

PLEASE BRING THIS COPY OF THE AGENDA TO THE BOARD MEETING. THANK YOU!

NOTICE
REGULAR MEETING OF THE GOVERNING BOARD

TRACY UNIFIED SCHOOL DISTRICT

DATE: TUESDAY, DECEMBER 11, 2007

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

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

A G E N D A

1. Call to Order

2. Roll Call – Establish Quorum

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

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

3.1 Administrative Services:

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

Walsh v. TUSD, et al.,

San Joaquin Co. Superior Court, No. CV028841

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

Rodriguez v. TUSD, et al.,

San Joaquin Co. Superior Court, No. CV028960

3.2 Educational Services:

3.2.1 Findings of Facts: #FF07-08/37, 42, 45, 47, 49, 50, 54, 56

3.2.2 Waiver of Expulsion: #WE07-08/4

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

3.3 Human Resources:

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

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

3.3.2 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 # FF07-08/37, 42, 45, 47, 49, 50, 54, 56

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

6b Report Out of Action on Waiver of Expulsion: #WE07-08/4

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

7. Approve Regular Minutes of November 27, 2007.

1-4

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

8. Board Organization:

8.1 Elect Officers

5-6

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

8.2 Appoint Representatives to the following committees:

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

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

8.3 Approve Board Meeting Calendar

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

9. Student Representative Reports: None.

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

10.1 Recognize Retiree

10.2 Delta Island School Site Update on Achievements & Activities

10.3 Freiler School Site Update on Achievements & Activities

11. 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.

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

12.1 Administrative & Business Services:

- 12.1.1** Receive Update on Facilities Projects

7-8

12.2 Educational Services:

- 12.2.1** Receive Report on California Interscholastic Federation Athletic Programs

9

- 13. PUBLIC HEARING:** None.

- 14. 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__

14.1 Administrative & Business Services:

- 14.1.1** Ratify Routine Expenditures and Notice of Completions Which Meet Criteria for Board Review and Approval

10-11

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

12-14

- 14.1.3** Approve Monthly Budget Adjustment Report – November, 2007

15-19

- 14.1.4** Approve Revolving Cash Fund Reports for November, 2007

20-23

- 14.1.5** Approve Accounts Payable Warrants Reports for November, 2007 (Under Separate Cover)

24

14.2 Educational Services:

- 14.2.1** Approve Additional School Site Single Plans for Student Achievement and Site Categorical Budgets for 2007/2008 School Year

25

- 14.2.2** Approve Overnight Travel for March 5-7, 2008 for Forty Tracy High School Students and Two Advisors to Visit California State University, Long Beach and to Attend "12 Angry Men," a Direct from Broadway Play

26

- 14.2.3** Approve Special Services Contract with the Stanislaus County Office of Education for Alane Vaughn to Present on January 30, 2008

27-31

- 14.2.4** Approve Agreement for Special Contract Services with Victoria Bluett-Murphy, BCBA, of Autism and Behavior Training Associates for January 30 Buy Back Day

32-34

14.3 Human Resources:

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

35-36

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

37

15. **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.
- 15.1 **Administrative & Business Services:**
- 15.1.1 Approve Addition of Two HVAC Technicians to Support the Heating, Ventilation, and Air Conditioning Preventive Maintenance Program 38-44
Action: Motion___; Second___. **Vote:** Yes___; No___; Absent___; Abstain__.
- 15.1.2 Certify 2007-2008 Fiscal Year First Interim Report 45-46
 (Separate Cover Item) (Report)
Action: Motion___; Second___. **Vote:** Yes___; No___; Absent___; Abstain__.
- 15.2 **Educational Services:**
- 15.2.1 Approve Merrill West High School Tardy Pilot Program and Study for the 2nd Semester of the 07-08 School Year (Report) 47-48
Action: Motion___; Second___. **Vote:** Yes___; No___; Absent___; Abstain__.
16. **Board Reports:** An opportunity for board members to discuss items of particular importance or interest in the district.
17. **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.
18. **Board Meeting Calendar:**
- 18.1 January 22, 2008
 18.2 February 12, 2008
 18.3 February 26, 2008
19. **Upcoming Events:**
- | | | |
|------|------------------------------|-------------------------------|
| 19.1 | December 22- January 6, 2008 | Winter Break |
| 19.2 | January 21, 2008 | No School, MLK Day |
| 19.3 | January 30, 2008 | No School, Buy Back Day |
| 19.4 | February 11, 2008 | No School, Lincoln's Birthday |
| 19.5 | February 18, 2008 | No School, Presidents' Day |

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

**Minutes of
Regular Meeting of the Governing Board
For Tracy Unified School District
Held on Tuesday, November 27, 2007**

- 5:30 PM:** Vice-President Vaughn called the meeting to order and adjourned to closed session.
- Roll Call:** Board: G. Crandall, J. Feller, T. Guzman, T. Hawkins, K. Lewis, B. Swenson, J. Vaughn (G. Crandall was absent from closed session but was present during open session) Absent: J. Feller
Staff: J. Franco, J. Mousalimas, C. Goodall, S. Harrison, B. Etcheverry.
- 7:05 PM:** President Crandall called the Tracy Unified School District Board of Education to order and led those present in the Pledge of Allegiance.
- Closed Session:** **6a** Action on Findings of Fact # FF07-08/30, 32, 33, 34, 35, 43, 44, 46
Action: (as amended) Lewis, Vaughn. **Vote:** Yes-5; No-0; Absent-1(Feller); Abstain-1 (Crandall)
6b Report Out of Action Taken on Application for Reinstatement:
#AR07-08/7, 8
Action: **Vote:** Yes-5; No-0; Absent-2(Crandall, Feller)
6c Report Out of Action on Consider Leave of Absence Request for
Classified Employee #UCL-108 Pursuant to Article XXIII
Action: Approved. **Vote:** Yes-5; No-0; Absent-2(Crandall, Feller)
- Employees Present:** K. Fistolera, C. Minter, J. Cardoza, S. Prioste, W. Huffman, K. Gill, R. Soto, D. Sonnenburg, R. Pearlman, C. Woo, D. Wakefield, P. Hall, M. Bourque, C. Greer, J. Borrego, W. Huffman, A. Jayne,
- Press:** B. Brownne, J. Mendelson, C. Bernard, News 10 camera crew
- Visitors Present:** L. Gamino, Williams Family, Gill Family, Dong Family, B. Prioste, N. Dastgheyb, B. Butler, F. Sargent, J. Borrego
- Minutes:** **Approve Regular Minutes of November 13, 2007.**
Action: Swenson, Guzman **Vote:** Yes-6; No-0; Absent-1(Feller)
- Student Representative Reports:** West High: Naficeh Dastgheyb reported that students have been involved in community service with holidays coming up such as Festival of Trees, Bell Ringing and Brighter Christmas. They also held a dinner at Astoria gardens on November 17. They are currently holding a coat drive and a can drive with a goal of 3,000 cans. AVID has a field trip to Monterey and college visitation. The graphics arts class is working on a fundraiser for the invisible

children of Uganda. Band and orchestra are having their first concert on December 13 at 7:00 in the West High gym. The choir concert will be held on December 14th at 7:00. In sports they recently played in the Foundation Game against Tracy High and won. The proceeds go towards scholarships. The Varsity Football Team went to the first round of playoffs. In cross country, Sara Rico went to state for the second time. The soccer team made it to the second round of playoffs. She passed out new dance policy/guidelines.

Tracy High: Alaina Bassett reported that students will have their secret pals where leadership students and staff exchange names and give gifts to each other during the week of December 10-14. Tracy cover up gives coats and blankets to keep children warm. The Tracy High clubs are attending Relay for Life meetings. Mock Trial is attending an invitational competition and Ag Science seniors are signing up for their presentations. In sports our football team came in 2nd place in SJAA and made it to playoffs. Wrestling has started conditioning and the basketball team played against West last night in the Foundation Game.

Recognition & Presentation:

9.1 Recognize and Congratulate 2007 District Spelling Bee Winners

Students who participated in the spelling bee gave a short demonstration. Dr. Sheila Harrison, Assistant Superintendent of Educational Services, recognized the District spelling bee winners, Committee members and judges. This is the 5th District spelling bee.

9.2 Recognize Monte Vista Student Kenneth Williams for Bravery and Quick Thinking

Monte Vista Middle School 7th grader, Kenneth Williams, was recognized for performing the Heimlich maneuver on librarian, Patty Foster, who had choked on a piece of apple. Superintendent, Dr. James Franco recited the poem "One".

Hearing of Delegations

Wes Huffman would like to use an internal measurement tool to help the district evaluate only students who attended Tracy Unified Schools from Kindergarten on to help measure how effective the changes are.

Information & Discussion Items:

11.1 Administrative & Business Services: None.

11.2 Educational Services:

11.2.1 Receive Report on K-8 Science Program and Proposed Textbook Adoption

Director of IMC, Donna Sonnenburg, and South/West Park teacher, Ann Jayne, presented a power point on the process and

evaluation of selecting the textbooks.

Trustee Crandall left the meeting at 7:52 p.m.

Trustee Crandall returned to the meeting at 7:53 p.m.

Public Hearing: None.

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

13.1 Administrative & Business Services:

13.1.1 Ratify Routine Expenditures and Notice of Completions Which Meet Criteria for Board Review and Approval

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

13.1.3 Accept Donations

13.2 Educational Services:

13.2.1 Approve Overnight Travel for West High School Cheer Team to Compete at the Aloha International Spirit Competition in Honolulu, Hawaii
March 26-31, 2008

13.3 Human Resources:

13.3.1 Approve Classified, Certificated and/or Management Employment

13.3.2 Accept Resignations/Retirements/Leaves of Absence for Classified, Certificated, and/or Management Employment

13.3.3 Approve Service Agreement with David Adams (West High) for the 2007-2008 Boys' Basketball Season

13.3.4 Approve Service Agreement with Tina Afan (West High) for the 2007-2008 Girls' Varsity Basketball Season

Action Items: **14.1 Administrative & Business Services:**

14.1.1 Adopt Board Policy 7310 Naming of Schools, Individual Buildings, or Facilities and Recommend Members to Serve on the Screening Committee (Second Reading, Intent to Adopt)

Action: Lewis, Swenson. **Vote:** Yes-5; No-1(Hawkins); Absent-1(Feller). Larry Gamino requested that the Board consider looking at indigenous cultures that existed here and name a facility after a Chief of the Yokuts Tribe.

