

**NOTICE**  
**REGULAR MEETING OF THE GOVERNING BOARD**

**TRACY UNIFIED SCHOOL DISTRICT**

**DATE:** TUESDAY, APRIL 22, 2008

**PLACE:** VILLALOVOZ SCHOOL  
MULTI PURPOSE ROOM  
1550 CYPRESS DRIVE  
TRACY, CALIFORNIA

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

**A G E N D A**

**1. Call to Order**

**2. Roll Call – Establish Quorum**

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

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

**3.1 Administrative & Business Services:**

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

*TUSD v. Pombo, et al.,*

San Joaquin County Superior Court Nos. CV032726 & CV032727

**3.2 Educational Services:**

**3.2.1** Findings of Facts: #FF07-08/ 128, 144, 145, 146, 147, 148, 149, 150, 151, 153, 154, 155

**3.2.2** Application for Enrollment: #AFE07-08/7

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

**3.2.3** PE Waiver: WHS #1022286

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

**3.3 Human Resources:**

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

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

**3.3.2** Consider Leave of Absence Requests for Certificated Employees #UC-570, #UC-571, #UC-572, #UC-573, #UC-574, #UC-575, #UC-576, #UC-577 and #UC-578

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

**3.3.3** Consider the Non-Reelection of Probationary Certificated Employee:  
#UC-579, Pursuant to Education Code Section 44929.21(b)

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

**3.3.4** Consider Release of Probationary Classified Employee #UCL-113

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

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

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

**3.3.6** Conference with Labor Negotiator

Agency Negotiator: Jamie Mousalimas,

Assistant Superintendent of Human Resources

Employee Organization: CSEA, TEA

#### **4. Adjourn to Open Session**

#### **5. Call to Order and Pledge of Allegiance**

#### **6. Closed Session Issues:**

**6a** Action on Findings of Fact # FF07-08/128, 144, 145, 146, 147, 148, 149, 150, 151, 153, 154, 155

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

**6b** Report Out of Action Taken on Application for Enrollment: #AFE07-08/7

**Action:** **Vote:** Yes \_\_\_; No \_\_\_; Absent\_\_\_; Abstain\_\_\_

**6c** Report Out of Action Taken on PE Waiver: WHS #1022286

**Action:** **Vote:** Yes \_\_\_; No \_\_\_; Absent\_\_\_; Abstain\_\_\_

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

**Action:** **Vote:** Yes \_\_\_; No \_\_\_; Absent\_\_\_; Abstain\_\_\_

**6e** Report Out of Action Taken on Consider Leave of Absence Requests for Certificated Employees #UC-570, #UC-571, #UC-572, #UC-573, #UC-574, #UC-575, #UC-576, #UC-577 and #UC-578

**Action:** **Vote:** Yes \_\_\_; No \_\_\_; Absent\_\_\_; Abstain\_\_\_

**6f** Report Out of Action Taken on Consider the Non-Reelection of Probationary Certificated Employee: #UC-579, Pursuant to Education Code Section 44929.21(b)

**Action:** **Vote:** Yes \_\_\_; No \_\_\_; Absent\_\_\_; Abstain\_\_\_

**6g** Consider Release of Probationary Classified Employee #UCL-113

#### **7. Approve Regular Minutes of April 8, 2008.**

**Action:** Motion\_\_\_; Second\_\_\_ **Vote:** Yes \_\_\_; No \_\_\_; Absent\_\_\_; Abstain-\_\_\_.

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

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

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

**9.2** Tracy High School Site Update on Achievements & Activities

<b>10. Hearing of Delegations:</b>	Anyone wishing to address the Governing Board on a non-agenda item may be heard at this time. Presentations shall be held to a reasonable length, normally not to exceed five (5) minutes. If formal action is required, the item will be placed on a future agenda and action will be taken at a future date. If information or a report is requested, the request for it must also be submitted in writing to the superintendent. (Please complete a speaker's card at the secretary's desk). This is a period in which members of the public may address the Board on any subject within the Board's jurisdiction that is not on the agenda. The Brown Act does not allow the Board to take action or discuss items which are not on the agenda. This is because other members of the public have not been notified through the agenda that the subject of the statement would be discussed at this Board meeting. The Board may ask for the item to be placed on a future agenda, direct the speaker to a person who can help, or provide the speaker with the correct procedure to follow to address his/her problem. All speakers have a constitutional right to free speech. As a protective measure, we would like to remind you that if you say something which might give another person the right to pursue legal recourse against you, there is a taped record of this meeting. This does not mean you cannot criticize employees of the District. However, we would suggest that you do it without using names. We would also suggest that you use the personnel complaint procedures. The board can only hear and address complaints which have been processed in line with the policy. We have copies of the policy and forms here, and staff will help you complete them.	<b>Pg. No.</b>
<b>11. Information &amp; Discussion Items:</b>	An opportunity to present information or reports concerning items that may be considered by Trustees at a future meeting.	
<b>11.1 Administrative &amp; Business Services:</b>		
11.1.1	Receive Budget Reduction Priority Lists and Comments, and Superintendent's Preliminary Recommendations for Reductions to the 2008-09 District Budget	7
11.1.2	Accept Report on Facility Condition Assessment as Prepared by RGM and Associates	8
<b>11.2 Educational Services:</b>		
11.2.1	Receive Report on the Education Plan for John C. Kimball High School	9-26
<b>12. PUBLIC HEARING:</b>		
<b>12.1 Human Resources:</b>		
12.1.1	Receive Public Comments Regarding Negotiations with the California School Employees Association (CSEA) and the Tracy Unified School District (TUSD)	27
<b>13. Consent Items:</b>	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. <b>Action:</b> Motion___; Second___ <b>Vote:</b> Yes___; No___; Absent___; Abstain___	
<b>13.1 Administrative &amp; Business Services:</b>		
13.1.1	Ratify Routine Expenditures and Notice of Completions Which Meet Criteria for Board Review and Approval	28-29
13.1.2	Ratify Measure E Related Expenditures and Notice of Completions Which Meet Criteria for Board Review and Approval	30-36

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<b>13.2 Educational Services:</b>	
13.2.1 Approve Overnight Travel for the West High School Future Business Leaders of America Students to the FBLA State Conference in Irvine, California, on April 24-27, 2008	37
13.2.2 Approve Out of State Travel for Nancy Hopple	38
13.2.3 Approve Application for the Workforce Investment Act-Adult Education and Family Literacy Section 231	39-52
<b>13.3 Human Resources:</b>	
13.3.1 Approve Classified, Certificated and/or Management Employment	53
13.3.2 Accept Resignations/Retirements/Leaves of Absence for Classified, Certificated, and/or Management Employment	54-55
<b>14. Action Items:</b> 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.	
<b>14.1 Administrative &amp; Business Services:</b>	
14.1.1 Authorize the Associate Superintendent for Business Services to Award Contracts for Food and Non-Food Items for the 2008-2009 School Year	56
Action: Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain___.	
14.1.2 Adopt Resolution No. 07-24 Clarifying the Primary and Secondary Purposes and Functions of the Tracy Unified School District and Discerning Core Services form Supplemental Services	57-76
Action: Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain___.	
14.1.3 Acknowledge Revised Administrative Regulation 1330.1 Facility Use (Second Reading)	77-101
Action: Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain___.	
14.1.4 Approve Rainforth Grau Architect's Plan for Future Phases of Modernization of Tracy High School and Authorize Them to Proceed with the Plans and Specifications	102
Action: Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain___.	
14.1.5 Approve Substitution of RCB Enterprises, Inc., dba Valley Glass Company with Westpac Architectural Glass as the Replacement Glass and Glazing Subcontract for Tracy High School New Classroom Building	103-105
Action: Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain___.	
<b>14.2 Educational Services:</b>	
14.2.1 Adopt Revised Board Policy 5136 Unauthorized Groups	106-117
Action: Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain___.	
14.2.2 Adopt Resolution No. 07-27 in Support of Adequate, Equitable, and Stable Special Educational Funding	118-120
Action: Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain___.	
<b>14.3 Human Resources:</b>	
14.3.1 Adopt Resolution No. 07-25 Designating May 18 <sup>th</sup> -24 <sup>th</sup> , 2008, as Classified Employees Week	121-122
Action: Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain___.	
14.3.2 Adopt Resolution No. 07-26 Establishing May 14, 2008, as the "Day of the Teacher"	123-124
Action: Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain___.	

		<b>Pg. No.</b>
<b>14.3.3</b>	Acknowledge Receipt of TEA's 2008-2009 Sunshine Proposal	<b>125-126</b>
<b>Action:</b>	Motion___; Second___ <b>Vote:</b> Yes___; No___; Absent___; Abstain___.	
<b>14.3.4</b>	Approve Revised Job Description for Assistant Superintendent for Human Resources	<b>127-130</b>
<b>Action:</b>	Motion___; Second___ <b>Vote:</b> Yes___; No___; Absent___; Abstain___.	
<b>14.3.5</b>	Approve Revised Job Description for School Secretary High School	<b>131-133</b>
<b>Action:</b>	Motion___; Second___ <b>Vote:</b> Yes___; No___; Absent___; Abstain___.	
<b>14.3.6</b>	Approve the YRE, Traditional, Classified and Certificated Calendars for the 2008-2009 School Year	<b>134-139</b>
<b>Action:</b>	Motion___; Second___ <b>Vote:</b> Yes___; No___; Absent___; Abstain___.	
<b>14.3.7</b>	Adopt the District's Initial Bargaining Proposal for the 2008-09 School Year and Submit it for Negotiations, Pending Public Input	<b>140</b>
<b>Action:</b>	Motion___; Second___ <b>Vote:</b> Yes___; No___; Absent___; Abstain___.	

**15. Board Reports:** An opportunity for board members to discuss items of particular importance or interest in the district.

**16. Superintendent's Report:** An opportunity for the superintendent to share matters of special interest or importance which are not on the board agenda and/or special presentations of district programs or activities.

**17. Board Meeting Calendar:**

- 17.1 May 6, 2008 Special Meeting @ Freiler School**
- 17.2 May 13, 2008**
- 17.3 May 28, 2008 (Wednesday) REVISED DATE**
- 17.4 June 10, 2008**
- 17.5 June 24, 2008**

**18. Upcoming Events:**

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

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

**Minutes of  
Regular Meeting of the Governing Board  
For Tracy Unified School District  
Held on Tuesday, April 8, 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.
- 7:11 PM:** President Vaughn called the Tracy Unified School District Board of Education to order and led those present in the Pledge of Allegiance.
- Closed Session:**
- 6a** Action on Findings of Fact # FF07-08/129, 134, 135, 137, 139, 140, 141, 142, 143  
**Action:** Lewis, Guzman. **Vote:** Yes-7; No-0.
  - 6b** Report Out of Action Taken on Application for Reinstatement: #AR07-08/38, 39, 40, 41, 42 AS AMENDED  
**Action:** **Vote:** Yes-7; No-0;
  - 6c** Report Out of Action Taken on Consider Release of Probationary Classified Employee #UCL-111  
**Action:** Approved. **Vote:** Yes-7; No-0.
  - 6d** Report Out of Action Taken on Consider Leave of Absence Request for Certificated Employee #UC-534, Pursuant to Article XX  
**Action:** Approved. **Vote:** Yes-7; No-0.
  - 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:** Approved. **Vote:** Yes-7; No-0; Absent-0; Abstain-0
  - 6f** Report Out of Action Taken on Consider Leave of Absence Request for Classified Employee #UCL-112, Pursuant to Article XXIII  
**Action:** Approved. **Vote:** Yes-7; No-0; Absent-0; Abstain-0
- Employees Present:** J. Cardoza, C. Minter, D. Cheeseman, J. McVey, C. Domenichelli, N. Hopple, K. LeDoux, S. O'Hara Jones, M. Wood, N. Baretta, A. Jara, L. Haugland, S. Perez, B. Carter, D. Silveira, M. Belasco, P. Errecart, P. Hall, L. Beeso, J. Lopez, S. Williams, K. Wedel, E. McKay, K. Fistolera, S. Sievers

**Press:** Tracy Press

**Visitors Present:** D. Yerian, S. Yerian, B. Ng, N. Patel, D. Contreras, C. Garamendi

**Minutes:** Approve Regular Minutes of March 11, 2008.  
**Action:** Guzman, Hawkins. **Vote:** Yes-7; No-0.

**Student Representative Reports:** None.

**Recognition & Presentation:**

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

Dr. Franco and President Vaughn, recognized the following Employees of the Spring Term: Sandra Perez, K-5 certificated; Alicia Jara, K-5 classified; Nellie Baretta, 6-8 certificated; Nancy Hopple, certificated management; Kathy LeDoux, 9-12 classified; Laurie Haugland, 6-8 classified; and Salley Hutsell, 9-12 certificated was unable to attend.

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

Assistant Superintendent of Educational Services, Dr. Sheila Harrison, recognized coaches, Ken Wedel and Erin McKay for their contributions to the team. Dr. Franco and President Vaughn presented certificates to each student on the team.

**9.3 Duncan Russell School Site Update on Achievements & Activities**

Principal, Micheal Wood, presented a power point on Duncan Russell and reviewed the dynamics of site, testing scores, ASAM and the new detention policy.

Dr. Franco introduced Kimball High's new principal, Cheryl Domenichelli, who is currently an Assistant Principal at Deer Valley High in Antioch. She is currently working on her Doctorate at UC Berkeley. She thanked the Board for this opportunity and is very excited about this position.

**Hearing of Delegations**

**10.** Diana Silveira is the assistant truancy officer. She wanted to give the board personal background information on herself. She feels this position is important. She presented each board member with an outline of what she does on a daily basis. She feels she has saved the district \$64,000.00.

CSEA President, Denise Cheeseman, thanked Diana for giving this information. She is opposed to the idea of have grasstodians drive busses in lieu of subs. There are several positions not filled. They are already driving

routes. Also, we have to pay them mechanics wages instead of bus driver wages and they still have their regular work to do. Keeping them late or on weekends wouldn't be saving money.

TEA President Steven Sievers invited Board Members and Cabinet to the CTA dinner at Le Bistro on April 30<sup>th</sup>.

Karen Fistolera feels that without bus drivers, you won't have students to keep the classrooms going. If you can't get the students to school, you can't teach them. If you can't feed them, they won't have the nutrition in their bodies to learn. If you want clean rooms and a good environment, you need custodians. HVAC reports won't happen because the HVAC guys won't be there. We are working at a low capacity to begin with. 32 students in a Kindergarten classroom without an aide will bring test scores down.

**Information &  
Discussion Items:**

**11. Administrative & Business Services:**

**11.1.1** Receive Report on Facility Condition Assessment as Prepared by RGM and Associates  
This item was pulled.

**11.1.2** Receive Report on Plan for Future Phases of Modernization of Tracy High School

Direct of Facilities Planning, Denise Wakefield, and architects from Rainforth Grau, reviewed the future site plans for Tracy high. The discussed modernization vs. new construction. New construction will improve the layout of the campus, will cost less to maintain and because of the current bidding climate, is a fiscally wise way to go.

**Public Hearing:**

**12. 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

Public Hearing opened at 9:09 p.m.

Public Hearing closed at 9:10 p.m.

**Consent Items:**

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

**13.1 Administrative & Business Services:**

**13.1.1** Accept Donations

**13.1.2** Approve Accounts Payable Warrants Reports for February, 2008  
(Under Separate Cover)

**13.1.3** Approve Payroll Reports for January, February, 2008

**13.1.4** Approve Revolving Cash Fund Reports for February, 2008



- 13.1.5 Approve Monthly Budget Adjustment Report for February, 2008
- 13.1.6 Approve Assembly Vendors and Site Assembly Utilization Calendars
- 13.1.7 Ratify Routine Expenditures and Notice of Completions Which Meet Criteria for Board Review and Approval
- 13.1.8 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 Varsity Girls' Volleyball Team on August 23-24, 2008, to Attend the North Valley Volleyball Officials Tournament in Redding, California
  - 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
  - 13.2.3 Approve the Community-Based English Tutoring (CBET) Program Application, Fiscal Year 2008-2009
  - 13.2.4 Ratify Contract with Mary Ellen Murphy, M.A. CCC-SLP
  - 13.2.5 Approve Overnight Travel for Tracy High School Science Olympiad Team to Merced on April 25-26, 2008
  - 13.2.6 Ratify the San Joaquin County Office of Education Contract for SB472 Training (Professional Development Reading Institutes for K-9 Teachers)
  - 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
  
- 13.3 **Human Resources:**
  - 13.3.1 Approve Classified, Certificated and/or Management Employment
  - 13.3.2 Accept Resignations/Retirements/Leaves of Absence for Classified, Certificated, and/or Management Employment

**Action Items:**

- 14.1 **Administrative & Business Services:**
  - 14.1.1 Acknowledge Administrative Regulation 1330.1 Facility Use (First Reading)  
**Action:** Lewis, Feller. **Vote:** Yes-7; No-0.  
The Board had several questions. Dr. Goodall will consult the Fire Marshall and bring back for a second reading.
  - 14.1.2 Adopt Resolution No. 07-23 Ordering Formation of School Facilities Improvement District No. 3 of the Tracy joint Unified School District  
**Action:** This item was moved up on the agenda.  
Crandall, Lewis. **Vote:** Yes-7; No-0.

**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

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

**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

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

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

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

**14.3 Human Resources:**

**14.3.1** Approve Declaration of Need for Fully Qualified Educators

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

**14.3.2** Acknowledge Receipt of CSEA's Sunshine Proposal for the 2008-2009 School Year

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

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

**Action:** This item was pulled. **Vote:** None.

**Board Reports:**

Trustee Crandall encouraged people to donate to the American Cancer Society for upcoming relays. Looking forward to the upcoming graduations. It will be nice for each high school to have their own graduation on their own campus. Trustee Lewis attended the Parks and Rec meeting. He also went to Tracy v. West baseball game. There were no problems and it was a good game and fun to watch. There are a lot of budget and facilities meetings. Trustee Feller asked Denise to clarify the facilities meetings for next week. It has been rescheduled for the 17<sup>th</sup> at 4:30 p.m. She also thanked Bonny Carter. Trustee Swenson thanked Jim and Denise for a great job at the Kimball High groundbreaking. There was a great crowd and a lot of people were there that appreciated John's service. He attended the construction tech meeting last month. Sign-ups haven't gone too well, but with the tweaking of the program at Kimball High, we are still meeting and may just delay it a year. He also attended the City/Schools Liaison meeting. There were no council people there. It has been very worthwhile to sit in on the Supt's facility meetings. Trustee Hawkins passed. Trustee Guzman congratulated Denise and the Facilities Department. Tracy High is looking great and he can't wait to see the changes. The Kimball High School

Groundbreaking went well. He thanked Jessica. Dr. Kimball and his family are doing well. Trustee Vaughn attended the College Fair at West High on March 15<sup>th</sup>. There was a good turn-out. And a lot of college representatives. Hopefully, next year we will have even more kids and parents turn out. Yesterday's groundbreaking at Kimball High was very classy. Thank you to Denise and Jessica. He was honored to meet Dr. Kimball. He is very deserving of having a school named after him. We have a great process of naming schools.

**Superintendent  
Report:**

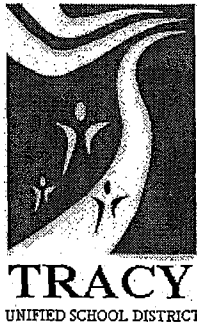
Dr. Franco attended the Tracy High alumni dinner on Saturday night. They continue to raise money for scholarships for children of alumni from both high schools. He spoke with Terri Sorgent to see which colleges our students are hearing from so far. It's exciting to see what our students are doing. Today we had Lt. Wade Harper as our guest speaker at Tracy High. He will be going to West and Stein. The WASC team is visiting West High this week. Sheila and I attended the meeting. There were a lot of good comments made and a positive report came out of it. Sheila read some comments out of the report. The WASC team did a great job. One of the gentlemen who teaches math in Rocklin said he would take his students to West High in a minute. He also thanked Jessica and Denise and everyone involved with the groundbreaking. And he thanked Bill Swenson who came up with the idea for hats! They went over very well. The Budget Advisory Committee is meeting next week. Doing a parallel process – meeting while hiring freeze is still in place and spending slow down is as well. Getting the budget cut number down. The best we can do is to reduce our budget to the number that brings us into compliance. It will be difficult, but we are looking at many different ideas. At our next meeting we will have a list presented. There will be a Special Board Meeting on May 6<sup>th</sup> at Freiler. The next Board Meeting is on April 22<sup>nd</sup> at Villalovoz.

**9:54 P.M.  
Adjournment.**

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Clerk

Date



# BUSINESS SERVICES MEMORANDUM

**TO:** James Franco, Superintendent  
**FROM:** C. Goodall, Assistant Superintendent for Business  
**DATE:** April 14, 2008  
**SUBJECT:** Receive Budget Reduction Priority Lists and Comments, and Superintendent's Preliminary Recommendations for Reductions to the 2008-09 District Budget

**BACKGROUND:** In January, the Governor proposed a state budget which resulted in estimated budget reductions in Tracy Unified School District of \$7.1 million. The District Administration has been working on strategies to reduce the target amount. Utilizing a number of strategies, the administration reported at the last Board presentation on the subject that the target had been reduced to \$4,794,462. A separate resolution is being presented to the Board which, if adopted, may result in the final target being as low as \$3,400,000.

**RATIONALE:** The Superintendent and the Associate Superintendent for Business Services responded to the Governor's budget proposal by forming a Fiscal Response Team to generate an initial set of budget reduction ideas. Ideas were added to this list by the District Budget Advisory Committee. Input was also collected from the District Management Team. A final list of proposed budget reductions was generated. Comments were written detailing the anticipated impacts of each reduction. The value of all proposed cuts is estimated to be \$5,527,975.

