



**SAN JOAQUIN COUNTY OFFICE OF EDUCATION**  
**FREDRICK A. WENTWORTH**  
**COUNTY SUPERINTENDENT**

**CERTIFICATION OF CORRECTIVE ACTION**  
**AUDIT FINDINGS AND RECOMMENDATIONS**  
**2006-07**

**Tracy Unified School District**  
**San Joaquin County, California**

☐ Certification of Corrective Action is hereby filed by the governing board of the school district.

\_\_\_\_\_  
Signature of Clerk/Secretary of the Governing Board

\_\_\_\_\_  
Date of Meeting

☐ Certification of Corrective Action:

**The Superintendent certifies that all corrective action(s) specified in the attached page(s) have been reviewed by the district's Governing Board and assures that corrective procedures have been implemented and will be used in the ensuing years.**

\_\_\_\_\_  
Signature of District Superintendent

\_\_\_\_\_  
Date

**FOR ADDITIONAL INFORMATION**

District

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Submit the **original and one copy** of the Certification of Corrective Action, together with each Audit Finding Corrective Action form and corresponding documentation to:

**San Joaquin County Office of Education**  
**KT Yorba, Director, District Business Services**  
**2901 Arch-Airport Road**  
**Stockton, CA 95206**

Your response **must be submitted by March 15, 2008.**



## AUDIT FINDING CORRECTIVE ACTION

2006-07

Tracy Unified School District  
San Joaquin County, California

FINDING CATEGORY Internal Controls - Student Body Accounting

FINDING # 2007-1 PAGE: # 72

**Describe below specific corrective action used in resolving audit finding:**

Specifically address each individual item within the finding. Be certain that your responses are clear and concise. You will need to provide all documentation which supports the specific action taken toward resolving the finding; i.e., copies of amended reports, corrective action plans, etc.

Attach all pertinent documentation. Number of attachments for this finding: 3

The District will conduct training of site secretaries and club advisors about existing procedures which ensure that daily sales reports, tally sheets and other documentation is provided for all student store activity, and the inventory accounting is conducted on a perpetual basis with comparison to actual inventory counts to provide for better control over the inventory. The District retains the services of an internal audit firm to assist with this compliance monitoring.

## Site Findings

### Student Body Accounting Issues

*Monte Vista and Tracy High School* - We noted that daily sales reports, tally sheets or other record of items sold, including the amount at which the items were sold, and the amount collected are not available to support the deposits made for the student store activity.

The student store advisor has been instructed to ensure that copies of sales reports are remitted along with amounts forwarded to the ASB bookkeeper.

Additionally, a district-wide student body accounting training is scheduled on May 8<sup>th</sup>, 2008. The training agenda includes an overview of ASB related education code along with a detailed review of best practices and district policies and procedures. This training is mandatory for all student body bookkeepers and student store advisors.

*Monte Vista* - The collections submitted to the bookkeeper by the club advisors are not always supported by invoices, tally sheets or other documentation.

The site has been given pre-numbered receipt books and cash count sheet forms. The site has been provided with direction as how to properly use these documents.

Additionally, a district-wide student body accounting training is scheduled on May 8<sup>th</sup>, 2008. The training agenda includes an overview of ASB related education code along with a detailed review of best practices and district policies and procedures. This training is mandatory for all student body bookkeepers and student store advisors.

*Tracy High School* – Although a physical count of inventory is taken quarterly, a perpetual inventory is not maintained and no comparison is made of the actual inventory counts to what is expected to be on hand.

The student store advisor has been provided with inventory worksheets to document and reconcile inventory on a perpetual basis. Inventory sheets are forwarded to the ASB bookkeeper on a monthly basis for review and approval.

Additionally, a district-wide student body accounting training is scheduled on May 8<sup>th</sup>, 2008. The training agenda includes an overview of ASB related education code along with a detailed review of best practices and district policies and procedures. This training is mandatory for all student body bookkeepers and student store advisors.

*Duncan Russell* – Bank deposits are not supported with documentation to identify the source of collections.

The site has been instructed to close their bank account. Since monies raised by students must be spent for the students, the site is in the process of spending available funds prior to closing.

## Training Days for TUSD in 07-08:

### Objectives:

1. Create a calendar/menu of training dates for classified management employees to receive mandatory training.
2. Create a set of training options for TEA.

### Guidelines:

1. Training must be offered to all employees.
2. Some cost is acceptable.
3. Optimal class size – approx. 60.
4. Food is a carrot, but also a possible political problem.
5. ERM is a good time.
6. Supervisor is responsible to ensure all employees attend all topics.

### Training Session Topics:

#### Session # 1: Mandatory Annual Training for ALL Classified Staff

- Safe Lifting / ERGO 60 minutes
- Sexual Harassment 30 minutes
- Storm Water Management Plan 30 Minutes

#### Session # 2: Mandatory Annual Training for ALL Classified Staff

- Blood Borne Pathogens/Ethics 30 minutes
- Insecticide, MSDS and Healthy Schools 30 minutes
- Fire Safety 30 minutes
- AHERA 30 minutes

#### Session # 3: Mandatory training for Site / Dept. Secretaries and Budget Managers, optional for all other employees.

- Accounts Payable / Accounts Receivable 45 minutes
- Human Resources 20 minutes
- Purchasing 10 minutes
- Food Services 10 minutes
- Transportation 5 minutes

#### Session # 4: Mandatory training for Site / Dept. Secretaries and Budget Managers, optional for all other employees.

- Budgeting 45 minutes
- Payroll 45 minutes

#### Session # 5:

- Topics of interest to include: 2 hours  
Facilities, NCLB, Facility Use, New Employee Handbook, Conflict of Interest, Problem Solving, Team Building, etc.

#### Session # 6:

- New Employee Orientation – Voluntary for ALL New Employees.

#### Session # 7:

- ASB Accounting Training 2 hours

#### Session # 8: Mandatory training for Grounds, Maintenance, Operations, MM&O and Facilities.

- Long AHERA 2 hours
- School Site Safety Inspection / IIPP Training 45 minutes

#### Session # 9:

- Forklift Training TBD

### Location, Letter and Color Codes for table:

A or Black = Special Scheduled Event

B or Blue = Early Release Mondays

C or Red = Food Service Wednesday Training

Location:

Boardroom = is Boardroom in DEC

Gen Conf = is General Conference Room in DEC

Williams = is Williams Multi Purpose Room.

