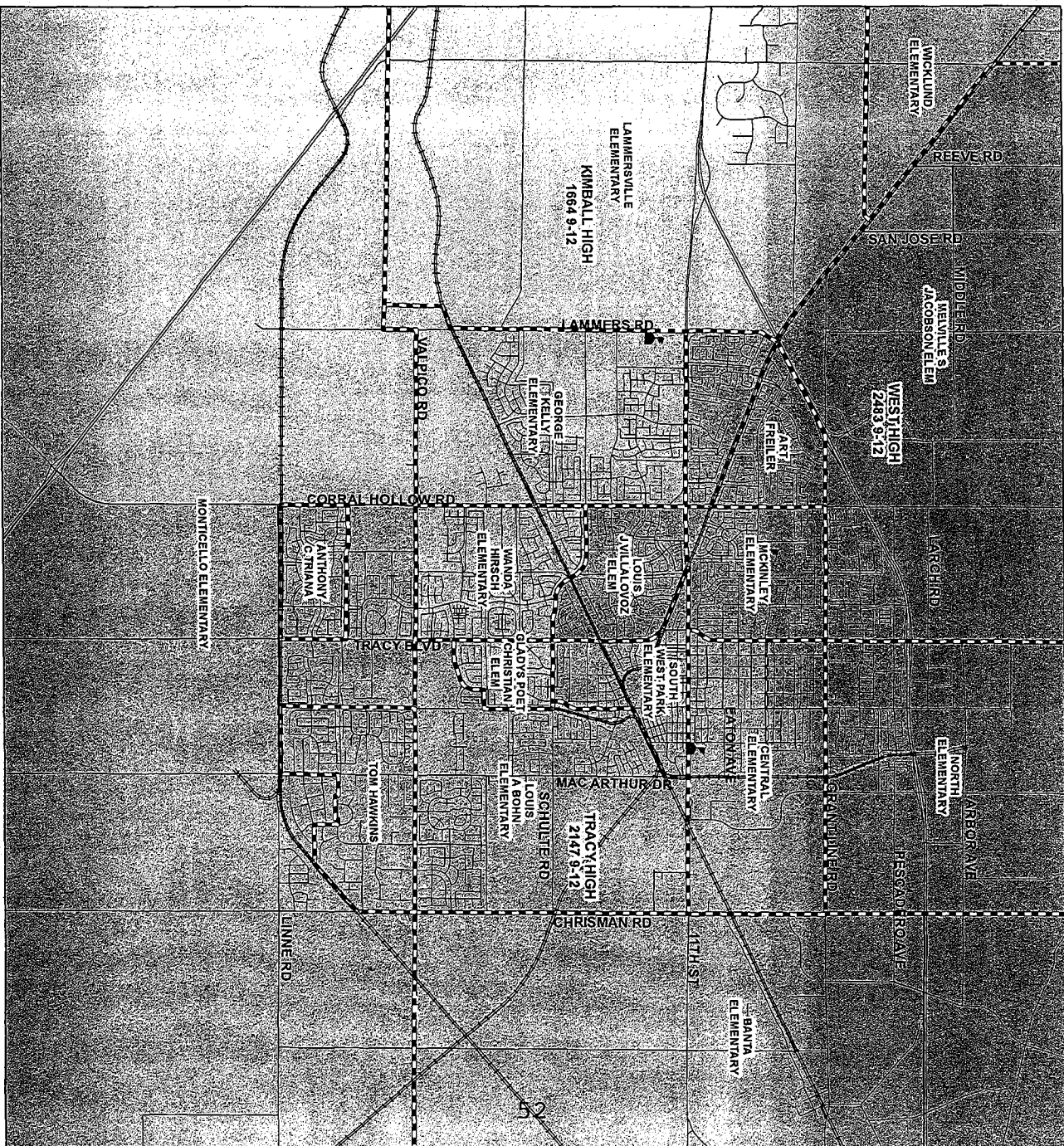
Proposed High School Boundaries

Tracy Unified School District

Option in Response to Public Input - Triana



April 16, 2008



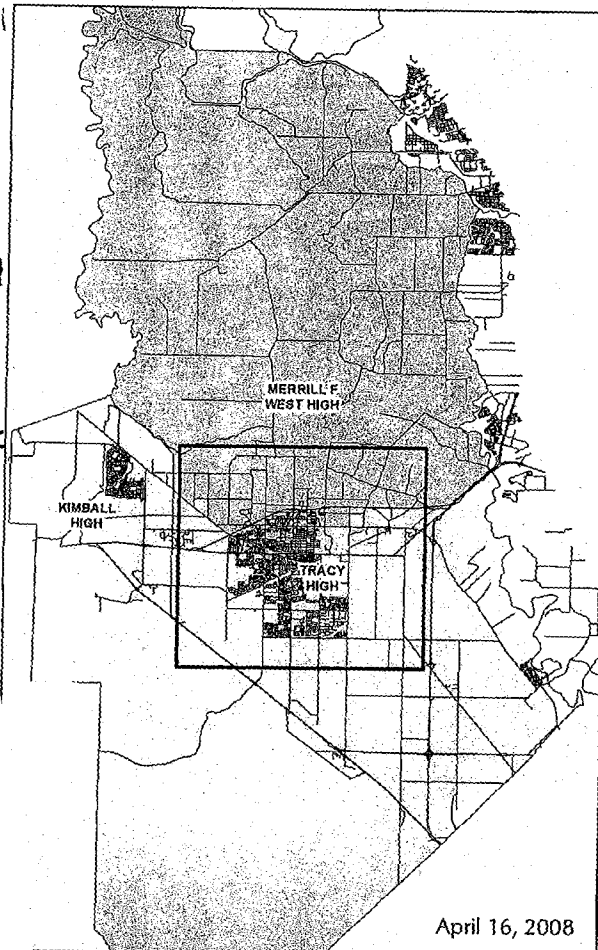


Proposed High School Boundaries

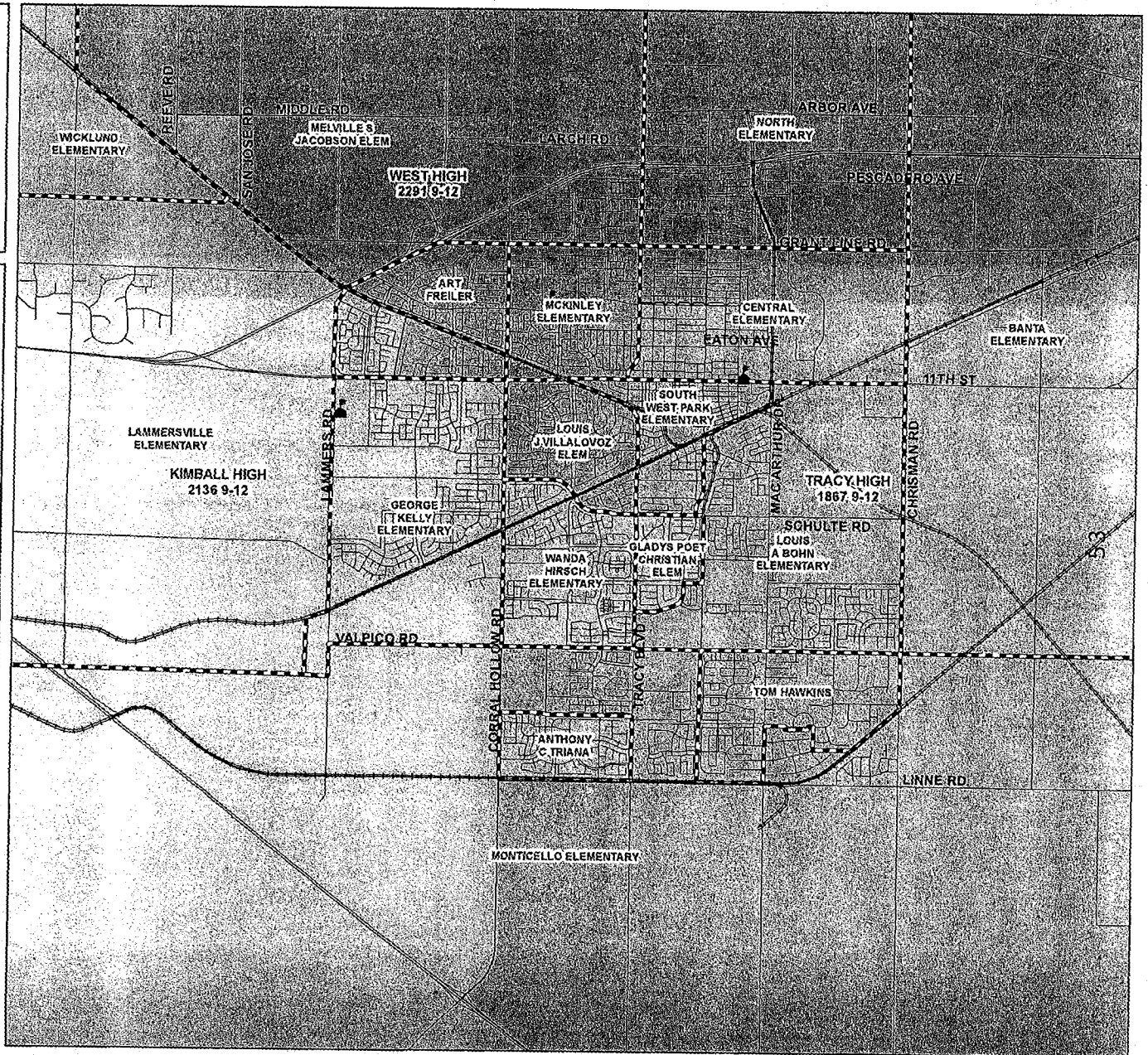
Tracy Unified School District

Option in Response to Public Input - Westgate

0.8 0.3 0 0.6 Miles



April 16, 2008

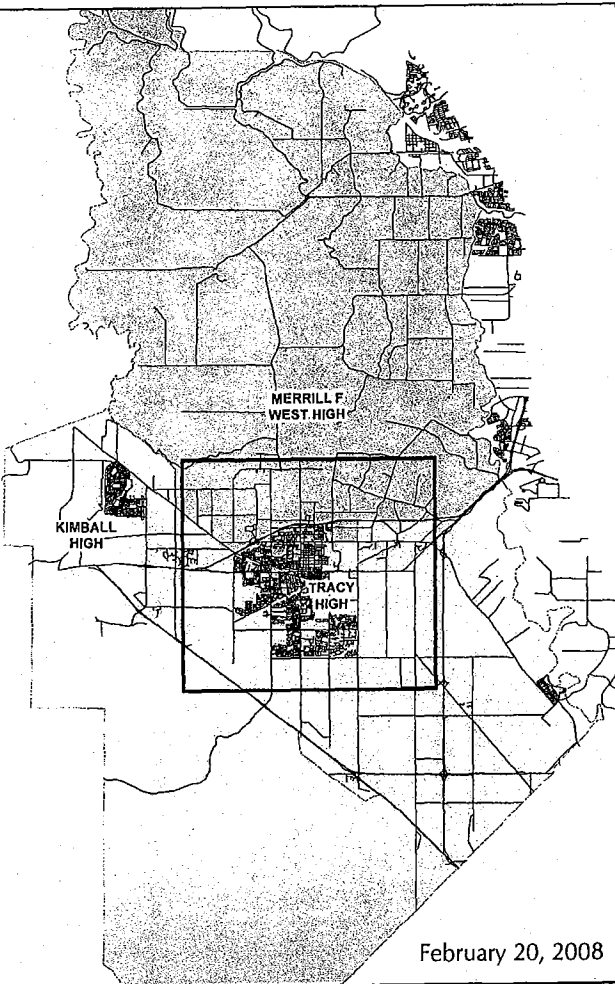


Proposed Boundary

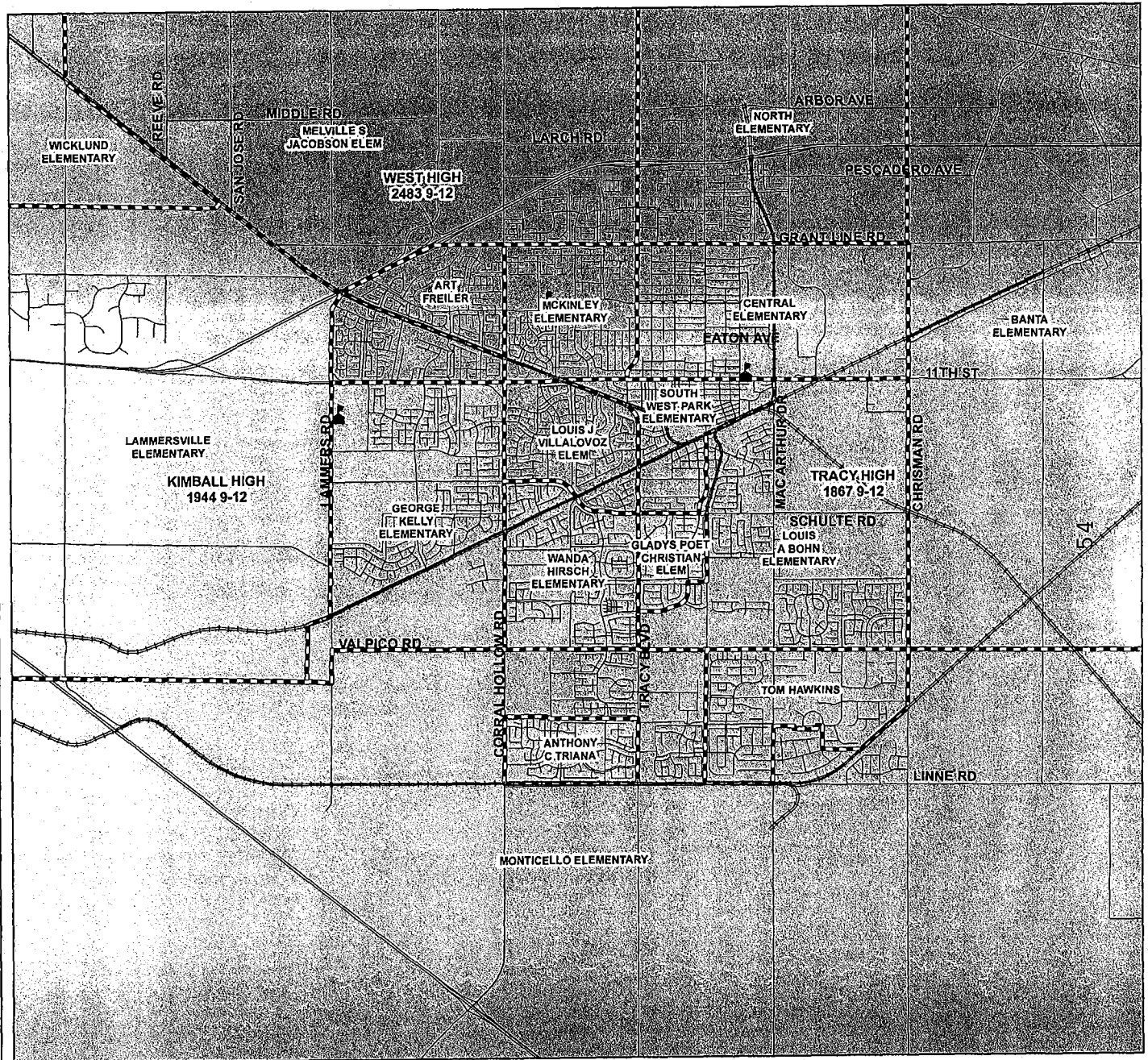


Proposed High School Boundaries Tracy Unified School District

0.6 0.3 0 0.6 Miles




February 20, 2008





HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent

FROM: James Mousalimas, Assistant Superintendent for Human Resources 

DATE: April 30, 2008

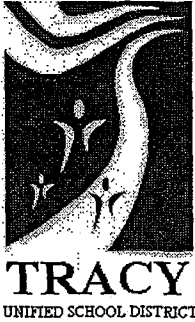
SUBJ: Receive Public Comments Regarding Negotiations with the Tracy Educators Association (TEA) for 2008-2009

Background: The current three-year contract between the Tracy Educators Association and the Tracy Unified School District expires June 30, 2009. TEA and the District have made public their proposals for 2008-2009. This item is intended to provide an opportunity for the public to comment as provided in Government Code 3547 regarding negotiations.

This agenda item meets Strategic Goal #7 – Educational Leadership

Recommendation: Receive Public Comments Regarding Negotiations with the Tracy Educators Association (TEA) for 2008-2009

Prepared by: James Mousalimas, Assistant Superintendent for Human Resources



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: *Cy* Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: May 2, 2008
SUBJECT: Ratify Routine Expenditures and Notice of Completion Which Meet Criteria for Placement on Consent Agenda.

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

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

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

FUNDING: Per attached summary of requisitions.

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

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

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

A. Vendor: Pombo 7P Cattle Company
Site: Kimball High School
Item: Invoice - Ratify
Services: Replacement of fencing and irrigation on the Pombo Property for Kimball High School.
Cost: \$57,908.25
Project Funding: Developer Fees and State School Building Fund (SSBF)

B. Vendor: Finney's Flooring, Inc.
Site: Williams Middle School
Item: Notice of Completion
Services: Carpet Installation in the Administrative and Classrooms 4 and 5 at Williams Middle School was completed on March 28, 2008.
Cost: Original Contract: \$21,387.00 (no change orders)
Project Funding: Deferred Maintenance - Flooring

C. Vendor: Wilson Architecture, Inc.
Site: Tracy High School
Item: Proposal - Ratify
Services: Boys and girls locker replacement and locker room refurbishment.
Cost: \$41,500.00 (plus reimbursables)
Project Funding: Deferred Maintenance



BUSINESS SERVICES MEMORANDUM

To: Dr. James C. Franco, Superintendent
From: *CJG* Dr. Casey J. Goodall, Associate Superintendent for Business Services
Date: May 2, 2008
SUBJECT: **Ratify Measure E Related Expenditures and Notice of Completions Which Meet Criteria for Board Review and Approval**

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 Criteria for Placement on Consent Agenda

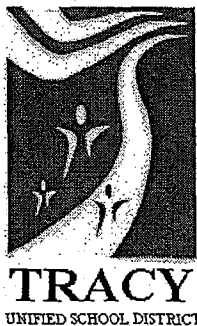
Prepared by: Dr. Casey Goodall, Associate Superintendent of Business Services

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

A. Vendor: Rainforth Grau
Site: Tracy High School Gymnasium HVAC Project
Item: Proposal for Extra Services – Amendment 1 - Ratify
Services: Place mechanical units on new shelters being built between the gymnasiums. Original proposal had units placed on the roof of the gymnasium. This is no longer economically feasible due to recent code changes.
Cost: \$5,637.00
Project Funding: Local Bond Funds and SSBF

B. Vendor: AMS.Net
Site: Tracy High School – VBrick System Project
Item: Change Order #1
Services: Scope of work documented on change order summary.
Cost: <\$22,484.17>
Project Funding: Local Bond Funds and SSBF

C. Vendor: AMS.Net
Site: Tracy High School – Valcom IP System Project – Option B
Item: Change Order #1
Services: Scope of work documented on change order summary.
Cost: <\$3,409.90>
Project Funding: Local Bond Funds and SSBF



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business
DATE: May 1, 2008
SUBJECT: Accept Donations