The final list will be prioritized by the District Budget Advisory Team, by the District Management Team, and by the Superintendent. Those prioritized lists will be presented to the Board as part of this report.

**FUNDING:** The value of the proposed budget reduction list is estimated to be \$5,527,975.

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



**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:** 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 Asbestos Hazard Emergency Response Act (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



**TRACY**  
UNIFIED SCHOOL DISTRICT

# EDUCATIONAL SERVICES MEMORANDUM

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**To:** Dr. Jim Franco, Superintendent  
**From:** ~~Dr. Jim Franco~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services  
**Date:** April 11, 2008  
**Re:** Receive Report on the Education Plan for John C. Kimball High School

**Background:** Tracy Unified School District is building John C. Kimball High School, a new, innovative high school scheduled to open in the beginning of the 2009 school year. This is an exciting prospect for our district. At capacity, John C. Kimball will serve a diverse population of 1900-2400 students. When completed, the school will be a four-year comprehensive high school. In August of 2009, the school will open and include grades 9-10. In 2010, grade eleven students will be added followed by grade twelve students in 2011.

**Rationale:** A planning committee was appointed by the District Superintendent to develop the Educational Plan for John C. Kimball High School. This committee was composed of both district and school site personnel. The purpose of the committee was to develop the Education Plan through conducting research on creating an effective school environment and best practices. The Planning Committee discussed the purpose and focus for the new high school. The committee recognized that John C. Kimball High School, the District's third comprehensive high school, must be designed to address the knowledge and skills required of students to meet the demands of the 21<sup>st</sup> Century and beyond. This report will provide an overview of programs that will be provided at Kimball High School. This supports Strategic Goal #2 Provide a variety of learning opportunities in a safe, caring and accessible learning environment in order to improve student achievement.

**Funding:** None

**Recommendation:** Receive Report on the Education Plan for John C. Kimball High School

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



**TRACY**  
UNIFIED SCHOOL DISTRICT

*"The future belongs to the educated"*

## **Education Plan**

**John C. Kimball High School**

**January 31, 2008**

**DRAFT**

## John C. Kimball High School Planning Committee

### Planning Committee Members:

Dr. Sheila Harrison, Assistant Superintendent of Educational Services (Chairperson)

Dr. Donna Sonnenburg, Director of Instructional Media and Curriculum (Co-Chairperson)

### New American High School Pathway:

John Anderson, Social Science Teacher, West High School

Linda Dopp, Director of Alternative Programs

Anne Duff, English/AP Teacher, West High School

Denise Wakefield, Director of Facilities

### Construction Technology/Management Pathway:

Walter Gouveia, Director of Adult and Career and Technical Education

Dave Pickering, Assistant Principal Tracy Adult School

Jessica Escobedo, Head Counselor, Tracy High School

### Health Sciences Pathway:

Matt Loggins, Physical Education Teacher, West High School

Joe Raco, Math Teacher, West High School

Joell Russell, Science Teacher, Tracy High School

Brett States, Science Teacher, Tracy High School

### Mass Communication Pathway:

Jennifer Cameron, English Teacher West High School

Jessica Cardoza, Communication Specialist, Tracy Unified School District

Joy Cornish-Bowden, Art Teacher, West High School

Erika Hillstead, Social Science Teacher, Tracy High School



## Introduction

Tracy Unified School District is building John C. Kimball High School, a new, innovative high school scheduled to open in the beginning of the 2009 school year. This is an exciting prospect for our district. At capacity, John C. Kimball will serve a diverse population of 1900-2400 students. When completed, the school will be a four-year comprehensive high school. In August of 2009, the school will open and include grades 9-10. In 2010, grade eleven students will be added followed by grade twelve students in 2011.

A planning committee was appointed by the District Superintendent to develop the educational plan for John C. Kimball High School. This committee was composed of both district and school site personnel. The purpose of the committee was to develop the Education Plan through conducting research on creating an effective school environment and best practices. The Planning Committee discussed the purpose and focus for the new high school. The committee recognized that John C. Kimball High School, the District's third comprehensive high school, must be designed to address the knowledge and skills required of students to meet the demands of the 21<sup>st</sup> Century and beyond.

The Planning Committee read a variety of research and documents to provide the primary basis for developing this educational plan for John C. Kimball High School. These documents addressed such topics as creating small learning communities, preparing students for future career and educational opportunities as well as a review of various pathway models. The Committee reviewed several articles and documents including:

- Breaking Ranks II Strategies for Leading High School Reform
- High Schools for the New Millennium *Imagine the Possibilities*—Bill and Malinda Gates Foundation
- High Performance and High Poverty Schools: 90/90/90 and Beyond—Douglas Reeves
- Norfolk Public Schools Division Performance Report: 2005-2006
- The Silent Epidemic: Perspectives of High School Dropouts—Bill and Malinda Gates Foundation
- New Small Learning Communities: Findings From Recent Literature—Kathleen Cotton, 2001
- High Schools That Work—Southern Regional Education Board
- U.S. Department of Labor Bureau of Labor Statistics Occupational Outlook Handbook
- Welcome to California Labor Statistics Website

Utilizing their learning from the research, the committee developed a plan that addressed the following ten principles for effective high schools discussed in "High Schools That Work":

- High Expectations
- Quality career/technical studies
- Challenging academic studies

- Completing a challenging program of study
- Quality work-based learning
- Teachers working together
- Students actively engaged
- Quality guidance
- Extra help
- A culture of continuous improvement

In grades 9 and 10, students will be grouped into small learning communities and receive a rigorous interdisciplinary common core foundation of study based on California Frameworks and Content Standards. Small learning communities are defined as individualized learning units contained within a larger school setting. Students and teachers are scheduled together and may have a common area of the school in which to hold most or all of their classes (Sammon, 2000). At John C. Kimball, small learning communities will be formed through four theme-based and career focused pathways designed to prepare students to effectively participate in the global economy by preparing them for college and or professional careers. The four pathways include: the New American High School, Construction Technology/Management, Health Sciences, and Mass Communication. The small learning communities will provide a college-preparatory core for all students while implementing a rigorous and unique curriculum with high academic expectations for all students.

Small learning communities require appropriate facilities which include all members of the educational team (teachers, students, counselors, administrators) in close physical proximity. Small learning communities allow all students to develop relationships and a sense of inclusion. Each small learning community will be composed of students from each grade level and guided by a designated team of teachers for all four years of the high school experience. Each team will be provided administrative/counseling support. The committee recommends that a designated homeroom or advisory period be provided to foster the goals of the small learning communities.

The role of the counselors in appropriate placement of students in a small learning community is critical. The committee recommends that ample opportunities be provided for counselors, teachers, students, and parents in order to meet and discuss the evolving needs and interests of students in setting their goals and selecting their academic pathway.

In grades 11 and 12, students will be organized around career pathways, which integrate academic and vocational education that provides students with real world applications of knowledge and skills. Linkages will be provided between the classroom, the college, and the workplace. The sequence of courses offered in each pathway will prepare students for employment immediately after high school, for a technical school, a community college, or a four-year college or university. Students will choose an organized program of study built around a career focus.

To ensure that the diverse needs of students are addressed, John C. Kimball High School will offer Advanced Placement courses, Advancement Via Individual Determination (AVID), journalism, yearbook, and band and choir. Students will also have an opportunity to participate in a variety of extracurricular activities including interscholastic sports and clubs.

The district is currently in the process of determining the attendance boundaries for Kimball High School. Kimball High will be a neighborhood school, serving students in the designated attendance boundary. Students who reside outside the attendance boundary will be able to apply to attend specialized academic pathways offered specifically at the school. Admittance will be based on interest and available space.

While the schedule for Kimball High has not yet been determined, the committee strongly recommends implementing an alternative schedule in order to allow for flexible use of instructional time and the development of small learning communities within the four pathways. Opportunities to build and foster relationships between students and teachers are essential to the small learning community model that is recommended for Kimball High School. Therefore, the next phase of planning will include further research and study on the implementation of an alternative schedule which is needed in order to explore block schedules, advisement periods, intervention support and common planning periods to support teacher collaboration.

Parent partnerships will be encouraged and valued at John C. Kimball. Modern technology such as Parent Link, School Connects and E-Mail will support routine communication between the school and parents. Parent Link, a web-based program, will give parents immediate access to their child's grades and classroom performance. This will enable the parent to support the student to be academically successful. The School Connects telephone communication system will enable the school to send important mass communications to parents in a matter of minutes. E-mail will also provide parents with convenient access to school administration and teachers. The school will encourage parents and community members to participate in the school's decision-making process by serving on committees such as the School Site Council, the English Language Advisory Committee (ELAC), and the WASC accreditation committee.

Kimball High School will have state of the art technology, recently established as the new District standard for all new construction and modernization projects. Our new technology expands computer usage as an educational tool and supports computer aided instructional materials adopted in the District's curriculum that include video and web based products. In early 2008, the District awarded a contract to expand the District's data, voice, and video wide-area-network infrastructure. This expansion will provide classes at Kimball High School with the ability to video record classroom activities, utilize video distribution systems to access high-quality, age appropriate instructional media stored in the District's video library that support the educational content standards, and provide video streaming for interactive video conferencing and instruction. Students, who were absent or need further review, will be able to view any stored video from any student computer at the school. Classrooms will include ceiling mounted LCD projection

and sound systems to provide students with greater viewing visibility on large projection screens for computer presentations and viewing video media. Classrooms and student resource areas will be equipped with computer workstations, and students will have access to the District's student network Portal and Internet using both school and personally owned computers. Wireless devices will be added throughout campus so students will have access to technology in all instructional areas.

## **The New American High School Pathway**

### **Rationale:**

For today's youths, life after high school holds both opportunities and challenges. The opportunity arises from the large number of well-paying, high-skilled jobs available in today's global economy. As our young people prepare to become workers and citizens, schools must prepare them for the new expectations for our economy and society. Today, all students need to acquire both academic knowledge and technical skills. Students must leave high school with a solid grounding in the academic, social and workplace skills needed for the next step, whether they pursue postsecondary education, an apprenticeship, or a career.

### **Description of the New American High School Pathway:**

The New American High School pathway will provide students with the academic grounding and those skills necessary to be productive citizens and active participants in the global economy. The New American High School will engage students in a rigorous interdisciplinary common core foundation of study based on the California State Content Standards. Students will be part of a small learning community enabling them to develop supportive relationships with a small group of teachers and students during their four years in high school.

This theme will provide an opportunity for students who desire a traditional pathway to achieve their high school diploma and have the benefit of developing personal skills via relationships with peers and teachers in a small learning community. Whether students choose a path that leads them to a four year university, a community college, trade or vocational school, or directly into the workforce, the New American High School pathway will provide students with career and/or post high school academic options.

The New American High School offers the following traditional course of study which includes the UC A-G eligibility requirements. A traditional course of study includes the following:

- Four years of English
- Three years of Social Science: U. S. History, World History, Government/Economics

- Minimum of two years of Mathematics: Algebra 1 and Algebra 2; Geometry, Pre-Calculus, Calculus, Trigonometry or AP statistics
- Minimum of three years of science: Biology, Earth Science, Chemistry, Physics, Physiology
- Minimum of two years of Physical Education
- Minimum of two years of World Language: Spanish and Mandarin
- English Language Development courses from beginning to advanced
- Special Education Courses
- Pre-Advanced Placement and Advanced Placement courses
- Electives: Fine Arts, Music, Computer Science, Construction Technology, Geography, Psychology/Sociology, AVID (The committee recommends that additional elective options be considered and added to the master schedule including electives offered in other pathways. It is recommended that offering semester long electives also be explored).

### **Facilities:**

Facilities will provide for core academic classes, science labs, a stadium, sports fields/gyms/locker room facilities, performing arts facilities, visual arts classroom/exhibition areas, computer labs, instructional media center facilities and special education classrooms. The committee recommends that teachers within the small learning community have access to workrooms in order to facilitate professional development and collaborative planning.

### **Community Partnerships**

The committee recommends that partnerships with local businesses, economic development agencies, city/county offices, service organizations, institutions of higher learning, etc. be pursued in order to provide resources for student internships, mentoring, classroom presentations, service learning projects, etc.

## **Construction Technology/Management Pathway**

### **Rationale:**

One of the largest job markets in the state of California encompasses those occupations found in the construction trades (U.S. Department of Labor: Bureau of Labor Statistics). There continues to be a shortage of skilled construction workers and opportunities for skilled craftspeople in the construction industry to start their own businesses. Starting salaries for skilled entry-level workers are excellent. The John C. Kimball High School Construction Technology/Management Pathway will present students with the opportunity to develop technical skills and expertise required for construction careers.

A residential construction site will provide seniors with an opportunity to participate in a culminating project that will allow them to demonstrate proficiency in such skills as, carpentry, electrical wiring, plumbing, and dry wall installation.

### **Description of the Construction Technology Pathway:**

The Construction Technology/Management Pathway is a dynamic combination of technical and academic programs designed to meet the individual needs of students as they develop marketable skills in high demand areas of the construction industry. The pathway is planned as a three-tiered program. The three tiers include: 1) Beginning Construction Technology—The Foundation; 2) Intermediate Construction Technology—The Framework; and 3) Advanced Construction Technology—Focus and Beyond.

The program includes the flexibility to allow students with no prior knowledge of construction to succeed to the level of Advanced Construction Technology, giving them the confidence, knowledge-base, and specific skills needed in the building trades and construction industry.

Students prepare for graduation by engaging in a rigorous study of A-G core course work during their four years at Kimball High School. In addition, they will take Beginning Construction Technology during their freshman or sophomore year. Elements of the curriculum are designed to include instruction in basic drafting, blueprint reading, and engineering and design concepts. Students who complete the course sequence for the Construction Technology/Management Pathway at Kimball High School will be prepared for a wide variety of careers in the construction industry such as carpentry, electrical wiring, plumbing, roofing, dry wall installation, drafting, and architectural design. Students successfully completing this pathway will be prepared to directly enter the construction industry workforce and/or continue with related advanced studies at the Community College and/or University levels. Examples of universities that offer construction technology degrees or certification include the following:

- California Polytechnic, Pomona
- California Polytechnic, San Luis Obispo
- California State University, Chico
- California State University, East Bay
- California State University, Fresno
- California State University, Northridge
- California State University, Sacramento
- Stanford
- University of California, Berkley
- University of California, Davis
- University of Southern California

The goals for the Construction Technology/Management Pathway include:

- developing students' attitudes, work habits, and competencies necessary for success in the workplace,
- developing students' creative abilities in solving problems, thinking critically, and working cooperatively with others,
- developing in each student a sense of individual responsibility, self-confidence, and pride in craftsmanship,
- preparing students to become productive and active participants of the global economy,
- providing students with a structured, rigorous career pathway while preparing them for continued study at the postsecondary level, and
- partnering with business, industry and other educational agencies in meeting the needs of local employers by delivering a relevant curriculum that prepares students for careers in the construction industry.

Graduates of Kimball High School and the Construction Technology/Management Pathway will be able to:

- demonstrate knowledge of safe, efficient work practices and employability skills,
- demonstrate the ability to work cooperatively with others toward a common goal.
- apply fundamental skills related to a specific occupation or trade,
- properly select and use materials of the trade,
- demonstrate appropriate communication and math skills, and
- continue study at the postsecondary level.

### **Facilities:**

John C. Kimball High School is designed with industrial arts/shop buildings that will be utilized as part of the Construction Technology/Management Pathway prior to advancing to a residential construction site located off campus for Advanced Construction Technology.

### **Partnerships:**

John C. Kimball High School administration and the District will actively pursue partnerships with The City of Tracy, Tracy Chamber of Commerce, San Joaquin Delta College, and the San Joaquin County Office of Education.

### **The Small Learning Community:**

Students who enroll in the Construction Technology/Management Pathway will identify with other students who share common interests in learning construction skills. In addition, students in their senior year will be involved in the construction of a residential house in Tracy as part of the Habitat for Humanity project and gain the camaraderie of being part of this worthwhile project.

### **School Schedule:**

Beginning and Intermediate Construction Technology/Management Pathway courses will be one hour per day in length. Advanced Construction Technology, which is planned to be a Regional Occupational Program (ROP) course will be a minimum of two hours per day on a traditional schedule.

## **Health Sciences Pathway**

### **Rationale:**

According to the Bureau of Labor Statistics, workers in the health care industry will be in high demand. Growth in the health care industry will account for 3.6 million new jobs from 2004 to 2014. It is predicted that 20 percent of the new jobs added in the next decade will be in the health care industry. According to the United States Department of Labor, workers with specialized training will experience an even bigger employment opportunity.

There is a need to increase the public's awareness of health education. Childhood obesity levels are at an all-time high and health care costs continue to rise. The more informed our students, parents and the community become in regards to their health, the better the health of our community.

### **Description of the Health Sciences Pathway:**

Core classes will be provided within the Health Sciences pathway to meet graduation and college entrance requirements. The elective choices will provide students with opportunities to explore various pathway and career options. As students progress through this pathway they will have the opportunity to take additional classes that provide them with an in-depth exploration of their chosen field of study which may include Junior and Senior year internships. All courses will have curriculum that is University of California/California State University A-G course approved. Courses in this pathway include the following:



## Description of the Health Sciences Pathway (Continued):

### Core Classes

- Human Biology (9<sup>th</sup> Grade)
- Chemistry (10<sup>th</sup> Grade)
- Human Physiology/Anatomy (11<sup>th</sup> Grade)
- Biochemistry (12<sup>th</sup> Grade)

### Elective Classes

- Intro to Nursing (9<sup>th</sup> Grade)
- Nursing 1 (10<sup>th</sup> Grade)
- Nursing 2 (11<sup>th</sup> Grade)
- Intro to Athletic Training (9<sup>th</sup> or 10<sup>th</sup> Grade)
- Nutrition (10<sup>th</sup> or 11<sup>th</sup> Grade)
- Medical Science (10<sup>th</sup> or 11<sup>th</sup> Grade)
- Exercise Physiology (11<sup>th</sup> Grade)
- Technical Internships (11<sup>th</sup> or 12<sup>th</sup> Grade)
- Medical Internships (11<sup>th</sup> or 12<sup>th</sup> Grade)
- Senior Seminar (Senior Project) (12<sup>th</sup> Grade)

The Health Sciences Pathway will prepare students for a future in the healthcare industry. The Health Science pathway will be subdivided into two specialized areas of study that includes; the Medical Education Pathway and the Medical Technical Pathway. The Medical Education Pathway supports students who plan to attend a four-year college and pursue a Bachelor's or Graduate degree; the Medical Technical Pathway supports students who plan to enter the workforce directly after high school graduation or choose to attend a community college or technical school.

Within the Health Sciences pathway, students will be assigned a faculty advisor to help mentor and guide the student throughout their high school experience. Teachers who specialize in this pathway will help provide focus and direction to assigned students. The committee recommends that scheduling options be explored to afford teachers in the different academic disciplines time to work in teams within the pathways and to have common preparation periods. This will accommodate grouping students into small cohorts that will enable them to provide each other with additional peer advisement and collaboration.

The following is a partial list of the numerous possible occupations in the health sciences field:

<b><u>Medical Education Pathway</u></b> (Bachelor's or Doctorate Degrees):	<b><u>Medical Technical Pathway</u></b> (Community College or Technical School):
Nursing	Laboratory Technicians
Medical Doctor	Dental Assistant
Doctor of Osteopathy	Emergency Medical Technician
Nutrition	Ultrasound Technician
Kinesiology	X-ray Tech
Dentistry	Sports Training
Veterinary Medicine	

### **Facilities:**

The facilities will include a kinesiology classroom to accommodate courses in this subject area. An athletic facility including a pool, a strength and conditioning center, two gyms, a dance room, an all weather track, and turf football field for year round utilization are also included in the school facility. A functional athletic training room is also needed to teach student trainers during class time and service student-athletes during extra-curricular activities.

A health sciences classroom will be provided. The committee recommends that this includes a skills laboratory with state of the art equipment including but not limited to hospital beds, heart-rate and blood pressure monitors, and hospital training manikins.

### **Partnerships:**

The District plans to pursue partnerships with Sutter Community Hospital or other medical facilities that may be located near the Kimball High School campus. Such a partnership would benefit both students and the medical provider. Students would be provided an excellent opportunity to gain practical, real world experience in a professional medical environment. The community partners would mentor future candidates for employment within their organizations.

Other possible partnerships include the soon to be opened San Joaquin Delta Junior College campus in Mountain House. Such a partnership would provide Kimball students access to college level physical education and health classes, as well the opportunity to participate in a junior college sports medicine program.

Partnerships with local Sports Medicine practices would be extremely beneficial to Kimball students interested in studying sports medicine, physical therapy, and rehabilitation.

\*The HOSA (Health Occupations Students of America) website: [www.hosa.org](http://www.hosa.org) has a list of possible partnerships to explore.

Other local partnerships to be pursued include:  
Kaiser Hospital, Eaton Medical Group and other local PPO and HMO providers,  
Chiropractors, Dentists, Physical Therapists, American Heart Association, Red Cross, CA  
Department of Health, Hospital Association.

### **Schedule and Structure:**

The next phase of planning will include continued exploration of possible alternative scheduling options that support the development of small learning communities. Opportunities to build and foster relationships between students and teachers are essential to the small learning community model that Kimball High School will incorporate.

## **Mass Communication Pathway**

### **Rationale:**

Communication is a learned skill. While most people are born with the *physical ability to talk*, we are *taught* how to *speak well* and communicate effectively. Oral communication has long been our main method for communicating with one another. It is estimated that 75 percent of a person's day is spent communicating in some way. Not only do we spend considerable time communicating, communication skills also are essential to personal, academic, and professional success.

In a report on fastest growing careers, the U.S. Department of Labor states that communication skills will be in demand across occupations well into the next century. In a national survey of 1000 human resource managers, oral communication skills are identified as valuable for both obtaining employment and successful job performance. Executives with Fortune 500 companies indicate that students need better communication skills, as well as the ability to work in teams and with people from diverse backgrounds. High-wage companies also state that essential skills for future workers include problem solving, working in groups, and the ability to communicate effectively.