B/S Conf = is Business Services Conference Room in the DEC

Date	Attendees	Session # and Letter or Color	Time	Location
Aug 6	Secretary, Clerical, Bud Mgr	3,4 – A or Black	9:00 – 12:00	B/S Conf
Aug 10	Transportation	1,2 – A or Black	8:30 – 12:30	DSC Conf
Sep 10	All	1 – B or Blue	2:00 – 4:00	Boardroom
	Secretary, Clerical, Bud Mgr	3 – B or Blue	2:00 – 3:30	Gen Conf
Sep 12	All	Safe lifting & Ergo – C or Red	8:45 – 9:45 Session 1 1:15 – 2:15 Session 2	Boardroom Boardroom
Sep 17	New Hires	6 – B or Blue	2:30 – 4:00	B/S Conf
Sep 28	All - <b>TENTATIVE</b>	CSEA Training – A or Black	8:00 – 4:00	Boardroom
Oct 8	All	2 – B or Blue	2:00 – 4:00	Boardroom
	ASB Acct. Team	7 – B or Blue	2:00 – 4:00	Gen Conf
Oct 10	All	Fire & MSDS – C or Red	8:45 – 9:45 Session 1 1:15 – 2:15 Session 2	Boardroom Boardroom
Oct. 15	Classified / Managers	5 – Topic of Interest – B or Blue	2:00 – 4:00	Boardroom
Nov 19	All	1 – B or Blue	2:00 – 4:00	Boardroom
	Secretary, Clerical, Bud Mgr	3 – B or Blue	2:00 – 4:00	Gen Conf
	All	5 – Employee Ethics – B or Blue	2:00 – 4:00	B/S Conf
Dec 10	All	2 – B or Blue	2:00 – 4:00	Boardroom
	Secretary, Clerical, Bud Mgr	4 – B or Blue	2:00 – 4:00	Gen Conf
	All	5 - TBA – B or Blue	2:00 – 4:00	B/S Conf
Dec 17	Custodial (MM&O Makeup)	1,2, 8 (Long Version) – A or Black	7:00 – 3:00	Boardroom
Jan 7	All	1 – B or Blue	2:00 – 4:00	Boardroom
	All	5 – TBA – B or Blue	2:00 – 4:00	Williams
	New Hires	6 – B or Blue	2:30 – 4:00	Gen Conf
	ASB Acct. Team	7 – B or Blue	2:00 – 4:00	B/S Conf
Jan 9	All	AHERA, Blood Borne Pathogens & Healthy Schools – C or Red	8:45 – 9:45 Session 1 1:15 – 2:15 Session 2	Boardroom
Jan 30	All	1,2 – A or Black	8:00 – 12:00	Williams
	MM&O & Facilities	8 (Long Version) – A or Black	1:00 – 4:00	Gen Conf
	Secretary, Clerical, Bud Mgr	3,4 – A or Black	1:00 – 4:00	Williams
	All – <b>TENTATIVE</b>	CSEA Training – A or Black	8:00 – 4:00	Boardroom
Mar 10	All	2 – B or Blue	2:00 – 4:00	Boardroom
	All	5 - TBA – B or Blue	2:00 – 4:00	Williams
Mar 17	Classified / Managers	5 - Topic of Interest – B or Blue	2:00 – 4:00	B/S Conf
Apr 9	All	Sexual Harassment – C or Red	8:45 – 9:45 Session 1 1:15 – 2:15 Session 2	Boardroom
Apr 14	All	5 – TBA – B or Blue	2:00 – 4:00	Boardroom
Apr 28	New Hires	6 – B or Blue	2:30 – 4:00	Boardroom
May 5	All	5 – TBA – B or Blue	2:00 – 4:00	Boardroom
	ASB Acct. Team	7 – B or Blue	2:00 – 4:00	Gen Conf
Jun 27	Custodial (YRE, MM&O Makeup)	1,2, 8 (Long Version) – A or Black	7:00 – 3:00	Boardroom



## AUDIT FINDING CORRECTIVE ACTION

2006-07

Tracy Unified School District  
San Joaquin County, California

FINDING CATEGORY Instructional Minutes

FINDING # 2007-2 PAGE: # 75

**Describe below specific corrective action used in resolving audit finding:**

Specifically address each individual item within the finding. Be certain that your responses are clear and concise. You will need to provide all documentation which supports the specific action taken toward resolving the finding; i.e., copies of amended reports, corrective action plans, etc.

Attach all pertinent documentation. Number of attachments for this finding: 5

During the 2006-07 year Freiler School did not meet the required number of instructional minutes for grades 4-5. In 2003 Tracy Unified School District adjusted all instructional minutes to either meet or exceed the state mandated minutes requirement of 54,560 minutes at the 4<sup>th</sup> and 5<sup>th</sup> grade level. This will guarantee that all sites more than satisfy the minimum requirement of 54,560.

During the 2007-08 school year, Freiler has adjusted their daily schedule to not only meet but exceed this mandate. Students in these grade levels will receive 56,558 instructional minutes. The District is seeking a waiver from the State Board of Education.

**SPECIFIC WAIVER REQUEST**ITAP-1 (Rev. 12/19/07) <http://www.cde.ca.gov/re/lr/wr/>

Page 1 of 2

**Instructional Time Requirements****Waiver of Audit Penalties (District/COE)**

Send Original plus one copy to:

Waiver Office, California Department of Education

1430 N Street, Suite 5602

Sacramento, CA 95814

**Faxed originals will not be accepted!**

				CD CODE			
Local educational agency: Tracy Unified School District				Contact name and recipient of approval/denial notice: Linda Dopp			
				Contact person's e-mail address: ldopp@tusd.net			
Address: (ZIP) 1875 W. Lowell Ave.		(City) Tracy		(State) CA		Phone (and extension, if necessary): 209-830-3200 x 1050	
						Fax number: 209-830-3220	
Period of request: (month/day/year) From: July 1, 2006 To: June 30, 2007				Local board approval date March 11, 2008			

**LEGAL CRITERIA**

1. Authority for the waiver: ☒ Specific code section:

EC 46206(a) The State Board of Education may waive the fiscal penalties set forth... for a school district or county office of education that fails to maintain the prescribed minimum length of time for the instructional school year, minimum number of instructional days for the school year, or both.

(b) For fiscal penalties incurred ... a waiver may only be granted ... upon the condition that the school or schools in which the minutes, days, or both, were lost, maintain minutes and days of instruction equal to those lost and in addition to the amount otherwise prescribed in this article for twice the number of years that it failed to maintain the minimum number of instructional days and continuing for each succeeding school year until the condition is satisfied.

2. *Education Code or California Code of Regulations* or portion to be waived ( check as appropriate)

**For Districts:**☐ EC 46200(c) Penalty - required number of days☒ EC 46201(c) Penalty - required number of minutes☐ EC 46202(b) Penalty - less than 1982-83 minutes**For County Offices of Education:**☐ EC 46200.5(c) Penalty - required number of days☐ EC 46201.5(c) Penalty - required number of minutes☐ EC 46202.(b) Penalty - less than 1982-83 minutes

3. Collective bargaining unit information.

Does the district have any employee bargaining units? ☐ No ☒ Yes If yes, please complete required information below:

Bargaining unit(s) consulted on date(s): March 3, 2008

Name of bargaining units and representative(s) consulted: Steven Seivers, President of TEA

The position(s) of the bargaining unit(s): ☐ Neutral ☒ Support ☐ Oppose (Please specify why)

Comments (if appropriate): The required changes in instructional minutes do not have an impact on the contract agreement with the Tracy Educators Association (TEA).

4. Reason for Waiver Request:

- Describe the circumstances that brought about the shortage of time (days and/or minutes) for each finding.
- Tell what you did the following year, or preferably that same year to try to minimize or correct the error.
- State how you plan to do the makeup (add to the regular day, cancel minimum days, add a day to the year, etc.) and in what years – for both affected students and affected grade levels.

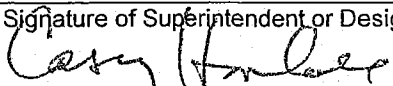
Art Freiler School was deficient by 76 minutes of instructional time during the 2006-07 school year at the 4<sup>th</sup> and 5<sup>th</sup> grades. This school developed their Year Round Schedule based on the State instructional minutes requirement of 54,000. They actually offered 54,484 instructional minutes but were unaware of the need to meet the greater number of minutes requirement (54,560) based on the districts offering during the 1982-83 school year.

