

NOTICE
REGULAR MEETING OF THE GOVERNING BOARD
TRACY UNIFIED SCHOOL DISTRICT

DATE: WEDNESDAY, MAY 28, 2008

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

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

A G E N D A

1. **Call to Order**
2. **Roll Call – Establish Quorum**
Board: G. Crandall, 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
Anticipated Litigation – 2 cases
Government Code Section 54956.9
 - 3.1.2 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: #FF07-08/163, 166, 174, 178, 179, 181, 186, 187, 191, 192, 194, 196
 - 3.2.2 Waiver of Expulsion: #WE07-08/7,8
Action: Motion___; Second___ **Vote:** Yes___; No___; Absent___; Abstain___.
 - 3.2.3 Early Graduation: WHS #1012237, WHS #10211215, THS #1021633
Action: Motion___; Second___ **Vote:** Yes___; No___; Absent___; Abstain___.
 - 3.2.4 PE Exemption: THS #1014317
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 TSMA Employee #UCL-116,
Pursuant to BP4361.1(a)

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

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

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

3.3.4 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 # FF07-08/163, 166, 174, 178, 179, 181, 186,187,
191,192,194, 196

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

6b Report Out of Action Taken on Waiver of Expulsion: #WE07-08/7,8

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

6c Report Out of Action Taken on Early Graduation: WHS #1012237, WHS #10211215,
THS #1021633

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

6d Report Out of Action Taken on PE Exemption: THS #1014317

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

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

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

6f Report Out of Action Taken on Consider Leave of Absence Request for TSMA Employee
#UCL-116, Pursuant to BP4361.1(a)

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

7. Approve Special Minutes of May 6, 2008.

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

Approve Regular Minutes of May 13, 2008.

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

8. Student Representative Reports: Tracy High: Alaina Bassett; West High: Naficeh
Dastgheyb, Stein: Victoria Bandy.

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

9.1 Recognize and Congratulate the Tracy High School Varsity Softball, Baseball and Golf
teams for Capturing the 2008 Sac Joaquin Athletic Association (SJAA) League
Championships

9.2 Recognize and Congratulate the West High School Varsity Boys' Tennis Team for
Capturing the 2008 Tri City Athletic (TCAL) League Championship

9.3 Recognize the Outstanding Employees of the 2007-08 School Year

9.4 Recognize Retirees

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

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

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

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:** None.

11.2 **Educational Services:**

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| 11.2.1 | Receive Report on Algebra Readiness and Proposed Textbook Adoption | 11 |
| 11.2.2 | Receive Report on Changing the Bell Schedule for Monte Vista and Williams to Add Instructional Minutes into the Daily Schedule | 12 |
| 11.2.3 | Receive Report on California Interscholastic Federation Athletic Program | 13 |

12. **PUBLIC HEARING:**

12.1 **Administrative & Business Services:**

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| 12.1.1 | Open Public Hearing on the School Facilities Needs Analysis and Adoption of Alternative Developer Fees Pursuant to Government Code Section 65995.6(d) | 13-52 |
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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:**

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|--------|---|-------|
| 13.1.1 | Ratify Routine Expenditures and Notice of Completions Which Meet Criteria for Board Review and Approval | 53-54 |
| 13.1.2 | Ratify Measure E Related Expenditures and Notice of Completions Which Meet Criteria for Board Review and Approval | 55-56 |
| 13.1.3 | Approve Payroll Reports (March, April, 2008) | 57-71 |
| 13.1.4 | Acknowledge Report on Grounds Work (Separate Cover Item) | 72-73 |

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| 13.1.5 | Adopt Resolution No. 07-32 to Excuse Meeting Absence of Board Member | 74-75 |
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| 13.2 | Educational Services: None. | |
| 13.2.1 | Approve Service Agreement for Vinewood Center for Children & Families to Provide a Primary Intervention Program (PIP) for South/West Park School Students | 76-78 |
| 13.2.2 | Approve Service Agreement for Vinewood Center for Children & Facilities to Provide counseling Services for South/West Park School Students | 79-81 |
| 13.2.3 | Approve Service Agreement for Nancy Fetzer, for Coaching in Balanced Literacy Including Writing for Teachers at Delta Island Elementary School | 82-85 |
| 13.2.4 | Approve Tracy Adult School Course Offerings for the 2008-2009 School Year | 86-88 |
| 13.2.5 | Approve all Out of State, Overnight, and Out of District Travel for Tracy High FFA Teachers and Students for the 2008-2009 School Year | 89-95 |
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| 13.3 | Human Resources: | |
| 13.3.1 | Approve Classified, Certificated and/or Management Employment | 96 |
| 13.3.2 | Accept Resignations/Retirements/Leaves of Absence for Classified, Certificated, and/or Management Employment | 97-98 |
| 13.3.3 | Approve Agreements for Special Contract Services for Assistant Volleyball Coach Mahina Tankersley for the 2008-09 Season | 99-101 |
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| 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 2009-2010 High School Attendance Boundaries | 102-104 |
| Action: | Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain__. | |
| 14.1.2 | Adopt Revised Administrative Regulation 1330.1 Facility Use (Fourth Reading, with Minor Change, Intent to Adopt) | 103-125 |
| Action: | Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain__. | |
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| 14.2 | Educational Services: | |
| 14.2.1 | Approve Merrill West High School Tardy Pilot Program for Implementation for 08-08 School Year (Under Separate Cover) (Report) | 130-131 |
| Action: | Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain__. | |
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| 14.3 | Human Resources: | |
| 14.3.1 | Adopt Resolution No. 07-31 for a Reduction in Classified Staff Due to Lack of Work/Lack of Funds | 132-133 |
| Action: | Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain__. | |
| 14.3.2 | Approve CSEA Reclassifications/Reallocations | 134-135 |
| Action: | Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain__. | |
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| 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 June 10, 2008

17.2 June 24, 2008

18. Upcoming Events:

18.1 May 29, 2008

Promotion: Williams Middle School, 6:30 p.m.

Promotion: Poet Christian, 7:00 p.m.

18.2 May 30, 2008

Promotion: Monte Vista Middle School, 6:30 p.m.

18.3 May 31, 2008

Graduation: Tracy High 8:30 a.m.; West High 10:30 a.m.

18.4 June 20, 2008

Promotion: Freiler, 6:30 p.m.

18.5 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
Special Meeting of the Governing Board
For Tracy Unified School District
Held at Freiler School
2421 W. Lowell Avenue
Tracy, CA
Held on May 6, 2008**

7:10 PM: President Vaughn called the meeting to order and led those present in the Pledge of Allegiance.

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

Employees Present: C. Minter, P. Hall, R. Call, J. Carter, N. Kettner, B. Borges, W. Gouveia, M. Silveira, L. Fracolli, B. Borges, J. McVey, D. Silveira, M. Silveira, J. Cardoza, G. Krebbs, P. Baird, V. Carranza, D. Cheeseman, G. Jayne, S. Dukes, B. Willner, K. Souza, M. Belasco, J. Lopez, R. Soto, A. Strecker, G. Wilson, R. Woodard, S. Heifner, A. Flores, P. Simmonds

Visitors Present: E. Cardoza, J. Sterling

Hearing of Delegations None.

Action Items: **7.1 Administrative & Business Services:**
7.1.1 Approve Budget Reduction Priority List
Action: Lewis, Guzman. **Vote:** Yes-5; No-0; Absent -2(Crandall, Feller)

Dr. Franco: The Board was provided a budget report on April 22nd. The goal tonight is to approve a list of reductions as close to \$3.4 million as possible. If more is needed, we will bring back the list for further prioritizing at a future date. We are attending the Governor's budget workshop on May 19th. The Board has been given the Superintendent's list and the budget report.

Dr. Goodall: Reviewed the state budget and January proposal. Initial cuts were estimated to be \$7.1 million. We have been able to get that amount down by using categorical dollars. We were able to get the amount of reductions \$3.4 million.

Dr. Franco: It is very difficult to make \$3.4 million in reductions to our budget. It could have been much worse and he thanked our finance department for providing as many ways possible to bring the number down from \$7.1 million to

\$3.4 million. He thanked the entire district.

There were no suggestions from the Board to move any items on the list.

Dr. Franco will take this list and implement the reductions up to and including items 1 through 25, which total \$3,418,730. Each item was read and verified. A copy of this list is attached to these minutes.

Trustee Feller is not present tonight due to illness. Trustee Crandall is not present because he was called to work.

Trustee Vaughn: He thanked staff and all the groups including TEA and CSEA for participating in helping rank the proposed reduction items. We appreciate your input. Thank you Dr. Goodall.

Trustee Hawkins: This came from the state, not our district. The fact that there is a May revise could change this whole thing. We are always hopeful, but we may have to cut further. This is something that could happen. Sometimes in September they make it worse. This is a situation created by the California education system.

7:27 PM Adjournment

Clerk

Date

**Minutes of
Regular Meeting of the Governing Board
For Tracy Unified School District
Held on Tuesday, May 13, 2008**

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

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

7:10 PM: President Vaughn called the Tracy Unified School District Board of Education to order and led those present in the Pledge of Allegiance.

President Vaughn read the resignation letter received from Trustee Joan Feller. Her resignation is effective immediately due to health reasons. This position will be left unfilled until the November election.

Closed Session:

6a Action on Findings of Fact # FF07-08/152, 156, 159, 160, 162, 165, 168, 169, 170, 172, 173, 175, 177
Action: Lewis, Crandall. **Vote:** Yes-6; No-0.

6b Report Out of Action Taken on Application for Early Graduation: THS 1018436, WHS 10209682
Action: **Vote:** Yes-6; No-0.

6c Report Out of Action Taken on Waiver of CAHSEE Requirements for Students with IEP
Action: **Vote:** Yes-6; No-0.

6d Report Out of Action Taken on Consider Leaves of Absence for the 2008-2009 School Year as Indicated
Action: Approved. **Vote:** Yes-6; No-0.

6e Report Out of Action Taken on Consider Leave of Absence Request for Classified Employee #UCL-114, Pursuant to Article XXIII
Action: Approved. **Vote:** Yes-6; No-0.

6f Report Out of Action Taken on Consider Leave of Absence Request for Classified Employee #UCL-115, Pursuant to Article XXIII.
Action: Approve. **Vote:** Yes-6; No-0.

6g Consider Leave of Absence Requests for Certificated employees #UC-581 Pursuant to Article XX
Action: Approved. **Vote:** Yes-6; No-0.

Employees Present: B. Maslyar, S. Lycan, D. Wakefield, C. Minter, D. Mizuno, W. Huffman, S. Harrington, S. Hutsell, P. Furtado, K. Fistolera, B. Willner, K. Brown, T. Hurtado, L. Auser, B. Kirstein, B. Carter, S. Sievers, B. Reed, N. Hernandez, N. Hobson, M. Vierra, S. Vierra, H. Calad, M. Flores, J. Zuniga, J. Tiffany

Press: J. Wadsworth

Visitors Present: L. Furtado, C. Saalwaetcher, O. Gutierrez, A. Bakerink, D. Simon, R. Elliott, G. Mizuno, T. Harrington

Minutes: Approve Regular Minutes of April 22, 2008.
Action: As amended. Crandall, Lewis. **Vote:** Yes-6; No-0.

Student Representative Reports: Poet Christian student representatives: Lucas Furtado, Arian Grimes – presented a power point which included their pride projects (service learning) assemblies, family game night, noodle hockey, family math and science night with NASA, Halloween walk-a-thon, middle school dances, karaoke party, student of the month, character counts, reading buddies, visual arts, instrumental music, dance company, and the drama production of *The Wizard of Oz*.

Recognition & Presentation: 9.1 Update on Tracy High School Scientifically Speaking Club

Tracy High Science teacher, Kirk Brown, introduced three of his advanced biology students: Kelsie Pombo, Theresa Long and Asha Miles. Each student presented their project and reviewed their results. They will be attending Stanford, Berkeley and UC Davis. The students acknowledged Mr. Brown for his knowledge and support and also Terri Sargent, the IB coordinator for her support.

West High School Update:

West High student, Naficeh Dastgheyb presented a power point about the multi cultural fair. It is one of the most exciting weeks in the year. There is a wide range of student involvement. This year it was held from April 28th through May 2nd. The students have an opportunity to express their cultures and ethnicities. She also passed out a poem that was read at their assembly entitled *The Way I see It*.

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

Sally Hutsell was recognized as the 9-12 outstanding certificated employee of the spring term. She is a Chemistry teacher at Tracy High School.

Trustee Hawkins left the meeting for the evening at 7:50 p.m.

9.3 Recognize Certificated and Classified Retirees

The following employees were honored for their retirement: Bertilde Kirstein, Theresa Hurtado, Larry Auser, Shirley Vierra, Nancy Clark, Richard Elliot, Jackie Tiffany, Michael Vierra, Judy Zuniga, Joan Calderon, Marie Flores, Dale Mizuno, Sharalyn Harrington

Trustee Crandall left the meeting at 8:31 p.m.

Trustee Crandall returned to the meeting at 8:35 p.m.

Hearing of Delegations

None

Information & Discussion Items:

11. Administrative & Business Services:

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

Charlie Feinstein with KNN presented power point which reviewed our current bond. The tax base has grown rapidly in this area and they have been able to issue bonds sooner. This is very successful and they been able to avoid additional cost by issuing them in 3 years instead of 4. He also talked about the possibility of extending the bond and the timeline for a potential bond.

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

Dr. Goodall presented a power point presentation on the process and recommendation of the 09-10 high school boundaries. He also reviewed the concerns about siblings at different high schools, North & Traina students going to Kimball and Westgate students going to West High along with the effects that those map changes would create.

Mrs. Frankel spoke as one of the parents who attended one of the public meetings. She currently has 2 children at Poet and 1 at Tracy High. She apologized for her written comment. She did not mean to be aggressive. She feels it is stressful to wait to see if transfers are approved late in the summer. She doesn't agree with the boundaries, but understands the numbers. She feels that if the public doesn't have input, then there was no reason for public comment.

Trustee Lewis wanted to clarify that if you live outside of the boundaries of Poet, the students would have to apply to get into the performing arts program at Tracy High, regardless of the boundary change.

Public Hearing:

12. Administrative & Business Services:

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

Opened public hearing at 9:19 p.m. No comments were received.
Closed public hearing at 9:20 p.m.

Consent Items:

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

13.1 Administrative & Business Services:

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

13.1.2 Ratify Measure E Related Expenditures and Notice of Completions Which Meet Criteria for Board Review and Approval

13.1.3 Accept Donations

13.1.4 Acknowledge Monthly Heating Ventilation, and Air Conditioning Report

13.1.5 Approve 2008-2009 Designation of CIF Representatives to League

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

13.2 Educational Services:

13.2.1 Receive Update on Quarterly Williams Uniform Complaint Reports for Quarter Ending April 15, 2008

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

13.3 Human Resources:

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 Approve the Justification of Student Generation Rates for 2008

Action: Crandall, Guzman. **Vote:** Yes5; No-0; Absent-1(Hawkins)

14.1.2 Approve Community Survey Proposal with the Center for Community Opinion

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

- 14.1.3** Acknowledge Revisions to Administrative Regulation 1330.1 Facilities Use, Third Reading, Intent to Adopt)
Action: Lewis, Crandall. **Vote:** Yes-5; No-0; Absent-1(Hawkins)
- 14.1.4** Adopt Resolution #07-28 – Specifications of the Election Order
Action: As amended to include adding a two year unexpired term created by Joan Feller's resignation. Crandall, Guzman. **Vote:** Yes-5; No-0; Absent-1(Hawkins)
- 14.1.5** Approve the 2007-08 Revised Deferred Maintenance Project List and the Updated Five Year Deferred Maintenance Plan

Oscar Gutierrez: He thanked the Board for their prompt action in taking care of the situations at Tracy High. They are working diligently every day. He appreciates the action going so rapidly. He attended the oversight committee and was given a draft plan. His goal is to address everything on the project list if the funds are available. He thinks it would be great if the District and Board would come up with plan as to what will happen with specific areas. It would create a target number as far as costs in planning so that finance and construction would have a number to look at. It would send a great message to school, students and teachers that they haven't been forgotten and are included and will address all the issues at Tracy High School.

Arch Bakerink: He is a member of the oversight committee. He is here as an individual. He is in favor of what the staff has recommended. A lot of this is deferred maintenance. It is important to get some sort of parameters of what the costs are. He commends the staff for really jumping on this. Everyone has the best interest of the school district at heart.

Craig Saalwaetcher: He commends Oscar, Mark and the parents concerned about the PE facilities. He knows the facility issues that students have had to deal with. He commends Casey, Denise and Dr. Franco. People need to keep in mind that the bond is working.

Trustee Crandall: He feels the bleachers and ramps at the stadium have been neglected at Tracy High, especially on the home side. He would like Casey to look into what it would cost to make that sturdy.

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

14.2 Educational Services:

- 14.2.1** Adopt Revised Board Policy 5136 Unauthorized Groups and Acknowledge AR 5136 (2nd Reading)
Action: Swenson, Guzman. **Vote:** Yes-5; No-0; Absent-1(Hawkins)

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

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

14.3.2 Approve Revised Job Description for ISET Technician Level II

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

14.3.3 Approve Revised Declaration of Need for 2007-08 School Year

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

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

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

Board Reports:

Trustee Crandall attended the facilities meeting. There has been a lot of progress made. Hats off to all who worked on this. He will be on the high school principals' interview committee. Both of our high schools are in baseball playoffs. It has been a pleasure working with Joan. He appreciates everything she added to the board and what he's learned from her. Thank you to Peter Holtz for his supportive letter in the newspaper. It was very well written. Trustee Lewis echoed Gregg's comments on Joan. She helped us make good decisions and always cared about the kids. We hope to get her back for recognition. San Ramon Valley hired a new superintendent who will be making \$240,000 a year. Trustee Swenson attended CIF board of managers meeting. On the Franklin issue, people are monitoring the program and are very happy with the Franklin administration and coaches. He toured Tracy High facilities. He also attended the CTA dinner at Le Bistro,. Dean Vogel, the vice president of CTA spoke. We all need to go out and promote education. He will miss Joan. She was always inspirational. She would speak up for the special needs students. Trustee Guzman had the same sentiments for Joan. She always had a vision and a lot of compassion. We will miss her. He also attended the CTA dinner. The Academic Decathlon at East Union was a great turnout. Trustee Vaughn attended the facilities meeting. We have a very detailed plan. It's good to see we are getting things done there already. He missed the CTA dinner. His great aunt trained both Dean Vogel and Jim Franco as a teacher. Last Thursday he attended the African American Student Recognition. For all 8th grade students. Joan was a good role model. She really pays a lot of attention to detail and asked good questions. He always listened to her. She has a very good sense of humor. He appreciates the time he served with Joan.

Superintendent Report:

Dr. Franco congratulated Kelly's Heroes. They raised \$18,000 for Relay for Life. Trustee Lewis thanked the district for being a supporter. Dr Franco announced that on Saturday, May 17th at 10:00 a.m., will be the dedication and grand opening of the pool and stadium which will be held on the north

end of the cafeteria in the grass area. Today he walked the field with Herman. The sound system is great too. CTA and TEA will sponsor a 1 hour information distribution effort at the corner at 11th and Corral Hollow and there will be signs. Steve would like to see a wide representation. It will start at 4:30 p.m. Baseball playoffs will be at UOP at 4:00 and 7:00 p.m. Tomorrow night is the senior night at West High. Thank you to Bill Willner for his work on facility issues. Casey and Denise get a lot of credit and they deserve it, but one of the people they always call on is Bill. Sunday morning he received a call on graffiti and he called Bill to take care of it. Thursday night is the first meeting of the Tracy Volunteer Facility Committee. Denise has put together a representative group of community members. They will look at facility needs. He thanked the board for approving the survey. Joan was an outstanding board member and became an expert in a number of areas. We all pray for her health. She would read the agenda thoroughly. She had a lot of knowledge of facilities and was a special needs advocate and that is important. We will miss her.

9:55 P.M.