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, supplies, and/or equipment are to be considered for acceptance as donations:

1. Tracy Unified School District/West High School: From: Tennyson Electric, Attn: Terry Tennyson, 7275 National Dr., Suite A, Livermore, CA 94550. Donation consists of labor and materials for the installation of the West High School Baseball Scoreboard. The value of the donation is listed as \$13,000.00. This included various large vehicles, trucks, railers, welders, tools, etc.
2. Tracy Unified School District/West High School: From: West High School Senior Parent Club, Senior Class of 2007, 1852 W. 11th Street, Tracy, CA 95376. The donation is a check (no. 1017, dated March 1, 2008) in the amount of \$2,500.00. The funds are designated for the purchase of a bench for the West High School football field. The bench is to have a plaque attached signifying the donation came from the senior class of 2007.
3. Tracy Unified School District/Poet Christian Elementary School: From: the Poet Christian Parent Teacher Student Association, attn: PCES, 1701 S. Central Ave., Tracy, CA 95376. The donation is a reimbursement from the PCPTSA, in the amount of \$5,113.61, for the purchase of computers and software for the site.

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/re-cycling. 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 Development Departments 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, site organizations, and businesses mentioned above with thanks and appreciation from the staff and students of the Tracy Unified School District.

Prepared by: Catherine Lyons, Administrative Assistant to the Associate Superintendent for Business Services.



BUSINESS SERVICES MEMORANDUM

To: James Franco, Superintendent
From: W C. Goodall, Assistant Superintendent for Business
Date: April 24, 2008

SUBJECT: Acknowledge Monthly Heating, Ventilation, and Air Conditioning Report

Background: In October of 2006, the Board approved use of \$150,000 to initiate a Heating, Ventilation, and Air Conditioning Preventive Maintenance Program, which established. Additional funding was subsequently allotted for the 2007-08 school year. The goals of the team were to maintain 100% of district HVAC units such that they can maintain temperatures between 68 and 78 degrees, units which are not fully operational will be repaired within 24 hours, and that six units will be cleaned each day.

Temporary personnel were placed in the two new positions through February of 2008 to support this plan. Data was collected during the 2006-07 school year, and through February of the 2007-08 school year.

The two temporary positions are gradually being replaced by permanently hired staff. One position was filled on April 7th. The second position has been advertised and is expected to be filled by the end of May. However, the staffing will be further adjusted when one of the original HVAC positions becomes vacant on June 30 with the retirement of Dave Cornell. His position was eliminated on May 6th as a budget reduction. The net effect of all of these changes is that three permanent positions will be filled 2008-09.

For the past two years, the data for this reporting system has been collected manually from e-mails, notes, etc. A work-order system is on order and should be installed and operational before the traditional school year begins. This system will enhance data collection, analysis, and reporting.

Rationale: The following graphs display the data collected since August 13, 2007.

Not surprisingly, the data show the frequency of repairs was greatest during the month of August, and primarily at McKinley, Monte Vista, South/West Park, and Tracy High. West High,

Tracy High, Bohn, Monte Vista, Jacobson, and the DEC experienced a high rate of minor adjustments and repairs during November as the seasons changed.

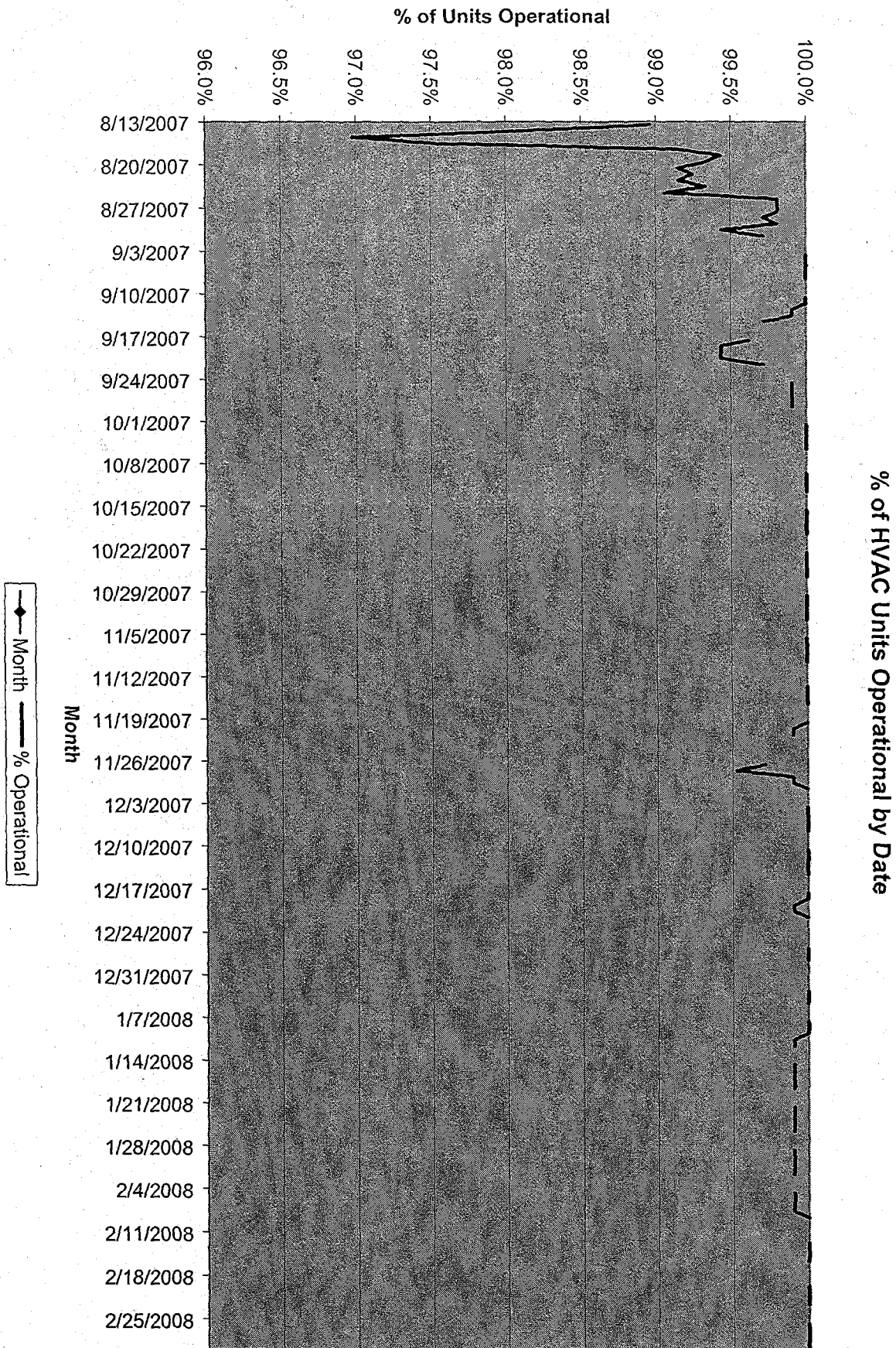
The goal of maintaining 100% of the district's 1,060 HVAC units fully operational (displayed in two different formats) is definitely a "stretch" goal, but it has essentially been achieved every month except August. It should be noted, however, that each site has gone through a transitional period in which the Honeywell energy management system has been replaced with a new system. During the changeover, the District loses control of the units. The changeover will be complete by June 30, 2008.

84.5% of all repairs have been completed within 24 hours. 95.1% of all repairs have been completed within 72 hours.

