

**NOTICE**  
**REGULAR MEETING OF THE GOVERNING BOARD**  
**TRACY UNIFIED SCHOOL DISTRICT**

**DATE: TUESDAY, OCTOBER 13, 2009**

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

**TIME: 4:30 PM Closed Session  
7:00 PM Open Session**

**A G E N D A**

1. **Call to Order**
2. **Roll Call – Establish Quorum**  
Board: G. Crandall, T. Guzman, T. Hawkins, K. Lewis, B. Swenson, J. Vaughn, W. Gouveia.  
Staff: J. Franco, C. Goodall, S. Harrison and B. Etcheverry.
3. **Closed Session: Opportunity to Address the Board Regarding Closed Session Items which follow. Closed session is limited to consideration of items specifically authorized under the Government Code and/or the Education Codes.**
  - 3.1 **Educational Services:**
    - 3.1.1 Findings of Facts: FF#09-10/13, 14, 15, 17, 19
    - 3.1.2 Application for Reinstatement: AR#09-10/15  
**Action:** Motion\_\_\_; Second\_\_\_ **Vote:** Yes\_\_\_; No\_\_\_; Absent\_\_\_; Abstain\_\_\_.
    - 3.1.3 Waiver of Expulsion - #WE09-10/3, 4  
**Action:** Motion\_\_\_; Second\_\_\_ **Vote:** Yes\_\_\_; No\_\_\_; Absent\_\_\_; Abstain\_\_\_.
    - 3.1.4 PE Exemption WHS# 10313415  
**Action:** Motion\_\_\_; Second\_\_\_ **Vote:** Yes\_\_\_; No\_\_\_; Absent\_\_\_; Abstain\_\_\_.
    - 3.1.5 PE Exemption WHS# 1015557  
**Action:** Motion\_\_\_; Second\_\_\_ **Vote:** Yes\_\_\_; No\_\_\_; Absent\_\_\_; Abstain\_\_\_.
    - 3.1.6 Early Graduation: WHS# 1010145; THS #10206096  
**Action:** Motion\_\_\_; Second\_\_\_ **Vote:** Yes\_\_\_; No\_\_\_; Absent\_\_\_; Abstain\_\_\_.
  - 3.2 **Human Resources:**
    - 3.2.1 Consider Leave of Absence Request for Classified Employee #UCL-134, Pursuant to Article XXIII  
**Action:** Motion\_\_\_; Second\_\_\_ **Vote:** Yes\_\_\_; No\_\_\_; Absent\_\_\_; Abstain\_\_\_.
    - 3.2.2 Consider Release of Probationary Classified Employee #UCL-135  
**Action:** Motion\_\_\_; Second\_\_\_ **Vote:** Yes\_\_\_; No\_\_\_; Absent\_\_\_; Abstain\_\_\_.
    - 3.2.3 Consider Public Employee/Employment/Discipline/Dismissal/Release  
**Action:** Motion\_\_\_; Second\_\_\_ **Vote:** Yes\_\_\_; No\_\_\_; Absent\_\_\_; Abstain\_\_\_.

- 3.2.4 Conference with Labor Negotiator  
Agency Negotiator: Sheila Harrison  
Assistant Superintendent of Educational Services & Human Resources  
Employee Organization: CSEA, TEA

4. Adjourn to San Joaquin County Board of Education Meeting. Upon completion, TUSD will continue with their regularly scheduled meeting at 7:00 p.m.

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

6. **Closed Session Issues:**

6a Action Taken on Findings of Facts: FF#09-10/13, 14, 15, 17, 19

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

6b Report Out of Action Taken on Application for Reinstatement: AR#09-10/15

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

6c Report Out of Action Taken on Waiver of Expulsion - #WE09-10/3, 4

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

6d Report Out of Action Taken on PE Exemption WHS# 10313415

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

6e Report Out of Action Taken on PE Exemption WHS# 1015557

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

6f Early Graduation: WHS# 1010145; THS #10206096

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

6g Report Out of Action Taken on Consider Leave of Absence Request for Classified Employee #UCL-134, Pursuant to Article XXIII

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

6h Report Out of Action Taken on Consider Release of Probationary Classified Employee #UCL-135

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

7. **Approve Regular Minutes of September 22, 2009.**

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

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8. **Student Representative Reports:** None.