With the high demand for effective communication skills, it is important that Kimball High School offer a Mass Communication Pathway. Students enrolled in the Mass Communication Pathway will use technology and develop effective communication skills to prepare them for postsecondary opportunities and successful careers in high-tech workplaces.

### **Description of the Mass Communication Pathway:**

The mass communications program includes the following three strands: public relations, media studies, and graphic design. The individual strands are flexible so that students are able to explore the different strands within the mass communication pathway.

Many of the courses offered in the Mass Communication Pathway will be offered as elective courses. However, students will have the opportunity to take courses such as Public Relations Writing and News Writing I and II for English Language Arts credit.

In the Mass Communication Pathway, students will enroll in core classes that meet the rigorous A-G California State University and University of California requirements as well as District graduation requirements. The curriculum will incorporate hands-on learning experiences and in-depth learning through project-based learning experiences. Such a relevant, hands-on course of study will engage students in taking ownership and responsibility for their own learning. This is an exciting, innovative course of study that will pique students' interests and foster their desire for learning.

There are a wide variety of educational and career opportunities for students who complete the Mass Communications Pathway. Students will be well prepared to enter the workforce upon graduation or enroll in a community college or four-year university. While not inclusive, the following is a list of career opportunities that await students who graduate from Kimball High School through the Mass Communication Pathway:

- Public Relations, Marketing & Advertising positions
- Media Production
- Graphic Design
- Television & Radio
- Publishing Houses
- Animation
- Activity Planning
- Speech Writing
- Journalist
- Media Program Researcher
- News Analyst
- Copywriter
- Editor
- Media Planner/ Buyer
- Technical Writer
- Web Editor
- Librarian
- Market Research
- K-12 Education & University Communications
- Public Relations/Communications positions for:
  - Sports & Athletic Organizations
  - Automotive Industry
  - Pharmaceutical Companies
  - Transportation
  - Banks, Investment & Securities Firms
  - Hospitals & Clinics
  - Hotels
  - Service Companies
  - Government Organizations
  - Non-Profit Organizations

### **Mass Communication Proposed Course Sequence:**

Specific pathway course electives are **bold printed**. Pathway courses listed in more than one grade level indicate that a student may take that course as a junior or a senior. Students will have the option to take a number of these courses, but not all courses would be required to complete the pathway. \*Some of the proposed sequences may require that students take summer courses to complete the pathway.

### Public Relations Strand

9 <sup>th</sup> grade	10 <sup>th</sup> grade	11 <sup>th</sup> grade	12 <sup>th</sup> grade
English 9 Math Science PE World Language <b>-Introduction to Oral Communication</b>	English 10 World History Math Science PE World Language <b>-Public Relations Writing</b>	English 11 US History Math Science <b>-Journalism</b> <b>-Yearbook</b> <b>-News Writing I</b> <b>-Advanced Oral Communication</b>	English 12 Government/Econ <b>-Journalism</b> <b>-Yearbook</b> <b>-News Writing II</b> <b>-Advanced Oral Communication</b> <b>-Internship</b>

### Media Studies Strand

9 <sup>th</sup> grade	10 <sup>th</sup> grade	11 <sup>th</sup> grade	12 <sup>th</sup> grade
English 9 Math Science PE World Language <b>-World of Mass Communication</b>	English 10 World History Math Science PE World Language <b>-Introduction to Multi-Media</b>	English 11 US History Math Science <b>-Film and Television Studies</b> <b>-Introduction to Video Editing and Production</b> <b>-Video Yearbook</b>	English 12 Government/Econ <b>-Film and Television Studies</b> <b>-Advanced Video Editing and Production</b> <b>-Video Yearbook</b> <b>-Internship</b>

### Graphic Design Strand

9 <sup>th</sup> grade	10 <sup>th</sup> grade	11 <sup>th</sup> grade	12 <sup>th</sup> grade
English 9 Math Science PE World Language <b>-Art I</b>	English 10 World History Math Science PE World Language <b>-Introduction to Graphics</b>	English 11 US History Math Science <b>-Advanced Graphics</b> <b>-Photography</b> <b>-Introduction to Photojournalism</b>	English 12 Government/Econ <b>-Advanced Art</b> <b>-Yearbook</b> <b>-Photography</b> <b>-Advanced Photojournalism</b> <b>-Internship</b>

**Facilities:**

The facilities will accommodate access to computer labs for graphic design, yearbook, and journalism courses. Students will have access to a media lab that contains a sound booth for television and radio broadcasting. The media lab should include equipment for film editing and viewing. The committee recommends that the facilities support a small learning community structure and teacher collaboration.

**Partnerships:**

The Mass Communication Pathway encourages hands-on learning experiences, job shadowing and internships. Thus, the committee recommends that the District create partnerships with local television and radio stations as well as colleges. The committee further recommends that community partnerships be developed with such organizations and business as the following:

- Tracy Press
- Stockton Record
- Tri-Valley Herald
- San Joaquin Magazine
- Public Access Television Channel 26
- Citadel Radio
- McHenry House
- Boys and Girls Club
- Interfaith Ministries
- Grand Theater
- Comcast

Partnerships will benefit both the students and the partnering organization. Students will be provided with internships, real-world experiences and access to guest speakers from related fields. Community partners will be developing the skills of possible future employees.

## References

Aiming High: Executive Summary. California Department of Education. 2002  
<http://www.cde.ca.gov/ci/gs/hs/documents/ahexwsum.pdf>

Breaking Ranks II: Strategies for Leading High School Reform  
[http://www.nwrel.org/scpd/ssic/institutes\\_2005/documents/Ollavia\\_executive\\_summary.pdf](http://www.nwrel.org/scpd/ssic/institutes_2005/documents/Ollavia_executive_summary.pdf)

High Performance and High Poverty Schools: 90/90/90 and Beyond. Douglas Reeves.  
[http://www.bampta.org/BAM\\_Parents/High%20Performance.pdf](http://www.bampta.org/BAM_Parents/High%20Performance.pdf)

High School for the New Millennium: Imagine the Possibilities. Bill and Melinda Gates Foundation  
<http://www.gatesfoundation.org/nr/downloads/ed/edwhitepaper.pdf>

High Schools That Work. Southern Regional Education Board  
<http://www.sreb.org/programs/hstw/hstwindex.asp>

New Small Learning Communities: Findings from Recent Literature. Kathleen Cotton, 2001  
[http://www3.scasd.org/small\\_schools/nlsc.pdf](http://www3.scasd.org/small_schools/nlsc.pdf)

Norfolk Public Schools Division Performance Report: 2005-2006  
[http://www.npsk12.com/admin/pdf/2005-06\\_Division\\_Performance\\_Report.pdf](http://www.npsk12.com/admin/pdf/2005-06_Division_Performance_Report.pdf)

Sammon, G.M. Creating and Sustaining Small Learning Communities: A Practitioner's Guide and CD ROM Tool Kit for Career Academies and Other Small Learning Communities. Silver Spring, MD: GMS Partners, Inc., 2000. Sammon, 2000

The Silent Epidemic: Perspectives of High School Dropouts. Bill and Melinda Gates Foundation  
<http://www.gatesfoundation.org/nr/downloads/ed/TheSilentEpidemic3-06FINAL.pdg>

U.S. Department of Labor: Bureau of Labor Statistics Occupational Outlook Handbook  
<http://www.bls.gov/oco/oco2003.htm>

"Welcome to California" Labor Statistics Website  
<http://www.olabormarketinfo.edd.ca.gov/cgi/databrowsing/?PageID=145>



# HUMAN RESOURCES MEMORANDUM

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**TO:** Dr. James Franco, Superintendent

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

**DATE:** April 15, 2008

**SUBJ:** Receive Public Comments Regarding Negotiations with the California School Employees Association (CSEA) and the Tracy Unified School District (TUSD)

**BACKGROUND:**

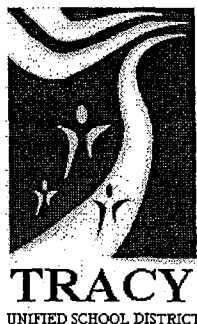
The current three-year contract between the California School Employees Association and the Tracy Unified School District expires June 30, 2008. The contract has a provision for parties to "meet and negotiate" if mutually agreed upon by both parties, with respect to any subject or matter whether referred to or covered in the Master Agreement or not. CSEA and the District have made public their proposals for 2008-2009. This item is intended to provide an opportunity for the public to comment as provided in Government Code 3547 regarding negotiations.

**RECOMMENDATION:**

Receive Public Comments Regarding Negotiations with the California School Employees Association (CSEA) and the Tracy Unified School District (TUSD)

**Prepared by:** James Mousalimas





# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. James C. Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent for Business Services  
**DATE:** April 11, 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: F&H Construction  
Site: Kimball High School  
Item: Proposal - Ratify  
Services: Demolition of house, remove hazardous materials, and properly abandon septic system on Kimball High School site.  
Cost: \$35,228.66  
Project Funding: Developer Fees and State School Building Fund (SSBF)

---

B. Vendor: Image One Technology Solutions  
Site: District Wide  
Item: Agreement  
Services: Scanning of free and reduced meal applications into digital intelligent name recognition format to enhance validation of applications and increase funding.  
Cost: Not to exceed \$40,000 startup and \$2,300 annual maintenance and support fee.  
Project Funding: Food Services

---

C. Vendor: L & H Airco  
Site: EMS – Phase II  
Item: Change Order I  
Services: Credit for HP laptop computers (purchased separately)  
Cost: <\$2,994.00>  
Project Funding: Deferred Maintenance

---

D. Vendor: Kleinfelder  
Site: Kimball High School  
Item: Agreement - Ratify  
Services: Special inspection and testing services.  
Cost: Range of \$185,000. to \$210,000. (time-and-expense basis)  
Project Funding: Developer Fees and SSBF

---

E. Vendor: Wilson Architecture, Inc.  
Site: Clover Middle School  
Item: Agreement  
Services: Prepare site drawings and improvement drawings (electrical, fire, alarm, etc.) for the installation of (3) relocatable classroom buildings to be placed on Clover Middle School campus.  
Cost: \$12,600.00 (plus reimbursables)  
Project Funding: General Fund

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# BUSINESS SERVICES MEMORANDUM

**To:** Dr. James C. Franco, Superintendent  
**From:** Dr. Casey J. Goodall, Associate Superintendent for Business Services  
**Date:** April 11, 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: AMS.Net  
Site: Tracy High School – 40 Classroom Building  
Tracy High School – Science Building  
West High School – Pool and Stadium  
Item: Bid - Ratify  
Services: Cisco and Smartnet Network Equipment for Tracy High School 40 classroom building, Tracy High Science Building and West High School Pool and Stadium  
Cost: \$229,453.12  
Project Funding: Local Bond Funds and SSBF

---

B. Vendor: Roebbelen Contracting, Inc.  
Site: Tracy High School – 40 Classroom Building  
Item: Change Order #3  
Services: Scope of work documented on change order summary.  
Cost: \$207,256.00  
Project Funding: Local Bond Funds and SSBF

---

**CHANGE ORDER NO. 3**

**DSA File No.: 39-H8  
Application No.: 02-108603**

April 4, 2008

Roebbelen Contracting, Inc.  
1241 Hawks Flight Court, Suite 100  
El Dorado Hills, CA 95762

Attention: Mr. Bill Sheets

Subject: **Tracy High School – New West Building  
Tracy Unified School District  
Architect's Project No. 06-834**

Subject to the approval of the Division of the State Architect, you are hereby authorized to make the following changes in the subject work.

Workmanship and materials shall be in accord with standards established by the original specifications.

**ITEM NO. 1:** Add 4" sanitary sewer line at the east side of the building and stub for future connection.

Requested by: Owner

Reason: To accommodate future modifications for administration space with the building.

Attachments: ASI 9.1

Change in Contract Amount	ADD	\$	20,440.00
No Change in Contract Performance Period			

April 4, 2008  
Change Order No. 3  
Tracy High School New West Building  
Page 2

**ITEM NO. 2:** Revise HVAC units and duct work as indicated within the attached drawings.

Requested by: Architect  
Reason: Manufacturers upgrade in specified units.

Attachments: ASI 10.1 through ASI 10.14  
Change in Contract Amount DEDUCT \$ (5,759.00)  
No Change in Contract Performance Period

**ITEM NO. 3:** Revise connections to Electrical Transformer and switch gear as indicated within the attached drawings and in conformance with PG&E requirements.

Requested by: Owner  
Reason: Due to current PG&E requirements, unknown at time of bid.

Attachments: RFI 36.1 through RFI 36.5  
Change in Contract Amount ADD \$ 11,686.00  
No Change in Contract Performance Period

**ITEM NO. 4:** Relocate and install trash compactor and pole lights as indicated within the attached drawings ASI 11.1 through ASI 11.12.

Requested by: Owner  
Reason: To locate the trash compactor in a more suitable permanent location and provide lighting in the parking area.

Attachments: ASI 11.1 through ASI 11.12  
Change in Contract Amount ADD \$ 121,440.00  
No Change in Contract Performance Period

**ITEM NO. 5:** Install structural framing for future installation of a roof mounted antenna.

Requested by: Owner  
Reason: To accommodate district wide communication antenna.

Attachments: ASI 12.1 through ASI 12.13  
Change in Contract Amount ADD \$ 3,126.00  
No Change in Contract Performance Period

**ITEM NO. 6:** Add power and light fixtures as indicated on the attached drawings.

Requested by: Architect  
Reason: To provide uniform exterior entry lights.

Attachments: ASI 16.1 and ASI 16.2  
Change in Contract Amount ADD \$ 4,604.00  
No Change in Contract Performance Period

**ITEM NO. 7:** Revise signal to administration building connection as indicated in the attached drawing. Delete trenching and install conduit through horizontal boring. Contractor shall verify depth required to avoid existing utilities.

Requested by: Owner  
Reason: To avoid extended interruptions to campus activities.

Attachments: ASI 18.1  
Change in Contract Amount ADD \$ 1,245.00  
No Change in Contract Performance Period

**ITEM NO. 8:** Revise audio/video equipment and installations as follows and as indicated within the attached drawings:

1. Items that were shown to be installed at the A/V cabinet are now to be installed in the learning wall casework. This will include (1) 4-plex receptacle, (1) VGA video outlet and (1) composite video outlet. The VGA outlet and composite video outlet may be installed in the same box as long as the appropriate face plate is provided.
2. (1) VGA outlet shall be installed (as shown on the drawings) near the teacher's computer outlet.
3. The media source controller shall also be installed (as shown on the drawings) near the teacher's computer outlet, except at +48".
4. Some outlets will be in conflict with the learning wall casework. See attached drawings for relocation of the outlets.

Requested by: Owner  
Reason: Upgrade to conform to current district standards.

Attachments: ASI 20.1, ASI 20. 2, ASI 20.3, ASI 20.4  
Change in Contract Amount ADD \$ 8,274.00  
No Change in Contract Performance Period

**ITEM NO. 9:** Revise framing at doors Z73 and Z80 as indicated with the attached drawing. Maintain door head to match other exterior doors and adjust door bottom to finished slab elevation.

Requested by: Architect  
Reason: To accommodate doors.

Attachments: ASI 22.1  
Change in Contract Amount ADD \$ 2,561.00  
No Change in Contract Performance Period

April 4, 2008  
Change Order No. 3  
Tracy High School New West Building  
Page 4

**ITEM NO. 10:** At HVAC openings on sheet S2.1.1 at Grid Lines 4.5 and E provide C6x8.2 or W6x9 between openings with connections each end per 9/S0.3.

Requested by: Architect  
Reason: To provide roof deck support at openings.

Attachments: N/A  
Change in Contract Amount ADD \$ 635.00  
No Change in Contract Performance Period

**ITEM NO. 11:** Provide end caps at exposed rafter tails as shown in Detail 8 on Sheet S4.1.3.

Requested by: Architect  
Reason: To close exposed ends of structural rafters.

Attachments: N/A  
Change in Contract Amount ADD \$ 4,800.00  
No Change in Contract Performance Period

**ITEM NO. 12:** Provide framing and skylight attachment as indicated within the attached drawing ASI 24.1.

Requested by: Architect  
Reason: To accommodate skylight installation.

Attachments: ASI 24.1  
Change in Contract Amount ADD \$ 2,702.00  
No Change in Contract Performance Period

**ITEM NO. 13:** At connection between mansard roof framing and roof deck install continues 3x3x16 ga bent plate at either side of HSS with #10 SMS at 6" c.c. (1 per flute) and two #10 SMS to each HSS.

Requested by: Architect  
Reason: To anchor mansard roof framing to building roof.

Attachments: RFI 117.1  
Change in Contract Amount ADD \$ 2,974.00  
No Change in Contract Performance Period

**ITEM NO. 14:** Relocate existing gas line at East Street as necessary to install the new storm water connection to the existing storm drain line in the street.

Requested by: Owner  
Reason: Additional work necessary due to existing utility conflicts.

Attachments: RFI 117.1  
Change in Contract Amount ADD \$ 28,528.00  
No Change in Contract Performance Period



April 4, 2008  
Change Order No. 3  
Tracy High School New West Building  
Page 5

Original Contract Amount.....	\$ 13,839,000.00
Amount Changed by Previous Change Order(s).....	\$ 126,397.00
Contract Amount Prior to this Change Order .....	\$ 13,965,397.00
Amount Changed by this Change Order..... ADD.....	\$ 207,256.00
Revised Contract Amount.....	\$ 14,172,653.00

% Change by this Change Order	%	1.5
Total % Change of Original Contract Amount	%	2.4

Original Completion Date	August 15, 2008
Revised Completion Date Revised by Previous Changes Order(s)	August 15, 2008
Calendar Days added by this Change Order                      ADD	0
Revised Completion Date through this Change Order	August 15, 2008

*The acceptance and approval of this change order constitutes full and final settlement for all work and costs (including extended overhead, inefficiency and impact or delays) related to the items addressed herein with no exceptions.*

APPROVED: \_\_\_\_\_  
Tracy Unified School District                      Date

ACCEPTED: \_\_\_\_\_  
Roebbelen Construction, Inc.                      Date

APPROVED: \_\_\_\_\_  
Rainforth ■ Grau ■ Architects                      Date

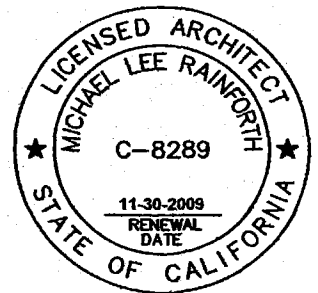
APPROVED: \_\_\_\_\_  
Warren Consulting Engineers                      Date

APPROVED: \_\_\_\_\_  
Barrish Pelham & Associates                      Date

APPROVED: \_\_\_\_\_  
Charles A. Martin and Associates                      Date

APPROVED: \_\_\_\_\_  
Capital Engineering Consultants                      Date

APPROVED: Division of the State Architect



(B)



**TRACY**  
UNIFIED SCHOOL DISTRICT

# EDUCATIONAL SERVICES MEMORANDUM

**To:** Dr. James Franco, Superintendent  
**From:** ~~Dr. James Franco~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services  
**Date:** April 8, 2008  
**Subject:** Approve Overnight Travel for the West High School Future Business Leaders of America Students to the FBLA State Conference in Irvine, CA. on April 24-27, 2008

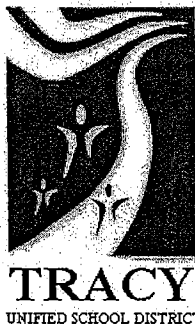
**Background:** Future Business Leaders of America State Conference is sponsored by the State of California each year. It is a part of their organizational structure to provide professional development opportunities for club participants. They provide networking opportunities as well; exposing the future business leaders to a business environment through interactive workshops and competitive events. Mrs. Burns, WHS teacher and club adviser, will transport students in her private vehicle. She will place her license and insurance information on file in the transportation department. Parental permission to transport the students in a private vehicle will be obtained. The FBLA students will stay at the Hyatt Regency in Irvine, CA. and be chaperoned by Mrs. Burns.

**Rationale:** West High has (6) six FBLA students who placed at the sectional conference in February. They have qualified to move on to the next level of competition. This competition takes place at the State Conference. This conference is a rounding out of the experiences and learning that FBLA students have received all year long. It meets Strategic Goal #5, Citizenship.

**Funding:** There will be no cost to Tracy Unified School District. The estimated cost for registration fees and 2 night hotel stay is \$1,940.00. FBLA will pay for this out of funds raised by the club for this purpose. The students will provide for their own meals as well as contribute \$150.00 each towards the conference expenses.

**Recommendation:** Approve Overnight Travel for the West High School Future Business Leaders of America Students to the FBLA State Conference in Irvine, CA. on April 24-27, 2008

**Prepared by:** Herman Calad, Merrill F. West High School, Principal



# EDUCATIONAL SERVICES MEMORANDUM

**To:** Dr. James C. Franco, Superintendent  
**From:** ~~Dr. James C. Franco~~ Dr. Sheila Harrison, Assistant Superintendent for Educational Services  
**Date:** April 10, 2008  
**Subject:** Approve Out of State Travel for Nancy Hopple

**BACKGROUND:** Board approval is requested for Nancy Hopple to attend the 29<sup>th</sup> annual "Legal Issues in Special Education" conference in Charlotte, North Carolina. Directors of Special Education in the San Joaquin County SELPA are requested to attend this conference annually by the SJCOE Assistant Superintendent and SELPA Director, Sandee Kludt. The SELPA pays for the \$645.00 registration and \$350.00 in airfare, minimizing the costs to the district. SELPA paid for registration and Nancy Hopple booked non-refundable airline tickets prior to the Governor's budget news.