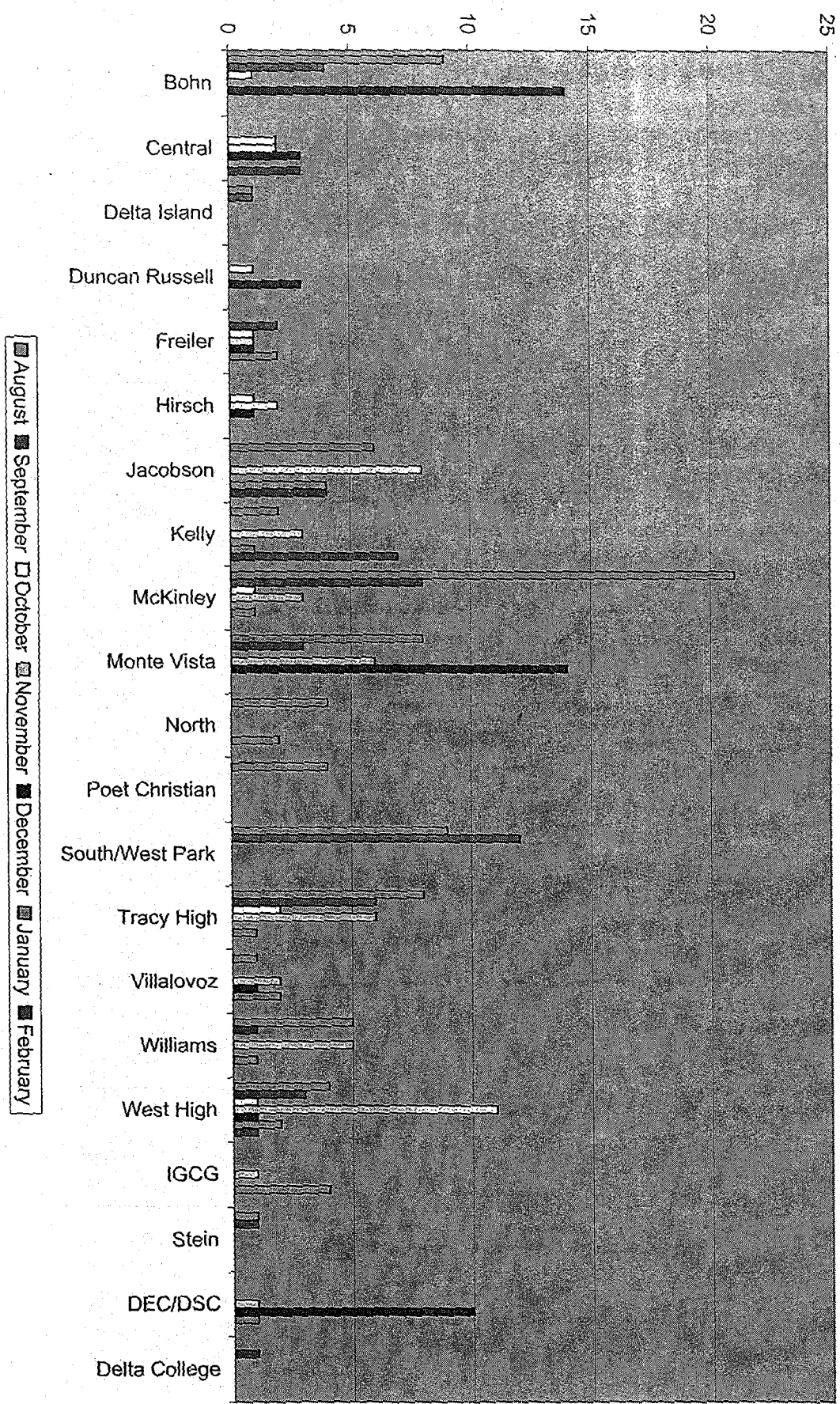
By the end of February, preventative maintenance (PM) been conducted at least one time for every HVAC unit in the District. Due to a number of circumstances, the crew was dismantled shortly after the first iteration of PM was completed.

Funding: Maintaining the program requires the addition of two HVAC Technicians at an annual cost to the unrestricted general fund of approximately \$116,650. Half of this cost has already been budgeted for the current year.

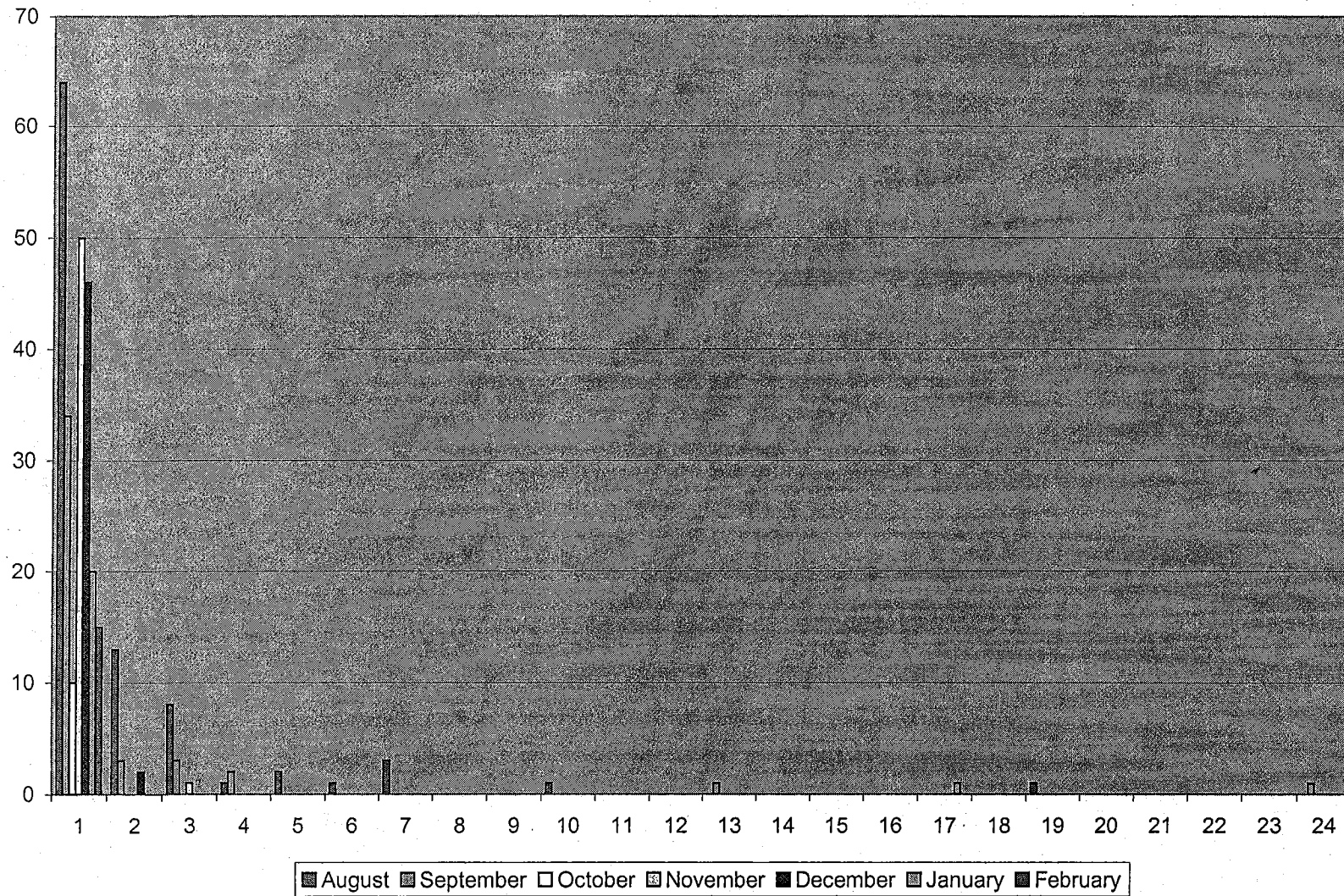
Recommendation: Approve Addition of Two HVAC Technicians to Support the Heating, Ventilation, and Air Conditioning Preventive Maintenance Program



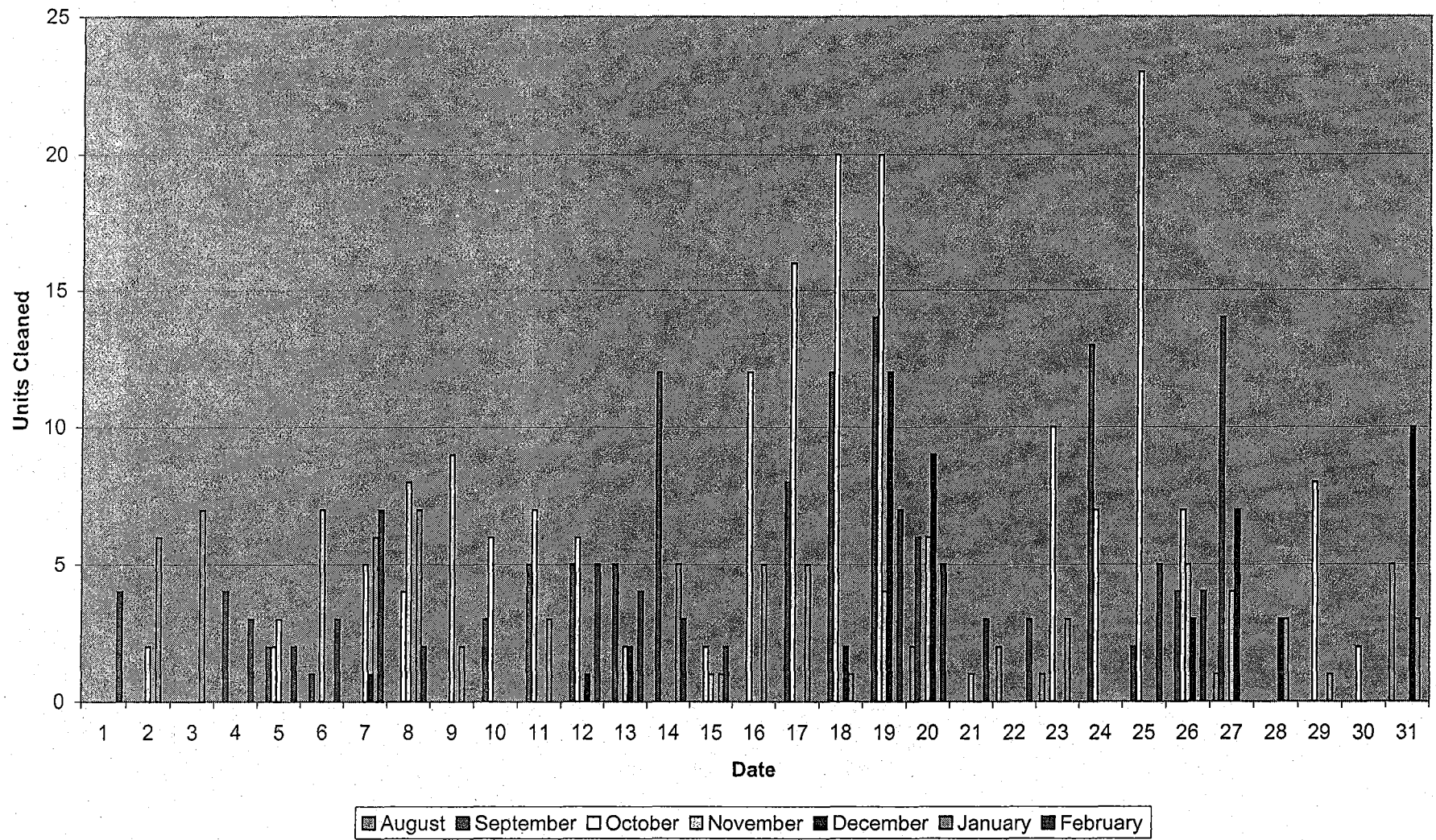
Repairs by Site By Month



Days Turnaround Time
2007-08 By Month



Units Cleaned 2007-08 By Month





ADMINISTRATIVE SERVICES MEMORANDUM

TO: Board of Trustees
FROM: Dr. James C. Franco, Superintendent
DATE: May 5, 2008
SUBJECT: Approve 2008-2009 Designation of CIF Representatives to League

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

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

FUNDING: N/A

RECOMMENDATION: Approve 2008-2009 Designation of CIF Representatives to League.

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



California Interscholastic Federation

Marie Ishida, Executive Director

STATE OFFICE

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

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

www.cifstate.org

2008-2009 Designation of CIF Representatives to League

Please complete the form below for each school under your jurisdiction and **RETURN TO THE CIF SECTION OFFICE (ADDRESS ON REVERSE SIDE)** no later than July 1, 2008.

TRACY UNIFIED School District/Governing Board at its 5/13/08 meeting,
(name of school district/governing board) (date)

appointed the following individual(s) to serve for the 2008-2009 school year as the school's league representative:

PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES

NAME OF SCHOOL WEST HIGH SCHOOL
NAME OF REPRESENTATIVE to be determined POSITION PRINCIPAL (NEW)
ADDRESS 1897 W. Lowell Ave CITY Tracy ZIP 95376
PHONE 209/830-3370 FAX 209/830-3371 E-MAIL _____

NAME OF SCHOOL TRACY HIGH SCHOOL
NAME OF REPRESENTATIVE to be determined POSITION PRINCIPAL (NEW)
ADDRESS 315 E. 11th Street CITY Tracy ZIP 95376
PHONE 209/830-3360 FAX 209/830-3361 E-MAIL _____

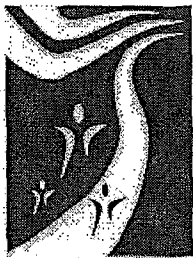
NAME OF SCHOOL WEST HIGH SCHOOL
NAME OF REPRESENTATIVE Steve Thornton POSITION Athletic Director
ADDRESS 1897 W. Lowell Ave CITY Tracy ZIP 95376
PHONE 209/830-3370 FAX _____ E-MAIL sthornton@tusd.net

NAME OF SCHOOL TRACY HIGH SCHOOL
NAME OF REPRESENTATIVE Mark Stroup POSITION Athletic Director
ADDRESS 315 E. 11th Street CITY Tracy ZIP 95376
PHONE 209/830-3360 FAX _____ E-MAIL mastroup@tusd.net

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

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

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



TRACY
UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE SERVICES MEMORANDUM

TO: Board of Education
FROM: Dr. James C. Franco, Superintendent
DATE: May 6, 2008
SUBJECT: Adopt Resolution No. 07-29 to Excuse Meeting Absence of Board Member

BACKGROUND: Board Bylaw 9250 and Education Code §35120 provide that a Board "...member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting...the absence was due to a hardship deemed acceptable by the board;"

RATIONALE: Board of Education member Joan Feller was absent for meetings held April 22, 2008, and May 6, 2008, due to illness. The Board of Education finds that Joan Feller's absence from the meetings of April 22, 2008 and May 6, 2008, were due to hardship deemed acceptable by the Board of Education;

FUNDING: Unrestricted General Fund, Previously Budgeted.

RECOMMENDATION: Adopt Resolution No. 07-29 to Excuse Meeting Absence of Board Member.