Dr. Franco recommended the following for the screening committees:

West High: Superintendent, Principal, Athletic Director, ASB President, Michi MacCugh, Jamie Bailey and Mel LaGasca.

Tracy High: Superintendent, Principal, Athletic Director, ASB

President, Peter Holtz, Roger Traina and one additional member which he will name soon.

All Board members present agreed with his recommendations.

14.1.2 Approve Contract with L & H Airco to Complete the Energy Management Systems Replacement

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

14.1.3 Approve Proposal for Architectural Services for Tracy High School Gymnasium HVAC Project

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

14.1.4 Approve Proposal for Facility Condition Assessment with RGM and Associates

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

Board Reports:

Trustee Guzman passed. Trustee Lewis reported that the next meeting is the organizational meeting and he would like the committee list sent out to the board members. Trustee Swenson would like the CIF report on the December board agenda, including coaches training update and policy on health issues. Trustee Hawkins had a great time today visiting both high schools' construction projects. There is a lots of activity and it's wonderful to see how quick they put things together. Trustee Vaughn passed. Trustee Crandall thanked Denise for the facility updates. Pictures of the construction sites were shown.

Superintendent Report:

Dr. Franco reported that 2 of our employees, Matthew Belasco and Bob Corsaro and their wives got together and cooked 45 turkeys, for the Lolly Hansen center. The new high school planning is moving ahead and Donna Covey, a consultant, came and worked with administrative staff. There is a lot to plan such as educational programs, boundaries, staffing, hiring a principal, etc. We had the "Science on Saturday" presentation put on by Lawrence Livermore National Laboratories in conjunction with our science teachers, Mr. Reese and Mr. Wedel.

Dr. Harrison reported on supplement services for program improvement schools. There is a limit on the number of students that can be served by the service providers. They held a faire for providers. The State determines how much money can be spent per student which is approximately \$89 per student. Students are identified based on need and the lowest test scores have first priority.

Dr. Franco: TAAA in partnership with Tracy Performing Arts will sponsor the "Black Nativity" at the Grand Theater on Saturday at 1:30 and 5:30 p.m.

**8:39 PM
Adjournment.**

Tom Hawkins, Clerk

Date



TRACY
UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE SERVICES MEMORANDUM

TO: Board of Education
FROM: Dr. James Franco, Superintendent
DATE: December 3, 2007
SUBJECT: Elect Officers; Appoint Representatives to the following committees:
Budget; CALSSD; City Schools Liaison; District Attendance Area;
Facilities Advisory; Facility Use Policy Review; Family Life;
Legislative Action; SJCSBA; TAPFFA; Tracy Learning Center/Ad Hoc
Board Member; Tracy Parks; Approve 2008 Board Calendar.

BACKGROUND: Education Code Section 35143 and 72125 require the governing board of each school district to hold an annual organizational meeting. In a year in which a regular election for governing board members is held in our district, the meeting shall be held on a day within a 15-day period that commences with the date upon which an elected governing board member takes office. Organizational meetings, in years in which no such regular election for governing board members is conducted, shall be held during the same 15-day period on the calendar. This year the 15-day period will commence on December 7. Districts that have regular meetings between December 7 and December 22 can comply with the Education Code requirement by placing this matter on its agenda. The day and time of the annual meeting shall be selected by trustees at its regular meeting immediately prior to the first day of such 15-day period.

RATIONALE: Tuesday, December 11, 2007, is the date of the Tracy Unified School District Board of Trustees' regular meeting which complies with the Education Code requirement for holding the annual organizational meeting. Within 15 days prior to the date of the annual meeting, all board members and members-election shall be notified in writing of the date and time selected for the meeting.

FUNDING: N/A

RECOMMENDATION: Elect Officers; Appoint Representatives to the following committees: Budget; CALSSD; City Schools Liaison; District Attendance Area; Facilities Advisory; Facility Use Policy Review; Family Life; Legislative Action; SJCSBA; TAPFFA; Tracy Learning Center/Ad Hoc Board Member; Tracy Parks; Approve 2008 Board Calendar.

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



TRACY
UNIFIED SCHOOL DISTRICT

Board of Education Calendar of Meetings 2008

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

BOARD MEETING DATES 2008	
	1/22/08
	2/12/08
	2/26/08
	3/11/08
	4/08/08
	4/22/08
	5/13/08
	5/27/08
	6/10/08
	6/24/08
	8/12/08
	8/26/08
	9/09/08
	9/23/08
	10/14/08
	10/28/08
	11/18/08
	12/09/08



BUSINESS SERVICES MEMORANDUM

To: Jim Franco, Superintendent
From: Casey Goodall, Associate Superintendent for Business Services
Date: November 5, 2007
Subject: Receive Update on Facilities Projects

BACKGROUND: On June 6, 2006 Tracy voters approved Measure E, which authorized the issuance of \$51 million in bonds, which, combined with other construction funds, funded the construction of a number of capital projects.

RATIONALE: Projects have been underway for some time. This is a report on the status of those projects.

West High School Stadium

Grading around the track and field is underway along with grading and ground placement under the home-side bleachers in preparation for asphalt installation. Sidewalk construction is also underway. Gravel should be installed throughout the remainder of the project during the winter break. Field turf installation will begin once the gravel is in place.

West High Swimming Pool

All modular buildings have been installed, but electrical work is still in progress. The block walls of the equipment building are complete and roofing construction is scheduled to begin. The pool shell is complete. Installation of circulation piping is underway outside the actual pool footprint. Tile installation should begin prior to the date of the Board meeting.

Tracy High 40 Classroom Building

Wall forms have been constructed and re-bar installation is taking place now. Concrete is scheduled to be placed into the forms during the week of the 17th to the 21st of December. The walls are scheduled to be raised the first week of January.

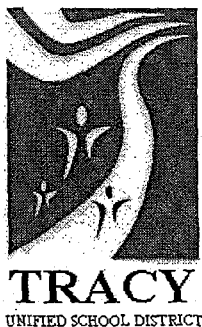
Tracy High Modernization

Half of the teachers currently assigned to the Hawley-Westlake Building are scheduled to move into portable classrooms during the winter break. This will facilitate modernization to begin during the next semester.

FUNDING: N/A

RECOMMENDATION: Receive Update on Facilities Projects

Prepared by: Casey Goodall – Associate Superintendent for Business Services



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services
DATE: December 5, 2007
SUBJECT: Receive Report on California Interscholastic Federation Athletic Programs

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 current rules and information regarding student participation, Title IX, transfer and eligibility rules, MRSA and the student/parent handbook.

FUNDING: N/A

RECOMMENDATION: Receive Report on California Interscholastic Federation Athletic Programs.

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



BUSINESS SERVICES MEMORANDUM

To: James Franco, Superintendent

From: Casey Goodall, Associate Superintendent for Business

Date: November 30, 2007

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

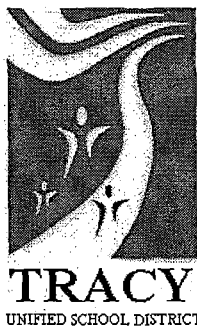
Prepared by: Casey Goodall, Associate Superintendent of Business Services

BUSINESS SERVICES

SUMMARY OF SERVICES

A. Vendor: North Tower Environmental
Site: Kimball High School
Item: Proposal-Ratify
Services: Environmental consultant to conduct environmental investigations, prepare work plan and technical specifications, and perform project inspection, air monitoring and clearances on existing residence to be demolished.
Cost: \$5,289.00
Project Funding: Developer Fees and State School Building Fund (SSBF)

B. Vendor: Business Interiors
Site: Monte Vista Middle School
Item: Quotations
Services: Purchase, delivery and installation of furniture for the office area, including tables, chairs and office workstations.
Cost: \$15,540.19
Project Funding: Facility Use Funding and Medical Administrative Activities Reimbursement (MAA)



BUSINESS SERVICES MEMORANDUM

To: James Franco, Superintendent

From: Casey Goodall, Associate Superintendent for Business

Date: November 30, 2007

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: Casey Goodall, Associate Superintendent of Business Services

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

A. Vendor: Preston Pipelines
Site: Tracy High School – 40 Classroom Building
Item: Proposal - Ratify
Services: Contractor to provide additional materials and labor due to unknown conditions on the site, reroute fire hydrant line, and provide hydrant pad.
Cost: \$8,000.67
Project Funding: Local Bond Funds and State School Building Fund (SSBF)

Vendor:

B. Vendor: Preston Pipelines
Site: Tracy High School – 40 Classroom Building
Item: Proposal - Ratify
Services: Contractor to provide additional dewatering of existing storm drain system; remove existing power supply for old pump and reconnect power supply to sprinkler controller for the baseball diamond infield; and partially remove and cap an additional existing storm drain pipe.
Cost: \$12,543.96
Project Funding: Local Bond Funds and State School Building Fund (SSBF)

C. Vendor: Preston Pipelines
Site: Tracy High School – 40 Classroom Building
Item: Proposal - Ratify
Services: Contractor discovered drain outlet which collected water for the football field and the auto shop yard at the north end of the football field which had been abandoned. This drain outlet had to be connected to the new system.
Cost: \$12,057.32
Project Funding: Local Bond Funds and State School Building Fund (SSBF)

D. Vendor: Delta Oilfield Services, Incorporated
Site: Tracy High School – 40 Classroom Building
Item: Notice of Completion
Services: Contractor removed and disposed of contaminated soil at demolished building site.
Original Contract: \$41,200.00 Change Order: \$25,889.93 Total Amount: \$67,089.93
Project Funding: Local Bond Funds and State School Building Fund (SSBF)

E. Vendor: RGA Environmental, Inc.
Site: Tracy High School – Modernization
Item: Proposal - Ratify
Services: Environmental consultant to provide work plan for hazardous materials abatement and/or lead containing paint removal on Hawley Westlake Building and perform project inspection, air monitoring and clearances.
Cost: \$13,557.00
Project Funding: Local Bond Funds and State School Building Fund (SSBF)

F. Vendor: Kleinfelder
Site: West High School – Stadium & Pool Complex
Item: Work Order - Ratify
Services: Geotechnical engineer to provide addendum letter to address pier design recommendations for stadium lighting standards on football field bleachers and on pool bleachers.