Per this finding steps have been put into place to ensure that all students in grades 4-8 receive a minimum of 54,560 instructional minutes and an additional 76 minutes (54636 total) for the 2007-08 school year. In addition calendars have been projected anticipating the 2008-09 and 2009-2010 school years. Additional minutes have been added to the school day at the 4-8 grade by removing the 2 minute warning bell and beginning classes promptly at 8:17a.m. each day. Providing these additional minutes through Grade 8 will insure that both affected students and affected grade levels have been properly addressed.

5. Required Attachments:

- Copy of the audit finding and local educational agency response.
- At least two years worth of proposed bell schedule(s) and school calendar(s) for the required make-up of time, showing all full and partial instructional days, student free days, etc.
- Summary of instructional minute totals, daily and annually, including the state minimum by grade(s) and the 1982-83 requirements for the district/school for the two years of waiver make-up.

**District or County Certification** – I hereby certify that the information provided on this application is correct and complete.

Signature of Superintendent or Designee: 	Title: Associate Superintendent	Date: 3/13/08
Signature of SELPA Director (Only if a Special Education Waiver under EC 56101)		Date:
<b>FOR CALIFORNIA DEPARTMENT OF EDUCATION USE ONLY</b>		
Staff Name (type or print):	Staff Signature:	Date:
Unit Manager (type or print):	Unit Manager Signature:	Date:
Division Director (type or print):	Division Director Signature:	Date:
Deputy (type or print):	Deputy Signature:	Date:



# Instructional Minutes Validation Sheet

## TRADITIONAL CALENDAR

SITE: Freiler

YEAR: 2007-2008

GRADES	KINDERGARTEN	1 THROUGH 3	4 THROUGH 5	6 THROUGH 8
REGULAR DAYS = 130	138 X 217	138 X 313	138 X 346	138 X 359
X MINUTES =	28,730	43194	47748	49542
MINIMUM DAYS:	11 X 217	11 X 209	11 X 206	11 X 219
X MINUTES =				
TRADITIONAL				
K - 5 = 7				
6 - 8 = 8				
9 - 12 = 10 (does not include any special activity schedules)				
EARLY RELEASE DAYS:	25 X 160	25 X 259	25 X 256	25 X 269
X MINUTES =				
TRADITIONAL = 31				
TOTAL MINUTES:	35117	52386	56414	58676
REQUIRED: (district)	36,500	52,300	56,570	58,360
EXCESS/(SHORT)	1,383	86	156	316

# Freiler Schedule

K-5

<b>Regular Day-Kinder</b> AM start 8:00 Dismissal 11:37 Lunch 11:37-11:50  PM start 11:40 Dismissal 3:17 Lunch 11:25-11:40	<b>Regular Day-1<sup>st</sup>-5<sup>th</sup></b> Warning bell 8:17 Class begins 8:20 2 <sup>nd</sup> , 4 <sup>th</sup> & 5 <sup>th</sup> recess 10:00- 10:14 1 <sup>st</sup> & 3 <sup>rd</sup> recess 9:30 – 9:44  1 <sup>st</sup> lunch 11:15-11:55 4 <sup>th</sup> lunch 11:25-12:05 2 <sup>nd</sup> lunch 11:35-12:15 3 <sup>rd</sup> lunch 11:45-12:25 5 <sup>th</sup> lunch 12:05-12:45 Dismissal 1 <sup>st</sup> -3 <sup>rd</sup> 2:27 Dismissal 4 <sup>th</sup> /5 <sup>th</sup> 3:00	<b>Regular Day-Middle</b> Warning Bell 8:17 Class begins 8:20  Middle School recess 10:16-10:27 Middle School lunch 12:25-12:55 Dismissal 3:00
<b>Minimum Day</b> All kindergartners attend the AM Session  Class begins 8:00 Dismissal 11:37 Lunch 11:37-11:50	<b>Minimum Day</b> Warning Bell 8:17 Class begins 8:20  2 <sup>nd</sup> , 4 <sup>th</sup> and 5 <sup>th</sup> recess 9:45-9:59 1 <sup>st</sup> & 3 <sup>rd</sup> recess 9:30 – 9:44  1 <sup>st</sup> lunch 11:00-11:40 4 <sup>th</sup> lunch 11:10-11:50 2 <sup>nd</sup> lunch 11:20-12:00 3 <sup>rd</sup> lunch 11:30-12:10 5 <sup>th</sup> lunch 11:40-12:20 Dismissal ALL 12:40	<b>Minimum Day</b> Warning Bell 8:17 Class begins 8:20  Middle School recess 10:33-10:44 Middle School lunch 12:10-12:40 Dismissal 12:40
<b>Early Release Day</b> AM 8:00 Dismissal 10:40 Lunch 10:40-10:50  PM 10:50 Dismissal 1:30 Lunch 10:40-10:50	<b>Early Release Day</b> Warning Bell 8:17 Class begins 8:20  2 <sup>nd</sup> , 5 <sup>th</sup> recess 9:45- 9:59 1 <sup>st</sup> & 3 <sup>rd</sup> & 4 <sup>th</sup> recess 9:30 – 9:44  1 <sup>st</sup> lunch 11:00-11:40 4 <sup>th</sup> lunch 11:10-11:50 2 <sup>nd</sup> lunch 11:20-12:00 3 <sup>rd</sup> lunch 11:30-12:10 5 <sup>th</sup> lunch 11:40-12:20 Dismissal ALL 1:30	<b>Early Release Day</b> Warning Bell 8:17 Class begins 8:20 Middle School recess 10:10-10:21  Middle School lunch 12:06-12:37 Dismissal 1:30

## Freiler Bell Schedule

Grades 6-8

Regular Day		Early Release Day		Minimum Day	
8:17 Warning		8:17 Warning		8:17 Warning	
8:20--9:17	1 <sup>st</sup> period	8:20--9:13	1 <sup>st</sup> period	8:20--9:03	1 <sup>st</sup> period
9:21 -- 10:16	2 <sup>nd</sup> period	9:17-- 10:10	2 <sup>nd</sup> period	9:07 -- 9:50	2 <sup>nd</sup> period
10:16 -- 10:27	Nutrition	10:10 -- 10:21	Nutrition	9:50 -- 10:33	3 <sup>rd</sup> period
10:27 -- 11:24	3 <sup>rd</sup> period	10:21 -- 11:13	3 <sup>rd</sup> period	10:33 -- 10:44	Nutrition
11:28-12:25	4 <sup>th</sup> period	11:13-12:06	4 <sup>th</sup> period	10:44-11:27	4 <sup>th</sup> period
12:25 -- 12:55	LUNCH	12:06 -- 12:37	LUNCH	11:27-12:10	5 <sup>th</sup> Period
12:57-- 1:56	5 <sup>th</sup> Period	12:37-- 1:30	5 <sup>th</sup> Period	12:10 -- 12:40	LUNCH
2:00- 3:00	6 <sup>th</sup> Period				



## AUDIT FINDING CORRECTIVE ACTION

2006-07

Tracy Unified School District  
San Joaquin County, California

FINDING CATEGORY Attendance - Independent Study

FINDING # 2007-3 PAGE: # 76

**Describe below specific corrective action used in resolving audit finding:**

Specifically address each individual item within the finding. Be certain that your responses are clear and concise. You will need to provide all documentation which supports the specific action taken toward resolving the finding; i.e., copies of amended reports, corrective action plans, etc.