Prepared by: Dr. James C. Franco, Superintendent



**TRACY UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 07-29
Resolution to Excuse Meeting Absence of Board Member**

WHEREAS, Board Bylaw 9250 and Education Code §35120 provide that a Board "...member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting...the absence was due to a hardship deemed acceptable by the board;"

WHEREAS, Board of Education member Joan Feller was absent for meetings held April 22, 2008 and May 6, 2008, due to illness;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education finds that Joan Feller's absence from the meetings of April 22, 2008 and May 6, 2008, were due to hardship deemed acceptable by the Board of Education;

BE IT FURTHER RESOLVED that the Board of Education therefore determines that Ms. Feller shall be paid for her absence from the meetings of April 22, 2008 and May 6, 200, and further directs that the adoption of this Resolution shall be recorded in the minutes of this meeting of May 13, 2008.

Resolved this 13th day of May, 2008, at a regular meeting of the Board of Education of the Tracy Unified School District by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTION:

PRESIDENT, BOARD OF EDUCATION
TRACY UNIFIED SCHOOL DISTRICT

Attest:

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

Clerk
Board of Education
Tracy Unified School District



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: ~~Dr.~~ Sheila Harrison, Assistant Superintendent for Educational Services
DATE: April 15, 2008
SUBJECT: Receive Update on Quarterly Williams Uniform Complaint Reports for the Quarter Ending April 15, 2008.

BACKGROUND: Pursuant to the Williams Settlement, the Valenzuela Settlement and California Education Code Section 35186 every school must provide 1) sufficient textbooks and instructional materials, 2) school facilities that are clean, safe, and maintained in good repair, 3) a properly credentialed teacher for every classroom and 4) intensive remediation for up to two years for students who have completed grade 12 but not passed the California High School Exit Exam. Education Code, EC 35186(d), requires that school districts shall report summarized data on the nature and resolution of all Williams/Valenzuela uniform complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the governing board of the school district. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. The complaints and written responses shall be available as public records.

RATIONALE: The quarterly report for the period of October 15, 2007 through January 15, 2008, has been submitted to the San Joaquin County office of Education and must be reported to the local school board. The report summarizes the complaints received through the Williams Uniform Complaint Process as well as the resolution of each of those complaints. This report supports Strategic Goal #2: Provide a variety of learning opportunities in safe, caring learning environments in order to improve student achievement and Goal #5: 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: No cost

RECOMMENDATION: Receive Update on Quarterly Williams Uniform Complaint Reports for the Quarter Ending April 15, 2008.

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

San Joaquin County Office of Education
Valenzuela/CAHSEE Lawsuit Settlement
Quarterly Report on *Williams* Uniform Complaints
 [Education Code § 35186(d)]

District: Tracy Unified School District

Person completing this form: Carol Anderson-Woo

Title: Director of Curriculum,
Accountability and Continuous Improvement

Quarterly Report Submission Date:
(check one)

- ☒ April 15, 2008
☐ July 15, 2008
☐ October 15, 2008
☐ January 15, 2009

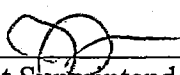
Date for information to be reported publicly at governing board meeting: 5/13/08

Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials			
Teacher Vacancy or Misassignment			
Facilities Conditions			
CAHSEE Intensive Instruction and Services			
TOTALS			

Dr. James Franco
 Print Name of District Superintendent


 Signature of District Superintendent

4/14/08
 Date



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: *SH* Dr. Sheila Harrison, Assistant Superintendent of Educational Services
DATE: May 6, 2008
RE: **Ratify Agreement for Special Contract Services with Ruth Miller, Consultant, to Provide Baldrige Training and Coaching Presentations for Teachers at North School and South West Park**

BACKGROUND: Ruth Miller, former Director of the Baldrige in Education California Center, is an evaluator and trainer for the Baldrige National Quality Award Program. For the past few years, Ruth has been providing professional development to site and district administrators through management team. The next step is to provide coaching to principals and teachers to implement continuous improvement strategies at their site. North and South West Park were selected as the target sites for Ruth to provide coaching. This agenda item needs to be ratified as this service was not fully addressed in the existing contract for the services of Ruth Miller.

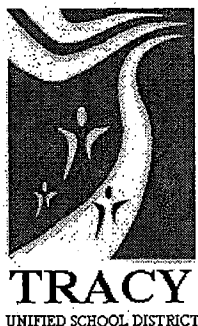
RATIONALE: The Baldrige Criteria provides a valuable framework to assess performance on a wide range of key indicators, including student learning, stakeholder satisfaction, budgetary results, faculty and staff performance, and operational outcomes. Through the use of continuous improvement principles, our district will improve productivity, resource allocation, and effectiveness in order to achieve the district's strategic goals.

This agenda item meets Strategic Goal #4: Continuously Improve Fiscal and Human Resources and Facilities and Operational Processes in Order to Facilitate the Achievement of District, State and Federal Targets.

FUNDING: The consultant's fee not to exceed \$8,000 and \$1000 in travel expenses will be paid with District Title II and EIA Funds.

RECOMMENDATION: Ratify Agreement for Special Contract Services with Ruth Miller, Consultant, to Provide Baldrige Training and Coaching Presentations for teachers at North School and South West Park.

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



TRACY UNIFIED SCHOOL DISTRICT
District Education Center
1875 West Lowell Avenue
Tracy, CA 95376

AGREEMENT FOR SPECIAL CONTRACT SERVICES

(NOTE: This agreement must be accompanied by a purchase requisition or purchase order with the account number noted on the agreement and all insurance certificates including endorsements)

This Agreement, by and between Tracy Unified School District, hereinafter referred to as "District" and RUTH MILLER, 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 conditions:

- 1. Contractor shall perform the following duties: Provide Baldrige Training and Coaching Presents for Teachers at North School and South West Park.**
- 2. Contractor will provide the above service(s), as outlined in Paragraph 1, for a period not to exceed 53 hours under the terms of this agreement.**
- 3. In consideration of the services performed by Contractor, District shall pay Contractor according to the following fee schedule:**
 - a. Districts shall pay \$150.00 per hour, not to exceed a total of \$8,000.00. Contractor shall only be paid for work completed to the satisfaction of District through the termination date of this agreement.**
 - b. Districts shall reimburse Contractor for out-of-pocket travel expenses incurred during Contractor's performance of the services. Reimbursement of expenses shall not exceed \$1,000.00.**
 - c. District shall make payment 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 printing and equipment rental.**

4. The term of this agreement shall commence on 2/25/08 and shall terminate on 7/1/08.
5. This agreement may be terminated at any time during the term by either party upon thirty (30) days written notice.

Agreement for Special Contract Services:

Contractor shall contact the District's designee, Dr. Sheila Harrison, at (209)830-3202, with any questions, regarding performance of the services outlined above. District's designee shall determine if and when Contractor has completed the services described.

6. The parties intend that an independent contractor relationship be created by this contract and District assumes no responsibility for worker's compensation liability. District likewise assumes no responsibility for liability for loss, damage, or injury to person(s) or property resulting from, or caused by, contractor's activities during or relating to the Contractor and agrees to hold harmless and to indemnify District for: (an insurance certificate and endorsement shall be provided to the District upon completion and/or signing of this agreement, which must accompany the Board Agenda Request form and Agenda Item).

Any injury to person and property sustained by Contractor or by any person, firm or corporation employed directly or indirectly by the Contractor or by any of the individuals participating in or associated with him or her, however caused; and any injury to person or property sustained by any person, firm or corporation directly or indirectly employed by Contractor upon or in connection with this Agreement, or any of the participants arising out of or in the course of their term of this Agreement, and Contractor at this or her own cost, expenses and risk, shall defend any and all actions, suits or other legal proceedings that may be instituted against District for any such claim or demand, and pay or satisfy any judgment that may be rendered against District in any such action, suit or legal proceedings or the result thereof.

7. This Agreement is for the personal services of the Contractor and may not assign the performance of the services to any person or persons who are not parties to this contract/agreement except for employees of Contractor.
8. Contractor certifies that his or her current employer, if any, is fully cognizant of this Agreement and that payments thereunder are not in conflict with any federal, state or local statutes, rules or regulations, or with any policies of Contractor's current employer.

9. District shall become the owner of, 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.
10. Consultant/Contractor certifies that he or she is not an employee of the District and is self-employed in the performance of the services specified. Consultant agrees that he or she assumes all responsibility in relation to providing the District with an Employer Identification number or Social Security number as required by IRS regulations in relation to the conduct of his or her business.

AGREED:_____
Consultant Signature (1)_____
Tracy Unified School District (Superintendent
or designee)_____
Social Security Number/Tax ID # Date_____
Date_____
Title_____
Title_____
Account number to be charged_____
Address_____
Department / Site Approval_____
Phone No. (with area code)_____
Date Approved by the Board

Send copies to: _____, Financial Services with
purchase requisition for processing of payment(s) as noted in the agreement,
Facilities Use, Business Services Office, Superintendent's Office with Agenda
Item material, Site file

Ref: <https://staff.tusd.net/personal/clyons/Private Documents/Agreements/Agreement for Use of Consultant Services 1 14 05.doc>



HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: James Mousalimas, Assistant Superintendent of Human Resources
DATE: May 2, 2008
SUBJECT: Accept Resignations/Retirements/Leave of Absence for Classified, Certificated, and/or Management Employment

BACKGROUND:

NAME/TITLE

SITE

CERTIFICATED RESIGNATION

EFFECTIVE DATE

REASON

Huffman, Nannette
2nd Grade

Poet

5/30/08

Personal

BACKGROUND:

NAME/TITLE

SITE

CERTIFICATED RETIREMENT

EFFECTIVE DATE

Abate, Julie
Math

Tracy High

5/30/08

Auser, Larry
2nd Grade

North

6/30/08

Backman, Dale
Ag Shop

Tracy High

5/30/08

DeRego, Kathleen
1st Grade

Hirsch

5/30/08

DeVol, Barbara
Art

West High

5/30/08

Harrington, Sheralyn
4th Grade

Kelly

6/30/08

BACKGROUND:**NAME/TITLE****SITE****CERTIFICATED RETIREMENT****EFFECTIVE
DATE**Holmgren, Gayle
Kindergarten

West Park

5/30/08

Kirstein, Bertilde
1st Grade

Central

5/30/08

Lintz, Randy
4th Grade

Jacobson

5/30/08

Mizuno, Dale
3rd Grade

Kelly

6/30/08

Stafford, Roberta
1st Grade

Hirsch

5/30/08

Tiffany, Jackie
1st Grade

North

6/30/08

Vierra, Michael
3rd Grade

North

6/30/08

Vierra, Shirlee
1st Grade

North

6/30/08

Zuniga, Judith
2nd Grade

North

6/30/08

BACKGROUND:**NAME/TITLE****SITE****CLASSIFIED RESIGNATION****EFFECTIVE DATE REASON**Mehring, Judy
Counseling Secretary

West High

6/30/08

None given

Rabino, Paul
Bus Driver

Transportation

4/03/08

None given

Rodarte, John
Utility Person

Maintenance

4/30/08

Other Employment
OpportunitiesRodriguez, Gabriela
Bilingual Para Educator

Monte Vista

4/17/08

Personal

BACKGROUND:**CLASSIFIED RETIREMENT**

<u>NAME</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>
Calderon, Joan Middle School Attendance Clerk	Monte Vista	6/20/08
Clark, Nancy Custodian I	Maintenance	5/31/08
Elliott, Richard Warehouse Delivery Driver	DEC/Warehouse	4/30/08
Flores, Marie School Supervision Assist.	North	6/30/08
Gahn, Sheryl Para Educator I	West High	5/31/08
Hurtado, Teresa Custodian I	West High	5/30/08
Maestas, Sally Clerk Typist I	Williams	6/6/08
Olson, Beth Para Educator I	Villalovoz	5/31/08
Smith, Bonnie Library Media Technician	South/West Park	6/30/08

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

Prepared by: James Mousalimas, Assistant Superintendent of Human Resources



BUSINESS SERVICES MEMORANDUM

To: Dr. James C. Franco, Superintendent
From: *cg* Dr. Casey Goodall, Associate Superintendent for Business Services
Date: April 25, 2008
Subject: Approve the Justification of Student Generation Rates for 2008

BACKGROUND: TUSD is required to update our California Basic Enrollment Data (CBEDs) on the State Allocation Board (SAB) Form 50-01 Enrollment Certification/Projections with the Office of Public School Construction (OPSC) whenever we are processing an application for apportionment from State School Building Program funds. CBEDs are the basis for calculating the number of program grants available for new construction projects. The number of student grants or what the program refers to as "eligibility" can be augmented by the District's student generation rates (SGRs.) The SGRs reflect the average number of students that reside in households built and occupied in the past 5 years within the District's boundaries. The SGRs can increase the District's eligibility in the State School Building Program if they are higher than the State's average of .7 students per household.

Using the data maintained by the District for subdivisions built and occupied in the past 5 years, we have been able to calculate TUSD's student generation rate for K-12 students as .9352 students per household for the 2007/08 school year. This rate is .2352 students per household higher than the statewide average and will increase the District's eligibility.

RATIONALE: OPSC requires that the Board approve the SGR's developed and used to augment our enrollment data. Attached is a copy of the data used to generate 2007/08 SGRs.

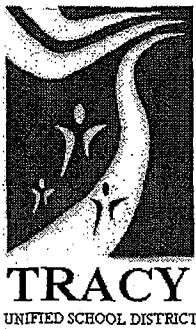
FUNDING: There are no funding implications from this action.

TIMING: Changes to SGR will be indicated on State Allocation Board (SAB) Form 50-01 Enrollment Certification/Projections following Board approval.

RECOMMENDATIONS: Approve the justification of Student Generation Rates.