Adjournment.


Clerk

Date



HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent

FROM: James Mousalimas, Assistant Superintendent for Human Resources 

DATE: April 30, 2008

SUBJECT: Recognize the Outstanding Employees of 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 reviewed the nominations and made the selections for the Employees of the Term. This is the 24th year the District has been recognizing outstanding employees.

RATIONALE:

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

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

FUNDING: N/A

RECOMMENDATION:

Recognize Marta Camara (K-5), Laurie Haugland (6-8), and Jessica Baca (9-12) as Outstanding Classified employees of the year; Maricela Morelos-Bedolla (K-5), Nellie Baretta (6-8), and Juan Lopez (9-12) as Outstanding Certificated employees of the year; and Nancy Hopple as Outstanding Certificated Management employee of the 2007-08 school year.

Prepared by: James Mousalimas, Assistant Superintendent for Human Resources



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: *JS* Dr. Sheila Harrison, Assistant Superintendent of Educational Services
DATE: May 7, 2008
SUBJECT: Receive Report on Algebra Readiness and Proposed Textbook Adoption

BACKGROUND: As part of the instructional materials adoption process, mathematics teachers have been engaged in evaluating algebra readiness textbooks. In 2007-2008, the K-12 Math Cadre developed criteria for evaluating instructional materials and reviewed eleven algebra readiness programs for their alignment with district and state standards. During the third quarter of 2007-2008, the K-12 Math Cadre's work focused on piloting sample lessons from various publishers' materials, seeking input from District teachers and recommending materials for adoption. One of the key aspects of this review process was to ensure that the material presented in the text is aligned with the state content standards for algebra readiness. The following lists the texts that are being recommended for adoption:

Publisher	Title	ISBN#
Prentice Hall	California Algebra Readiness (with complimentary Math Companion – provided by publisher)	0-13-369097-0
Prentice Hall	Student Workbook: Practice, Vocabulary, Guided Practice Solving Workbook (consumable – provided by publisher)	0-13-363228-8

RATIONALE: This report is being presented to increase Board and community awareness of the history and activities of the District Mathematics program, and to provide descriptions of and rationale for the upcoming textbook adoption. This agenda item meets Strategic Goal #2: Create a Quality and Effective Learning Environment.

FUNDING: Funding for the purchase of recommended materials in the amount of \$51,000 will be provided by state instructional textbook funds.

RECOMMENDATION: Receive Report on Algebra Readiness and Proposed Textbook Adoption.

PREPARED BY: Dr. Donna Sonnenburg, Director of Instructional Media Services and Curriculum



TRACY
UNIFIED SCHOOL DISTRICT

EDUCATIONAL SERVICES MEMORANDUM

To: Dr. Jim Franco, Superintendent
From: Dr. Sheila Harrison, Assistant Superintendent of Educational Services
Date: May 28, 2008
Re: **Receive Report on Changing the Bell Schedule for Monte Vista and Williams to Add Instructional Minutes into the Daily Schedule.**

Background: Monte Vista and Williams Middle School both currently have 58,177 instructional minutes in their year. In order to increase the amount of time available for instruction the schools are going to eliminate morning nutrition break between 2nd and 3rd periods. This will add 1,808 minutes to the instructional year.

Rationale: Nutrition Break was originally designed to provide students with time for a morning snack. Both Williams Middle School and Monte Vista offer breakfast programs that are available to all students. Currently the breakfast program has increased in participants while the number of students purchasing items at Nutrition Break has decreased. Therefore, the breakfast program will be expanded and Nutrition Break will be eliminated. Passing time will be extended from four to six minutes between periods 2nd-3rd periods and 5th-6th periods. Also, the elimination of Nutrition Break will alleviate the overcrowded conditions that take place in the common areas when all students are out at the same time which will increase safety for all students. This supports Strategic Goal #2, Quality Learning Environment.

Funding: There will be no cost to the District.

Recommendation: Receive Report on Changing the Bell Schedule for Monte Vista and Williams to Add Instructional Minutes into the Daily Schedule.

Prepared by: Barbara Montgomery and Stephanie Prioste



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services
DATE: May 22, 2008
SUBJECT: Receive Report on California Interscholastic Federation Athletic Program

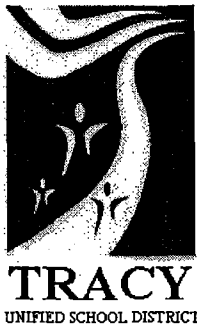
BACKGROUND: Tracy High and West High are members of the California Interscholastic Federation (CIF). CIF is a voluntary organization that consists of school and school related personnel with responsibility for administering interscholastic athletic activities in secondary schools.

RATIONALE: This report will update the Board on the training of non-certificated coaches and challenging issues CIF is addressing at the league and state level.

FUNDING: N/A

RECOMMENDATION: Receive Report on California Interscholastic Federation Athletic Program.

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



BUSINESS SERVICES MEMORANDUM

To: James C. Franco, Superintendent

From: C. Goodall, Assistant Superintendent for Business

Date: May 27, 2008

Subject: **Open Public Hearing on the School Facilities Needs Analysis and Adoption of Alternative Developer Fees Pursuant to Government Code Section 65995.6 (d).**

BACKGROUND: In August 1998, ("SB-50") legislation was passed that made major changes in the State School Building Program as well as the level of permissible school mitigation fees. Education Code 17620 was amended to include the revised provisions of Government Code Sections 65995, 65995.5, 65995.6 and 65995.7. Prior to the passage of SB-50 school districts had the power to withhold land use approvals until the impact on school facilities was fully mitigated. These measures included the ability to levy mitigation payments in excess of the statutory fees also referred to as Level I fees. SB-50 limited the powers cities and counties had requiring mitigation of school facilities impact on new development. The amended law required school districts meet certain conditions in order to impose higher fees known as: Level II fees which are based on a 50% contribution from the State School Building Program and Level III fees which is based on 100% of the school facilities cost and may be imposed if the State School Building Program is out of bond funds.

The alternative fees must be adopted by resolution at the end of a public hearing period of not less than 30 days. The public hearing period is scheduled to begin on May 27, 2008 and will close at the August 12, 2008 board meeting.

RATIONALE: As a condition to levy alternative fees, TUSD must conduct and adopt a School Facilities Needs Analysis (SFNA). The purpose of the SFNA is to: establish the need for new school facilities for unhoused students attributable to new residential development over the next five years; establish the amount of the fees and demonstrate that the fees are proportionate and reasonable as related to the cost of future facilities within the District.

Due to the configuration of TUSD, two SFNAs have been develop, one for the K-12 boundaries of the District which yields Level II fees of \$6.72 and Level III fees of \$13.44 per square foot of residential construction. The fees for the K-8 feeder Districts which are only responsible for mitigation of high school facilities, Level II fees are \$2.51 and Level III fees of \$5.02 per square foot of residential construction.

FUNDING: No funding implications

RECOMMENDATIONS: Open Public Hearing on the School Facilities Needs Analysis and Adoption of Alternative Developer Fees Pursuant to Government Code Section 65995.6 (d).

Prepared by: Denise Wakefield, Director of Facilities

**Tracy Unified School District
School Facilities Needs Analysis
Kindergarten – Grade 12
May 27, 2008**

Summary

The Governing Board of any school district is authorized to levy a fee, charge, dedication or other requirement against any construction within the boundaries of the district, for the purpose of funding the construction or reconstruction of school facilities. The amount of the fee, with the exceptions as stated in Sections 65995.5 and 65995.7 of Government Code, is limited to a specified amount, generally referred to as the "statutory" fee. Recent legislation also refers to the statutory fee as the Level I Fee. This fee is presently a maximum of \$2.97 per square foot of assessable area for new residential construction and a maximum of \$.47 per square foot of commercial/industrial construction.

Sections 65995.5 and 65995.7 of Government Code contain provisions which allow a school district to justify greater fees which are referred to as the Level II Fee and Level III Fee, if the school district meets specified legal requirements for eligibility and adopts a School Facility Needs Analysis (Government Code 65995.6).

This study titled the School Facility Needs Analysis finds that justification exists for levying Level II Fees and Level III Fees in the Tracy Unified School District in the amounts determined pursuant to Sections 65995.5, 65995.6 and 65995.7. The determination of Level II and III Fees is based the prescribed method of calculation documented in Government Code Section 65995.5 (c).

The calculation yields the representative cost per square foot for new residential construction for school facilities mitigation based on a number of factors that are documented through out this analysis. The results as calculated in accordance with the prescribed formula are noted below:

**Tracy Unified School District
Grade Kindergarten – 12 Attendance Boundaries
Mitigation Fees (2008 \$s)**

Level II Fee per Square Foot	\$6.72
Level III Fee per Square Foot	\$13.44

Eligibility Requirements

In order to impose Level II and Level III fees, the District must have met the eligibility requirements outlined in Government Code Section 65995.5. The conditions are as follows:

1. A school district must make a timely application to the State Allocation Board for new construction funding for which it is eligible; be determined by the Board to meet the eligibility requirements for new construction funding pursuant to the State Facilities Program and obtain a letter of determination of its eligibility requirements for new construction.
2. Conduct and adopt a school facilities needs analysis.
3. Satisfy at least two of the following requirements:
 - The district is a unified or elementary school district that has a substantial enrollment of its elementary school pupils on a multi-track year-round schedule. "Substantial enrollment" means that at least 30 percent of the district pupils in kindergarten and grades 1-6 inclusive, in the high school attendance area in which all or some of the new residential units identified in the needs analysis, are planned for construction.
 - The district has placed on the ballot in the previous four years a local general obligation bond to finance school facilities and the measure received at least 50 percent plus one of the votes cast.
 - The district meets one of the following:
 - a. The district has issued debt or incurred obligations for capital outlay in an amount equivalent to 15 percent of the district's local bonding capacity, including indebtedness that is repaid from property taxes, parcel taxes, the district's general fund, special taxes levied by vote of the landowners prior to November 4, 1998, and revenues received pursuant to the Community Redevelopment Law. Indebtedness or other obligation to finance school facilities to be owned, leased, or

used by the district, that is incurred by another public agency, shall be counted for the purpose of calculating whether the district has met the debt percentage requirement contained herein; or

- b. The district has issued debt or incurred obligations for capital outlay in an amount equivalent to 30 percent of the district's local bonding capacity, including indebtedness that is repaid from property taxes, parcel taxes, the district's general fund, special taxes levied by vote of the landowners after November 4, 1998, and revenues received pursuant to the Community Redevelopment Law. Indebtedness or other obligation to finance school facilities to be owned, leased, or used by the district, that is incurred by another public agency, shall be counted for the purpose of calculating whether the district has met the debt percentage requirement contained herein.
- At least 20 percent of the teaching stations are relocatable classrooms.

Compliance with Statutory Requirements

The District satisfies all of the requirements necessary to conduct a School Facilities Needs Analysis. These requirements have been satisfied in the following manner:

- The District adopted a Resolution on February 23, 1999 electing to participate in the School Facilities Program. Eligibility was recently reestablished April 25, 2007 with the recertification of SAB Forms 50-01. Filing for construction eligibility satisfies the requirement for collecting Level II and Level III fees. The District's most current eligibility has been determined on SAB Form 50-01 and included as an Appendix.
- The District has placed a general bond measure on the ballot during the past four years and received at least 50 percent plus one of the votes cast.
- The District's outstanding debt or obligations is equal to approximate 21 % of the District's local bonding capacity.
- More than 38% of the District's teaching stations are in portable/relocatable classrooms.

Calculation of the Fees

In 1998, Senate Bill 50 outlined the methodology required for use in the calculation of Level II and Level Fees III and it is defined in Section 65995.5 (c) of Government Code as follows:

1. The identified number of unhoused pupils shall be multiplied by the appropriate new construction grant amounts provided in subdivision (a) of Education Code Section 17072.10 approved by the State Allocation Board as part of the State School Facilities Program. This sum shall be added to 50% of the site acquisition and development costs determined pursuant to Government Code 65995.5(h) for the number of acres determined to be necessary as set forth by Department of Education guidelines.
2. Deduct the full amount of local funds the governing board has dedicated to facilities necessitated by new construction and any proceeds from surplus property sales.
3. The resulting amount shall be divided by the projected total square footage of assessable space of residential units anticipated to be constructed during the next five year period.

Determination of Unhoused Students

The number of unhoused elementary, middle and high school students is based on the District's historical student generation rates from new residential units constructed within the kindergarten through 12th grade boundaries, during the previous five years for similar units expected to be constructed during the next five years. Table 1 indicates the student generation rates for Single Family Residential Units and Table 2 indicates the student generation rates for Multi-Family Residential Units. Actual student counts are listed in the Appendix.

Table 1
Student Generation Rates For Single Family Detached
Units Constructed During Previous 5 Years

School Level	Number of Students Matched	Number SFD Units	Student Generation Rates
Elementary K-5	716	1,774	0.41
Middle 6-8	377	1,774	0.21
High School 9-12	544	1,774	0.31
Total	1,637	1,774	0.93

Table 2
Student Generation Rates For Multi-Family Units
Constructed During the Previous 5 Years

School Level	Number of Students Matched	Number MF Units	Student Generation Rates
Elementary K-5	84	215	0.39
Middle 6-8	35	215	0.16
High School 9-12	39	215	0.18
Total	158	215	0.73

Projected Residential Units

Table 3 indicates number of units expected to be constructed within the kindergarten through 12th grade boundaries of the District. The units anticipated to be constructed over the next 5 years do not have pre-existing mitigation agreement for school fees *.

Table 3
Future Units by Unit Type

Unit Type	Number of Future Units
Single Family Detached	500
Single Family Attached	0
Multi-Family	250
Total Future Units	750

The projected number of unhoused students is calculated by multiplying the future units in Table 3 by the student generation rates as indicated in Tables 1 and 2. It is anticipated that there will be an increase of 645 new students from within the K-12 boundaries of TUSD as indicated in Table 4.

Table 4
Projected Unhoused Students

School Level	Projected Unhoused Students Single Family Detached	Projected Unhoused Students Multi-Family	Total Unhoused Students
Elementary K-5	202	98	299
Middle 6-8	106	41	147
High School 9-12	153	45	199
Total	461	184	645

* At the time of this analysis, new development contiguous with the boundaries of the K-12 boundaries of the school District and the City of Tracy has been limited by measure A to 100 units per year with the exception of low-income housing which has been indicated as multi-family residential.

Amount of New School Construction Grants

The State School Facilities Program established the amount of new construction grants based on a statewide average of actual costs for elementary, middle and high school facilities. The State Allocation Board adjusts the grant amount annually to reflect the increases in construction costs. The grant amount also includes additional amounts for mandated requirements for fire alarm systems, sprinkler systems and labor compliance program costs. New construction grants per the State School Building Program represents 50% of the cost of construction. The current amount of new construction grants are indicated in Table 5 below:

Table 5
State School Building Program
Per Student New Construction Grant Amount (2008 \$'s)

School Level	New Construction Grant Amount
Elementary K-5	\$8,634
Middle 6-8	\$9,130
High School 9-12	\$11,542

Based on the number of new students that will be generated from anticipated residential units, the following represents the total construction cost that can be mitigated with alternative fees.

Table 6
Total New School Construction Amount

School Level	Projected Number of Unhoused Students	Per Grant Amount	New Construction Amount
Elementary K-5	299	\$8,634	\$ 2,585,695
Middle 6-8	147	\$9,130	\$ 1,341,697
High School 9-12	199	\$11,542	\$ 2,293,070
Total	645		\$ 6,220,462

Determination of Site Acquisitions Costs and Site Development Costs

Site acquisition costs per acre are based on both the actual costs of recent school construction projects, or on the value of comparable properties recently sold within the District's kindergarten through 12th grade boundaries. Site development costs are also based on recent costs of school construction projects as well as from estimates developed by the District's architect as projected for future construction projects. Estimates for site acquisition include the cost of environmental mitigation and estimates for site development include the cost of all required infrastructure and liquefaction remedies.

Table 7
Site Acquisition and Site Development Costs

School Level	Site Acquisition Cost per Acre	Site Development Cost per Acre
Elementary K-5	\$120,000	\$150,000
Middle 6-8	\$120,000	\$200,000
High School 9-12	\$150,000	\$300,000

School Site Acreage

Using the established guidelines published by the Department of Education for school site sizes, TUSD would need to acquire the recommended number of acres for new school sites based on the designated student capacity as indicated in the following table.

Table 8
Student Capacities and Site Acreage

School Level	Student Capacity	Site Acreage
Elementary K-5	750	13
Middle 6-8	1,200	25
High School 9-12	2,400	55

Based on the student capacity for future schools and the recommended site acreage, Table 9 indicates the total cost of site acquisition and site development.

Table 9
Site Acquisition and Site Development Costs of Future School Facilities

School Level	Site Acquisition Cost	Site Development Costs	Total Site Costs
Elementary K-5	\$1,560,000	\$1,950,000	\$3,510,000
Middle 6-8	\$3,000,000	\$5,000,000	\$8,000,000
High School 9-12	\$8,250,000	\$16,500,000	\$24,750,000
Total	\$12,810,000	\$23,450,000	\$36,260,000

School Sites Needed

The number of school sites needed to house students from future residential units is indicated in Table 10. Although these figures represent only a portion of a school, ultimately an entire school will need to be completed to accommodate future students expected with the build-out of all residential property within the kindergarten through 12 grade boundaries of the District in future years.

Table 10
School Sites Needed

School Level	Projected Unhoused Students	Design Capacity of Future School	Total Sites Needed
Elementary K-5	299	750	0.40
Middle 6-8	147	1,200	0.12
High School 9-12	199	2,400	0.08

Total Site Acquisition and Site Development Costs

Total site costs represented in Table 11 are calculated based on the number of sites needed to house students generated from future residential units.

Table 11
Total School Site Acquisition and Site Development Costs

School Level	Total Sites Needed	Site Costs	Total Site Costs
Elementary K-5	0.40	\$3,510,000	\$1,401,558
Middle 6-8	0.12	\$8,000,000	\$979,698
High School 9-12	0.08	\$24,750,000	\$2,048,832

Level II Mitigation Amounts

The final calculation of Level II fees includes the construction grant amount which represents 50% of actual construction cost. Site acquisition and site development costs amounts cannot exceed half the amount of the actual cost. Table 12 factors these cost to represent 50% of the total cost.

Table 12
Level II Site Costs

School Level	Total Site Costs	Multiplier	Level II Fee Site Costs
Elementary K-5	\$1,401,558	50.00%	\$700,779
Middle 6-8	\$979,698	50.00%	\$489,849
High School 9-12	\$2,048,832	50.00%	\$1,024,416

The total construction grant amount needs to be added to the site acquisition and development costs to reflect the total mitigation amount used to determine Level II fees that can be applied to new residential construction. This amount is represented in Table 13 below:

Table 13
Level II School Facility Costs

School Level	Total New Construction Grant Amount	Level II Fee Site Costs	Level II Mitigation Amount
Elementary K-5	\$2,585,695	\$700,779	\$3,286,474
Middle 6-8	\$1,341,697	\$489,849	\$1,831,546
High School 9-12	\$2,293,070	\$1,024,416	\$3,317,486
Total	\$6,220,462	\$2,215,044	\$8,435,506

Before the final Level II Fee mitigation amount can be calculated the District must deduct for any capital funds that are available for new construction and for the proceeds from sale of any surplus property.

Determination of Existing Funds Available for New Construction

When determining the amount of funds necessary to meet the District's facilities needs the District must consider whether there are existing funds available to construct new facilities. If any funds are available they must be deducted from the facilities costs used to calculate the alternative fees.