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

9.1 George Kelly School Site Update on Achievements & Activities

9.2 Recognize Freiler 6<sup>th</sup> Grade Student, Steele Langland, who has the Distinction of Being the Youngest Ever in the Nation to Pass the Local Tournament Director Test which is Administered by the U.S. Chess Federation

9.3 Recognize Randy Moehnke for receiving a Lawrence Livermore National Security, LLC Community Gift Program 2009 Grant for \$6000 for the Space & Engineering Academy at Merrill F. West High School

- 10. Hearing of Delegations:** Anyone wishing to address the Governing Board on a non-agenda item may be heard at this time. Presentations shall be held to a reasonable length, normally not to exceed five (5) minutes. If formal action is required, the item will be placed on a future agenda and action will be taken at a future date. If information or a report is requested, the request for it must also be submitted in writing to the superintendent. (Please complete a speaker's card at the secretary's desk).
- This is a period in which members of the public may address the Board on any subject within the Board's jurisdiction that is not on the agenda. The Brown Act does not allow the Board to take action or discuss items which are not on the agenda. This is because other members of the public have not been notified through the agenda that the subject of the statement would be discussed at this Board meeting.
- The Board may ask for the item to be placed on a future agenda, direct the speaker to a person who can help, or provide the speaker with the correct procedure to follow to address his/her problem. All speakers have a constitutional right to free speech. As a protective measure, we would like to remind you that if you say something which might give another person the right to pursue legal recourse against you, there is a taped record of this meeting. This does not mean you cannot criticize employees of the District. However, we would suggest that you do it without using names. We would also suggest that you use the personnel complaint procedures. The board can only hear and address complaints which have been processed in line with the policy. We have copies of the policy and forms here, and staff will help you complete them.
- 11. Information & Discussion Items:** An opportunity to present information or reports concerning items that may be considered by Trustees at a future meeting.
- 11.1 Administrative & Business Services:**
- 11.1.1 Receive Report on State Budget** 8
- 12. PUBLIC HEARING:** None.
- 13. Consent Items:** Actions proposed for consent are consistent with the approved practices of the district and are deemed routine in nature. Trustees receive board agenda background information in advance of scheduled meetings and are prepared to vote with knowledge on the consent items.
- Action:** Motion\_\_\_; Second\_\_\_ **Vote:** Yes\_\_\_; No\_\_\_; Absent\_\_\_; Abstain\_\_\_
- 13.1 Administrative & Business Services:**
- |               |                                                                                                                                                                                                                                 |              |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>13.1.1</b> | Accept the Generous Donations from the Various Individuals, Businesses, and School Site Parent Teacher Associations Listed herein with Thanks and Appreciation from the Staff and Students of the Tracy Unified School District | <b>9-10</b>  |
| <b>13.1.2</b> | Ratify Routine Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda                                                                                                               | <b>11-13</b> |
| <b>13.1.3</b> | Ratify Measure E Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda                                                                                                     | <b>14-15</b> |
| <b>13.1.4</b> | Ratify Measure S Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda                                                                                                     | <b>16-17</b> |
| <b>13.1.5</b> | Approve Assembly Vendors and Site Assembly Utilization Calendars                                                                                                                                                                | <b>18-20</b> |
| <b>13.1.6</b> | Approve Monthly Budget Adjustment Report, July, August, Sept., 2009                                                                                                                                                             | <b>21-33</b> |
| <b>13.1.7</b> | Approve Revolving Cash Fund Reports for July, August, Sept., 2009                                                                                                                                                               | <b>34-38</b> |