Cost: \$600.00 (Estimated)
Project Funding: Local Bond Funds and State School Building Fund (SSBF)

G. Vendor: American Modular Systems
Site: West High School – Stadium & Pool Complex
Item: Change Order
Services: Contractor to provide toilet partitions and hardware per district standard in lieu of quoted plastic partitions.

Cost: \$3,560.00
Project Funding: Local Bond Funds and State School Building Fund (SSBF)

H. Vendor: Rainforth Grau Architects
Site: West High School – Theater
Item: Amendment # 1 to Agreement - Ratify
Services: Architectural services fee was originally calculated based upon an estimated construction budget of \$2,800,000; due to changes in design the construction estimate has increased to \$3,200,000. Increase in fee based upon estimated increase in construction costs.

Cost: \$28,000.00
Project Funding: Local Bond Funds and State School Building Fund (SSBF)



BUSINESS SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent

FROM: Dr. Casey Goodall, Assoc. Superintendent for Business Services

DATE: December 3, 2007

SUBJECT: Approve Monthly Budget Adjustment Report-November, 2007

BACKGROUND: Each month the Financial Services Department submits a Budget Adjustment Report summarizing changes of amounts in object codes.

RATIONALE: These monthly reports include estimated revenues, expenditures, adjustments, and transfers and facilitate timely monitoring of the budget.

FUNDING: N/A

RECOMMENDATION: Approve Monthly Budget Adjustment Report

75 Tracy Jt. Unified School Dist.

Restricted and Unrestricted

FISCAL YR: 08

FUND	APPROVED OBJECT	DESCRIPTION	07/18/2007	11/01/2007	BUDGET	11/30/2007
			ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
01	1100	TEACHERS' SALARIES	54,337,474.00	54,698,466.00	-572,809.00	54,125,657.00
	1200	CERT PUPIL SUPPORT SALARIES	2,765,709.00	2,775,866.00	82,947.00	2,858,813.00
	1300	CERT SUPRVSR'S & ADMINS' SAL	5,165,242.00	5,167,432.00	78,628.00	5,246,060.00
	1900	OTHER CERTIFICATED SALARIES	1,172,025.00	1,219,694.00	158,608.00	1,378,302.00
	2100	INSTRUCTIONAL AIDES' SALARIES	3,816,042.00	3,824,838.00	-12,031.00	3,812,807.00
	2200	CLASSIFIED SUPPORT SALARIES	7,083,336.00	7,094,706.00	2,703.33	7,097,409.33
	2300	CLASS SUPRVSR'S & ADMINS' SAL	1,640,825.00	1,695,671.00	-48,429.00	1,647,242.00
	2400	CLERICAL & OFFICE SALARIES	4,642,331.00	4,651,468.00	22,298.80	4,673,766.80
	2900	OTHER CLASSIFIED SALARIES	517,243.00	526,000.00	3,000.00	529,000.00
	3101	STRS ON 1000 SALARIES	5,181,701.00	5,241,024.00	-17,109.00	5,223,915.00
	3102	STRS ON 2000 SALARIES	7,422.00	7,422.00	.00	7,422.00
	3201	PERS ON 1000 SALARIES	60,428.00	60,514.00	421.00	60,935.00
	3202	PERS ON 2000 SALARIES	1,542,496.00	1,548,258.00	690.10	1,548,948.10
	3311	OASDI ON 1000 SALARIES	36,879.00	38,234.00	210.00	38,444.00
	3312	OASDI ON 2000 SALARIES	953,327.00	958,275.00	-7,965.53	950,309.47
	3321	FICA-MED ON 1000 SALARIES	823,629.00	829,226.00	-6,799.00	822,427.00
	3322	FICA-MED ON 2000 SALARIES	237,627.00	239,135.00	-1,742.59	237,392.41
	3331	ALTER. RETIREMENT ON 1000 SAL	.00	432.00	781.00	1,213.00
	3332	ALTER. RETIREMENT ON 2000 SAL	35,094.00	36,393.00	2,811.00	39,204.00
	3411	HEALTH & WELFARE ON 1000 SALS	7,828,609.00	7,837,092.00	50,524.00	7,887,616.00
	3412	HEALTH & WELFARE ON 2000 SALS	3,181,541.00	3,190,374.00	-5,100.88	3,185,273.12
	3501	STATE UNEMPLOY ON 1000 SALARY	31,753.00	32,061.00	-65.00	31,996.00
	3502	STATE UNEMPLOY ON 2000 SALARY	8,865.00	8,989.00	152.76	9,141.76
	3601	WORKER'S COMP INS ON 1000 SAL	1,712,960.00	1,720,305.00	-17,001.00	1,703,304.00
	3602	WORKER'S COMP INS ON 2000 SAL	477,312.00	479,571.00	-19,560.14	460,010.86
	3711	OPEB,ALLOCATED, CERTIFICATED	620,966.00	620,966.00	.00	620,966.00
	3712	OPEB,ALLOCATED, CLASSIFIED	447,341.00	447,341.00	.00	447,341.00
	3801	PERS REDUCTION ON 1000 SALARY	24,118.00	24,118.00	.00	24,118.00
	3802	PERS REDUCTION ON 2000 SALARY	416,178.00	415,769.00	-638.00	415,131.00
	3911	TAXABLE FRINGE BEN ON 1000 SAL	10,320.00	10,320.00	.00	10,320.00
	3912	TAXABLE FRINGE BEN ON 2000 SAL	11,560.00	11,560.00	.00	11,560.00
	3999	BENEFIT PAYROLL ERRORS	.00	.00	.00	.00
	4100	TEXTBOOKS	901,274.00	1,168,412.00	-500.00	1,167,912.00
	4200	BOOKS OTHER THAN TEXTBOOKS	411,850.00	560,534.00	473.00	561,007.00
	4300	MATERIALS & SUPPLIES	9,037,559.00	14,718,978.00	370,611.95	15,089,589.95
	4400	NON-CAPITALIZED EQUIPMENT	685,976.00	1,281,814.00	40,471.00	1,322,285.00
	5100	SUBAGREEMENTS FOR SERVICES	.00	.00	.00	.00
	5200	TRAVEL & CONFERENCES	194,453.00	314,996.00	6,313.00	321,309.00
	5300	DUES & MEMBERSHIPS	37,915.00	55,057.00	-729.00	54,328.00
	5400	INSURANCE	502,141.00	595,641.00	.00	595,641.00
	5500	OPERATIONS & HOUSEKEEPING SRVC	2,966,017.00	2,969,702.00	3,254.33	2,972,956.33
	5600	RENTS,LEASES,REPAIRS,IMPRVMTS	745,997.00	776,516.00	59,131.00	835,647.00
	5710	DIR COSTS FOR INTERPRG SERVICES	.00	.00	.00	.00
	5750	DIR COSTS FOR INTERFUND SVCS	.00	7,027.00	834.00	7,861.00
	5800	OTHER SVCS & OPER EXPENDITURES	3,643,205.00	5,460,157.00	99,476.00	5,559,633.00
	5900	INTERGOVERNMENTAL FEES	510,038.00	512,654.00	3,459.00	516,113.00
	6200	BLDGS & IMPROVEMENT OF BLDGS	1,425,934.00	1,424,254.00	380,600.00	1,804,854.00
	6400	EQUIPMENT	56,500.00	115,014.00	.00	115,014.00
	6500	EQUIPMENT REPLACEMENT	2,500.00	2,500.00	51,520.00	54,020.00

75 Tracy Jt. Unified School Dist.

Restricted and Unrestricted

FISCAL YR: 08

APPROVED			07/18/2007	11/01/2007	BUDGET	11/30/2007
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
01	7130	STATE SPECIAL SCHOOLS	40,000.00	40,000.00	.00	40,000.00
	7142	TUITION, EXCESS COSTS TO COE	550,726.00	550,726.00	.00	550,726.00
	7310	TRANSFERS OF INDIRECT COSTS	.00	.00	.00	.00
	7350	TRANS OF INDIRECT - INTERFUND	-200,951.00	-216,106.00	.00	-216,106.00
	7438	DEBT SERVICE - INTEREST	13,267.00	13,267.00	.00	13,267.00
	7439	DEBT SERVICE - PRINCIPAL	131,304.00	137,896.00	.00	137,896.00
	7611	FROM GEN FUND TO CHLD DEV FUND	.00	.00	25,000.00	25,000.00
	7612	BETWEEN GEN FND & SP RSRVE FND	28,700.00	28,700.00	.00	28,700.00
	7613	ST SCH BLD FND OTH FND OF DIST	50,000.00	50,000.00	.00	50,000.00
	7615	FROM GEN/SPC/BLDG TO DEF MAINT	633,761.00	633,761.00	.00	633,761.00
	7619	OTHER AUTH INTRFND TRNSFRS OUT	63,869.00	178,228.00	.00	178,228.00
TOTAL EXPENSE			127,222,388.00	136,791,248.00	734,439.13	137,525,687.13