**RATIONALE:** Training the Special Education Director regarding current legal issues helps the district stay in compliance and potentially lowers attorney's fees. This request supports Strategic Goal #6, "Provide staff development designed to improve the skills and knowledge of employees."

**FUNDING:** Expenses for this conference are budgeted in the Special Education account, and will not exceed \$600. Ms. Hopple is paying her own mileage and non-reimbursed airfare expenses.

**RECOMMENDATION:** Approve Out of State Travel for Nancy Hopple

**Prepared by:** Nancy Hopple, Director of Special Education



# EDUCATIONAL SERVICES MEMORANDUM

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**To:** Dr. James Franco, Superintendent  
**From:** JAK Dr. Sheila Harrison, Assistant Superintendent of Educational Services  
**Date:** April 2, 2008  
**Re:** Approve Application for the Workforce Investment Act-Adult Education and Family Literacy-Section 231

**Background:** The Tracy Adult School is applying for the 2008-2009 Section 231 Federal Grant. The Adult School receives additional funding in educational Adult Basic Education (ABE), English as a Second Language (ESL), Adult Secondary Education (ASE/GED), Family Literacy (ABE/ESL) and Citizenship Preparation/El Civics per this grant.

**Rationale:** The Federal Section 231 application is granted for a one-year period. Students must meet certain benchmarks determined by testing and graduation rates to meet the grant standards. This Agenda Item supports Strategic Goal #1: Provide a relevant and meaningful curriculum.

**Funding:** If approved, Tracy Adult School is estimated to receive \$225.00 per benchmark attained during the school year.

**Recommendation:** Approve Application for the Workforce Investment Act-Adult Education and Family Literacy-Section 231

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

**THIS PAGE FOR CDE USE ONLY**

Name	Tracy Unified School District
CDS/Vendor Code	39-75499
Charitable Trust Number	

Date Received

Funding Source	Resource Code	Program Focus Area	2007-08 Funding Status	2008-09 Applying For	2008-09 Grant Award Notification	2006-07 Payment Points
Section 225	3940	Adult Basic Education (ABE) English as a Second Language (ESL) Vocational ESL (VESL) Adult Secondary Education (ASE) Vocational Adult Basic Education (VABE) General Education Development (GED)	No	No		
Section 231	3905	Adult Basic Education (ABE) English as a Second Language (ESL) ESL-Citizenship (may not participate in EL Civics Citizenship Preparation) Vocational English as a Second Language (VESL) Vocational Adult Basic Education (VABE)	Yes	Yes		
	3912	Family Literacy	Yes	Yes		
	3913	Adult Secondary Education (ASE) General Education Development (GED)	Yes	Yes		
EL Civics	3926	Civic Participation Citizenship Preparation (may not participate in 231 ESL-Citizenship)	No	No		

Certification	Page	Initials
State and Federal Drug-Free Workplace	4-5	
Lobbying	6	
Debarment, Suspension, Ineligibility and Voluntary Exclusion	7	
Specific Assurances	8-9	
Superintendent/CEO	10	
Entered Date Received in CDE Data Access Page		
Notes		

## **GENERAL ASSURANCES**

### **California Department of Education**

#### **Discrimination**

As the duly authorized representative of the applicant, I certify that the applicant will comply with all federal statutes relating to nondiscrimination, including (a) Title VI of the Civil Rights Act of 1964 (45 *United States Code* [USC] sections 2000d through 2000d-4) prohibiting discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972 (20 USC sections 1681-1683) prohibiting discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973 (20 USC Section 794) prohibiting discrimination on the basis of handicap; and The Age Discrimination Act (42 USC Section 6101, *et seq.*) prohibiting discrimination on the basis of age.

#### **Costs**

As the duly authorized representative of the applicant, I certify that the applicant will comply with the general cost principles set forth in federal regulations, 34 *Code of Federal Regulations* (CFR) Section 74.27 and 34 CFR Section 80.22, and the Office of Management and Budget circulars applicable to my entity.

I further certify that the applicant will comply with the expenditure requirements set forth in the federal Education Department Guidelines Administrative Regulations (EDGAR) contained in Title 34 of the CFR.

#### **Records**

As the duly authorized representative of the applicant, I certify that the applicant will make reports to the state or federal agency designated in the application as may reasonably be necessary to enable those agencies to perform their duties. The applicant will maintain and provide access to all records used in the preparation of such reports for a period of five years. Such records shall include, but not be limited to, records which fully disclose the amount and disposition by the recipient of funds, the total cost of the activity for which the funds are used, the share of the cost provided from other sources, and such other records as will facilitate an effective audit. The recipient shall maintain such records for five years after the completion of the activities for which the funds are used.

#### **Applicable Law**

As the duly authorized representative of the applicant, I certify that the applicant will comply with all state and federal statutes, regulations, program plans, and eligibility requirements applicable to each program under which federal and state funds are made available through the application.

CDE-100-A Aug-2005

## Certification Regarding State and Federal Drug-Free Workplace Requirements

### Grantees Other Than Individuals

As required by Section 8355 of the *California Government Code* and the Drug-Free Workplace Act of 1988, and implemented at 34 *Code of Federal Regulations (CFR)* Part 85, Subpart F, for grantees, as defined at 34 *CFR* Part 85, Sections 85.605 and 85.610

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition

(b) Establishing an on-going drug-free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace
- (2) The grantee's policy of maintaining a drug-free workplace
- (3) Any available drug counseling, rehabilitation, and employee assistance programs
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a)

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

- (1) Abide by the terms of the statement
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee. Notice shall include the identification number(s) of each affected grant.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

### Grantees Who Are Individuals

As required by Section 8355 of the *California Government Code* and the Drug-Free Workplace Act of 1988, and implemented at 34CFR Part 85, Subpart F, for grantees, as defined at 34CFR Part 85, Sections 85.605 and 85.610

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction to every grant officer or designee, in writing, within 10 calendar days of the conviction. Notice shall include the identification number(s) of each affected grant. Notice shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Name of Applicant: Tracy Unified School District

Name of Program:

Tracy Adult School

Printed Name and Title of Authorized Representative:

Walter J. Gouveia

Signature: Walter J. Gouveia Date: 4/2/08

CDE-100DF Aug-2005



## CERTIFICATION REGARDING LOBBYING

Applicants must review the requirements for certification regarding lobbying included in the regulations cited below before completing this form. Applicants must sign this form to comply with the certification requirements under 34 *Code of Federal Regulations (CFR)* Part 82, "New Restrictions on Lobbying." This certification is a material representation of fact upon which the Department of Education relies when it makes a grant or enters into a cooperative agreement.

As required by Section 1352, Title 31 of the *U.S. Code*, and implemented at 34 *CFR* Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 *CFR* Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, Disclosure Form to Report Lobbying, (revised Jul-1997) in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Name of Applicant:

Tracy Unified School District

Name of Program:

Tracy Adult School

Printed Name and Title of Authorized Representative:

Walter J. Gouveia

Signature: Walter J. Gouveia

Date: 4/2/08

ED 80-0013 (Revised Jun-2004)

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## Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions.

---

This certification is required by the U. S. Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 *Code of Federal Regulations* Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

### Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled A Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

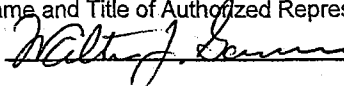
### Certification

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Applicant: Tracy Unified School District

Name of Program: Tracy Adult School

Printed Name and Title of Authorized Representative: Walter J. Gouveia

Signature: 

Date: 4/2/08

**California Department of Education  
Adult Education and Family Literacy Act P. L. 105-220**

**WORKFORCE INVESTMENT ACT TITLE II SPECIFIC ASSURANCES**

In addition to the General Assurances of the California Department of Education, the duly authorized agent of the applicant certifies that the applicant will comply with the following Workforce Investment Act Title II specific program requirements:

1. The duly authorized agent of the applicant agrees not to charge student tuition, fees, or other costs. Students will not be required to purchase any books and/or instructional supplies and materials needed for enrollment or participation in: Adult Basic Education (ABE), English as a Second Language (ESL), ESL Citizenship, Adult Secondary Education (ASE), Vocational Literacy, Family Literacy, or any programs funded for EL Civics(*Education Code §52612*).
2. The duly authorized agent of the applicant agrees to submit the following for approval by the CDE Adult Education Office:
  - a. Program Budgets by the due date specified in the Grant Award notification. For additional information, see the *Workforce Investment Act Title II, Adult Education and Family Literacy Act, Section 225, Section 231, and English Literacy and Civics Education, Program Reapplication Guidelines and Requirements 2008-09 (Workforce Investment Act of 1998, Title II §232)*.
  - b. Memorandums of Understanding (MOUs) for cooperative arrangements for services (*EDGAR §80.37(a)(1-4) (b)(1-3), and Workforce Investment Act of 1998, Title II §232*).
3. The duly authorized agent of the applicant agrees to fulfill all data collection, surveys, and reporting requirements in an accurate and timely manner(*Workforce Investment Act of 1998, Title II §212 and 224(b), and California State Plan, Chapter 5*).
  - a. Data Foundation and Structure: The duly authorized agent of the applicant agrees to use the state's standardized policies and procedures for intake, placement, goal setting, and follow-up surveys. The agent agrees to implement an assessment and attendance tracking system using the Comprehensive Adult Student Assessment System (CASAS) and TOPSpro software for collecting student information. The duly authorized agent of the applicant agrees that students must attend a minimum of 12 hours before being considered as participating students (*National Reporting System (NRS) Implementation Guidelines, Chapter 1. NRS Measures*).

*Note: The CDE will provide TOPSpro software, assessment materials, and staff training to all funded agencies free of charge. If your agency does not use TOPSpro, your data system must be capable of producing all data elements included in TOPSpro and in the same sequence as the TOPSpro reports (Workforce Investment Act of 1998, Title II Sec. 212 and 224(b), and California State Plan, Chapter 5.0).*

  - b. Data Collection, Verification, Analysis, and Reporting: The duly authorized agent of the applicant agrees to have staff with clear responsibility for data collection, data entry, attestation, and procedures for correcting errors and resolving missing data. The duly authorized agent of the applicant agrees to use student data for program management and improvement such as evaluating learning gains, teacher performance, and meeting student needs.

California Department of Education  
Adult Education and Family Literacy Act P. L. 105-220

WORKFORCE INVESTMENT ACT TITLE II SPECIFIC ASSURANCES (continued)

4. Professional Development: The duly authorized agent of the applicant agrees to train staff that will be responsible for general NRS requirements including assessment and follow-up policy procedures, and student goal-setting. Staff must receive training on data entry and collection procedures, interpreting reports, the process and ability to conduct follow-up surveys, and data matching procedures.
- The duly authorized agent of the applicant agrees to use not less than 95 percent of its approved funds for carrying out adult education and literacy activities. The remaining amount, not to exceed 5 percent, shall be used for planning, administration, personnel development, and interagency coordination. In cases where the cost limits are too restrictive to allow for adequate planning, administration, personnel development, and interagency coordination, the CDE will negotiate with the agency an adequate level of funds to be used for non-instructional purposes. (Workforce Investment Act of 1998, Title II, Section 233; Code of Federal Regulations, Title 34, Part 461, Section 461.40).
  - The duly authorized agent of the applicant, if not previously funded with WIA Title II funds agrees to meet state imposed program participation criteria that include, but are not limited to, attendance at CDE-sponsored training related to CASAS, budget development, and program development (California State Plan 6.1.13).
  - The duly authorized agent of the applicant agrees to document procedures and guidelines pertaining to their standardized assessment practices. Adult literacy providers may use the Workforce Investment Act Title II Adult Education and Family Literacy Act Assessment Policy Guidelines as the policy foundation, in conjunction with Test Administration Manuals, CASAS Administration Manual for California, and regional training workshops to provide a basis for development of local procedures, guidelines, and implementation practices.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above assurances and requirements. It is also understood that failure to comply will result in withholding or forfeiture of Workforce Investment Act Title II funding.

Name of Applicant: Tracy Unified School District

Name of Program: Tracy Adult School

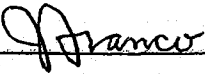
Printed Name and Title of Authorized Representative:

Walter J. Gouveia

Signature: Walter J. Gouveia Date: 4/2/08

## I. Grants, Signatures, and Contacts

### A. Superintendent/CEO Certification

<b>CERTIFICATION:</b> I hereby agree to comply with all applicable state and federal rules and regulations, and program guidelines and requirements. I certify that to the best of my knowledge, the information contained in this application is correct and complete, and that the attached assurances are accepted as the basic conditions in the operations of this project/program for local participation and assistance.								
I have read the Program Reapplication Guidelines and Requirements for 2008-09.								
<b>Superintendent/CEO:</b>	James Franco							
	<b>Signature:</b> 							
<b>Title:</b>	Superintendent							
<b>Telephone:</b>	209 830-3384							
<b>Mailing Address:</b>	1875 W. Lowell Avenue Tracy, CA 95376							
<b>Email:</b>	wgouveia@tUSD.net							
	<table border="1"><tr><th>County</th><th>District/Vendor Code</th><th>Charitable Trust No. (for CBOs only)</th></tr><tr><td>39</td><td>75499</td><td></td></tr></table>	County	District/Vendor Code	Charitable Trust No. (for CBOs only)	39	75499		
County	District/Vendor Code	Charitable Trust No. (for CBOs only)						
39	75499							
*The correct Charitable Trust number and District/Vendor code must be provided for the application to be accepted. If necessary, call the Office of the Attorney General at (916) 445-2021 or 445-2022 for verification.								
<b>My agency is a(n):</b>	District							
<b>Indicate your governance method:</b>	Board of Directors/Trustees							
<b>If you chose "Other" as your governance method above, please specify:</b>								

## B.Program Area Contacts

Title	First name	Last name	Email	Phone
<b>Additional Administrative Personnel</b>				
Adult Education Director	Walter	Gouveia	wgouveia@tusd.net	(209) 830-3384
Administrative Assistant				
Fiscal/Budget Administrator	Walter	Gouveia	wgouveia@tusd.net	(209) 830-3384
Categorical Program Monitor (CPM)	Walter	Gouveia	wgouveia@tusd.net	(209) 830-3384
<b>Data Accountability Coordinators</b>				
Enrollment/Attendance	Walter	Gouveia	wgouveia@tusd.net	(209) 830-3384
J18/19-A Coordinator	Walter	Gouveia	wgouveia@tusd.net	(209) 830-3384
A22 Course Approval Coordinator	Walter	Gouveia	wgouveia@tusd.net	(209) 830-3384
TOPSpro Coordinator	Walter	Gouveia	wgouveia@tusd.net, dsouza@tusd.net	(209) 830-3384
CASAS Coordinator	Walter	Gouveia	wgouveia@tusd.net, dsouza@tusd.net	(209) 830-3384
<b>Curriculum Coordinators</b>				
ABE Coordinator	Walter	Gouveia	wgouveia@tusd.net	(209) 830-3384
ASE Coordinator	Walter	Gouveia	wgouveia@tusd.net	(209) 830-3384
ESL Coordinator	Walter	Gouveia	wgouveia@tusd.net	(209) 830-3384
CTE Coordinator	Walter	Gouveia	wgouveia@tusd.net	(209) 830-3384
<b>Additional Program Coordinators</b>				
WIA II - 231 Coordinator	Walter	Gouveia	wgouveia@tusd.net	(209) 830-3384
WIA II - 225 Coordinator				
WIA II - EL Civics Coordinator				
WIA Title I Coordinator	Linda	Dopp	ldopp@tusd.net, dsouza@tusd.net	(209) 830-3210
CALWorks	Walter	Gouveia	wgouveia@tusd.net	(209) 830-3384
Innovation Program Coordinator				
Carl Perkins Coordinator	David	Pickering	dpickering@tusd.net	(209) 830-3384
CBET Coordinator	Walter	Gouveia	wgouveia@tusd.net	(209) 830-3384
Even Start Coordinator				

### C. Program Administration

<b>Main School/Site:</b>	Tracy Adult School
<b>Principal/Director:</b>	<b>Name:</b> Walter J. Gouveia <b>Title:</b> <b>Telephone:</b> 209 830-3384 <b>Email:</b> wgouveia@tUSD.net
<b>Vice/Asst Principal:</b>	<b>Name:</b> David Pickering <b>Title:</b> <b>Telephone:</b> 209 830-3384 <b>Email:</b> dpickering@tUSD.net
<b>Mailing Address:</b>	1902 N. Corral Hollow Road Tracy, CA 95376

#### D. Funding Requested

**Special Note:** For the 2008-09 program year, agencies will be permitted to use their funding in all program focus areas within a Resource Code category already approved for the 2007-08 program year. An agency that is currently funded in one program focus area within a resource code will be automatically authorized in all program focus areas under that resource code. Agencies will be able to claim all payment points earned for all program focus areas under that resource code.

**Agencies will not be permitted to apply for any new resource code areas not currently approved.**

For information on specific program focus areas, refer to the Program Reapplication Guidelines and Requirements for 2008-09.

Funding Source	Resource Code	Program Focus Area	2007-08 Funding Status	2008-09 Applying for
Section 225	3940	Adult Basic Education (ABE) English as a Second Language (ESL) Vocational ESL (VESL) Adult Secondary Education (ASE) Vocational Adult Basic Education (VABE) General Education Development (GED)	No	No
Section 231	3905	Adult Basic Education (ABE) English as a Second Language (ESL) Vocational English as a Second Language (VESL) Vocational Adult Basic Education (VABE)	Yes	Yes
		ESL-Citizenship	No	No
	NOTE: You may apply for EITHER Section 231-ESL-Citizenship OR EL Civics-Citizenship Preparation, but not both.		No	No
	3912	Family Literacy	Yes	Yes
	3913	Adult Secondary Education (ASE) General Education Development (GED)	Yes	Yes
EL Civics	3926	Civic Participation	No	No
		Citizenship Preparation	No	No
		NOTE: You may apply for EITHER Section 231-ESL-Citizenship OR EL Civics-Citizenship Preparation, but not both.	No	No



## II. Additional Program Information

### A. Statewide and Local Program Level Completion

The California Department of Education (CDE) is required to annually negotiate with the U. S. Department of Education (ED) statewide performance goals for each of the 12 educational functioning levels included in the National Reporting System (NRS) for Adult Education. The performance goals project what percentage of all learners, who meet the NRS reporting requirements, will make an educational gain equal to completing a program level during the year. Completion of a level is determined by the learner's completed TOPSpro Entry record, Update record, CASAS pretest score, and CASAS post-test score.

At the end of each program year, the state's performance is reported (in Federal Table 4) to the ED. The ED compares California's performance to the previously negotiated goals and to the performance of other states.

To negotiate the performance goals of California funded agencies, the CDE uses the latest available aggregated performance data of all NRS eligible learners within each of the educational functioning levels. For example, in February 2008, the CDE used the performance of all NRS eligible learners for the 2006-07 program year to negotiate the performance goals for 2008-09.

Since the CDE uses aggregated eligible adult learner data from all WIA Title II funded local agencies to set the annual performance goals, it is important for all funded local agencies to review their own agency's performance and compare it to the statewide performance. This comparison will provide information about how well the agency is performing against the statewide average and assist CDE Consultants and agency staff in targeting areas of program improvement that can result in increased learner performance.

Educational Functioning Level	California Federal Table 4 Program Year 2006-07		Applicant Agency Federal Table 4 Program Year 2006-07	
	Performance Goal	Percentage Completing Level	Percentage Completing Level	Comparison to State Goal
ABE Beginning Literacy	26%	27.30%	0.00 %	---
ABE Beginning Basic Education	44%	40.00%	0.00 %	---
ABE Intermediate Low	38%	34.10%	26.32 %	-11.68
ABE Intermediate High	31%	25.80%	26.21 %	-4.79
ASE Low	26%	15.40%	27.91 %	1.91
ASE High	27%	25.20%	27.16 %	0.16
ESL Beginning Literacy	40%	41.00%	26.67 %	-13.33
ESL Beginning Low	34%	29.70%	42.86 %	8.86
ESL Beginning High	34%	47.30%	58.62 %	24.62
ESL Intermediate Low	44%	43.50%	45.77 %	1.77
ESL Intermediate High	44%	42.00%	55.41 %	11.41
ESL Advanced	23%	19.10%	23.75 %	0.75



**TRACY**  
UNIFIED SCHOOL DISTRICT

# HUMAN RESOURCES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** James Mousalimas, Assistant Superintendent of Human Resources  
**DATE:** April 11, 2008  
**SUBJECT:** Approve Classified, Certificated, and/or Management Employment

## BACKGROUND:

Nunes, Luis

## CLASSIFIED

Custodian II (Replacement)  
Monte Vista Middle School  
8 hours per day  
Range 35, Step E - \$19.47 per hour  
Funding: General Fund

## BACKGROUND:

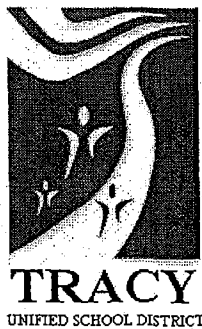
Dahlgren, Millie

## COACHES

Pep Squad Advisor (Replacement)  
Tracy High School  
Stipend:  
Fall Sports - \$2,436.22  
Winter Sports - \$2,436.22

**RECOMMENDATION:** Approve Classified, Certificated and/or Management Employment

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



# HUMAN RESOURCES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** James Mousalimas, Assistant Superintendent of Human Resources  
**DATE:** April 11, 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>
Farley, Kathy 6-8 Science	Freiler	6/30/08	Personal
Hintz-Bueno, Victoria RSP	Villalovoz	5/30/08	Relocating
Kraft, Bree 5 <sup>th</sup> Grade	Central	5/30/08	Relocating
Nemethy, Diana Kindergarten	Central	5/30/08	Personal
Spiker, Kerstin Math	Tracy High	5/30/08	Personal

## BACKGROUND:

## CLASSIFIED RESIGNATION

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Diaz, Susan Clerk Typist I	WHS	5/30/08	Personal
Mehring, Judy Attendance Secretary	WHS	6/30/08	Personal

**BACKGROUND:****CLASSIFIED RETIREMENT**

<u>NAME</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>
Motoh, Janis Food Service Worker	THS	4/11/08
Oliveira, Loretta Food Service Worker	North	5/1/08

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

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



# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent for Business Services  
**DATE:** April 9, 2008  
**SUBJECT:** Authorize the Associate Superintendent for Business Services to Award Contracts for Food and Non – Food Items for the 2008/2009 School Year.