Attach all pertinent documentation. Number of attachments for this finding: 3

The District conducts training for site secretaries and attendance staff concerning the elements required under EC 51747. The District retains the services of an internal audit firm to assist with this compliance monitoring. The Director of Financial Services will request an accounting from the internal audit firm of periodical reviews of the sites progress in improving this issue.

## Training Days for TUSD in 07-08:

### Objectives:

1. Create a calendar/menu of training dates for classified management employees to receive mandatory training.
2. Create a set of training options for TEA.

### Guidelines:

1. Training must be offered to all employees.
2. Some cost is acceptable.
3. Optimal class size – approx. 60.
4. Food is a carrot, but also a possible political problem.
5. ERM is a good time.
6. Supervisor is responsible to ensure all employees attend all topics.

### Training Session Topics:

#### Session # 1: Mandatory Annual Training for ALL Classified Staff

- Safe Lifting / ERGO 60 minutes
- Sexual Harassment 30 minutes
- Storm Water Management Plan 30 Minutes

#### Session # 2: Mandatory Annual Training for ALL Classified Staff

- Blood Borne Pathogens/Ethics 30 minutes
- Insecticide, MSDS and Healthy Schools 30 minutes
- Fire Safety 30 minutes
- AHERA 30 minutes

#### Session # 3: Mandatory training for Site / Dept. Secretaries and Budget Managers, optional for all other employees.

- Accounts Payable / Accounts Receivable 45 minutes
- Human Resources 20 minutes
- Purchasing 10 minutes
- Food Services 10 minutes
- Transportation 5 minutes

#### Session # 4: Mandatory training for Site / Dept. Secretaries and Budget Managers, optional for all other employees.

- Budgeting 45 minutes
- Payroll 45 minutes

#### Session # 5:

- Topics of interest to include: 2 hours  
Facilities, NCLB, Facility Use, New Employee Handbook, Conflict of Interest, Problem Solving, Team Building, etc.

#### Session # 6:

- New Employee Orientation – Voluntary for ALL New Employees.

#### ★ Session # 7:

- ASB Accounting Training 2 hours

#### Session # 8: Mandatory training for Grounds, Maintenance, Operations, MM&O and Facilities.

- Long AHERA 2 hours
- School Site Safety Inspection / IIPP Training 45 minutes

#### Session # 9:

- Forklift Training TBD

### Location, Letter and Color Codes for table:

A or Black = Special Scheduled Event

B or Blue = Early Release Mondays

C or Red = Food Service Wednesday Training

Location:

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Aug 10	Transportation	1,2 – A or Black	8:30 – 12:30	DSC Conf
Sep 10	All Secretary, Clerical, Bud Mgr	1 – B or Blue 3 – B or Blue	2:00 – 4:00 2:00 – 3:30	Boardroom Gen Conf
Sep 12	All	Safe lifting & Ergo – C or Red	8:45 – 9:45 Session 1 1:15 – 2:15 Session 2	Boardroom Boardroom
Sep 17	New Hires	6 – B or Blue	2:30 – 4:00	B/S Conf
Sep 28	All - <b>TENTATIVE</b>	CSEA Training – A or Black	8:00 – 4:00	Boardroom
Oct 8	All ASB Acct. Team	2 – B or Blue 7 – B or Blue	2:00 – 4:00 2:00 – 4:00	Boardroom Gen Conf
Oct 10	All	Fire & MSDS – C or Red	8:45 – 9:45 Session 1 1:15 – 2:15 Session 2	Boardroom Boardroom
Oct. 15	Classified / Managers	5 – Topic of Interest – B or Blue	2:00 – 4:00	Boardroom
Nov 19	All Secretary, Clerical, Bud Mgr All	1 – B or Blue 3 – B or Blue 5 – Employee Ethics – B or Blue	2:00 – 4:00 2:00 – 4:00 2:00 – 4:00	Boardroom Gen Conf B/S Conf
Dec 10	All Secretary, Clerical, Bud Mgr All	2 – B or Blue 4 – B or Blue 5 - TBA – B or Blue	2:00 – 4:00 2:00 – 4:00 2:00 – 4:00	Boardroom Gen Conf B/S Conf
Dec 17	Custodial (MM&O Makeup)	1,2, 8 (Long Version) – A or Black	7:00 – 3:00	Boardroom
Jan 7	All All New Hires ASB Acct. Team	1 – B or Blue 5 – TBA – B or Blue 6 – B or Blue 7 – B or Blue	2:00 – 4:00 2:00 – 4:00 2:30 – 4:00 2:00 – 4:00	Boardroom Williams Gen Conf B/S Conf
Jan 9	All	AHERA, Blood Borne Pathogens & Healthy Schools – C or Red	8:45 – 9:45 Session 1 1:15 – 2:15 Session 2	Boardroom
Jan 30	All MM&O & Facilities Secretary, Clerical, Bud Mgr All – <b>TENTATIVE</b>	1,2 – A or Black 8 (Long Version) – A or Black 3,4 – A or Black CSEA Training – A or Black	8:00 – 12:00 1:00 - 4:00 1:00 - 4:00 8:00 – 4:00	Williams Gen Conf Williams Boardroom
Mar 10	All All	2 – B or Blue 5 - TBA – B or Blue	2:00 – 4:00 2:00 – 4:00	Boardroom Williams
Mar 17	Classified / Managers	5 - Topic of Interest – B or Blue	2:00 – 4:00	B/S Conf
Apr 9	All	Sexual Harassment – C or Red	8:45 – 9:45 Session 1 1:15 – 2:15 Session 2	Boardroom
Apr 14	All	5 – TBA – B or Blue	2:00 – 4:00	Boardroom
Apr 28	New Hires	6 – B or Blue	2:30 – 4:00	Boardroom
May 5	All ASB Acct. Team	5 – TBA – B or Blue 7 – B or Blue	2:00 – 4:00 2:00 – 4:00	Boardroom Gen Conf
Jun 27	Custodial (YRE, MM&O Makeup)	1,2, 8 (Long Version) – A or Black	7:00 – 3:00	Boardroom

## **Attendance Issues**

*Monte Vista* - We noted at Monte Vista that the independent study plan forms are not always complete. Some agreements were missing the teacher's signature or did not include all of the elements required under EC 51747. On one agreement, it was indicated that the student had not completed the work and was not eligible for attendance but was actually credited with attendance for the duration of the agreement.

District-wide attendance training is scheduled on May 8<sup>th</sup>, 2008. The training agenda includes an overview of attendance related education code along with a detailed review of district policies and procedures. The training will focus on specific forms, reports and processes that are designed to ensure the accuracy and compliance of the district's attendance accounting. This training is mandatory for all site attendance personnel.

*Central Elementary* - At Central Elementary we identified two students for which the appropriate signed agreements were not on file and at Jacobsen Elementary schools we identified one student. Central Elementary claimed that the agreements were signed prior to the start of school, but they could not be located. They later provided us with agreements that were dated two days prior to our visit at the school site.

District-wide attendance training is scheduled on May 8<sup>th</sup>, 2008. The training agenda includes an overview of attendance related education code along with a detailed review of district policies and procedures. The training will focus on specific forms, reports and processes that are designed to ensure the accuracy and compliance of the district's attendance accounting.

Additionally, a copy of the state approved retention form has been forwarded to all district attendance personnel with instructions on proper utilization.