75 Tracy Jt. Unified School Dist.

Restricted and Unrestricted

FISCAL YR: 08

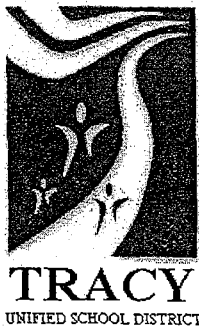
APPROVED		07/18/2007	11/01/2007	BUDGET	11/30/2007	
FUND	OBJECT	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET	
01	8011	REVENUE LIMIT ST AID-CURR YEAR	67,033,230.00	65,270,586.00	1,614,563.00	66,885,149.00
	8040	COUNTY & DISTRICT TAXES	22,947,117.00	22,947,117.00	59,636.00	23,006,753.00
	8042	UNSECURED ROLL TAXES	658,702.00	658,702.00	.00	658,702.00
	8043	PRIOR YEARS' TAXES	59,656.00	59,656.00	.00	59,656.00
	8044	SUPPLEMENTAL TAXES	134,169.00	134,169.00	.00	134,169.00
	8045	ED REVENUE AUGMENT FUND (ERAF)	6,641,534.00	6,641,534.00	.00	6,641,534.00
	8091	REVENUE LIMIT TRANSFERS	.00	.00	.00	.00
	8092	PERS REDUCTION TRANSFER	453,295.00	453,295.00	326.00	453,621.00
	8096	TRANSFERS TO CHARTERS, IN LIEU	-1,350,171.00	-1,350,171.00	49,248.00	-1,300,923.00
	8181	SP ED-ENTITLEMENT	1,985,750.00	1,985,750.00	.00	1,985,750.00
	8182	SP ED-DISCRETIONARY GRANTS	217,225.00	217,225.00	2.25	217,227.25
	8290	ALL OTHER FEDERAL REVENUES	1,691,350.00	2,344,642.00	17,273.00	2,361,915.00
	8311	OTH ST APPORTIONMENTS-CURR YR	2,257,588.00	2,792,981.00	2,941.00	2,795,922.00
	8434	CLASS SIZE REDUCTION K-3	3,121,206.00	3,121,206.00	9,104.00	3,130,310.00
	8560	STATE LOTTERY REVENUE	2,290,094.00	2,290,094.00	17,809.00	2,307,903.00
	8590	ALL OTHER STATE REVENUES	7,577,476.00	6,823,919.00	208,472.00	7,032,391.00
	8660	INTEREST	800,000.00	800,000.00	11,608.00	811,608.00
	8675	TRANSPORTATION FEES FROM INDIV	82,260.00	82,260.00	.00	82,260.00
	8677	INTERAGENCY SVCS BETWEEN LEA'S	1,245,631.00	1,260,561.00	.00	1,260,561.00
	8689	ALL OTHER FEES & CONTRACTS	28,700.00	28,700.00	.00	28,700.00
	8699	ALL OTHER LOCAL REVENUES	3,271,970.00	3,549,201.00	123,977.25	3,673,178.25
	8792	TRANS OF APPORTION FROM CO OFF	3,725,425.00	3,725,425.00	56.00	3,725,481.00
	8919	OTH AUTH INTERFUND TRANS IN	45,500.00	51,200.00	385,868.00	437,068.00
	8965	TRANS FROM FND OF LAPSED/REORG	.00	.00	953,225.00	953,225.00
	8980	CONTRIBUTE FROM UNRSTRCTD REV	.00	.00	.00	.00
	8990	CNTRIBUT/TRANS FRM RSTR/UNREST	.00	.00	.00	.00
	TOTAL REVENUE		124,917,707.00	123,888,052.00	3,454,108.50	127,342,160.50

75 Tracy Jt. Unified School Dist.

Restricted and Unrestricted

FISCAL YR: 08

FUND	OBJECT	DESCRIPTION	BEGINNING	11/01/2007	ADJUSTMENTS	11/30/2007
			BALANCE	REVISED BALANCE		REVISED BALANCE
01	9770	DESIGNATED FOR ECON UNCERTAIN	-3,328,815.00	-3,328,815.00	.00	-3,328,815.00
	9780	OTHER DESIGNATIONS	.00	.00	.00	.00
	9790	UNDESIGNATED/UNAPPROPRIATED	-9,576,074.32	1,022,440.68	-2,719,669.37	-1,697,228.69
	9791	BEGINNING BALANCE	-15,445,570.32	-15,445,570.32	.00	-15,445,570.32
	9793	AUDIT ADJUSTMENTS	.00	.00	.00	.00
	9795	OTHER RESTATEMENTS	.00	.00	.00	.00
	9798	BUDGET FUND BALANCE OFFSET	13,140,889.32	2,542,374.32	2,719,669.37	5,262,043.69
	9799	K12 NET GAIN OR LOSS	.00	12,903,196.00	-2,719,669.37	10,183,526.63



BUSINESS SERVICES MEMORANDUM

To: Dr. James Franco, Superintendent
From: Dr. Casey Goodall, Assoc. Superintendent of Business Services
Date: December 3, 2007
Subject: Approve Revolving Cash Fund Reports (November, 2007)

Background: Each month the Financial Services Department submits summaries of revolving cash fund checks issued monthly 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 #6 – Forming Partnerships.

Funding: N/A.

Recommendation: Approve Revolving Cash Fund Reports (November, 2007).

Prepared by: S. Reed Call, Director of Financial Services

Tracy Unified School District
REVOLVING CASH FUND
 November 2007

Date	Num	Name	Memo	Paid Amount
11/1/2007	8151	BUREAU OF EDUCATION & RES...	SILVA/NOV 7/CONF FEE	
			01-0000-0-7110-1000-5200-800-2722	-185.00
TOTAL				-185.00
11/5/2007	8152	ANNA BALTAZAR	PAYROLL	
			01-7393-0-1110-1000-1100-806-2794	-177.37
TOTAL				-177.37
11/6/2007	8153	SAN JOAQUIN RTD	BUS PASS	
			01-7230-0-1110-3600-5800-800-9702	-20.00
TOTAL				-20.00
11/8/2007	8154	VOID PRINTER ERROR	VOID: FINE REFUND	
TOTAL				0.00
11/8/2007	8155	ERIC & CECILIA BRUNNER	FINE REFUND	
			\$10 CASH DEPOSIT	-10.00
TOTAL				-10.00
11/8/2007	8156	GEORGE W MCELROY	PO 81870 STUDENT MILEAGE SEPT	
			01-6500-0-5750-1180-5800-800-2542	-679.14
TOTAL				-679.14
11/8/2007	8157	LIFE FIRST TRAINING CENTER	CPR PO82255	
			12-6055-0-7110-1000-5800-400-2744	-420.00
TOTAL				-420.00
11/8/2007	8158	RAFAEL & HERLINDA GARCIA	BOOK REFUND	
			CASH DEPOSIT	-4.00
TOTAL				-4.00
11/9/2007	8159	BRIAN A ENGLISH	PAYROLL	
			01-0000-0-0000-7540-2200-809-9172	-319.36
TOTAL				-319.36
11/9/2007	8160	CREO ABRAHAM	REIMBURSEMENT	
			01-0000-0-0000-7200-5800-800-9112	-387.88
TOTAL				-387.88

12/03/07

Tracy Unified School District REVOLVING CASH FUND

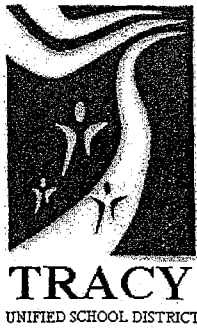
November 2007

Date	Num	Name	Memo	Paid Amount
11/12/2007	8161	MARY SULLIVAN	PAYROLL	
			01-7240-0-5001-3600-2200-806-9702	-127.14
TOTAL				-127.14
11/13/2007	8162	SIAM CAFE	BOARD DINNER 11/13	
			01-0000-0-0000-7110-4300-800-1101	-90.00
TOTAL				-90.00
11/14/2007	8163	UPS	BRELAND/NOV 15 /CONF	
			01-6091-0-3100-1000-5200-800-2257	-125.00
			MICHELE DAHI	-125.00
			SONYA ZAMORA	-125.00
			LINDA MANGRUM	-125.00
TOTAL				-500.00
11/14/2007	8164	CENTRAL REGION CATA	TAYLOR/NOV 16/CONF FEE	
			01-7010-0-1110-1000-5200-700-6512	-125.00
TOTAL				-125.00
11/14/2007	8165	EMBASSY SUITES	TAYLOR/NOV 16/HOTEL	
			01-7010-0-1110-1000-5200-700-6512	-213.87
TOTAL				-213.87
11/14/2007	8166	ATKINSON, ANDELSON, LOYA	HALL/NOV 16/CONF FEE	
			01-6405-0-1110-2100-5200-800-2208	-199.00
TOTAL				-199.00
11/15/2007	8167	CA ASCD	CONF 11/16 NORTH SCHOOL TEA...	
			01-6286-0-1110-1000-5200-340-3504	-900.00
TOTAL				-900.00
11/15/2007	8168	CA ASCD	CONF 11/16 NORTH SCHOOL TEAM 2	
			01-6286-0-1110-1000-5200-340-3504	-900.00
TOTAL				-900.00
11/15/2007	8169	CASC	CONF/ BANCHERO, S	
			01-0000-0-1110-2700-5200-700-6683	-329.00
TOTAL				-329.00
11/15/2007	8170	DAYS INN	CONF LODGING 11/16 NORTH SCH...	
			01-6286-0-1110-1000-5200-340-3504	-230.52
TOTAL				-230.52

12/03/07

Tracy Unified School District
REVOLVING CASH FUND
 November 2007

Date	Num	Name	Memo	Paid Amount
11/16/2007	8171	ST MARY'S COLLEGE	WELCH/DEC 6/CONF	
			01-7396-0-1110-1000-5200-400-3604	-200.00
			MONICA COSS	-200.00
TOTAL				-400.00
11/16/2007	8172	CASC	ESCOBEDO/DEC 13/CONF	
			01-7080-0-1110-1000-5200-800-9222	-98.70
			01-0000-0-1110-1000-5200-600-6142	-230.30
TOTAL				-329.00
11/27/2007	8173	OTTER CREEK INSTITUTE	HAWKINS/NOV 29/CONF FEE	
			01-7395-0-1110-1000-5200-600-6104	-189.00
			DOUG PIUSER	-189.00
			SUSAN TUPPER	-189.00
			ESMERALDA MUNOZ	-189.00
TOTAL				-756.00
11/27/2007	8174	CAREER TRACK	CUNNINGHAM/DEC 6/CONF FEE	
			01-7090-0-1110-1000-5200-100-3004	-129.00
TOTAL				-129.00
11/28/2007	8175	TEHAMA COUNTY DEPT OF ED	GILL/FEB 20/CONF	
			01-4035-0-1110-1000-5200-800-2011	-450.00
TOTAL				-450.00



BUSINESS SERVICES MEMORANDUM

To: Dr. James Franco, Superintendent
From: Dr. Casey Goodall, Assoc. Superintendent of Business Services
Date: December 3, 2007
Subject: Approve Accounts Payable Warrants (November, 2007)

Background: Each month the Financial Services Department submits summaries of warrants issued monthly 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 #6 – Forming Partnerships.

Funding: N/A.

Recommendation: Approve Accounts Payable Warrants (November, 2007)

Prepared by: S. Reed Call, Director of Financial Services



EDUCATIONAL SERVICES MEMORANDUM

To: Dr. James Franco, Superintendent
From: *JS* Dr. Sheila Harrison, Assistant Superintendent for Educational Services
Date: November 28, 2007
Subject: Approve School Site Single Plans for Student Achievement and Site Categorical Budgets for Jacobson, McKinley, Monte Vista and Poet-Christian Schools for the 2007/2008 School Year.

