

NOTICE
REGULAR MEETING OF THE GOVERNING BOARD
TRACY UNIFIED SCHOOL DISTRICT

DATE: TUESDAY, April 8, 2008

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

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

A G E N D A

1. Call to Order

2. Roll Call – Establish Quorum

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

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

3.1 Educational Services:

3.1.1 Findings of Facts: #FF07-08/129, 134, 135, 137, 139, 140, 141, 142, 143

3.1.2 Application for Reinstatement: #AR07-08/38, 39, 40, 41, 42

Action: Motion__ ; Second__ . Vote: Yes __ ; No __ ; Absent __ ; Abstain __ .

3.2 Human Resources:

3.2.1 Consider Release of Probationary Classified Employee #UCL-111

Action: Motion__ ; Second__ . Vote: Yes __ ; No __ ; Absent __ ; Abstain __ .

**3.2.2 Consider Leave of Absence Request for Certificated Employee
#UC-534, Pursuant to Article XX**

Action: Motion__ ; Second__ . Vote: Yes __ ; No __ ; Absent __ ; Abstain __ .

3.2.3 Consider the Non-Reelection of Probationary Certified Employees:

#UC-522 and #UC-535, Pursuant to Education Code Section 44929.21(b)

Action: Motion__ ; Second__ . Vote: Yes __ ; No __ ; Absent __ ; Abstain __ .

**3.2.4 Consider Leave of Absence Request for Classified Employee
#UCL-112, Pursuant to Article XXIII**

Action: Motion__ ; Second__ . Vote: Yes __ ; No __ ; Absent __ ; Abstain __ .

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

Action: Motion__ ; Second__ . Vote: Yes __ ; No __ ; Absent __ ; Abstain __ .

- 3.2.6** Conference with Labor Negotiator
Agency Negotiator: Jamie Mousalimas,
Assistant Superintendent of Human Resources
Employee Organization: CSEA, TEA

4. Adjourn to Open Session

5. Call to Order and Pledge of Allegiance

6. Closed Session Issues:

6a Action on Findings of Fact # FF07-08/129, 134, 135, 137, 139, 140, 141, 142, 143

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

6b Report Out of Action Taken on Application for Reinstatement: #AR07-08/38, 39, 40, 41, 42

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

6c Report Out of Action Taken on Consider Release of Probationary Classified Employee #UCL-111

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

6d Report Out of Action Taken on Consider Leave of Absence Request for Certificated Employee #UC-534, Pursuant to Article XX

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

6e Report Out of Action Taken on Consider the Non-Reelection of Probationary Certified Employees: #UC-522 and #UC-535, Pursuant to Education Code Section 44929.21(b)

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

6f Report Out of Action Taken on Consider Leave of Absence Request for Classified Employee #UCL-112, Pursuant to Article XXIII

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

7. Approve Regular Minutes of March 11, 2008.

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

1-6

8. Student Representative Reports: None.

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

9.1 Recognize Outstanding Employees of the Spring Term for the 2007-08 School Year

9.2 Recognize and Congratulate Tracy High School Students Who Captured Honors at the San Joaquin County Science Olympiad

9.3 Duncan Russell School Site Update on Achievements & Activities

7

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

This is a period in which members of the public may address the Board on any subject within the Board's jurisdiction that is not on the agenda. The Brown Act does not allow the Board to

take action or discuss items which are not on the agenda. This is because other members of the public have not been notified through the agenda that the subject of the statement would be discussed at this Board meeting.

Pg. No.

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

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

11.1 Administrative & Business Services:

- | | | |
|--------|---|---|
| 11.1.1 | Receive Report on Facility Condition Assessment as Prepared by RGM and Associates | 8 |
| 11.1.2 | Receive Report on Plan for Future Phases of Modernization of Tracy High School | 9 |

12. PUBLIC HEARING:

12.1 Administrative & Business Services:

- | | | |
|--------|---|----|
| 12.1.1 | Conduct Public Hearing on Item 14.1.2: Adopt Resolution No. 07-23 Ordering Formation of School Facilities Improvement District No. 3 of the Tracy joint Unified School District | 10 |
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13. Consent Items: Actions proposed for consent are consistent with the approved practices of the district and are deemed routine in nature. Trustees receive board agenda background information in advance of scheduled meetings and are prepared to vote with knowledge on the consent items.

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

13.1 Administrative & Business Services:

- | | | |
|--------|---|-------|
| 13.1.1 | Accept Donations | 11-12 |
| 13.1.2 | Approve Accounts Payable Warrants Reports for February, 2008 (Under Separate Cover) | 13 |
| 13.1.3 | Approve Payroll Reports for January, February, 2008 | 14-27 |
| 13.1.4 | Approve Revolving Cash Fund Reports for February, 2008 | 28-31 |
| 13.1.5 | Approve Monthly Budget Adjustment Report for February, 2008 | 32-36 |
| 13.1.6 | Approve Assembly Vendors and Site Assembly Utilization Calendars | 37-40 |
| 13.1.7 | Ratify Routine Expenditures and Notice of Completions Which Meet Criteria for Board Review and Approval | 41-42 |
| 13.1.8 | Ratify Measure E Related Expenditures and Notice of Completions Which Meet Criteria for Board Review and Approval | 43-46 |

13.2 Educational Services:

- | | | |
|--------|---|----|
| 13.2.1 | Approve Overnight Travel for Tracy High Varsity Girls' Volleyball Team on August 23-24, 2008, to Attend the North Valley Volleyball Officials Tournament in Redding, California | 47 |
|--------|---|----|

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13.2.2	Approve Overnight Travel for the Tracy High School Varsity and Sophomore Football Teams to Attend University of Reno Football Camp in Reno, Nevada, on June 8-12, 2008	48
13.2.3	Approve the Community-Based English Tutoring (CBET) Program Application, Fiscal Year 2008-2009	49-51
13.2.4	Ratify Contract with Mary Ellen Murphy, M.A. CCC-SLP	52-54
13.2.5	Approve Overnight Travel for Tracy High School Science Olympiad Team to Merced on April 25-26, 2008	55
13.2.6	Ratify the San Joaquin County Office of Education Contract for SB472 Training (Professional Development Reading Institutes for K-9 Teachers)	56-58
13.2.7	Approve Overnight Travel for Six Tracy High School KEY Club Members and One Chaperone to Participate in the KEY Club District Convention in Sacramento on April 18-20, 2008	59
13.3	Human Resources:	
13.3.1	Approve Classified, Certificated and/or Management Employment	60-61
13.3.2	Accept Resignations/Retirements/Leaves of Absence for Classified, Certificated, and/or Management Employment	62-63
14.	Action Items: Action items are considered and voted on individually. Trustees receive background information and staff recommendations for each item recommended for action in advance of scheduled meetings and are prepared to vote with knowledge on the action items.	
14.1	Administrative & Business Services:	
14.1.1	Acknowledge Administrative Regulation 1330.1 Facility Use (First Reading)	64-85
	Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain__.	
14.1.2	Adopt Resolution No. 07-23 Ordering Formation of School Facilities Improvement District No. 3 of the Tracy joint Unified School District	86-91
	Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain__.	
14.1.3	Authorize Release of Request for Qualifications (RFQ) for Lease-Leaseback Contractors for the West High School Performing Arts Building and Tracy high School Modernization	92-93
	Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain__.	
14.2	Educational Services:	
14.2.1	Adopt Resolution No. 07-22 Authorizing the Approval to Enter into a Transaction with the California Department of Education for the Purpose of Providing Child Care and Development Services and to Authorize the Designated Personnel to Sign Contract Documents for Fiscal Year 2007-2008	94-95
	Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain__.	
14.2.2	Approve Contract with J.D. Wesson & Associates to Provide Training for Campus Security and Assistant Principals	96-101
	Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain__.	
14.3	Human Resources:	
14.3.1	Approve Declaration of Need for Fully Qualified Educators	102-105
	Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain__.	

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| | | Pg. No. |
| | 14.3.2 Acknowledge Receipt of CSEA's Sunshine Proposal for the 2008-2009 School Year | 106-107 |
| | Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain___. | |
| | 14.3.3 Approve State Teachers Retirement System (STRS) Waiver Request for Retired Associate Superintendent for Human Resources, Mr. Ray Strong | 108-110 |
| | Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain___. | |
- 15. Board Reports:** An opportunity for board members to discuss items of particular importance or interest in the district.
- 16. Superintendent's Report:** An opportunity for the superintendent to share matters of special interest or importance which are not on the board agenda and/or special presentations of district programs or activities.
- 17. Board Meeting Calendar:**
- | | | |
|-------------|--|--|
| 17.1 | April 22, 2008 @ Villalovoz School | |
| 17.2 | May 6, 2008 Special Meeting | |
| 17.3 | May 13, 2008 | |
| 17.4 | May 28, 2008 (Wednesday) REVISED DATE | |
| 17.5 | June 10, 2008 | |
| 17.6 | June 24, 2008 | |
- 18. Upcoming Events:**
- | | | |
|-------------|----------------------|---|
| 18.1 | May 22, 2008 | Graduation: Adult School, 7:00 p.m. |
| 18.2 | May 26, 2008 | No School, Memorial Day |
| 18.3 | May 27, 2008 | Graduation: Stein, 6:30 p.m. |
| 18.4 | May 29, 2008 | Promotion: Williams Middle School, 6:30 p.m. |
| | | Promotion: Poet Christian, 7:00 p.m. |
| 18.5 | May 30, 2008 | Promotion: Monte Vista Middle School, 6:30 p.m. |
| 18.6 | May 31, 2008 | Graduation: Tracy High 8:30 a.m.; West High 10:30 a.m. |
| 18.7 | June 20, 2008 | Promotion: Freiler, 6:30 p.m. |
| 18.8 | June 24, 2008 | Promotion: Kelly, 6:30 p.m. |
| | | Promotion: North, 4:00 p.m. |

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

**Minutes of
Regular Meeting of the Governing Board
For Tracy Unified School District
Held on Tuesday, March 11, 2008**

- 5:30 PM:** 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
Staff: J. Franco, J. Mousalimas, S. Harrison, C. Goodall, B. Etcheverry.
- 7:09 PM:** President Vaughn called the Tracy Unified School District Board of Education to order and led those present in the Pledge of Allegiance.
- Closed Session:**
- 6a** Action on Findings of Fact # FF07-08/122, 125, 127, 130, 131, 132, 133
Action: Lewis, Guzman. **Vote:** Yes-7; No-0; Absent-0
 - 6b** Report Out of Action Taken on Application for Reinstatement:
#AR07-08/30, 31, 32, 33, 34, 35, 36, 37
Action: **Vote:** Yes-7; No-0; Absent-0.
 - 6c** Report Out of Action Taken on Application for Enrollment –
AFE#07-08/5, 6
Action: **Vote:** Yes-7; No-0; Absent-0.
 - 6d** Report Out of Action Taken on Consider Leave of Absence Request for
Certificated Employee #UC-519, Pursuant to Article XX
Action: **Vote:** Yes-7; No-0; Absent-0.
 - 6e** Report Out of Action Taken on Consider Release of Probationary
Classified Employee #UCL-110
Action: **Vote:** Yes-7; No-0; Absent-0.
- Employees Present:** D. Cheeseman, J. Cardoza, C. Minter, K. Gill, C. Johannes, R. Call, J. Carter
S. O'Hara-Jones, P. Hall, B. Carter, D. Wakefield, A. Herrington, K.
Fistolera, S. Prioste, V. Carranza, J. McVey, T. Lilley, S. Sievers
- Press:** None.
- Visitors Present:** A. Willoughby, L. Lucchetti, M. McDonnell, J. McDonnell, , G & M Testo,
Tracy High Wrestling Team

Minutes:

Approve Regular Minutes of February 12, 2008.

Action: Guzman, Lewis. **Vote:** Yes-5; No-0; Absent-0; Abstain-2(Crandall, Swenson)

Approve Regular Minutes of February 26, 2008.

Action: Hawkins, Guzman. **Vote:** Yes-5; No-0; Absent-0; Abstain-2(Feller, Lewis)

**Student
Representative
Reports:**

None.

**Recognition &
Presentation:**

9.1 Recognize Retiree

Monte Vista Middle School Counselor, Nancy Berg, was recognized for her retirement. She was first hired by the District in 1990.

9.2 Recognize and Congratulate the Tracy High School Varsity Wrestling Team for Capturing 1st Place in the San Joaquin Athletic Association League for 2008

Assistant Superintendent of Educational Services, Dr. Sheila Harrison, Recognized the Tracy High wrestling team for their accomplishment. Dr. Franco and President Vaughn presented certificates to the team, Coach Rond and Asst. Coach Boyd.

9.3 Recognize and Congratulate Darryl Rond, Tracy High School Varsity Wrestling Coach Who was Named the SJAA Wrestling Coach of the Year

Assistant Superintendent of Educational Services, Dr. Sheila Harrison, Recognized Darryl Rond, for being named Coach of the Year. Dr. Franco and President Vaughn presented him with a certificate.

9.4 North School Site Update on Achievements & Activities

North School Assistant Principal, Khushwinder Gill presented a DVD of North School which highlighted the students, staff, parents, buildings, activities and programs. Mr. Medina took a group of students to a science dinner and was unable to attend tonight.

9.5 Stein School Site Update on Achievements & Activities

Principal, Cynthia Johannes and STEPS Coordinator, Ann Herrington, reviewed the programs and Stein which include Stein High School, Tracy Young Adult Program, Tracy Adult Resource Program and Student Teen Educational and Parenting Support. They presented a power point and also had students from the programs share their

personal experience of how important these programs have been to them. Ann Herrington's guidance and support has had a major impact on their lives.

Trustee Crandall left the meeting at 8:25 p.m.

Trustee Crandall returned to the meeting at 8:29 p.m.

Hearing of Delegations

10. CSEA President, Denise Cheeseman, realizes that it is a difficult time to be on the Board during the budget crisis. She has a question about seniority which comes up a lot. From the Union perspective, seniority does play a big part – 2 more people have been placed on the reduction list. One person has been here 30 years and if he loses his job he could lose his home. Another gentleman has over 20. We know something's got to give. It's an ugly task. Please consider seniority.

TEA President, Steve Sievers, would like to invite you to a school board dinner on April 30th at Le Bistro to discuss some of the problems with the state budget. Teachers are aware of CSEA problems and that the California budget is in crisis. They are trying to work with the school district. It takes a whole village to educate a child. TEA had an emergency negotiation last week to discuss the possible elimination of volunteer buy back days. The Education Forum will be held on May 16.

Information & Discussion Items:

11. None.

Public Hearing:

12. None.

Consent Items:

Action: Except for Item 13.1.1; Lewis, Crandall.

Vote: Yes-7; No-0; Absent-0.

13.1 Administrative & Business Services:

13.1.1 Accept Donations

This item was moved up on the agenda.

Ann Willoughby, of Lawrence Livermore National Security presented a generous donation of \$25,000 to be used for science, technology, engineering and math education. Our local school district is a priority focus for their outreach program. They look forward to their continued partnership. Dr. Franco then presented Ann with a framed letter of thanks.

This item was moved up on the agenda and voted on separately.

Action: Lewis, Swenson. **Vote:** Yes-7; No-0; Absent-0.

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

13.1.3 Ratify Measure E Related Expenditures and Notice of

Completions Which Meet Criteria for Board Review and Approval

13.2 Educational Services:

- 13.2.1** Approve Overnight Travel for Tracy High School Mock Trial Team and Advisors to Attend the State Championship in Riverside, California, on March 28-30, 2008

13.3 Human Resources:

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

Action Items:

14.1 Administrative & Business Services:

- 14.1.1** Certify 2008-2009 Fiscal Year Second Interim Report (Separate Cover Item, Report)
Dr. Casey Goodall presented a power point and also reviewed the budget reduction list

Enrollment/staffing plan should have in the next 2 weeks.

Action: Lewis, Guzman. **Vote:** Yes-7; No-0; Absent-0.

- 14.1.2** Approve Substitution of R.B. Construction in Place of Don Lawley Company as the Demolition Subcontractor for McFadden Construction, Inc., on the Tracy High School, Science Building Modernization Project

Action: Hawkins, Guzman. **Vote:** Yes-7; No-0; Absent-0.

- 14.1.3** Approve Substitution of Steve Koppi Drywall in Place of Decorators, Inc., as the Gypsum Wallboard Subcontractor for McFadden Construction, Inc., on the Tracy High School, Science Building Modernization Project

Action: Swenson, Lewis. **Vote:** Yes-7; No-0; Absent-0.

- 14.1.4** Approve F & H Construction's Guaranteed Maximum Price for the Construction of Kimball High School and Issue the Notice to Proceed (Report)

Action: Lewis, Swenson. **Vote:** Yes-7; No-0; Absent-0.

- 14.1.5** Certify Corrective Actions to the 2006-07 Findings and Recommendations and of the Independent Annual Financial Report (Separate Cover Item, Report)

Action: Hawkins, Feller. **Vote:** Yes-7; No-0; Absent-0.

- 14.1.6** Approve Facility Names as Recommended by Screening Committees

Action: Crandall, Swenson. **Vote:** Yes-7; No-0; Absent-0.

Tracy High Stadium: Wayne Schneider Stadium

Tracy High Field will remain Peter B. Kyne Field.

Action: Lewis, Feller. **Vote:** Yes-7; No-0; Absent-0.

West High Stadium: Steve Lopez Stadium

West High Field: Not named at this time.
West High Pool: Pinkie Phillips Aquatics Center

Trustee Lewis left the meeting at 9:53 p.m.
Trustee Lewis Returned at 9:56 p.m.

Ron Shipman: He is the grandson of Antonio Souza. The would be honored to have one of the West High facilities him named after him. He farmed the land here since 1953. He sold the property to the school district where West High is now. Their family would like his name to be considered for the stadium, field or pool.

Kristie Shipman: She is Ron's wife. There are many wonderful memories for their family here. This is where their history is. This would be a great honor.