## AUDIT FINDING CORRECTIVE ACTION

### 2006-07

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Tracy Unified School District  
San Joaquin County, California

**FINDING CATEGORY** Attendance - Teacher Credential

**FINDING #** 2007-4      **PAGE:** # 77

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**Describe below specific corrective action used in resolving audit finding:**

Specifically address each individual item within the finding. Be certain that your responses are clear and concise. You will need to provide all documentation which supports the specific action taken toward resolving the finding; i.e., copies of amended reports, corrective action plans, etc.

**Attach all pertinent documentation. Number of attachments for this finding:** 5

The District will take all appropriate steps to ensure that only teachers with EL credentials are teaching classes where more than 20% of the pupils are English learners. These steps will include multiple training opportunities.





# HUMAN RESOURCES MEMORANDUM

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

TO: Principals  
FROM: James Mousalimas, Assistant Superintendent for Human Resources  
RE: **Placement of EL Students with CLAD Certified Teachers**  
DATE: March 27, 2008

It is a requirement of the California Commission on Teacher Credentialing (CCTC) and the California Department of Education that if there is one or more EL (English learner) student in a class, that teacher must have EL authorization (e.g. CLAD certification). If they do not have CLAD certification, they are considered "mis-assigned".

Tracy Unified has made great strides in ensuring that our teachers have the appropriate EL authorization to work with all students. In the past eighteen months we have increased the percentage of teachers with EL authorization from approximately 60% to over 95%.

In an annual audit conducted last spring, the District was found to be out of compliance (Audit Finding #2007-4) with EL students placed in classes with teachers who do not have EL authorization.

As you are placing students for the 2008/09 school year, please ensure that EL students are placed with teachers who have EL Authorization. A list of teachers with EL authorization status for your site is attached.

## Where:

Art Freiler School  
Room 33  
2421 West Lowell Ave.  
Tracy, CA 95376

## When:

January 26, 27\*  
February 2, 3\*, 9, 16  
23, 24\*  
March 2, 3\*, 9\*\*

Fridays 3:30 PM - 6:30 PM  
\*Saturdays 8:30 AM - 3:00 PM

Instructor: Khushwinder Gill

\*\*EXAM DATE: March 9, 2007

Cost for the 45 hour  
AB2913 Class is \$495.

After the class is complete  
there will be

Three (3) optional  
extension units available  
for \$40 each, total \$120

**KEEP THIS SIDE FOR YOUR  
INFORMATION**

## ELIGIBILITY REQUIREMENTS:

### Single Subject Teachers:

I. ☐ I was a permanent employee of a public school district in California on January 1, 1999.

### Multiple Subject Teachers:

II. ☐ A. I have completed nine or more years of full-time or equivalent teaching in the public schools of California.

### AND

☐ B. I was a permanent employee of a public school district in California on January 1, 1999.

### AND

I certify one of the following - A or B or C:

- ☐ A. I have passed one or more sections of the following state certification examinations:
1. Either section of the Language Development Specialist (LDS) Examination; or
  2. Either the Culture or Methodology Component of a Bilingual Certificate of Competence Examination; or
  3. Any one of Tests 1-5 of the CLAD/BCLAD Examinations.

### OR

- ☐ B. I have completed 30 or more hours of prior training in any aspect of English Language Development (ELD) and/or Specially Designed Academic Instruction in English (SDAIE).

### OR

- ☐ C. I have two years of full-time or equivalent experience teaching English Learners.

III. I authorize verification by the San Joaquin County Office of Education of Section II - A, B, or C.

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

**Important Note:** It is the responsibility of each participant to secure prior approval for district acceptance of AB2913 Certification gained through this series.

**All classes are on a first come first served basis and are subject to cancellation pending registration.**

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Sch. Telephone: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

Mail or **FAX** this ENTIRELY completed form to:

Pam Carson  
San Joaquin COE  
P.O. Box 213030  
Stockton, CA 95213-9030  
FAX 209-468-9268  
Phone 209-468-9269

**Personal check, warrant, or Purchas Order  
MUST be received with registration  
Please make check payable to San Joaquin  
County School Service Fund (SJCSF)**

Tracy  
(ELD/SDAIE) 1-07  
Reservation Deadline  
1-19-07

## Where:

Merrill F. West High  
Room MS-7  
1975 West Lowell Ave.  
Tracy, CA 95376

## When:

January 22, 29  
February 5, 26  
March 5, 12, 19, 26  
April 2, 16, 23, 30  
May 7, 14, 21\*

Mondays 4:30 PM - 7:30 PM

Instructor: Rashmi Ahuja

\*EXAM DATE: May 21, 2007

Cost for the 45 hour  
AB2913 Class is \$495.

After the class is complete  
there will be

Three (3) optional  
extension units available  
for \$40 each, total \$120

KEEP THIS SIDE FOR YOUR  
INFORMATION

## ELIGIBILITY REQUIREMENTS:

### Single Subject Teachers:

- I. ☐ I was a permanent employee of a public school district in California on January 1, 1999.

### Multiple Subject Teachers:

- II. ☐ A. I have completed nine or more years of full-time or equivalent teaching in the public schools of California.

AND

- ☐ B. I was a permanent employee of a public school district in California on January 1, 1999.

AND

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1. Either section of the Language Development Specialist (LDS) Examination; or
  2. Either the Culture or Methodology Component of a Bilingual Certificate of Competence Examination; or
  3. Any one of Tests 1-5 of the CLAD/BCLAD Examinations.

O R

- ☐ B. I have completed 30 or more hours of prior training in any aspect of English Language Development (ELD) and/or Specially Designed Academic Instruction in English (SDAIE).

O R

- ☐ C. I have two years of full-time or equivalent experience teaching English Learners.

III. I authorize verification by the San Joaquin County Office of Education of Section II - A, B, or C.

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

**Important Note:** It is the responsibility of each participant to secure prior approval for district acceptance of AB2913 Certification gained through this series.

**All classes are on a first come first served basis and are subject to cancellation pending registration.**

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Address: \_\_\_\_\_ City, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Sch. Telephone: \_\_\_\_\_  
School: \_\_\_\_\_ District: \_\_\_\_\_

Mail or FAX this ENTIRELY completed form to:

Pam Carson  
San Joaquin COE  
P.O. Box 213030  
Stockton, CA 95213-9030  
FAX 209-468-9268  
Phone 209-468-9269

**Personal check, warrant, or Purchas Order**

**MUST be received with registration**

**Please make check payable to San Joaquin  
County School Service Fund (SJCSF)**

Tracy  
(ELD/SDAIE) 1-07  
Reservation Deadline  
1-16-07

**Where:**  
Tracy Unified School Dist.  
Board Room  
1875 W. Lowell Ave.  
Tracy, CA 95376

**When:**  
**June 11, 12, 13, 14**  
**15, 18, 19, 20\***

Daily 9:00 AM -3:30 PM  
Instructor: Cindy Carlfeldt

\*EXAM DATE: June 20, 2007  
9:00 AM - 12:00 PM

Cost for the 45 hour  
AB2913 Class is \$495.  
After the class is complete  
there will be  
Three (3) optional  
extension units available  
for \$40 each, total \$120  
**KEEP THIS SIDE FOR YOUR  
INFORMATION**

## **ELIGIBILITY REQUIREMENTS:**

### **Single Subject Teachers:**

- I. ☐ I was a permanent employee of a public school district in California on January 1, 1999.

### **Multiple Subject Teachers:**

- II. ☐ A. I have completed nine or more years of full-time or equivalent teaching in the public schools of California.

### **AND**

- B. I was a permanent employee of a public school district in California on January 1, 1999.