Prepared by: Bonny Carter, Facilities Planner

SUBDIVISIONS	# Homes 07	2008 SGR			
		K-5	6-8	9-12	TOTAL
Foothill Ranch	81	0.3333	0.1481	0.2840	0.7654
Buena Vista	90	0.2556	0.1333	0.3000	0.6889
Foothill Vista	102	0.4118	0.2843	0.3039	1.0000
Sterling Estates	102	0.4608	0.2647	0.4216	1.1471
Sienna Park	153	0.4052	0.1961	0.2092	0.8105
Belconte South	203	0.3350	0.2266	0.3103	0.8719
Laurel Brook	106	0.4340	0.1792	0.3585	0.9717
Park Atherton	134	0.4552	0.2239	0.3134	0.9925
Bridle Creek	169	0.5325	0.1834	0.3136	1.0296
Woodfield	410	0.3463	0.1902	0.2951	0.8317
Muirfield 7	145	0.5103	0.2828	0.3448	1.1379
Alden Meadows	79	0.4304	0.2785	0.2658	0.9747
TOTAL	1774	0.4092	0.2159	0.3100	0.9352
Avg. Sq Ft. per Home	2111.164				
SUBDIVISIONS	# Homes 07	2008 - STUDENTS			
		K-5	6-8	9-12	TOTAL
Foothill Ranch	81	27	12	23	62
Buena Vista	90	23	12	27	62
Foothill Vista	102	42	29	31	102
Sterling Estates	102	47	27	43	117
Sienna Park	153	62	30	32	124
Belconte South	203	68	46	63	177
Laurel Brook	106	46	19	38	103
Park Atherton	134	61	30	42	133
Bridle Creek	169	90	31	53	174
Woodfield	410	142	78	121	341
Muirfield 7	145	74	41	50	165
Alden Meadows	79	34	22	21	77
TOTAL	1774	716	377	544	1637
*Student statistics extracted from demographic data 11/1/07					



BUSINESS SERVICES MEMORANDUM

To: James C. Franco, Superintendent

From: *C. Goodall* C. Goodall, Assistant Superintendent for Business

Date: May 1, 2008

Subject: **Approve Community Survey Proposal with The Center for Community Opinion**

BACKGROUND: The Facility Condition Assessment, dated April 4, 2008 was presented by RGM and Associates at the April 22, 2008 Board meeting. The assessment outlines TUSD's most critical needs and evaluated the required health and safety, structural and infrastructure improvements needed at the District's schools. Staff would like to evaluate community perception of the District's needs and what the community is willing to support in order to make recommendations to the Board on how to address facility issues. The survey will enable the District to gather and analyze information regarding current public opinion on the range of projects the public is willing to support. The results of the survey will give the District the ability on how to determine an appropriate action plan.

RATIONALE: Brad Senden, from The Center for Community Opinion is considered a leading expert in compiling, administering and analyzing community surveys for school districts throughout the nation. Survey results that The Center for Community Opinion will develop will help TUSD make informed decisions and future recommendations.

FUNDING: General Fund allocated to the facilities department in the amount of \$22,500.00. If the survey is used to develop projects for a future bond measure, the cost will be reimbursed out of proceeds from a successful measure.

TIMING: The timeline for the survey is included in the attached proposal and would commence following Board approval.

RECOMMENDATIONS: Approve Community Survey Proposal with The Center for Community Opinion.

Prepared by: Denise Wakefield, Director of Facilities



A Community Survey Proposal

Prepared for

**The Tracy Unified
School District**

**Monday
28 April 2008**



An Introduction to the Services We Offer

We value and appreciate this opportunity to present you with material concerning our services as community research specialists. Since 1991, we have worked with public schools, libraries, community colleges, cities and counties to help them better understand community opinion and to shape financial proposals that often require approval by a super-majority.

In this proposal, you will find a description of the specific services we offer. With this description, you will find a cost for our services and a proposed time line for the completion of a research project designed to meet your needs. After this information, you will find background material on The Center for Community Opinion. We also invite you to visit our web site, www.CommunityOpinion.com for additional information.

Our survey research services are unique. We offer you the individual attention required to win a tax election as we select a sample and craft a questionnaire to meet the unique needs of your district. We look forward to an opportunity to again put our experience to work for you.

J. Bradford Senden
Partner

Marcia Allington
Partner

Proposal Basics

The questionnaire we will design for the Tracy Unified School District will explore community reaction to a bond to raise the funds needed to renovate elementary and middle schools in the area of the district where the TUSD serves K-12 students. In addition, the questionnaire will explore community knowledge of and satisfaction with district programs and plans for the future.

The questionnaire will be developed in a manner that allows for broad-based district input. By encouraging such input, we create a truly unique survey instrument for your district. The questionnaire will collect the data needed to answer questions about election timing, community tax tolerance and the scope of proposal to be presented to local voters.

The sample will be carefully prepared so that any regional differences of opinion in the district are measured carefully. Attention to detail in the preparation of the sample will assure those reading the results that opinion from parent households is not over sampled as interviews are completed. Full community and voter file demography will be developed before interviewing begins to further confirm the validity of the survey's results.

The annotated voter file prepared as part of the process of preparing a sample will be available to the district after the survey is completed.

Before interviewing begins, a team of professional phone interviewers will be assembled. The characteristics of the team will be matched to the demographic characteristics of the voting population of the district. The questionnaire will be field tested before formal interviewing begins. The supervisors in charge of the interviewing team will de-brief each interviewer in order to make sure that each question is collecting data as planned. Once interviewing begins, the work of each member of the interviewing team will be closely monitored by the team of supervisors in order to make sure that consistent, professional data collection is achieved.

Once interviewing is completed, a report on the results will be prepared. It will include our recommendations concerning the timing, scope and content of any proposal to be placed before local voters. We will also present our conclusions concerning the feasibility of attempting either a bond or a parcel tax proposal. Finally, we will explore the possibility of placing both proposals on the same ballot. Our report will include a complete set of cross tabulation reports. These reports are designed to be "user friendly" and easy to read by individuals who do not have formal training in statistics.

Finally, a graphic report is prepared for the district and presented in person by one of the partners at the Center for Community Opinion. Survey data and our recommendations are combined in clear, concise graphics. During and after the presentation of this material, we invite questions about the survey in order to make sure that at the end of the process the district is fully informed and fully prepared to place the right proposal on the ballot for voter consideration. We also expect that as ballot language, Board resolutions and the other written documents associated with placing a proposal on the ballot are prepared, we will be asked to help draft and review the language used in each.

Cost

Because of the number of voters in district, we recommend a survey based on 400 completed interviews. We further recommend a questionnaire that will take 12 to 14 minutes to complete (including 40 to 44 questions).

The basic features of such a survey would be:

Sample size:	400 Interviews
Sample population:	Registered voters; registered parents identified to guard against parents response bias.
Margin of Error:	+/- 4.5% with a 95% confidence level.
Length:	12 - 14 minutes (approximately 40 to 44 questions)
Cross tabulations:	Available for questions asked and voter file demography
Report:	Written report and graphic presentation of results
Cost:	\$22,500

A Time Line

The following time line is designed to deliver results to the District in the late spring of 2008. It assumes that you engage our services in March, 2008. It is a suggested time line and can be adapted to meet the specific needs of the District.

Tentative Date	Activity
7-May-08	Begin background research by outlining information needs to the District. Receive and review background information.
14-May-08	District receives first draft of the questionnaire. A time is scheduled to review and revise. Revised questionnaire is sent to District for review and more discussion.
21-May-08	Target date for approval of final questionnaire language
27-May-08	Start to conduct interviews.
4-June-08	Preliminary results sent in memo form to District.
11-June-08	Report presented to District.



BUSINESS SERVICES MEMORANDUM

TO: James Franco, Superintendent
FROM: C. Goodall, Assistant Superintendent for Business
DATE: April 23, 2008
SUBJECT: Adopt Revised Administrative Regulation 1330.1 Facility Use (Third Reading, Intent to Adopt)

BACKGROUND: On October 26, 2004, the Board of Education acknowledged Administrative Regulation 1330.1 governing management of the District Facility Use policy. Since that time, inflationary pressures have increased costs, additional facilities have been added, and new issues have been identified. A 10% increase has been suggested as a possible source of revenues to more fully mitigate the costs of allowing facility uses.

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

FUNDING: There is no cost to name these facilities.

RECOMMENDATION: Acknowledge Revised Administrative Regulation 1330.1 Facility Use (Second Reading)

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

A. Purpose and Scope

To provide guidelines and procedures for the prioritization, scheduling, pricing, and rules for community rental of school district facilities.

B. General

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

C. Forms Used and Additional References

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

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

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

D. Procedure

1. Notifications

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

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

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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

2. Procedures

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

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

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

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

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

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

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

~~No activity which involves an open flame is allowed. This prohibition includes candles, Sterno, barbeques, etc.~~

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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

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

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

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

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

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

Prioritization and Fees

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

Tier 1: EDUCATION OF DISTRICT STUDENTS

1. Curricular, co-curricular, and extra-curricular school events of any official Tracy Unified School District course, team or activity group (provide list), and no participation fee is charged.
2. Also, co-curricular and extra-curricular events involving Tracy Unified School District students from schools other than the sponsoring school, and from which all proceeds are collected into and expended from the school site Associated Student Body fund, and at which the custodial costs are mitigated by a district administrator or certificated employee opening, closing, and ensuring the facility is cleaned, and from

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

which all proceeds go to the school site for use, and at which all labor, including any coaching, is voluntary and not paid.

3. Events officially sponsored by the School Board in support of the District's Service Learning Program, and at which the custodial costs are mitigated by a district administrator or certificated employee opening, closing, and ensuring the facility is cleaned, and for which no heating, ventilation, or air conditioning is to be provided.
4. And, official school parent club and PTA meetings in which only non-risk activities take place. (High risk activities include athletic events, outside vendors, cooking, serving food, dancing, etc. Note extreme hazardous risks include: trampolines, bungees, and jumping devices, fireworks, aircraft, parachutes, domesticated or wild animals, rodeo, racing, circuses. These extreme high risk uses require additional insurance as described later. Food and fund raising vendors must be appropriately licensed and have insurance which includes a certificate designating the district as an "additional insured".)
5. In addition to these uses, and because it is considered the civic duty of the school district, the San Joaquin County Registrar of Voters, is included in this tier for election purposes.
6. Relay for Life.
7. **The Tracy Learning Center for student athletic events which can not reasonably be conducted at their own facilities, and which do not conflict with Tracy Unified School District scheduled curricular, co-curricular, and extra-curricular events. The charter school is expected to pay for all the additional costs that are required for using a facility, e.g. custodians at football games.**

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

Tier 2: NON-CURRICULAR DIRECT SUPPORT OF DISTRICT STUDENTS

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

Example: City After School programs, Boys and Girls Club, Girl Scouts, Boy Scouts, Campfire Girls, 4H, American Red Cross Shelter, Sister City Schools,

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES**Tier 3: NON-CURRICULAR INDIRECT SUPPORT OF DISTRICT STUDENTS**

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

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

Tier 4: YOUTH RECREATION

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

Example: Football (Raiders, Cougars, Buccaneers), Baseball & Softball (Little League, Babe Ruth, ASA), Soccer (TYSL), Swimming (Tritons), Basketball (Tracy Flight, National Junior Basketball, Cyclones), City Summer Day Camp, City Art Camp.

Tier 5: OTHER NON-PROFIT USES OF FACILITIES

1. Adult recreational activities sponsored by official non-profit organizations or leagues, or the City of Tracy, and serving the residents of the Tracy Unified School District.
2. Administration of examinations for the selection of personnel by public agencies.
3. Conduct of religious services for temporary periods (renewal at least annually) on a one-time or a renewable basis, by any Tracy-based church or religious organization that has no suitable meeting place for the conduct of services.

Example: Old Timer Baseball, Adult Soccer, State & Federal Government, McHenry House, University of San Diego for Teacher Staff Development programs, Tracy Interfaith Ministries, Sutter Hospital, Tracy Community Band, Churches, McHenry House "Kids in a Box".

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

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

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

CUSTODIAL FEES

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

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

OPENING AND CLOSING

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

1. Facility Use Policy and Administrative Regulation
2. Restroom cleanliness standards and procedures
3. Blood Borne Pathogens
4. Hazardous Materials Safety
5. Asbestos safety
6. Fire safety and response
7. Use of district keys
8. Use of site alarm system
9. Heating, Ventilation, and Air Conditioning (HVAC) bypass timers
10. Pre- and Post-Inspections

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

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

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

INSURANCE REQUIREMENTS AND FEES

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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

The Certificate of Insurance must include all of the following:

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

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

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

DOMESTICATED OR WILD ANIMALS

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

LIFE GUARD CERTIFICATION

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

FEES

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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

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

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

CANCELLATION

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

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

FEES AND INSURANCE REQUIREMENTS

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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

EXCEPTIONS/FACILITY USE COMMITTEE

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

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

IN-KIND SERVICES

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

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

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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

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

CONDITIONS OF USE:

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

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

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

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

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

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

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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

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

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

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

4. Reports Required

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

5. Record Retention

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

6. Approved by Administrator of Division

Assistant Superintendent for Business Services

TUSD Acknowledged: October 26, 2004

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES



TRACY
UNIFIED SCHOOL DISTRICT

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

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

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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

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

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

Use of Parking Lots: Tracy Unified School District parking lots are to be used for parking only, with the exception only of Tier 1 activities.

Sport Leagues: Leagues are required to provide their own portable toilets and garbage dumpsters. Leagues must contact the School Site Business Managers to arrange delivery and the placement area prior to scheduling. Deliveries cannot be made during regular school hours. Leagues are responsible for the arrangement of their own clean outs.

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

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

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

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

Organization Initials: _____

Date: _____

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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

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

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

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

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

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

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

Parking

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

Cancellation

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

TRACY UNIFIED SCHOOL DISTRICT

Community Use of School Facilities
Rules and Regulations

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

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

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

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

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

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

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

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

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

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COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

outside of the normal scope for said facility, which occurred in connection with the permitted activity and caused by the renter, sponsoring organizations, and/or attendees. Reimbursement for such expenses will be in addition to the security deposit.