BACKGROUND: Each school site is required to develop a school plan (Single Plan for Student Achievement) which includes an analysis of the prior year's assessment data, evaluates the progress toward meeting the goals for that year, establishes goals for the new school year, and develops a budget to support the successful implementation of the goals. Three schools are applying for a change in Title I status and were required to conduct a more in depth needs assessment. McKinley and Monte Vista schools are now eligible for Schoolwide Title I programs. Jacobson school is eligible for a Targeted Assistance Title I program for the first time. The plans for these three schools were not included in the plans that were approved by the board in November. In addition, the school plan for Poet-Christian Elementary school is being submitted for approval. It was not included in the plans approved in November as a revised budget had to be approved by their school site council.

RATIONAL: State law requires local Governing Board approval of each site's Single Plan for Student Achievement. This report supports Strategic Goal #1: Raise the achievement of all students and Strategic Goal #2: Provide a variety of learning opportunities in a safe, caring learning environment in order to improve student achievement.

FUNDING: There is no cost to the District.

RECOMMENDATION: Approve School Site Single Plans for Student Achievement and Site Categorical Budgets for Jacobson, McKinley, Monte Vista and Poet-Christian Schools for the 2007/2008 School Year.

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



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: ~~Dr. James Franco~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services
DATE: November 30, 2007
SUBJECT: Approve Overnight Travel for March 5-7, 2008 for Forty Tracy High School Students and Two Advisors to Visit California State University, Long Beach and to Attend "12 Angry Men," a Direct from Broadway Play

BACKGROUND: Students recruited for AVID are under-served students who enter the program at the high school and middle school levels. They are then enrolled in a college preparatory sequence and in an elective section of AVID where they receive the academic and motivational support to succeed. During the AVID class, students are coached by tutors, and work in collaborative groups using a curriculum focused on writing and inquire. AVID classes also participate in field trips to colleges, businesses, and cultural places of interest. Each school year, every AVID class at Tracy High School starts off a unit with a motivational movie. The movie chosen for this year was "Freedom Writers." Within this movie a play entitled, "12 Angry Men" was read and discussed. After watching "Freedom Writers," the AVID 10 class was given the opportunity to share with their teacher what assignments they would like to do in their class this year. The play "12 Angry Men" was mentioned more than once. Copies of the play were purchased and are currently being read in Ms. Costa's AVID class.

RATIONALE: Approximately 40 AVID students exhibiting leadership skills and college aspirations have been selected to participate. AVID is a program that gives students an opportunity to travel to various colleges to view the campus, learn about college life and to get questions they might have about the college answered. This agenda item supports the Tracy Unified Strategic Goal #6-Partnership and #7-Educational Leadership.

FUNDING: Each student would be asked to pay a small fee of \$30.00 dollars to purchase their play tickets and to hold a spot for them to attend the field trip. With this small payment, not only does the student guarantee their spot, they will have a sense of ownership. The students will sponsor fundraising events to help with the cost of the trip. Parents will be volunteering to transport students to and from Orange County. There will be no cost to the District.

RECOMMENDATION: Approve Overnight Travel for March 5-7, 2008 for Forty Tracy High School Students and Two Advisors to Visit California State University, Long Beach and to Attend "12 Angry Men," a Direct from Broadway Play.

Prepared by: Mr. Pat Anastasio, Principal



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: ~~W~~ Dr. Sheila Harrison, Assistant Superintendent for Educational Services
DATE: December 3, 2007
SUBJECT: Approve Special Services Contract with the Stanislaus County Office of Education for Alane Vaughn to present on January 30, 2008, Buy Back Day

BACKGROUND: The district's current adopted English Language Arts program for grades 6 through 12 is Holt Literature and Language Arts. The Holt curriculum is rich in materials and resources for teachers. Many teachers have questions on how to most effectively implement the many curricular materials available. At the 2006 Buy Back Day, Alane Vaughn provided a workshop on effective strategies for teaching grammar using Holt Literature and Language Arts curriculum. Teachers found her presentation to be enjoyable and very useful.

RATIONALE: Alane Vaughn is the Director of Secondary Education with the Stanislaus County Office of Education responsible for curriculum and instruction, school and district support for 6-12 educators. Ms. Vaughn will present a workshop to support teachers in implementing Holt writing on January 30, 2008. This agenda item supports Strategic Goal #2: Create Quality Learning Environments.

FUNDING: The consultant's fee is \$1,600, with an additional \$100 for expenses for a total of \$1,700. This cost will be paid by Buy Back Day Funds, 01-7393-0-1110-1000-5800-800-2794.

RECOMMENDATION: Approve Special Services Contract with the Stanislaus County Office of Education for Alane Vaughn to present on January 30, 2008, Buy Back Day.

Prepared by: Dr. Donna Sonnenburg, Director of Instructional Media Services and Curriculum

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 Alane Vaughn / Stanislaus County Office of Education hereinafter referred to as "Contractor", is for consultant or special services to be performed by a non employee of the District. District and Contractor herein named do mutually agree to the following terms and conditions:

1. Contractor shall perform the following duties: Staff development in implementation of Holt English/Language Arts writing curriculum.
2. Contractor will provide the above service(s) as outlined in Paragraph 1, for a period of up to a total of one full-day presentation sessions under the terms of this agreement at the following location: location to be determined.
3. In consideration of the services performed by Contractor, District shall pay Contractor according to the following fee schedule:
 - a. District shall pay \$ 1,600 FLAT RATE (circle one), not to exceed a total of \$ 1,600. 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 \$ 100 for the term of the agreement.
 - c. District shall make payment on a [☐] MONTHLY PROGRESS BASIS, [☒] SINGLE PAYMENT UPON COMPLETION OF THE DUTIES and within thirty (30) working days from Contractor's presentation of a detailed invoice or on a claim form provided by the District. Original paid receipts are required for lodging, air fare (passenger coupon or ticket stub), automobile rental, and parking. Claims for unusual expenses, such as teaching materials, photocopying, etc., must be accompanied by original paid invoices.
4. The term of the agreement shall commence on January 30, 2008 and shall terminate on January 30, 2008.
5. This agreement may be terminated at any time during the term by either party upon 30 (thirty) days written notice.
6. Contractor shall contact the District's designee, Donna Sonnenburg at (209) 830-3252, x 1353 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)

Tracy Unified School District (Donna Sonnenburg)

Social Security Number (2)

Date

Date

Title

Title

Account number to be charged

Address

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.

Alane Roubal Vaughn

P.O. Box 516

Copperopolis, CA 95228

(209) 785-4744 (209) 969-5336

vaughn@caltel.com

EDUCATION

2004 **Preliminary Administrative Certificate**

2002 **National Board Certified Teacher: Early Adolescence, English Language Arts**

1996 **Clear Crosscultural, Language and Academic Development Certificate**

1994 **California State University, Stanislaus**

California Clear Credential, Single Subject

1982 **Midland Lutheran College – Bachelor of Arts**

Majors: English, Physical Education, Education

Concentrations: Recreation, K-12 Physical Education, Coaching Endorsement

PROFESSIONAL EXPERIENCE

Stanislaus County Office of Education Modesto, CA

Director, Secondary Education – 2005 -present

Responsible for Curriculum and Instruction, School and District Support for 6-12 educators in Stanislaus County and County Superintendents' Region 6.

Stanislaus County Office of Education Modesto, CA

Literacy Consultant, Educator-On-Loan – 2002-2005

Language Arts consultant to regional K-12 districts. Responsibilities include: authoring/facilitating secondary ELA textbook training modules for AB75 and AB466 including follow-up professional development and site support for both, organizing and delivering professional development in the area of writing instruction, providing a variety of school and district support services for county and regional schools.

Great Valley Writing Project CSU Stanislaus, Turlock CA

Educational Consultant – 1992-Present

Professional Development Coordinator – 1997-present

Responsible for coordinating/providing professional development in the teaching of writing for local National Writing Project site, a California Subject Matter Project. Assignment requires management of annual grant funding to address the professional development needs of schools in a five-county area, targeting especially Program Improvement and High Priority schools.

Teel Middle School Empire, CA

English and Elective teacher – 1997-present

Subjects taught: Language Arts for Sheltered/At-risk team and variety of electives: Reading Interventions (*Reach and High Point*), Computer Literacy, Speech/Drama. Department Liaison to Administration 1999-2001.

Prescott Senior Elementary Modesto, CA

English and ELD teacher – 1989-1997

Subjects taught: All levels Language Arts Core classes. Included remedial, general, honors, G.A.T.E., and ELD. Developed curriculum and implemented the ELD I and II courses. Department chair and Leadership team 1994-1997

EXTENDED PROFESSIONAL DEVELOPMENT

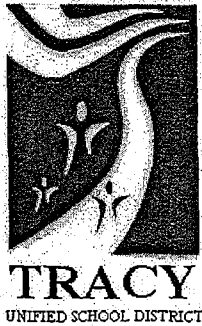
Center for Performance Assessment Certificated Trainer 2005, 2006
Center for Research on Learning, KU, *Teaching Content to All Institute* 2005
Baldrige in Education, *Education Criteria for Performance Excellence* 2004
Great Valley Writing Project *Summer Invitational Institute Co-Director* 1997-2003
Northwest Regional Lab, *Trainer Institute 6+1 Traits Writing*, Canon Beach OR -- 2002
National Board for Professional Teaching Standards -- NBCT 2002
National Writing Project Directors Institute, Walker Valley NY -- 2002
Great Valley Writing Project Advanced Institute Director 2001
Middle School Demonstration Program *Grant Coach/Coordinator*, 1997-2002
Great Valley Writing Project Summer Institute *Lead Coach* 1997 -- 1998
AB1086 Facilitator/Trainer, Stanislaus County Office of Education, 1998
California Literature Project Summer Institute -- 1994
Integrated Thematic Instruction, Kovalich Institute -- 1993
Great Valley Writing Project Summer Institute -- 1992

PUBLICATIONS

Over Our Shoulders and Into Our Classrooms, Editor/author, a National Writing Project publication, 2002.
Cognitive Apprenticeship in the Writing Classroom, a California Writing Project Publication, 2003.