### **AND**

I certify one of the following - A or B or C:

- ☐ A. I have passed one or more sections of the following state certification examinations:  
1. Either section of the Language Development Specialist (LDS) Examination; or  
2. Either the Culture or Methodology Component of a Bilingual Certificate of Competence Examination; or  
3. Any one of Tests 1-5 of the CLAD/BCLAD Examinations.

### **OR**

- ☐ B. I have completed 30 or more hours of prior training in any aspect of English Language Development (ELD) and/or Specially Designed Academic Instruction in English (SDAIE).

### **OR**

- ☐ C. I have two years of full-time or equivalent experience teaching English Learners.

- III. ☐ *I have a Designated Subject or Clinical Rehabilitative Specialist Credential*

- IV. I authorize verification by the San Joaquin County Office of Education of Section II - A, B, or C.

Teacher's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Important Note:** It is the responsibility of each participant to secure prior approval for district acceptance of AB2913 Certification gained through this series.

**All classes are on a first come first served basis and are subject to cancellation pending registration.**

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Sch. Telephone: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

Mail or **FAX** this **ENTIRELY** completed form to:

Pam Carson  
San Joaquin COE  
P.O. Box 213030  
Stockton, CA 95213-9030  
FAX 209-468-9268  
Phone 209-468-9269

**Personal check, warrant, or Purchas Order**  
**MUST be received with registration**  
**Please make check payable to San Joaquin**  
**County School Service Fund (SJCSSF)**

Tracy 6-07  
(ELD/SDAIE)  
Reservation Deadline  
6-4-07

**Where:**  
West High  
Room MS-3  
1775 W. Lowell Ave.  
Tracy, CA 95376

**When:**  
July 16, 17, 18, 19  
20, 23, 24, 25\*

Daily 9:00 AM - 3:30 PM

Instructor: Rachel Moraes

\*EXAM DATE: July 25, 2007  
9:00 AM - 12:00 PM

Cost for the 45 hour  
AB2913 Class is \$495.  
After the class is complete  
there will be  
Three (3) optional  
extension units available  
for \$40 each, total \$120

**KEEP THIS SIDE FOR YOUR  
INFORMATION**

## **ELIGIBILITY REQUIREMENTS:**

### **Single Subject Teachers:**

- I. ☐ I was a permanent employee of a public school district in California on January 1, 1999.

### **Multiple Subject Teachers:**

- II. ☐ A. I have completed nine or more years of full-time or equivalent teaching in the public schools of California.

### **AND**

- B. I was a permanent employee of a public school district in California on January 1, 1999.

### **AND**

I certify one of the following - A or B or C:

- ☐ A. I have passed one or more sections of the following state certification examinations:
1. Either section of the Language Development Specialist (LDS) Examination; or
  2. Either the Culture or Methodology Component of a Bilingual Certificate of Competence Examination; or
  3. Any one of Tests 1-5 of the CLAD/BCLAD Examinations.

### **OR**

- ☐ B. I have completed 30 or more hours of prior training in any aspect of English Language Development (ELD) and/or Specially Designed Academic Instruction in English (SDAIE).

### **OR**

- ☐ C. I have two years of full-time or equivalent experience teaching English Learners.

- III. ☐ *I have a Designated Subject or Clinical Rehabilitative Specialist Credential*

- IV. I authorize verification by the San Joaquin County Office of Education of Section II - A, B, or C.

Teacher's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Important Note:** It is the responsibility of each participant to secure prior approval for district acceptance of AB2913 Certification gained through this series.

**All classes are on a first come first served basis and are subject to cancellation pending registration.**

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Sch. Telephone: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

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San Joaquin COE  
P.O. Box 213030  
Stockton, CA 95213-9030  
FAX 209-468-9268  
Phone 209-468-9269

**Personal check, warrant, or Purchas Order  
MUST be received with registration  
Please make check payable to San Joaquin  
County School Service Fund (SJCSSF)**

Tracy 7-07#2  
(ELD/SDAIE)  
Reservation Deadline  
7-9-07



## AUDIT FINDING CORRECTIVE ACTION

2006-07

Tracy Unified School District  
San Joaquin County, California

**FINDING CATEGORY** Miscellaneous - School Accountability Report Card

**FINDING #** 2007-5      **PAGE:** # 77

**Describe below specific corrective action used in resolving audit finding:**

Specifically address each individual item within the finding. Be certain that your responses are clear and concise. You will need to provide all documentation which supports the specific action taken toward resolving the finding; i.e., copies of amended reports, corrective action plans, etc.

**Attach all pertinent documentation. Number of attachments for this finding:** 2

Tracy Unified School District has established a procedure in which "Williams Act" facilities repair requirements are officially reported to the Board once received from County Inspectors. Once acknowledged by the Board, these repair requirements are entered as work orders specifically tagged as "Williams" related. Once a series of work orders is complete, the repairs will be reported to the Director of Facilities, the Director of Curriculum, Accountability, and Continuous Improvement, and the Communications Specialist to ensure the repairs are documented in the School Accountability Report Card.

# Procedure for Processing Williams Act Related Work Requests

## Williams Related Work Requests Generated by San Joaquin County Inspector:

1. Each year an outside inspector examines each eligible school site and generates a list of repairs required to remain compliant with the Williams Act. The list is submitted to the Director of Curriculum and Continuous Improvement, who will:
  - a. Submit a copy to the Director of Facilities
  - b. Submit a copy to the Director of Building Maintenance
  - c. Submit the list to the Board of Trustees for Acceptance
2. Within one week of receipt, the Director of Facilities and the Director of Building Maintenance jointly review the list and determine which items can reasonably be repaired by district staff, and which items require external expertise or equipment for completion.
3. Those items identified for internal repair will be assigned a work order number specially tagged as "Williams" related. The Director of Building Maintenance will ensure these work orders are generated and the repairs completed.
4. Those items identified for external repair will be assigned to the District Deferred Maintenance Program, managed by the Director of Facilities.

## Williams Related Work Requests Generated by Others:

1. At any time during the year, staff and community members may submit complaints concerning maintenance issues they believe are related to the Williams Act. These complaints are reported to the Director of Curriculum and Continuous Improvement, who will:
  - a. Submit a copy of the complaint to the Director of Facilities
  - b. Submit a copy of the complaint to the Director of Building Maintenance
2. Within one week of receipt, the Director of Facilities and the Director of Building Maintenance jointly review the complaint and determine which repairs can reasonably be completed by district staff, and which items require external expertise or equipment for completion, and which require external expertise or equipment for completion.
3. Those items identified for internal repair will be assigned a work order number specially tagged as "Williams" related. The Director of Building Maintenance will ensure these work orders are generated and the repairs completed.
4. Those items identified for external repair will be assigned to the District Deferred Maintenance Program, managed by the Director of Facilities.

## When Developing the School Accountability Report Card, the Communications Specialist will:

1. Contact the Director of Curriculum and Continuous Improvement to obtain documentation of reports by staff or community members of repairs needed to remain compliant with the Williams Act.
2. Contact the Director of Building Maintenance to obtain documentation of reports by all other parties of repairs needed to remain compliant with the Williams Act.

3. Contact the Director of Facilities to obtain documentation of reports of Williams related repairs completed in the Deferred Maintenance program.





## AUDIT FINDING CORRECTIVE ACTION

2006-07

Tracy Unified School District  
San Joaquin County, California

**FINDING CATEGORY** Attendance - Kindergarten Continuance

**FINDING #** 2007-6      **PAGE:** # 78

**Describe below specific corrective action used in resolving audit finding:**

Specifically address each individual item within the finding. Be certain that your responses are clear and concise. You will need to provide all documentation which supports the specific action taken toward resolving the finding; i.e., copies of amended reports, corrective action plans, etc.