John McDonnell: He is speaking on behalf of Theresa Souza, his sister-in-law. It would be an honor for them to know that his name would be on a piece of history.

Mary McDonnell: Antonio Souza was her grandfather. It would be a great honor to show our children and great-grandchildren what her grandfather did, and the purpose of this land.

Board Reports:

Trustee Crandall encouraged the public to visit the Tracy Unified School District website regarding the budget crisis. The list of potential reductions is also on the website. There are links to contact local and state legislators. Hats off to the counselors at both high schools for working with incoming freshman schedules. He enjoyed the presentations tonight by the schools. Thank you to Home Field Advantage for his son's award. Trustee Lewis attended several budget meetings. He thanked Casey and his entire department along with the leaders in the District for taking a comprehensive view in all the ways we can look at to keep cuts away from the classroom and the students. Trustee Hawkins passed. Trustee Feller passed. Trustee Swenson attended the TAPFFA meeting last night where they discussed the best course of action to invest the bond money. Trustee Guzman passed. Trustee Vaughn invited everyone to attend the college fair at West High this Saturday from 10:00 a.m. to 2:00 p.m. There will be information on financial aid, the application process and A-G requirements. There will be entertainment and lunch provided for 150 people.

Superintendent Report:

Dr. Franco again thanked LLNS for their \$25,000 donation. Tip of the hat to Kirk Brown, Dean Reese, Ken Wedel for providing classes at the Science on Saturday series. Kirk was the pioneer in that area and helped start Science on Saturdays. Ms Duff is an AP teacher at West High. She invited him over for the student presentations which were great. Last Saturday

night he attended "Jazz After Dark" directed on by Mike Costa, the Tracy High band teacher. Tip of hat to morning rotary. They are donating proceeds to K-5 schools for the reading program. Thursday night is the all district music concert. It is very impressive. Thank you to Tracy Hospital for the CATCH and Project Fit programs. One of our schools may be picked for new playgroup equipment.

10:20P.M.
Adjournment.

Clerk

Date



HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent

FROM: James Mousalimas, Assistant Superintendent *Jm*

DATE: March 28, 2008

SUBJECT: Recognize the Outstanding Employees of the Spring Term
for the 2007-08 School Year

BACKGROUND:

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

RATIONALE:

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

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

FUNDING: N/A

RECOMMENDATION:

Recognize Alicia Jara (K-5), Laurie Haugland (6-8), and Kathy LeDoux (9-12) as Outstanding Classified employees; Sandra Perez (K-5), Nellie Baretta (6-8), and Sally Hutsel (9-12) as Outstanding Certificated employees; and Nancy Hopple as Outstanding Certificated Management employee for the Spring Term of the 2007-08 school year.

Prepared by: James Mousalimas, Assistant Superintendent for Human Resources



BUSINESS SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business
DATE: March 28, 2008
SUBJECT: Accept Report on Facility Condition Assessment as Prepared by RGM and Associates

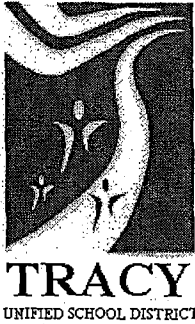
BACKGROUND: At the November 27, 2007 meeting the Board authorized staff to proceed with a facilities assessment in order to better identify and prioritize facilities needs. Previously completed assessments were deemed out of date and were never amended over time to reflect any work that had been completed. The new report completed by RGM and Associates includes a general overview of the schools current and future needs in addition to a cost estimate with respect of those needs. The report incorporates a number of other District studies, including the roofing and the AHERA reports, while also addressing the new standards set by Maintenance and Technology staff for updated building systems. The report also includes the required upgrades necessary to meet ADA and DSA accessibility standards.

RATIONALE: The documents prepared by RGM and Associates will be used as a planning tool in determining Facilities and Maintenance Department funding needs. The study will also be used to develop recommendations for financing critical improvements as they are needed to maintain and improve school facilities. The results of the report will be handed out at the Board Meeting. RGM and Associates will make a presentation of their findings at that time.

FUNDING: No funding needed at this time.

RECOMMENDATION: Accept Report on Facility Condition Assessment as Prepared by RGM and Associates.

Prepared by: Denise Wakefield, Director of Facilities



BUSINESS SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business
DATE: March 28, 2008
SUBJECT: Receive Report on Future Phases of Modernization of Tracy High School

BACKGROUND: Measure E, approved by the voters within Tracy Unified School District in June 2006, included the modernization and renovations of the buildings at Tracy High School. The phasing of the modernization and renovation projects is dependent on the completion of the new 40 Classroom Building which is being built in the footprint of the old West Building. Now that the 40 Classroom Building is near completion and ready for occupancy, it is time to move forward with plans to begin the balance of the modernization and renovation projects.

In order to develop plans to address the modernization and renovations at Tracy High School, the project architects along with their engineering consultants did a thorough assessment of the entire campus and developed cost estimates to renovate the existing buildings and upgrade the existing infrastructure. They also met with staff to determine the program needs for educational, administrative and operational spaces.

RATIONALE: Based on the results of the assessments, it was concluded that it would be more cost effective to replace existing buildings with new construction rather than modernize and renovation the majority permanent classroom buildings. The difference in cost of approximately \$4 million, could be offset by the budget savings from the cost of the 40 Classroom Building, due mainly to the favorable bid climate, the addition of new construction grants and the anticipated proceeds from a future redevelopment bond. It is the architect's conclusion that there is more value in the replacement of older buildings based on the extended life-cycle. As a result of the assessment, District staff is recommending that TUSD move forward with plans for replacing a majority of the older classroom wings with new construction. Although there are other older buildings at Tracy High School that need renovation, they were not recommended for replacement due to the type of building materials and construction technology used during their initial construction. These buildings will be renovated as per the original plan.

FUNDING: Modernization and new construction of Tracy High School will be funded by Measure E bond funds, the State School Building Program and proceeds from a redevelopment bond.

RECOMMENDATION: Receive Report on Future Phases of Modernization of Tracy High School Specifications.

Prepared by: Denise Wakefield, Director of Facilities



TRACY
UNIFIED SCHOOL DISTRICT

BUSINESS SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business
DATE: March 28, 2008

SUBJECT: Conduct a Public Hearing on Item 14.1.2: Adopt Resolution No. 07-23 of the Board of Education of the Tracy Joint Unified School District Ordering Formation of School Facilities Improvement District No. 3 of the Tracy Joint Unified School District



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business
DATE: March 25, 2008
SUBJECT: Accept Donations

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

1. Tracy Unified School District: From: Dr. Aaron Rondon, Rondon Orthodontics, 1003 W. Robinhood Drive, Stockton, CA 95207, Olive Garden Restaurant, Sunil Nand, Manager, 3140 Naglee Road, Tracy, CA 95376, SaveMart Supermarkets, Tracy, CA 95376. Donations (value/total): \$1,400.00. These donations were contributed for the Tracy Unified School District Teacher Recruitment Faire to be held April 5th and April 12th, 2008. Items donated include red cloth tote bags for each attendee, lunch/meals, volunteers, and breakfast for 200.
2. Tracy Unified School District/Tracy High School: From: Target – Take Charge of Education Program, Attn: Gregg Steinhafel, President, Target Stores, P.O. Box 59214, Minneapolis, MN 55459-0214. Donation: \$580.00. Check no. 1869995, dated March 2, 2008. Helps to raise awareness (and funds) in the Tracy community for Tracy's schools by providing support for various programs throughout the public education system.
3. Tracy Unified School District/West High School/Gym: From: "Get Real Behind the Wheel", Attn: Mr. Ken Ucci, volunteers, and various contributors, 1489 Fairhaven Court, Tracy, CA 95376. Donation: \$16,000. Check no. 0002, dated December 27, 2007. This generous donation will contribute to the purchase and installation of a basketball scoreboard for the West High School Gym. The scoreboard will be dedicated to the memory of Mike Ucci, West High School student.
4. Tracy Unified School District/West High School/Baseball Field: From: Various contributors/donors (complete list available upon request). Donation: \$8,930.00. This generous donation will contribute to the purchase and installation of a baseball scoreboard for the West High School baseball field.
5. Tracy Unified School District/Freiler Elementary School: From: Freiler Staff Parent Association and the ASB Recycling Club. Donations (total): \$4,921.69. The generous donations will be used to purchase classroom chairs, basketball hoops, white boards for the classrooms, and a computer.

RATIONALE: Acceptance is recommended in order to meet the District's strategic goals and to enhance and benefit the educational experiences of the students of the Tracy Unified School District.

This agenda item meets Strategic Goal #2 – Create a quality and effective learning environment for all students.

FUNDING: Sites and departments of the District will incur responsibilities and costs associated with (some) of the donations which include, but are not limited to, supplies, repairs, maintenance of equipment, disposal/re-cycling. All items accepted by the Board of Trustees of the Tracy Unified School District are directed to the District's warehouse through the Materials Management Department for inclusion on the inventory list, marking for distribution and identification prior to site or department use or placement. All items needing inspection prior to installation or use are scheduled through the Materials Management and Operations and/or the Facilities Development Departments and budgeted accordingly. All technology items are reviewed and approved by the Director of Information Services and Educational Technology, prior to Board presentation.

RECOMMENDATION: Accept the generous donations from the various individuals, businesses, and school site parent teacher associations mentioned above with thanks and appreciation from the staff and students of the Tracy Unified School District.

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



BUSINESS SERVICES MEMORANDUM

To: Dr. James Franco, Superintendent

From: *CJL* Dr. Casey Goodall, Assoc. Superintendent of Business Services

Date: March 14, 2008

Subject: Approve Accounts Payable Warrants (February, 2008)

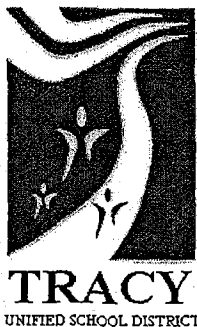
Background: Each month the Financial Services Department submits summaries of warrants issued monthly to the Board of Trustees for review.

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 (February, 2008)

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



BUSINESS SERVICES MEMORANDUM

To: Jim Franco Ed.D., Superintendent
From: *Casey* Casey Goodall, Assistant Superintendent for Business
Date: March 3, 2008
Subject: Approve Payroll Reports (January, February 2008)

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

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

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

FUNDING: N/A

RECOMMENDATIONS: Approve Payroll Reports

Prepared by: Reed Call, Director of Financial Services

DATE: 1/10/08

FUND 01 GROSS PAYROLL	\$ 385,759.72
BENEFITS	\$ 40,624.02
TOTAL	\$ 426,383.74
FUND 11 GROSS PAYROLL - ADULT EDUCATION	\$ 64,230.70
BENEFITS	\$ 14,066.79
TOTAL	\$ 78,297.49
FUND 12 GROSS PAYROLL - CHILD DEVELOPMENT	\$ 2,058.37
BENEFITS	\$ 185.78
TOTAL	\$ 2,244.15
FUND 13 GROSS PAYROLL - CAFETERIA FUND	\$ 8,841.41
BENEFITS	\$ 813.85
TOTAL	\$ 9,655.26
FUND 25 GROSS PAYROLL-CAPITAL FACILITIES FUND	\$ -
BENEFITS	\$ -
TOTAL	\$ -
FUND 35 GROSS PAYROLL-COUNTY SCHOOL FACILITIES FUND	\$ 4,917.24
BENEFITS	\$ 401.73
TOTAL	\$ 5,318.97
DISTRICT TOTAL	\$ 521,899.61

Report: R0010A

Gross Wage & Fringe Summary by Object for DECEMBER SUPPL. 1/10/2008

Fiscal Year 2007/2008

Fund: 01 GEN FUND/CO SCHOOL SERV FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1100	TEACHERS' SALARIES	64,307.84	0.00	64,307.84
1104	TEACHERS' SALARIES SUMMER SCHL	3,482.10	0.00	3,482.10
1105	TEACHERS' SALARIES SUBS	153,096.38	0.00	153,096.38
1120	HOME INSTRUCTION SALARIES	5,323.50	0.00	5,323.50
1300	CERT SUPRVSRs' & ADMINS' SAL	1,132.43	0.00	1,132.43
1340	CERT. ADMINISTRATOR SALARIES	2,191.56	0.00	2,191.56
1900	OTHER CERTIFICATED SALARIES	4,775.19	0.00	4,775.19
2100	INSTRUCTIONAL AIDES' SALARIES	9,954.00	0.00	9,954.00
2105	INSTR AIDES SALARIES SUBS	12,848.60	0.00	12,848.60
2200	CLASSIFIED SUPPORT SALARIES	78,300.24	0.00	78,300.24
2205	CLASS SUPPORT SALARIES SUBS	24,618.11	0.00	24,618.11
2320	CLASS. ADMINISTRATOR SALARIES	2,447.53	0.00	2,447.53
2400	CLERICAL & OFFICE SALARIES	4,220.74	0.00	4,220.74
2405	CLERICAL AND OFFICE SAL SUBS	8,393.19	0.00	8,393.19
2407	CLERICAL AND OFFICE SAL HOURLY	1,646.03	0.00	1,646.03
2900	OTHER CLASSIFIED SALARIES	3,551.84	0.00	3,551.84
2905	OTHER CLASSIFIED SALARY SUBS	3,022.93	0.00	3,022.93
3101	STRS ON 1000 SALARIES	0.00	15,327.27	15,327.27
3102	STRS ON 2000 SALARIES	0.00	58.82	58.82
3201	PERS ON 1000 SALARIES	0.00	473.57	473.57
3202	PERS ON 2000 SALARIES	0.00	2,278.47	2,278.47
3311	OASDI ON 1000 SALARIES	0.00	324.65	324.65
3312	OASDI ON 2000 SALARIES	0.00	5,684.13	5,684.13
3321	FICA-MED ON 1000 SALARIES	0.00	3,553.42	3,553.42
3322	FICA-MED ON 2000 SALARIES	0.00	2,196.10	2,196.10
3331	ALTER. RETIREMENT ON 1000 SAL	0.00	855.09	855.09
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	2,020.92	2,020.92
3412	HEALTH & WELFARE ON 2000 SALS	0.00	8.83	8.83
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	117.33	117.33
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	75.73	75.73
3601	WORKER'S COMP INS ON 1000 SAL	0.00	4,646.40	4,646.40
3602	WORKER'S COMP INS ON 2000 SAL	0.00	3,003.29	3,003.29
3912	TAXABLE FRINGE BEN ON 2000 SAL	2,447.51	0.00	2,447.51
01 Fund Total:		385,759.72	40,624.02	426,383.74

Fund: 11 ADULT EDUCATION FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1100	TEACHERS' SALARIES	50,080.32	0.00	50,080.32
1105	TEACHERS' SALARIES SUBS	209.76	0.00	209.76
1200	CERT PUPIL SUPPORT SALARIES	3,902.68	0.00	3,902.68
2100	INSTRUCTIONAL AIDES' SALARIES	10,037.94	0.00	10,037.94
3101	STRS ON 1000 SALARIES	0.00	3,763.29	3,763.29
3201	PERS ON 1000 SALARIES	0.00	32.20	32.20
3202	PERS ON 2000 SALARIES	0.00	920.35	920.35
3311	OASDI ON 1000 SALARIES	0.00	21.46	21.46
3312	OASDI ON 2000 SALARIES	0.00	548.01	548.01
3321	FICA-MED ON 1000 SALARIES	0.00	563.17	563.17
3322	FICA-MED ON 2000 SALARIES	0.00	128.16	128.16
3331	ALTER. RETIREMENT ON 1000 SAL	0.00	24.90	24.90

Report: R0010A

Gross Wage & Fringe Summary by Object for DECEMBER SUPPL. 1/10/2008

Fiscal Year 2007/2008

3411	HEALTH & WELFARE ON 1000 SALS	0.00	5,668.56	5,668.56
3412	HEALTH & WELFARE ON 2000 SALS	0.00	1,090.90	1,090.90
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	27.08	27.08
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	5.02	5.02
3601	WORKER'S COMP INS ON 1000 SAL	0.00	1,074.64	1,074.64
3602	WORKER'S COMP INS ON 2000 SAL	0.00	199.05	199.05

11 Fund Total:

64,230.70

14,066.79

78,297.49

Fund: 12 CHILD DEVELOPMENT FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1100	TEACHERS' SALARIES	189.00	0.00	189.00
1340	CERT. ADMINISTRATOR SALARIES	819.00	0.00	819.00
2100	INSTRUCTIONAL AIDES' SALARIES	646.86	0.00	646.86
2900	OTHER CLASSIFIED SALARIES	403.51	0.00	403.51
3101	STRS ON 1000 SALARIES	0.00	15.60	15.60
3202	PERS ON 2000 SALARIES	0.00	57.04	57.04
3312	OASDI ON 2000 SALARIES	0.00	38.00	38.00
3321	FICA-MED ON 1000 SALARIES	0.00	2.74	2.74
3322	FICA-MED ON 2000 SALARIES	0.00	15.23	15.23
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	15.30	15.30
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	0.50	0.50
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	0.54	0.54
3601	WORKER'S COMP INS ON 1000 SAL	0.00	19.99	19.99
3602	WORKER'S COMP INS ON 2000 SAL	0.00	20.84	20.84

12 Fund Total:

2,058.37

185.78

2,244.15

Fund: 13 CAFETERIA FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
2200	CLASSIFIED SUPPORT SALARIES	3,227.87	0.00	3,227.87
2205	CLASS SUPPORT SALARIES SUBS	5,613.54	0.00	5,613.54
3202	PERS ON 2000 SALARIES	0.00	177.38	177.38
3312	OASDI ON 2000 SALARIES	0.00	115.95	115.95
3322	FICA-MED ON 2000 SALARIES	0.00	128.21	128.21
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	212.51	212.51
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	4.45	4.45
3602	WORKER'S COMP INS ON 2000 SAL	0.00	175.35	175.35