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

Organization: _____

Signature of Authorized Representative: _____

Date: _____ Phone: _____ Other: _____

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

Attachment B: Schedule of Community Rental Fees

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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

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

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

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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

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

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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

Types of Fields Available At Each Site

Site	Small Baseball < 10	Small Base ball < 12	Base ball	Soft ball Practice	Soft ball	Soccer	Football Practice	Stadium
Bohn		3 (*2)				2	2	
Central		2 (*2)				1	1	
Clover			3 (*3)			2.5	2.5	
Delta Is.								
Freiler	2 (*2)					0	0	
Hirsch	4 (*4)					1	1	
Jacobson	1 (*1)	3				1	1	
Kelly								
McKinley	5 (*5)					2	2	
Monte Vista			6 (*1)			1	1	
North	3					0	0	
Poet Christian		2 (*2)				1	1	
South				1	2	1	1	
Tracy High			3 (*2)			3	3	1
Villalovo z					2	1	1	
West High			2 (*1)		2	2	2	1
Williams					5	1	1	

*grassy fields

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

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

Site: _____ Date: _____ Time: _____

Authorized District Employee Opening and Closing Facility: _____

User Group Name: _____

Responsible Group Representative Signature: _____

Actual Custodial hours worked Opening _____

Actual Custodial hours worked Closing _____

CONDITION OF PREMISES BEFORE USE:

CL – Clean ND – No Damage EN – Exceptions Noted

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

Complete Page 2 – Check-Out and

Return to Maintenance and Operations Department-Facility Use-fax# 209-830-3259

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

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

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

Describe problems:

Custodian: _____ Date: _____
Facility User: _____ Date: _____
Time: _____

Return to Maintenance and Operations-Facility Use Department
Facility Use-(209) 830-3265, Fax# (209) 830-3259

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

Attachment D: In-Kind Services Estimate Documentation Form

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

Job Description

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

DESCRIPTION	QUANTITY	MATERIALS	LABOR	SUB-CONTRACT	TOTAL



ADMINISTRATIVE SERVICES MEMORANDUM

To: Board of Education
From: Dr. James C. Franco, Superintendent
Date: May 5, 2008
Subject: Adopt Resolution #07-28 – Specifications of the Election Order

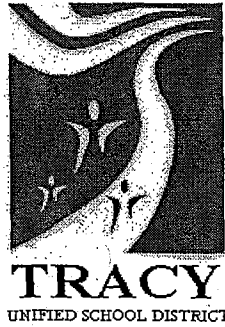
BACKGROUND: The Tracy Unified School District Board of Education at the meeting of December 8, 1999, voted to consolidate Board Member elections with general elections.

RATIONALE: In order to participate in a consolidated election with San Joaquin County, the Board of trustees must pass a resolution to do so. In effect, this resolution places the election of Trustees on the General Election Ballot of November 4, 2008.

FUNDING: N/A.

RECOMMENDATION: Adopt Resolution #07-28 – Specifications of the Election Order

Prepared by: Dr. James C. Franco, Superintendent



**BEFORE THE BOARD OF TRUSTEES OF THE
TRACY UNIFIED SCHOOL DISTRICT
RESOLUTION # 07-28
SPECIFICATIONS OF THE ELECTION ORDER**

WHEREAS, the regular biennial election of governing board members is ordered by law pursuant to Section 5000 of the Education Code to fill offices of members of the governing board in any school district or community college district; and

WHEREAS, the governing board member election shall be held on Tuesday, November 4, 2008; and

WHEREAS, the purpose of the election is to elect three (3) members of the Governing Board of the Tracy Unified School District, in San Joaquin County, as follows:

Three (3) Trustees – area at large – four-year terms

WHEREAS, the Clerk or Secretary of the Governing Board shall deliver, not less than 123 days prior to the date set for the election, two copies of this Resolution and Order to the County Superintendent of Schools and one copy to the officer conducting the election.

NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of the Tracy Unified School District of San Joaquin County, being the Board authorized by law to make the designations therein, certifies the Specification of the Election Order as presented.

APPROVED AND ADOPTED, this 13th day of May, 2008 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

President, Board of Trustees
Tracy Unified School District

ATTEST:

Secretary, Tracy Unified School District

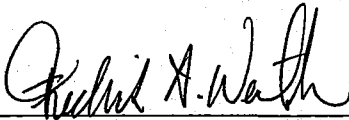
NOTICE OF CONSOLIDATED ELECTION

To the Governing Board of the **Tracy Unified School District**, of San Joaquin County, in the State of California.

You are hereby notified that Education Code §5000 requires that district governing board member elections for the following districts be held in your school district on **November 4, 2008**:

- San Joaquin Delta Community College District;
- Tracy Unified School District;
- Banta, Jefferson, Lammersville, and New Jerusalem Elementary School Districts.

You are hereby further notified that when elections are to be held in the same district or area on the same day, they are to be consolidated so that a person entitled to vote in any or all of such elections may do so at the same time and place and by using the same ballot.



Fredrick A. Wentworth,
San Joaquin County Superintendent of Schools

May 1, 2008



BUSINESS SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: May 2, 2008
SUBJECT: Approve the 2007-08 Revised Deferred Maintenance Project List and the Updated Five Year Deferred Maintenance Plan

BACKGROUND: The State's Deferred Maintenance Program provides State matching funds, on a dollar for dollar basis, although not always 100% funded, to assist school districts with expenditures for major repair or replacement of existing school building components so that the educational process may continue safely. An annual grant is provided to Districts based upon a project list compiled by the District and submitted to the Office of Public School Construction (OPSC) in the Five Year Plan. The plan is the projection of deferred maintenance work to be performed over the next five years. The District can update and resubmit the Five Year Plan at any time as long as the plan for the current year is submitted prior to the last working day in June.

The amount of the maximum basic state apportionment is calculated by the Department of Education and is equal to one half percent of the District's funds budgeted in the general fund and adult education fund, exclusive of any amounts expended for capital outlay, debt service, or revenues that are passed through to other local education agencies. Additionally, TUSD must provide their matching share for the fiscal year based on the maximum basic apportionment. The estimated funds available for the 2007-08 fiscal year is \$3,464,337. This includes a beginning fund balance of \$1,677,033 and combined estimated state and district contributions and estimated interest for a total of \$1,336,895. The District's revised five-year plan estimates that \$2.1 million will be expended on deferred maintenance projects for the current year, the balance will be carried over to 2008-09 fiscal year. Furthermore, the District anticipates 100% state reimbursement on the Central Fire Alarm System (electrical), Delta Island Water Treatment (plumbing) and the Roof Replacements for Central, McKinley, Monte Vista and North School projects through the Williams ERP Program of approximately \$842,000 within the next fiscal year.

RATIONALE: District Maintenance staff has worked together to compile a list of deferred maintenance projects that addresses the building components that need repair or replacement. Priority is given to the most immediate needs. While the District places priority on completing these projects during the summer break, some will need to be done while school is in session or during other school breaks throughout the school year.

This agenda item meets Strategic Goal # 8 – Provide Modern and Safe Facilities.

FUNDING: All projects listed on the Five Year Plan will be paid for with Deferred Maintenance Funds.

TIMING: Due to the schedule and tight time frame for most deferred maintenance projects and based on the Resolution the Board approved to delegate authority to the Associate Superintendent of Business to accept and award bids, projects on the attached list are being completed on an on-going basis. Staff will bring contracts back to the Board to have them ratified at the next regularly scheduled board meeting.

RECOMMENDATIONS: Approve the 2007-08 Revised Deferred Maintenance Project List and the Updated Five Year Deferred Maintenance Plan

Prepared by: Bill Willner, Director of Building, Maintenance and Operations

**Tracy Unified School District
Deferred Maintenance - Projects
2007-08**

Category	School	Description	Total Est. Cost Per Category	Est. Cost per Line Item
Asbestos	THS	Boy's & Girl's Locker Room	25,000.00	\$25,000
Electrical	Bohn	Energy Management System		\$138,639
	Central	Energy Management System		\$75,159
	Duncan Russell	Energy Management System		\$35,484
	Jacobson	Energy Management System		\$97,242
	McKinley	Energy Management System		\$98,925
	North	Energy Management System		\$76,637
	Poet	Energy Management System		\$76,333
	Villalovoz	Energy Management System		\$88,930
	Various Sites	Energy Management System		\$53,485
	Central	Fire/Intrusion Alarm		\$125,000
	Various Sites	Renovate Electrical		\$15,000
	Monte Vista	Replace lighting in kitchen	884,834.00	\$4,000
Flooring	Bohn	MP & stage - replace carpet/vct		\$7,786
	Bohn	Library - carpet		\$11,913
	Central	Staff restroom - replace vinyl		\$2,693
	Monte Vista	MP & stairs - VCT		\$4,153
	Monte Vista	Staff lounge, library, classrooms 14 & 20 - Carpet		\$18,602
	THS	Classroom 45 - Carpet/vinyl		\$7,110
	WHS	Classroom P1 & P10 - Carpet		\$7,219
	WHS	Classroom P4; patch repair weight room - Carpet		\$1,910
	Williams	Boys & girls restroom - Replace tile		\$16,920
	Williams	Admin & classrooms 4 & 5 - Carpet		\$17,283
	Williams	Breakroom & hallway - VCT; Copy room - Carpet		\$4,572
	Williams	Classrooms 1-3 & 6-8 - Carpet		\$21,387
	THS	Boy's Subgym - Refinish flooring		\$13,200
	THS	EB Theater - Replace carpet in hallway, foyer & replace carpet/lino in classroom	163,748.00	\$29,000
HVAC	Monte Vista	MP Bldg. Refurbish Unit		\$10,000
	THS	Boy's Locker Room		\$27,133
	Various Sites	HVAC Replacement	47,133.00	\$10,000
Painting			0.00	\$0
Paving	Bohn	Seal Coat & Stripe Parking Lot/Hardcourt		\$27,000
	Central	Seal Coat & Stripe Parking Lot		\$10,000
	Duncan Russell	Seal Coat & Stripe Parking Lot		\$10,000
	Hirsch	Seal Coat & Stripe Parking Lot/Hardcourt		\$30,000
	Monte Vista	Seal Coat & Stripe Parking Lot		\$14,000
	Villalovoz	Seal Coat & Stripe Parking Lot/Hardcourt		\$27,000
	Various Sites	Seal Coat & Stripe Parking Lot	133,000.00	\$15,000
Plumbing	TLC - Clover	New sewer line		\$200,000
	Delta Island	Water treatment		\$364,359
	THS	Boy's Subgym -Repair leak in wall		\$1,100
		Boy's locker room-Replace plumbing & plumbing fixtures in student restroom, repair hand wash sinks & drinking fountain in main locker room & replace broken urinal in main shower		
	THS			\$63,892
	THS	Girl's Locker Room-Replace plumbing fixtures in student restroom, repair hand wash sinks & drinking fountain in team room		\$5,591
	Various Sites	Repair/Replace plumbing	654,942.00	\$20,000
Roofing	Monte Vista	Classrooms 19-20 & walkways	84,093.00	\$84,093
Underground Tank			0.00	\$0
Walls	Williams	Restroom building partition walls		\$10,650
	Villalovoz	Restroom partitions walls in all restrooms on site		\$31,950
		Boy's Locker Room-Restroom partitions in student restrooms, remove FRP from main shower room		\$62,333
	THS			\$5,000
	THS	EB Theater - Repair wall in restrooms		\$5,000
	Various Sites	Repair walls	119,933.00	\$10,000
TOTAL DEFERRED MAINTENANCE			2,112,683.00	\$2,112,683

SCHOOL DISTRICT TRACY JOINT UNIFIED SCHOOL DISTRICT	FIVE-DIGIT DISTRICT CODE NUMBER (SEE CALIFORNIA PUBLIC SCHOOL DIRECTORY) 40/75499
COUNTY SAN JOAQUIN	CURRENT FISCAL YEAR 2007/2008

The district:

- ☐ has not previously submitted a Five Year Plan.
☒ is submitting this updated/revised Five Year Plan which supersedes the plan currently on file with SAB.

Part I—Authorized District Representative

The following individual has been designated as a district representative by the school board minutes:

DISTRICT REPRESENTATIVE Denise Wakefield	TITLE Director of Facilities
BUSINESS ADDRESS 1875 W. Lowell Avenue	TELEPHONE NUMBER 209-830-3245
E-MAIL ADDRESS dwakefield@tusd.net	FAX NUMBER 209-830-3249

Part II—Estimated Fiscal Year Data

PROJECT CATEGORY	1. NUMBER OF PROJECTS	2. CURRENT FISCAL YEAR	3. SECOND FISCAL YEAR	4. THIRD FISCAL YEAR	5. FOURTH FISCAL YEAR	6. FIFTH FISCAL YEAR	7. TOTAL ESTIMATE COST
Asbestos	7	25,000.00	20,000.00	85,000.00	75,000.00	75,000.00	280,000.00
Classroom Lighting	8	4,000.00	0.00	0.00	100,000.00	75,000.00	179,000.00
Electrical	18	880,834.00	0.00	350,000.00	250,000.00	500,000.00	1,980,834.00
Floor Covering	28	163,748.00	164,812.00	166,670.00	466,594.00	536,167.00	1,497,991.00
HVAC	14	47,133.00	222,950.00	316,800.00	210,000.00	150,000.00	946,883.00
Lead	6	0.00	0.00	86,480.00	87,464.00	39,330.00	213,274.00
Painting	11	0.00	67,750.00	248,450.00	230,054.00	146,314.00	692,568.00
Paving	20	133,000.00	71,000.00	63,600.00	121,880.00	161,040.00	550,520.00
Plumbing	17	654,942.00	643,500.00	459,000.00	350,000.00	200,000.00	2,307,442.00
Roofing	27	84,093.00	942,257.00	712,052.00	713,215.00	667,939.00	3,119,556.00
Underground Tanks	0	0.00	0.00	0.00	0.00	0.00	0.00
Wall Systems	18	119,933.00	351,000.00	120,000.00	144,000.00	200,000.00	934,933.00
8. Grand Total	174	2,112,683.00	2,483,269.00	2,608,052.00	2,748,207.00	2,750,790.00	12,703,001.00

9. Remarks

FIVE YEAR PLAN**DEFERRED MAINTENANCE PROGRAM**

SAB 40-20 (REV 01/05)

10. List the school names where deferred maintenance projects are planned in this Five Year Plan:

Bohn Elementary School
Central Elementary School
Delta Island School
Duncan Russell School
Freiler School
Hirsch Elementary School
Institute for Global Commerce & Government (I.G.C.G.)
Jacobson Elementary School
McKinley Elementary School
Monte Vista Middle School
North School
Poet-Christian School
South/West Park School
Stein School
Tracy High School
Tracy Learning Center (Clover School)
Villalovoz Elementary School
West High School
Williams Middle School

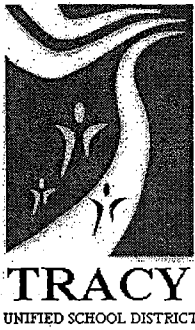
11. Certifications

I certify as District Representative that:

- this work does not include ineligible items and that all work will be completed in accordance with program requirements, applicable laws and regulations. The district shall maintain proper documentation in the event of an audit; and,
- the district understands that should an audit reveal that these funds were expended for other than eligible deferred maintenance costs, the SAB will require the district to return all inappropriately expended funds; and,
- the plans and proposals for expenditures of funds as outlined in this report were discussed in a public hearing at a regularly scheduled school board meeting on May 13, 2008; and the district has complied with all the other requirements of Education Code Sections 17584.1 and 17584.2; and,
- Beginning with the 2005/2006 fiscal year, the district has complied with Education Code Section 17070.75 (e) by establishing a facilities inspection system to ensure that each of its schools is maintained in good repair; and,
- This Form is an exact duplicate (verbatim) of the form provided by the OPSC. In the event a conflict should exist, then the language in the OPSC form will prevail.
- I certify under penalty of perjury under the laws of the State of California that the statements in this application and supporting documents are true and correct.