ADMINISTRATIVE DUTIES

Author, AB75 Module 1, ELA textbook training, Holt MS/HS, McDougal Littell MS/HS, 2003
Region 6 NBPTS Candidate Support Cohort, Facilitator, 2002-present
Middle School Demonstration Project Coach/Coordinator, 1997-2002
Professional Development and Partnership Coordinator, GVWP, 1997 -- present
San Joaquin Delta Sierra Professional Development Consortium, CSMP rep, 1997- 2002
California League of Middle Schools, State Publications, 1996-2001



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: ~~Dr.~~ Sheila Harrison, Assistant Superintendent of Educational Services
DATE: October 31, 2006
SUBJECT: Approve Agreement For Special Contract Services with Victoria Bluett-Murphy, BCBA, of Autism and Behavior Training Associates for January 30 Buy Back Day

BACKGROUND: January 30 is a Buy Back Day for TUSD teachers. Board approval is requested to contract with Victoria Bluett-Murphy to present a workshop that day. The presentation would be geared to working effectively with students with Autism and Asperger Syndrome in general education and learning handicapped special day classes. Victoria Bluett-Murphy is a Board Certified Behavior Analyst (BCBA) who has presented workshops and courses through the UC Davis Mind Institute. The presentation will be beneficial to TUSD general education and special education staff, as the diagnosis of Autism and Asperger continues to increase each year.

RATIONALE: Districts must offer a continuum of services to students with special needs. Teachers are increasingly requesting staff development opportunities in the field of Asperger and Autism Spectrum Disorders. This request supports Strategic Goal #6: Provide training and staff development that are designed to improve the skills and knowledge of employees as measured by performance evaluations.

FUNDING: Contract expenses including mileage and lodging for the one day presentation will not exceed \$1,210.00. Expenses are budgeted in account #01-7393-0-1110-1000-5800-800-2794.

RECOMMENDATION: Approve Agreement For Special Contract Services with Victoria Bluett-Murphy, BCBA, of Autism and Behavior Training Associates for January 30 Buy Back Day

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

TRACY UNIFIED SCHOOL DISTRICT

1875 W. Lowell Ave., Tracy, California 95376

AGREEMENT FOR SPECIAL CONTRACT SERVICES

This agreement, by and between Tracy Unified School District, hereinafter referred to as "District," and Victoria Bluett-Murphy, BCBA, of Autism and Behavior Training Associates, 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: One Day Presentation on Autism
2. Contractor will provide the above service, as outlined in Paragraph 1, under the terms of this agreement at the following location: 1875 W. Lowell Ave.
Tracy, CA 95376
3. In consideration of the services performed by Contractor, District shall pay Contractor according to the following fee schedule:
 - a. District shall pay \$1000.00 **FLAT RATE**, not to exceed a total of \$1000.00. Contractor shall only be paid for work completed to the satisfaction of District through the termination date of this agreement.
 - b. District ☒ **SHALL**; ☐ **SHALL NOT** reimburse Contractor for out-of-pocket expenses incurred during Contractor's performance of the services, including: mileage, meals and lodging in the district rates not to exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed \$210.00 for the term of this 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 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 January 1, 2008, and shall terminate on January 31, 2008.
5. This agreement may be terminated at any time during the term by either party upon thirty (30) days written notice.
6. Contractor shall contact the District's designee, Nancy E. Hopple (209) 830-3270 with any questions regarding performance of the services outlined above. District's designee shall determine if and when Contractor has completed the services described.
7. The parties intend that an independent contractor relationship be created by this contract and District assumes no responsibility for workers' compensation liability. District likewise assumes no responsibility for liability for loss, damage, or injury to person(s) or property resulting from, or caused by, the contractor's activities during or relating to the performance of service under this Agreement.

Contractor agrees to hold harmless and to indemnify District for:

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

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

AGREED:

Consultant Signature (1)

Social Security Number (2)

Date

Title

Address

Tracy Unified School District

Date

Title

Account Number to be Charged

01-7393-0-1110-1000-5800-800-2794

Nancy E. Hepple

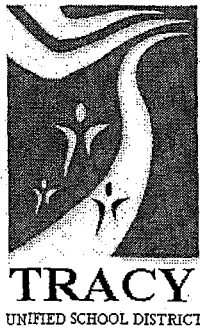
Department Site Approval

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.



HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: James Mousalimas, Assistant Superintendent of Human Resources *JM*
DATE: December 11, 2007
SUBJECT: Approve Classified, Certificated, and/or Management Employment

BACKGROUND:

S. Renee Koon

BACKGROUND:

Arroyo, Ana

Guerrero, Nellie

Hodson, Kristine

Mopas, Consuelo

CERTIFICATED

Speech/Drama/Film (Replacement)
Tracy High School
Class III, Step 6 \$50,424
Funding: General Fund

CLASSIFIED

Food Service Worker (Replacement)
West High School
4 hours per day
Range 22, Step D- \$13.73 per hour
Funding: Child Nutrition-School Program

Clerk Typist I (Replacement)
Monte Vista Middle School
7 hours per day
Range 23, Step C - \$13.43 per hour
Funding: General Fund 28%; EIA 24%;
Title I Grant 24%; School & Library Grant 24%

Para Educator II (Replacement)
Stein – Young Adult Program
6 hours per day
Range 30, Step C - \$15.76 per hour
Funding: Special Education

School Supervision Assistant (Replacement)
George Kelly School
2 hours per day
Range 21, Step A - \$11.69 per hour
Funding: School & Library Block Grant

Musich, Brenda

I.E.P. Para Educator I (Replacement)
George Kelly School
6 hours per day
Range 24, Step C - \$13.73 per hour
Funding: Special Ed IDEA Grant

Otis-Spencer, Yvette

Secretary to Independent Study & Home School
Programs (Replacement)
Duncan Russell Continuation High School
6 hours per day
Range 30, Step C - \$15.76 per hour
Funding: General Fund

Stanley, Margaret

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

RECOMMENDATION: Approve Classified, Certificated and/or Management Employment

Prepared by: James Mousalimas, Assistant Superintendent of Human Resources



TRACY
UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: James Mousalimas, Assistant Superintendent of Human Resources
DATE: December 11, 2007
SUBJECT: Accept Resignations/Retirements/Leave of Absence for Classified, Certificated, and/or Management Employment

BACKGROUND:

NAME/TITLE

SITE

CERTIFICATED RESIGNATION

EFFECTIVE DATE

REASON

Wasilenko, George
Physics

WHS

01/01/08

Relocating

BACKGROUND:

NAME/TITLE

SITE

CLASSIFIED RESIGNATIONS

EFFECTIVE DATE

REASON

Arroyo, Ana
Food Service Worker

WHS

11/23/2007

Accepted another Food
Service position with
Increased hours

Gonzales, Veronica
Bilingual Para Educator

South/West
Park

11/13/2007

Personal

Hodson, Kristine
I.E.P. Para Educator I

Hirsch

11/26/2007

Accepted a Para II
position at Stein

BACKGROUND:

NAME

SITE

CLASSIFIED RETIREMENTS

EFFECTIVE DATE

Oliver, Doug
Maintenance Custodian

Monte Vista

12/31/2007

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

Prepared by: James Mousalimas, Assistant Superintendent of Human Resources



BUSINESS SERVICES MEMORANDUM

To: James Franco, Superintendent
From: C. Goodall, Assistant Superintendent for Business
Date: November 30, 2007

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

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

Rationale: Personnel have been temporarily placed in positions for through December of 2008 to support this plan. Data was collected during the 2006-07 school year, and has been continued through the first half of the 2007-08 school year.

The quantitative data show the program has been successful.

The data shows that the frequency of repairs was greatest during the month of August, and primarily at McKinley, Monte Vista, South/West Park, and Tracy High. West High, Tracy High, Monte Vista, and Jacobson experienced a high rate of minor adjustments and repairs during November as the seasons changed.

The goal of maintaining 100% of the district's 1,060 HVAC units fully operational (displayed in two different formats) is definitely a "stretch" goal, but it has essentially been achieved every month except August.

79.8% of all repairs have been completed within 24 hours. 93.9% of all repairs have been completed within 72 hours.

The number of units cleaned/preventatively maintained has been low during August and November, months when the number of repair responses has been high. September and October, months with lower repair responses, experienced higher rates of preventative maintenance

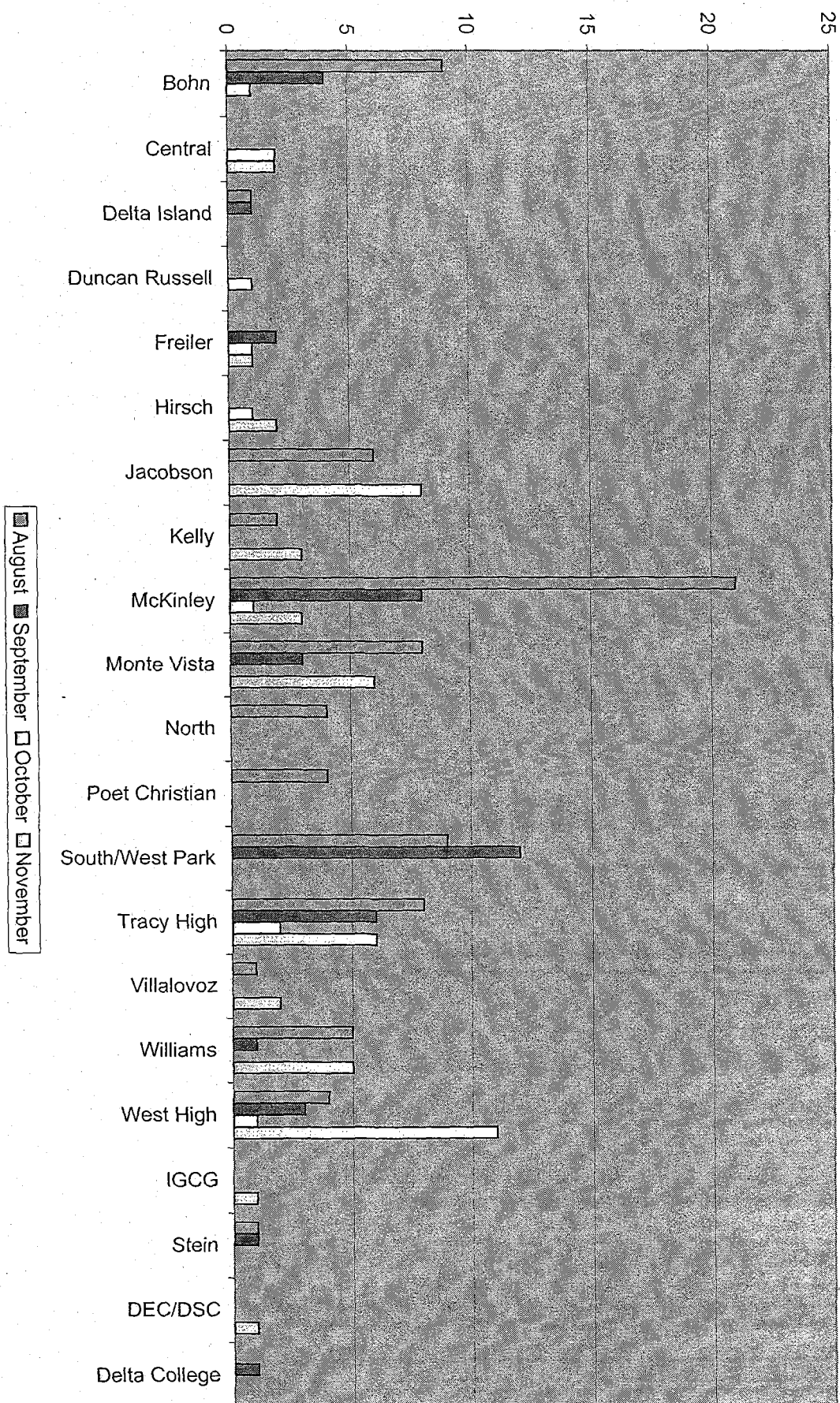
actions. The crew is making every effort to complete these remaining schools prior to Winter Break. One Preventive Maintenance crew member was pulled from his routine duties to resolve an air quality compliance issue. The Clean Air Act requires that the capacity of refrigerant in comfort cooling units be documented. One team member has been assigned the task of completing this inventory. He is also monitoring units for repair needs as he conducts his inventory.