13 Fund Total:

8,841.41

813.85

9,655.26

Fund: 35 COUNTY SCHOOL FACILITIES FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
2200	CLASSIFIED SUPPORT SALARIES	4,917.24	0.00	4,917.24
3202	PERS ON 2000 SALARIES	0.00	45.24	45.24
3312	OASDI ON 2000 SALARIES	0.00	30.13	30.13
3322	FICA-MED ON 2000 SALARIES	0.00	71.30	71.30
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	155.09	155.09
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	2.45	2.45
3602	WORKER'S COMP INS ON 2000 SAL	0.00	97.52	97.52

35 Fund Total:

4,917.24

401.73

5,318.97

Report: R0010A

Gross Wage & Fringe Summary by Object for DECEMBER SUPPL. 1/10/2008

Fiscal Year 2007/2008

District Total:

465,807.44

56,092.17

521,899.61

DATE: 1/31/08

FUND 01 GROSS PAYROLL	\$ 6,360,922.89
BENEFITS	\$ 1,878,482.08
TOTAL	\$ 8,239,404.97
FUND 11 GROSS PAYROLL - ADULT EDUCATION	\$ 35,933.64
BENEFITS	\$ 11,026.72
TOTAL	\$ 46,960.36
FUND 12 GROSS PAYROLL - CHILD DEVELOPMENT	\$ 7,006.19
BENEFITS	\$ 3,516.90
TOTAL	\$ 10,523.09
FUND 13 GROSS PAYROLL - CAFETERIA FUND	\$ 93,458.23
BENEFITS	\$ 26,341.71
TOTAL	\$ 119,799.94
FUND 25 GROSS PAYROLL-CAPITAL FACILITIES FUND	\$ -
BENEFITS	\$ -
TOTAL	\$ -
FUND 35 GROSS PAYROLL-COUNTY SCHOOL FACILITIES FUND	\$ -
BENEFITS	\$ -
TOTAL	\$ -
DISTRICT TOTAL	\$ 8,416,688.36

Report: R0010A

Gross Wage & Fringe Summary by Object for JANUARY REGULAR 1/31/2008

Fiscal Year 2007/2008

Fund: 01 GEN FUND/CO SCHOOL SERV FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1100	TEACHERS' SALARIES	4,267,932.63	0.00	4,267,932.63
1200	CERT PUPIL SUPPORT SALARIES	229,472.18	0.00	229,472.18
1300	CERT SUPRVSRs' & ADMINS' SAL	46,871.03	0.00	46,871.03
1310	CERT. SUPERVISOR SALARIES	15,589.84	0.00	15,589.84
1320	SUPERINTENDENTS SALARIES	14,887.67	0.00	14,887.67
1330	ASSISTANT SUPERINTENDENTS SAL	22,087.13	0.00	22,087.13
1340	CERT. ADMINISTRATOR SALARIES	316,619.45	0.00	316,619.45
1900	OTHER CERTIFICATED SALARIES	73,579.87	0.00	73,579.87
2100	INSTRUCTIONAL AIDES' SALARIES	296,105.89	0.00	296,105.89
2200	CLASSIFIED SUPPORT SALARIES	530,609.24	0.00	530,609.24
2300	CLASS SUPRVSRs' & ADMINS' SAL	13,612.27	0.00	13,612.27
2310	CLASS SUPERVISORS SALARIES	41,942.91	0.00	41,942.91
2320	CLASS. ADMINISTRATOR SALARIES	82,858.14	0.00	82,858.14
2400	CLERICAL & OFFICE SALARIES	225,657.36	0.00	225,657.36
2407	CLERICAL AND OFFICE SAL HOURLY	141,193.80	0.00	141,193.80
2900	OTHER CLASSIFIED SALARIES	40,643.48	0.00	40,643.48
3101	STRS ON 1000 SALARIES	0.00	446,727.22	446,727.22
3102	STRS ON 2000 SALARIES	0.00	645.02	645.02
3201	PERS ON 1000 SALARIES	0.00	7,385.87	7,385.87
3202	PERS ON 2000 SALARIES	0.00	125,808.07	125,808.07
3311	OASDI ON 1000 SALARIES	0.00	4,382.27	4,382.27
3312	OASDI ON 2000 SALARIES	0.00	74,169.91	74,169.91
3321	FICA-MED ON 1000 SALARIES	0.00	61,808.84	61,808.84
3322	FICA-MED ON 2000 SALARIES	0.00	18,354.00	18,354.00
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	2,083.20	2,083.20
3411	HEALTH & WELFARE ON 1000 SALS	0.00	641,512.26	641,512.26
3412	HEALTH & WELFARE ON 2000 SALS	0.00	241,677.81	241,677.81
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	2,493.94	2,493.94
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	686.59	686.59
3601	WORKER'S COMP INS ON 1000 SAL	0.00	98,905.83	98,905.83
3602	WORKER'S COMP INS ON 2000 SAL	0.00	27,231.41	27,231.41
3711	H & W CURRENT RETIREES ON 1000	0.00	82,443.17	82,443.17
3712	H & W CURRENT RETIREES ON 2000	0.00	42,166.67	42,166.67
3911	TAXABLE FRINGE BEN ON 1000 SAL	630.00	0.00	630.00
3912	TAXABLE FRINGE BEN ON 2000 SAL	630.00	0.00	630.00
		6,360,922.89	1,878,482.08	8,239,404.97

01 Fund Total:

Fund: 11 ADULT EDUCATION FUND

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

Report: R0010A

Gross Wage & Fringe Summary by Object for JANUARY REGULAR 1/31/2008

Fiscal Year 2007/2008

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

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

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

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

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
2200	CLASSIFIED SUPPORT SALARIES	74,368.54	0.00	74,368.54
2320	CLASS. ADMINISTRATOR SALARIES	5,784.56	0.00	5,784.56
2400	CLERICAL & OFFICE SALARIES	13,305.13	0.00	13,305.13
3202	PERS ON 2000 SALARIES	0.00	6,834.84	6,834.84
3312	OASDI ON 2000 SALARIES	0.00	3,880.78	3,880.78
3322	FICA-MED ON 2000 SALARIES	0.00	1,279.12	1,279.12
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	875.07	875.07
3412	HEALTH & WELFARE ON 2000 SALS	0.00	11,571.87	11,571.87
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	46.69	46.69
3602	WORKER'S COMP INS ON 2000 SAL	0.00	1,853.34	1,853.34

13 Fund Total:		93,458.23	26,341.71	119,799.94
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District Total:		6,497,320.95	1,919,367.41	8,416,688.36
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DATE: 2/8/08

FUND 01 GROSS PAYROLL	\$	280,718.41
BENEFITS	\$	29,043.96
TOTAL	\$	309,762.37
FUND 11 GROSS PAYROLL - ADULT EDUCATION	\$	51,758.74
BENEFITS	\$	12,798.75
TOTAL	\$	64,557.49
FUND 12 GROSS PAYROLL - CHILD DEVELOPMENT	\$	679.31
BENEFITS	\$	97.04
TOTAL	\$	776.35
FUND 13 GROSS PAYROLL - CAFETERIA FUND	\$	8,774.97
BENEFITS	\$	773.36
TOTAL	\$	9,548.33
FUND 35 GROSS PAYROLL-COUNTY SCHOOL FACILITIES FUND	\$	3,372.67
BENEFITS	\$	277.96
TOTAL	\$	3,650.63
DISTRICT TOTAL	\$	388,295.17

Report: R0010A

Gross Wage & Fringe Summary by Object for JANUARY SUPPL. 2/8/2008

Fiscal Year 2007/2008

3412	HEALTH & WELFARE ON 2000 SALS	0.00	1,081.11	1,081.11
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	21.03	21.03
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	4.87	4.87
3601	WORKER'S COMP INS ON 1000 SAL	0.00	833.16	833.16
3602	WORKER'S COMP INS ON 2000 SAL	0.00	193.24	193.24

11 Fund Total:		51,758.74	12,798.75	64,557.49
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Fund: 12 CHILD DEVELOPMENT FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
2100	INSTRUCTIONAL AIDES' SALARIES	456.62	0.00	456.62
2900	OTHER CLASSIFIED SALARIES	222.69	0.00	222.69
3202	PERS ON 2000 SALARIES	0.00	38.42	38.42
3312	OASDI ON 2000 SALARIES	0.00	25.60	25.60
3322	FICA-MED ON 2000 SALARIES	0.00	9.86	9.86
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	9.33	9.33
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	0.35	0.35
3602	WORKER'S COMP INS ON 2000 SAL	0.00	13.48	13.48

12 Fund Total:		679.31	97.04	776.35
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Fund: 13 CAFETERIA FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
2200	CLASSIFIED SUPPORT SALARIES	2,014.90	0.00	2,014.90
2205	CLASS SUPPORT SALARIES SUBS	6,760.07	0.00	6,760.07
3202	PERS ON 2000 SALARIES	0.00	146.42	146.42
3312	OASDI ON 2000 SALARIES	0.00	95.88	95.88
3322	FICA-MED ON 2000 SALARIES	0.00	127.27	127.27
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	225.40	225.40
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	4.38	4.38
3602	WORKER'S COMP INS ON 2000 SAL	0.00	174.01	174.01

13 Fund Total:		8,774.97	773.36	9,548.33
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Fund: 35 COUNTY SCHOOL FACILITIES FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
2200	CLASSIFIED SUPPORT SALARIES	3,372.67	0.00	3,372.67
3202	PERS ON 2000 SALARIES	0.00	32.90	32.90
3312	OASDI ON 2000 SALARIES	0.00	21.92	21.92
3322	FICA-MED ON 2000 SALARIES	0.00	48.91	48.91
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	105.67	105.67
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	1.68	1.68
3602	WORKER'S COMP INS ON 2000 SAL	0.00	66.88	66.88

35 Fund Total:		3,372.67	277.96	3,650.63
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District Total:		345,304.10	42,991.07	388,295.17
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DATE: 2/29/08

FUND 01 GROSS PAYROLL	\$ 6,364,426.04
BENEFITS	\$ 1,873,357.11
TOTAL	\$ 8,237,783.15
FUND 11 GROSS PAYROLL - ADULT EDUCATION	\$ 35,933.64
BENEFITS	\$ 11,026.72
TOTAL	\$ 46,960.36
FUND 12 GROSS PAYROLL - CHILD DEVELOPMENT	\$ 7,006.19
BENEFITS	\$ 3,516.90
TOTAL	\$ 10,523.09
FUND 13 GROSS PAYROLL - CAFETERIA FUND	\$ 89,748.82
BENEFITS	\$ 25,654.51
TOTAL	\$ 115,403.33
FUND 35 GROSS PAYROLL-COUNTY SCHOOL FACILITIES FUND	\$ -
BENEFITS	\$ -
TOTAL	\$ -
DISTRICT TOTAL	\$ 8,410,669.93

Report: R0010A

Gross Wage & Fringe Summary by Object for JANUARY SUPPL. 2/8/2008

Fiscal Year 2007/2008

Fund: 01 GEN FUND/CO SCHOOL SERV FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1100	TEACHERS' SALARIES	44,323.23	0.00	44,323.23
1104	TEACHERS' SALARIES SUMMER SCHL	1,576.80	0.00	1,576.80
1105	TEACHERS' SALARIES SUBS	102,109.74	0.00	102,109.74
1120	HOME INSTRUCTION SALARIES	3,268.13	0.00	3,268.13
1300	CERT SUPRVRS' & ADMINS' SAL	1,873.23	0.00	1,873.23
1340	CERT. ADMINISTRATOR SALARIES	1,669.76	0.00	1,669.76
1900	OTHER CERTIFICATED SALARIES	6,534.26	0.00	6,534.26
2100	INSTRUCTIONAL AIDES' SALARIES	10,017.03	0.00	10,017.03
2105	INSTR AIDES SALARIES SUBS	9,613.87	0.00	9,613.87
2200	CLASSIFIED SUPPORT SALARIES	61,052.66	0.00	61,052.66
2205	CLASS SUPPORT SALARIES SUBS	22,191.20	0.00	22,191.20
2400	CLERICAL & OFFICE SALARIES	4,574.86	0.00	4,574.86
2405	CLERICAL AND OFFICE SAL SUBS	4,390.65	0.00	4,390.65
2407	CLERICAL AND OFFICE SAL HOURLY	3,789.20	0.00	3,789.20
2900	OTHER CLASSIFIED SALARIES	2,004.68	0.00	2,004.68
2905	OTHER CLASSIFIED SALARY SUBS	1,729.11	0.00	1,729.11
3101	STRS ON 1000 SALARIES	0.00	9,831.11	9,831.11
3102	STRS ON 2000 SALARIES	0.00	43.33	43.33
3201	PERS ON 1000 SALARIES	0.00	434.33	434.33
3202	PERS ON 2000 SALARIES	0.00	2,197.37	2,197.37
3311	OASDI ON 1000 SALARIES	0.00	304.99	304.99
3312	OASDI ON 2000 SALARIES	0.00	4,266.35	4,266.35
3321	FICA-MED ON 1000 SALARIES	0.00	2,161.41	2,161.41
3322	FICA-MED ON 2000 SALARIES	0.00	1,730.82	1,730.82
3331	ALTER. RETIREMENT ON 1000 SAL	0.00	678.52	678.52
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	1,679.50	1,679.50
3412	HEALTH & WELFARE ON 2000 SALS	0.00	8.83	8.83
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	80.92	80.92
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	59.74	59.74
3601	WORKER'S COMP INS ON 1000 SAL	0.00	3,199.76	3,199.76
3602	WORKER'S COMP INS ON 2000 SAL	0.00	2,366.98	2,366.98
01 Fund Total:		280,718.41	29,043.96	309,762.37

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Fund: 11 ADULT EDUCATION FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1100	TEACHERS' SALARIES	39,386.49	0.00	39,386.49
1105	TEACHERS' SALARIES SUBS	60.60	0.00	60.60
1200	CERT PUPIL SUPPORT SALARIES	2,566.54	0.00	2,566.54
2100	INSTRUCTIONAL AIDES' SALARIES	9,207.98	0.00	9,207.98
2400	CLERICAL & OFFICE SALARIES	537.13	0.00	537.13
3101	STRS ON 1000 SALARIES	0.00	3,013.92	3,013.92
3201	PERS ON 1000 SALARIES	0.00	21.47	21.47
3202	PERS ON 2000 SALARIES	0.00	839.39	839.39
3311	OASDI ON 1000 SALARIES	0.00	14.30	14.30
3312	OASDI ON 2000 SALARIES	0.00	529.85	529.85
3321	FICA-MED ON 1000 SALARIES	0.00	437.88	437.88
3322	FICA-MED ON 2000 SALARIES	0.00	123.92	123.92
3331	ALTER. RETIREMENT ON 1000 SAL	0.00	16.05	16.05
3411	HEALTH & WELFARE ON 1000 SALS	0.00	5,668.56	5,668.56

Report: R0010A

Gross Wage & Fringe Summary by Object for FEBRUARY REGULAR 2/29/2008

Fiscal Year 2007/2008

Fund: 01 GEN FUND/CO SCHOOL SERV FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1100	TEACHERS' SALARIES	4,275,693.38	0.00	4,275,693.38
1200	CERT PUPIL SUPPORT SALARIES	227,444.30	0.00	227,444.30
1300	CERT SUPRVSRs' & ADMINS' SAL	46,871.03	0.00	46,871.03
1310	CERT. SUPERVISOR SALARIES	15,589.84	0.00	15,589.84
1320	SUPERINTENDENTS SALARIES	14,887.67	0.00	14,887.67
1330	ASSISTANT SUPERINTENDENTS SAL	22,087.13	0.00	22,087.13
1340	CERT. ADMINISTRATOR SALARIES	314,651.69	0.00	314,651.69
1900	OTHER CERTIFICATED SALARIES	73,579.89	0.00	73,579.89
2100	INSTRUCTIONAL AIDES' SALARIES	295,597.74	0.00	295,597.74
2200	CLASSIFIED SUPPORT SALARIES	533,914.40	0.00	533,914.40
2300	CLASS SUPRVSRs' & ADMINS' SAL	13,254.74	0.00	13,254.74
2310	CLASS SUPERVISORS SALARIES	41,942.91	0.00	41,942.91
2320	CLASS. ADMINISTRATOR SALARIES	82,858.14	0.00	82,858.14
2400	CLERICAL & OFFICE SALARIES	223,430.25	0.00	223,430.25
2407	CLERICAL AND OFFICE SAL HOURLY	141,041.10	0.00	141,041.10
2900	OTHER CLASSIFIED SALARIES	40,321.83	0.00	40,321.83
3101	STRs ON 1000 SALARIES	0.00	448,023.82	448,023.82
3102	STRs ON 2000 SALARIES	0.00	645.02	645.02
3201	PERS ON 1000 SALARIES	0.00	5,885.04	5,885.04
3202	PERS ON 2000 SALARIES	0.00	125,730.00	125,730.00
3311	OASDI ON 1000 SALARIES	0.00	3,403.05	3,403.05
3312	OASDI ON 2000 SALARIES	0.00	74,151.66	74,151.66
3321	FICA-MED ON 1000 SALARIES	0.00	61,845.64	61,845.64
3322	FICA-MED ON 2000 SALARIES	0.00	18,361.84	18,361.84
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	2,110.87	2,110.87
3411	HEALTH & WELFARE ON 1000 SALS	0.00	642,627.75	642,627.75
3412	HEALTH & WELFARE ON 2000 SALS	0.00	241,793.05	241,793.05
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	2,495.85	2,495.85
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	686.43	686.43
3601	WORKER'S COMP. INS ON 1000 SAL	0.00	98,980.47	98,980.47
3602	WORKER'S COMP. INS ON 2000 SAL	0.00	27,226.22	27,226.22
3711	H & W CURRENT RETIREES ON 1000	0.00	72,632.15	72,632.15
3712	H & W CURRENT RETIREES ON 2000	0.00	46,758.25	46,758.25
3911	TAXABLE FRINGE BEN ON 1000 SAL	630.00	0.00	630.00
3912	TAXABLE FRINGE BEN ON 2000 SAL	630.00	0.00	630.00
01 Fund Total:		6,364,426.04	1,873,357.11	8,237,783.15