**BACKGROUND:** Tracy Unified School District Food Services Department plans to purchase Food and Non-Food items valued at greater than \$72,400 current year limit for the 2008 – 2009 school year; therefore, a bid is required to ensure compliance with the State and Federal purchasing guidelines.

The Deadline for the bid opening is Friday May 30<sup>th</sup>, 2008 at 3:00pm at the District Education Center. This agenda item is being submitted prior to the bid opening. A spreadsheet of the Food and Non – Food will be provided at a future Board Meeting, for final approval. The recommended vendors and the associated price for each item will be highlighted in yellow.

**RATIONALE:** Approval of this agendas item gives authorization to the Associate Superintendent for Business Services to award Food and Non – Food items to ensure that best value, lowest prices, and that the Bid meets all State and Federal Guidelines.

**FUNDING:** Funding for purchases is made through the Food Services Departments budget, using the 4710 and 4300 accounts, for Food and Non – Food.

**RECOMMENDATION:** Authorize the Associate Superintendent for Business Services to Award Contracts for Food and Non – Food Items for the 2008/2009 School Year.

**Prepared by:** Matthew Belasco, Director of Food Services



# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent for Business Services  
**DATE:** April 14, 2008  
**SUBJECT:** Adopt Resolution No. 07-24 Clarifying the Primary and Secondary Purposes and Functions of the Tracy Unified School District, and Discerning Core Services from Supplemental Services

**BACKGROUND:** The Governor proposed a state budget which resulted in estimated budget reductions in Tracy Unified School District of \$7.1 million. The District Administration has been working on strategies to reduce the target amount. Utilizing a number of strategies, the administration was happy to report at the last Board presentation on the subject that the target had been reduced to \$4,794,462.

The Superintendent and the Associate Superintendent for Business Services responded to the Governor's budget proposal by forming a Fiscal Response Team to generate an initial set of budget reduction ideas. These ideas were built upon by a larger and more diverse group known as the District Budget Advisory Committee. Input was also garnered from the District Management Team. Work by these two teams will be complete on April 17<sup>th</sup>. The final results of their work will be presented at a special Board meeting on May 6<sup>th</sup> at Freiler School. The current proposed budget list totals \$5,527,975.

**RATIONALE:** One strategy which will be proposed on May 6<sup>th</sup>, is for the District to change spending patterns to shift more costs from unrestricted revenue sources to categorical sources. This change is impeded, however, by concerns the funds will be used to supplant rather than supplement core programs. Supplanting essentially means to "take the place of" funds from non-categorical sources. The idea behind this concept is that the District unrestricted funds are required to fund a basic education. Categorical funds are to SUPPLEMENT not to supplant those basic levels of service. The attached resolution resolves these concerns by establishing exactly which programs and expenditures the Board defines as core, and which are not.

**FUNDING:** This resolution fundamentally clarifies the definition of supplement versus supplant. Specific funding issues are further clarified in the resolution itself.

**RECOMMENDATION:** Adopt Resolution No. 07-24 Clarifying the Primary and Secondary Purposes and Functions of the Tracy Unified School District, and Discerning Core Services from Supplemental Services.

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



**TRACY**  
UNIFIED SCHOOL DISTRICT

**TRACY UNIFIED SCHOOL DISTRICT  
RESOLUTION No. 07-24**

**CLARIFYING THE PRIMARY AND SECONDARY  
PURPOSES AND FUNCTIONS OF THE  
TRACY UNIFIED SCHOOL DISTRICT, AND DISCERNING  
CORE SERVICES FROM SUPPLEMENTAL SERVICES**

**WHEREAS**, a school district may use categorical or restricted funds to supplement and, to the extent practical, increase the level of funds that would, in the absence of these funds, be made available from non-categorical or unrestricted funds for the education of students identified as the recipient of the categorical funds, and<sup>1</sup>

**WHEREAS**, categorical or restricted funds are generally targeted to benefit categories of students generally identified as at risk of not meeting challenging State academic achievement standards, and

**WHEREAS**, in no case may categorical funds be used to supplant, that is to say, "take the place of," funds from non-categorical sources, and

**WHEREAS**, determination of compliance with the supplement not supplant requirement shall be based on a determination of what services to students a district would have provided in the absence of categorical funds, and

**WHEREAS**, said determination about supplanting is difficult and case specific. Indeed, no general guidelines exist outside a set of presumptions or predictions by the state of what the district would have provided in the absence of categorical funds, and

**WHEREAS**, these presumptions are refutable if the district can demonstrate that it would not have been able to provide the services in question without categorical funds, and

**WHEREAS**, categorical funds may also be used where the services are mandated by State law, and

**WHEREAS**, in differentiating supplemental services versus core services which may not be supplanted, it is important the district maintain good fiscal records and other documentation that will permit an auditor or program monitor to conclude that they have overcome a presumption that supplanting has occurred, and

---

<sup>1</sup> [www.cde.ca.gov/sp/sw/rt/swpfaq.asp#quest19](http://www.cde.ca.gov/sp/sw/rt/swpfaq.asp#quest19)

**WHEREAS**, Tracy Unified School District has experienced dramatic reductions to unrestricted and restricted funds during the 2003-04 school year, the 2004-05 school year, and now even more severe reductions are anticipated for the 2008-09 school year, and

**WHEREAS**, the primary purpose of the Tracy Unified School District is to deliver high quality and effective curriculum and instruction to our students, and whereas effective assessment is essential to guide quality instruction, and

**WHEREAS**, the ability of Tracy Unified School District to perform the core functions necessary to address these primary purposes is threatened by reduced funding, and

**WHEREAS**, subordinate to the primary functions of providing quality and effective curriculum, instruction, and assessment, is a set of secondary purposes or support functions, affirmed in Appendix A, which are identified from a number of documents, including labor contracts, and state and federal law...

**NOW THEREFORE**, let it be proclaimed that the primary and secondary core functions described above, and in Appendix A, are the only explicitly stated services which would have been provided without the supplemental support of categorical funds. All other services, including those explicitly stated in District goals and Key Performance Measures, are supplemental to these core purposes of Tracy Unified School District.

Resolved this 22<sup>ND</sup> day of April, 2208, at a regular meeting of the Board of Education of the Tracy Unified School District by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTION:

---

PRESIDENT, BOARD OF EDUCATION  
TRACY UNIFIED SCHOOL DISTRICT

Attest:

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

---

Clerk

Board of Education

Tracy Unified School District



# Appendix A

## Secondary Parameters, Purposes, or Support Functions of the Tracy Unified School District

The following excerpts from different documents describe district costs (or services which result in costs) associated with core educational services. This document is not intended to replace the source documents, only to organize a description of core costs into one appendix.

### Work Year/Instructional Minutes

All school agencies operating on a traditional calendar must offer 180 days of instruction or an equivalent number of minutes (Education Code Sections 41420 and 37670) and schools operating on a year-round calendar must offer at least 163 days of instruction (Education Code Section 37670).

The following table sets forth the annual instructional minute requirements by grade level for the longer day program.

Grade Level	Minimum Annual Instructional Minutes
Kindergarten	36,000
Grades 1-3	50,400
Grades 4-8	54,000
Grades 9-12	64,800

Staff development time may not be counted as instructional time.

*Staff development conducted outside the minimum annual instructional minutes shall be considered supplemental to the core educational services of the district. Hence, staff development conducted prior to the first day of school, or after conclusion of the scheduled instructional minutes of a school day, including early release Mondays, is a supplementary educational service and may be funded from categorical funds. In particular Professional Development Block Grant Funds may be used to fund this staff development so long as it meets the following requirements:*

*Instructional Time and Staff Development Reform. The purpose of this program is to enhance staff development opportunities for classroom personnel, kindergarten through grade twelve. The focus is to be on instructional methods, including teaching strategies, classroom management, and other training designed to improve pupil performance, conflict resolution, intolerance and hatred prevention, and academic content in the core curriculum areas.*

*Teaching as a Priority. The purpose of this program is to provide funding to local educational agencies to recruit and retain fully credentialed teachers in high-priority schools, which are schools that are ranked in deciles one through five on the Academic*

*Performance Index. Eligible expenditures include but are not limited to signing bonuses, improved work conditions, teacher compensation, housing subsidies, and expenditures to defray the cost of examinations or course work leading to certificates to teach English learners (CLAD and BCLAD certificates).*

*Intersegmental Programs. These include the College Readiness Program and the Comprehensive Teacher Education Institute. The purposes of the Intersegmental Programs are not established in statute. The goal of the College Readiness Program is to increase the enrollment and completion of Algebra I by all eighth grade students. The goal of a Comprehensive Teacher Education Institute is to develop, research, and disseminate innovative models of teacher preparation and induction for teacher candidates. The overall objective is to develop high-quality teachers who are able to effectively serve students and enhance student achievement in kindergarten and grades one through twelve.*

### **Class Size/Teacher Aide Time/Preps:**

TEA Article 12.C The District will not exceed a maximum class size of thirty two (32) students for K-8 academic classes, thirty-five (35) students in 9-12 academic classes, sixty four (64) students for grades 4-5 P.E/Music, forty six (46) students for 6-8 grade P.E. classes, forty five (45) students for 9-12 grade P.E. classes and 64 students in PE classes at K-8 schools.

TEA Article 12.B K-8 physical education instructors shall be allowed one period of teacher aide time per day for every three (3) students by which the unit member's average class size exceeds thirty (30) students determined by September 30<sup>th</sup> each year, up to the maximum number of periods the unit member teachers each day.

TEA Article 12.D The maximum class size for Band, Choir and Orchestra shall be determined by the principal after reviewing the classroom space capacity with the unit member. However, the student class size limits for these classes/programs shall not exceed the number specified by the Uniform Building Code, section 3302.1 which is currently established at twenty (20) square feet per student. In classes that are work station/laboratory station limited, the class size shall not exceed the maximum number of stations available for student use. This article includes Support Room and Study Hall.

TEA Article 6.E.1 Fourth and fifth grade unit members shall have a continuous thirty (30) minute preparation period within the teaching day. Modifications to the schedule may be made by the administration after prior consultation with those fourth and fifth grade unit members affected. The fourth and fifth grade unit members and principal at each school site have the option of making adjustments within the time span allocated at that school. Fourth and fifth grade unit members who would otherwise lose their prep on early release days will be given 30 minutes from the end of the last scheduled class for the purpose of preparation.

TEA Article 6.E.2 High School and Middle School unit members who are full-time classroom unit members shall have one (1) uninterrupted period per day for

preparation and planning which shall be the same length as a regular classroom period.

TEA Article 6.E.4 No 7<sup>th</sup> – 12<sup>th</sup> grade unit member shall be assigned more than three (3) preparations per day without his/her consent. A preparation is defined as one prescribed curriculum which may be presented within one (1) instructional period. A preparation includes one course description, as well as significant curriculum development, lesson planning/preparation, student assessment and instruction to students.

TEA Article 6.E.6 For the term of this contract, no High School or Middle School unit member shall be required to teach more than twenty-five (25) periods per week.

TEA Article 6.E.8 The District shall not implement more than a six period day structure (separate from advisement) that adds additional preparations for the unit members without first negotiating this with the Association.

*The following staffing standards shall be applied to remain compliant with the class size constraints prescribed above:*

<i>K-5 Instructional Staffing</i>	<i>32:1 rounded up to the next highest .5 FTE, thus achieving a maximum class size of 32, but which may require combination classes.</i>
<i>6-8 Instructional Staffing</i>	<i>24.75:1 rounded up to the next highest .20 FTE, thus, factoring in prep periods, achieving an average class size of 29.70</i>
<i>9-12 Instructional Staffing</i>	<i>28:1 rounded up to the next highest .20 FTE, thus, factoring in prep periods, achieving an average class size of 33.60</i>
<i>K-8 PE Paraprofessionals</i>	<i>K-8 physical education instructors shall be allowed one period of teacher aide time per day for every three (3) students by which the unit member's average class size exceeds thirty (30) students determined by September 30th each year, up to the maximum number of periods the unit member teachers each day.</i>

*In addition to these basic staffing levels, categorical resources, and other strategies may be used to achieve preparation requirements.*

*For example, South/West Park School might have enrollment projections and resulting unrestricted general fund staffing as follows:*

Grade	Bilingual	GATE	Conventional	Total Enrollment	Enrollment /32	Core staffing FTE
K	87		50	137	4.3	4.5
1	89		46	135	4.2	4.5
2	94	29	38	161	5.03	5.5
3	94	35	45	174	5.4	5.5
4	80	33	40	153	4.8	5.0
5	82	45	45	172	5.4	5.5
Total	526	142	264	932	29.13	30.5

The core funding model would require 30.5 teacher FTE's. However, because needs of the students assigned to this school require supplemental services, each of the three disaggregated programs has been developed and staffed separately, resulting in additional staffing requirements as follows:

*Core Bilingual Program Staffing:*

Grade	Bilingual	Enrollment /32	Core staffing FTE
K	87	2.7	3.0
1	89	2.8	3.0
2	94	2.9	3.0
3	94	2.9	3.0
4	80	2.5	2.5
5	82	2.6	3.0
Total	526	16.4	17.5

*Core GATE Program Staffing:*

Grade	GATE	Enrollment /32	Core staffing FTE
K			
1			
2	29	.91	1.0
3	35	1.09	1.5
4	33	1.03	1.5
5	45	1.41	1.5
Total	142	4.44	5.5

*Core Conventional Staffing:*

Grade	Conventional	Enrollment /32	Core staffing FTE
K	50	1.6	2.0
1	46	1.4	1.5
2	38	1.2	1.5
3	45	1.4	1.5
4	40	1.3	1.5
5	45	1.4	1.5
Total	264	8.25	9.5

*Total Disaggregated Staffing:*

<i>Program</i>	<i>Total FTE</i>
<i>Bilingual</i>	<i>17.5</i>
<i>GATE</i>	<i>5.5</i>
<i>Conventional</i>	<i>9.5</i>
<i>Total</i>	<i>32.5</i>

*The difference of 30.5 teachers to 32.5 teachers is exclusively due to the development of disaggregated programs.*

*However, the disaggregated core program also requires five or more combination classes. A choice might be made to add 4.5 additional teacher FTE's to eliminate combination classes. The addition of these teachers would be supplemental to the core staffing level. Also, implementation of Class Size Reduction at grades Kindergarten through third grade is supplemental to the core staffing level.*

**Safe, Clean, Professional Environment:**

TEA Article 8.A.1 and CSEA Article 31.1 The District will make a good faith effort to provide a safe, clean, professional environment for all (TEA and CSEA) unit members.

TEA Article 8.A.2 The District will establish and communicate a procedure for reporting and responding to environmental health issues. Site contact will accept the request and report it to the District. The District will prioritize work order requests and attempt to resolve the issue within a reasonable amount of time.

TEA Article 18.C The District shall make every effort to provide unit members with a safe place in which to work.

TEA Article 18.C.1 The District will make a reasonable effort to provide a communication system available to all unit members for supervising students.

Education Code Section 17070.75 requires districts participating in the School Facility Program to deposit a minimum of 3% of unrestricted and restricted general fund expenditures into the routine restricted maintenance account.

The California Code of Regulations, Title 5, Section 4610(b), (per Williams Settlement legislation) requires the District to provide:

- adequate instructional materials
- facilities which are clean, safe, and maintained in good repair
- properly assigned teachers to fill all vacancies.

*The following staffing standards shall be applied to remain compliant with the class size constraints prescribed above:*

*Tracy Unified School District will deposit a minimum of 3% of unrestricted and restricted general fund expenditures into the routine restricted*

*maintenance account. These funds will be used for personnel, materials, and appropriate contracted services.*

**Payroll:**

TEA Article 10 Any unit member who is a member of Tracy Educators Association (TEA), California Teachers Association (CTA), National Education Association (NEA), or who has applied for membership, may sign and deliver to the District an authorization for appropriate deduction fee of unified membership dues, initiation fees and general assessments for the Association. Pursuant to such authorization, the District shall deduct one-tenth (1/10<sup>th</sup>) of such dues from the regular salary check of the unit member each month for ten (10) months.

CSEA Article 8.2 Except for delay beyond the control of the District, salaries for employees in the unit shall be paid once per month on or before the last weekday of the month. If the normal pay date falls on a holiday, the paycheck shall be issued on the preceding weekday.

Except for delay beyond the control of the District, supplemental checks for employees in the unit shall be paid once per month on or before the 10<sup>th</sup> of the month. If the normal pay date falls on a holiday, the supplemental check shall be issued on the preceding weekday.

CSEA Article 8.3 Any payroll errors resulting in insufficient payment for an employee in the bargaining unit shall be corrected. A supplemental check may be issued within five (5) working days upon the request of the employee. Payroll errors resulting in an over payment to an employee shall be corrected on the following monthly salary warrant. Other repayment arrangements may be made when mutually agreeable to both the District and the employee.

CSEA Article 8.4 Once each year all employees in the bargaining unit shall be provided with notice of sick leave and vacation accrued as of the date of issue.

*The following staffing standards shall be applied to remain compliant with the class size constraints prescribed above:*

*Payroll Technicians                      1 for each 4,000 students.*

**Budgeting and Reporting Requirements**

Education Code 42130. The superintendent of each school district shall, in addition to any other powers and duties granted to or imposed upon him or her, submit two reports to the governing board of the district during each fiscal year. The first report shall cover the financial and budgetary status of the district for the period ending October 31. The second report shall cover the period ending January 31. Both reports shall be approved by the district governing board no later than 45 days after the close of the period being reported. All reports required by this subdivision shall be in a format or on forms prescribed by the Superintendent of Public Instruction, and shall be based on standards and criteria for fiscal stability

adopted by the State Board of Education pursuant to Section 33127. The reports, and supporting data, shall be maintained and made available by the school district for public review.

42131. (a) (1) Pursuant to the reports required by Section 42130, the governing board of each school district shall certify, in writing, within 45 days after the close of the period being reported, whether the school district is able to meet its financial obligations for the remainder of the fiscal year and, based on current forecasts, for the subsequent fiscal year. These certifications shall be based upon the board's assessment, on the basis of standards and criteria for fiscal stability adopted by the State Board of Education pursuant to Section 33127, of the district budget, as revised to reflect current information regarding the adopted State Budget, district property tax revenues pursuant to Sections 95 to 100, inclusive, of the Revenue and Taxation Code, and ending balances for the preceding fiscal year as reported pursuant to Section 42100. The certifications shall be classified as positive, qualified, or negative, as prescribed by the Superintendent of Public Instruction for the purposes of determining subsequent actions by the Superintendent of Public Instruction, the Controller, or the county superintendent of schools, pursuant to subdivisions (b) and (c). These certifications shall be based upon the financial and budgetary reports required by Section 42130 but may include additional financial information known by the governing board to exist at the time of each certification. For purposes of this subdivision, a negative certification shall be assigned to any school district that, based upon current projections, will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year. A qualified certification shall be assigned to any school district that, based upon current projections, may not meet its financial obligations for the current fiscal year or two subsequent fiscal years. A positive certification shall be assigned to any school district that, based upon current projections, will meet its financial obligations for the current fiscal year and subsequent two fiscal years.

(3) All reports and certifications required under this subdivision shall be in a format or on forms prescribed by the Superintendent of Public Instruction, and shall be based on standards and criteria for fiscal stability adopted by the State Board of Education pursuant to Section 33127.

Education Code 42132. On or before September 15 of each year, the governing board of each school district shall adopt a resolution to identify, pursuant to Division 9 (commencing with Section 7900) of Title 1 of the Government Code, the estimated appropriations limit for the district for the current fiscal year and the actual appropriations limit for the district for the preceding fiscal year.

*The following staffing standards shall be applied to remain compliant with the class size constraints prescribed above:*

*Superintendent*

*1 per District, until 1,000 student enrollment.*

<i>Chief Business Official</i>	<i>1 after 1,000 student enrollment is achieved and until 3,000 students enrolled</i>
<i>Director of Financial Services</i>	<i>1 when District enrollment exceeds 3,000 students</i>
<i>Budget Analyst</i>	<i>1 when District enrollment exceeds 6,000 students</i>
<i>Payroll Specialist (Position Control)</i>	<i>1 when District enrollment exceeds 9,000 students</i>
<i>Budget Technician</i>	<i>1 when District enrollment exceeds 12,000</i>
<i>Additional Staffing</i>	<i>When District enrollment exceeds 20,000 students</i>

### **Human Resources:**

TEA Article 18.B Unit members in the unit shall be provided coverage under the terms and conditions of the District's workers' compensation insurance program and the industrial accident or illness leave provisions of this agreement for any injury or illness out of and in the course of their employment.

CSEA Article 35.1.F Verification of units earned (for the Professional Growth Program) must be submitted to the Human Resources Office with 60 days following the course of completion. Payment for a Professional Growth stipend shall commence only after verification of units completed.

CSEA Article 35.1.G The Professional Growth program will be administered by the District through the Human Resources Office.

CSEA Article 37.1 A parent, guardian of a pupil, or any person who makes a complaint to the District concerning a bargaining unit member shall abide by the provisions of board policy 4215.5.

CSEA Article 40.4.A A Reclassification/Reallocation committee consisting of four administrators selected by the district and four CSEA members selected by the Association will review and recommend reclassifications and reallocations to the district negotiating teams.