- a. Identify and consider any surplus property owned by the District that can be used as a school site or sold to finance school construction. The District does not have surplus property that can be sold to fund new construction.
- b. Consider if projected enrollment growth can be accommodated in existing school capacity. TUSD has no available capacity to house students generated from anticipated residential units that do not have pre-existing mitigation agreement for school fees. Table 14 indicates that there is currently no existing capacity in District schools.
 - The District has capacity to house 12,715 students. Capacity was determined by loading District-owned classrooms according to Education Code Section 17071.10 as provided for in the OPSC eligibility determination forms. Form SAB 50-02, has been attached in the Appendix. and has been updated to include any new construction subsequent to the District's initial eligibility determination. To determine the District's capacity, standard K-6 classrooms are loaded at 25 students per classroom; standard 7-12 classrooms are loaded at 27 students per classroom and non-severe special day classrooms are loaded at 13 students per classroom.
 - Current Enrollment is based on the student count based on the California Basic Enrollment Data (CBEDS) date for the 2007/08 school year.

Table 14
Existing School Facilities Capacity and Enrollment

School Level	2007/08 Capacity	2007/08 Enrollment	Excess/(Shortage)
Elementary K-5	5,936	7,176	(1,240)
Middle 6-8	2,349	3,767	(1,418)
High School 9-12	4,212	6,292	(2,080)
SDC	218	Incl. Above	(218)
Total	12,715	17,235	(4,956)

c. Identify and consider other local sources of funds are available to construct or reconstruct school facilities. No other local revenues are available to TUSD for new construction.

- General Obligation Funds – The District passed a general obligation bond in June 2006, however bond funds are designated for specific projects, not for the construction of new facilities to accommodate growth.
- Other Local Funds – Funds collected from existing developer agreements are earmarked for growth projects.
- Mitigation agreements – The District has mitigation agreements for some of the residential development within the District's boundaries and they are encumbered for specific projects that house growth students from these developments.

Table 15
Level II Mitigation Amount Net Local Funds Available

School Level	Level II Mitigation Amount
Level II Mitigation Amount	\$ 8,435,506
Local Funds Available	\$ 0
Total Level II Mitigation Amount	\$ 8,435,506

Determination of Total Square Footage of Residential Construction

Included in the Appendix is data collected by the District for single family homes constructed during the past 5 years. Square footage per unit averaged 2,111 square feet. Multi-family residential units have been estimated to average 800 square feet. Total residential square footage for future housing units is based upon the average square footage per unit type multiplied by the number of residential units anticipated to be constructed during the next five years. This amount is equal to 1,255,500 square feet in residential construction.

Table 16
Estimated Total Residential Square Footage for Residential Units

Unit Type	Future Units	Average Square Footage	Total Square Footage
SFD	500	2,111	1,055,500
SFA	0	1,200	0
Multi-Family	250	800	200,000
Total			1,255,500

Level II Fees

The final calculation which establishes the amount of the Level II fees is based on the total mitigation amount indicated in Table 15 divided by the total square feet of new residential construction in Table 16.

Table 17
Amount of Level II Fees
Per Square Foot Residential Construction

	Amount
Level II Mitigation Amount	\$8,435,506
Total Square Feet	1,255,500
Level II Fee per Square Foot	\$6.72

Calculation of Level III Fees

Pursuant to Section 65995.7, Level III Fees is the maximum amount per square foot of new school facilities cost that may be imposed on new residential construction when no State School Building Program funds are available. The amount of Level III fees is calculated in Table 18.

Table 18
Amount of Level III Fee Mitigation Amount

	Amount
Level II Mitigation Amount	\$8,435,506
Unfunded 50%	\$8,435,506
Level III Mitigation Amount	\$16,871,012

Level III Fees

The final calculation which establishes the amount of the Level III fees is based on the total mitigation amount indicated in Table 18 divided by the total square feet of new residential construction in Table 17.

Table 19
Amount of Level III Fees
Per Square Foot Residential Construction

	Amount
Level III Mitigation Amount	\$16,871,012
Total Square Feet	1,255,500
Level III Fee per Square Foot	\$13.44

Appendix

ENROLLMENT CERTIFICATE / PROJECTION

OFFICE OF PUBLIC SCHOOL CONSTRUCTION

SAB 50-01 (Rev. 01/03) Excel (Rev. 2/27/2003)

Page 3 of 3

SCHOOL DISTRICT

FIVE DIGIT DISTRICT CODE NUMBER (see California Public School Directory)

TRACY JOINT UNIFIED

75499

COUNTY

HIGH SCHOOL ATTENDANCE AREA (HSAA) OR SUPER HSAA (if applicable)

SAN JOAQUIN

COMBO 2006/2007

Part A. Enrollment Data - (districts or county superintendent of schools)

	3rd Previous	2nd Previous	Previous	Current
Grade	2003/04	2004/05	2005/06	2006/07
K	1,427	1,459	1,572	1,554
1	1,461	1,600	1,572	1,665
2	1,511	1,578	1,657	1,638
3	1,553	1,629	1,660	1,715
4	1,539	1,642	1,644	1,710
5	1,548	1,671	1,670	1,683
6	1,551	1,633	1,700	1,719
7	1,569	1,638	1,659	1,727
8	1,521	1,615	1,671	1,687
9	1,407	1,588	1,613	1,709
10	1,355	1,506	1,493	1,554
11	1,162	1,401	1,378	1,420
12	978	1,043	1,225	1,189
TOTAL	18,582	20,003	20,514	20,970

Part B. Pupils Attending Schools Chartered By Another District

3rd Previous	2nd Previous	Previous	Current

Part C. Continuation High School - (districts only)

Grade	3rd Previous	2nd Previous	Previous	Current
9	4	3		
10	39	39	36	27
11	15	28	28	23
12	110	74	95	107

Part D. Special Day Class Pupils - (districts or county superintendent of schools)

Elementary	Non-Severe	Severe	Secondary	Non-Severe	Severe
MR	22	4	MR	15	16
HH			HH	1	
DEAF	72	13	DEAF	7	
HI			HI		
SLI			SLI		
VI	2	1	VI		
SED	8		SED	8	
OI	5	2	OI	2	3
OHI	13	4	OHI	10	
SLD	121		SLD	112	
DB			DB		
MH			MH		
AUT	17	4	AUT	2	3
TBI		1	TBI		
TOTAL	260	29	TOTAL	157	22

Part E. Special Day Class Enrollment - (county superintendent of schools only)

3rd Previous	2nd Previous	Previous	Current

Part F. Number of New Dwelling Units

N/A

Part G. District Student Yield Factor

N/A

Part H. Five Year Projected Enrollment - School Facility Program Projections - (except special day class pupils only)

K-6	7-8	9-12	TOTAL
8,630	2,499	8,388	19,517

Projections - special day class pupils only

Elementary	Non-Severe	Severe	Secondary	Non-Severe	Severe
MR	25	4	MR	17	19
HH			HH	1	
DEAF	80	14	DEAF	8	
HI			HI		
SLI			SLI		
VI	2	1	VI		
SED	9		SED	9	
OI	6	2	OI	2	3
OHI	14	4	OHI	12	
SLD	135		SLD	130	
DB			DB		
MH			MH		
AUT	19	4	AUT	2	3
TBI		1	TBI		
TOTAL	290	30	TOTAL	181	25

Part I.**One Year Projected Enrollment - State Relocatable Program Projections - (except special day class pupils only)**

K-6	7-8	9-12	TOTAL
11,958	3,516	4,751	20,225

Projections - (special day class pupils only) (includes Severe & Non-Severe)

	Elementary	Secondary		Elementary	Secondary
MR	27	31	OI	7	5
HH		1	OHI	17	10
DEAF	87	7	SLD	124	115
HI			DB		
SLI			MH		
VI	3		AUT	21	5
SED	8	8	TBI	1	
TOTAL			TOTAL	295	182

I certify, as the District Representative, that the information reported on this form is true and correct and that:
I am designated as an authorized district representative by the governing board of the district.

If the district is requesting an augmentation in the enrollment projection pursuant to Regulation Section 1859.42 (b), the local planning commission or approval authority has approved the tentative subdivision map used for augmentation of the enrollment and the district has identified dwelling units in that map to be contracted. All subdivision maps used for augmentation of enrollment are available at the district for review by the Office of Public School Construction (OPSC). This form is an exact duplicate (verbatim) of the form provided by the Office of Public School Construction.

In the event a conflict should exist, then the language in the OPSC form will prevail.

SIGNATURE OF DISTRICT REPRESENTATIVE

DATE

Dennis Wakefield

4/5/07

EXISTING SCHOOL BUILDING CAPACITY

OFFICE OF PUBLIC SCHOOL CONSTRUCTION

SCHOOL FACILITY PROGRAM

SAB 50-02 (Rev. 09/02)

Page 4 of 4

SCHOOL DISTRICT Tracy Joint Unified School District	FIVE DIGIT DISTRICT CODE NUMBER (see California Public School Directory) 75499
COUNTY San Joaquin	HIGH SCHOOL ATTENDANCE AREA (HSAA) OR SUPER HSAA (if applicable)

PART I - Classroom Inventory ☐ NEW ☐ ADJUSTED

	K-6	7-8	9-12	Non-Severe	Severe	Total
Line 1. Leased State Relocatable Classrooms	9	4	30			43
Line 2. Portable Classrooms leased less than 5 years	11	3				14
Line 3. Interim Housing Portables leased less than 5 years	1					1
Line 4. Interim Housing Portables leased at least 5 years						
Line 5. Portable Classrooms leased at least 5 years	9	5				14
Line 6. Portable Classrooms owned by district	46	24	49			119
Line 7. Permanent Classrooms	185	68	115	14	4	386
Line 8. Total (Lines 1 through 7)	261	104	194	14	4	577

PART II - Available Classrooms

Option A.

	K-6	7-8	9-12	Non-Severe	Severe	Total
a. Part I, line 4						
b. Part I, line 5	9	5				
c. Part I, line 6	46	24	49			119
d. Part I, line 7	185	68	115	14	4	386
e. Total (a, b, c, & d)	240	97	164	14	4	519

Option B.

	K-6	7-8	9-12	Non-Severe	Severe	Total
a. Part I, line 8	261	104	194	14	4	577
b. Part I, lines 1,2,5 and 6 (total only)						190
c. 25 percent of Part I, line 7 (total only)						97
d. Subtract c from b (enter 0 if negative)	37	18	38			93
e. Total (a minus d)	224	87	156	14	4	484

PART III - Determination of Existing School Building Capacity

	K-6	7-8	9-12	Non-Severe	Severe
Line 1. Classroom capacity	5,600	2,349	4,212	182	36
Line 2. SER adjustment	336				
Line 3. Operational Grants					
Line 4. Greater of line 2 or 3	336				
Line 5. Total of lines 1 and 4	5,936	2,349	4,212	182	36

I certify, as the District Representative, that the information reported on this form is true and correct and that:

- I am designated as an authorized district representative by the governing board of the district; and,
- This form is an exact duplicate (verbatim) of the form provided by the Office of Public School Construction (OPSC). In the event a conflict should exist, then the language in the OPSC form will prevail.

SIGNATURE OF DISTRICT REPRESENTATIVE

DATE



		2008 SGR			
SUBDIVISIONS	# Homes 07	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				
		2008 - STUDENTS			
SUBDIVISIONS	# Homes 07	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					

**Tracy Unified School District
School Facilities Needs Analysis
K-8 Feeder Districts
May 27, 2008**

Summary

The Governing Board of any school district is authorized to levy a fee, charge, dedication or other requirement against any construction within the boundaries of the district, for the purpose of funding the construction or reconstruction of school facilities. The amount of the fee, with the exceptions as stated in Sections 65995.5 and 65995.7 of Government Code, is limited to a specified amount, generally referred to as the "statutory" fee. Recent legislation also refers to the statutory fee as the Level I Fee. This fee is presently a maximum of \$2.97 per square foot of assessable area for new residential construction and a maximum of \$.47 per square foot of commercial/industrial construction. This fee is prorated for Elementary and High School Districts and per Education Code Section 17633 the amount is set by agreement between the Districts involved.

Sections 65995.5 and 65995.7 of Government Code contain provisions which allow a school district to justify greater fees which are referred to as the Level II Fee and Level III Fee, if the school district meets specified legal requirements for eligibility and adopts a School Facility Needs Analysis (Government Code 65995.6).

This study titled the School Facility Needs Analysis, finds that justification exists for levying Level II Fees and Level III Fees in the Tracy Unified School District's K-8 feeder districts: Banta, Mountain House, New Jerusalem, Holt, Jefferson and Lammersville, in the amounts determined pursuant to Sections 65995.5, 65995.6 and 65995.7. The determination of Level II and III Fees is based on the prescribed method of calculation documented in Government Code Section 65995.5 (c).

The calculation yields the representative cost per square foot for new residential construction for school facilities mitigation based on a number of factors that are documented through out this analysis. The results as calculated in accordance with the prescribed formula are noted below:

**Tracy Unified School District
K-8 Feeder Districts
Mitigation Fees (2006 \$s)**

Level II Fee per Square Foot	\$2.51
Level III Fee per Square Foot	\$5.02

Eligibility Requirements

In order to impose Level II and Level III fees, the District must have met the eligibility requirements outlined in Government Code Section 65995.5. The conditions are as follows:

1. A school district must make a timely application to the State Allocation Board for new construction funding for which it is eligible; be determined by the Board to meet the eligibility requirements for new construction funding pursuant to the State Facilities Program and obtain a letter of determination of its eligibility requirements for new construction.
2. Conduct and adopt a school facilities needs analysis.
3. Satisfy at least two of the following requirements:
 - The district is a unified or elementary school district that has a substantial enrollment of its elementary school pupils on a multi-track year-round schedule. "Substantial enrollment" means that at least 30 percent of the district pupils in kindergarten and grades 1-6 inclusive, in the high school attendance area in which all or some of the new residential units identified in the needs analysis, are planned for construction.
 - The district has placed on the ballot in the previous four years a local general obligation bond to finance school facilities and the measure received at least 50 percent plus one of the votes cast.
 - The district meets one of the following:
 - a. The district has issued debt or incurred obligations for capital outlay in an amount equivalent to 15 percent of the district's local bonding capacity, including indebtedness that is repaid from property taxes, parcel taxes, the district's general fund, special taxes levied by vote of the landowners prior to November 4, 1998, and revenues received pursuant to the Community Redevelopment Law. Indebtedness or other obligation to finance school facilities to be owned, leased, or

used by the district, that is incurred by another public agency, shall be counted for the purpose of calculating whether the district has met the debt percentage requirement contained herein; or

- b. The district has issued debt or incurred obligations for capital outlay in an amount equivalent to 30 percent of the district's local bonding capacity, including indebtedness that is repaid from property taxes, parcel taxes, the district's general fund, special taxes levied by vote of the landowners after November 4, 1998, and revenues received pursuant to the Community Redevelopment Law. Indebtedness or other obligation to finance school facilities to be owned, leased, or used by the district, that is incurred by another public agency, shall be counted for the purpose of calculating whether the district has met the debt percentage requirement contained herein.
- At least 20 percent of the teaching stations are relocatable classrooms.

Compliance with Statutory Requirements

The District satisfies all of the requirements necessary to conduct a School Facilities Needs Analysis. These requirements have been satisfied in the following manner:

- The District adopted a Resolution on February 23, 1999 electing to participate in the School Facilities Program. Eligibility was recently reestablished April 25, 2007 with the recertification of SAB Forms 50-01. Filing for construction eligibility satisfies the requirement for collecting Level II and Level III fees. The District's most current eligibility has been determined on SAB Form 50-01 and included as an Appendix.
- The District has placed a general bond measure on the ballot during the past four years and received at least 50 percent plus one of the votes cast.
- The District's outstanding debt or obligations is equal to approximate 21 % of the District's local bonding capacity.
- More than 38% of the District's teaching stations are in portable/relocatable classrooms.

Calculation of the Fees

In 1998, Senate Bill 50 outlined the methodology required for use in the calculation of Level II and Level III Fees and it is defined in Section 65995.5 (c) of Government Code as follows:

1. The identified number of unhoused pupils shall be multiplied by the appropriate new construction grant amounts provided in subdivision (a) of Education Code Section 17072.10 approved by the State Allocation Board as part of the State School Facilities Program. This sum shall be added to 50% of the site acquisition and development costs determined pursuant to Government Code 65995.5(h) for the number of acres determined to be necessary as set forth by Department of Education guidelines.
2. Deduct the full amount of local funds the governing board has dedicated to facilities necessitated by new construction or the sale of surplus properties.
3. The resulting amount shall be divided by the projected total square footage of assessable space of residential units anticipated to be constructed during the next five year period.

Determination of Unhoused Students

The number of unhoused high school students is based on the District's historical student generation rates from new residential units constructed in the District's boundaries, during the previous five years for similar units expected to be constructed during the next five years. Table 1 indicates the student generation rates for Single Family Residential Units and Table 2 indicates the student generation rates for Multi-Family Residential Units. Actual student counts by subdivision are listed in the Appendix.

Table 1
Student Generation Rates For Single Family Detached
Units Constructed During Previous 5 Years

School Level	Number of Students Matched	Number SFD Units	Student Generation Rates
High School 9-12	544	1,774	0.31

Table 2
Student Generation Rates For Multi-Family Units
Constructed During the Previous 5 Years

School Level	Number of Students Matched	Number MF Units	Student Generation Rates
High School 9-12	39	215	0.18

Projected Residential Units

Table 3 indicates number of units expected to be constructed within the boundaries of the K-8 feeder Districts. The units anticipated to be constructed over the next 5 years have an existing mitigation agreement for school fees, however the fee is based on the SFNA.

Table 3
Future Units by Unit Type

Unit Type	Number of Future Units
Single Family Detached	1958
Single Family Attached	0
Multi-Family	344
Total Future Units	2,302

The projected number of unhoused students is calculated by multiplying the future units in Table 3 by the student generation rates as indicated in Tables 1 and 2. It is anticipated that there will be an increase of 663 9-12 new students from within the K-8 feeder district boundaries of TUSD as indicated in Table 4.

Table 4
Projected Unhoused Students

School Level	Projected Unhoused Students Single Family Detached	Projected Unhoused Students Multi-Family	Total Unhoused Students
High School 9-12	600	62	663

Amount of New School Construction Grants

The State School Facilities Program established the amount of new construction grants based on a statewide average actual costs high school facilities. The grant amount also includes additional amounts for mandated requirements for fire alarm systems, sprinkler systems and labor compliance program costs. The State Allocation Board adjusts the grant amount annually to reflect the increases in construction costs. New construction grants per the State School Building Program represents 50% of the cost of construction. The current amount of new construction grants are indicated in Table 5 below:

Table 5
State School Building Program
Per Student New Construction Grant Amount (2008 \$'s)

School Level	New Construction Grant Amount
High School 9-12	\$11,542

Based on the number of new students that will be generated from anticipated residential units, the following represents the total construction cost that can be mitigated with alternative fees.

Table 6
Total New School Construction Amount

School Level	Projected Number of Unhoused Students	Per Grant Amount	New Construction Amount
High School 9-12	663	\$11,542	\$7,650,313

Determination of Site Acquisitions Costs and Site Development Costs

Site acquisition costs per acre are based on the actual costs of recent school construction projects, and/or on the value of comparable properties recently sold within TUSD's boundaries. Site development costs are also based on recent costs of school construction projects as well as from estimates developed by the District's architect as projected for future construction projects. Estimates for site acquisition include the cost of environmental mitigation and estimates for site development include the cost of all required infrastructure and liquefaction remedies.

Table 7
Site Acquisition and Site Development Costs

School Level	Site Acquisition Cost per Acre	Site Development Cost per Acre
High School 9-12	\$150,000	\$300,000

School Site Acreage

Using the established guidelines published by the Department of Education for school site sizes, TUSD would need to acquire the recommended number of acres for new school sites based on the designated student capacity as indicated in the following table.

Table 8
Student Capacities and Site Acreage

School Level	Student Capacity	Site Acreage
High School 9-12	2,400	55

Based on the student capacity for future schools and the recommended site acreage, Table 9 indicates the total cost of site acquisition and site development.