Fund: 11 ADULT EDUCATION FUND

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

Report: R0010A

Gross Wage & Fringe Summary by Object for FEBRUARY REGULAR 2/29/2008

Fiscal Year 2007/2008

3501	STATE UNEMPLOY ON 1000 SALARY	0.00	7.36	7.36
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	10.60	10.60
3601	WORKER'S COMP INS ON 1000 SAL	0.00	291.89	291.89
3602	WORKER'S COMP INS ON 2000 SAL	0.00	420.67	420.67
3911	TAXABLE FRINGE BEN ON 1000 SAL	90.00	0.00	90.00
11 Fund Total:		35,933.64	11,026.72	46,960.36

Fund: 12 CHILD DEVELOPMENT FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1100	TEACHERS' SALARIES	3,139.00	0.00	3,139.00
2100	INSTRUCTIONAL AIDES' SALARIES	1,142.12	0.00	1,142.12
2400	CLERICAL & OFFICE SALARIES	2,725.07	0.00	2,725.07
3101	STRS ON 1000 SALARIES	0.00	310.76	310.76
3202	PERS ON 2000 SALARIES	0.00	359.86	359.86
3312	OASDI ON 2000 SALARIES	0.00	200.11	200.11
3321	FICA-MED ON 1000 SALARIES	0.00	35.58	35.58
3322	FICA-MED ON 2000 SALARIES	0.00	46.77	46.77
3411	HEALTH & WELFARE ON 1000 SALS	0.00	1,417.14	1,417.14
3412	HEALTH & WELFARE ON 2000 SALS	0.00	1,004.20	1,004.20
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	1.56	1.56
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	1.94	1.94
3601	WORKER'S COMP INS ON 1000 SAL	0.00	62.24	62.24
3602	WORKER'S COMP INS ON 2000 SAL	0.00	76.74	76.74
12 Fund Total:		7,006.19	3,516.90	10,523.09

N

Fund: 13 CAFETERIA FUND

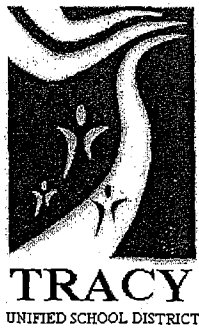
Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
2200	CLASSIFIED SUPPORT SALARIES	70,659.13	0.00	70,659.13
2320	CLASS. ADMINISTRATOR SALARIES	5,784.56	0.00	5,784.56
2400	CLERICAL & OFFICE SALARIES	13,305.13	0.00	13,305.13
3202	PERS ON 2000 SALARIES	0.00	6,506.00	6,506.00
3312	OASDI ON 2000 SALARIES	0.00	3,685.26	3,685.26
3322	FICA-MED ON 2000 SALARIES	0.00	1,225.33	1,225.33
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	855.37	855.37
3412	HEALTH & WELFARE ON 2000 SALS	0.00	11,557.93	11,557.93
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	44.85	44.85
3602	WORKER'S COMP INS ON 2000 SAL	0.00	1,779.77	1,779.77
13 Fund Total:		89,748.82	25,654.51	115,403.33

District Total:

6,497,114.69

1,913,555.24

8,410,669.93



BUSINESS SERVICES MEMORANDUM

To: Dr. James Franco, Superintendent
From: CG/Dr. Casey Goodall, Assoc. Superintendent of Business Services
Date: March 14, 2008
Subject: Approve Revolving Cash Fund Reports (February, 2008)

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 (February, 2008).

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

02/29/08

Tracy Unified School District
REVOLVING CASH FUND
 February 2008

Date	Num	Name	Memo	Paid Amount
2/1/2008	8233	B STREET THEATRE	ASSEMBLY @ HOLT	
			01-0000-9-0000-0000-8699-000-0000	-500.00
TOTAL				-500.00
2/1/2008	8234	UNIVERSITY OF THE PACIFIC	REGISTRATION FAIR	
			01-0000-0-0000-7400-5800-800-8002	-150.00
TOTAL				-150.00
2/4/2008	8235	TOWN & COUNTRY	BOWDEN/FEB 7/HOTEL	
			01-0000-0-1110-1000-5200-800-1002	-315.00
TOTAL				-315.00
2/5/2008	8236	WEST VALLEY MALL	RETIREE CERTIFICATES PO81329	
			01-0000-0-0000-7400-4300-800-8002	-204.00
TOTAL				-204.00
2/7/2008	8237	CITY OF TRACY	RENT REFUND	
			01-0017-0-8100-5900-5600-800-9622	-176.19
TOTAL				-176.19
2/7/2008	8238	ROSE VASQUEZ	PAYROLL	
			01-0000-0-1110-1000-1105-806-8101	-810.24
TOTAL				-810.24
2/8/2008	8239	EDIGADIER AVILES	SETTLEMENT/ PARENT	
			01-0000-0-0000-7200-5800-800-9112	-249.13
TOTAL				-249.13
2/12/2008	8240	SIAM CAFE	2/12/08 BOARD DINNER PO 80314	
			01-0000-0-0000-7110-4300-800-1101	-90.00
TOTAL				-90.00
2/14/2008	8241	CHRISTINA COLON	PAYROLL/ TIMESHEET	
			01-0000-0-1110-2490-2905-806-8101	-67.60
TOTAL				-67.60
2/14/2008	8242	CSU DOMINGUEZ HILLS	VOID TEACHER RECRUITMENT FAIR 4/23/...	
			01-0000-0-0000-7400-5200-800-8002	-150.00
TOTAL				-150.00

02/29/08

Tracy Unified School District REVOLVING CASH FUND

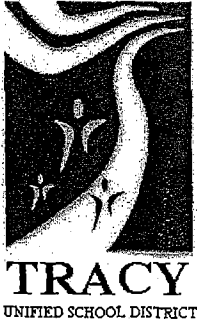
February 2008

Date	Num	Name	Memo	Paid Amount
2/14/2008	8243	S.F. STATE CAREER CENTER	VOID TEACHER RECRUITMENT FAIR	
			01-0000-0-0000-7400-5800-800-8002	-275.00
TOTAL				-275.00
2/14/2008	8244	CSUF FOUNDATION	TEACHER RECRUITMENT FAIR 4/15/08	
			01-0000-0-0000-7400-5800-800-8002	-215.00
TOTAL				-215.00
2/14/2008	8245	CAEE	TEACHER RECRUITMENT FAIR 4/12/08 DU...	
			01-0000-0-0000-7400-5800-800-8002	-220.00
TOTAL				-220.00
2/14/2008	8246	SANTA CLARA COUNTY OFFICE OF ED	AD RECRUITMENT FAIR BOOKLET	
			01-0000-0-0000-7400-5800-800-8002	-175.00
TOTAL				-175.00
2/14/2008	8247	CSU STANISLAUS	TEACHER RECRUITMENT FAIR 4/30/08	
			01-0000-0-0000-7400-5800-800-8002	-100.00
TOTAL				-100.00
2/14/2008	8248	UC IRVINE	VOID TEACHER RECRUITMENT FAIR 4/24/...	
			01-0000-0-0000-7400-5800-800-8002	-400.00
TOTAL				-400.00
2/14/2008	8249	UC DAVIS EXTENSION	BOOKS / SPEC ED	
			01-7810-0-1110-3140-4200-800-2552	-426.69
TOTAL				-426.69
2/14/2008	8250	CITY OF STOCKTON	PIXIE WOODS/ WEST PARK SCHOOL	
			12-6055-0-1110-1000-5800-400-2744	-498.00
TOTAL				-498.00
2/14/2008	8251	SAN JOAQUIN COUNTY RECORDER	FILING FEES PO83028	
			35-7780-0-0000-8500-6178-700-7124	-50.00
TOTAL				-50.00
2/14/2008	8252	TREASURER-TAX COLLECTOR	UNION ISLAND #64 TRACT 29	
			01-0000-0-0000-7200-5884-800-9222	-68.00
			LATE FEE	-7.82
TOTAL				-75.82

02/29/08

Tracy Unified School District
REVOLVING CASH FUND
 February 2008

Date	Num	Name	Memo	Paid Amount
2/14/2008	8253	EAGLE SOFTWARE	HAMOUIZ, P / 2-20-08/CONF FEE	
			01-4045-0-1110-2420-5200-800-1224	-175.00
TOTAL				-175.00
2/19/2008	8254	ASHLEY JASON GARRETT	PAYROLL	
			01-0000-0-1110-8300-2200-806-9031	-783.12
TOTAL				-783.12
2/21/2008	8255	TJUSD	VOID 8242 & 8248	
			01-0000-0-0000-7400-5200-800-8002	-400.00
			VOID 8242 & 8248	-150.00
TOTAL				-550.00
2/22/2008	8256	CITY OF TRACY	FIELD RENT	
			01-0017-0-0000-5900-5600-800-9622	-20.00
TOTAL				-20.00
2/25/2008	8257	TJUSD	VOID 8243	
			01-0000-0-0000-7400-5800-800-8002	-275.00
TOTAL				-275.00
2/26/2008	8258	VILLA'S AUTO SHOP	UPHOLSTER PO82546	
			01-0000-0-0000-8200-5600-800-9722	-388.17
TOTAL				-388.17
2/26/2008	8259	PACK & MAIL PLUS	MAIL	
			01-0000-0-0000-7400-5900-800-8002	-441.00
TOTAL				-441.00



BUSINESS SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent

FROM: *cg/ce* Dr. Casey Goodall, Assoc. Superintendent for Business Services

DATE: March 14, 2008

SUBJECT: Approve Monthly Budget Adjustment Report-February, 2008

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

APPROVED		07/18/2007	02/01/2008	BUDGET	02/29/2008	
FUND	OBJECT	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET	
01	1100	TEACHERS' SALARIES	54,337,474.00	54,337,408.00	245,948.00	54,583,356.00
	1200	CERT PUPIL SUPPORT SALARIES	2,765,709.00	2,863,323.00	-46,315.00	2,817,008.00
	1300	CERT SUPRVSRs' & ADMINS' SAL	5,165,242.00	5,157,661.00	640.00	5,158,301.00
	1900	OTHER CERTIFICATED SALARIES	1,172,025.00	1,395,028.00	1,098.00	1,396,126.00
	2100	INSTRUCTIONAL AIDES' SALARIES	3,816,042.00	3,805,809.00	85,762.00	3,891,571.00
	2200	CLASSIFIED SUPPORT SALARIES	7,083,336.00	7,221,713.16	11,449.42	7,233,162.58
	2300	CLASS SUPRVSRs' & ADMINS' SAL	1,640,825.00	1,657,766.00	10,481.00	1,668,247.00
	2400	CLERICAL & OFFICE SALARIES	4,642,331.00	4,621,192.54	4,887.44	4,626,079.98
	2900	OTHER CLASSIFIED SALARIES	517,243.00	522,469.00	4,488.00	526,957.00
	3101	STRS ON 1000 SALARIES	5,181,701.00	5,228,191.00	14,221.00	5,242,412.00
	3102	STRS ON 2000 SALARIES	7,422.00	7,422.00	503.00	7,925.00
	3201	PERS ON 1000 SALARIES	60,428.00	65,185.00	8,235.00	73,420.00
	3202	PERS ON 2000 SALARIES	1,542,496.00	1,549,492.10	15,846.00	1,565,338.10
	3311	OASDI ON 1000 SALARIES	36,879.00	43,223.00	5,909.00	49,132.00
	3312	OASDI ON 2000 SALARIES	953,327.00	951,705.47	8,211.00	959,916.47
	3321	FICA-MED ON 1000 SALARIES	823,629.00	824,585.00	-16,179.00	808,406.00
	3322	FICA-MED ON 2000 SALARIES	237,627.00	238,044.41	4,414.00	242,458.41
	3331	ALTER. RETIREMENT ON 1000 SAL	.00	1,726.00	147.00	1,873.00
	3332	ALTER. RETIREMENT ON 2000 SAL	35,094.00	39,642.00	3,271.00	42,913.00
	3411	HEALTH & WELFARE ON 1000 SALS	7,828,609.00	7,887,616.00	3,825.00	7,891,441.00
	3412	HEALTH & WELFARE ON 2000 SALS	3,181,541.00	3,188,116.12	-160,408.00	3,027,708.12
	3501	STATE UNEMPLOY ON 1000 SALARY	31,753.00	32,091.00	180.00	32,271.00
	3502	STATE UNEMPLOY ON 2000 SALARY	8,865.00	9,185.76	191.00	9,376.76
	3601	WORKER'S COMP INS ON 1000 SAL	1,712,960.00	1,706,272.00	-401,513.00	1,304,759.00
	3602	WORKER'S COMP INS ON 2000 SAL	477,312.00	461,010.86	-80,758.00	380,252.86
	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	25,750.00	-1.00	25,749.00
	3802	PERS REDUCTION ON 2000 SALARY	416,178.00	415,928.00	15,145.00	431,073.00
	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	1,034,597.00	1,107.00	1,035,704.00
	4200	BOOKS OTHER THAN TEXTBOOKS	411,850.00	576,778.00	7,903.00	584,681.00
	4300	MATERIALS & SUPPLIES	9,037,559.00	14,567,455.09	-6,060,674.64	8,506,780.45
	4400	NON-CAPITALIZED EQUIPMENT	685,976.00	1,701,397.00	28,449.00	1,729,846.00
	5100	SUBAGREEMENTS FOR SERVICES	.00	.00	.00	.00
	5200	TRAVEL & CONFERENCES	194,453.00	388,145.00	2,544.00	390,689.00
	5300	DUES & MEMBERSHIPS	37,915.00	53,767.00	-100.00	53,667.00
	5400	INSURANCE	502,141.00	595,641.00	.00	595,641.00
	5500	OPERATIONS & HOUSEKEEPING SRVC	2,966,017.00	2,977,688.70	5,395.30	2,983,084.00
	5600	RENTS,LEASES,REPAIRS,IMPRVMTS	745,997.00	890,730.00	34,159.00	924,889.00
	5710	DIR COSTS FOR INTRPRG SERVICES	.00	.00	.00	.00
	5750	DIR COSTS FOR INTERFUND SVCS	.00	3,346.00	827.00	4,173.00
	5800	OTHER SVCS & OPER EXPENDITURES	3,643,205.00	5,924,749.00	245,147.00	6,169,896.00
	5900	INTERGOVERNMENTAL FEES	510,038.00	533,127.00	-29,233.00	503,894.00
	6200	BLDGS & IMPROVEMENT OF BLDGS	1,425,934.00	1,741,955.00	-311,562.00	1,430,393.00
	6400	EQUIPMENT	56,500.00	159,692.00	26,500.00	186,192.00
	6500	EQUIPMENT REPLACEMENT	2,500.00	77,520.00	.00	77,520.00

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75 Tracy Jt. Unified School Dist.

Restricted and Unrestricted

FISCAL YR: 08

APPROVED			07/18/2007	02/01/2008	BUDGET	02/29/2008
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	13,337.00	.00	13,337.00
	7439	DEBT SERVICE - PRINCIPAL	131,304.00	138,773.00	.00	138,773.00
	7611	FROM GEN FUND TO CHLD DEV FUND	.00	.00	.00	.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	262,103.00	312,103.00
	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	514,279.00	.00	514,279.00
TOTAL EXPENSE			127,222,388.00	138,327,800.21	-6,047,757.48	132,280,042.73

75 Tracy Jt. Unified School Dist.

Restricted and Unrestricted

FISCAL YR: 08

APPROVED			07/18/2007	02/01/2008	BUDGET	02/29/2008
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
01	8011	REVENUE LIMIT ST AID-CURR YEAR	67,033,230.00	66,885,149.00	-1,521,703.00	65,363,446.00
	8021	HOME OWNERS EXEMPTION	.00	.00	.00	.00
	8040	COUNTY & DISTRICT TAXES	22,947,117.00	23,006,753.00	1,803,074.00	24,809,827.00
	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	453,621.00	17,573.00	471,194.00
	8096	TRANSFERS TO CHARTERS, IN LIEU	-1,350,171.00	-1,300,923.00	-328,896.00	-1,629,819.00
	8181	SP ED-ENTITLEMENT	1,985,750.00	1,985,750.00	115,550.00	2,101,300.00
	8182	SP ED-DISCRETIONARY GRANTS	217,225.00	216,541.25	25,519.00	242,060.25
	8290	ALL OTHER FEDERAL REVENUES	1,691,350.00	2,434,764.00	.00	2,434,764.00
	8311	OTH ST APPORTIONMENTS-CURR YR	2,257,588.00	2,795,922.00	.00	2,795,922.00
	8434	CLASS SIZE REDUCTION K-3	3,121,206.00	3,130,310.00	.00	3,130,310.00
	8435	CLASS SIZE REDUCTION 9-12	.00	.00	.00	.00
	8560	STATE LOTTERY REVENUE	2,290,094.00	2,307,903.00	.00	2,307,903.00
	8590	ALL OTHER STATE REVENUES	7,577,476.00	7,380,186.00	87,727.00	7,467,913.00
	8660	INTEREST	800,000.00	811,608.00	.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	1,261,261.00	.00	1,261,261.00
	8689	ALL OTHER FEES & CONTRACTS	28,700.00	28,700.00	.00	28,700.00
	8699	ALL OTHER LOCAL REVENUES	3,271,970.00	3,921,241.33	21,849.66	3,943,090.99
	8792	TRANS OF APPORTION FROM CO OFF	3,725,425.00	3,730,145.00	.00	3,730,145.00
	8919	OTH AUTH INTERFUND TRANS IN	45,500.00	443,097.00	2,500.00	445,597.00
	8965	TRANS FROM FND OF LAPSED/REORG	.00	953,225.00	.00	953,225.00
	8972	PROCEEDS FROM CAPITAL LEASES	.00	4,380.00	.00	4,380.00
	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	128,025,954.58	223,193.66	128,249,148.24

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75 Tracy Jt. Unified School Dist.