### **Evaluation:**

TEA Article XVII essentially states that the District shall evaluate teacher performance with the purpose of improving instruction and developing better instructional programs through professional growth of staff.

### **Grievance Procedure:**

TEA Article 9.3 If the grievance is not settled in Step 2, the grievant may appeal it to the Assistant Superintendent for Human Resources.

TEA Article 9.4 If the grievance is not settled in Step 3, the grievant may appeal it to the Superintendent.



**Materials:**

TEA Article 8.B The District will make a good faith effort to provide adequate teaching materials, supplies, textbooks and operable technology, equipment and facilities

**Contracting Out:**

CSEA Article 3.2 The District shall not contract out work except as permitted by law.

Education Code 45103.1: (a) Notwithstanding any other provision of this chapter, personal services contracting for all services currently or customarily performed by classified school employees to achieve cost savings is permissible, unless otherwise prohibited, when ALL of the following conditions are met:

1. The governing board or contracting agency clearly demonstrates that the proposed contract will result in actual overall cost savings to the school district, provided that:
  - a. In comparing costs, there shall be included the school district's additional cost of providing the same service as proposed by a contractor. These additional costs shall include the salaries and benefits of additional staff that would be needed and the cost of additional space, equipment, and materials needed to perform the function.
  - b. In comparing costs, there shall not be included the school district's indirect overhead costs unless these costs can be attributed solely to the function in question and would not exist if that function was not performed by the school district. Indirect overhead costs shall mean the pro rata share of existing administrative salaries and benefits, rent, equipment costs, utilities, and materials.
  - c. In comparing costs, there shall be included in the cost of a contractor providing a service any continuing school district's costs that would be directly associated with the contracted function. These continuing school district costs shall include, but not be limited to, those for inspection, supervision, and monitoring.
2. Proposals to contract out work shall not be approved solely on the basis that savings will result from lower contractor pay rates or benefits. Proposals to contract out work shall be eligible for approval if the contractor's wages are at the industry's level and do not undercut school district pay rates.
3. The contract does not cause the displacement of school district employees. The term "displacement" includes layoff, demotion, involuntary transfer to a new classification, involuntary transfer to a new location requiring a change of residence, and time base reductions. Displacement does not include changes in shifts or days off, nor does it include reassignment to other positions within the same classification and general location or employment with the contractor, so long as wages and benefits are comparable to those paid by the school district.

4. The savings shall be large enough to ensure that they will not be eliminated by private sector and district cost fluctuations that could normally be expected during the contracting period.
5. The amount of savings clearly justify the size and duration of the contracting agreement.
6. The contract is awarded through a publicized, competitive bidding process.
7. The contract includes specific provisions pertaining to the qualifications of the staff that will perform the work under the contract, as well as assurance that the contractor's hiring practices meet applicable nondiscrimination standards.
8. The potential for future economic risk to the school district from potential contractor rate increases is minimal.
9. The contract is with a firm. A "firm" means a corporation, limited liability corporation, partnership, nonprofit organization, or sole proprietorship.
10. The potential economic advantage of contracting is not outweighed by the public's interest in having a particular function performed directly by the school district.

(b) Notwithstanding any other provision of this chapter, personal services contracting shall also be permissible when ANY of the following conditions can be met:

1. The contract is for new school district functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors.
2. The services contracted are not available within the district, cannot be performed satisfactorily by school district employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the school district.
3. The services are incidental to a contract for the purchase or lease of real or personal property. Contracts under this criterion, known as "service agreements," shall include, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented.
4. The policy, administrative, or legal goals and purposes of the district cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary school district hiring process. Contracts are permissible under this criterion to protect against a conflict of interest or to ensure independent and unbiased findings in cases where there is a clear need for a different, outside perspective. These contracts shall include, but not be limited to, obtaining expert witnesses in litigation.
5. The nature of the work is such that the criteria for emergency appointments apply. "Emergency appointment" means an appointment made for a period not to exceed 60 working days either during an actual emergency to prevent the stoppage of public business or because of the limited duration of the work. The method of selection and the qualification standards for an emergency employee shall be determined by the district. The frequency of appointment, length of employment, and the circumstances appropriate for the appointment of firms or individuals under emergency appointments

shall be restricted so as to prevent the use of emergency appointments to circumvent the regular or ordinary hiring process.

6. The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the school district in the location where the services are to be performed.
7. The services are of such an urgent, temporary, or occasional nature that the delay incumbent in their implementation under the district's regular or ordinary hiring process would frustrate their very purpose.

This section shall not apply to the renewal of personal services contracts subsequent to January 1, 2003, where the contract was entered into before January 1, 2003, irrespective of whether the contract is renewed or rebid with the existing contractor or with a new contractor.

### **Mandated Costs**

Government Code Sections 17500 through 17617 provides for the reimbursement of costs incurred by school districts for costs mandated by the State. Costs mandated by the State means any increased costs which a school district is required to incur after July 1, 1980, as a result of any statute enacted after January 1, 1975, or any executive order implementing such statute which mandates a new program or higher level of service of an existing program. The following programs are mandated:

Aids prevention, Agency Fee Arrangements, Caregiver Affidavits, Fiscal Accountability Reporting, Collective Bargaining, Comprehensive School Safety Plans, Consolidation of Annual Parent Notification Plans, Criminal Background Checks, Differential Pay and Reemployment, Employee Benefits Disclosure, Expulsion of Pupils: Transcript Cost for Appeals, Financial and Compliance Audits, Graduation Requirements, Habitual Truant, High School Exit Exam, Immunization Records, Intradistrict Attendance, Juvenile Court Notices, Law Enforcement Notification, National Norm-Referenced Achievement Testing (Formerly STAR), Notification of Truancy, Notification to Teachers: Pupils Subject to Suspension or Expulsion, Open Meetings Act/Brown Act Reform, Physical Education Reports, Physical Performance Tests, Pupil Exclusions, Pupil Expulsions from School, Pupil Health Screenings, Pupil Promotion and Retention, Pupil Residency Verification and Appeals, School Accountability Report Cards, School District Fiscal Accountability Reporting, School District Reorganization, Scoliosis Screening, Standardized Testing and Reporting, Teacher Incentive Program, The Stull Act.

Education Code § 48260.5, as added by Chapter 498, Statutes of 1983, requires that school districts, upon a pupil's initial classification as a truant, notify the pupil's parent or guardian by first-class mail or other reasonable means, of the pupil's truancy, that the parent or guardian is obligated to compel the attendance of the pupil at school and that the parent or guardian who fails to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with § 48290) of Chapter 2 of Part 27. Additionally, the district must inform parents and guardians of alternative educational programs available in the district, and the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.

### **Special Education**

The largest unfunded mandate imposed upon the district is the identified, but unfunded need to meet the needs of students who fall within the jurisdiction of the Individuals with Disabilities Act (IDEA). The Individuals with Disabilities Education Act (IDEA) is the law that provisions service and support to children with disabilities throughout the US. IDEA provides States with the regulations, guidelines and requirements to support them to design and implement programs in special education. The overall goal is to improve student achievement by providing appropriate services.

*The position of the Director of Special Education is fundamental to ensuring the district remains compliant with the goals of IDEA. The position is categorically funded, but encroaches on unrestricted funds.*

### **Student Discipline**

Board Policy 5000, Concepts and Roles, states that the focus of the school system is on the student. It is incumbent upon the Governing Board, district and school administration and teachers to provide for the physical and intellectual welfare of the students in their charge. Discrimination among students applying for admission to or attending our schools with respect to color, creed, race, sex, religion, ancestry, handicap, or national origin is prohibited. All pupils are expected to comply with school regulations, to pursue the required course of study, and to accept the authority of the superintendent, administration, certificated and classified staff. The Superintendent or designee shall establish and keep parents/guardians and students well informed about school and district rules and regulations related to attendance, health examinations, records, grades and student conduct. When conducting hearings related to discipline, attendance and other student matters, the Board shall afford students their due process rights in accordance with law.

*The position of the Director of Student Services is fundamental to ensuring the district remains compliant with these student discipline goals.*

### **Student Health**

Board Policy 5141.21, Administering Medication and Monitoring Health, states that the Governing Board recognizes that when the district has received written statements from the student's physician and parent/guardian detailing the type of medication, dosage amount, administration method, and administration time, designated personnel shall assist the student in taking the medication. Medication will be given to the school in a pharmacy labeled bottle that includes the student's name, name of the physician, medication and dosage of medication to be given. Under no circumstances are school personnel to provide any medication to student's without proper authorization from a physician, including over-the-counter medication. In addition, upon written request, designated personnel may assist the student in monitoring, testing or other treatment of an existing medical condition (Education Code 49423) Upon written request by the parent/guardian and with the approval of the student's physician, a student with an existing medical condition

that requires frequent monitoring, testing or treatment may be allowed to self administer this service. The student shall observe universal precautions in the handling of blood and bodily fluids.

Further fundamental medical service requirements are stated in Board Policies 5141.22 Infectious Diseases, 5141.3 Head Lice, 5141.3 Health Examinations, and 5141.4 Child Abuse.

*The position of one FTE of a District Nurse is fundamental to ensuring the district remains compliant with these student health goals.*

### **Technology**

The Tracy Unified School District Technology plan states that:

Tracy Unified School District (TUSD) serves the needs of 16,500 students in Tracy. Over 800 teachers rely on e-mail, voice mail, instant messaging and faxes to communicate with each other, district staff, students and parents.... [S]chool sites ... provide wireless network connectivity for teachers ... [and] students. All network computers have access to Microsoft Office suite. All teachers and students have e-mail accounts through the District mail server. All libraries have between 4 and 40 computers that are networked with Internet access available to students and teachers throughout the day. The libraries open 30 minutes before school begins and are open 30 minutes after school ends. The District and all school sites each maintain their own web site. Teachers have the ability to publish class curriculum and other information on their own portal web site.

*The position of one FTE of a District Director of Information Services and Educational Technology to support these technology goals. E-rate funds, supplemental grant funds, lottery funds, and other appropriate dollars may support this core function as available.*

4. The savings shall be large enough to ensure that they will not be eliminated by private sector and district cost fluctuations that could normally be expected during the contracting period.
5. The amount of savings clearly justify the size and duration of the contracting agreement.
6. The contract is awarded through a publicized, competitive bidding process.
7. The contract includes specific provisions pertaining to the qualifications of the staff that will perform the work under the contract, as well as assurance that the contractor's hiring practices meet applicable nondiscrimination standards.
8. The potential for future economic risk to the school district from potential contractor rate increases is minimal.
9. The contract is with a firm. A "firm" means a corporation, limited liability corporation, partnership, nonprofit organization, or sole proprietorship.
10. The potential economic advantage of contracting is not outweighed by the public's interest in having a particular function performed directly by the school district.

(b) Notwithstanding any other provision of this chapter, personal services contracting shall also be permissible when ANY of the following conditions can be met:

1. The contract is for new school district functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors.
2. The services contracted are not available within the district, cannot be performed satisfactorily by school district employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the school district.
3. The services are incidental to a contract for the purchase or lease of real or personal property. Contracts under this criterion, known as "service agreements," shall include, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented.
4. The policy, administrative, or legal goals and purposes of the district cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary school district hiring process. Contracts are permissible under this criterion to protect against a conflict of interest or to ensure independent and unbiased findings in cases where there is a clear need for a different, outside perspective. These contracts shall include, but not be limited to, obtaining expert witnesses in litigation.
5. The nature of the work is such that the criteria for emergency appointments apply. "Emergency appointment" means an appointment made for a period not to exceed 60 working days either during an actual emergency to prevent the stoppage of public business or because of the limited duration of the work. The method of selection and the qualification standards for an emergency employee shall be determined by the district. The frequency of appointment, length of employment, and the circumstances appropriate for the appointment of firms or individuals under emergency appointments

shall be restricted so as to prevent the use of emergency appointments to circumvent the regular or ordinary hiring process.

6. The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the school district in the location where the services are to be performed.
7. The services are of such an urgent, temporary, or occasional nature that the delay incumbent in their implementation under the district's regular or ordinary hiring process would frustrate their very purpose.

This section shall not apply to the renewal of personal services contracts subsequent to January 1, 2003, where the contract was entered into before January 1, 2003, irrespective of whether the contract is renewed or rebid with the existing contractor or with a new contractor.

### **Mandated Costs**

Government Code Sections 17500 through 17617 provides for the reimbursement of costs incurred by school districts for costs mandated by the State. Costs mandated by the State means any increased costs which a school district is required to incur after July 1, 1980, as a result of any statute enacted after January 1, 1975, or any executive order implementing such statute which mandates a new program or higher level of service of an existing program. The following programs are mandated:

Aids prevention, Agency Fee Arrangements, Caregiver Affidavits, Fiscal Accountability Reporting, Collective Bargaining, Comprehensive School Safety Plans, Consolidation of Annual Parent Notification Plans, Criminal Background Checks, Differential Pay and Reemployment, Employee Benefits Disclosure, Expulsion of Pupils: Transcript Cost for Appeals, Financial and Compliance Audits, Graduation Requirements, Habitual Truant, High School Exit Exam, Immunization Records, Intradistrict Attendance, Juvenile Court Notices, Law Enforcement Notification, National Norm-Referenced Achievement Testing (Formerly STAR), Notification of Truancy, Notification to Teachers: Pupils Subject to Suspension or Expulsion, Open Meetings Act/Brown Act Reform, Physical Education Reports, Physical Performance Tests, Pupil Exclusions, Pupil Expulsions from School, Pupil Health Screenings, Pupil Promotion and Retention, Pupil Residency Verification and Appeals, School Accountability Report Cards, School District Fiscal Accountability Reporting, School District Reorganization, Scoliosis Screening, Standardized Testing and Reporting, Teacher Incentive Program, The Stull Act.

Education Code § 48260.5, as added by Chapter 498, Statutes of 1983, requires that school districts, upon a pupil's initial classification as a truant, notify the pupil's parent or guardian by first-class mail or other reasonable means, of the pupil's truancy, that the parent or guardian is obligated to compel the attendance of the pupil at school and that the parent or guardian who fails to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with § 48290) of Chapter 2 of Part 27. Additionally, the district must inform parents and guardians of alternative educational programs available in the district, and the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.

### **Special Education**

The largest unfunded mandate imposed upon the district is the identified, but unfunded need to meet the needs of students who fall within the jurisdiction of the Individuals with Disabilities Act (IDEA). The Individuals with Disabilities Education Act (IDEA) is the law that provisions service and support to children with disabilities throughout the US. IDEA provides States with the regulations, guidelines and requirements to support them to design and implement programs in special education. The overall goal is to improve student achievement by providing appropriate services.

*The position of the Director of Special Education is fundamental to ensuring the district remains compliant with the goals of IDEA. The position is categorically funded, but encroaches on unrestricted funds.*

### **Student Discipline**

Board Policy 5000, Concepts and Roles, states that the focus of the school system is on the student. It is incumbent upon the Governing Board, district and school administration and teachers to provide for the physical and intellectual welfare of the students in their charge. Discrimination among students applying for admission to or attending our schools with respect to color, creed, race, sex, religion, ancestry, handicap, or national origin is prohibited. All pupils are expected to comply with school regulations, to pursue the required course of study, and to accept the authority of the superintendent, administration, certificated and classified staff. The Superintendent or designee shall establish and keep parents/guardians and students well informed about school and district rules and regulations related to attendance, health examinations, records, grades and student conduct. When conducting hearings related to discipline, attendance and other student matters, the Board shall afford students their due process rights in accordance with law.

*The position of the Director of Student Services is fundamental to ensuring the district remains compliant with these student discipline goals.*

### **Student Health**

Board Policy 5141.21, Administering Medication and Monitoring Health, states that the Governing Board recognizes that when the district has received written statements from the student's physician and parent/guardian detailing the type of medication, dosage amount, administration method, and administration time, designated personnel shall assist the student in taking the medication. Medication will be given to the school in a pharmacy labeled bottle that includes the student's name, name of the physician, medication and dosage of medication to be given. Under no circumstances are school personnel to provide any medication to student's without proper authorization from a physician, including over-the-counter medication. In addition, upon written request, designated personnel may assist the student in monitoring, testing or other treatment of an existing medical condition (Education Code 49423) Upon written request by the parent/guardian and with the approval of the student's physician, a student with an existing medical condition



that requires frequent monitoring, testing or treatment may be allowed to self administer this service. The student shall observe universal precautions in the handling of blood and bodily fluids.

Further fundamental medical service requirements are stated in Board Policies 5141.22 Infectious Diseases, 5141.3 Head Lice, 5141.3 Health Examinations, and 5141.4 Child Abuse.

*The position of one FTE of a District Nurse is fundamental to ensuring the district remains compliant with these student health goals.*

### **Technology**

The Tracy Unified School District Technology plan states that:

Tracy Unified School District (TUSD) serves the needs of 16,500 students in Tracy. Over 800 teachers rely on e-mail, voice mail, instant messaging and faxes to communicate with each other, district staff, students and parents.... [S]chool sites ... provide wireless network connectivity for teachers ... [and] students. All network computers have access to Microsoft Office suite. All teachers and students have e-mail accounts through the District mail server. All libraries have between 4 and 40 computers that are networked with Internet access available to students and teachers throughout the day. The libraries open 30 minutes before school begins and are open 30 minutes after school ends. The District and all school sites each maintain their own web site. Teachers have the ability to publish class curriculum and other information on their own portal web site.

*The position of one FTE of a District Director of Information Services and Educational Technology to support these technology goals. E-rate funds, supplemental grant funds, lottery funds, and other appropriate dollars may support this core function as available.*



TRACY  
UNIFIED SCHOOL DISTRICT

# BUSINESS SERVICES MEMORANDUM

**TO:** James Franco, Superintendent  
**FROM:** C. Goodall, Assistant Superintendent for Business  
**DATE:** April 14, 2008  
**SUBJECT:** Acknowledge Revised Administrative Regulation 1330.1 Facility Use (Second 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 more fully mitigate the costs of allowing facility uses.

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

**FUNDING:** There is no cost to name these facilities.

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

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

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

**B. General**

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

**C. Forms Used and Additional References**

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

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

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

**D. Procedure****1. Notifications**

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

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

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

## COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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

### 2. Procedures

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

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

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

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

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

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

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

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

**No activity which involves an open flame is allowed inside a Tracy Unified School District building, with the exception of the use of Sterno to heat food being served from chafing dishes, and in that case only when operated by employees of the Food Services Department.**

## COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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

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

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

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

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

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

### **Prioritization and Fees**

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

#### **Tier 1: EDUCATION OF DISTRICT STUDENTS**

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

**COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES**

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

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

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

**Tier 2: NON-CURRICULAR DIRECT SUPPORT OF DISTRICT STUDENTS**

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

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

## COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

### **Tier 3: NON-CURRICULAR INDIRECT SUPPORT OF DISTRICT STUDENTS**

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

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

### **Tier 4: YOUTH RECREATION**

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

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

### **Tier 5: OTHER NON-PROFIT USES OF FACILITIES**

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

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

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

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

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

## COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

### CUSTODIAL FEES

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

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

### OPENING AND CLOSING

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

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

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

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

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

### INSURANCE REQUIREMENTS AND FEES

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



## COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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

The Certificate of Insurance must include all of the following:

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

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

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

### DOMESTICATED OR WILD ANIMALS

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

### LIFE GUARD CERTIFICATION

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

### FEES

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

## COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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

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

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

### CANCELLATION

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

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

## COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

## FEES AND INSURANCE REQUIREMENTS

	FEES	INSURANCE REQUIREMENT
Tier 1	None	None
Tier 2	<ol style="list-style-type: none"> <li>1. Utilities after 6:15 pm and before 7:00 am, and on non-school days.</li> <li>2. Staff time (custodial and other direct support of the use) outside normal work hours.</li> <li>3. Administration of managing the facility use program.</li> <li>4. Security Deposit</li> </ol> <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"> <li>1. Utilities.</li> <li>2. Staff time (custodial and other direct support of the use) outside normal work hours.</li> <li>3. Administration of managing the facility use program.</li> <li>4. Security Deposit</li> </ol> <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"> <li>1. Utilities.</li> <li>2. Staff time (custodial and other direct support of the use) outside normal work hours.</li> <li>3. Administration of managing the facility use program.</li> <li>4. Wear and Tear on facilities and grounds.</li> <li>5. Security Deposit</li> </ol> <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"> <li>1. Utilities.</li> <li>2. Staff time (custodial and other direct support of the use) outside normal work hours.</li> <li>3. Administration of managing the facility use program.</li> </ol>	Users in this tier will provide a Certificate of Insurance including a statement to hold the district harmless and

**COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES**

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

**EXCEPTIONS/FACILITY USE COMMITTEE**

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

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

**IN-KIND SERVICES**

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

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

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

**COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES**

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

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

**CONDITIONS OF USE:**

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

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

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

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

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

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

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

**COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES**

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

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

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

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

**4. Reports Required**

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

**5. Record Retention**

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

**6. Approved by Administrator of Division**

Assistant Superintendent for Business Services

**TUSD Acknowledged: October 26, 2004**

## COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES



**TRACY**  
UNIFIED SCHOOL DISTRICT

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

Instructions to requesting Organization are 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. **MUST CARRY SIGNED PERMIT AT ALL TIMES!**

<b>Section A: Organization:</b>		(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:
<b>Section B: School/Facility Approval:</b>			
Location Available:	Yes/No	Authorizing Signature:	Date:
Equipment Available:	Yes/No	School/Facility Special Notes:	
Site Custodian Available:	Yes/No		
Custodian Assigned: _____		Other: _____	
Contact #: _____			
<b>Section C: District Director of MMO/Facilities:</b>		Acord Form	Endorsement Letter
Authorizing Signature: _____ Date: _____		Certificate of Insurance:	(CG2011 or CG2026)
Bob Corsaro		Approved/Denied	Approved / Denied
Approved / Denied		Expires: _____	
Facility Use Office Only		TOTAL FEES DUE:	Posted:
Tier 1	Tier 2	Tier 3	Tier 4
Tier 5	Tier 6	\$ _____	
Facility Use Payment Received: \$ _____ Date: _____ Check# _____			
Security Deposit Payment Received: \$ _____ Date: _____ Check# _____			
<b>Section D: Food Services Approval:</b>		Authorizing Signature:	Date:
Approved / Denied			

## COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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

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

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

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

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

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

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

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

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

**Organization Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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

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

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

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

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

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

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

**Parking**

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

**Cancellation**

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

## COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

## TRACY UNIFIED SCHOOL DISTRICT

## Community Use of School Facilities

## Rules and Regulations

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

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

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

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

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

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

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

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

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

## COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

sponsoring organizations, and/or attendees. Reimbursement for such expenses will be in addition to the security deposit.