Table 9
Site Acquisition and Site Development Costs of Future School Facilities

School Level	Site Acquisition Cost	Site Development Costs	Total Site Costs
High School 9-12	\$8,250,000	\$16,500,000	\$24,750,000

School Sites Needed

The number of school sites needed to house students from future residential units is indicated in Table 10. Although these figures represent only a portion of a school, ultimately an entire school will need to be completed to accommodate future students expected with the build-out of all residential property within the within the K-8 feeder district boundaries of TUSD in future years.

Table 10
School Sites Needed

School Level	Projected Unhoused Students	Design Capacity of Future School	Total Sites Needed
High School 9-12	663	2,400	0.28

Total Site Acquisition and Site Development Costs

Total site costs represented in Table 11 are calculated based on the number of sites needed to house students generated from future residential units.

Table 11
Total School Site Acquisition and Site Development Costs

School Level	Total Sites Needed	Site Costs	Total Site Costs
High School 9-12	0.28	\$24,750,000	\$6,835,371

Level II Mitigation Amounts

The final calculation of Level II fees includes the construction grant amount which represents 50% of actual construction cost. Site acquisition and site development cost amounts cannot exceed half the amount of the actual cost. Table 12 factors these cost to represent 50% of the total cost.

Table 12
Level II Site Costs

School Level	Total Site Costs	Multiplier	Level II Fee Site Costs
High School 9-12	\$6,835,371	50.00%	\$3,417,686

The total construction grant amount needs to be added to the site acquisition and development costs to reflect the total mitigation amount used to determine Level II fees that can be applied to new residential construction. This amount is represented in Table 13 below:

Table 13
Level II School Mitigation Amount

School Level	Total New Construction Grant Amount	Level II Fee Site Costs	Level II Mitigation Amount
High School 9-12	\$7,650,313	\$3,417,686	\$11,067,999

Before the final Level II Fee mitigation amount can be calculated the District must deduct for any capital funds that are available for new construction and for the proceeds from sale of any surplus property.

Determination of Existing Funds Available for New Construction

When determining the amount of funds necessary to meet the District's facilities needs the District must consider whether there are existing funds available to construct new facilities. If any funds are available they must be deducted from the facilities costs used to calculate the alternative fees.

- a. Identify and consider any surplus property owned by the District that can be used as a school site or sold to finance school construction. The District does not have surplus property that can be sold to fund new construction.
- b. Consider if projected enrollment growth can be accommodated in existing school capacity. TUSD has no available capacity to house students generated from anticipated residential units that do not have pre-existing mitigation agreement for school fees. Table 14 indicates that there is currently no existing capacity in District schools.
 - The District has capacity to house 4,212 high school students. Capacity was determined by loading District-owned classrooms according to Education Code Section 17071.10 as provided for in the OPSC eligibility determination forms. Form SAB 50-02, has been attached in the Appendix. and has been updated to include any new construction subsequent to the District's initial eligibility determination. To determine the District's capacity, standard K-6 classrooms are loaded at 25 students per classroom; standard 7-12 classrooms are loaded at 27 students per classroom and non-severe special day classrooms are loaded at 13 students per classroom.
 - Current Enrollment is based on the student count based on the California Basic Enrollment Data (CBEDS) date for the 2007/08 school year.

Table 14
Existing School Facilities Capacity and Enrollment

School Level	2007/08 Capacity	2007/08 Enrollment	Excess/(Shortage)
High School 9-12	4,212	6,292	(2,080)

c. Identify and consider other local sources of funds are available to construct or reconstruct school facilities. No other local revenues are available to TUSD for new construction.

- General Obligation Funds – The District passed a general obligation bond in June 2006, however bond funds are designated for specific projects not for the construction of new facilities to accommodate growth.
- Other Local Funds – Funds collected from existing developer agreements are earmarked for specific projects.
- Mitigation agreements – The District has mitigation agreements for some of the residential development within the District's boundaries and they are encumbered for specific projects that house growth students from these developments.

Table 15
Level II Mitigation Amount Net Local Funds Available

School Level	Level II Mitigation Amount
Level II Mitigation Amount	\$ 11,067,999
Local Funds Available	\$ 0
Total Level II Mitigation Amount	\$ 11,067,999

Determination of Total Square Footage of Residential Construction

Included in the Appendix is data collected by the District for single family homes constructed during the past 5 years. Square footage per unit averaged 2,111 square feet. Multi-family residential units have been estimated to average 800 square feet. Total residential square footage for future housing units is based upon the average square footage per unit type multiplied by the number of residential units anticipated to be constructed during the next five years. This amount is equal to 4,408,538 square feet in residential construction.

Table 16
Estimated Total Residential Square Footage for Residential Units

Unit Type	Future Units	Average Square Footage	Total Square Footage
SFD	1958	2,111	4,133,338
SFA	0	1,200	0
Multi-Family	344	800	275,200
Total			4,408,538

Level II Fees

The final calculation which establishes the amount of the Level II fees is based on the total mitigation amount indicated in Table 15 divided by the total square feet of new residential construction in Table 16.

Table 17
Amount of Level II Fees
Per Square Foot Residential Construction

	Amount
Level II Mitigation Amount	\$11,067,999
Total Square Feet	4,408,538
Level II Fee per Square Foot	\$2.51

Calculation of Level III Fees

Pursuant to Section 65995.7, Level III Fees is the maximum amount per square foot of new school facilities cost that may be imposed on new residential construction when no State School Building Program funds are available. The amount of Level III fees is calculated in Table 18.

Table 18
Amount of Level III Fee Mitigation Amount

	Amount
Level II Mitigation Amount	\$11,067,999
Unfunded 50%	\$11,067,999
Level III Mitigation Amount	\$22,135,998

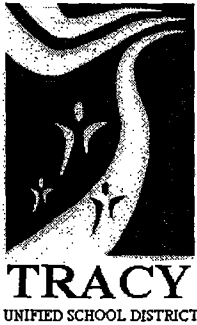
Level III Fees

The final calculation which establishes the amount of the Level III fees is based on the total mitigation amount indicated in Table 18 divided by the total square feet of new residential construction in Table 16.

Table 19
Amount of Level III Fees
Per Square Foot Residential Construction

	Amount
Level III Mitigation Amount	\$22,135,998
Total Square Feet	4,408,538
Level III Fee per Square Foot	\$5.02

Appendix



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: *cg* Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: May 16, 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: Wilson Architecture, Inc.
Site: Various School Sites
Item: Proposal - Ratify
Services: Prepare site drawings and improvement drawings for the expansion and construction of an expanded apparatus/play area at Bohn Elementary, Central Elementary, McKinley Elementary, Villalovoz Elementary, and Kelly Elementary.
Cost: \$16,876.00 (plus reimbursables)
Project Funding: General Fund – Discretionary Block Grant

B. Vendor: California Department of Education
Site: John Kimball High School
Item: Invoice - Ratify
Services: School Facilities Planning Division billing for review of plans and specifications for John Kimball High School.
Cost: \$42,000.00
Project Funding: Developer Fees and SSBF

C. Vendor: Dryco Construction
Site: Various School Sites
Item: Agreement
Services: Seal coat, stripe and repair asphalt paving in parking lot and hard courts at Bohn, Central, Duncan Russell, Hirsch, Monte Vista and Villalovoz.
Cost: \$55,551.00
Project Funding: Deferred Maintenance - Paving



BUSINESS SERVICES MEMORANDUM

To: Dr. James C. Franco, Superintendent
From: CJB Dr. Casey J. Goodall, Associate Superintendent for Business Services
Date: May 16, 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: Conestoga-Rovers & Associates
Site: Tracy High School
Item: Proposal - Ratify
Services: Install 3 new groundwater monitoring wells. Collect and analyze soil sample from each well during installation. Collect samples from existing wells and provide quarterly groundwater monitoring.
Cost: \$34,722.00
Project Funding: Local Bond Funds and SSBF

B. Vendor: Martin Memorials
Site: West High Pool and Stadium
Item: Invoice - Ratify
Services: Aluminum plaques for Pinkie Philips Aquatic Center and Steve Lopez Stadium.
Cost: \$5,818.50
Project Funding: Local Bond Funds and SSBF

C. Vendor: Roebbelen
Site: West High Pool and Stadium
Item: Change Order #6
Services: Listed on the Change Order attached.
Cost: \$89,161.00
Project Funding: Local Bond Funds and SSBF



BUSINESS SERVICES MEMORANDUM

To: Jim Franco Ed.D., Superintendent
From: Casey Goodall, Assistant Superintendent for Business
Date: May 5, 2008
Subject: Approve Payroll Reports (March, April 2008)

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

RATIONALE: The Board of Trustees is required by law to approve the total expenditures of the district. The Board has requested to review detailed backup for expenditures.

This agenda item meets Strategic Goal # 7-Develop Powerful Educational Leaders.

FUNDING: N/A

RECOMMENDATIONS: Approve Payroll Reports

Prepared by: Reed Call, Director of Financial Services

DATE: 3/10/08

FUND 01 GROSS PAYROLL	\$ 652,093.13
BENEFITS	\$ 68,884.60
TOTAL	\$ 720,977.73
FUND 11 GROSS PAYROLL - ADULT EDUCATION	\$ 78,663.36
BENEFITS	\$ 15,711.70
TOTAL	\$ 94,375.06
FUND 12 GROSS PAYROLL - CHILD DEVELOPMENT	\$ 2,921.14
BENEFITS	\$ 229.07
TOTAL	\$ 3,150.21
FUND 13 GROSS PAYROLL - CAFETERIA FUND	\$ 16,640.81
BENEFITS	\$ 1,297.51
TOTAL	\$ 17,938.32
FUND 35 GROSS PAYROLL-COUNTY SCHOOL FACILITIES FUND	\$ 4,080.21
BENEFITS	\$ 776.33
TOTAL	\$ 4,856.54
DISTRICT TOTAL	\$ 841,297.86

Report: R0010A

Gross Wage & Fringe Summary by Object for FEBRUARY SUPPL. 3/10/2008

Fiscal Year 2007/2008

Fund: 01	GEN FUND/CO SCHOOL SERV FUND	Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
		1100	TEACHERS' SALARIES	210,800.20	0.00	210,800.20
		1104	TEACHERS' SALARIES SUMMER SCHL	5,075.32	0.00	5,075.32
		1105	TEACHERS' SALARIES SUBS	184,196.69	0.00	184,196.69
		1120	HOME INSTRUCTION SALARIES	7,158.20	0.00	7,158.20
		1205	CERT PUPIL SUPPORT SALARY SUBS	1,334.64	0.00	1,334.64
		1300	CERT SUPRVSRs' & ADMINs' SAL	2,491.34	0.00	2,491.34
		1340	CERT. ADMINISTRATOR SALARIES	7,187.16	0.00	7,187.16
		1900	OTHER CERTIFICATED SALARIES	47,283.75	0.00	47,283.75
		2100	INSTRUCTIONAL AIDES' SALARIES	56,228.06	0.00	56,228.06
		2105	INSTR AIDES SALARIES SUBS	11,964.33	0.00	11,964.33
		2200	CLASSIFIED SUPPORT SALARIES	69,825.69	0.00	69,825.69
		2205	CLASS SUPPORT SALARIES SUBS	28,654.93	0.00	28,654.93
		2400	CLERICAL & OFFICE SALARIES	7,856.41	0.00	7,856.41
		2405	CLERICAL AND OFFICE SAL SUBS	4,821.48	0.00	4,821.48
		2407	CLERICAL AND OFFICE SAL HOURLY	453.90	0.00	453.90
		2900	OTHER CLASSIFIED SALARIES	3,644.56	0.00	3,644.56
		2905	OTHER CLASSIFIED SALARY SUBS	3,116.47	0.00	3,116.47
		3101	STRS ON 1000 SALARIES	0.00	32,259.13	32,259.13
		3102	STRS ON 2000 SALARIES	0.00	63.97	63.97
		3201	PERS ON 1000 SALARIES	0.00	724.94	724.94
		3202	PERS ON 2000 SALARIES	0.00	2,835.40	2,835.40
		3311	OASDI ON 1000 SALARIES	0.00	609.56	609.56
		3312	OASDI ON 2000 SALARIES	0.00	5,380.62	5,380.62
		3321	FICA-MED ON 1000 SALARIES	0.00	6,467.48	6,467.48
		3322	FICA-MED ON 2000 SALARIES	0.00	2,705.27	2,705.27
		3331	ALTER. RETIREMENT ON 1000 SAL	0.00	1,262.37	1,262.37
		3332	ALTER. RETIREMENT ON 2000 SAL	0.00	3,310.41	3,310.41
		3412	HEALTH & WELFARE ON 2000 SALS	0.00	8.83	8.83
		3501	STATE UNEMPLOY ON 1000 SALARY	0.00	231.73	231.73
		3502	STATE UNEMPLOY ON 2000 SALARY	0.00	93.39	93.39
		3601	WORKER'S COMP INS ON 1000 SAL	0.00	9,231.98	9,231.98
		3602	WORKER'S COMP INS ON 2000 SAL	0.00	3,699.52	3,699.52
01 Fund Total:				652,093.13	68,884.60	720,977.73

Fund: 11	ADULT EDUCATION FUND	Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
		1100	TEACHERS' SALARIES	61,756.00	0.00	61,756.00
		1105	TEACHERS' SALARIES SUBS	320.51	0.00	320.51
		1200	CERT PUPIL SUPPORT SALARIES	3,518.18	0.00	3,518.18
		2100	INSTRUCTIONAL AIDES' SALARIES	11,775.67	0.00	11,775.67
		2200	CLASSIFIED SUPPORT SALARIES	114.32	0.00	114.32
		2205	CLASS SUPPORT SALARIES SUBS	1,053.20	0.00	1,053.20
		2400	CLERICAL & OFFICE SALARIES	125.48	0.00	125.48
		3101	STRS ON 1000 SALARIES	0.00	4,711.23	4,711.23
		3201	PERS ON 1000 SALARIES	0.00	53.67	53.67
		3202	PERS ON 2000 SALARIES	0.00	1,121.38	1,121.38
		3311	OASDI ON 1000 SALARIES	0.00	35.76	35.76
		3312	OASDI ON 2000 SALARIES	0.00	710.80	710.80
		3321	FICA-MED ON 1000 SALARIES	0.00	731.81	731.81

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Gross Wage & Fringe Summary by Object for FEBRUARY SUPPL. 3/10/2008

Fiscal Year 2007/2008

3322	FICA-MED ON 2000 SALARIES	0.00	172.10	172.10
3331	ALTER. RETIREMENT ON 1000 SAL	0.00	31.18	31.18
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	14.18	14.18
3411	HEALTH & WELFARE ON 1000 SALS	0.00	5,418.93	5,418.93
3412	HEALTH & WELFARE ON 2000 SALS	0.00	1,111.42	1,111.42
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	32.79	32.79
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	6.52	6.52
3601	WORKER'S COMP INS ON 1000 SAL	0.00	1,300.77	1,300.77
3602	WORKER'S COMP INS ON 2000 SAL	0.00	259.16	259.16

11 Fund Total:

78,663.36

15,711.70

94,375.06

Fund: 12 CHILD DEVELOPMENT FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1100	TEACHERS' SALARIES	189.00	0.00	189.00
1340	CERT. ADMINISTRATOR SALARIES	1,607.84	0.00	1,607.84
2100	INSTRUCTIONAL AIDES' SALARIES	965.84	0.00	965.84
2900	OTHER CLASSIFIED SALARIES	158.46	0.00	158.46
3101	STRS ON 1000 SALARIES	0.00	15.60	15.60
3202	PERS ON 2000 SALARIES	0.00	71.02	71.02
3312	OASDI ON 2000 SALARIES	0.00	56.48	56.48
3321	FICA-MED ON 1000 SALARIES	0.00	2.74	2.74
3322	FICA-MED ON 2000 SALARIES	0.00	16.31	16.31
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	7.53	7.53
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	0.91	0.91
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	0.57	0.57
3601	WORKER'S COMP INS ON 1000 SAL	0.00	35.62	35.62
3602	WORKER'S COMP INS ON 2000 SAL	0.00	22.29	22.29

12 Fund Total:

2,921.14

229.07

3,150.21

Fund: 13 CAFETERIA FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
2200	CLASSIFIED SUPPORT SALARIES	4,269.53	0.00	4,269.53
2205	CLASS SUPPORT SALARIES SUBS	12,371.28	0.00	12,371.28
3202	PERS ON 2000 SALARIES	0.00	138.48	138.48
3312	OASDI ON 2000 SALARIES	0.00	112.98	112.98
3322	FICA-MED ON 2000 SALARIES	0.00	241.31	241.31
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	466.46	466.46
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	8.27	8.27
3602	WORKER'S COMP INS ON 2000 SAL	0.00	330.01	330.01

13 Fund Total:

16,640.81

1,297.51

17,938.32

Fund: 35 COUNTY SCHOOL FACILITIES FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
2200	CLASSIFIED SUPPORT SALARIES	4,080.21	0.00	4,080.21
3202	PERS ON 2000 SALARIES	0.00	379.70	379.70
3312	OASDI ON 2000 SALARIES	0.00	252.97	252.97
3322	FICA-MED ON 2000 SALARIES	0.00	59.17	59.17
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	1.55	1.55
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	2.04	2.04

Run Date: 03/04/2008 15:44:11

TRACY UNIFIED SCHOOL DISTRICT

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Gross Wage & Fringe Summary by Object for FEBRUARY SUPPL. 3/10/2008

Fiscal Year 2007/2008

3602	WORKER'S COMP INS ON 2000 SAL	0.00	80.90	80.90
35 Fund Total:		4,080.21	776.33	4,856.54
District Total:		754,398.65	86,899.21	841,297.86

DATE: 3/31/08

FUND 01 GROSS PAYROLL	\$ 6,347,447.23
BENEFITS	\$ 1,871,008.64
TOTAL	\$ 8,218,455.87
FUND 11 GROSS PAYROLL - ADULT EDUCATION	\$ 35,933.64
BENEFITS	\$ 11,026.72
TOTAL	\$ 46,960.36
FUND 12 GROSS PAYROLL - CHILD DEVELOPMENT	\$ 7,006.19
BENEFITS	\$ 3,516.90
TOTAL	\$ 10,523.09
FUND 13 GROSS PAYROLL - CAFETERIA FUND	\$ 88,804.76
BENEFITS	\$ 25,883.79
TOTAL	\$ 114,688.55
FUND 35 GROSS PAYROLL-COUNTY SCHOOL FACILITIES FUND	\$ -
BENEFITS	\$ -
TOTAL	\$ -
DISTRICT TOTAL	\$ 8,390,627.87