Restricted and Unrestricted

FISCAL YR: 08

FUND	OBJECT	DESCRIPTION	BEGINNING BALANCE	02/01/2008 REVISED BALANCE	ADJUSTMENTS	02/29/2008 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	-1,578,909.69	-6,270,951.14	-7,849,860.83
	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	5,143,724.69	6,270,951.14	11,414,675.83
	9799	K12 NET GAIN OR LOSS	.00	10,301,845.63	-6,270,951.14	4,030,894.49



BUSINESS SERVICES MEMORANDUM

To: James Franco, Superintendent
From: C. Goodall, Assistant Superintendent for Business
Date: April 1, 2008
SUBJECT: Approve Assembly Vendors and Site Assembly Utilization Calendars

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

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

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

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

Funding: Per attached summary of requisitions.

Recommendation: Approve Assembly Vendors and Site Assembly Utilization Calendars

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

List of Board Approved
Assembly Vendors

Board Approved	School	Vendor	Estimated Cost	Assembly Date	Insurance Expires
8/28/2007	Williams	Horizon Intertainment - Anti Bully JC Pohl 818 755 8800	\$ 1,500.00	9/4/07	5/18/2008
8/28/2007	George Kelly	Academic Entertainment Timothy Busfield 916 442 5635	\$ 895.00	4/2/08	12/10/2008
8/28/2007	McKinley	Fantasy Theater Timothy Busfield	\$ 800.00	4/18/08	8/28/2008
10/9/2007	Freiler	Prismatic Magic Christopher Volpe 973-283- 9006 chris@prismaticmagic.com	\$ 985.00	10/11/07	4/16/2008
10/9/2007	North	Ranka's Marionette Theatre Scott Hill 707.578- 5535info@rankastheatre.com	\$ 800.00	1/9/08	10/6/2008
10/9/2007	North	Percussion Discussion Ken Bergmann's 925-755-3786percuss@pacbell.net	\$ 700.00	3/4/08	2/26/2009
10/9/2007	McKinley	McDonalds Tammi Beck 916- 962-1982	Free	1/19/08	NO Charge, Tier 1
10/9/2007	McKinley	Sandia Labs Simone Williams 925- 294-2609 srwilli@sandia.gov	Free	10/3/07	NO Charge, Tier 1
10/9/2007	McKinley	Otto the Auto Wendy Sanchez 415- 565-2676 wendy_sanchez@csaa.com	Free	8/29/07	NO Charge, Tier 1

List of Board Approved
Assembly Vendors

Board Approved	School	Vendor	Estimated Cost	Assembly Date	Insurance Expires
10/9/2007	McKinley	NASA Karin Costa 650-604-6077	Free	5/16/08	NO Charge, Tier 1
10/9/2007	Hirsch	Mad Science, Danielle Mae Lee, danielle@madsciencesacto.com, 916-736-2924	Call	10/9/07	Expired 12/1/2008
10/9/2007	McKinley	Magic of Dexter -Dexter 559-269-2273 www.motivationalschoolsshow.com dexter@magicofdexter.com	\$ 600.00	10/19/07	8/15/2008
10/23/2007	McKinley	Lawrence Hall of Science, 510-642-1700, pfsreq@berkeley.edu, www.lawrencehallofscience.org	\$ 725.00	11/16/2007	Indemnification approved, Tier 1
11/13/2007	McKinley	Bureau of Lectures, John Tacha, 800 255 0084, Terry Lyman@hotmail.com	\$ 830.00	2/13/2008	8/20/2008
11/13/2007	Williams	Ancient Artifacts, Konstantina Delfakis, kdthegreat73@yahoo.com, (916) 799-0321	\$ 1,700.00	11/13/07	10/15/2008
1/22/2008	Freiler	Live Oaks Education Theater, Michael Oakes, 707-643-7819, livesoakes@hotmail.com	\$ 1,540.00	1/8/2008	9/15/2008
1/22/2008	West High	Kaiser Permanente, Dean Starnes, 510-987-2223, dean.starnes@kp.org, www.kp.org/etp, Secrets Performance	?	2/19/2008	1/1/2009
1/22/2008	N/A	Lokes Looks, Mary Saunders, richardes@comcast.net, 832-9753, cell: 510-750-8449	\$3-\$5 per student	none	3/1/2008

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

List of Board Approved
Assembly Vendors

Board Approved	School	Vendor	Estimated Cost	Assembly Date	Insurance Expires
2/12/2008	Any	Storyteller, Linda Gorman, lgorham2@aol.com, 630-851-9415, www.cdbaby.com/Gorham, www.storynet.org	\$800	none	7/15/2008
2/12/2008	Any	The Amazing Bubble Guy, Louis Pearl, 707- 823-1961, Louis Pearl louis@tangenttoy.com	\$550	none	4/25/2008
2/12/2008	Any	Toucan Jam, www.toucanjam.net, Sue Lomolino - Sue Lomolino - sue@theothercheek.com	\$500 first, \$250 additional	none	4/25/2008
2/12/2008	Poet	Sandy Spin Slade, Suzanne Blair, 888- 842-7746, sblair@sandyspinslade.com, www.skillastics.com	\$ 1,200.00	1/28/2008	11/17/2008
2/12/2008	Freiler	Tri Valley Community Foundation, David Rice 925 683-6798, drice@tvcfoundation.org, http://www.tvcfoundation.org/	\$ 900.00	2/4/2008	6/4/2008
2/12/2008	McKinley	Sparkles the Clown, 835-8383, www.sparklesdelight.com	\$ 500.00	2/19, 2/21	5/1/2008
2/12/2008	McKinley	Ravioli The Clown, 835-3535, www.raviolitheclown.com	\$ 500.00	2/19, 2/21	5/1/2008
	North	Great Safety Adventure, Kent 631-427-0494	no charge	3/13/2008	12/31/2008
	Bohn	Yosemite Community College (NO ANIMAL PROGRAMS), Great Valley Museum, Mary Kay Reid, 575-6196	\$ 280.00	5/6/2008	10/8/2008
	South	Franklin's Colonial Assembly - A Museum-On- Wheels, 714-529-1832, www.printmuseum.org,	\$750	5/20/2008	1/30/2009

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



TRACY
UNIFIED SCHOOL DISTRICT

BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: March 28, 2008
SUBJECT: Ratify Routine Expenditures and Notice of Completion Which Meet Criteria for Placement on Consent Agenda.

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

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

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

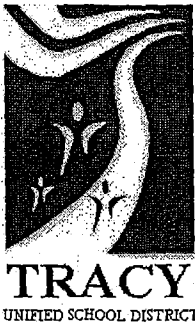
FUNDING: Per attached summary of requisitions.

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

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

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

-
- A. Vendor: Finney's Flooring, Inc.
Site: Williams Middle School
Item: Proposal - Ratify
Services: Supply and install carpet in rooms 1-3 & 6-8.
Cost: \$21,387.00
Project Funding: Deferred Maintenance
-
- B. Vendor: RGM and Associates
Site: Kimball High School
Item: Proposal - Ratify
Services: Labor Compliance Program services for Kimball High School; which include compliance administration, monitoring and reporting.
Cost: \$149,380.00
Project Funding: Developer Fees and State School Building Fund (SSBF)
-
- C. Vendor: Wilson Architecture, Inc.
Site: Hirsch Elementary School
Item: Proposal - Ratify
Services: Prepare site drawings and improvement drawings for the expansion and construction of an expanded apparatus/play area at Hirsch Elementary School.
Cost: \$2,700.00 + reimbursables
Project Funding: General Fund
-
- D. Vendor: Linda Smith
Site: District Wide
Item: Agreement
Services: Provide training for all 7th and 8th grade science teachers to instruct their students with the approved sex education curriculum, Postponing Sexual Involvement.
Cost: \$300.00 for two trainings
Project Funding: Student Services
-



BUSINESS SERVICES MEMORANDUM

To: Dr. James C. Franco, Superintendent
From: *CGJ* Dr. Casey J. Goodall, Associate Superintendent for Business Services
Date: March 28, 2008
SUBJECT: Ratify Measure E Related Expenditures and Notice of Completions Which Meet Criteria for Board Review and Approval

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

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

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

FUNDING: Per attached summary of requisitions.

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

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

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

-
- A. Vendor: Inland Foundation Engineering, Inc.
Site: West High School - Stadium
Item: Agreement - Ratify
Services: Special Inspection Services for light poles and light pole bases.
Cost: \$7,200.00
Project Funding: Local Bond Funds and SSBF
-
- B. Vendor: Decotech Systems
Site: Tracy High School – 40 Classroom Building
Item: Quotation - Ratify
Services: Purchase materials and equipment that are needed to support VoIP Phones, the Extron Polevault system, and network equipment for Tracy High School 40 Classroom Building.
Cost: \$5,257.98
Project Funding: Local Bond Funds and SSBF
-
- C. Vendor: Western Blue
Site: Tracy High School – 40 Classroom Building
Item: Quotation - Ratify
Services: Purchase materials and equipment that are needed to support VoIP Phones, the Extron Polevault system, and network equipment for Tracy High School 40 Classroom Building.
Cost: \$32,109.50
Project Funding: Local Bond Funds and SSBF
-
- D. Vendor: Anderson Audio Visual
Site: Tracy High School – 40 Classroom Building
Item: Quotation - Ratify
Services: Purchase materials and equipment that are needed to support VoIP Phones, the Extron Polevault system, and network equipment for Tracy High School 40 Classroom Building.
Cost: \$5,196.50
Project Funding: Local Bond Funds and SSBF
-
- E. Vendor: Western Blue
Site: Tracy High School – 40 Classroom Building
Item: Quotation - Ratify
Services: Purchase materials and equipment that are needed to support VoIP Phones, the Extron Polevault system, and network equipment for Tracy High School 40 Classroom Building.
Cost: \$22,890.54
Project Funding: Local Bond Funds and SSBF
-

F. Vendor: Nexus Integration Services
Site: Tracy High School – 40 Classroom Building
Item: Quotation - Ratify
Services: Purchase materials and equipment that are needed to support VoIP Phones, the Extron Polevault system, and network equipment for Tracy High School 40 Classroom Building.
Cost: \$10,426.82
Project Funding: Local Bond Funds and SSBF

G. Vendor: Western Blue
Site: Tracy High School – Science Building
Item: Quotation - Ratify
Services: Purchase materials and equipment that are needed to support VoIP Phones, the Extron Polevault system, and network equipment for the Tracy High School Science Building.
Cost: \$9,632.85
Project Funding: Local Bond Funds and SSBF

H. Vendor: Western Blue
Site: Tracy High School – Science Building
Item: Quotation - Ratify
Services: Purchase materials and equipment that are needed to support VoIP Phones, the Extron Polevault system, and network equipment for the Tracy High School Science Building.
Cost: \$6,100.60
Project Funding: Local Bond Funds and SSBF

I. Vendor: Roebbelen
Site: West High School Pool and Stadium
Item: Change Order #5 – Ratify
Services: Additional services on attached detail sheet
Cost: \$124,754.00
Project Funding: Local Bond Funds and SSBF

J. Vendor: B & R Enterprises, L.L.C.
Site: West High School - Stadium
Item: Proposal – Ratify
Services: Provide in-plant inspection for the new elevator shaft located in the West High School - Stadium.
Cost: \$5,000.00
Project Funding: Local Bond Funds and SSBF

K. Vendor: Wallace Kuhl & Associates, Inc.
Site: Tracy High School – Modernization Science Building
Item: Proposal - Ratify
Services: Testing and Inspection services for Tracy High Science Building.
Cost: \$17,604.00
Project Funding: Local Bond Funds and SSBF

L. Vendor: Rainforth Grau Architects
Site: Tracy High School – Modernization Science Building
Item: Amendment #13 to Agreement - Ratify
Services: Change in scope of work pertaining to the relocation of the current Portable Science Building and Toilet Building located at Tracy High School.
Cost: \$23,033.00
Project Funding: Local Bond Funds and SSBF

M. Vendor: Preston Pipelines, Inc.
Site: Tracy High School – Utility Improvements
Item: Notice of Completion
Services: Contractor improved underground utility system including storm drain system.
Cost: Original Contract: \$453,453 Total Amount: \$537,792
Project Funding: Local Bond Funds and SSBF



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. Jim Franco, Superintendent
FROM: *JK* Dr. Sheila Harrison, Assistant Superintendent of Educational Services
DATE: March 28, 2008
SUBJECT: Approve Overnight Travel for Tracy High Varsity Girl's Volleyball Team on August 23- 24, 2008, to Attend the North Valley Volleyball Officials Tournament in Redding, CA

BACKGROUND: The Tracy High Varsity Girl's Volleyball Team would like to participate in the North Valley Volleyball Officials Tournament in Redding, CA. Approximately 18 players will be transported by Coach Daily, Coach Tankersley and team parents. They will travel to Redding on August 23 and return home on August 24, 2008. The team will be staying at the La Quinta Inn in Redding, CA.

RATIONALE: The Volleyball team is strengthened by the opportunity to play together in this tournament. This time together will allow for "team building" on and off the court. This is a wonderful opportunity and ties in with Strategic Goals #2 (Quality Learning Environment) and #4 (Developing the Whole Student).

FUNDING: Costs for the tournament, transportation, accommodations in Redding and food will total \$1000.00, and is being paid by the Tracy High Volleyball ASB account which was earned by fundraising.

RECOMMENDATION: Approve Overnight Travel for Tracy High Varsity Girl's Volleyball Team on August 23-24, 2008, to Attend the North Valley Volleyball Officials Tournament in Redding, CA

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



TRACY
UNIFIED SCHOOL DISTRICT

EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: *JK* Dr. Sheila Harrison, Assistant Superintendent of Educational Services
DATE: *JK* March 28, 2008
RE: Approve Overnight Travel for the Tracy High School Varsity and Sophomore Football Teams to attend University of Reno Football Camp in Reno, Nevada, on June 8-12, 2008

BACKGROUND: Seventy players and ten coaches will attend the University of Reno Football Camp on June 8-12, 2008. The players will receive individual coaching from University of Reno coaching staff. The coaches and players will be staying in the college dorms, and the Tracy High and University of Reno coaching staffs will be supervising.

RATIONALE: This is an important opportunity to create team unity for the players. They will be competing against some of the best teams in California and will develop confidence and new skills for the upcoming football season. This event aligns with Strategic Goal #2 (Quality Learning Environment).

FUNDING: It will cost \$300.00 per player to attend the camp. All funding is through Athletics program fundraising. The total cost of the trip will be \$17,500.00 including transportation, lodging and food. Participants will be transported by charter bus.

RECOMMENDATION: Approve Overnight Travel for the Tracy High School Varsity and Sophomore Football Teams to Attend University of Reno Football Camp in Reno, Nevada, on June 8-12, 2008

PREPARED BY: Pat Anastasio, Tracy High School Principal



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: *JS* Dr. Sheila Harrison, Assistant Superintendent of Educational Services
DATE: March 18, 2008
SUBJECT: Approve the Community-Based English Tutoring (CBET) Program Application, Fiscal Year 2008-2009

BACKGROUND: The State has approved apportionment for the Community Based Tutoring (CBET) Program. The allocation is based on the number of Limited English Proficient (LEP) students identified in the Annual Language Census. The purpose of the CBET funds is to provide free or subsidized programs of Adult English language instruction to parents or community members who pledge to provide personal English language tutoring to California students with limited English proficiency. The Board needs to approve the Community-Based English Tutoring (CBET) Program Application, Fiscal Year 2008-2009.

RATIONALE: The approved Notification of Intent will allow Tracy Unified School District participatory status for funding which encourages family members and others to provide personal English tutoring to children of limited English proficiency. This meets Strategic Goal #1, Quality Curriculum.

FUNDING: Funding for this program is provided by the Department of Education based on the LEP student count for Tracy Unified School District.

RECOMMENDATION: Approve the Community-Based English Tutoring (CBET) Program Application, Fiscal Year 2008-2009.

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

**Community-Based English Tutoring Program
Application Form, Fiscal Year 2008-09**

Submission Postmark Deadline: May 30, 2008

Local Educational Agency (LEA) Information

Name of LEA Tracy Adult School/Tracy Unified School District

County/District Code 3 9 / 7 5 4 9 9

School Code (for charter schools submitting a separate application) _____

Program Director Name Walter J. Gouveia

Title Director of Adult, Career and Technical Education

Telephone Number 2 0 9 - 8 3 0 - 3 3 8 4 x _____ FAX 2 0 9 - 8 3 0 - 3 3 8 5

E-mail Address wgouveia@tusd.net

Chief Business Officer Casey Goodall

Title Assistant Superintendent of Business Services

E-mail Address cgoodall@tusd.net

Assurances

The signature of the superintendent or designee of this form acknowledges that the following general assurances will be observed.

1. The conditions established pursuant to California *Education Code (EC)* sections 300-340, and California *Code of Regulations (CCR)*, Title 5, sections 11300-11315.5 will be met by the LEA in the administration of this program.
2. The LEA will use fiscal control and accounting procedures that will ensure proper disbursements and accounting of state funds paid to that agency under the program. The LEA will make all records available for audit when requested.
3. Funds may be used for direct program services, community notification processes, transportation services, and background checks related to the adults participating in the tutoring program.
4. The LEA will be responsible for expending these funds to provide free or subsidized adult English-language instruction for parents or community members who have pledged to provide personal English-language tutoring to English learners in kindergarten through grade twelve.

5. Pledge records will consist of the following information: name of school district, name of school, and the name and signature of parent or community member committed to tutor English learners. These records will be maintained for audit.
6. A Community-Based English Tutoring (CBET) plan will be adopted by the local governing board and include elements of instruction and achievement information as described by EC Section 317. The data collected shall be used, by the governing board, to review and revise the plan as necessary, not less than once every three years, and be made available to the state as requested.