The crew has now completed one round of preventive maintenance at every school except Jacobson, Central, and North. The new units at North are contained within the building and must be maintained when students are not present. The refrigerant capacity inventory will also likely be complete by Winter Break.

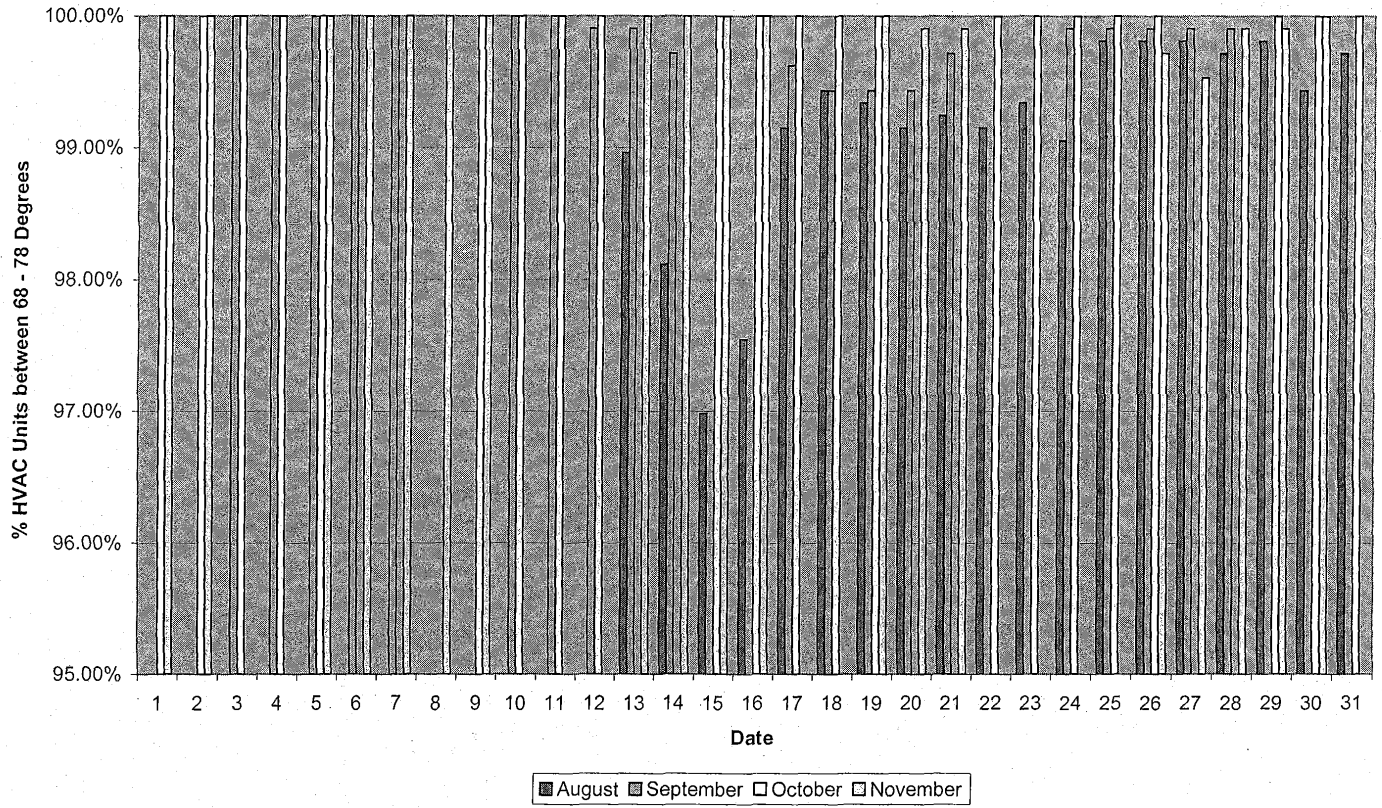
Funding: Maintaining the program requires the addition of two HVAC Technicians at an annual cost to the unrestricted general fund of approximately \$116,650. Half of this cost has already been budgeted for the current year.