Report: R0010A

Gross Wage & Fringe Summary by Object for MARCH REGULAR 3/31/2008

Fiscal Year 2007/2008

Fund: 01 GEN FUND/CO SCHOOL SERV FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1100	TEACHERS' SALARIES	4,271,679.04	0.00	4,271,679.04
1200	CERT PUPIL SUPPORT SALARIES	228,279.31	0.00	228,279.31
1300	CERT SUPRVSRs' & ADMINS' SAL	46,871.03	0.00	46,871.03
1310	CERT. SUPERVISOR SALARIES	15,589.84	0.00	15,589.84
1320	SUPERINTENDENTS SALARIES	14,887.67	0.00	14,887.67
1330	ASSISTANT SUPERINTENDENTS SAL	22,087.13	0.00	22,087.13
1340	CERT. ADMINISTRATOR SALARIES	311,500.79	0.00	311,500.79
1900	OTHER CERTIFICATED SALARIES	73,579.89	0.00	73,579.89
2100	INSTRUCTIONAL AIDES' SALARIES	292,924.64	0.00	292,924.64
2200	CLASSIFIED SUPPORT SALARIES	530,150.39	0.00	530,150.39
2300	CLASS SUPRVSRs' & ADMINS' SAL	12,812.27	0.00	12,812.27
2310	CLASS SUPERVISORS SALARIES	41,942.91	0.00	41,942.91
2320	CLASS. ADMINISTRATOR SALARIES	82,858.14	0.00	82,858.14
2400	CLERICAL & OFFICE SALARIES	219,298.00	0.00	219,298.00
2407	CLERICAL AND OFFICE SAL HOURLY	140,680.47	0.00	140,680.47
2900	OTHER CLASSIFIED SALARIES	41,045.71	0.00	41,045.71
3101	STRS ON 1000 SALARIES	0.00	447,257.29	447,257.29
3102	STRS ON 2000 SALARIES	0.00	645.02	645.02
3201	PERS ON 1000 SALARIES	0.00	5,856.00	5,856.00
3202	PERS ON 2000 SALARIES	0.00	124,374.60	124,374.60
3311	OASDI ON 1000 SALARIES	0.00	3,343.85	3,343.85
3312	OASDI ON 2000 SALARIES	0.00	73,495.52	73,495.52
3321	FICA-MED ON 1000 SALARIES	0.00	61,728.00	61,728.00
3322	FICA-MED ON 2000 SALARIES	0.00	18,213.38	18,213.38
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	2,124.56	2,124.56
3411	HEALTH & WELFARE ON 1000 SALS	0.00	643,076.28	643,076.28
3412	HEALTH & WELFARE ON 2000 SALS	0.00	238,825.29	238,825.29
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	2,492.66	2,492.66
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	681.13	681.13
3601	WORKER'S COMP INS ON 1000 SAL	0.00	98,854.99	98,854.99
3602	WORKER'S COMP INS ON 2000 SAL	0.00	27,015.11	27,015.11
3711	H & W CURRENT RETIREES ON 1000	0.00	77,445.89	77,445.89
3712	H & W CURRENT RETIREES ON 2000	0.00	45,579.07	45,579.07
3911	TAXABLE FRINGE BEN ON 1000 SAL	630.00	0.00	630.00
3912	TAXABLE FRINGE BEN ON 2000 SAL	630.00	0.00	630.00

01 Fund Total:

6,347,447.23

1,871,008.64

8,218,455.87

Fund: 11 ADULT EDUCATION FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1340	CERT. ADMINISTRATOR SALARIES	14,630.16	0.00	14,630.16
2200	CLASSIFIED SUPPORT SALARIES	3,617.70	0.00	3,617.70
2400	CLERICAL & OFFICE SALARIES	17,595.78	0.00	17,595.78
3101	STRS ON 1000 SALARIES	0.00	1,214.43	1,214.43
3202	PERS ON 2000 SALARIES	0.00	1,974.13	1,974.13
3312	OASDI ON 2000 SALARIES	0.00	1,180.92	1,180.92
3321	FICA-MED ON 1000 SALARIES	0.00	74.59	74.59
3322	FICA-MED ON 2000 SALARIES	0.00	276.17	276.17
3411	HEALTH & WELFARE ON 1000 SALS	0.00	1,125.14	1,125.14
3412	HEALTH & WELFARE ON 2000 SALS	0.00	4,450.82	4,450.82

Report: R0010A

Gross Wage & Fringe Summary by Object for MARCH REGULAR 3/31/2008

Fiscal Year 2007/2008

3501	STATE UNEMPLOY ON 1000 SALARY	0.00	7.36	7.36
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	10.60	10.60
3601	WORKER'S COMP INS ON 1000 SAL	0.00	291.89	291.89
3602	WORKER'S COMP INS ON 2000 SAL	0.00	420.67	420.67
3911	TAXABLE FRINGE BEN ON 1000 SAL	90.00	0.00	90.00

11 Fund Total:		35,933.64	11,026.72	46,960.36
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Fund: 12 CHILD DEVELOPMENT FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1100	TEACHERS' SALARIES	3,139.00	0.00	3,139.00
2100	INSTRUCTIONAL AIDES' SALARIES	1,142.12	0.00	1,142.12
2400	CLERICAL & OFFICE SALARIES	2,725.07	0.00	2,725.07
3101	STRS ON 1000 SALARIES	0.00	310.76	310.76
3202	PERS ON 2000 SALARIES	0.00	359.86	359.86
3312	OASDI ON 2000 SALARIES	0.00	200.11	200.11
3321	FICA-MED ON 1000 SALARIES	0.00	35.58	35.58
3322	FICA-MED ON 2000 SALARIES	0.00	46.77	46.77
3411	HEALTH & WELFARE ON 1000 SALS	0.00	1,417.14	1,417.14
3412	HEALTH & WELFARE ON 2000 SALS	0.00	1,004.20	1,004.20
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	1.56	1.56
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	1.94	1.94
3601	WORKER'S COMP INS ON 1000 SAL	0.00	62.24	62.24
3602	WORKER'S COMP INS ON 2000 SAL	0.00	76.74	76.74

12 Fund Total:		7,006.19	3,516.90	10,523.09
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Fund: 13 CAFETERIA FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
2200	CLASSIFIED SUPPORT SALARIES	69,715.07	0.00	69,715.07
2320	CLASS. ADMINISTRATOR SALARIES	5,784.56	0.00	5,784.56
2400	CLERICAL & OFFICE SALARIES	13,305.13	0.00	13,305.13
3202	PERS ON 2000 SALARIES	0.00	6,426.04	6,426.04
3312	OASDI ON 2000 SALARIES	0.00	3,608.23	3,608.23
3322	FICA-MED ON 2000 SALARIES	0.00	1,211.65	1,211.65
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	865.82	865.82
3412	HEALTH & WELFARE ON 2000 SALS	0.00	11,966.62	11,966.62
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	44.37	44.37
3602	WORKER'S COMP INS ON 2000 SAL	0.00	1,761.06	1,761.06

13 Fund Total:		88,804.76	25,883.79	114,688.55
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District Total:		6,479,191.82	1,911,436.05	8,390,627.87
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DATE: 4/10/08

FUND 01 GROSS PAYROLL	\$ 435,730.87
BENEFITS	\$ 45,220.06
TOTAL	\$ 480,950.93
FUND 11 GROSS PAYROLL - ADULT EDUCATION	\$ 73,115.71
BENEFITS	\$ 15,115.15
TOTAL	\$ 88,230.86
FUND 12 GROSS PAYROLL - CHILD DEVELOPMENT	\$ 1,730.98
BENEFITS	\$ 104.69
TOTAL	\$ 1,835.67
FUND 13 GROSS PAYROLL - CAFETERIA FUND	\$ 13,136.01
BENEFITS	\$ 1,072.24
TOTAL	\$ 14,208.25
FUND 35 GROSS PAYROLL-COUNTY SCHOOL FACILITIES FUND	\$ 5,909.08
BENEFITS	\$ 989.08
TOTAL	\$ 6,898.16
DISTRICT TOTAL	\$ 592,123.87

Report: R0010A

Gross Wage & Fringe Summary by Object for MARCH SUPPLEMENTAL 4/10/2008

Fiscal Year 2007/2008

Fund: 01 GEN FUND/CO SCHOOL SERV FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1100	TEACHERS' SALARIES	78,622.32	0.00	78,622.32
1104	TEACHERS' SALARIES SUMMER SCHL	4,533.30	0.00	4,533.30
1105	TEACHERS' SALARIES SUBS	189,852.99	0.00	189,852.99
1120	HOME INSTRUCTION SALARIES	7,056.00	0.00	7,056.00
1200	CERT PUPIL SUPPORT SALARIES	2,344.04	0.00	2,344.04
1205	CERT PUPIL SUPPORT SALARY SUBS	5,421.98	0.00	5,421.98
1300	CERT SUPRVRS' & ADMINS' SAL	647.10	0.00	647.10
1340	CERT. ADMINISTRATOR SALARIES	4,139.46	0.00	4,139.46
1900	OTHER CERTIFICATED SALARIES	8,785.92	0.00	8,785.92
2100	INSTRUCTIONAL AIDES' SALARIES	14,865.85	0.00	14,865.85
2105	INSTR AIDES SALARIES SUBS	11,937.71	0.00	11,937.71
2200	CLASSIFIED SUPPORT SALARIES	66,469.42	0.00	66,469.42
2205	CLASS SUPPORT SALARIES SUBS	19,158.78	0.00	19,158.78
2400	CLERICAL & OFFICE SALARIES	8,525.67	0.00	8,525.67
2405	CLERICAL AND OFFICE SAL SUBS	6,622.17	0.00	6,622.17
2407	CLERICAL AND OFFICE SAL HOURLY	1,084.07	0.00	1,084.07
2900	OTHER CLASSIFIED SALARIES	2,605.88	0.00	2,605.88
2905	OTHER CLASSIFIED SALARY SUBS	3,058.21	0.00	3,058.21
3101	STRS ON 1000 SALARIES	0.00	18,268.93	18,268.93
3102	STRS ON 2000 SALARIES	0.00	85.15	85.15
3201	PERS ON 1000 SALARIES	0.00	514.77	514.77
3202	PERS ON 2000 SALARIES	0.00	3,085.05	3,085.05
3311	OASDI ON 1000 SALARIES	0.00	357.33	357.33
3312	OASDI ON 2000 SALARIES	0.00	4,638.61	4,638.61
3321	FICA-MED ON 1000 SALARIES	0.00	4,151.93	4,151.93
3322	FICA-MED ON 2000 SALARIES	0.00	1,947.72	1,947.72
3331	ALTER. RETIREMENT ON 1000 SAL	0.00	1,378.50	1,378.50
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	1,922.98	1,922.98
3412	HEALTH & WELFARE ON 2000 SALS	0.00	10.29	10.29
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	150.87	150.87
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	67.30	67.30
3601	WORKER'S COMP INS ON 1000 SAL	0.00	5,976.96	5,976.96
3602	WORKER'S COMP INS ON 2000 SAL	0.00	2,663.67	2,663.67
01 Fund Total:		435,730.87	45,220.06	480,950.93

Fund: 11 ADULT EDUCATION FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1100	TEACHERS' SALARIES	58,536.84	0.00	58,536.84
1105	TEACHERS' SALARIES SUBS	376.46	0.00	376.46
1200	CERT PUPIL SUPPORT SALARIES	3,383.60	0.00	3,383.60
2100	INSTRUCTIONAL AIDES' SALARIES	10,747.36	0.00	10,747.36
2200	CLASSIFIED SUPPORT SALARIES	71.45	0.00	71.45
3101	STRS ON 1000 SALARIES	0.00	4,448.31	4,448.31
3201	PERS ON 1000 SALARIES	0.00	32.20	32.20
3202	PERS ON 2000 SALARIES	0.00	978.65	978.65
3311	OASDI ON 1000 SALARIES	0.00	21.46	21.46
3312	OASDI ON 2000 SALARIES	0.00	596.42	596.42
3321	FICA-MED ON 1000 SALARIES	0.00	674.66	674.66
3322	FICA-MED ON 2000 SALARIES	0.00	139.50	139.50

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Gross Wage & Fringe Summary by Object for MARCH SUPPLEMENTAL 4/10/2008 Fiscal Year 2007/2008

3331	ALTER. RETIREMENT ON 1000 SAL	0.00	33.66	33.66
3411	HEALTH & WELFARE ON 1000 SALS	0.00	5,604.55	5,604.55
3412	HEALTH & WELFARE ON 2000 SALS	0.00	1,099.28	1,099.28
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	31.14	31.14
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	5.41	5.41
3601	WORKER'S COMP INS ON 1000 SAL	0.00	1,235.36	1,235.36
3602	WORKER'S COMP INS ON 2000 SAL	0.00	214.55	214.55

11 Fund Total:

73,115.71

15,115.15

88,230.86

Fund: 12 CHILD DEVELOPMENT FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1100	TEACHERS' SALARIES	173.25	0.00	173.25
1340	CERT. ADMINISTRATOR SALARIES	693.00	0.00	693.00
2100	INSTRUCTIONAL AIDES' SALARIES	495.00	0.00	495.00
2900	OTHER CLASSIFIED SALARIES	369.73	0.00	369.73
3101	STRS ON 1000 SALARIES	0.00	14.30	14.30
3202	PERS ON 2000 SALARIES	0.00	7.69	7.69
3312	OASDI ON 2000 SALARIES	0.00	5.12	5.12
3321	FICA-MED ON 1000 SALARIES	0.00	2.51	2.51
3322	FICA-MED ON 2000 SALARIES	0.00	12.51	12.51
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	27.37	27.37
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	0.44	0.44
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	0.42	0.42
3601	WORKER'S COMP INS ON 1000 SAL	0.00	17.17	17.17
3602	WORKER'S COMP INS ON 2000 SAL	0.00	17.16	17.16

12 Fund Total:

1,730.98

104.69

1,835.67

Fund: 13 CAFETERIA FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
2200	CLASSIFIED SUPPORT SALARIES	4,032.58	0.00	4,032.58
2205	CLASS SUPPORT SALARIES SUBS	9,091.01	0.00	9,091.01
2206	CLASS SUPPORT SALARY OVERTIME	12.42	0.00	12.42
3202	PERS ON 2000 SALARIES	0.00	153.97	153.97
3312	OASDI ON 2000 SALARIES	0.00	104.07	104.07
3322	FICA-MED ON 2000 SALARIES	0.00	190.50	190.50
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	356.65	356.65
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	6.54	6.54
3602	WORKER'S COMP INS ON 2000 SAL	0.00	260.51	260.51

13 Fund Total:

13,136.01

1,072.24

14,208.25

Fund: 35 COUNTY SCHOOL FACILITIES FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
2200	CLASSIFIED SUPPORT SALARIES	5,909.08	0.00	5,909.08
3202	PERS ON 2000 SALARIES	0.00	432.82	432.82
3312	OASDI ON 2000 SALARIES	0.00	329.83	329.83
3322	FICA-MED ON 2000 SALARIES	0.00	85.69	85.69
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	20.62	20.62
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	2.96	2.96
3602	WORKER'S COMP INS ON 2000 SAL	0.00	117.16	117.16

Report: R0010A

Gross Wage & Fringe Summary by Object for MARCH SUPPLEMENTAL 4/10/2008 Fiscal Year 2007/2008

35 Fund Total:	----- 5,909.08	----- 989.08	----- 6,898.16
District Total:	----- 529,622.65	----- 62,501.22	----- 592,123.87

DATE: 4/30/08

FUND 01 GROSS PAYROLL	\$ 6,326,033.51
BENEFITS	\$ 1,867,145.38
TOTAL	\$ 8,193,178.89
FUND 11 GROSS PAYROLL - ADULT EDUCATION	\$ 34,099.93
BENEFITS	\$ 10,656.89
TOTAL	\$ 44,756.82
FUND 12 GROSS PAYROLL - CHILD DEVELOPMENT	\$ 7,673.67
BENEFITS	\$ 3,530.47
TOTAL	\$ 11,204.14
FUND 13 GROSS PAYROLL - CAFETERIA FUND	\$ 93,863.84
BENEFITS	\$ 26,552.11
TOTAL	\$ 120,415.95
FUND 35 GROSS PAYROLL-COUNTY SCHOOL FACILITIES FUND	\$ -
BENEFITS	\$ -
TOTAL	\$ -
DISTRICT TOTAL	\$ 8,369,555.80

Report: R0010A

Gross Wage & Fringe Summary by Object for APRIL REGULAR 4/30/2008

Fiscal Year 2007/2008

Fund: 01 GEN FUND/CO SCHOOL SERV FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1100	TEACHERS' SALARIES	4,263,726.50	0.00	4,263,726.50
1200	CERT PUPIL SUPPORT SALARIES	229,472.18	0.00	229,472.18
1300	CERT SUPRVSRs' & ADMINs' SAL	46,871.03	0.00	46,871.03
1310	CERT. SUPERVISOR SALARIES	15,589.84	0.00	15,589.84
1320	SUPERINTENDENTS SALARIES	14,887.67	0.00	14,887.67
1330	ASSISTANT SUPERINTENDENTS SAL	22,087.13	0.00	22,087.13
1340	CERT. ADMINISTRATOR SALARIES	314,651.69	0.00	314,651.69
1900	OTHER CERTIFICATED SALARIES	73,579.89	0.00	73,579.89
2100	INSTRUCTIONAL AIDES' SALARIES	290,747.86	0.00	290,747.86
2200	CLASSIFIED SUPPORT SALARIES	510,258.70	0.00	510,258.70
2300	CLASS SUPRVSRs' & ADMINs' SAL	13,212.27	0.00	13,212.27
2310	CLASS SUPERVISORS SALARIES	41,942.91	0.00	41,942.91
2320	CLASS. ADMINISTRATOR SALARIES	82,858.14	0.00	82,858.14
2400	CLERICAL & OFFICE SALARIES	223,784.28	0.00	223,784.28
2407	CLERICAL AND OFFICE SAL HOURLY	140,121.95	0.00	140,121.95
2900	OTHER CLASSIFIED SALARIES	40,981.47	0.00	40,981.47
3101	STRS ON 1000 SALARIES	0.00	446,458.69	446,458.69
3102	STRS ON 2000 SALARIES	0.00	645.02	645.02
3201	PERS ON 1000 SALARIES	0.00	5,891.88	5,891.88
3202	PERS ON 2000 SALARIES	0.00	123,558.70	123,558.70
3311	OASDI ON 1000 SALARIES	0.00	3,735.62	3,735.62
3312	OASDI ON 2000 SALARIES	0.00	72,510.06	72,510.06
3321	FICA-MED ON 1000 SALARIES	0.00	61,634.47	61,634.47
3322	FICA-MED ON 2000 SALARIES	0.00	17,971.15	17,971.15
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	2,096.09	2,096.09
3411	HEALTH & WELFARE ON 1000 SALS	0.00	643,589.25	643,589.25
3412	HEALTH & WELFARE ON 2000 SALS	0.00	237,286.70	237,286.70
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	2,490.88	2,490.88
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	672.26	672.26
3601	WORKER'S COMP INS ON 1000 SAL	0.00	98,783.42	98,783.42
3602	WORKER'S COMP INS ON 2000 SAL	0.00	26,661.99	26,661.99
3711	H & W CURRENT RETIREES ON 1000	0.00	77,583.89	77,583.89
3712	H & W CURRENT RETIREES ON 2000	0.00	45,575.31	45,575.31
3911	TAXABLE FRINGE BEN ON 1000 SAL	630.00	0.00	630.00
3912	TAXABLE FRINGE BEN ON 2000 SAL	630.00	0.00	630.00

01 Fund Total:

6,326,033.51

1,867,145.38

8,193,178.89

Fund: 11 ADULT EDUCATION FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1340	CERT. ADMINISTRATOR SALARIES	14,630.16	0.00	14,630.16
2200	CLASSIFIED SUPPORT SALARIES	3,617.70	0.00	3,617.70
2400	CLERICAL & OFFICE SALARIES	15,762.07	0.00	15,762.07
3101	STRS ON 1000 SALARIES	0.00	1,214.43	1,214.43
3202	PERS ON 2000 SALARIES	0.00	1,803.49	1,803.49
3312	OASDI ON 2000 SALARIES	0.00	1,067.23	1,067.23
3321	FICA-MED ON 1000 SALARIES	0.00	74.59	74.59
3322	FICA-MED ON 2000 SALARIES	0.00	249.58	249.58
3411	HEALTH & WELFARE ON 1000 SALS	0.00	1,125.14	1,125.14
3412	HEALTH & WELFARE ON 2000 SALS	0.00	4,429.19	4,429.19

Report: R0010A

Gross Wage & Fringe Summary by Object for APRIL REGULAR 4/30/2008

Fiscal Year 2007/2008

3501	STATE UNEMPLOY ON 1000 SALARY	0.00	7.36	7.36
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	9.68	9.68
3601	WORKER'S COMP INS ON 1000 SAL	0.00	291.89	291.89
3602	WORKER'S COMP INS ON 2000 SAL	0.00	384.31	384.31
3911	TAXABLE FRINGE BEN ON 1000 SAL	90.00	0.00	90.00