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

Organization: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Other: \_\_\_\_\_

## COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

## Attachment B: Schedule of Community Rental Fees

Rooms	Utilities / Hr	Wear & Tear/ Hr	Custodia 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
<b>Theater Sound Room/Lighting</b>	<b>\$10.00</b>				
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	<b>\$33.00</b>	\$33.29	\$40.94	\$66.00
<b>West High Pool **</b>	<b>36.02</b>	<b>\$104.00</b>	<b>\$33.29</b>	<b>\$40.94</b>	<b>\$66.00</b>
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
ISSET Training Room (no technology)	\$2.33	\$16.50	\$33.29	\$40.94	\$66.00
ISSET 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				
<b>Tennis Courts</b>		\$5.50	\$33.29	\$40.94	\$66.00
<b>Track (Williams Middle School)</b>		\$5.50		\$40.94	

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

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

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

## COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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

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

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

**COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES**

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

**Types of Fields Available At Each Site**

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

\*grassy fields

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

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

Site: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Authorized District Employee Opening and Closing Facility: \_\_\_\_\_

User Group Name: \_\_\_\_\_

Responsible Group Representative Signature: \_\_\_\_\_

Actual Custodial hours worked Opening \_\_\_\_\_

Actual Custodial hours worked Closing \_\_\_\_\_

**CONDITION OF PREMISES BEFORE USE:**

CL – Clean ND – No Damage EN – Exceptions Noted

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

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



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

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

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

Describe problems:

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

**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:** As presented in a report to the Board on April 8, 2008, the results of the assessments 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. This agenda item supports the Strategic Goal #8, Modern and Safe Facilities.

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

**Prepared by:** Denise Wakefield, Director of Facilities



# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent for Business Services  
**DATE:** April 11, 2008  
**SUBJECT:** **Approve Substitution of RCB Enterprises, Inc. dba Valley Glass Company with Westpac Architectural Glass as the replacement Glass and Glazing Subcontractor for Tracy High School New Classroom Building.**

**BACKGROUND:** On July 10, 2007, Roebbelen Contracting submitted the apparent low bid for the Tracy High School New Classroom Building Project. Valley Glass Company was the glass and glazing subcontractor specified.

On April 1, 2008, the District received a letter from Roebbelen Contracting requesting substitution of the subcontractor listed for glass and glazing, RCB Enterprises, Inc. dba Valley Glass Company. Valley Glass Company was unresponsive to Roebbelen Contracting's request for proof of insurance and worker's compensation; as well as, correct shop drawings and submittals for glass and glazing; by doing so Valley Glass Company is in violation of Public Contract Code 4107.a.1, subcontractor unable to complete their contractual duties. Roebbelen Contracting is requesting to use Westpac Architectural Glass as the replacement glass and glazing subcontractor for this project.

**RATIONALE:** The Prime Contractor can request substitution based on the Public Contract Code 4107.a.1; when the subcontractor listed in the bid, after having had a reasonable opportunity to do so, fails or refuses to execute a written contract for the scope of work specified in the subcontractor's bid.

This agenda item supports the Strategic Goal #8, Modern and Safe Facilities

**FUNDING:** Project funded by Measure E Bond

**TIMING:** The proposed changes will become effective upon approval of the Board.

**RECOMMENDED ACTION:** Approve Substitution of RCB Enterprises, Inc. dba Valley Glass Company with Westpac Architectural Glass as the replacement Glass and Glazing Subcontractor for Tracy High School New Classroom Building.

**Prepared by:** Denise Wakefield, Director of Facilities Development



## Facilities Development Department

1875 W. Lowell Ave  
Tracy, California 95376  
(209) 830-3246  
Fax (209) 830-3249  
*mwillner@tusd.net*

April 2, 2008

Ray Breitung  
RCB Enterprises, Inc. dba Valley Glass Company  
700 S. San Joaquin Street  
Stockton, CA 95203

RE: Roebbelen Contracting, Inc. Substitution of Subcontractor – Glass & Glazing  
Tracy High School 40 Classroom Building  
315 East 11<sup>th</sup> Street  
Tracy, CA 95376

Dear Mr. Breitung:

This letter is to serve notice that Roebbelen Contracting, Inc. has submitted a substitution request to the Tracy Unified School District in regard to RCB Enterprises, Inc. dba Valley Glass Company's failure to return qualified proof of insurance after the project was awarded to Roebbelen Contracting, Inc. and for being unresponsive to their request for shop drawings and submittals.

Per California Public Contract Code, Section 4107(a) 9, the listed subcontractor who has been so notified has five working days within which to submit written objections to the substitution to the awarding authority, in this case Tracy Unified School District, failure to file these written objections constitutes the listed subcontractor's consent to the substitution.

Accordingly, if RCB Enterprises, Inc. dba Valley Glass Company fails to submit a written objection within five days of receipt of this notice it will constitute your consent to the substitution.

Sincerely,

Denise Wakefield  
Director of Facilities

cc: Casey Goodall, Associate Superintendent of Business  
Ray Bingham, Rainforth Grau Architects  
Bill Sheets, Roebbelen Contracting, Inc.  
Tom Crites, RGM & Associates  
Monique Willner, TUSD Construction Technician 104

# Roebbelen

April 1, 2008

To: Tom Crites  
RGM and Associates  
3230 Monument Way  
Concord, CA 94518

RE: Tracy High School 40 Classroom Building  
315 East 11<sup>th</sup> Street  
Tracy, CA 95376  
Our Job No: 30-07-207

Subject: Request for the Substitution of a Subcontractor

Dear Mr. Crites:

Pursuant to Section 4107(a) (1) of the California Public Contract Code, we are hereby requesting the substitution of a subcontractor for the performance of the 08400 Monumental Style and Rail Doors, FRP Flush Doors, 08410 Entrances and Storefronts, and 08800 Glazing at the 40 Classroom Building at Tracy High School.

RCB Enterprises, Inc. dba Valley Glass Co. originally bid the project and was listed as a subcontractor in our original bid. Valley Glass Company has been unresponsive to our requests for proof of auto, general liability and worker's compensation insurance, corrected window shop drawings and submittals for glass and glazing. As a result we request that Westpac Architectural Glass be substituted for RCB Enterprises, Inc. dba Valley Glass Co.

If you have any questions please don't hesitate to contact me.

Sincerely,

ROEBBELEN CONTRACTING, INC.



Bill Sheets  
Project Manager

Cc: RCB Enterprises, Inc. dba Valley Glass Company

- Roebbelen Management, Inc.
- Roebbelen Contracting, Inc. CA License #734124
- Roebbelen Contracting, Inc. NV License #0056512
- Roebbelen Construction Management Services, Inc. CA License #808764

ISO 9001: 2000 Certified

1241 Hawks Flight Court  
El Dorado Hills, CA 95762

phone: 916.939.4000  
fax: 916.939.4028

www.roebbelen.com



## EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** ~~Dr. James Franco~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services  
**DATE:** April 15, 2008  
**SUBJECT:** Adopt Revised Board Policy 5136 Unauthorized Groups and Acknowledge Administrative Regulation 5136 (1<sup>st</sup> reading)

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

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

**FUNDING:** Not Applicable

**RECOMMENDATION:** Adopt Revised Board Policy 5136 Unauthorized Groups and Acknowledge Administrative Regulation 5136 (1<sup>st</sup> reading)

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

**GANGS (Continued)****UNAUTHORIZED GROUPS**

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

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

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

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

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

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



**GANGS (Continued)**

## UNAUTHORIZED GROUPS

**Legal Reference:****EDUCATION CODE**

32230-32239.5

~~School Violence Reduction Program~~**School Violence Prevention and Response Act of 1999****32282****School Safety Plans**

35183

Gang-related apparel

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

48907

Student exercise of free expression

51264

Educational inservice training; CDE guidelines

51265

Gang violence and drug and alcohol abuse prevention inservice training

51266-51266.5

Model gang and substance abuse prevention curriculum

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

186.22

Participation in criminal street gang

13826-13826.7

Gang violence suppression

**UNITED STATES CODE, TITLE 20**

7101-7143

Safe and Drug-Free Schools and Communities Act of 1994

**Management Resources:****CDE PUBLICATIONS**

On Alert:

Gang Prevention in School and Inservice Guidelines, January 1994

TUSD Adopted: 6/9/98

TUSD Revised:

**GANGS (Continued)**

**UNAUTHORIZED GROUPS**

**CSBA PUBLICATIONS**

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

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

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

**B. Prevention and Intervention Measures**

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

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

**GANGS (Continued)****UNAUTHORIZED GROUPS**

c. Include lessons or role-playing workshops in unauthorized group avoidance skills and nonviolent conflict resolution, including communication skills, anger management, ethnic/cultural tolerance, and mediation skills

d. Assign individual unauthorized group members to cooperative learning groups in which they may work toward common goals with students who are not members of their unauthorized group

e. Provide school-to-career instruction

f. Provide positive interaction with local law enforcement staff

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

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

a. Positive sports and cultural activities and affiliations with the local community

b. Structured, goal-oriented community service projects

**Community Outreach**

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

1. The dangers of unauthorized group membership

2. Warning signs which may indicate that children are at risk of becoming involved with unauthorized groups

3. The nature of local unauthorized group apparel and graffiti

4. Effective parenting techniques

5. Conflict resolution techniques

**C. Discipline Process**

**GANGS (Continued)****UNAUTHORIZED GROUPS**

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

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

**GANGS (Continued)****UNAUTHORIZED GROUPS**

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

**GANGS (Continued)****UNAUTHORIZED GROUPS****e. Documented counseling with a "No Unauthorized Group Contract" and Law Enforcement contact.**

4. A second offense *of #3* above will result in the following:
  - a. Parent/guardian conference.
  - b. One to five day suspension.
5. A third offense will result in the following:
  - a. Parent/guardian contact.
  - b. A minimum five day suspension.
  - c. Contact with law enforcement agency.
  - d. Possible recommendation for expulsion.**
6. A fourth and subsequent offenses will result in the following:
  - a. Parent/guardian contact.
  - b. A minimum five day suspension and recommendation for expulsion
  - c. Contact with law enforcement agency.
  - d. Possible recommendation for expulsion.**
7. Any **gang unauthorized group** graffiti on school premises shall be removed, washed down or painted over as soon as discovered.
  - a. Daily checks for graffiti shall be made throughout the campus, including restroom walls and doors.
  - b. Graffiti shall be photographed before it is removed. These photographs will be shared with local law enforcement authorities and used in future disciplinary or criminal action against the offenders.
8. Classroom and after-school programs at each school shall be designed to enhance individual self-esteem, provide positive reinforcement for acceptable behavior, and foster interest in a variety of positive activities.
9. Staff shall actively promote membership in authorized student organizations which can provide students companionship, safety, and a sense of purpose and belonging.
10. Each school within the Districts shall develop an action plan that includes but is not limited to the following.

**GANGS (Continued)****UNAUTHORIZED GROUPS**

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

**Gang Unauthorized Group Prevention Education**

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

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

**Community Outreach**

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

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



**GANGS (Continued)****UNAUTHORIZED GROUPS**

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

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

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

**Intervention Measures**

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

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

**C. Forms Used and Other References**

None

**D. Procedure**

Outlined in school discipline handbooks and consistent with Board Policy.

**GANGS (Continued)**

**UNAUTHORIZED GROUPS**

**E. Reports Required**

Suspension Documents  
Expulsion Documents

**F. Record Retention**

Expulsion Documents

**G. Responsible Administrative Unit**

Student Services

**H. Approved by the Administrator of the Division**

Educational Services



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. James C. Franco, Superintendent  
**FROM:** Dr. Sheila Harrison, Assistant Superintendent of Educational Services  
**DATE:** April 14, 2008  
**SUBJECT:** Adopt Resolution No. 07-27 In Support of Adequate, Equitable, and Stable Special Education Funding

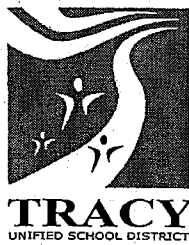
**BACKGROUND:** Numerous studies have shown that California's investment in K-12 education is insufficient to meet students' needs and state and federal academic standards. Special education is a federally mandated program and children with disabilities are entitled to a free appropriate public education. The lack of sufficient federal and state funding to pay for special education services has forced local school districts to back fill \$2 billion from local funds, thereby reducing funding for programs that serve all students.

**RATIONALE:** Tracy Unified School District urges the Governor, State Legislature and federal government to provide adequate, equitable and stable special education funding for our schools by immediately and fully funding special education to deliver critical relief to school agencies and establishing a comprehensive plan to address issues affecting special education staffing, early intervention, parent/school relationships and assistive technology.

**FUNDING:** N/A.

**RECOMMENDATION:** Adopt Resolution No. 07-27 In Support of Adequate, Equitable, and Stable Special Education Funding .

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



**TRACY UNIFIED SCHOOL DISTRICT  
RESOLUTION NO. 07-27**

**In support of Adequate, Equitable, and Stable Special Education Funding**

**A RESOLUTION** of the Tracy Unified School District calling for adequate, equitable, and stable funding for special education programs and services.

**WHEREAS**, if all California children and youth are to reach California's high educational standards that will allow them to succeed in school, work, and life, the state must commit adequate resources to schools; and

**WHEREAS**, numerous studies have shown that California's investment in K-12 education—including basic, special, limited-English speaking, remedial, and career-technical—are insufficient to meet students' needs and state and federal academic standards; and

**WHEREAS**, there is an undeniable correlation between success in school, earnings potential, crime, imprisonment, and death rates; and

**WHEREAS**, special education is a federally mandated program and children with disabilities are entitled to a free appropriate public education (FAPE); and

**WHEREAS**, California's neutral funding formula does not reflect the true costs of providing educational services to students with disabilities; and

**WHEREAS**, the lack of sufficient federal and state funding to pay for special education services has forced local school districts to backfill \$2 billion from local funds, thereby reducing funding for programs that serve all students; and

**WHEREAS**, the California State Legislature and the federal government have consistently been urged by school agencies to address the funding crisis in special education, but only minor funding increases have been approved; and

**WHEREAS**, California should not abdicate its responsibility to assist school districts when federal funds for special education do not materialize; and

**WHEREAS**, studies have shown that appropriate early intervention services and programs at the first sign of academic difficulty have proven to greatly improve a child's chance of success; and

**WHEREAS**, in 2005-06, nearly half of the novice special education teachers lacked full credentials; and

**WHEREAS**, children with significant disabilities require sophisticated and expensive equipment and/or technology to access curriculum and to apply what has been learned; and

**WHEREAS**, parents and students with disabilities benefit when school agencies have low cost and timely options to resolve disputes; and

**WHEREAS**, our state cannot afford to wait for more students to fail before taking decisive action;

**NOW, THEREFORE, BE IT RESOLVED** that the Tracy Unified School District strongly urges the Governor, State Legislature, and federal government to provide adequate, equitable, and stable special education funding for our schools by:

- Immediately and fully funding special education to deliver critical relief to school agencies
- Establishing a comprehensive plan to address issues affecting special education staffing, early intervention, parent/school relationships, and assistive technology

**PASSED AND ADOPTED** this 22<sup>nd</sup> day of April, 2008, by the Board of Trustees of the Tracy Unified School District by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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**President**  
**Board of Education**  
**Tracy Unified School District**

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**Clerk**  
**Board of Education**  
**Tracy Unified School District**



**TRACY**  
UNIFIED SCHOOL DISTRICT

# ADMINISTRATIVE SERVICES MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Dr. James C. Franco, Superintendent  
**DATE:** April 14, 2008  
**SUBJECT:** Adopt Resolution No. 07-25 Designating May 18<sup>th</sup>-24<sup>th</sup>, 2008, as Classified Employees Week

**BACKGROUND:** The California Public School system employs approximately 240,000 classified staff. The Legislature of the State of California has designated May 21-27, 2006, as Classified Employees Week. This is a time to recognize the many contributions of classified school employees to public education.

**RATIONALE:** Classified school employees serve our students and provide assistance in and out of the classroom. They play important roles in the furtherance of the goals of education. Classified school employees deserve rightful recognition, and public celebration for their caring, their deeds, and the incalculable contributions they make to the public education system, and to our students.

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

**FUNDING:** N/A

**RECOMMENDATION:** Adopt Resolution No. 07-25 Designating May 18<sup>th</sup>-24<sup>th</sup>, 2008, as Classified Employees Week.

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



**TRACY UNIFIED SCHOOL DISTRICT**  
**RESOLUTION NO. 07-25**  
**Resolution Designating the Week of May 18<sup>th</sup>-24<sup>th</sup>, 2008 as**  
**Classified School Employee Week**

**WHEREAS**, classified professionals provide valuable services to the schools and students of the Tracy Unified School District; and

**WHEREAS**, classified professionals contribute to the establishment and promotion of a positive instructional environment; and

**WHEREAS**, classified professionals serve a vital role in providing for the welfare and safety of Tracy Unified School District's students; and

**WHEREAS**, classified professionals employed by the Tracy Unified School District strive for excellence in all areas relative to the educational community;

**THEREFORE, BE IT RESOLVED**, that the Tracy Unified School District hereby recognizes and wishes to honor the contribution of the classified professionals to quality education in the state of California and in the Tracy Unified School District and declares the week of May 18–24, 2008, as Classified School Employee Week in the Tracy Unified School District.

**PASSED AND ADOPTED** this 22<sup>nd</sup> day of April, 2008, at a regular meeting of the Board of Education of the Tracy Unified School District by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTENTION:**

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**President**  
**Board of Education**  
**Tracy Unified School District**

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**Clerk**  
**Board of Education**  
**Tracy Unified School District**



# ADMINISTRATIVE SERVICES MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Dr. James C. Franco, Superintendent   
**DATE:** April 15, 2008  
**SUBJECT:** Adopt Resolution No. 07-26 Establishing May 14, 2008, as the "Day of the Teacher"

**BACKGROUND:** During the early 1970's the Association of Mexican-American Educations (AMAE) adopted the Mexican tradition of annually recognizing teachers, and began organization appropriate events throughout the state. In 1982, AMAE sponsored legislation (incorporated in Education Code Section 37222) establishing the "Day of the Teacher" to be observed each year.

**RATIONALE:** The second week of May is now designated for the celebration of the "Day of the Teacher." This is a wonderful opportunity to give recognition, and the express thanks to teachers, the people we entrust with our children, our posterity.

This agenda items meets Strategic Goal #7 – Educational Leadership.

**FUNDING:** N/A

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

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





**TRACY UNIFIED SCHOOL DISTRICT**  
**RESOLUTION NO. 07-26**  
**Establishing May 14, 2008, as the "Day of the Teacher"**

**WHEREAS**, education is the most vital activity we as a society undertake to ensure the well-being of the nation; and

**WHEREAS**, education is in large measure the result of the talent and commitment of teachers; and

**WHEREAS**, teaching is a profession characterized by skill, knowledge, discipline, tenacity, and creativity in the delivery of instruction; and

**WHEREAS**, teachers rise to the occasion in a time where higher academic standards, and new education accountability requirements causes teaching to be more challenging; and

**WHEREAS**, teachers are a source of caring, concern, counseling, empathy, warmth and love; and

**WHEREAS**, teachers deserve widespread recognition and gratitude for their performance; and

**WHEREAS**, teachers at Tracy Unified School District exemplify all of these qualities; and

**WHEREAS**, teachers have made a crucial difference in the lives of students in Tracy Unified School District; and

**WHEREAS**, The California Teachers Association and the Association of Mexican American Educators (AMAE) initially sponsored the bill, SB 1456, first proclaiming Day of the Teacher in 1982,

**NOW, THEREFORE BE IT RESOLVED**, that the *Tracy Unified School District Board of Education* join the Governor and State Legislature in declaring May 14, 2008, as California's 26<sup>th</sup> annual "*Day of the Teacher*," and

**Be It Further Resolved**, that *Tracy Unified School District Board of Education* encourages activities to recognize and honor teachers on this day.

**PASSED AND ADOPTED** this 22<sup>nd</sup> day of April, 2008, by the Board of Trustees of the Tracy Unified School District by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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**President**  
**Board of Education**  
**Tracy Unified School District**

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**Clerk**  
**Board of Education**  
**Tracy Unified School District**



# HUMAN RESOURCES MEMORANDUM

**TO:** James Franco, Superintendent

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

**DATE:** April 3, 2008

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

**Background:** The current three-year contract between the Tracy Educators Association and the Tracy Unified School District expires June 30, 2009. The Tracy Educators Association submitted their proposal (please see attached) pursuant to Article XXXIX of the 2006-2007, 2007-2008, 2009-2010 Master Agreement. According to the current agreement, the District must also submit its proposal within 30 days after receipt of the Association's proposal. The District's proposal shall be submitted at the next regularly scheduled Board Meeting.