Certification and Signature

I certify that: (1) the planned allocation and expenditures of funds for the CBET program are for educational services for eligible participants; (2) the expenditures of funds and the programmatic activities will be conducted in accordance with federal and state statutes and regulations, including the assurances contained in this application; (3) full records of program activities and expenditures will be maintained and made available for review and/or audit by the California Department of Education and/or the representatives or designees of the Department; and (4) a CBET plan has been written in accordance with California EC sections 315-317, and CCR, Title 5, sections 11315 and 11315.5.

I hereby certify that I have read the conditions contained in this document and agree to comply with all requirements as a condition of funding and that to the best of my knowledge the information contained in this CBET application form is complete and correct.

James Franco

Print Name of Superintendent or Designee

Signature of Superintendent or Designee

Date

Board Approval

James Vaughn

Print Name of Presiding Officer of Governing Board

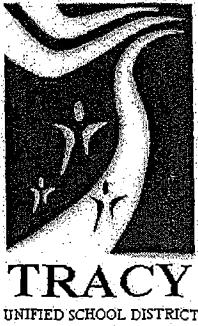
Board Approval Date

Signature of Presiding Officer of Governing Board

Date

Mail this application form, postmarked on or before May 30, 2008, to:

**Veronica Aguila, Administrator
Language Policy and Leadership Office
California Department of Education
1430 N Street, Suite 4309
Sacramento, CA 95814-5901**



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: *JS* Dr. Sheila Harrison, Assistant Superintendent of Educational Services
DATE: March 28, 2008
SUBJECT: Ratify Contract with Mary Ellen Murphy, M.A. CCC-SLP

BACKGROUND: A Speech Therapist employed by TUSD is going on medical leave. To provide the appropriate services for students with IEPs, we have contracted with Mary Ellen Murphy, a licensed Speech Language Pathologist (SLP), for speech therapy for 2 days per week. The remainder of medical leave vacancy will be filled with a Speech and Language Pathology Assistant (SLPA) two days per week. Ratification is necessary due to the fact that students' IEPs need to be covered to avoid compliance issues.

RATIONALE: A school district must provide designated instructional services in order for a child to benefit from his/her special education services. Speech therapy is a designated instructional service and the district needs to cover students' needs during the medical leave of the district SLP employee. This request supports Strategic Goal #1, "Provide a variety of learning opportunities in safe, caring learning environments in order to improve achievement."

FUNDING: The contract rate for the Mary Ellen Murphy is \$95.00 per hour, 8 hours per day (travel inclusive) for the remainder of the school year - 12 weeks. Contract expenses for Mary Ellen Murphy will not exceed \$18,240.00 for part time speech therapy coverage through June 20, 2008. Expenses are budgeted in account # 01-6500-0-5750-1180-5800-809-2542.

RECOMMENDATION: Ratify Contract with Mary Ellen Murphy, M.A. CCC-SLP

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 Mary Ellen Murphy, M.A. CCC-SLP, hereinafter referred to as "Contractor," is for consultant or special services to be performed by a non-employee of the District. District and Contractor, herein named, do mutually agree to the following terms and conditions:

1. Contractor shall perform the following duties: **Provide SLP services for speech/language assessment, therapy, IEP development and meetings.**
2. Contractor will provide the above services(s), as outlined in Paragraph 1, for a period of up to a total of **2 days per week, for a total of 12 weeks during the remainder of the YRE school year**, under the terms of this agreement at the following location: **Various TUSD school sites.**
3. In consideration of the services performed by Contractor, District shall pay Contractor according to the following fee schedule:
 - a. District shall pay **\$95.00 per Hour for SLP services, 8 hours per day (travel inclusive) not to exceed a total of \$18,240.00.** 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 \$ NA 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.
4. The terms of the agreement shall commence the week of **March 31, 2008**, and shall terminate on **May 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

Mary Ellen Murphy, M.A. CCC-SLP

Title

Address

Phone 650-248-6734, Fax 209-669-8521

Tracy Unified School District

Date

Director, Special Education
Title

01-6500-0-5750-1180-5800-800-2542
Account Number to be Charged

Department/Site Approval

Budget Approval

Date Approved by the Board

Send all copies to the Business Office:

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



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: ~~Dr. James Franco~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services
DATE: ~~March 27, 2008~~ March 28, 2008
SUBJECT: Approve Overnight Travel for Tracy High School Science Olympiad Team to Merced on April 25 – 26, 2008

BACKGROUND: The Tracy High Science Olympiad Team has earned the right to compete at the NorCal Science Olympiad State Finals on April 25 – 26, 2008, by placing third at the regional competition. The students would like to compete at the state level. Sixteen (16) students, Ken Wedel the advisor and Erin McKay the assistant advisor will attend this event; they will be staying at The Ramada in Merced. They will travel to Merced on the 25th; complete on the 26th and return home on the evening of Saturday, the 26th of April.

RATIONALE: The THS Science Olympiad Team has worked very hard to place third at the regional competition which is required to compete at the state level. It will give them a great opportunity to represent Tracy at a state competition where they may demonstrate their teamwork, knowledge and abilities in all areas of science. This will also provide students with an opportunity to meet and interact with high performing science students from across California. Students will be able to participate in real-world science problems on which many of the events are based. This meets Strategic Goal #2, Quality Learning Environment and Strategic Goal #4, Developing the Whole Student.

FUNDING: The total cost for lodging for the entire team is \$521.40. The estimated cost of meals is \$240.00. The San Joaquin County Office of Education will reimburse the District \$700.00 for meals and lodging. The balance of \$61.40 will come from the Science Olympiad Club funds. Mr. Anastasio has offered to pay for the vans to transport the students to UC, Merced from Tracy High funds.

RECOMMENDATION: Approve Overnight Travel for Tracy High School Science Olympiad Team to Merced on April 25 – 26, 2008

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



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services
DATE: April 2, 2008
SUBJECT: Ratify the San Joaquin County Office of Education Contract for SB472 Training (Professional Development Reading Institutes for K-9 Teachers)

BACKGROUND: The Reading Implementation Centers (RIC) at the San Joaquin County Office of Education is authorized by the state to provide a 40-hour, professional development workshop for teachers and/or administrators that complies with the Reading First, SB472 (formerly AB466) grant. The instructional content is program and grade specific. This agenda item needs to be ratified because it was necessary to immediately send a signed contract to the San Joaquin County Office of Education in order to open the registration site in time for teachers to register for the June 9, 2008 training.

RATIONALE: The Academic Performance Survey recommends that program improvement school districts provide teachers with state authorized training to ensure that the District's adopted reading program is implemented with skill and fidelity. To date, 298 of Tracy Unified School District's K-5 teachers have received SB472 or AB466 training. The SB472 grant provides the District with the opportunity to continue to provide this state approved training for the K-5 teachers who teach the Open Court Reading program and who have not yet attended AB466 or SB472 training.

FUNDING: The cost for the training ranges from \$850 to \$1,500 per individual depending upon the cost of contracted facilities and/or fewer participants than agreed upon between the District and RIC and/or other contingencies. The District is reimbursed for the training if the teacher attends the full five days and completes all assignments. Funding for the training will be paid from a restricted funding source and reimbursed through the SB472 grant.

RECOMMENDATION: Ratify the San Joaquin County Office of Education Contract for SB472 Training (Professional Development Reading Institutes for K-9 Teachers).

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



SAN JOAQUIN COUNTY OFFICE OF EDUCATION
**SAN JOAQUIN REGIONAL READING
 IMPLEMENTATION CENTER**

**CONTRACT FOR SB472 TRAINING
 (Professional Development Reading Institutes for K-9 teachers)**

This is an official contract letter with San Joaquin County Office of Education Reading Implementation Center to fund the training services for June 1, 2007 to June 30, 2007 and July 1, 2007 to June 30, 2008.

Tracy Unified School District School District will reimburse the Reading Implementation Center at the San Joaquin County Office of Education for training provided to teachers and/or administrators to comply with Reading First, SB472 grants or other district priorities. This contract can/will cover professional development that is funded through Title I, Title II, Title III etc.

The training schedule is available upon request. There is a cost of **\$850 per individual, and could be as much as \$1,500**, dependent upon the cost of contracted facilities and/or fewer participants than agreed upon between the district and RIC and/or other contingencies.

Participants are expected to arrive on time and fully attend each day's session. In emergency cases where a participant cannot attend a full day, or part of a day, it is expected that the participant will attend another institute to make-up the time missed. This attendance must be at a San Joaquin County RIC sponsored SB472 institute, or an SB472 institute sponsored by a California Reading Implementation Center.

Please indicate how many teachers per grade level you anticipate will attend. These numbers assist you in determining your cost for this event and helps our planning for rooms, instructors, materials and food.

There is a cost of \$50 per day if the make-up is done with SJCOE/RIC, and \$100.00 if another RIC is used.

	K	1	2	3	4	5	6
Year 1	3	4	1			1	
Year 2							
Year 3							
Year 4							
Other							

There will also be a \$50.00 per person no show fee. All cancellations must be done in advance online at www.readinglions.net.

Local leaders should assign Resource Teachers/Administrators to a grade level. This contract does not guarantee any registrations or hold on grade level openings. A district representative, or the participant, must go to www.readinglions.net/register to register. A confirmation of registration can be printed at the conclusion of registration.

Registration is on a first come first served basis. Registration closes 10 working days prior to the start of the institute. Walk-ins are strongly discouraged. Registration may close early when capacity is reached.

A current signed contract must be on file with the RIC prior to registering online.

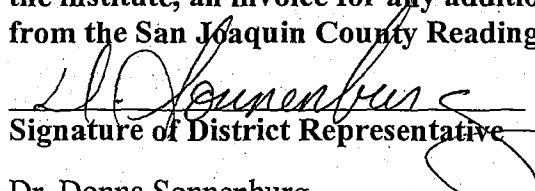
Institutes with low registration numbers will be cancelled and districts will be asked to schedule teachers into other institute dates.

The Reading Implementation Center of San Joaquin County Office of Education will provide:

Professional development sessions that include 40 hours of initial in-class training and homework. Sessions are taught by experienced teachers who have appropriate content knowledge and first-hand experience with Houghton Mifflin and/or Open Court materials.

Professional development sessions, by grade level, that include appropriate daily homework and offer opportunities to interested participants for additional study through UCLA (4 or 8 quarter unit options). Each professional development session will be evaluated through written participant feedback and instructor evaluations.

Each district or school is expected to send payment in the form of a check (no purchase orders will be accepted) at least 7 working days prior to the start of the institute. After the close of the institute, an invoice for any additional participants and an attendance record will be sent from the San Joaquin County Reading Implementation Center.


Signature of District Representative

Dr. Donna Sonnenburg
Printed Name of District Representative

Signature of RIC Director

Ellen Hancock, Ed.D.
Printed Signature of SJRIC

Tracy Unified School District 4-1-08
Name of District Date

Date


Signature of Business Office Contact for District

Dr. Casey Goodall, Associate Superintendent of Business Services
1875 W. Lowell Ave.
Tracy, CA 95376
209-830-3230

Printed Name and Address of Business Office Contact for District

Forward this signed contract to Dr. Ellen Hancock, Director, San Joaquin County Office of Education, P.O. Box 213030, Stockton, CA 95213-9030, (209) 468-4967, and Fax (209) 468-9232
3.13.08



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: ~~Mr.~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services
DATE: March 28, 2008
SUBJECT: Approve Overnight Travel for Six Tracy High School KEY Club Members and One Chaperone to Participate in the KEY Club District Convention in Sacramento on April 18-20, 2008

BACKGROUND: The Tracy High School KEY Club requests permission to travel to Sacramento for the KEY Club District Convention, filled with workshops to foster leadership skills and elections of next year's district officers. The club members attending the convention will stay at the Clarion Mansion Inn. The Convention will take place from April 18 to April 20, 2008 at the Sacramento Convention Center. The KEY Club members attending will be Kristen Holtz, Kristina Rodriguez, Rebecca Shipman, Ryan Ng, Stephanie Diaz, and Kelcie Rodriguez. They will be chaperoned by Brian Musich, the KEY Club advisor at Tracy High School. Mr. Musich and Mrs. Holtz will transport the members by private vehicles, with all drivers district approved.

RATIONALE: The KEY Club Convention is meant to inform members of what is occurring with KEY Clubs all around the world. New officers for the District will be elected. Members can benefit from the many workshops available at the convention as well. These workshops are designed to help develop leadership skills. This activity aligns with Strategic Goal #4 (Developing the Whole Student) and Strategic Goal #5 (Citizenship).

FUNDING: The cost is as follows:

\$594	Hotel at \$99 per night plus tax for 2 nights (3 rooms: one for girls, one for Ryan Ng, and one for the Chaperon, Mr. Musich)
\$966	Regular registration at \$138 for seven people
\$70	Gas/Transportation
_____	Food included in registration fee
\$1630	Total Cost

Fundraisers have been held from July to the end of the March to cover the cost. The amount fundraised so far is \$980. Advisor Brian Musich's cost will be covered by KEY Club funds. Members will pay for individual expenses that are not covered by funds already raised by the club.

RECOMMENDATION: Approve Overnight Travel for Six Tracy High School KEY Club Members and One Chaperone to Participate in the KEY Club District Convention in Sacramento on April 18-20, 2008

PREPARED BY: Pat Anastasio, Principal, Tracy High School.



HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: James Mousalimas, Assistant Superintendent of Human Resources *JM*
DATE: March 28, 2008
SUBJECT: Approve Classified, Certificated, and/or Management Employment

BACKGROUND:

Pereira, Victoria

Sheffield, Jay

St. Elkins, Wendy

CLASSIFIED

Payroll Technician (Replacement)
DEC/Finance
8 hours per day
Range 40, Step E - \$21.92 per hour
Funding: General Fund

Maintenance Specialist (HVAC) (New)
DEC/Maintenance
8 hours per day
Range 52, Step C - \$26.44 per hour
Funding: Ongoing and Major Maintenance

I.E.P. Para Educator I (Replacement)
West High School
5 hours per day
Range 24, Step D - \$14.37 per hour
Funding: Special Ed-IDEA

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 *JM*
DATE: March 28, 2008
SUBJECT: Approve Classified, Certificated, and/or Management Employment

BACKGROUND:

Domenichelli, Cheryl

MANAGEMENT

Principal
Kimball High School
Class D, Range 55, \$111,624.40
Funding: General Fund



HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: James Mousalimas, Assistant Superintendent of Human Resources *Jm*
DATE: March 28, 2008
SUBJECT: Accept Resignations/Retirements/Leave of Absence for Classified, Certificated, and/or Management Employment

BACKGROUND:

CERTIFICATED RESIGNATION

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Holmgren, Gayle Kindergarten	South/West	5/30/08	Personal
Gumm, Donald Science	Monte Vista	5/30/08	Personal
Jaffe-Bird, Abby	Stein	5/30/08	Personal
McBrayer, Melissa (K-5)	McKinley	5/30/08	Personal
Driggs, Ralph Business	Tracy High	5/30/08	Personal
McLane, Jeanette 5 th Grade	McKinley	5/30/08	Personal

BACKGROUND:

CLASSIFIED RESIGNATION

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Mendoza, Maria Special Ed Para Ed I	Hirsch	03/28/08	Personal

McMahon, Eric
School Security

West High 04/01/08

Personal

Webster, Jennifer
IEP Para Ed I

George Kelly 03/28/08

Personal

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

Prepared by: James Mousalimas, Assistant Superintendent of Human Resources



TRACY
UNIFIED SCHOOL DISTRICT

BUSINESS SERVICES MEMORANDUM

TO: James Franco, Superintendent
FROM: C. Goodall, Assistant Superintendent for Business
DATE: March 17, 2008
SUBJECT: Acknowledge Revised Administrative Regulation 1330.1 Facility Use (First Reading)

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

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

FUNDING: There is no cost to name these facilities.

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES**A. Purpose and Scope**

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

B. General

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

C. Forms Used and Additional References

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

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

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

D. Procedure**1. Notifications**

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

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

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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

2. Procedures

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

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

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

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

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

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

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

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

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

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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

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

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

Prioritization and Fees

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

Tier 1: EDUCATION OF DISTRICT STUDENTS

1. Curricular, co-curricular, and extra-curricular school events of any official Tracy Unified School District course, team or activity group (provide list), and no participation fee is charged.
2. Also, co-curricular and extra-curricular events involving Tracy Unified School District students from schools other than the sponsoring school, and from which all proceeds are collected into and expended from the school site Associated Student Body fund, and at which the custodial costs are mitigated by a district administrator or certificated employee opening, closing, and ensuring the facility is cleaned, and from which all proceeds go to the school site for use, and at which all labor, including any coaching, is voluntary and not paid.
3. Events officially sponsored by the School Board in support of the District's Service Learning Program, and at which the custodial costs are mitigated by a district administrator or certificated employee opening, closing, and ensuring the facility is cleaned, and for which no heating, ventilation, or air conditioning is to be provided.
4. And, official school parent club and PTA meetings in which only non-risk activities take place. (High risk activities include athletic events, outside vendors, cooking, serving food, dancing, etc. Note extreme hazardous risks include: trampolines, bungees, and jumping devices, fireworks, aircraft, parachutes, domesticated or wild animals, rodeo, racing, circuses. These extreme high risk uses require additional insurance as described later. Food and fund raising vendors must be appropriately licensed and have insurance which includes a certificate designating the district as an "additional insured".)

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

5. In addition to these uses, and because it is considered the civic duty of the school district, the San Joaquin County Registrar of Voters, is included in this tier for election purposes.
6. Relay for Life.