11 Fund Total:		34,099.93	10,656.89	44,756.82
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Fund: 12 CHILD DEVELOPMENT FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1100	TEACHERS' SALARIES	3,139.00	0.00	3,139.00
1340	CERT. ADMINISTRATOR SALARIES	667.48	0.00	667.48
2100	INSTRUCTIONAL AIDES' SALARIES	1,142.12	0.00	1,142.12
2400	CLERICAL & OFFICE SALARIES	2,725.07	0.00	2,725.07
3101	STRS ON 1000 SALARIES	0.00	310.76	310.76
3202	PERS ON 2000 SALARIES	0.00	359.86	359.86
3312	OASDI ON 2000 SALARIES	0.00	200.11	200.11
3321	FICA-MED ON 1000 SALARIES	0.00	35.58	35.58
3322	FICA-MED ON 2000 SALARIES	0.00	46.77	46.77
3411	HEALTH & WELFARE ON 1000 SALS	0.00	1,417.14	1,417.14
3412	HEALTH & WELFARE ON 2000 SALS	0.00	1,004.20	1,004.20
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	1.89	1.89
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	1.94	1.94
3601	WORKER'S COMP INS ON 1000 SAL	0.00	75.48	75.48
3602	WORKER'S COMP INS ON 2000 SAL	0.00	76.74	76.74

12 Fund Total:		7,673.67	3,530.47	11,204.14
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Fund: 13 CAFETERIA FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
2200	CLASSIFIED SUPPORT SALARIES	74,774.15	0.00	74,774.15
2320	CLASS. ADMINISTRATOR SALARIES	5,784.56	0.00	5,784.56
2400	CLERICAL & OFFICE SALARIES	13,305.13	0.00	13,305.13
3202	PERS ON 2000 SALARIES	0.00	6,535.78	6,535.78
3312	OASDI ON 2000 SALARIES	0.00	3,932.14	3,932.14
3322	FICA-MED ON 2000 SALARIES	0.00	1,284.99	1,284.99
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	860.16	860.16
3412	HEALTH & WELFARE ON 2000 SALS	0.00	12,030.75	12,030.75
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	46.90	46.90
3602	WORKER'S COMP INS ON 2000 SAL	0.00	1,861.39	1,861.39

13 Fund Total:		93,863.84	26,552.11	120,415.95
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District Total:		6,461,670.95	1,907,884.85	8,369,555.80
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BUSINESS SERVICES MEMORANDUM

To: Jim Franco, Superintendent
From: W/C. Goodall, Assistant Superintendent for Business
Date: May 18, 2008

SUBJECT: Acknowledge Report on Summer Grounds Work

BACKGROUND: In October, 2006, staff presented a report about current grounds staffing and a proposed grounds maintenance plan which could improve the level of service at district sites. The desired level of service included:

- Goal 4.5 - Mow and edge all turf areas every 7 calendar days (April – October).
- Goal 4.6 - 100% of irrigation systems will be reviewed and repaired ever 7 calendar days.
- Goal 4.7 - 100% of turf will be treated each fall with aeration, seeding, and fertilization (September/October).
 - This goal includes:
 - a. Application of pesticides as required, but in compliance with the health schools act of 2000
 - b. Monthly inspection/upkeep of playgrounds
 - c. Monthly trimming of shrubs and trees
 - d. Quarterly aeration of turf areas
 - e. Semi-Annual fertilization
 - f. Annual re-seeding
- Goal 4.8 – 100% of irrigation systems will be reviewed and fully operational by spring break
- Goal 4.9 – 100% of irrigation pumps will receive preventive maintenance repairs by Spring Break

RATIONALE: To date, the grounds staff achieved the following results.

Goal 4.5: The plan was fully implemented during the summer months, and after several adjustments in procedures, the crews were able to meet the first goal of mowing all lawns every seven calendar days.

Goal 4.6 – For a number of reasons, the plan to inspect and repair all irrigation systems during school took all year. With few exceptions, such as the baseball field at Tracy High School, which sustained damage during construction, all irrigation systems are thought to be fully operational.

Goals 4.7 through **4.9** have also been completed.

An assessment of grounds conditions in early May, 2008 indicate that playing fields and large turf areas require intensive work to bring them to the standard established by the Board in 2006. Therefore, a draft plan to improve the grounds has been completed, and is provided under separate cover. The plan will be updated after May 23rd. Based on information gained during completion of projects at Poet-Christian and Bohn Schools.

FUNDING: The Grounds Department has identified \$84,960. Costs have not yet been fully estimated, but may exceed \$135,000. Costs to complete all projects will be more accurately estimated by the end of May.

RECOMMENDATION: Acknowledge Report on Grounds Summer Plans

Prepared by: Casey Goodall, Assistant Superintendent for Business Services; Bill Willner, Director of Building Maintenance; John Heerema, Director of Transportation; Craig Hughes, Grounds Supervisor



ADMINISTRATIVE SERVICES MEMORANDUM

TO: Board of Education
FROM: Dr. James C. Franco, Superintendent
DATE: May 6, 2008
SUBJECT: Adopt Resolution No. 07-32 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 the meeting held February 26, 2008, due to illness and hospitalization. The Board of Education finds that Joan Feller's absence from the meeting of February 26, 2008, was due to hardship deemed acceptable by the Board of Education;

FUNDING: Unrestricted General Fund, Previously Budgeted.

RECOMMENDATION: Adopt Resolution No. 07-32 to Excuse Meeting Absence of Board Member.

Prepared by: Dr. James C. Franco, Superintendent



**TRACY UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 07-32
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 a meeting held February 26, 2008, due to illness and hospitalization;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education finds that Joan Feller's absence from the meeting of February 26, 2008, was 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 meeting February 26, 2008, and further directs that the adoption of this Resolution shall be recorded in the minutes of this meeting of May 28, 2008.

Resolved this 28th 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.~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services
Date: May 16, 2008
Subject: **Approve Service Agreement for Vinewood Center for Children & Families to Provide a Primary Intervention Program (PIP) for South/West Park School Students.**

BACKGROUND: As part of our school plan evaluation last year, the staff determined that there is a critical need for primary intervention for some of our students. During the 2007-2008 school year the School Site Council approved a total of \$20,129.00 from EIA, Title 1, Discretionary Block Grant and Block Grant funds to be used to provide the primary Intervention Program for the 2008/09 school year.

RATIONALE: We are requesting the services of Vinewood Center for Children & Families to provide a Primary Intervention Program for screened and selected students in grades K-3 with mild to moderate school adjustment problems. A Child Aid will provide limited one-on-one time to these selected students in a specially equipped activity room. Services will also include hiring, retention, supervision and training of the Child Aide and consultation for families of students who have been identified to have needs for services beyond the scope of the program. This program supports Strategic Goal # 4 – Developing the Whole Student.

FUNDING: The total cost of this program is \$20,129.00. Funding will be paid as follow:
EIA- \$14,626.00
Title 1 - \$2,633.00
Discretionary Block Grant - \$2,555.00
Block Grant – \$315.00
(639 hours x \$31.50/hour) = \$20,129.00

RECOMMENDATION: Approve Service Agreement for Vinewood Center for Children & Families to Provide a Primary Intervention Program (PIP) for South/West Park School Students.

Prepared by: Ramona Soto, South/West Park School Principal

TRACY UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR SPECIAL CONTRACT SERVICES

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

1. Contractor shall perform the following duties: The Primary Intervention Program (PIP) for systematically screened and selected students in grades K-3 with mild to moderate school adjustment problems. The Child Aid provides time limited, direct on-to-one services for students in a specially equipped activity room. Services also include hiring, retention, supervising and training of the Child Aide and consultation for families of students who have been identified to have needs for services beyond scope of program. Service provides for screening of students, evaluation of program and program coordination.
2. Contractor will provide the above service(s) as outlined in Paragraph 1, for a period of up to a total of Six hundred thirty nine (639) HOURS/DAY(s) (circle one), under the terms of this agreement at the following location: South/West Park School.
3. In consideration of the services performed by Contractor, District shall pay Contractor according to the following fee schedule:
 - a. District shall pay \$ 31.50 per HOURLY/DAY/FLAT RATE (circle one), not to exceed a total of \$20,129.00. Contractor shall only be paid for work completed to the satisfaction of District through the termination date of this agreement.
 - b. District ☐ SHALL; ☒ SHALL NOT reimburse Contractor for out of pocket expenses incurred during Contractor's performance of the services, including: mileage, meals and lodging in the district. Reimbursement of expenses shall not exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed \$ _____ for the term of the agreement.
 - c. District shall make payment on a ☒ MONTHLY PROGRESS BASIS, ☐ SINGLE PAYMENT UPON COMPLETION OF THE DUTIES and within thirty (30) working days from Contractor's presentation of a detailed invoice or on a claim form provided by the District. Original paid receipts are required for lodging, air fare (passenger coupon or ticket stub), automobile rental, and parking. Claims for unusual expenses, such as teaching materials, photocopying, etc., must be accompanied by original paid invoices.
4. The term of the agreement shall commence on August 13, 2008 and shall terminate on May 29, 2009.
5. This agreement may be terminated at any time during the term by either party upon thirty (30) days written notice.
6. Contractor shall contact the District's designee, Ramona Soto at (209) 830-3335 with any questions regarding performance of the services outlined above. District's designee shall determine if and when Contractor has completed the services described.
7. The parties intend that an independent contractor relationship be created by this contract and District assumes no responsibility for workers' compensation liability. District likewise assumes no responsibility for liability of loss,

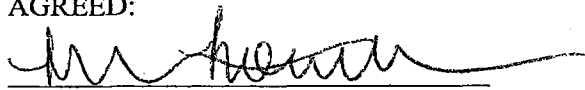
damage or injury to person(s) or property resulting from, or caused by, contractor's services during or relating to the performance of service under this Agreement.

Contractor agrees to hold harmless and to indemnify District for:

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

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

AGREED:


Consultant Signature (1) (Regina Nordman)

Social Security Number (2)

5-16-08
Date

Executive Director

Title

Vinewood Center for Children & Families
Address

35 East 10th Street, Suite L

Tracy, Ca. 95376

Ramona Soto

Tracy Unified School District

May 16, 2008

Date

Principal

Title

01-7090-0-1110-1000-5800-400-3604 (\$14,626.00)

01-3010-0-1110-1000-5800-400-3604 (\$2,633.00)

01-7396-0-1110-1000-5800-400-3604 (\$2,555.00)

01-7395-0-1110-1000-5800-400-3604 (\$315.00)

Account Numbers to be charged

Department/Site Approval

Budget Approval

Date Approved by the Board

Send all copies to the Business Office:

(1) Whenever organizational names are used, the authorized signature must include title, such as president.

(2) Whenever organizational names are used, the employer IRS Identification Number must be used instead of a Social Security Number.



EDUCATIONAL SERVICES MEMORANDUM

To: Dr. James Franco, Superintendent
From: ~~Dr.~~ Sheila Harrison, Assistant Superintendent of Educational Services
Date: May 16, 2008
Subject: Approve Service Agreement for Vinewood Center for Children & Families to Provide Counseling Services for South/West Park School Students.

BACKGROUND: As part of our school plan evaluation last year, the staff determined that there is a critical need for additional counseling services. Our school psychologist has little time to devote to counseling services. During the 2007/08 school year the School Site Council approved a total of \$19,980.00 EIA and ELAPS funds to be used to provide counseling services for the 2008/09 school year.

RATIONALE: We are requesting the counseling services of Vinewood Center for Children & Families. The counselor will provide up to 333 hours of counseling services. S/he will work with children struggling with such issues as divorced parents, social adjustment, loneliness, and drug dependent families. In order for students to benefit from school they need help and support in dealing with these issues. Vinewood Center for Children & Families is now able to provide services in both Spanish and English. In addition, the counselor will also provide parenting support in conjunction with other parenting services at our school. This supports Strategic Goal # 4 –Developing the Whole Student.

FUNDING: The total cost of this program is \$19,980.00. Funding will be paid as follows: \$13,500.00 from EIA and \$6,500.00 from ELAPS not to exceed a total of \$19,980.00 (333 hours x \$60/hour).

RECOMMENDATION: Approve Service Agreement for Vinewood Center for Children & Families to Provide Counseling Services for South/West Park School Students.

Prepared by: Ramona Soto, South/West Park School Principal

TRACY UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR SPECIAL CONTRACT SERVICES

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

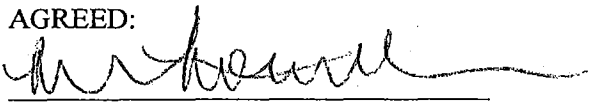
1. Contractor shall perform the following duties: English and Spanish counseling services to South/West Park Students.
2. Contractor will provide the above service(s) as outlined in Paragraph 1, for a period of up to a total of three hundred thirty three (333) (HOURS)/DAY(s) (circle one), under the terms of this agreement at the following location: South/West Park School.
3. In consideration of the services performed by Contractor, District shall pay Contractor according to the following fee schedule:
 - a. District shall pay \$ 60.00 per (HOUR) DAY/FLAT RATE (circle one), not to exceed a total of \$19,980.00. Contractor shall only be paid for work completed to the satisfaction of District through the termination date of this agreement.
 - b. District [] SHALL; [X] SHALL NOT reimburse Contractor for out of pocket expenses incurred during Contractor's performance of the services, including: mileage, meals and lodging in the district. Reimbursement of expenses shall not exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed \$ _____ for the term of the agreement.
 - c. District shall make payment on a [X] MONTHLY PROGRESS BASIS, [] SINGLE PAYMENT UPON COMPLETION OF THE DUTIES and within thirty (30) working days from Contractor's presentation of a detailed invoice or on a claim form provided by the District. Original paid receipts are required for lodging, air fare (passenger coupon or ticket stub), automobile rental, and parking. Claims for unusual expenses, such as teaching materials, photocopying, etc., must be accompanied by original paid invoices.
4. The term of the agreement shall commence on August 13, 2008 and shall terminate on May 29, 2009.
5. This agreement may be terminated at any time during the term by either party upon thirty (30) days written notice.
6. Contractor shall contact the District's designee, Ramona Soto at (209) 830-3335 with any questions regarding performance of the services outlined above. District's designee shall determine if and when Contractor has completed the services described.
7. The parties intend that an independent contractor relationship be created by this contract and District assumes no responsibility for workers' compensation liability. District likewise assumes no responsibility for liability of loss, damage or injury to person(s) or property resulting from, or caused by, contractor's services during or relating to the performance of service under this Agreement.

Contractor agrees to hold harmless and to indemnify District for:

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

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

AGREED:


Consultant Signature (1) (Regina Nordman)

Social Security Number (2)

5-16-08
Date

Executive Director

Title

Vinewood Center for Children & Families

Address

35 East 10th Street, Suite L

Tracy, Ca. 95376

Ramona Soto

Tracy Unified School District

May 16, 2008

Date

Principal

Title

01-7090-0-1110-1000-5800-400-3604 (\$13,500.00)

01-6286-0-1110-1000-5800-400-3604 (\$6,500.00)

Account Numbers to be charged

Department/Site Approval

Budget Approval

Date Approved by the Board

Send all copies to the Business Office:

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



TRACY
UNIFIED SCHOOL DISTRICT

EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: ~~HH~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services
DATE: ~~HH~~ May 14th, 2008
SUBJECT: Approve Service Agreement for Nancy Fetzer, for Coaching in Balanced Literacy including Writing for Teachers at Delta Island Elementary School.

BACKGROUND: Through program evaluation and the results of District and State assessments, Delta Island School Staff have identified the need to work on building a more balanced literacy program. Ms. Fetzer has worked with staff this year as well as staff at South/West Park and Central Schools. Delta Island staff found Ms. Fetzer to be a quality presenter that uses student language development to develop and improve their reading and writing skills. Delta Island staff are currently working on standard-based differentiated instruction for English Language Learners through CSU. Ms. Fetzer will model guided reading and writing lessons. Following the lesson, Ms. Fetzer will debrief with each group of teachers.

RATIONALE: Delta Island is a Title I school in their fourth year of not meeting API and AYP goals. Students routinely perform below District standards on writing assessments. Nancy Fetzer has presented at state-wide conferences and is a highly respected writing coach. Nancy Fetzer will provide consulting and coaching services in reading and writing to staff. This supports Strategic Goal #1, Quality Curriculum and/or Strategic Goal #7, Educational Leadership.

FUNDING: High Priority School Grant- \$19,500.00

RECOMMENDATION: Approve Service Agreement for Nancy Fetzer, for Coaching in Balanced Literacy including Writing for Teachers at Delta Island Elementary School.

Prepared by: Carla Washington, Principal, Delta Island School

TRACY UNIFIED SCHOOL DISTRICT

1875 W. Lowell Avenue, Tracy, California 95376

AGREEMENT FOR SPECIAL CONTRACT SERVICES

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

1. Contractor shall perform the following duties: Coach Delta Island teachers on Balanced Literacy and Writing on September 9-12 and 15th, 2008; January 26-28, 2009 and March 2-5, 2009
2. Contractor will provide the above services(s), as outlined in Paragraph 1, for a period of up to a total of 12 HOURS/DAY(s) (circle one), under the terms of this agreement at the following location: Delta Island School
3. In consideration of the services performed by Contractor, District shall pay Contractor according to the following fee schedule:
 - a. District shall pay \$ 19,500.00 per HOUR/DAY/FLAT RATE (circle one), not to exceed a total of \$ 19,500.00. Contractor shall only be paid for work completed to the satisfaction of District through the termination date of this agreement.
 - b. District [] SHALL; ~~[X]~~ SHALL NOT reimburse Contractor for out-of-pocket expenses incurred during Contractor's performance of the services, including: mileage, meals and lodging in the district rates not to exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed \$ _____ for the term of this agreement.
 - c. District shall make payment on a ~~[X]~~ MONTHLY PROGRESS BASIS, [] SINGLE PAYMENT UPON COMPLETION OF THE DUTIES and within thirty (30) working days from Contractor's presentation of a detailed invoice or on a claim form provided by District. Original paid receipts are required for lodging, air fare (passenger coupon or ticket stub), automobile rental, and parking. Claims for unusual expenses, such as teaching materials, photocopying, etc., must be accompanied by original paid invoices.
4. The terms of the agreement shall commence on September 9, 2008, and shall terminate on March 5, 2009
5. This agreement may be terminated at any time during the term by either party upon 30 days written notice.
6. Contractor shall contact the District's designee, Carla Washington at (209) 830-3306 with any questions regarding performance of the services outlined above. District's designee shall determine if and when Contractor has completed the services described.
7. The parties intend that an independent contractor relationship be created by this contract and District assumes no responsibility for workers' compensation liability. District likewise assumes no responsibility for liability for loss, damage, or injury to person(s) or property resulting from, or caused by, the contractor's activities during or relating to the performance of service under this Agreement.

Contractor agrees to hold harmless and to indemnify District for:

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

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

AGREED:

Consultant Signature (1) Nancy J. Fyfe
Social Security Number (2)/Tax ID # _____
Date 5-1-08
Title CONSULTANT
Address & Phone # 40500 VALLE VISTA
MURRIETA, CA 92562
951-757-5254

Tracy Unified School District
Date 4/28/08
Title Principal
Account Number to be Charged _____
Department/Site Approval OK Washington
Budget Approval _____
Date Approved by the Board _____

Send all copies to the Business Office:

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

REF: G:\olyons\FORMS\Contract Services Agreement 7 02.doc

2 suw

Nancy Fetzer's



Literacy Connections

January 23, 2008

Delta Island Elementary

FAX: 209-830-3307

Dear Carla,

Thank you for the opportunity to continue working with your dynamic teachers. Below is information regarding the inservice days.

Dates of Inservices: Twelve days: September 9-12 and 15, 2008

January 26-28, 2009

March 2-5, 2009

Inservice Topic: Language Arts Strategies

Consultant Fee: \$1,500/day (12 days = \$18,000)

Expenses: Twelve nights of lodging at a rate of \$100 per night for a hotel (12 nights = \$1,200). The hotel bill will be submitted with the invoice. Three round trips to Tracy from Southern California at a rate of \$100 per trip (\$300).

Please mail or FAX (prior to scheduled days): All paperwork and the Purchase Order for \$19,500 for consulting and expenses.