**Attach all pertinent documentation. Number of attachments for this finding:** 9

The District has established a specific set of procedures for retaining any student regardless of grade level. The procedure will include a step which requires the site to determine if the retention is for a Kindergarten student. If the retention is deemed to be for a Kindergarten student, the procedure will require that a Kindergarten Retention Form be completed and signed by the parent before the retention can be approved. A copy of the Kindergarten Retention Form will be maintained at the District Office as well as at each site.

**Tracy Unified School District**  
**OFFICE OF CURRICULUM, ACCOUNTABILITY & CONTINUOUS IMPROVEMENT**  
**Carol Anderson-Woo , Director**  
(209) 830-3275      (209) 830-3209 (fax)

**TO:** Principals with Kindergarten  
**FROM:** Carol Anderson-Woo  
**DATE:** March 6, 2008  
**RE:** Reporting of Retentions

.....

Attached you will find the TUSD Promotion and Retention packet for 2007/08. This packet includes the district retention forms.

All retention documentation is required to be maintained in a student's cumulative folder. Additionally, Kindergarten retention forms with parent signatures must be kept in the school office at each site. The memo from Eric Hart (District Consultant) outlining Kindergarten retention procedures states:

**Schools are required to keep this signed form on file at each site as the auditors will review and perform testing on these forms during their site visits.**

This means that the auditors will be checking for these forms. In the Audit Findings from the 2006/07 school year, the district was found to be out of compliance on the above (Finding # 2007-6) resulting in a loss of ADA funding.

The Administrative Regs for Board Policy 5123 require reporting of retentions:

**E. Reports Required**

Principals shall submit annually to the Superintendent or designee a list of student names by grade level who have not met district promotional standards and whether or not they have been retained.

In order to comply with board policy and to ensure compliance for audit purposes, each school serving will be required to submit a list of all students being retained at the end of each academic school year. Principals are responsible for submitting the following to the Office of Curriculum, Accountability and Continuous Improvement:

- A list of retained students that includes (at a minimum):
  - student ID
  - student name
  - grade
  - date of parent conference.
- Copies of the retention form for any kindergarten student being retained (with parent signature).

This required report will become part of the end of year checkout procedures for principals.

If you have questions related to the retention of students, please contact me.

# Memo

**To:** School Site Administrators and Attendance Personnel  
**From:** Eric Hart (District Consultant)  
**CC:** TUSD Business Office  
**Date:** January 3, 2007  
**Re:** Kindergarten Retention Procedures

---

Please review these guidelines related to kindergarten retention and the proper use of forms to ensure that all school sites are in compliance with State guidelines.

The California Department of Education's (CDE) position on this issue is as follows: Kindergarten is the only grade for which the parent or guardian may delay a child's promotion to the next grade (for up to one additional year). In order for this to occur, a parent or guardian must sign a CDE approved form to verify that they agree to have their child continue in kindergarten beyond the first year. Additionally, there is a limit to how long a kindergarten student can be retained. Per the CDE and Education Code 48011, a child cannot continue in kindergarten for more than one year past the year he or she first attended kindergarten.

Parents also have the right to disagree with the school's assessment that a student should be retained in kindergarten. Per the CDE, a school district cannot retain a child in kindergarten without the written consent of a parent or guardian as well as a signature from a district representative. Additionally, parents are not required to sign the consent form if they do not agree that the child should repeat kindergarten. This means that if the parent does not sign the retention form, the district cannot legally retain the student in kindergarten beyond the initial year of attendance.

Retention of kindergarten students must be documented on a CDE approved form. The form must include the student's name, the signature of a district assigned representative (normally the principal), the student's anniversary date in kindergarten and a parent signature and date. **Schools are required to keep this signed form on file at each site as the auditors will review and perform testing on these forms during their site visits.**

If you have any questions please feel free to contact me at your earliest convenience.

Eric Hart  
Director  
ClearVue, Inc.  
[ehart@clearvueinc.com](mailto:ehart@clearvueinc.com)  
Ph: (909) 944-7798  
Fx: (909) 481-7410



**TRACY**  
UNIFIED SCHOOL DISTRICT

## KINDERGARTEN RETENTION FORM

*"The future belongs  
to the educated"*

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

James Mousalimas  
Assistant Superintendent  
of Human Resources  
209) 830-3260  
209) 830-3264 Fax

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

Dr. Casey Goodall  
Assistant Superintendent  
of Business Services  
209) 830-3230  
209) 830-3234 Fax

Name of Pupil: \_\_\_\_\_

Kindergarten attendance anniversary date: \_\_\_\_\_

Name of school official approving for district: \_\_\_\_\_

### Information for parent or guardian:

California law provides that after a child has been lawfully admitted to a kindergarten and has attended for a year, the child shall be promoted to the first grade unless the school district and the child's parent/guardian agree to having the child to continue to attend kindergarten for not longer than one additional year. This rule applies whether a child begins kindergarten at the beginning of a school year or at some later date, so that a child who begins kindergarten in January, for example, shall be promoted the following January unless there is formal agreement to having him or her continue. Because kindergarten age children often do not develop at steady or predictable rates, the California Department of Education recommends that approval for a child to continue not be given until near the anniversary of a child's admittance to kindergarten.

I agree to have my child (named above) continue in kindergarten until \_\_\_\_\_ (date) (may not be more than one year beyond anniversary).

Signature of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

Printed/Typed name of Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_

# Certification

County: San Joaquin

Fiscal Year: FY 2006-07

District: Tracy Joint Unified

P-2

CDS CODE 39 75499

68E9341C

## Report of Attendance for Pupils Residing in the District

I hereby certify that, to the best of my knowledge and belief, this report is true and correct and all data have been compiled and reported in accordance with state and federal laws and regulations and the instructions for this report.

School District Superintendent:

*James Franco*

Date:

*2/26/08*

County Superintendent of Schools:

Date:

Any inquiries concerning this report should be directed to:

CONTACT NAME Jill Carter

PHONE (209) 830-3200 \* 1116

FAX (209) 830-3239

E-Mail jcarter@tusd.net

# Report of School District Attendance

County: San Joaquin

Fiscal Year: 2006-07

District: Tracy Joint Unified

P-2

CDS CODE 39 75499

Certificate Number: 68E9341C

Regular Elementary and High School ADA		Elementary	High School
Kindergarten	A-1	1,008.32	
Grades 1 - 3	A-2	3,314.91	
Grades 4 - 6	A-3	3,284.74	
Grades 7 - 8	A-4	2,214.04	
Grades 9 - 12	A-5		5,223.52
Continuation Education	A-6		142.11
Opportunity Schools and Full-Day Opportunity Classes	A-7	0.00	0.00
Home and Hospital	A-8	2.03	7.67
Special Education - Special Day Class	A-9	272.57	132.90
Special Ed - Nonpublic, Nonsectarian Schools [E.C. 56366(a)(7)]	A-10	5.95	6.69
Special Ed - Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	A-11	0.00	0.00
Community Day School (Divisor 70/135/180)	A-12	6.83	21.88
<b>Extended Year ADA (Divisor 175)</b>			
Extended Year Special Education	A-13	0.00	0.00
Extended Year Prog - Nonpublic, Nonsectarian Schools [E.C. 56366(a)(7)]	A-14	0.82	1.88
Extended Year Prog - Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	A-15	0.00	0.00
<b>Regional Occupational Centers/Programs (Divisor 85/135/175)</b>			
	B-1		0.00
<b>Classes for Adults ADA (Divisor 85/135/175)</b>			
Concurrently Enrolled Secondary Students	B-2		89.79
Adults Enrolled, State Apportioned	B-3		359.09
Students 21 Years or Older and Students 19 years or Older Not continuously Enrolled Since Their 18th Birthday, Participating in Full-Time Independent Study	B-4		16.47
Adults in Correctional Facilities	B-5		0.00
ADA Totals (Sum of A-1 through B-5)	B-6	10,110.21	6,002.00