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

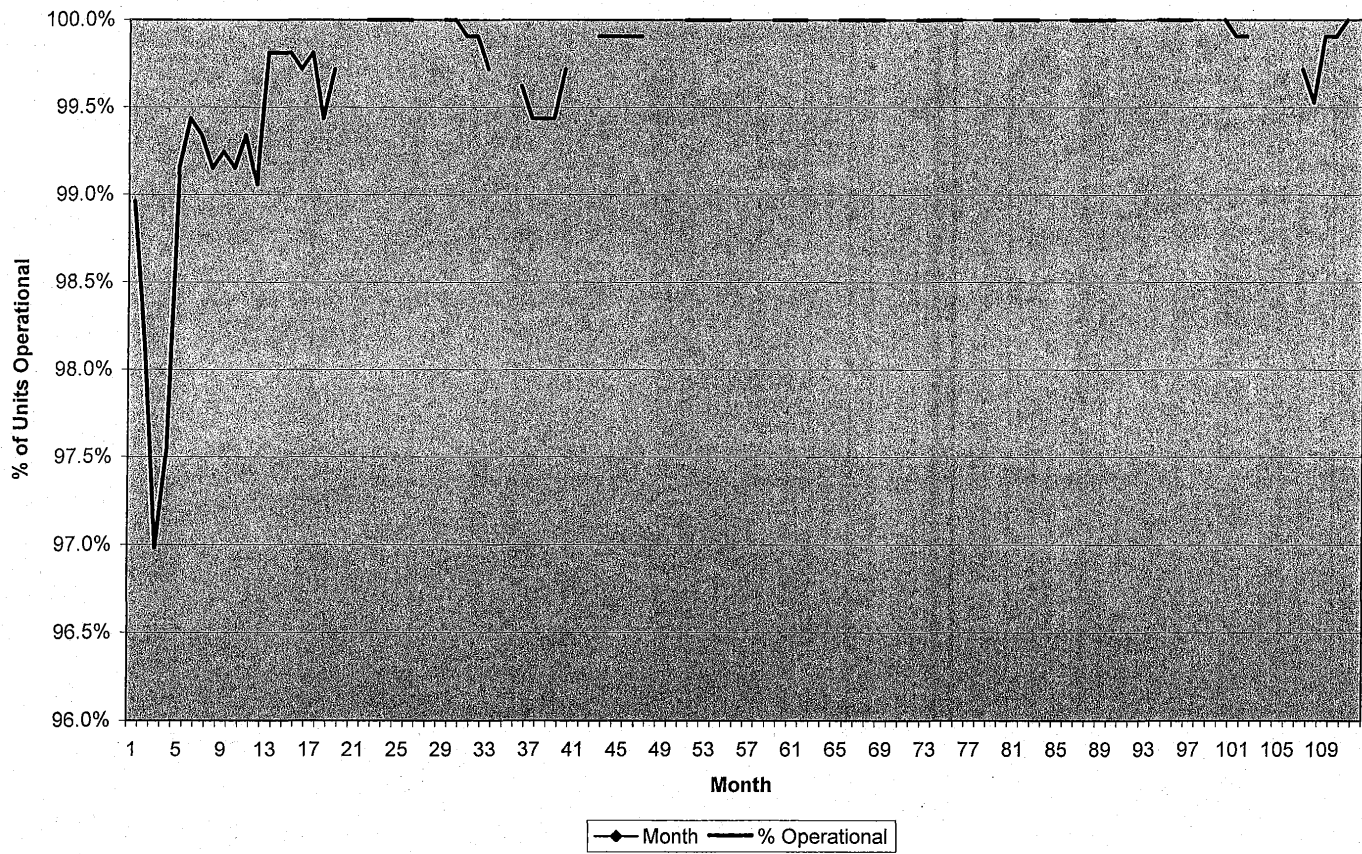
Repairs by Site By Month



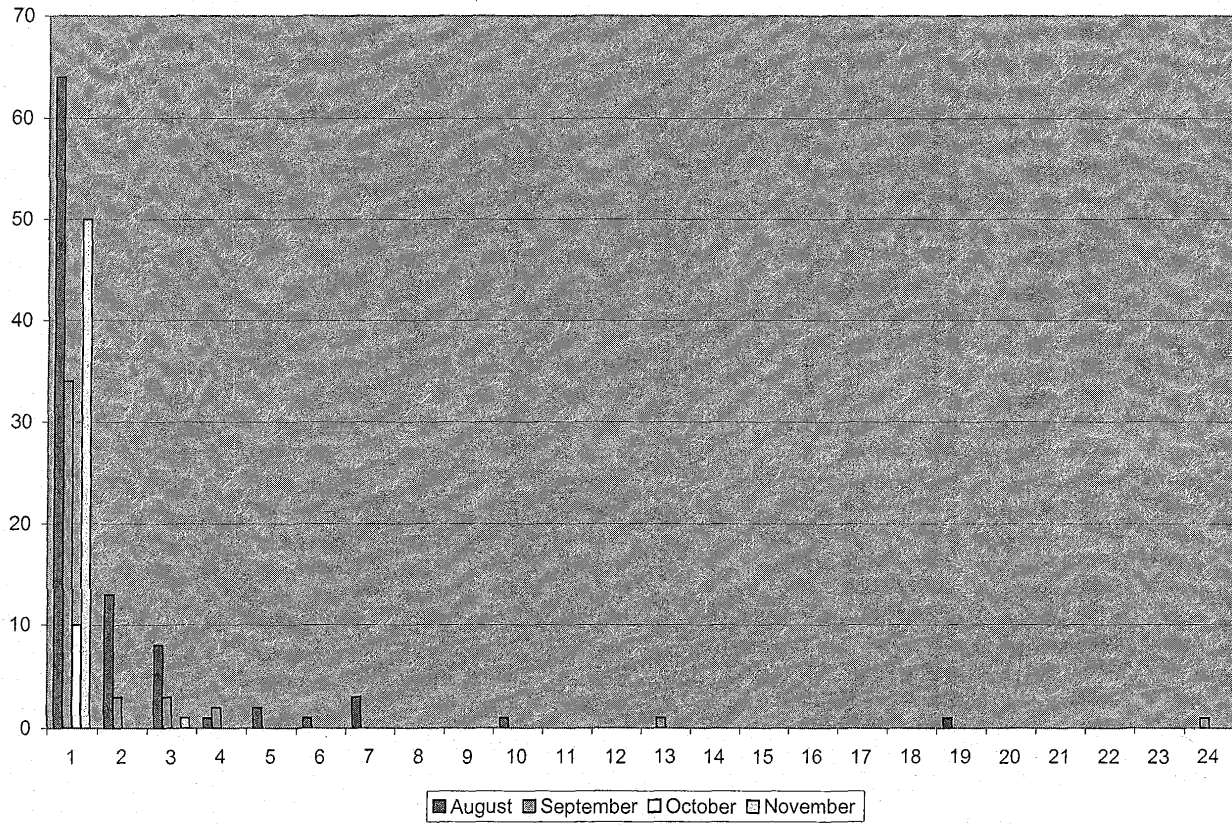
% Operational
2007-08 By Month



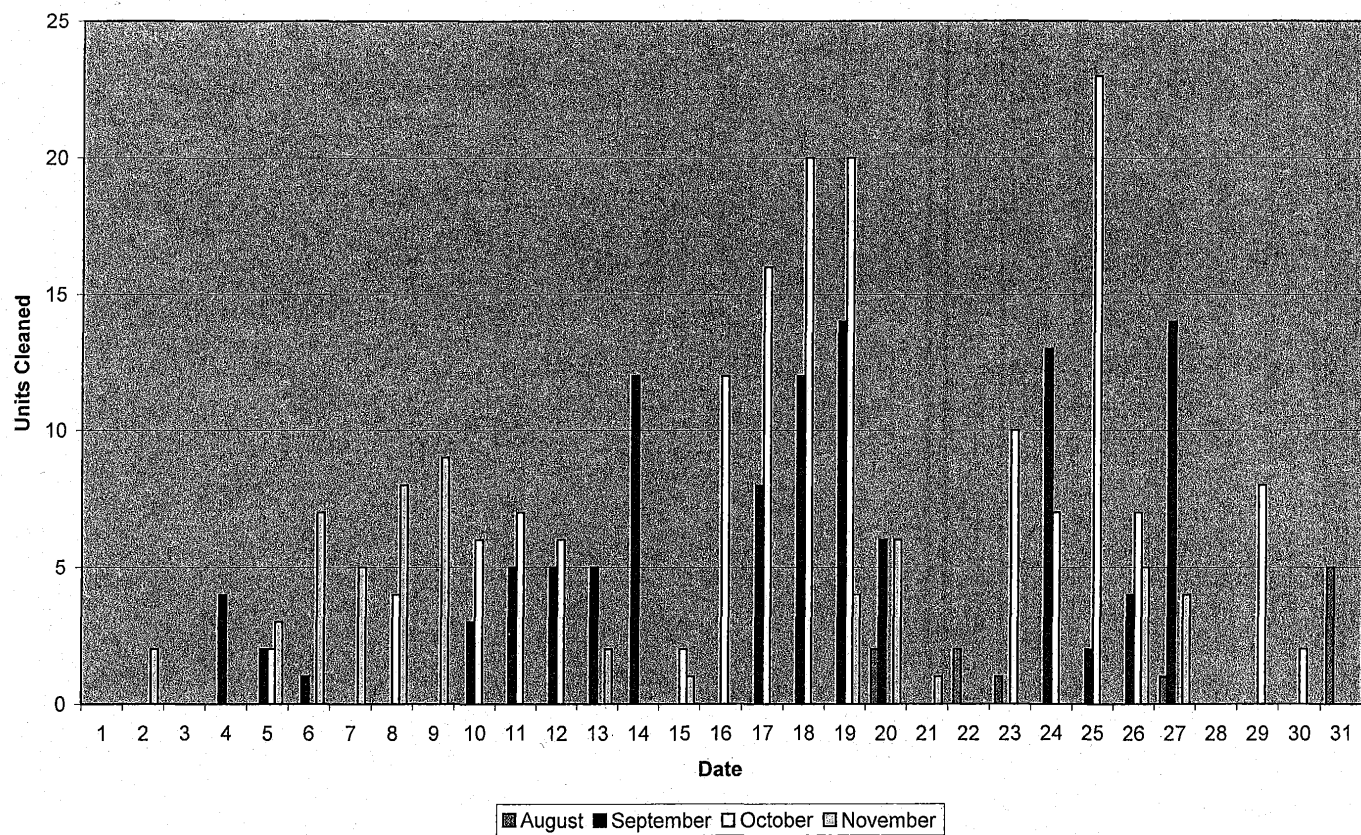
% of HVAC Units Operational by Date



Days Turnaround Time
2007-08 By Month



Units Cleaned
2007-08 By Month





TRACY
UNIFIED SCHOOL DISTRICT

BUSINESS SERVICES MEMORANDUM

To: James Franco, Superintendent
From: C. Goodall, Assistant Superintendent for Business
Date: December 4, 2007
SUBJECT: Certify 2007-2008 Fiscal Year First Interim Report

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

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

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

It should be noted that labor negotiations have been completed for the current year, but subsequent negotiations will have an impact on the subsequent year budgets which is not reported in this budget analysis.

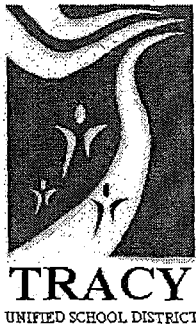
Furthermore, the district is experiencing flat or declining enrollment for the first time in decades. This budget analysis anticipates flat enrollment.

Also of concern, the state of California is still facing a budget deficit problem. The state budget as adopted had a \$4 billion reserve. Negative factors associated with state revenues being lower than anticipated, and expenditures being higher than anticipated, will deplete the reserve and leave a year-end deficit estimated to be approximately \$8 billion in the 2008-09 year. The assumption in this report is that there will be no current or future year reductions of funding from the state.

The First Interim Report confirms a positive review in which the district will be able to meet current obligations and those of two future years.

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

RECOMMENDATION: Certify 2007-2008 Fiscal Year First Interim Report



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services
DATE: November 30, 2007
SUBJECT: Approve Merrill West High School Tardy Pilot Program and Study for the 2nd Semester of the 07-08 School Year

BACKGROUND: The need to implement a revised tardy policy came from a recommendation based on a WASC Focus Group Report dated 3/6/06. The report was researched and compiled by a Merrill West High School WASC focus group whose purpose was to make decisions based on data. (These recommendations are derived from said discipline report.) The report defined specific issues regarding tardiness:

- Too many tardy and discipline referrals filled the support room.
- Too many students are out of class missing instructional minutes due to the current tardy policy.
- Currently students are suspended from class on their 3rd, 4th and 5th tardy and sent to the support room for that period.
- With our growing population of 3,200 students, the support room can no longer sustain the number of students sent for tardies *and* discipline.
- **Current tardy policy**
 - 1st & 2nd detentions: teacher discretion
 - 3rd & 4th: 1 period to support room, parent notified
 - 5th: same as 3rd & 4th, but Support Room for 2 days.
 - 6th: refer to AP
 - 7th: 1 day suspension home for Defiance of Authority and loss of all campus lunch privileges for remainder of quarter.
 - 8th: revert to 3rd & 4th tardy consequences.

RATIONALE: To discipline students, but not at the cost of their education, in support of Strategic Goal #4 - Develop responsible students.

So as to not use up valuable instructional time, the focus group recommended using a form of detention for tardies before or after school in lieu of sending students to the Support Room.

A study team consisting of administrators, teachers, parents and students was formed to develop/create a tardy policy that would be consistent throughout Merrill West High School.

- Serving detention before or after school will serve as a deterrent to students since it will take up their own time outside of school.
- No instructional time will be lost due to tardiness.
- The new policy has a built-in intervention in the form of the DART team, which was not available previously.
- The new plan substitutes the use of before/after school detention in lieu of support room. (Please see attached forms).

The proposed tardy policy developed should achieve the following:

- Fewer students in "support room" and reduction in overall tardies
- Increase in academic achievement
- Students made responsible for their own choices
- Reduce tardiness/increase learning
- To give one concise policy to parents and students

TimeLine:

The new plan was developed and approved by parents, students, and faculty. It will be implemented at the beginning of the 2nd semester.

Attendance tardy data will be collected and analyzed on a monthly basis.

The Attendance Committee will meet and review tardy data on a monthly basis.

The plan will be revised as necessary for implementation in the 2008-2009 school year.

The Final Plan for 2008-2009 will be presented to the Board for approval in May 2008.

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 and Study for the 2nd Semester of the 07-08 School Year.

PREPARED BY: Mr. Paul Hall, Director of Student Services