This agenda item meets strategic goal #7, Educational Leadership

**Recommendation:** Acknowledge Receipt of TEA's 2008-2009 Sunshine Proposal.

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

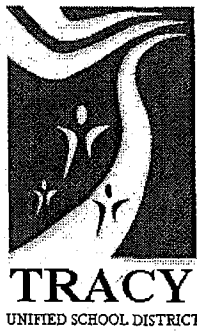


- Informed
- Involved
- Organized
- United

To: Dr. James Franco, Superintendent  
James Mousalimas, Assistant Superintendent for Human Resources  
From: Executive Board & Negotiations Team for Tracy Educators Association  
Date: March 20, 2008  
Subject: Sunshine Proposal for 2008-2009 Contract

In accordance with Article XXXIX in the Master Agreement, the Tracy Educators Association and the Tracy Unified School District have mutually agreed to reopen Article XIII Salaries and Article XIV Fringe Benefits. In addition, per Article XXXIX, Tracy Educators Association would like to open Article VI Hours and Article VII Duties.

*rec'd in  
HR 4/1/08  
Pfurtscheller*



# HUMAN RESOURCES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** James Mousalimas, Assistant Superintendent for Human Resources *JM*  
**DATE:** April 11, 2008  
**SUBJECT:** **Approve Revised Job Description for Assistant Superintendent for Human Resources**

**BACKGROUND:** In 2005, the position of Associate Superintendent for Human Resources was reclassified to Assistant Superintendent. The job description for the position has been revised to accurately reflect the changes to the position and the correct salary placement on the Management Salary Schedule.

**RATIONALE:** The changes and additions to the job description are being proposed to ensure it accurately reflects the essential functions of the position and salary placement of Assistant Superintendent for Human Resources.

**STRATEGIC GOAL:** #7 – Educational Leadership

**FUNDING:** None

**RECOMMENDATION:** **Approve Revised Job Description for Assistant Superintendent for Human Resources**

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

## **TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION**

**POSITION TITLE:** Associate Assistant Superintendent for Human Resources

**DEPARTMENT/DIVISION:** Human Resources

### **POSITION SUMMARY:**

The Associate Assistant Superintendent for Human Resources shall serve as the chief line officer for all areas of personnel services. Under the direction of the Superintendent, provides leadership and supervision for the District program for personnel administration for all District staff.

### **ESSENTIAL FUNCTIONS:**

1. Plans, organizes, directs and coordinates the District program for personnel administration for all District staff.
2. Assesses, develops and maintains programs and services, which support positive District climate and collaboration of employees.
3. Responsible for the organization and implementation of the District staff recruitment program.
4. Responsible for the development and maintenance of personnel files of acceptable teacher candidates from which administrator and/or supervisors may select for recommendation.
5. Plans and supervises the recruitment, selection and recommends assignment of staff consistent with the District's budget and staffing plans.
6. Recommends original assignments and processes any requests for transfer among the schools.
7. Develops and maintains all personnel records for certificated and classified staff in relation to salary placement, evaluation reports, recommendations, transcripts and contracts.
8. Develops, maintains, supervises, coordinates, and up-dates personnel policies for the District within the scope of collective bargaining, including those policies and procedures evolving from negotiations.
9. Supervises and coordinates the hiring of all substitutes and develops a substitute handbook.
10. Coordinates the placement of student teachers and observers from the various teacher-training institutions.
11. Consults with administrators in regards to any personnel problems.
12. Plans and supervises the program for employee performance evaluation.
13. Processes all resignations, retirements and leaves.
14. Develops a Retirement Information handbook.
15. Acts as liaison staff member on personnel matters between the Superintendent and bargaining units, and organizes, directs, and implements employee relations program for the District.
16. Serves as the chairperson of the District's negotiating team(s).
17. Holds regular meetings with TEA and CSEA representatives to resolve problems and keep communication channels open.

**POSITION TITLE:** Associate Assistant Superintendent for Human Resources

**ESSENTIAL FUNCTIONS:** Continued

18. Works closely with the Superintendent in all Board meetings representing personnel.
19. Serves as the District Title IX Officer.
20. Prepares as directed certain reports and information for the Superintendent, Board of Trustees, and various state and federal agencies.
21. Participates directly in formulating and implementing District policies.
22. Provides counseling to employees on personnel matters, which cannot be effectively resolved by members of the staff.
23. Interprets and applies laws, rules, and District policy relating to personnel administration.
24. Serves as the compliance officer for implementing the District's discrimination/harassment policy regarding employees.
25. Processes and investigates formal complaints from the public regarding District personnel.
26. Confers with representative of employee organizations and District officials concerned with personnel matters.
27. Works with the Director of Technology to develop and maintain an electronic document imaging Human Resources department.
28. Supervises and conducts performance evaluations Human Resources personnel.

**OTHER RESPONSIBILITIES:**

- ~~1. Acts as Superintendent in the absence of the District Superintendent.~~
2. Assists the Assistant Superintendent for Business in preparation of long range planning for school facilities development.
3. Performs any and all reasonable duties as assigned by the Superintendent.

**EDUCATION AND EXPERIENCE:**

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. Successful experience as a school or district administrator with experience in developing and implementing personnel services programs. Must possess or be able to obtain a valid California Administrative Services Credential. Masters Degree required, Doctorate preferred.

**SKILLS AND QUALIFICATIONS:**

Knowledge of current trends in education and demonstrated ability to manage educational institutions.

**POSITION TITLE:** Associate Assistant Superintendent for Human Resources

**PHYSICAL REQUIREMENTS:**

Employees in this position must be/have the ability to:

1. Sit for extended periods of time.
2. Enter data/**information** into a computer terminal/typewriter and operate standard office equipment **for extended periods of time.**
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand **and/or walk on hard and/or uneven surfaces for extended periods of time** and bend over.
7. Reach overhead, grasp, push/pull **up to 25 pounds for short distances.**
8. **Bend, squat, stoop and/or climb for extended periods of time.**
9. Lift and/or carry up to 25 pounds at waist height for short distances.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with District office staff, **parents** and the public. **In addition, the Assistant Superintendent for Human Resources must perform duties and responsibilities that occur outside school buildings and facilities and at other District related activities and events.**

**SALARY:** Certificated Management, Range 44 58 A-E

**DAYS OF SERVICE:** 225

Revised:

TUSD 3/27/01



# HUMAN RESOURCES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** James Mousalimas, Assistant Superintendent for Human Resources  
**DATE:** April 22, 2008  
**SUBJECT:** Approve Revised Job Description for School Secretary High School

**BACKGROUND:** The job descriptions for many of the District's positions are outdated and do not accurately reflect current job duties and responsibilities. Therefore, the Human Resources division has established as one of its priorities, to review and revise outdated job descriptions. The District continues the process of updating job descriptions to ensure that they accurately reflect current essential functions of the position, District requirements, and any Federal, State, or Department of Education requirements.

The changes and additions to the job description are currently being proposed to ensure it accurately reflects the essential functions of the position of School Secretary High School. It is not made with the intention of reclassifying employees or making salary changes.

**STRATEGIC GOAL:** #7—Educational Leadership

**FUNDING:** None.

**RECOMMENDATION:** Approve Revised Job Description for School Secretary High School

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



## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** School Secretary High School

**DEPARTMENT/DIVISION:** High School

**POSITION SUMMARY:** Under general direction, to provide secretarial services and relieve the Principal of clerical and administrative details; and to do related work as required.

### ESSENTIAL FUNCTIONS:

1. Serves as a clerical assistant to the Principal.
2. Takes and transcribes oral dictation ~~or transcribes from a dictation machine~~
3. Composes correspondence from brief verbal instructions
4. Receives and opens office mail.
5. Act as a receptionist.
6. Receives visitors and answers telephone inquiries for the school.
7. Serves as a vital staff a public relations link through personal and telephone contact.
8. Compiles confidential materials under the direction of the Principal relating to staff and other matters.
9. Maintains the appointment calendar for the Principal.
10. Provides coordination for both classified and certificated staff in the preparation, dispensing and gathering of information.
11. Prepares agendas, sets up for meetings, takes and transcribes minutes.
12. Prepares memos, reports and bulletins;
13. Maintains absence reports for the entire staff for payroll records.
14. Arranges for substitutes for teachers who are to be absent due to school-related activities.
15. Assists substitutes.
16. Issues and maintains keyboard for the entire campus.
17. Orders and inventories all general supplies.
18. Dispenses supplies to staff and students
19. Channels all maintenance requests.
20. Processes transportation requests for buses and school vehicles.
21. Maintains records of school cars requested, dates requested and issues keys for these cars.
22. Processes departmental purchase requests.
23. Maintains files for the principals' office.
24. Makes announcements to the student body and staff over the intercom.

### EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be performed. High school diploma or equivalent required. Three years of increasingly responsible clerical and secretarial experience, preferably to include at least one year of secretarial experience in a school district.

### SKILLS AND QUALIFICATIONS:

1. Knowledge of functions and types of clerical operations performed at a large public school.
2. Knowledge of office methods and practices including filing systems, receptionist and telephone techniques and letter and report writing.
3. Knowledge of business English, including vocabulary, correct grammatical usage, and punctuation.
4. Ability to interpret school district policies and regulations and apply them with good judgment in a variety of procedural matters.
5. Ability to perform difficult and responsible clerical work with speed and accuracy.
6. Ability to compile and maintain accurate and complete records and reports.
7. Ability to make mathematical calculations with speed and accuracy.
8. Ability to type at a speed of 60 words a minute from clear copy.
9. ~~Ability to take dictation at a speed of 100 words a minute and to transcribe it accurately.~~
10. Ability to operate a variety of office appliances including adding, duplicating, and dictating machines.
11. Ability to understand and carry out oral and written directions.

12. Ability to establish and maintain cooperative and effective relationships with students, parents and administrative officials.

#### **PHYSICAL REQUIREMENTS:**

Employees in this position must be/have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/**typewriter and** operate standard office equipment ~~and use a telephone for extended periods of time.~~
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
5. Speak so that others may understand at normal levels and on the telephone **with or without hearing aids.**
6. Stand **and/or walk on hard/or uneven surfaces for extended periods of time.** ~~and bend over.~~
7. **Bend, squat, stoop and/or climb for extended periods of time.**
8. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
9. Lift and/or carry up to 25 pounds to waist height for short distances.

#### **WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with school site **and District** staff, students, parents and the public.

**SALARY:** ~~Classified Confidential~~ LMH Range 12

**DAYS OF SERVICE:** 230

**REVISED:**



# HUMAN RESOURCES MEMORANDUM

**TO:** James Franco, Superintendent  
**FROM:** James Mousalimas, Asst. Supt., Human Resources *JM*  
**DATE:** April 3, 2008  
**SUBJ:** Approve the YRE and Traditional Classified and Certificated Calendars for the 2008-09 School Year

**BACKGROUND:**

The attached calendars for 2008-09 have been prepared by the administration and reviewed by the TEA and CSEA bargaining units.

**RECOMMENDATION:**

Approve the YRE and Traditional Classified and Certificated Calendars for the 2008-09 School Year.

**PREPARED BY:** James Mousalimas





# TRADITIONAL 2008-2009

July 2008						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2008						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10			13	14	15	16
17	E18	19	20	21	22	23
24	E25	26	27	28	29	30
31						

September 2008						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	E8	9	10	11	12	13
14	E15	16	17	18	19	20
21	E22	23	24	25	26	27
28	E29	30				

October 2008						
S	M	T	W	T	F	S
			1	2	3	4
5	E6	7	8	9	M10	11
12	E13	14	15	16	17	18
19	E20	21	22	23	24	25
26		28	M29	M30	M31	

November 2008						
S	M	T	W	T	F	S
						1
2	E3	4	5	6	7	8
9	E10	11	12	13	14	15
16	E17	18	19	20	21	22
23	E24	25	26	27	28	29
30						

December 2008						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	E8	9	10	11	12	13
14	E15	16	M17	M18	M19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2009						
S	M	T	W	T	F	S
				1	2	3
4	E5	6	7	8	9	10
11	E12	13	14	15	16	17
18	19	20	21	22	23	24
25	E26	27	28	29	30	31

February 2009						
S	M	T	W	T	F	S
1	E2	3	4	5	6	7
8	9	10	11	12	M13	14
15	16	17	18	19	20	21
22	E23	24	25	26	27	28


March 2009						
S	M	T	W	T	F	S
1	E2	3	4	5	M6	7
8	E9	10	11	12	13	14
15	E16	17	18	19	20	21
22	E23	24	25	26	27	28
29	E30	31				


April 2009						
S	M	T	W	T	F	S
			1	2	3	4
5	E6	7	8	9	10	11
12	13	14	15	16	17	18
19	E20	21	22	23	24	25
26	E27	28	29	30		


May 2009						
S	M	T	W	T	F	S
					1	2
3	E4	5	6	7	8	9
10	E11	12	13	14	15	16
17	E18	19	20	21	M22	23
24	25	M26	M27	M28	M29	30
31						

June 2009						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

 Holidays

 Minimum Day, all grades, K-12

 Minimum Day, grades K-5 & K-8

 Minimum Day, grades K-5, K-8 & 6-8

(All Traditional Calendar Schools)


(Bohn, Central, Delta Island, Hirsch, Jacobson, McKinley, Poet, South/West Park, Villalovoz)

(M-1 schools plus Monte Vista and Williams)

 Student Attendance Days

 Early Release Monday

 Minimum Day, grades 6-12

 Minimum Day, grades 9-12, only

 P/T Conference (no students)

 Staff Development Day (no students)

 First & Last Days of School

56

137

66

58

180

Tracy Unified School District  
TRADITIONAL Classified Calendar for 2008-2009

Month	Dates	Work Days	Work Days	Holidays
		12-Mo	10-Mo	
July	1-4	3	0	Friday, July 4th - Independence Day Holiday
July	7-11	5	0	
July	14-18	5	0	
July	21-25	5	0	
July-Aug	28-1	5	0	
Aug	4-8	5	0	
Aug	11-15	5	4	Tue, Aug. 12th - 1st day for 10-month traditional staff; Wed, Aug 13th - 1st Day of School
Aug	18-22	5	5	
Aug	25-29	5	5	Mon, Aug. 25th - District Welcome Back Program - 2pm
Sept	1-5	4	4	Mon, Sept 1st - Labor Day
Sept	8-12	5	5	
Sept	15-19	5	5	
Sept	22-26	5	5	
Sept-Oct	29-3	5	5	
Oct	6-10	5	5	
Oct	13-17	5	5	
Oct	20-24	5	5	
Oct	27-31	5	4	Mon, Oct 27th - Non Work Day for 10-mo. Employees (no pay)
Nov	3-7	5	5	
Nov	10-14	4	4	Tue, Nov 11th - Veteran's Day
Nov	17-21	5	5	
Nov	24-28	3	0	Nov 24th-26th, Non Work Day for 10-mo. Employees (no pay) Th-Fri, Nov 27th-28th Thanksgiving Break
Dec	1-5	5	5	
Dec	8-12	5	5	
Dec	15-19	5	5	
Dec	22-26	3	0	Win.Break Dec. 22 thru Jan 2 for 10-mo. Employees; Wed-Thur Dec 24- 25 Winter Holiday
Dec- Jan	29-2	4	0	Win.Break Dec. 22 thru Jan 2 for 10-mo. Employees; Thur, January 1st - New Years Day Holiday
Jan	5-9	5	5	
Jan	12-16	5	5	
Jan	19-23	4	4	Mon, Jan 19th, ML King's Day
Jan	26-30	5	5	
Feb	2-6	5	5	
Feb	9-13	4	4	Mon, Feb 9th - Lincoln's Day
Feb	16-20	4	4	Mon Feb 16th - President's Day
Feb	23-27	5	5	
Mar	2-6	5	5	
Mar	9-13	5	5	
Mar	16-20	5	5	
Mar	23-27	5	5	
Mar-Apr	30-3	5	5	
Apr	6-10	4	4	April 10th, Spring Recess Day
Apr	13-17	4	0	Spring Break April 13th-17th - 10-mo. Employees; April 13th Spring Recess Day
Apr	20-24	5	5	
Apr-May	27-1	5	5	
May	4-8	5	5	
May	11-15	5	5	May 11th - Awards Recognition
May	18-22	5	5	
May	25-29	4	4	Mon, May 25th Memorial Day; May 29th Last Day of School
June	1-5	5	0	
June	8-12	5	0	
June	15-19	5	0	
June	22-26	5	0	
June	29-30	2	0	TOTAL Work Days 247 (12-mo) 181 Work Days (10-mo)
Approval - Board of Trustees:				

TUSD - TRADITIONAL CERTIFICATED CALENDAR FOR 2008-09  
 Traditional FIRST YEAR Teachers: Contract year starts 8/1/08 (TTIP 7/30, 7/31, 8/1, 8/4, 8/5, & 8/6/08)  
 Traditional SECOND YEAR AND BEYOND Teachers: Contract year starts Monday, 8/11/08  
 School Starts of STUDENTS (Traditional Track) on Wednesday, 8/13/08

Month	Dates	Instr Days	Work Days Yr 1	Work Days 2nd year >	TTIP Extra Pay	Staff Devel Days	Miscellaneous Information
Jul-Aug	28-1	0	1	0	4 Yr-1		TTIP Yr 1 Tchrs – July 30-Aug 1; Fri. Aug 1 <b>Contract Day Yr 1</b>
Aug	4-8	0	1	0		0*	TTIP Yr 1 Tchrs - Aug 4-6 – Aug 4 is a <b>Contract Day Yr 1</b>
Aug	11-15	3	5	5			<b>Required ALL Teachers</b> -Mon Aug 11 Dist Staff Dev Day (AB1193); Tue Aug 12 Site Based Planning/Prep (AB1193); Wed Aug 13 - 1 <sup>st</sup> Day of Classes
Aug	18-22	5	5	5			
Aug	25-29	5	5	5			Mon, Aug. 25, Dist. Welcome Back Program
Sept	1-5	4	4	4			Mon, Sept 1, Labor Day
Sept	8-12	5	5	5			
Sept	15-19	5	5	5			
Sept	22-26	5	5	5		0*	
Sept- Oct	29-3	5	5	5			
Oct	6-10	5	5	5			<b>43 Days in 1<sup>st</sup> Quarter; Fri, Oct 10– Min Day Oct 10 6-12, End of 1st Trimester (43 Days) K-5 Min Day</b>
Oct	13-17	5	5	5			
Oct	20-24	5	5	5			
Oct	27-31	4	5	5			Mon. Oct 27 Parent Conferences, <b>Min Day 10/29-31, K-5, K-8, 6-8</b>
Nov	3-7	5	5	5			
Nov	10-14	4	4	4			Tue, Nov 11 Veteran's Day
Nov	17-21	5	5	5			
Nov	24-28	0	0	0			Mon-Wed, Nov 24-26, Board Designated Non work days - Th-Fri, Nov 27-28 Thanksgiving Break
Dec	1-5	5	5	5			
Dec	8-12	5	5	5			
Dec	15-19	5	5	5			<b>43 Days in 2<sup>nd</sup> Qtr; Min Day Dec 17&amp;18, 9-12 - Min Day Dec 19, 6-12</b>
Dec	22-26	0	0	0			Winter Break Dec 22nd thru Jan. 2nd
Dec-Jan	29-2	0	0	0			Winter Break Dec 22nd thru Jan. 2nd
Jan	5-9	5	5	5			
Jan	12-16	5	5	5			
Jan	19-23	4	4	4			Mon, Jan 19th - ML King's Day
Jan	26-30	5	5	5		0*	
Feb	2-6	5	5	5			
Feb	9-13	4	4	4			Mon, Feb 9 - Lincoln's Day <b>Feb 13 End of 2<sup>nd</sup> Trimester (70 Days) K-5 &amp; K-8 Min</b>
Feb	16-20	4	4	4			Mon Feb 16 - President's Day
Feb	23-27	5	5	5			
Mar	2-6	5	5	5			<b>41 Days in 3rd Quarter; Fri Mar 6, Min Day 6-12</b>
Mar	9-13	5	5	5			
Mar	16-20	5	5	5			
Mar	23-27	5	5	5			
Mar-Apr	30-3	5	5	5			
Apr	6-10	4	4	4			Apr 10 - Board designated non-work day
Apr	13-17	0	0	0			Spring Break April 13-17
Apr	20-24	5	5	5			
Apr-May	27-1	5	5	5			
May	4-8	5	5	5			
May	11-15	5	5	5			May 11 – Awards Recognition
May	18-22	5	5	5			<b>Min Day, Friday, May 22 K-8, K-5 &amp; 6-8</b>
May	25-29	4	4	4			Mon, May 25 - Memorial Day; 53 days in 4 <sup>th</sup> Qtr. - End of 3 <sup>rd</sup> Trimester (67 days) May 26-28 Min Day 9-12; <b>Friday, May 29, Last Day &amp; Min Day K-12</b>

\*These Staff Development Days (Buy-Back Days) are contingent on State Funding  
 Instructional Days: 180 days; Work Days: 185+4 (1st Year Teachers) & 183 (2nd Year & Beyond Teachers)  
 Adopted by TUSD Board of Trustees:





# HUMAN RESOURCES MEMORANDUM

**TO:** Dr. James Franco, Superintendent

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

**DATE:** April 15, 2008

**SUBJ:** Adopt the District's Initial Bargaining Proposal for the 2008-09 School Year and Submit it for Negotiations, Pending Public Input.

**Background:** The current three-year contract between the California School Employees Association (CSEA) and the Tracy Unified School District expires June 30, 2008. CSEA submitted its proposal for the 2008-2009 school year at the April 8, 2008 Board Meeting.

Pursuant to the Master Agreement of the 2005-2006, 2006-2007, 2007-2008, the District must also submit its proposal within 30 days after receipt of the Association's proposal. The District chooses not to open any additional Articles for negotiation during the 2008-2009 school year.

This agenda item meets strategic goal #7, Educational Leadership

**Recommendation:** Adopt the District's Initial Bargaining Proposal for the 2008-2009 school year and submit it for negotiations, pending public input.

**Prepared by:** James Mousalimas