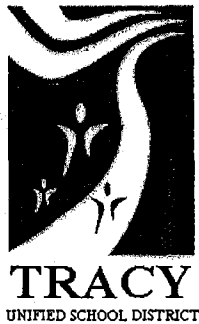
Best regards,

Nancy Fetzer

40500 Valle Vista
Murrieta, CA 92562

Phone: (951) 698-9556

Fax: (951) 698-7616



EDUCATIONAL SERVICES MEMORANDUM

To: Dr. Jim Franco, Superintendent
From: ~~Dr. Jim Franco~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services
Date: May 14, 2008
Subject: Approve Tracy Adult School Course Offerings for the 2008-2009 School Year

BACKGROUND: Each year the Board must approve a list of courses which may be offered by the Tracy Adult School for the upcoming school year 2008-2009. This approval goes to the California State Department of Education.

RATIONALE: The current document is for the annual course approval list, which is required by the State at this time. This meets District Strategic Goal #1, Provide a relevant and meaningful curriculum.

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

RECOMMENDATION: Approve Tracy Adult School Course Offerings for the 2008-2009 School Year.

Prepared by: Walter Gouveia, Director of Adult and Career and Technical Education

CDE Adult Education Course Approval System

Tracy Unified School District

2008/09 Selected Courses

You have selected 61 course titles.

Course Number	Course Title	Year Course Outline Developed [About]	Job Market Study Date [About]
1.1001	English Language Arts	2007	----
1.1002	Mathematics	2007	----
1.1008	ABE Family Literacy	2007	----
1.2011	English 1	2007	----
1.2012	English 2	2007	----
1.2013	English 3	2007	----
1.2014	English 4	2007	----
1.2015	Literature	2007	----
1.2018	English Language Arts Electives	2007	----
1.2021	Algebra I	2007	----
1.2023	Geometry	2007	----
1.2027	Mathematics Electives	2007	----
1.2031	Physical Science	2007	----
1.2032	Health & Life Sciences	2007	----
1.2033	General Science	2007	----
1.2034	Biological Science	2007	----
1.2037	Science Electives	2007	----
1.2041	US History	2007	----
1.2042	World History	2007	----
1.2043	American Government	2007	----
1.2044	Economics	2007	----
1.2045	Psychology	2007	----
1.2046	Social Studies/Social Science Electives	2007	----
1.2047	Geography	2007	----
1.2050	Multiple High School Diploma Subjects	2007	----
1.2055	Visual and Performing Arts	2007	----
1.2056	Foreign Language/American Sign Language	2007	----
1.2057	Electives	2007	----
1.2058	Test Preparation	2007	----
2.1050	ESL Multi Level	2007	----
2.1080	Family Literacy ESL	2007	----
2.1090	ESL/Citizenship	2007	----
2.2000	Citizenship Preparation	2007	----
3.0100	Life Skills and Functional Academics	2007	----
4.2451	Programming and Systems Development	2007	2006
4.2905	Media and Design Arts	2007	2006

Course Number	Course Title	Year Course Outline Developed [About]	Job Market Study Date [About]
4.4000	Education	2007	2006
4.4103	Business Financial Management	2007	2006
4.4107	Professional Sales and Marketing	2007	2006
4.4255	Support Services	2007	2006
4.4420	Food Service and Hospitality	2007	2006
4.4430	Interior Design, Furnishings and Maintenance	2007	2006
4.4600	Accounting Services	2007	2006
4.4615	Information Support and Services	2007	2006
4.5509	Engineering, and Heavy Construction	2007	2006
4.5531	Cabinet Making and Wood Products	2007	2006
4.5560	Residential and Commercial Energy and Utilities	2007	2006
4.5607	Manufacturing Systems and Processes	2007	2006
4.5608	Mechanical Construction	2007	2006
4.5688	Automotive Services	2007	2006
4.5705	Computer and Networking Engineering	2007	2006
5.5200	Effective Parenting Techniques	2007	---
5.7100	Health, Fitness, Nutrition, and Safety	2007	---
5.7200	Food Preparation	2007	---
5.7300	Clothing Construction	2007	---
5.7400	Home Arts	2007	---
5.7500	Financial Literacy	2007	---
6.6030	World	2007	---
6.6040	The Arts	2007	---
6.6070	Technology	2007	---
6.6080	Health and Fitness Literacy	2007	---



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: ~~JK~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services
DATE: May 14, 2008
SUBJECT: Approve all Out of State, Overnight, and Out of District Travel for Tracy High FFA Teachers and Students for the 2008-2009 School Year.

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

RATIONALE: Learning for teachers and students goes beyond the classroom, and these types of activities motivate teachers and students to stay active in the learning process. They will be planning and making decisions for the coming school year. These activities align with Strategic Goals #4, Developing the Whole Student and Goal #7, Educational Leadership.

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

RECOMMENDATION: Approve all Out of State, Overnight, and Out of District Travel for Tracy High FFA Teachers and Students for the 2008-2009 School Year.

Prepared by: Mr. Pat Anastasio, Principal, Tracy High School

Tracy High School

Agriculture Department/FFA Travel Schedule

2008/2009

<u>Date</u>	<u>Function</u>	<u>Funding</u>
8/15-17/08 (Fri-Sun)	FFA Officer Retreat Mariposa, California (Out of District, teachers & students)	FFA
8/11-8/17/08 (Mon-Sun)	California State Fair Sacramento, California (Out of District, teachers and students)	FFA
9/17/08 (Wed)	CATA Sectional Meeting (Fall) Jackson, CA (Out of District, teachers only)	Ag Dist.
10/1-2/08 (Wed-Thur)	FFA Delta Cal Greenhand Conference Lodi, CA (Out of District, Teachers and students)	FFA
10/4-5/08 (Sat-Sun)	Central Region COLC Denair, CA (Out of District, Teachers and students)	FFA
10/16/08 (Thur)	Pumpkin Patch for Pre-Schoolers Ag Farm, Tracy High (Teachers and students)	FFA
10/15/08 (Wed)	Opening and Closing Speech Contest Murphys, CA (Out of District, Teachers and Students)	FFA
10/18-25/08 (Sat-Sat)	FFA National Convention Indianapolis, Indiana AND Boston and New York (Out of district, Overnight, teachers Students)(Out of State)	Students, FFA Found. Ag Incentive VEA

<u>Date</u>	<u>Function</u>	<u>Funding</u>
10/17/08 (Fri)	AG-Venture Manteca, CA (Out of district, teachers and students)	FFA Ag Incentive
11/6/08 (Thurs)	Greenhand and Chapter Degree Ceremony THS-RM 62 (Teachers, students, and parents)	FFA
11/13/08 (Thurs)	Project Competition (Various Locations – Students homes) (Teachers and Students)	Students FFA
11/4/08 (Tues)	Animal Buying for Fair Location – TBA (Out of District, teachers)	Students FFA
11/8/08 (Sat)	Tracy Lions Club Crab Feed Tracy, CA (Teachers and Students)	N/C
11/19/08 (Wed)	CATA Administrators Night Altaville, CA (Out of District, teachers and Admin.)	FFA Foundation
11/14-15/08 (Fri – Sat)	CATA Regional Meeting & Road Show San Joaquin Delta College Stockton, CA (Out of District/overnight, teachers)	Ag Incentive
1/17/09 (Sat)	Small Town Genetics Sale Merced, CA (Out of District, teachers)	N/C
1/14/09 (Wed)	Delta-Cal Record Books Linden, CA (Out of District, teachers)	FFA Ag Dist

<u>Date</u>	<u>Function</u>	<u>Funding</u>
1/24/09 (Sat)	Pork Spectacular Show Vallejo, CA or (TBA) (Out of District, teachers and students)	FFA
1/28/09 (Wed)	FFA Sectional Public Speaking & Job Interview Contest Brett Harte, CA (Out of district, teachers and students)	FFA District
1/29/09 (Thur)	Field Trip – FFA/Ag TBA (Out of district, teachers and students)	Ag District
1/31/09 (Sat)	FFA Crab Feed Tracy Community Center (Teachers, students and parents)	FFA Foundation FFA
2/7/09 (Sat)	Tracy Lions Cioppino Feed Tracy Portuguese Hall (Teachers, students and parents)	N/C
2/4/09 (Wed)	FFA Central Region Prof. Review Ripon, CA (Out of district, teachers and students)	FFA
2/12/09 (Thur)	FFA Speech Contest/Regional Semi-Finals Galt, Ca (Out of district, teachers and students)	FFA
2/13-14/09 (Fri-Sat)	Made for Excellence Leadership Seminar Modesto, Ca (Out of district, teachers and students)	FFA
2/21/09 (Sat)	FFA/CATA Central Region Meeting MJC, Modesto, CA (Out of district, teachers and students)	Ag Incentive
2/28/09 (Sat)	Turlock/Pitman FFA Field Day Turlock, CA (Out of District, teaches and students)	FFA

<u>Date</u>	<u>Function</u>	<u>Funding</u>
3/7/09 (Sat)	UC Davis Field Day Davis, CA (Out of district, teachers and students)	FFA Students
3/3/09 (Tues)	Field Trip (TBA) (Out of district, teachers, and students)	Ag Incentive
3/3-6/09 (Tue-Fri)	FFA Leadership Exp. Conf Sacramento, CA (Out of district, teachers and students)	FFA Ag Incentive
3/10/09 (Tue)	FFA Sectional Parli-Pro Contest & Co-op Ripon, CA (Out of district, teachers and students)	FFA
3/14/09 (Sat)	Chico State Field Day Chico, CA (Out of district, teachers, and students)	FFA
3/27/09 (Thur)	Central Parli-Pro Competition Delta College, Stockton, CA (Out of district, teachers, and students)	FFA
3/21/09 (Sat)	Merced Field Day Merced, CA (Out of district, teachers and students)	FFA Students
3/21/09 (Sat)	Great Western judging contest Tulare, CA (Out of district, teachers and students)	FFA Students
3/28/09 (Sat)	Reedley Field Day Reedley, CA (Out of district, teachers, and students)	FFA
3/26/09 (Thur)	FFA Central Region State Degree Ceremony MJC Modesto, CA (Out of district, teachers and students)	FFA

<u>Date</u>	<u>Function</u>	<u>Funding</u>
3/28/09 (Sat)	Farmersville Field Day Farmersville, CA (Out of district, teachers, and students)	FFA
3/28/09 (Sat)	Modesto JC Field Day Modesto, CA (Out of district, teachers and students)	FFA Students
4/2-6/09 (Thur-Mon)	Junior Grand Nationals-Cow Palace San Francisco, CA (Out of district, teachers, students and parents)	FFA Ag Incentive
4/3/09 (Fri)	FFA Central Region Parli-Pro Contest Fresno, CA or MJC, Modesto, CA (Out of district, teachers and students)	FFA
4/4/09 (Sat)	Plymouth Steer Show Plymouth, CA (Out of district, teachers and students)	FFA
4/10/09 (Fri)	Central Regional Meeting TBA (Out of district, teachers and students)	FFA
4/18/09 (Sat)	Fresno Field Day Fresno, CA (Out of district, teachers and students)	FFA
4/16-22/09 (Thur – Tues)	FFA State Leadership Conference Fresno, CA (Out of district, overnight, teachers and students)	FFA Students Ag Incentive
5/1-3/09 (Fri – Sun)	FFA State Finals San Luis Obispo, CA (Out of district, overnight, teachers and students)	FFA Students Ag. Inc.
5/6/09 (Wed)	FFA Sectional Officer Elections Escalon, CA (Out of district, teachers and students)	FFA

<u>Date</u>	<u>Function</u>	<u>Funding</u>
5/7/09 (Thur)	Year End FFA Banquet Tracy Community Center (Teachers and students)	FFA
5/6/09 (Wed)	Sectional Officer Planning Meeting Bret Harte, CA	FFA
5/11/09 (Tue)	FFA/American Farmer Contest/Regional Galt, CA (Out of district, teachers and students)	FFA Ag Incentive
5/19/09 (Tue)	FFA/American Farmer Contest/State Turlock, CA (Out of district, teachers and students)	FFA Ag Incentive
6/9/09 (Tue)	FFA Point Awards Trip Great America or Marine World (Out of district, teaches and students)	FFA FFA Foundation
6/13-20/09 (Sat-Sat)	San Joaquin County Fair Stockton, CA (Out of district, teachers and students)	FFA Students
6/21-25/09 (Sun-Thurs)	Calif. Ag. Teachers State Conference San Luis Obispo, CA (Out of District, overnight, teachers only)	Ag Incentive District
Aug-Sept	(TBA) Calif. State Fair Sacramento, CA (Out of district, overnight, teachers and students)	FFA Students

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

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



HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: James Mousalimas, Assistant Superintendent of Human Resources
DATE: May 19, 2008
SUBJECT: Approve Classified, Certificated, and/or Management Employment

BACKGROUND:

Jimenez, Olivia

CLASSIFIED

Food Service Worker (Replacement)
Monte Vista Middle School
4 hours per day
Range 22, Step A - \$11.95 per hour
Funding: Child Nutrition Programs

BACKGROUND:

Glover, Toni

COACHES

Dance/Drill Team Advisor (Replacement)
West High School
Two stipends at \$1,623.00 each

Tankersley, Mahina

Sophomore Volleyball Coach (Replacement)
Tracy High School
Stipend \$3,896.00

RECOMMENDATION: Approve Classified, Certificated and/or Management Employment

Prepared by: James Mousalimas, Assistant Superintendent of Human Resources



HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: James Mousalimas, Assistant Superintendent of Human Resources
DATE: May 16, 2008
SUBJECT: Accept Resignations/Retirements/Leave of Absence for Classified, Certificated, and/or Management Employment

BACKGROUND:

CERTIFICATED RESIGNATION

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Franklin, David 1 st Grade	Poet	5/30/08	Personal
Fresco, Jessica 6 th Grade	North	5/30/08	Personal
Gordon, Robert Math	Tracy High	5/30/08	Personal
Harrison, Sue 6-8 th Science	Williams	5/30/08	Personal
Nudelman, Shanda Social Science	West High	5/30/08	Personal
Taylor, Jennifer 6-8 th Core	Monte Vista	5/30/08	Personal
Taylor, Edward 6-8 th Core	Monte Vista	5/30/08	Personal

BACKGRAOUND:

CLASSIFIED RESIGNATION

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Jimenez, Olivia Food Service Worker	Central School	05/09/08	Accepted FSW position at MVMS

BACKGROUND:**CERTIFICATED RETIREMENT**

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>
Bowman, Robert Industrial Arts	Tracy High	5/30/08
Karl, Molly Special Day Class	Bohn	5/30/08
Keith, Joan Independent Studies	Adult School	5/30/08
Lohman, Penny Kindergarten	Bohn	5/30/08
Lopez, Steve Math	West High	5/30/08
Pepperman, Linda GATE Coordinator	DEC	5/30/08
Scalise, Anna 6-8th	Williams	5/30/08
Schroers, Linda Math	Tracy High	5/30/08

BACKGROUND:**CLASSIFIED RETIREMENT**

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>
Gonzales, Eleanor Para Educator I	West High	06/01/08
Listek, Donna Elementary Attendance Clerk	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



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: *SH* Dr. Sheila Harrison, Assistant Superintendent of Educational Services
DATE: May 27, 2008
SUBJECT: Approve Agreements for Special Contract Services for Assistant Volleyball Coach Mahina Tankersley for the 2008-09 Season

BACKGROUND: There is a need in the volleyball program at Tracy High for adequate supervision by knowledgeable coaches to ensure the players have a safe, educational and positive experience. Having exceptionally qualified staff is the primary aim of the programs.

RATIONALE: Mrs. Mahina Tankersley is uniquely qualified to assist and enhance the volleyball program at Tracy High School. Mrs. Tankersley has extensive volleyball experience as a player and also as a coach. The experience and enthusiasm she brings to the players will ensure the overall success and safety of the program. Her duties will consist of assisting with daily practice, scouting, fundraising, breaking down film, and driving the District vans to tournaments. This aligns with Strategic Goal #2 (Creating and Maintaining Safe and Supportive Learning Environments).

FUNDING: Expenses for the Assistant Volleyball coach will be paid out of the Tracy High School ASB volleyball account. Expenses will not exceed \$1200.00.

RECOMMENDATION: Approve Agreements for Special Contract Services for Assistant Volleyball Coach Mahina Tankersley for the 2008-09 Season

Prepared by: Mr. Pat Anastasio, Tracy High School Principal

AGREEMENT FOR SPECIAL CONTRACT SERVICES

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

1. Contractor shall perform the following duties: **Assist with the coaching of the Tracy High Varsity Volleyball Team** including practices, matches, tournaments, and fundraisers.
2. Contractor will provide the above service(s), as outlined in Paragraph 1, for a period of **August 4, 2008 to November 14, 2008**
3. In consideration of the services performed by Contractor, District shall pay Contractor according to the following fee schedule:

A. District shall pay \$1200.00 FLAT RATE (Flat Rate/Hourly), not to exceed a total of \$1200.00.

Contractor shall only be paid for work completed to the satisfaction of District through the termination date of this agreement.

B. District [] **SHALL**; [**X**] **SHALL NOT** reimburse Contractor for out-of-pocket expenses incurred during Contractor's performance of the services, including: mileage, meals, and lodging at rates not to exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed \$ for the term of this agreement.