California Department of Education

Attendance Software - Corrections

2006-6.02

Page 1 of 2

2/26/2008 1:11:30 PM

# Report of School District Attendance

County: San Joaquin

Fiscal Year: 2006-07

District: Tracy Joint Unified

P-2

CDS CODE 39 75499

Certificate Number: 68E9341C

## Supplemental Instructional Hours - Summer School / Before School/ After School/Saturday/Intersession

Grades K - 12 Core Instruction	C-1	16,465	87,070
Grades 7 - 12 Remedial Instruction	C-2	17,523	62,603
Grades 2 - 9 for Pupils Retained/Recommended for Retention	C-3	53,051	0
Grades 2 - 6 Pupils at Risk of Retention	C-4	0	
Grades 2 - 6 Low STAR Score	C-5	0	
Total Supplemental Hours (Sum of C-1 through C-5)	C-6	87,039	149,673

ADA For Students on Full-time Independent Study Included in Section A (A-1 through A-7, A-9, A-12)	D-1	0.00	21.95
ADA for Students Participating in the CALWORKS Program Pursuant to E.C. 33117.5 Included in B-1	D-2		0.00
ADA for Students Participating in the CALWORKS Program Pursuant to E.C. 33117.5 Included in B-3 and B-4	D-3		1.31
Apprentice Hours Pursuant to Section 3074 of the Labor Code	D-4		0
Grade 1-12 Cumulative Enrollment Related to the ADA Reported in Section A (A-2, A-3, A-4, A-5)	D-5	10,673	5,654

## Community Day School - Additional Funds (Divisor 70/135/180)

### Mandatory Expelled Pupils - [E.C. 48915(d)]

5th Hour ADA	D-6	1.07	1.39
6th Hour ADA	D-7	1.04	1.39
<b>All Other Community Day School Pupils</b>			
5th Hour ADA	D-8	5.50	19.56
6th Hour ADA	D-9	5.43	19.30
<b>After-School Supervised Attendance</b>			
Pupil Hours for 7th Hour	D-10	0	0
Pupil Hours for 8th Hour	D-11	0	0

# Certification

County: San Joaquin  
District: Tracy Joint Unified  
CDS CODE 39 75499

Fiscal Year: FY 2006-07  
Annual  
55D79AC9

## Report of Attendance for Pupils Residing in the District

I hereby certify that, to the best of my knowledge and belief, this report is true and correct and all data have been compiled and reported in accordance with state and federal laws and regulations and the instructions for this report.

School District Superintendent:

James Franco

Date:

2/26/08

County Superintendent of Schools: \_\_\_\_\_

Date: \_\_\_\_\_

Any inquiries concerning this report should be directed to:

CONTACT NAME Jill Carter

PHONE (209)830-3200 \* 1116

FAX (209)830-3239

E-Mail jcarter@tusd.net



# Report of School District Attendance

County: San Joaquin

Fiscal Year: 2006-07

District: Tracy Joint Unified

Annual

CDS CODE 39 75499

Certificate Number: 55D79AC9

Regular Elementary and High School ADA		Elementary	High School
Kindergarten	A-1	1,014.13	
Grades 1 - 3	A-2	3,320.64	
Grades 4 - 6	A-3	3,282.87	
Grades 7 - 8	A-4	2,209.78	
Grades 9 - 12	A-5		5,182.07
Continuation Education	A-6		103.57
Opportunity Schools and Full-Day Opportunity Classes	A-7	0.00	0.00
Home and Hospital	A-8	2.39	7.83
Special Education - Special Day Class	A-9	274.91	128.65
Special Ed - Nonpublic, Nonsectarian Schools [E.C. 56366(a)(7)]	A-10	6.27	7.16
Special Ed - Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	A-11	0.00	0.00
Community Day School (Divisor 70/135/180)	A-12	6.79	21.28
<b>Extended Year ADA (Divisor 175)</b>			
Extended Year Special Education	A-13	18.51	0.00
Extended Year Prog - Nonpublic, Nonsectarian Schools [E.C. 56366(a)(7)]	A-14	0.94	1.76
Extended Year Prog - Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	A-15	0.00	0.00
<b>Regional Occupational Centers/Programs (Divisor 85/135/175)</b>			
Regional Occupational Centers/Programs (Divisor 85/135/175)	B-1		0.00
<b>Classes for Adults ADA (Divisor 85/135/175)</b>			
Concurrently Enrolled Secondary Students	B-2		114.30
Adults Enrolled, State Apportioned	B-3		364.62
Students 21 Years or Older and Students 19 years or Older Not continuously Enrolled Since Their 18th Birthday, Participating in Full-Time Independent Study	B-4		15.41
Adults in Correctional Facilities	B-5		0.00
ADA Totals (Sum of A-1 through B-5)	B-6	10,137.23	5,946.65

California Department of Education

Attendance Software - Corrections

2006-6.02

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# Report of School District Attendance

County: San Joaquin

Fiscal Year: 2006-07

District: Tracy Joint Unified

Annual

CDS CODE 39 75499

Certificate Number: 55D79AC9

## Supplemental Instructional Hours - Summer School / Before School/ After School/Saturday/Intersession

Grades K - 12 Core Instruction	C-1	18,037	87,227
Grades 7 - 12 Remedial Instruction	C-2	19,238	66,195
Grades 2 - 9 for Pupils Retained/Recommended for Retention	C-3	53,051	0
Grades 2 - 6 Pupils at Risk of Retention	C-4	0	
Grades 2 - 6 Low STAR Score	C-5	0	
Total Supplemental Hours (Sum of C-1 through C-5)	C-6	90,326	153,422

ADA For Students on Full-time Independent Study Included in Section A (A-1 through A-7, A-9, A-12)	D-1	0.13	24.90
ADA for Students Participating in the CALWORKS Program Pursuant to E.C. 33117.5 Included in B-1	D-2		0.00
ADA for Students Participating in the CALWORKS Program Pursuant to E.C. 33117.5 Included in B-3 and B-4	D-3		1.11
Apprentice Hours Pursuant to Section 3074 of the Labor Code	D-4		0
Grade 1-12 Cumulative Enrollment Related to the ADA Reported in Section A (A-2, A-3, A-4, A-5)	D-5	10,718	5,832

## Community Day School - Additional Funds (Divisor 70/135/180)

### Mandatory Expelled Pupils - [E.C. 48915(d)]

5th Hour ADA	D-6	0.82	1.07
6th Hour ADA	D-7	0.80	1.07
<b>All Other Community Day School Pupils</b>			
5th Hour ADA	D-8	5.86	19.73
6th Hour ADA	D-9	5.81	19.48
<b>After-School Supervised Attendance</b>			
Pupil Hours for 7th Hour	D-10	0	0
Pupil Hours for 8th Hour	D-11	0	0