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

Tier 2: NON-CURRICULAR DIRECT SUPPORT OF DISTRICT STUDENTS

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

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

Tier 3: NON-CURRICULAR INDIRECT SUPPORT OF DISTRICT STUDENTS

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

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

Tier 4: YOUTH RECREATION

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

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES**Tier 5: OTHER NON-PROFIT USES OF FACILITIES**

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

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

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

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

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

CUSTODIAL FEES

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

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

OPENING AND CLOSING

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

1. Facility Use Policy and Administrative Regulation
2. Restroom cleanliness standards and procedures
3. Blood Borne Pathogens
4. Hazardous Materials Safety

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

5. Asbestos safety
6. Fire safety and response
7. Use of district keys
8. Use of site alarm system
9. Heating, Ventilation, and Air Conditioning (HVAC) bypass timers
10. Pre- and Post-Inspections

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

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

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

INSURANCE REQUIREMENTS AND FEES

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

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

The Certificate of Insurance must include all of the following:

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

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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

DOMESTICATED OR WILD ANIMALS

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

LIFE GUARD CERTIFICATION

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

FEES

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

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

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

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

CANCELLATION

Because the District must process applications and schedule staff to open and close the facilities, cancellations must be made 24 hours in advance of a scheduled event and/or for

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

weekend events on Friday prior to the weekend. Events which are cancelled within 24 hours or for which no notification is made shall forfeit all fees.

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

FEES AND INSURANCE REQUIREMENTS

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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

EXCEPTIONS/FACILITY USE COMMITTEE

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

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

IN-KIND SERVICES

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

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

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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

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

CONDITIONS OF USE:

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

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

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

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

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

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

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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

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

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

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

4. Reports Required

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

5. Record Retention

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

6. Approved by Administrator of Division

Assistant Superintendent for Business Services

TUSD Acknowledged: October 26, 2004

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES



TRACY
UNIFIED SCHOOL DISTRICT

TRACY, UNIFIED SCHOOL DISTRICT
Attn: Facility Use Department
1875 W. Lowell Ave.
Tracy, CA 95376

APPLICATION AND AGREEMENT
FOR USE OF FACILITY
FACILITY USE DEPT: (209) 830-3200 x1133
Fax Number: (209) 830-3259

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

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES**APPLICATION AND AGREEMENT FOR USE OF FACILITY - PAGE 2 of 3**

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

Use of kitchens

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

Sport Leagues

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

Keys

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

Rules of conduct

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

Payment

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

Return Check Fee:

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

Scheduling

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

Organization Initials:**Date:****APPLICATION AND AGREEMENT FOR USE OF FACILITY - PAGE 3 of 3**

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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

Normal Insurance Requirements

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

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

High Risk Insurance Requirements

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

Insurance Indemnification

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

Cancellation

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

Statement of Information

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

Declaration

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

Organization: _____

Signature of Authorized Representative: _____

Date: _____ Phone: _____ Other: _____

TRACY UNIFIED SCHOOL DISTRICT**Community Use of School Facilities
Rules and Regulations**

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

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

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

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

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

USE OF DISTRICT FURNITURE AND EQUIPMENT. When a scheduled use includes use of district furniture or equipment, the user will inspect said furniture and equipment prior to use to ensure the safety of user participants.

DAMAGE/SECURITY DEPOSIT. A damage/security deposit of \$500.00 will be charged to any outside user prior to use of facility. This is a refundable deposit and will be refunded after use provided no damage occurs and all other fees have been paid. The applicant agrees to reimburse Tracy Unified School District for all costs incurred in repairing damages including, but not limited to the facility, furnishings, fixtures, grounds, and/or additional cleaning required outside of the normal scope for said facility, which occurred in connection with the permitted activity and caused by the renter, sponsoring organizations, and/or attendees. Reimbursement for such expenses will be in addition to the security deposit.

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

Attachment B: Schedule of Community Rental Fees

Rooms	Utilities / Hr	Wear & Tear/ Hr	Custodia l/ Staff/ Hr	Admin Cost/Processi ng Timeframe or Change	Tier 6 Fair Rental Markup/ Hr
Classroom	\$0.90	\$16.50	\$33.29	\$40.94	\$66.00
Multi-Purpose Room	\$2.33	\$16.50	\$33.29	\$40.94	\$66.00
Library	\$2.33	\$16.50	\$33.29	\$40.94	\$66.00
High School Teacher Lounge	\$2.33	\$16.50	\$33.29	\$40.94	\$66.00
Cafeteria	\$4.98	\$16.50	\$33.29	\$40.94	\$66.00
Kitchen – Elementary	\$5.50	\$16.50	\$33.29	\$40.94	\$66.00
Kitchen – Secondary	\$16.50	\$16.50	\$33.29	\$40.94	\$66.00
Computer Lab	\$2.33	\$16.50	\$33.29	\$40.94	\$66.00
Science Lab	\$2.33	\$16.50	\$33.29	\$40.94	\$66.00
MS Gymnasium	\$8.94	\$16.50	\$33.29	\$40.94	\$66.00
MS Multi-Purpose Room	\$8.94	\$16.50	\$33.29	\$40.94	\$66.00
THS Room 62	\$2.33	\$16.50	\$33.29	\$40.94	\$66.00
High School Dance Room	\$2.33	\$16.50	\$33.29	\$40.94	\$66.00
Theater	\$8.81	\$16.50	\$33.29	\$40.94	\$66.00
Theater Sound Room/Lighting	\$10.00				
Theater Dressing Room	\$0.90	\$16.50	\$33.29	\$40.94	\$66.00
Theater Classrooms	\$0.90	\$16.50	\$33.29	\$40.94	\$66.00
HS Cafeteria	\$7.18	\$16.50	\$33.29	\$40.94	\$66.00
HS Gymnasium	\$9.18	\$16.50	\$33.29	\$40.94	\$66.00
HS Sub Gym	\$8.94	\$16.50	\$33.29	\$40.94	\$66.00
HS Weight Room	\$0.90	\$16.50	\$33.29	\$40.94	\$66.00
Tracy High Swimming Pool	\$18.01	\$33.00	\$33.29	\$40.94	\$66.00
West High Pool (Entire Pool)*	18.01	\$52.00	\$33.29	\$40.94	\$66.00
West High Pool (Half Pool)*	36.02	\$104.00	\$33.29	\$40.94	\$66.00
District Education Center. Board Room (no technology)	\$2.33	\$16.50	\$33.29	\$40.94	\$66.00
District Education Center Board Room (w/ technology)	\$2.33	\$16.50	\$68.03	\$40.94	\$66.00
District Education Center General Conference Room	\$0.90	\$16.50	\$33.29	\$40.94	\$66.00
ISET Training Room (no technology)	\$2.33	\$16.50	\$33.29	\$40.94	\$66.00
ISET Training Room (with technology)	\$2.33	\$16.50	\$68.03	\$40.94	\$66.00
District Staff Development Training Room	\$2.33	\$16.50	\$33.29	\$40.94	\$66.00

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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

*The West High Pool has priority of use on weekends from the Memorial Day weekend through the Labor Day weekend, and weekdays from the final regular school day of the school year, , through the first return day of the new school year. Facility Use requests during these dates should be made directly to the City of Tracy.

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

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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

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

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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

Types of Fields Available At Each Site

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

*grassy fields

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

Attachment C: Room Use and Clean-Up Check List

Room Cleaning Checklist Before Use

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

Site: _____ Date: _____ Time: _____

Authorized District Employee Opening and Closing Facility: _____

User Group Name: _____

Responsible Group Representative Signature: _____

Actual Custodial hours worked Opening _____

Actual Custodial hours worked Closing _____

CONDITION OF PREMISES BEFORE USE:

CL – Clean ND – No Damage EN – Exceptions Noted

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

**Complete Page 2 – Check-Out and
Return to Maintenance and Operations Department-Facility Use-fax# 209-830-3259**

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

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

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

Describe problems: _____

Custodian: _____ Date: _____

Facility User: _____ Date: _____

Time: _____

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

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

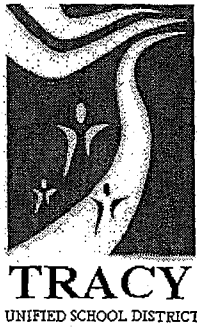
Attachment D: In-Kind Services Estimate Documentation Form

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

Job Description

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

DESCRIPTION	QUANTITY	MATERIALS	LABOR	SUB- CONTRACT	TOTAL



BUSINESS SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business
DATE: March 28, 2008
SUBJECT: Adopt Resolution No. 07-23 Ordering Formation of School Facilities Improvement District No. 3 of the Tracy Joint Unified School District

BACKGROUND: A comprehensive facilities assessment is being conducted for TUSD schools within the boundaries of the K-12 portion of the District. The purpose of the assessment is to provide TUSD with a planning tool to address critical needs of the District so both the Facilities and Maintenance Departments can allocate funds to the District's needs, as they become available. Deferred Maintenance Funds provide a limited amount funding and are typically diverted to unanticipated emergencies. Another option for facilities funding could come from utilizing a Proposition 39 Bond Election that requires a 55% voter approval rate. A Proposition 39 Bond Election can only be held in conjunction with a regularly scheduled local election or a general election date. The opportunities where this can be utilized in the future are: June 3, 2008; November 4, 2008 and June 1, 2010.

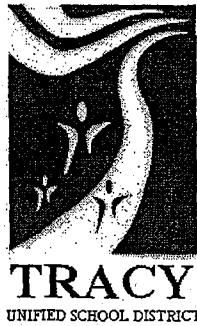
Staff is not recommending to the Board to move forward with a Proposition 39 Bond Election at this time, however, in the event that this is an option the Board would like to pursue, the School Facilities Improvement District (SFID) will have been created and would allow the Board to move forward with an election date if it is decided to do so.

RATIONALE: Creating the SFID at this time gives the Board the flexibility to pursue a Proposition 39 Bond if it is the Board's desire to do so. Legal council has prepared the attached Resolution as required for the formation of the SFID to be used in future elections benefiting those schools within the K-12 boundaries of TUSD.

FUNDING: Funding for the creation of the SFID will come from developer fees and unrestricted facilities funds. Funds can be reimbursed from the proceeds of a successful bond measure.

RECOMMENDATION: Adopt Resolution No. 07-23 Ordering Formation of School Facilities Improvement District No. 3 of the Tracy Joint Unified School District.

Prepared by: Denise Wakefield, Director of Facilities



**TRACY JOINT UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 07-23**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
TRACY JOINT UNIFIED SCHOOL DISTRICT ORDERING
FORMATION OF SCHOOL FACILITIES IMPROVEMENT
DISTRICT NO. 3 OF THE TRACY JOINT UNIFIED
SCHOOL DISTRICT**

WHEREAS, on February 26, 2008, 2008, the Board of Trustees (the "Board") of the Tracy Joint Unified School District (the "School District"), located within the County of Riverside (the "County"), adopted a resolution entitled "A Resolution of the Board of Trustees of the Tracy Joint Unified School District of Intention to Form a School Facilities Improvement District" (the "Resolution of Intention"), stating its intention to form a school facilities improvement district (the "School Facilities Improvement District") proposed to be named the School Facilities Improvement District No. 3 of the Tracy Joint Unified School District pursuant to Chapter 2 (the "SFID Chapter") of Part 10 of Division 1 of Title 1 of the California Education Code (the "Education Code") and setting April 8, 2008 as the date for a public hearing to be held on the formation of the School Facilities Improvement District; and

WHEREAS, pursuant to the Resolution of Intention, notice of such public hearing was published in the *Tracy Press* on March 5, 2008, and March 12, 2008, in accordance with the SFID Chapter; and

WHEREAS, on this date, the Board conducted and closed said public hearing; and

WHEREAS, at the hearing, the testimony of all interested persons, including any persons owning lands within the School District, or in the proposed School Facilities Improvement District, on the formations of the School Facilities Improvement District and matters set forth in the Resolution of Intention was heard;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Tracy Joint Unified School District as follows:

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

Section 2. The School Facilities Improvement District is hereby ordered formed for the purposes and with the boundaries described in the Resolution of Intention pursuant to the SFID Chapter.

Section 3. The School Facilities Improvement District is hereby named "School Facilities Improvement District No. 3 of the Tracy Joint Unified School District."

Section 4. The estimated cost of the school facilities, furniture and equipment, and land proposed to be financed, as described in the Resolution of Intention, from bonds of the School Facilities Improvement District is \$75,000,000, including costs incidental to the creation of the School Facilities Improvement District, the conduct of a bond election and the issuance of the bonds.

Section 5. The boundaries of the territory included in the School Facilities Improvement District are described in the map (the "Boundary Map") showing the exterior boundaries of the territory included in the School Facilities Improvement District on file with the Clerk of the Board. The Clerk of the Board is hereby directed to sign the original Boundary Map and to file a copy of this Resolution and the Boundary Map with the County Auditor, the County Assessor, and the County Superintendent of Schools, and to file the same with the State Board of Equalization and the State Superintendent of Public Instruction, no later than December 1, 2008.

Section 6. This Resolution shall be effective from and after its date of adoption.

PASSED AND ADOPTED this day, April 8, 2008, by the following vote:

AYES:

NOES:

ABSTAIN

ABSENT:

President of the Board of Trustees
Tracy Joint Unified School District

Attest:

Clerk of the Board of Trustees

CLERK'S CERTIFICATE

I, _____, Clerk of the Board of Trustees of the Tracy Joint Unified School District, hereby certify that the foregoing is a full, true and correct copy of a resolution duly adopted at a regular meeting of said Board of Trustees duly and regularly held on April 8, 2008, of which meeting all of the members of said Board of Trustees had due notice and at which a majority thereof were present; and that at said meeting said resolution was adopted by the following vote:

AYES:

NOES:

ABSENT OR NOT VOTING:

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

I further certify that I have carefully compared the same with the original minutes of said meeting on file and of record in my office; that the foregoing resolution is a full, true and correct copy of the original resolution adopted at said meeting and entered in said minutes; and that said resolution has not been amended, modified or rescinded since the date of its adoption, and the same is now in full force and effect.

Dated: _____, 2008

Clerk of the Board of Trustees
Tracy Joint Unified School District



BUSINESS SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business
DATE: March 28, 2008
SUBJECT: **Authorize Release of Request for Qualifications (RFQ) for Lease-Leaseback Contractors for the West High School Performing Arts Building and Tracy High School Modernization**

BACKGROUND: Both Tracy High School Modernization and West High School Performing Arts Building projects are underway as part of the Measure E bond project list. The West High Performing Arts Building has been submitted to the Division of State Architect (DSA) and approved plans are expected back in June 2008. Construction of the West High School Performing Arts Building is anticipated to begin in July 2008 with expected occupancy in September 2009. The Tracy High School Science Building and HVAC project are currently underway; however the balance of the Modernization projects are just beginning the schematic design stage and will be realized in phases throughout the next couple years. DSA approved plans are expected in March 2009 for the earlier phases of modernization and construction is anticipated to begin thereafter. Other phases of modernization are currently in the final stages of the master planning process and schematic planning is expected to begin subsequently.

RATIONALE: TUSD is using the Lease-Leaseback delivery method for the planning and construction of Kimball High School with encouraging results. Due to the current favorable bidding climate, staff believes that this project delivery method would again benefit TUSD on the West High School Performing Arts Building and on the Tracy High School Modernization projects. Generally, it is believed that this partnership or "team" approach to building schools is a better and more cost effective way to get the best product for the best price. Some advantages of this delivery method include: the selection of the contractor based upon qualifications, involving the contractor in the early stages of design so that there are minimal change orders, value engineering, constructability review, and a guaranteed maximum price.

TUSD's legal counsel, Kronick Moskovitz Tiedemann & Girard, have prepared a "Request for Qualifications" for the selection of a qualified general contractor(s) to participate as a lease-leaseback partner in the delivery of the future THS Modernization and WHS Performing Arts Building.

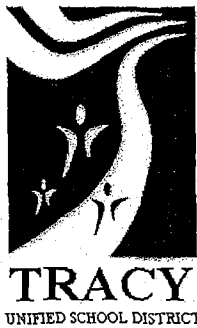
Once approved, the RFQ will be distributed to selected contractors who will respond by April 25, 2008. The responding contractors qualifications will be reviewed by the Facilities Committee and the Committee will ask the TUSD Board to approve recommended Lease-Leaseback contractor(s) at a future Board meeting for the West High School Performing Arts Building. The Tracy High School Modernization will include a "predevelopment agreement" which will precede the lease-leaseback contract. This agreement will allow the selected

contractor to participate in the design stage of the project with suitable compensation; however, once the design phase is complete, TUSD will have the option to consider other contractors if desired.

FUNDING: Tracy High School Modernization utilizes funding from Redevelopment Bond Revenue, State New Construction and Modernization Bond Funds, Measure E Bond Funds, and Career Technical Education Grant Funding. West High School Performing Arts Building will utilize funding from State Bond New Construction Funds and Measure E Bond Funds.

RECOMMENDATION: Authorize Release of Request for Qualifications (RFQ) for Lease-Leaseback Contractors for the West High School Performing Arts Building and Tracy High School Modernization

Prepared by: Bonny Carter, Facilities Planner



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: *JS* Dr. Sheila Harrison, Assistant Superintendent of Educational Services
DATE: March 10, 2008
SUBJECT: Adopt Resolution 07-22 Authorizing the Approval to Enter into a Transaction with the California Department of Education for the Purpose of Providing Child Care and Development Services and to Authorize the Designated Personnel to Sign Contract Documents for Fiscal Year 2007-2008

BACKGROUND: Yearly the California Department of Education offers small competitive grants to support programs that offer child care and development services to infants and toddlers. In the past, the District's Student Teens Educational and Parenting Support (STEPS) program has received small grants to enrich the program.

RATIONALE: This year's grant is \$2,633. The funds will be used to purchase infant and toddler toys for the District's STEPS program. In the past years, the small grants came as an additional allocation to the District with no requirement from the State Department of Education to adopt a Resolution. For the 2007-2008 fiscal year, the State Department of Education is requesting that Governing Boards adopt the attached resolution and authorize the designated personnel to sign contract documents for the grant. This agenda item supports Strategic Goal #2-Quality Learning Environment.