SIGNATURE OF DISTRICT REPRESENTATIVE

DATE



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: ~~W~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services
DATE: April 25, 2008
SUBJECT: Adopt Revised Board Policy 5136 Unauthorized Groups and Acknowledge Administrative Regulation 5136 (2nd reading)

BACKGROUND: The District Gang Task Force recommended that the District expand the scope of dealing effectively with all unauthorized groups. Board Policy and Administrative Regulation 5136 need to be revised to reflect the new language of "Unauthorized Groups."

RATIONALE: School safety is a priority in the District. The District needs to be continually vigilant in combating disruptive behavior caused by unauthorized groups. Adopting revised Board Policy and Administrative Regulation 5136 will assist the District to maintain safe school campuses. This supports Strategic Goal #2, Quality Learning Environment.

FUNDING: Not Applicable

RECOMMENDATION: Adopt Revised Board Policy 5136 Unauthorized Groups and Acknowledge Administrative Regulation 5136 (2nd reading)

PREPARED BY: Paul E. Hall, Director of Student Services & Curriculum

GANGS (Continued)**UNAUTHORIZED GROUPS**

The Governing Board desires to keep district schools and students free from the threats or harmful influence of any ~~groups or gangs~~ **unauthorized groups** which advocate drug use ~~violence~~, or disruptive behavior, **such as but not limited to violence, intimidation, threats, coercion, congregating in mass.** The principal or designee shall maintain continual, visible supervision of school premises so as to deter ~~gang/group~~ **unauthorized group** intimidation of students and confrontations between members of different ~~gangs/groups~~ **unauthorized groups.**

The Superintendent or designee shall establish open lines of communication with local law enforcement authorities so as to share information and provide mutual support in this effort.

The Superintendent or designee shall in cooperation with law enforcement provide inservice training which helps staff to identify ~~gangs and gang~~ **various** symbols, recognize early manifestations of disruptive activities, and respond ~~appropriately to gang~~ **inappropriate** behavior. Staff and selected students shall be trained in the use of conflict management techniques and alerted to intervention measures and community resources, which may help our students.

The Board realizes that many students become involved in ~~gangs~~ **unauthorized groups** without understanding the consequences of ~~gang membership~~ **unauthorized group association.** Early intervention is a key component of efforts to break the cycle of ~~gang membership~~ **unauthorized group association.** Therefore, ~~gang~~ Violence prevention education in the schools shall ~~may start with students as early as grade 3.~~ **with enrollment in TUSD.**

The Board prohibits the presence of any apparel, jewelry, accessory, notebook, ~~tattoos~~ or manner of grooming which, by virtue of its color, **or combination of color,** arrangements, trademark, or any other attribute, denotes membership in ~~gangs/groups~~ **any unauthorized group,** which advocates **disruptive behavior such as but not limited to violence, intimidation, threats, coercion and congregation in mass.** ~~drug use, violence or disruptive behavior.~~ This policy shall be applied as the need for it arises at individual school sites.

If a student exhibits signs of unauthorized group affiliation, staff shall so inform the parent/guardian.

GANGS (Continued)**UNAUTHORIZED GROUPS****Legal Reference:****EDUCATION CODE**~~32230-32239.5~~~~School Violence Reduction Program~~**School Violence Prevention and Response Act of 1999****32282****School Safety Plans**

35183

Gang-related apparel

35294.10 – 35294.15**School Safety plans and Violence Prevention Strategy Program**

48907

Student exercise of free expression

51264

Educational inservice training; CDE guidelines

51265

Gang violence and drug and alcohol abuse prevention inservice training

51266-51266.5

Model gang and substance abuse prevention curriculum

~~58730-56736 41511~~~~Gang Risk Intervention Programs~~~~58750-58755~~~~Extended school day activities and violence reduction act~~**PENAL CODE**

186.22

Participation in criminal street gang

13826-13826.7

Gang violence suppression

UNITED STATES CODE, TITLE 20

7101-7143

Safe and Drug-Free Schools and Communities Act of 1994

Management Resources:**CDE PUBLICATIONS**

On Alert:

Gang Prevention in School and Inservice Guidelines,
January 1994

TUSD Adopted: 6/9/98

TUSD Revised:

~~GANGS (Continued)~~

UNAUTHORIZED GROUPS

CSBA PUBLICATIONS

Protecting Our Schools: Governing Board Strategies to Combat School
Violence, 1996

GANGS (Continued)**UNAUTHORIZED GROUPS****A. Purpose and Scope**

The Governing Board desires to give school sites and district guidelines that keep schools free from threats and harmful influence of any ~~group of gang~~ **unauthorized group** activity which ~~exhibit~~ **advocate** drug use, ~~violence or~~ disruptive behavior, such as, **but not limited to violence, intimidation, threats, coercion, congregating in mass.**

B. Prevention and Intervention Measures

In order to discourage the influence of unauthorized groups, school staff shall take the following measures:

1. Any student displaying behavior, gestures, apparel or paraphernalia indicative of unauthorized group affiliation shall be referred to the principal or designee.
 - a. The student's parent/guardian shall be contacted and may be asked to meet with school staff.
 - b. The student may be sent home to change clothes if necessary.
2. Staff members shall be provided with the names of known unauthorized group members.
3. Students who seek help in rejecting unauthorized group associations may be referred to community-based unauthorized group suppression and prevention organizations.
4. Any unauthorized group graffiti on school premises shall be removed, washed down or painted over as soon as discovered.
 - a. Daily checks for graffiti shall be made throughout the campus.
 - b. Graffiti shall be photographed before it is removed. These photographs shall be shared with local law enforcement authorities and used in future disciplinary or criminal action against the offenders.
5. Classroom and after-school programs at each school shall be designed to enhance individual self esteem, provide positive reinforcement for acceptable behavior, and foster interest in a variety of constructive activities. These programs shall also:
 - a. Explain the dangers of unauthorized group membership
 - b. Provide counseling for targeted at-risk students

GANGS (Continued)**UNAUTHORIZED GROUPS**

- c. Include lessons or role-playing workshops in unauthorized group avoidance skills and nonviolent conflict resolution, including communication skills, anger management, ethnic/cultural tolerance, and mediation skills
- d. Assign individual unauthorized group members to cooperative learning groups in which they may work toward common goals with students who are not members of their unauthorized group
- e. Provide school-to-career instruction
- f. Provide positive interaction with local law enforcement staff

Unauthorized group prevention lessons may be taught jointly by teachers and law enforcement staff.

6. Staff shall actively promote membership in authorized student organizations which can provide students companionship, safety, and a sense of purpose and belonging, including:

- a. Positive sports and cultural activities and affiliations with the local community
- b. Structured, goal-oriented community service projects

Community Outreach

Unauthorized group prevention classes or counseling offered for parents/guardians shall address the following topics:

1. The dangers of unauthorized group membership
2. Warning signs which may indicate that children are at risk of becoming involved with unauthorized groups
3. The nature of local unauthorized group apparel and graffiti
4. Effective parenting techniques
5. Conflict resolution techniques

C. Discipline Process

GANGS (Continued)**UNAUTHORIZED GROUPS**

Staff will use the following techniques and procedures to discourage the influence of ~~gangs~~ **unauthorized groups**:

1. Upon a first offense, when a student causes, attempts to cause or threatens to cause physical injury to another student as a part of any ~~group or gang~~ **unauthorized group** activity, the following shall result:
 - a. Parent/guardian contact.
 - b. A five (5) day suspension and recommendation for an expulsion for a minimum period of nine (9) weeks.
 - c. A requirement that the student must apply for readmission to school after he/she has served the minimum expulsion period.
 - d. A recommendation for a rehabilitation program that is subject to review at a time of application for readmission. The plan shall include, but is not limited to:
 - ~~(i) — A minimum of eighty (80) hours of community service.~~
 - (i) **Community Service minimum of 20 hours - maximum of 80 hours, to be recommended by the District Discipline Review Board based upon the seriousness of the violation of the Education Code.**
 - (ii) A minimum of eight (8) weeks of counseling.
 - (iii) Prohibited from violating any of the sub-sections (a) through (q) contained in Education Code 48900 associated with school attendance.
 - (iv) Prohibited from participating in ~~gang~~ **unauthorized group** related activities, flying colors, or displaying ~~gang~~ **unauthorized group** paraphernalia.
 - e. A recommendation for an extension of the suspension to the expulsion hearing date.
 - f. **Unauthorized Group Contract**

GANGS (Continued)**UNAUTHORIZED GROUPS**

2. Upon a first offense, when a student causes, attempts to cause physical injury to classified or certificated staff member as part of any ~~group or gang~~ **unauthorized group** activity, the following shall result:
 - a. Parent/guardian contact.
 - b. A five (5) day suspension and recommendation for an expulsion for a minimum period of the balance of the semester in which the violation occurred plus one additional semester.
 - c. A requirement that the student must apply for readmission to school after he/she has served the minimum expulsion period.
 - d. A recommendation for a rehabilitation program that is subject to review at the time of application for readmission. The plan shall include, but is not limited to:
 - ~~(i) — A minimum of eighty (80) hours of community service.~~
 - (i) Community Service minimum of 20 hours - maximum of 80 hours, to be recommended by the District Discipline Review Board based upon the seriousness of the violation of the Education Code.**
 - (ii) A minimum of eight (8) weeks of counseling.
 - (iii) Prohibited from violating any one of the sub-sections (a) through (q) contained in Education Code 48900 associated with school attendance.
 - (iv) Unauthorized Group Contract and Law Enforcement Contact.**
 - e. Contact with law enforcement agency.
3. Upon a first offense, when a student wears or carries any apparel, jewelry, accessory, notebook, or makes gestures that symbolize ~~gang~~ **unauthorized group** membership, the following shall result:
 - a. Referral to the principal or designee.
 - b. Student sent home to change clothes or provided with alternative clothing.
 - c. Confiscation of ~~gang~~ **unauthorized group** related jewelry, accessory, notebook, etc.

GANGS (Continued)**UNAUTHORIZED GROUPS**

- d. Parent/guardian contact.
 - e. **Documented counseling with a "No Unauthorized Group Contract" and Law Enforcement contact.**
4. A second offense of #3 above will result in the following:
 - a. Parent/guardian conference.
 - b. One to five day suspension.
 5. A third offense will result in the following:
 - a. Parent/guardian contact.
 - b. A minimum five day suspension.
 - c. Contact with law enforcement agency.
 - d. **Possible recommendation for expulsion.**
 6. A fourth and subsequent offenses will result in the following:
 - a. Parent/guardian contact.
 - b. A minimum five day suspension and recommendation for expulsion
 - c. Contact with law enforcement agency.
 - d. **Possible recommendation for expulsion.**
 7. Any **gang unauthorized group** graffiti on school premises shall be removed, washed down or painted over as soon as discovered.
 - a. Daily checks for graffiti shall be made throughout the campus, including restroom walls and doors.
 - b. Graffiti shall be photographed before it is removed. These photographs will be shared with local law enforcement authorities and used in future disciplinary or criminal action against the offenders.
 8. Classroom and after-school programs at each school shall be designed to enhance individual self-esteem, provide positive reinforcement for acceptable behavior, and foster interest in a variety of positive activities.
 9. Staff shall actively promote membership in authorized student organizations which can provide students companionship, safety, and a sense of purpose and belonging.
 10. Each school within the Districts shall develop an action plan that includes but is not limited to the following.

GANGS (Continued)**UNAUTHORIZED GROUPS**

- a. Inservice for all staff on signs and symptoms of **gang unauthorized group** activity.
- b. Techniques and procedures to discourage the influence of **gang unauthorized groups**.
- c. Campus safety and supervision.
- d. **Gang Unauthorized group** prevention education.
- e. Outreach program for students identified as **gang-unauthorized group-oriented** students as well as actual members of existing **gangs unauthorized groups**.
- f. Parent support program.

Gang Unauthorized Group Prevention Education

1. Explain the dangers of **gang-unauthorized group** membership
2. Include lessons or role-playing workshops in nonviolent conflict resolution and **gang unauthorized group** avoidance skills.
3. Promote constructive activities available in the community.
4. Involve students in structured, goal-oriented community service projects.
5. Encourage positive school behavior.