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

4. The term of this agreement shall commence on 8-4-2008, and shall terminate on 11-14-2008.
5. This agreement may be terminated at any time during the term by either party upon N/A (0) days written notice.
6. Contractor shall contact the District's designee, David Daily, with any questions regarding performance of the service outline above. District's designee shall determine if and when Contractor has completed the services described.
7. The parties intend that an independent contractor relationship is created by this contract and District assumes no responsibility for workers compensation liability. District likewise assumes no responsibility for liability for loss, damage, or injury to person(s) or property resulting from, or caused by, contractor's activities during or relating to the performance of service under this Agreement.

tractor agrees to hold harmless and to indemnify district for:

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

8. This Agreement is for the personal services of the Contractor and Contractor may not assign the performance of the services to any persons who are not parties to this Agreement except for employees of Contractor.
9. Contractor certifies that his or her current employer, if any, is fully cognizant of this Agreement and that payments hereunder are not in conflict with any federal, state or local statutes, rules or regulations, or with any policies of Contractor's current employer.
10. District shall become the owner 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.
11. 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:

Mahina Jankersley
Consultant Signature (1)

1
Social Security Number or TIN number (2)

5/8/08
Date

Assistant V-ball coach
Title

Tracy, CA 95304
Address
City/State/Zip

Phone Number

5/8/08
Date

Title

Account Number to be charged

Budget Approval

Date Approved by the Board

Send All Copies to the Business Office

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

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Glenda Borejko Page 2 03/10/1998



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: April 21, 2008
SUBJECT: Approve 2009-2010 High School Attendance Boundaries

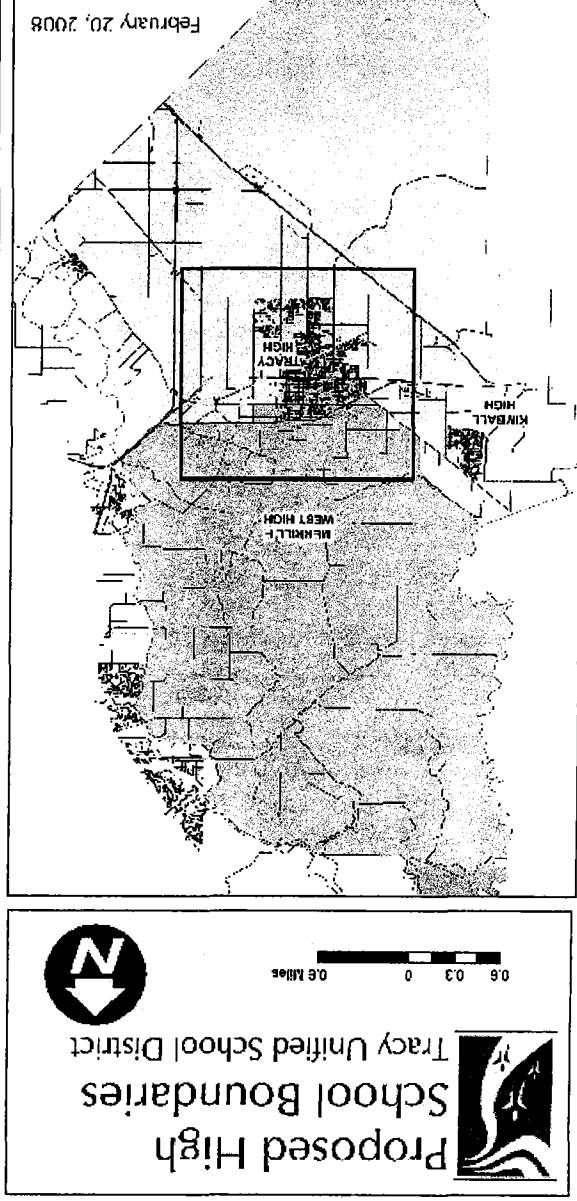
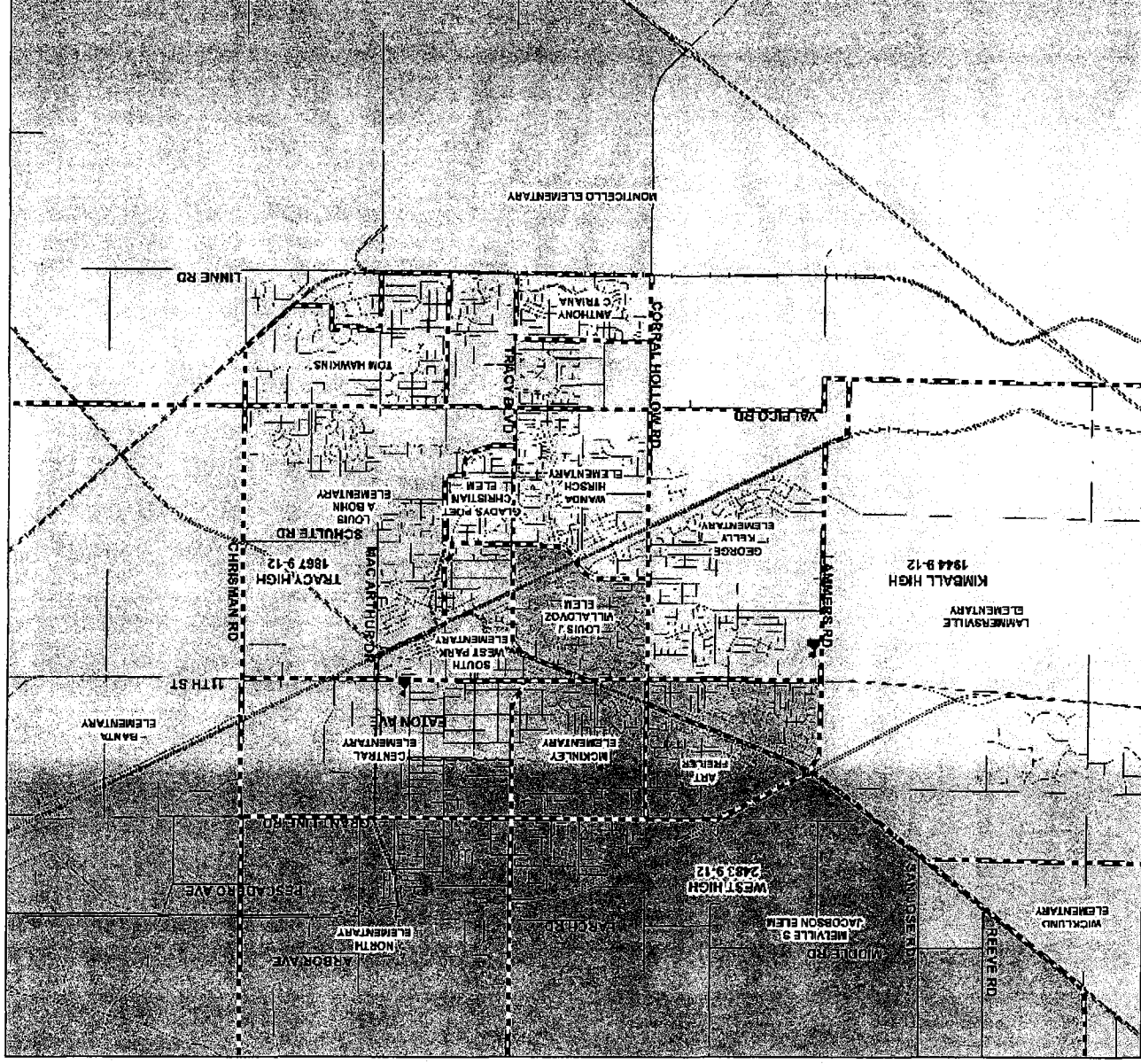
BACKGROUND: On May 13, 2008, staff recommended the set of High School Attendance Boundaries which are attached, to be effective July 1, 2009. The recommendation is based on input from committee work conducted from January through May of 2008, and based on the criteria required of Board Policy 5116. Public input was solicited, collected, and shared with the Board on May 13, 2008.

RATIONALE: The recommended boundaries were recommended by the Boundary Committee, primarily because they found these boundaries to be those which best met the criteria established in Board Policy 5116 School Attendance Boundaries. Committee members expressed their individual rationals for recommending these boundaries. Their comments are provided in appendix B.

FUNDING: N/A

RECOMMENDATION: Approve 2009-2010 High School Attendance Boundaries

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



Appendix B

Rationale for Recommending the Proposed Set of Boundaries

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



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 (Fourth Reading, with Minor Change, Intent to Adopt)

BACKGROUND: On May 13, 2008, the Board of Education adopted changes to Administrative Regulation 1330.1 governing management of the District Facility Use policy. Since that time, one additional change has been recommended. This agenda proposes adding the Mayor's Community Youth Support Network Basketball program at Bohn School as a jointly sponsored program and an authorized tier one use.

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

FUNDING: There is no cost to name these facilities.

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

A. Purpose and Scope

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

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 inside a Tracy Unified School District building, with the exception of flames instructional uses, such as the use of Bunsen Burners in science classes, or the use of Sterno to heat for food being served from chafing dishes, and in that case only when operated by employees of the Food Services Department.

No Flames may be used on Tracy Unified School District property on outside facilities with the exception of authorized barbeques, and the authorized use of candles or luminaries.

Contained blazes generated by the Tracy Fire Department for training purposes may also be authorized. Users conducting activities which include barbeques, candles, or luminaries shall

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COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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 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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

- 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 Mayor's Community Youth Support Network Basketball Program at Bohn School.**
 8. The Tracy Learning Center for student athletic events which can not reasonably be conducted at their own facilities, and which do not conflict with Tracy Unified School District scheduled curricular, co-curricular, and extra-curricular events. The charter school is expected to pay for all the additional costs that are required for using a facility, e.g. custodians at football games.

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,

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

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COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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 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.

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COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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

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

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

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

4. Reports Required

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

5. Record Retention

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

6. Approved by Administrator of Division

Assistant Superintendent for Business Services

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES



TRACY
UNIFIED SCHOOL DISTRICT

TRACY. UNIFIED SCHOOL DISTRICT APPLICATION AND AGREEMENT
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: (1) Complete in full-Section A. (2) Return this request to the Facility Use Dept. at least 15 working days before use. (3) 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	TRACY SCHOOLS	YES/NO	Admission Charged YES / NO
Sponsored by:	CITY	YES/NO	Estimated Attendance:
(One facility per application)		<i>Example: Multi-Purpose Room, Gym, Fields, Cafeteria</i>	
School:	Room(s)/Location(s):		
Date (s):	OPEN: _____	AM/PM	CLOSE: _____
	OPEN: _____	AM/PM	CLOSE: _____
	OPEN: _____	AM/PM	CLOSE: _____
	OPEN: _____	AM/PM	CLOSE: _____
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:			
Authorizing Signature:	Date:	Acord Form Certificate of Insurance: Approved/Denied	Endorsement Letter (CG2011 or CG2026) Approved / Denied
Bob Corsaro		Expires: _____	
Approved / Denied			
Facility Use Office Only		TOTAL FEES DUE:	Posted:
Tier 1	Tier 2	Tier 3	Tier 4
Tier 5	Tier 6	\$ _____	
Facility Use Payment Received: \$ _____		Date: _____	Check# _____
Security Deposit Payment Received: \$ _____		Date: _____	Check# _____
Section D: Food Services Approval:			
Approved / Denied		Authorizing Signature:	Date:

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				\$40.94	
Room (no technology)	\$2.33	\$16.50	\$33.29		\$66.00
District Education Center Board				\$40.94	
Room (w/ technology)	\$2.33	\$16.50	\$68.03		\$66.00
District Education Center				\$40.94	
General Conference Room	\$0.90	\$16.50	\$33.29		\$66.00
ISET Training Room (no				\$40.94	
technology)	\$2.33	\$16.50	\$33.29		\$66.00
ISET Training Room (with				\$40.94	
technology)	\$2.33	\$16.50	\$68.03		\$66.00
District Staff Development				\$40.94	
Training Room	\$2.33	\$16.50	\$33.29		\$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



EDUCATIONAL SERVICES MEMORANDUM

To: Dr. James Franco, Superintendent
From: ~~Dr.~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services
Date: May 19, 2008
Subject: Approve Merrill West High School Tardy Pilot Program for Implementation for 08-09 School Year

Background: December 11, 2008, the Tracy Unified School Board approved the Merrill West Tardy Pilot Program for the 2nd Semester of the 07-08 School Year to implement using a form of detention for tardies before or after school in lieu of sending students to the Support Room to ensure that valuable instructional time was not being used for Support Room detention.

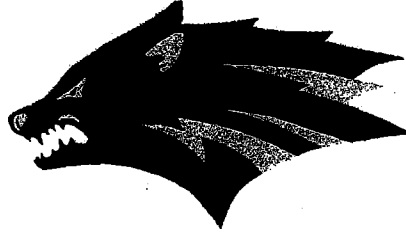
Rationale: The new Merrill West Tardy Pilot Program was implemented at the beginning of the 2nd Semester. Attendance tardy data was collected and analyzed on a monthly basis. Surveys by students and teachers were collected. Major implications were summarized and recommendations for improvement and implementation have been made. The Final Plan for 2008-2009 will be presented to the Board for approval. This will discipline students, but not at the cost of their education, in support of Strategic Goal #4- Develop responsible students.

Funding: Cost of teacher for before and after school detention will be paid by the School Site's Block Grant (\$7,500.00 allocated).

Recommendation: Approve Merrill West High School Tardy Pilot Program for Implementation for 08-09 School Year

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

WHS Tardy / Detention Policy *effective January 2008*



1st and 2nd Tardy
Teacher assigned
Consequence

- Student remains in class

3rd and 4th Tardy

- Student remains in class
- Assigned 20 minute detention
- Teacher writes detention referral
 - Keeps original
 - Copy to student
- Detention must be served within two days
- Referral requirements to receive credit:
 - Form must be turned in to teacher
 - Must be signed by parent/guardian
 - Time-stamped in detention room
 - NO EXCEPTIONS

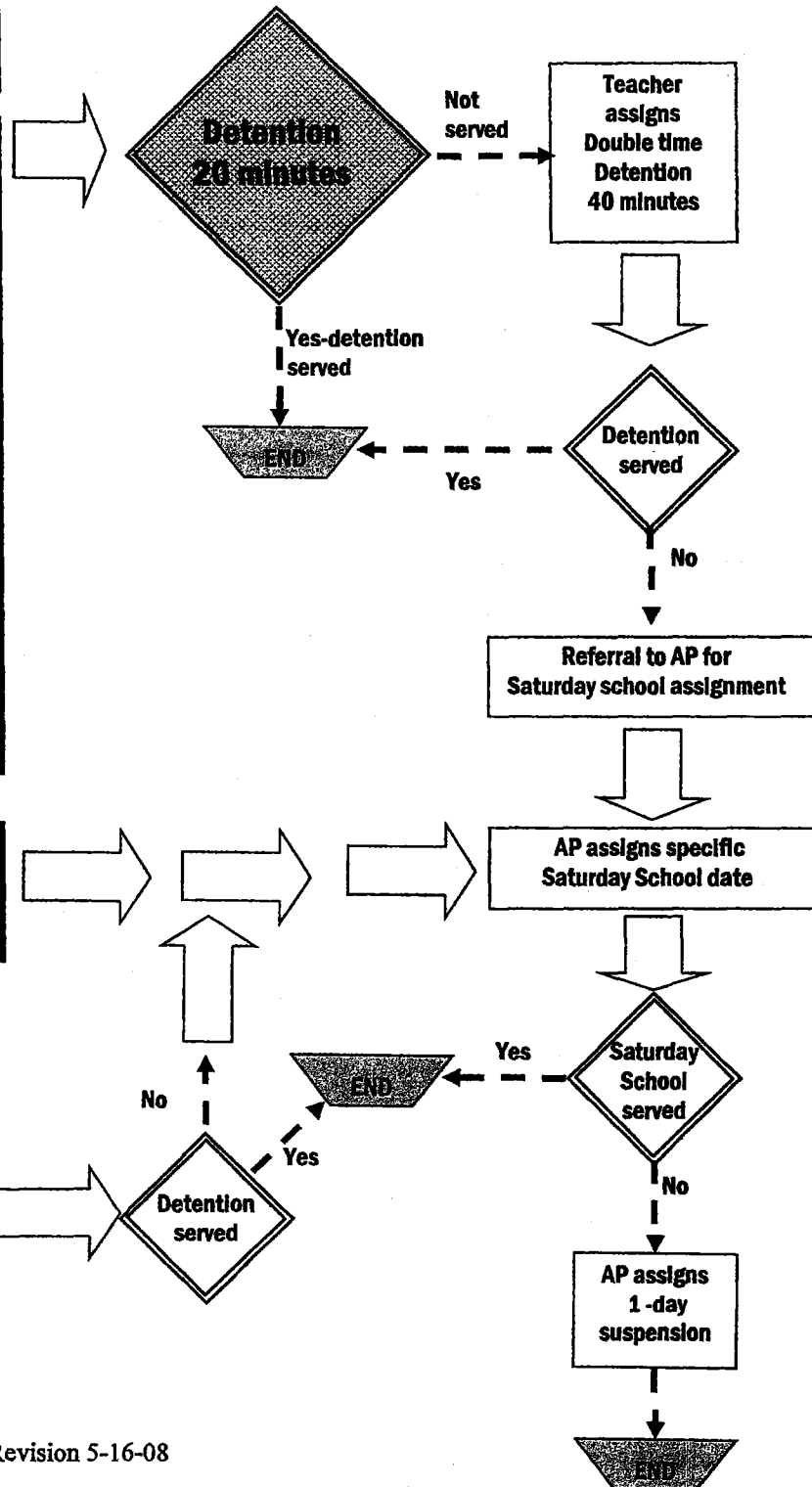
5th Tardy

- Referral to AP for Saturday School

*** 6th Tardy**

- Referral to AP
- Phone conference w/parent

Student assigned 20 minute detention to be done within one day



DETENTION SCHEDULE

The Detention Room is in room P-18 (Support Room)

Monday through Friday
7:00 a.m.-7:50 a.m.
No admission after 7:30 a.m.

Tuesday though Thursday
3:20 p.m. -4:10 p.m.
No admission after 3:50 p.m.

Detention Room Rules

1. Write out your sentences. Turn them in when you leave.
2. Do homework, no sleeping
3. No talking, no food or drinks
4. No electronic devices, no hats or hoods
5. If you are kicked out of detention, you receive no credit for the time spent.
6. Leave quietly when you complete your detention and your form is returned to you.
7. Return the stamped form, with your parents' signature to the referring teacher within two days after it was issued.

FAILURE TO COMPLY WITH THESE RULES MAY RESULT IN NO CREDIT FOR YOUR DETENTION.

* Recommended Revision 5-16-08



BUSINESS SERVICES MEMORANDUM

To: James C. Franco, Superintendent
From: James Mousalimas, Assistant Superintendent of Human Resources
Date: May 7, 2008
Subject: Adopt Resolution 07-31 for a Reduction in Classified Staff Due to Lack of Work/Lack of Funds

BACKGROUND: At the end of the 2007-2008 school year, the current 6 hour/10 month Classified Kindergarten Para Educator I position at McKinley Elementary School will be reduced to a 3 hour Kindergarten Para Educator I position due to lack of funds. This position has been funded by EIA (67%). The funding for this is no longer available; therefore the position is being reduced to a 3 hour Kindergarten Para Educator I position funded by General Fund (33%). In order to implement this reduction, the attached resolution must be adopted.

RATIONALE: Reduction in Classified staff is needed due to lack of funds.

RECOMMENDATION: Adopt Resolution 07-31 for a Reduction in Classified Staff Due to Lack of Funds.

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



**TRACY UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 07-31**

**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:

McKinley Elementary School

3 hour/10 month Kindergarten Para Educator I (EIA Funding)

NOW, THEREFORE, BE IT RESOLVED that it shall be necessary to reduce the work year for One (1) classified employee, equivalent to approximately .38 F.T.E.s as shown above, effective June 30, 2008 as a result of 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**



HUMAN RESOURCES MEMORANDUM

To: Dr. James Franco, Superintendent

From: James Mousalimas, Asst. Supt. for Human Resources *JM*

Date: May 19, 2008

Subject: **Approve CSEA Reclassification/Reallocations**

BACKGROUND:

According to Article XL of the Master Agreement between the California School Employees Association (CSEA) and the Tracy Unified School District (TUSD), requests for reclassification/reallocation may be initiated by the classified bargaining unit or by the employee by November 1 of each year.

A Reclassification/Reallocation committee consisting of four administrators and four CSEA members met and rendered their recommendations to the CSEA and TUSD negotiating teams regarding the requests. The negotiating teams met on January 25, 2008 and tentatively agreed to the following recommendations for reclassification/reallocation. (Please see attachment.) The Tentative Agreement was ratified by a majority vote of the CSEA membership on May 8, 2008.

STRATEGIC GOAL: # 7 – Educational Leadership

RECOMMENDATION: Approve CSEA Reclassification/Reallocations

Prepared by: James Mousalimas, Assistant Superintendent for Human Resources

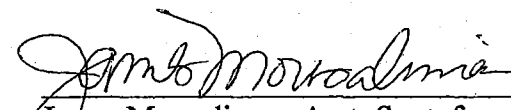
TENTATIVE AGREEMENT

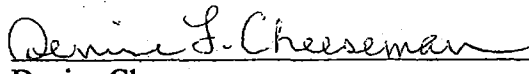
April 1, 2008

The California School Employees Association (hereafter "CSEA") and the Tracy Unified School District (hereafter "District") do hereby agree to a tentative agreement to the following reclassification/reallocation requests:

1. **Para Educator I (Adult School)**
 - A. CSEA/TUSD teams agree that title should be changed to ParaEducator I, Adult School, and a job description should be created to reflect Para Educator I duties at the Adult School.
 - B. No increase or change of grade
2. **Para Educator I**
 - A. No increase or change of grade
 - B. Denial does not preclude reclassification request in the future from Para Educators as a group
3. **Warehouse Delivery Driver**
 - A. No increase or change of grade
4. **Warehouse Supervisor**
 - A. No increase or change of grade
5. **High School Attendance Clerk**
 - A. No increase or change of grade
6. **High School Library Technician**
 - A. No increase or change of grade
7. **High School Attendance Clerk (Willow/Duncan Russell)**
 - A. CSEA/TUSD teams agree that employee is working outside of job description and class.
 - B. CSEA/TUSD teams agree that a complete and thorough job analysis is further recommended and a new title and job description established.
 - C. CSEA/TUSD teams agree that position should be upgraded from current range 26 to range 36.

Tentatively agreed to this 03 day of April, 2008, in Tracy, California.


James Mousalimas, Asst. Supt. for
Human Resources


Denise Cheeseman,
CSEA Tracy Chapter #98 President