FUNDING: Grant award \$2,633, no cost to the district.

RECOMMENDATION: Adopt Resolution 07-22 Authorizing the Approval to Enter into a Transaction with the California Department of Education for the Purpose of Providing Child Care and Development Services and to Authorize the Designated Personnel to Sign Contract Documents for Fiscal Year 2007-2008.

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

RESOLUTION NO.07-22

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2007/08.

RESOLUTION

BE IT RESOLVED that the Governing Board of Tracy Unified School District

authorizes entering into local agreement number/s 07-22 and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Casey Goodall</u>	<u>Associate Superintendent</u>	
<u>Ann Herrington</u>	<u>STEPS Coordinator</u>	

PASSED AND ADOPTED THIS _____ day of _____ 2007/08, by the Governing Board of Tracy Unified School District of San Joaquin County, California.

I, _____, Clerk of the Governing Board of Tracy Unified School District, of San Joaquin County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a _____ meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's signature)

(Date)



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: ~~Dr. James Franco~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services
DATE: March 11, 2008
SUBJECT: Approve Contract with J.D. Wesson & Associates to Provide Training for Campus Security and Assistant Principals

BACKGROUND: Safety is a priority at the District's schools. The District convened a Task Force to explore strategies to improve student safety. One of the Task Force's recommendations was to provide training to the campus security personnel and to Assistant Principals in order to continue to provide safe school sites. J. D. Wesson & Associates will provide this training for our staff. Training sessions will begin in April, 2008 to complete 5 sessions by the end of this school year. The remaining 7 sessions will be completed during the 1st semester of the 2008-2009 school year.

RATIONALE: SB 1626 requires all K-12 Security Persons who work 20 hours or more per week receive 24 hours of training. This agenda item supports Strategic Goal #2 – Quality Learning Environment.

FUNDING: School Safety and Violence Prevention Funds will pay the cost of \$5,090.00.

RECOMMENDATION: Approve Contract with J.D. Wesson & Associates to Provide Training for Campus Security and Assistant Principals.

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

TRACY UNIFIED SCHOOL DISTRICT

1875 W. Lowell Avenue, Tracy, California 95376

AGREEMENT FOR SPECIAL CONTRACT SERVICES

This agreement, by and between Tracy Unified School District, hereinafter referred to as "District," J.D. Wesson & 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: provide training for campus security and assistant principals.
2. Contractor will provide the above services(s), as outlined in Paragraph 1, for a period of up to a total of 24 hours (24) HOURS/DAY(s) (circle one), under the terms of this agreement at the following location :
3. In consideration of the services performed by Contractor, District shall pay Contractor according to the following fee schedule:
 - a. District shall pay \$ \$5,090.00 (FLAT RATE) (circle one), not to exceed a total of \$ 5,090.00. 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 \$ 0 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 April 9, 2008, and shall terminate on December 19, 2008.
5. This agreement may be terminated at any time during the term by either party upon 30 day's written notice.
6. Contractor shall contact the District's designee, Paul Hall at (209) 830-3280 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)

Tracy Unified School District

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.

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J.D. WESSON & ASSOCIATES

A PROFESSIONAL INSURANCE INVESTIGATIVE SERVICES NETWORK

CA LICENSE: PI 16264

February 18, 2008

Paul Earl Hall
Director of Student Services & Curriculum

R.G. Fagin
Truancy Coordinator
Student Services Department
1875 W. Lowell Avenue
Tracy, CA. 95376

Dear Sirs:

Thank you for the opportunity to bid on the training for Campus Security. Upon rechecking the website for BSIS some changes have occurred for the better since our training in Stockton. The required time for training School Security Guards working more than 20 hours per week is now 24 hours. A syllabus is provided by BSIS and the training I have prepared for you is designed around that syllabus. SB 1626 states the mandatory training may be provided by the Local School District and approval from POST and BSIS is not necessary. However, they suggest you use POST certified Instructors. I have been a POST instructor for over 25 years and completed a 40 hour Instructor Development update in November 2007.

The mandatory training will include:

Roles & Responsibilities of School Security Officers

Laws & Liability

Security Awareness in the Educational Environment

Mediation/Conflict Resolution

Disasters and Emergencies (I intend to include training on the use of a fire extinguisher by the Tracy Fire Department)

Dynamics of Student behavior (Including Gang & Drug Recognition)

And an Examination

Because of the shortening of the length of the class from 40 hours to 24 hours it will not include:

Interview & Interrogation Techniques

Report Writing/ Metal Detector

Defensive Tactics

Qualification for a BSIS Guard Card

> CAN BE ADDED
2 HRS FOR EACH CLASS

AB 1113 School Safety Block Grant Funds may be used to pay for the mandated training provided the school district determines that this purpose would "materially contribute to meeting the goals and objectives of current law in providing for safe schools and preventing violence among pupils."

Walt Kosta
JD Wesson and Associates
436 Bettona Way
American Canyon, CA. 94503
Tel. (707) 557-4788, (415) 246-7511 Mobile
wkosta@sbcglobal.net

Curriculum for Tracy Unified School District Campus Security Training -24 hours

School Security Guard Training

Tracy Unified School District

Organize and develop a 24 hour training program for School Security Guards.

Provide instructional training for 24 of the 24 hours in the program.

The proposed classes will be broken down into 12 two hour sessions:

Class I	Orientation & Role & Responsibility of School Security Officer (2 hours)
Class II	Role & Responsibility of School Security Officer (2 hours)
Class III	Laws & Liability (2 hours)
Class IV	Laws & Liability (2 hours)
Class V	Laws & Liability (2 hours)
Class VI	Laws & Liability (2 hours)
Class VII	Security Awareness in the Educational Environment (2 hours)
Class VIII	Security Awareness in the Educational Environment (1 hour) & Mediation/Conflict Resolution. (1 hour)
Class IX	Mediation/Conflict Resolution (2 hours)
Class X	Mediation & Conflict Resolution (1 hour), Disaster & Emergency (1 hour)
Class XI	Dynamics of Student Behavior – Substance abuse, Drugs, Cultural differences (2 hours)
Class XII	Dynamics of Student Behavior – Gangs, Final Exam (2 hours)

Classes will held at your choice of venue, A certificate of completion will be issued upon completion of the class. I will supply a computer and power point projector for the class.


The course breakdown would be as follows

Course development and preparation 8 Hours	= \$ 680.00
Travel time 1.5 hours X 12 trips @ .50 Cents	= \$1530.00
Training Time 24 hours	= \$2040.00
Mileage 140 miles X 12 classes @ .50 cents a mile	= \$ 840.00
Total	= \$5090.00

This quote is all inclusive with the exception of copying handout materials. This quote is all inclusive with the exception of copying the handout materials.



HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: James Mousalimas, Assistant Superintendent, Human Resources 
DATE: March 5, 2008
SUBJECT: Approve Declaration of Need for Fully Qualified Educators

BACKGROUND:

In order for Tracy Unified School District teachers to be granted emergency permits if needed, the governing board is required to certify that there is an insufficient number of certificated persons who meet the District's specified employment criteria for the positions listed on the attached forms.

RATIONALE:

Each school year the district has to submit an estimate of the number of emergency permits that the district anticipates needing for the upcoming school year. This Declaration of Need must be approved by the School Board at a regular public meeting before being submitted to the California Commission on Teacher Credentialing. An estimate of District's need is shown on the attached forms. This Declaration of Need can be modified during the school year if the needs of the District change.

FUNDING: None

RECOMMENDATION: Approve Declaration of Need for Fully Qualified Educators.

PREPARED BY: James Mousalimas, Assistant Superintendent – Human Resources.



DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

- ☒ Original Declaration of Need for year: 2008-2009
☐ Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

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

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

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

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

► Enclose a copy of the board agenda item

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2009.

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

James Mousalinas Asst. Supt. - H.R.
Name Signature Title
209 830-3264 209 830-3260
Fax Number Telephone Number Date
1875 W. Lowell Ave. Tracy CA 95376
Mailing Address
gmwells@tbsd.net
E-Mail Address

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

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

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

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

► Enclose a copy of the public announcement

Submitted by Superintendent, Director, or Designee:

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

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

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

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

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

Type of Emergency Permit

Estimated Number Needed

CLAD (applicant already holds teaching credential)

150

BCLAD (applicant already holds teaching credential)

10

List target language(s) for BCLAD:

Spanish

Resource Specialist

5

Teacher Librarian Services

2

Visiting Faculty Permit

—

LIMITED ASSIGNMENT PERMITS

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

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

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

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

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

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

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

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program?

☒ Yes

☐ No

If no, explain. _____

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

☒ Yes

☐ No

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

50

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

Impact; Stanislaus; Project Pipeline; Univ. of the Pacific; Univ. of Phoenix; National; Chapman; Univ. of Sacramento

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



HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: James Mousalimas, Assistant Superintendent *JM*
DATE: February 29, 2008
SUBJECT: Acknowledge Receipt of CSEA's Sunshine Proposal for
the 2008-2009 School Year

Background: The three-year contract between the California School Employees Association (CSEA) and the Tracy Unified School District expires on June 30, 2008. The contract has a provision for parties to "meet and negotiate" if mutually agreed upon by both parties, with respect to any subject or matter whether referred to or covered in the Master Agreement or not. The CSEA is requesting to meet and negotiate with the District for the Articles shown on the attached proposal. The District's proposal shall be submitted at the next regularly scheduled Board Meeting.

Recommendation: Acknowledge Receipt of CSEA's Sunshine Proposal for the 2008-2009 school year.

Prepared by: James Mousalimas, Assistant Superintendent



California
School
Employees
Association

5375 West Lane
Stockton, CA 95210

(209) 472-2170
(800) 757-4229
FAX: (209) 472-2089
www.csea.com

Member of the AFL-CIO

The nation's largest
independent classified
employee association

Member of the National
Association of Classified
School Employees
(NACSE), representing
independent public
employees throughout
the nation

February 29, 2008

VIA FACSIMILE and U.S. MAIL

James Mousalimas
Associate Superintendent of Human Resources
Tracy Unified School District
1875 W. Lowell Avenue
Tracy, CA 95376

Dear Jamie:

Pursuant to the agreement between the California School Employees Association and its Tracy Chapter #98, and the Tracy Unified School District that expires on June 30, 2008, listed below please find the articles we propose for review, amendment and/or modification to the current collective bargaining agreement for the fiscal year 2008-2009.

Article VIII - Pay Allowances
Article X - Fringe Benefits
Article XII - Transfers and Promotions
Article XX - Extended Sick Leave
Article XXI - Sick Leave
Article XXII - Personal Necessity/Personal Business Leave
Article XXVI - Vacation Leave
Article XXXI - Safety

Please consider this document for public notice provisions pursuant to Government code Section 3547(a). The California School Employees Association and the Tracy Chapter #98 desire to commence negotiations as soon as possible after the completion of the public notice provisions.

Very truly yours,

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION


Janet Jones Sterling
Labor Relations Representative

cc: AD J. Stewart
FD R. Roach
RR D. McCowan
CP D. Cheeseman
File

Our mission: To improve the lives of our members, students and community.



HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: James Mousalimas, Assistant Superintendent for Human Resources
DATE: March 31, 2008
SUBJECT: Approve State Teachers Retirement System (STRS) Exemption Request for Retired Associate Superintendent for Human Resources, Mr. Ray Strong

BACKGROUND: The current Assistant Superintendent for Human Resources, James Mousalimas, has accepted a position with the San Joaquin County Office of Education effective June 30, 2008. The District is in the process of advertising for this position in Ed Cal, Ed Join, local newspapers, TUSD website and appropriate Human Resources publications. It will take a minimum of 3-4 months to find a qualified replacement. While the District searches for a qualified Assistant Superintendent for Human Resources, an interim Assistant Superintendent with experience and familiarity with TUSD will be needed.

RATIONALE: Mr. Ray Strong was the Associate Superintendent for Human Resources for Tracy Unified from 1993 until his retirement in 2005. Since his retirement, Mr. Strong has assisted the District with various Human Resources related issues. His combination of expertise in Human Resources and familiarity with Tracy Unified is unique and would enable him to effectively fill the interim position while the District conducts a search for a permanent replacement. Mr. Strong would also be available to mentor and train the new Assistant Superintendent.

As a STRS retiree, Mr. Strong is limited to annual STRS-related income of \$27,940. The attached form, "SR 0165 Exemption Certification Instructions for Emergency Employment of Retired Member" requests a waiver to the STRS retiree income cap. A waiver would allow Mr. Strong to work as the interim Assistant Superintendent for Human Resources until a qualified replacement is hired.

FUNDING: None

RECOMMENDATION: Approve State Teachers Retirement System (STRS) Waiver Request for Retired Associate Superintendent for Human Resources, Mr. Ray Strong

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

CALSTRS

State Teachers' Retirement System
Post Office Box 15275
Sacramento, CA 95851-0275

Toll Free – 1-800-228-5453
or – (916) 229-3870
Hearing Impaired – (916) 229-3541

Exemption Certification for
Emergency Employment of Retired Member
SR 0165 – PART I (Rev. 7/06)

For STRS Use Only		Approved <input type="checkbox"/> Disapproved <input type="checkbox"/>	STRS Official	DATE
1. Name of Retired Member (Please print) Raymond M. Strong		9. Effective Date of Emergency Employment July 1, 2008		
2. Did member retire with the following: Golden Handshake Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 2 + 2 Retirement Incentive Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Date Retired: 6/30/05		10. Termination Date of Emergency Employment November 30, 2008		
3. Social Security Number		11. Employer Tracy Unified School District		
4. Home Address of Retired Member Tracy, CA 95370		12. Address of Employer 1875 W. Lowell Ave. Tracy, CA 95376		
5. Home Phone Number of Retired Member		13. County Code District Code <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">3</div> <div style="border: 1px solid black; padding: 2px;">9</div> <div style="border: 1px solid black; padding: 2px;">7</div> <div style="border: 1px solid black; padding: 2px;">5</div> <div style="border: 1px solid black; padding: 2px;">4</div> </div>		
6. Work Phone Number of Retired Member		14. Employer Contact Nancy Kettner, Director of Personnel 209- Name: Phone # 830-3260 Ext. 1303		
7. Position Title Assistant Superintendent for Human Resources		15. Full Time Equivalent (FTE) [Number of Days worked in Permanent Position] Number of Days 225		
8. Administrative Position Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		16. Total Full Time Equivalent Annual Compensation Earnable \$ 124,461		
I hereby certify under penalty of perjury under the laws of the State of California, that I have not retired with the Golden Handshake benefit under Section 22715 or 22716, or under Section 22714 from the above school district within the last twelve months, and that to the best of my knowledge, my employment meets the criteria set forth in Education Code Section 24216.				
17. Signature of Retired Member			18. Date:	
I hereby certify under penalty of perjury under the laws of the State of California, that the information submitted on this form is complete and true to the best of my knowledge, and that no material facts have been omitted. I further certify that these facts meet the criteria set forth in Section 24216.				
19. Appointing Authority Signature		20. Title		21. Date
22. Presiding Officer of The Governing Board of Appointing Authority				23. Date

STATE OF CALIFORNIA

State Teachers' Retirement System

Post Office Box 15275 Sacramento, CA 95851-0275

Exemption Certification for Emergency Employment of Retired Member SR 0165 – PART II (Rev. 7/06)

1. Retired Member's Name Mr. Ray Strong	2. Position Assistant Superintendent for Human Resources
3. Description of emergency situation and circumstances beyond the control of employer. Tracy Unified School District (TUSD) is a district of approximately 17,000 students and 1800 employees. The Assistant Superintendent for Human Resources is responsible for: Recruitment, Hiring, Staff Development, Contract Negotiations, Employee Evaluations, Peer Assistance Review, NCLB Compliance, Progressive Discipline, and Employee Recognition. There are 3 bargaining units in the District: TEA, CSEA and TSMA. The Assistant Superintendent for Human Resources is the lead negotiator for the District. The entire CSEA contract will be negotiated beginning in May 2008 and TEA negotiations will begin in August or September 2008. The District is in the midst of budget cuts and declining student enrollment that significantly impact staffing decisions for the 2008-09 school year. In addition, the District will open a new high school, Kimball High, in August 2009. The opening of the new high school will require the transfer of numerous certificated and classified employees from the existing two high schools. This will require an Assistant Superintendent for Human Resources with extensive experience and skills who is familiar with TUSD. The current Assistant Superintendent for Human Resources has accepted a position with the San Joaquin County Office of Education effective June 30, 2008. Mr. Strong would be able to step into the interim assignment with the skills and experience necessary to fulfill all aspects of the position. He would also be able to train the newly hired Assistant Superintendent when a permanent replacement is identified and hired.	
4. Description of recruitment process and the time frames for permanent position. Tracy Unified will immediately advertise the vacant Assistant Superintendent for Human Resources position in Ed Join, Ed Cal, local newspapers, TUSD website and appropriate Human Resources publications. The District estimates at least a 3-4 month timeline to identify and hire a qualified replacement.	
5. Statement of the highly specialized skills of the retired member employed in the emergency position on an interim basis. Mr. Ray Strong was the Associate Superintendent for Human Resources for TUSD from 1993 until his retirement in 2005. Mr. Strong has extensive experience with all aspects of the Human Resources Department and the District. Since his retirement, Mr. Strong has assisted the District with numerous Human Resources related tasks. His combination of expertise in Human Resources and familiarity with Tracy Unified is unique.	
6. Describe why no current employee is qualified and available for employment in this position on an interim basis. There are no current TUSD employees with the Human Resources experience and qualifications necessary to assume the duties of Assistant Superintendent on a short-term basis. The Director of Personnel has significant experience with Human Resources but does not possess the required administrative credential.	
7. <input type="checkbox"/> Copy of Board Minutes attached.	