GangUnauthorized group prevention lessons may be taught jointly by teachers, law enforcement staff, and **contracted organizations**.

Community Outreach

Gang Unauthorized group prevention classes or counseling offered for parents/guardians shall address the following topics:

1. The dangers of **gang unauthorized group** membership.
2. The nature of local **gang unauthorized group** apparel and graffiti.

GANGS (Continued)**UNAUTHORIZED GROUPS**

3. Ways to deal effectively with one's children.
4. Warning signs which may indicate that children are at risk of becoming involved with gangs: **an unauthorized group**.
5. Resources available to them for further assistance.

Community programs offered for staff, parents/guardians, churches, city officials, business leaders and the media shall address:

1. The scope and nature of local **gang unauthorized group** problems.
2. Ways that each segment of the community can help to alleviate these problems.

Intervention Measures

Staff shall make every effort to ~~assimilate~~ **engage** **gang unauthorized group**-oriented students into the academic, extra-curricular and social mainstream and into work experience programs. To this end:

1. Staff members shall be provided with updated information regarding ~~gang/group~~ **unauthorized group** activities which advocate drug use, ~~violence, or~~ disruptive behavior, **such as but not limited to violence, intimidation, threats, coercion, congregating in mass.**
2. Classroom teachers shall refer individual ~~gang-unauthorized group~~ oriented students for individual and/or group counseling.
3. Students who seek help in rejecting **gang unauthorized group** associations may be referred to community-based **gang unauthorized group** suppression and prevention organizations.

C. Forms Used and Other References

None

D. Procedure

Outlined in school discipline handbooks and consistent with Board Policy.

GANGS (Continued)

UNAUTHORIZED GROUPS

E. Reports Required

Suspension Documents

Expulsion Documents

F. Record Retention

Expulsion Documents

G. Responsible Administrative Unit

Student Services

H. Approved by the Administrator of the Division

Educational Services



HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent

FROM: James Mousalimas, Assistant Superintendent for Human Resources *JM*

DATE: April 30, 2008

SUBJ: Adopt the District's Initial Bargaining Proposal for the 2008-2009 School Year and Submit it for Negotiations, Pending Public Input

Background: The current three-year contract between the Tracy Educators Association and the Tracy Unified School District expires June 30, 2009. TEA submitted its proposal for the 2008-2009 school year at the April 22, 2008 Board Meeting.

Pursuant to Article XXXIX of the 2006-2007, 2007-2008, 2008-2009 Master Agreement, the District must also submit its proposal within 30 days after receipt of the Association's proposal. The District chooses not to open any additional Articles for negotiation during the 2008-2009 school year.

This agenda item meets strategic goal #7, Educational Leadership

Recommendation: Adopt the District's Initial Bargaining Proposal for the 2008-2009 School Year and Submit it for Negotiations, Pending Public Input

Prepared by: James Mousalimas, Assistant Superintendent for Human Resources



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: James Mousalimas, Assistant Superintendent of Human Resources
DATE: April 11, 2008
SUBJECT: Approve Revised Job Description for ISET Technician Level II

BACKGROUND: The job description for the ISET Technician Level II needs to be revised to more accurately reflect the responsibilities of the position within the Information Services and Educational Technology Department.

RATIONALE: The new job description is being proposed to ensure it accurately reflects the essential functions, education and experience, skills and qualifications, physical requirements and work environment of the position of ISET Technician Level II to support the responsibilities of supporting the District's student information system. This agenda item meets Strategic Goal #7: Educational Leadership.

RECOMMENDATION: Approve Revised Job Description for ISET Technician Level II.

Prepared by: Cindy Minter, Director of Information Services and Educational Technology

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: ISET Technician Level II

DEPARTMENT/DIVISION: Information Services and Educational Technology

POSITION SUMMARY:

Under general supervision of the Director of Information Services and Educational Technology performs network installations (i.e. servers, routers, ~~hubs~~, switches, workstations, printers, and other network devices on LANs and WANs), installs and connects peripherals, installs and configures workstation software, implements and maintains appropriate WAN security and backup measures, prepares memos and documentation, updates data bases, and provides user support through help desk, on site assistance, and training classes.

ESSENTIAL FUNCTIONS:

1. Installs, configures, monitors and maintains network equipment (i.e. servers, routers, ~~hubs~~, switches, user workstations, peripherals, etc.) on complex data networks.
2. Installs, configures, monitors, and maintains appropriate networking protocols, services, and applications on LANs and WANs.
3. Installs, configures, monitors, and maintains District network support systems (i.e. email, internet services, network productivity applications, student system, business applications, educational applications, etc.).
4. Implements, monitors, and evaluates District network security measures.
5. Maintains back-up systems for District administrative servers.
6. Monitors and evaluates District LANs and WANs, and makes recommendations for improvements.
7. Maintains appropriate records and documentation related to District LANs and WANs.
8. Coordinates and provides user training ~~Provides site and user support and assists with user training classes related to District LANs and WANs.~~
9. Assists with District networked information systems (e.g. student, finance, personnel, learning, facilities, libraries, student and parent) applications.
10. Maintains a high level of technical ~~Keeps up to date knowledge and skills related to systems, applications, networks, workstations, and software to meet District needs.~~
11. Prepares equipment and software ~~requisitions based on District standards. Maintains records in a work order system.~~
12. Receives requests from user community for service or problem resolution; prioritizes requests and resolves or routes to appropriate staff for action; maintains user requests in a work order database and tracks the progress of service and problem resolution; contacts users to keep them informed of request status ~~Coordinates assignment of ISET technician work orders.~~
13. Develop short and long range plans for meeting the District's needs related to District applications, equipment and systems including, but not limited to, training, upgrades, replacement and additional features.
14. Coordinates data exchange and reports with state and other external agencies.
15. Assists and supports vendors who provide technology services and support to the District.
16. Maintains regular and prompt attendance in the workplace.
17. Performs other related duties as assigned by the Director of Information Services and Educational Technology.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, and read, write, and speak at a level sufficient to fulfill the duties to be performed. Two year degree in data telecommunications and networking or equivalent experience is required; High school diploma or equivalent is required; Three ~~two~~-years of experience is required in the areas of ~~in the~~ installation, repair, upgrading, operations, maintenance, and end user support for systems, applications, servers, networks, workstations, peripherals, and software through help desk, on site

instruction, and training classes. Appropriate network technician certification desired. Must possess a valid California driver's license.

SKILLS AND QUALIFICATIONS:

1. Knowledge of Local and Wide area data networks, data communications, and computer system theory and practice.
2. Knowledge of District network operating systems, network based services, and network applications.
3. Knowledge of installation, operation, upgrading, and maintenance of District network devices and workstations (e.g. servers, routers, hubs, **switches**, network cards, printers, drives, ~~modems~~, etc.).
4. Knowledge of tools, materials, equipment, and procedures used in the installation, operation, and maintenance of District networks, workstations and peripherals.
5. Knowledge of safety procedures in the performance of required duties.
6. Knowledge of end user support for networks, workstations, and software.
7. Knowledge of training end users on District networks, workstations, and District software.
8. **Knowledge of various complex computer programs, including but not limited to scanning programs, word processing, spreadsheet, email, database and calendaring.**
9. **Knowledge of database concepts and information system technology, concepts, functions, policies and procedures.**
10. Ability to install and operate servers, workstations, and other network devices connected to networks.
11. Ability to communicate effectively in both technical and non-technical terms **and to maintain a cooperative working relationship with those contacted in the course of work.** ~~Ability to establish and maintain effective working relationships with staff of user sites, departments and vendors.~~
12. Ability to interpret and apply complex technical publications, manuals and other documents.
13. Ability to understand and follow oral and written instructions.
14. Ability to generate and maintain reports and related records.
15. Ability to investigate and learn new equipment and software solutions to meet District needs.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. **Sit for extended periods of time.**
2. **Enter data into a computer terminal and operate standard office equipment for extended periods of time.**
3. **See and read a computer screen and printed matter with or without vision aids.**
4. **Speak so that others may understand at normal levels and on the telephone.**
5. **Hear and understand speech at normal levels and on the telephone, with or without hearing aids.**
6. **Stand and/or walk on hard and/or uneven surfaces for extended periods of time. Reach overhead, grasp, push/pull up to 50 pounds for short distances.**
7. **Lift and/or carry up to 50 pounds at waist height for short distances.**
8. **Bend, squat, stoop and/or climb for extended periods of time.**

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with District staff, site staff, and the public. Driving a vehicle to conduct work at school sites is required.

SALARY: Classified Salary Range 56

Board Approved: TUSD 3/24/98
Proposed Revisions Pending Board Approval



HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: James Mousalimas, Assistant Superintendent of Human Resources
DATE: April 18, 2008
SUBJECT: Approve Revised Declaration of Need for Fully Qualified Educators 2007-08

BACKGROUND: In order for Tracy Unified District teachers to be granted emergency credentials as needed, the governing board is required to certify that there is an insufficient number of certificated persons who meet the District have specified employment criteria for the positions listed on the attached form.

RATIONALE: Each school year the district has to submit an estimate of the number of emergency credentials that the district anticipates needing for the upcoming school year. This Declaration of Need needs to be approved by the School Board at a regular public meeting before being submitted to the California Commission on Teacher Credentialing. On June 26, 2007 the Board approved the Declaration of Need for the 2007-08 school years. The District was recently notified by the SJCOE that we have exceeded our allotment of Emergency Permits. We are requesting additional emergency permits for the 2007-08 school years. This Declaration of Need can be modified during the school year if the needs for the District change.

FUNDING: None.

RECOMMENDATION: Approve Revised Declaration of Need for Fully Qualified Educators as presented.

Prepared by: James Mousalimas, Assistant Superintendent of Human Resources.



DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

- ☐ Original Declaration of Need for year: _____
☒ Revised Declaration of Need for year: 2007/2008

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Tracy Unified School District District CDS Code: 75499
Name of County: San Joaquin County CDS Code: 39

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 5/13/08 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► *Enclose a copy of the board agenda item.*

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2008.

Submitted by (Superintendent, Board Secretary, or Designee):

James Mousalimas Assistant Superintendent
Name Signature Title
209 830 3264 209 830 3260
Fax Number Telephone Number
1875 W. Lowell Ave., Tracy, CA 95376
Mailing Address
E-Mail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____
Name of State Agency _____
Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, ____.

► *Enclose a copy of the public announcement*

Submitted by Superintendent, Director, or Designee:

_____ Name	_____ Signature	_____ Title
_____ Fax Number	_____ Telephone Number	_____ Date
_____ Mailing Address		
_____ E-Mail Address		

- This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit

Estimated Number Needed

CLAD (applicant already holds teaching credential)

200

BCLAD (applicant already holds teaching credential)

25

List target language(s) for BCLAD:

Spanish

Resource Specialist

3

Teacher Librarian Services

1

Visiting Faculty Permit

0

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in multiple subject and single subject areas.

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	5
Single Subject	5
TOTAL	10

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for more details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable teacher is not available to the school district, the district made a reasonable effort to recruit an individual for the assignment, in the following order:

- An individual who is scheduled to complete initial preparation requirements within six months
- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program?

☒ Yes

☐ No

If no, explain. _____

Does your agency participate in a Commission-approved college or university internship program?

☒ Yes

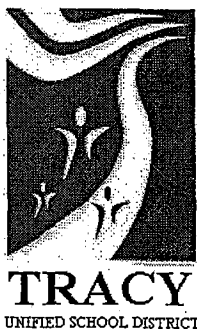
☐ No

If yes, how many interns do you expect to have this year? 40

If yes, list each college or university with which you participate in an internship program.

Impact CSU Stanislaus; Project Pipeline; UOP
University of Phoenix, National, CSU Sacramento,
Chapman, CSU Fresno

If no, explain why you do not participate in an internship program.



HUMAN RESOURCES MEMORANDUM

James Mousalimas
Assistant Superintendent
(209) 830-3260 FAX (209) 830-3264

TO: James C. Franco, Superintendent
FROM: James Mousalimas, Assistant Superintendent of Human Resources *Jm*
DATE: May 7, 2008
SUBJECT: Adopt Resolution 07-30 for a Reduction in Classified Staff Due to Lack of Work/Lack of Funds

BACKGROUND: Due to the State Budget Crisis, Tracy Unified School District needs to reduce spending in the 2008/2009 school year. At the Board Meeting on May 6, 2008, Trustees voted to reduce the budget by eliminating two (2) Painter/Glazier positions and One (1) Budget Clerk Position. In order to implement this reduction, the attached resolution must be adopted.

RATIONALE: Reduction in classified staff is needed due to lack of work/lack of funds.

RECOMMENDATION: Adopt Resolution 07-30 for a Reduction in Classified Staff Due to Lack of Work/Lack of Funds.

Prepared by: James Mousalimas, Assistant Superintendent of Human Resources.



**TRACY UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 07-30**

**RESOLUTION FOR A REDUCTION IN CLASSIFIED STAFF DUE TO
LACK OF WORK/LACK OF FUNDS**

WHEREAS, the Governing Board of the Tracy Unified School District has determined that it shall be necessary to reduce the following positions in the District not later than June 30, 2008 due to lack of work/lack of funds:

Maintenance/Operations

Two (2) 8 hour/12 month Painter/Glazier Positions – eliminated

South/West Park School

One (1) 4 hour/10 month Budget Clerk Position - eliminated

NOW, THEREFORE, BE IT RESOLVED that it shall be necessary to eliminate three (3) classified employees as shown above, effective June 30, 2008 as a result of lack of work/lack of funds. The Superintendent or his designated representative is directed to take all appropriate action needed, including the sending of appropriate notices to all employees whose positions shall be affected by virtue of this action.

ADOPTED by the Governing Board of Tracy Unified School District on May 13, 2008 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

**James Vaughn, President
Board of Education
Tracy Unified School District**

**Bill Swenson, Clerk
Board of Education
Tracy Unified School District**