- |         |                                                                                                                                                                                                                                                                                  |       |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 13.1.8  | Approve Accounts Payable Warrants Report for July, August, Sept., 2009<br>(Separate Cover Item)                                                                                                                                                                                  | 39    |
| <br>    |                                                                                                                                                                                                                                                                                  |       |
| 13.2    | <b>Educational Services:</b>                                                                                                                                                                                                                                                     |       |
| 13.2.1  | Approve Overnight Field Trip to the San Francisco Maritime National Historic Park for Mrs. Pearlman's Fourth Grade Class at Wanda Hirsch Elementary School on November 12-13, 2009                                                                                               | 40-44 |
| 13.2.2  | Approve Overnight Travel for 14 IB Academy Staff and 28 Senior IB Diploma Candidates to Point Bonita YMCA, Sausalito, California, on January 16-17, 2010                                                                                                                         | 45    |
| <br>    |                                                                                                                                                                                                                                                                                  |       |
| 13.3    | <b>Human Resources:</b>                                                                                                                                                                                                                                                          |       |
| 13.3.1  | Approve Classified, Certificated and/or Management Employment                                                                                                                                                                                                                    | 46-47 |
| 13.3.2  | Ratify Payment for an Assistant Football Coach at Tracy High School for the 2009-10 Football Season                                                                                                                                                                              | 48    |
| 13.3.3  | Ratify Payment for an Assistant Volleyball Coach at Tracy High School for the 2009-10 Volleyball Season                                                                                                                                                                          | 49    |
| 13.3.4  | Approve Agreement for Special Contract Services with @ Work Medial Services to Provide Nurses for Needed Nursing Services                                                                                                                                                        | 50-58 |
| <br>    |                                                                                                                                                                                                                                                                                  |       |
| 14.     | <b>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. |       |
| 14.1    | <b>Administrative &amp; Business Services:</b>                                                                                                                                                                                                                                   |       |
| 14.1.1  | Approve Geosphere Consultants Inc to Perform Geotechnical Engineering Services for Measure S Modernization Projects                                                                                                                                                              | 59-60 |
| Action: | Motion___; Second___. <b>Vote:</b> Yes ___; No___; Absent___; Abstain ___.                                                                                                                                                                                                       |       |
| 14.1.2  | Adopt Revised Board Policy 1230 Community Support Organizations and New Board Policy 3452 Student Activity Funds (First Reading)                                                                                                                                                 | 61-73 |
| Action: | Motion___; Second___. <b>Vote:</b> Yes ___; No___; Absent___; Abstain ___.                                                                                                                                                                                                       |       |
| <br>    |                                                                                                                                                                                                                                                                                  |       |
| 14.2    | <b>Educational Services:</b>                                                                                                                                                                                                                                                     |       |
| 14.2.1  | Adopt Board Policy 5113 and Acknowledge Administrative Regulation 5113, Absences and Excuses (1 <sup>st</sup> Reading)                                                                                                                                                           | 74-80 |
| Action: | Motion___; Second___. <b>Vote:</b> Yes ___; No___; Absent___; Abstain ___.                                                                                                                                                                                                       |       |
| 14.2.2  | Approve Alternative Schools Accountability Modes (ASAM) Indicator Change for Duncan-Russell Continuation High School and Willow Community Day School                                                                                                                             | 81-83 |
| Action: | Motion___; Second___. <b>Vote:</b> Yes ___; No___; Absent___; Abstain ___.                                                                                                                                                                                                       |       |
| <br>    |                                                                                                                                                                                                                                                                                  |       |
| 14.3    | <b>Human Resources:</b>                                                                                                                                                                                                                                                          |       |
| 14.3.1  | Adopt Resolution #09-10 for a Reduction in Classified Staff Due to Lack of Work/Lack of Funds                                                                                                                                                                                    | 84-86 |
| Action: | Motion___; Second___. <b>Vote:</b> Yes ___; No___; Absent___; Abstain ___.                                                                                                                                                                                                       |       |
| <br>    |                                                                                                                                                                                                                                                                                  |       |
| 15.     | <b>Board Reports:</b> 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 **October 27, 2009 @ 7:00 p.m./ Joint Special Meeting w/ City @ 6:00 p.m.**
  - 17.2 **November 10, 2009**
  - 17.3 **December 8, 2009**
  - 17.4 **January 12, 2010**
  - 17.5 **January 26, 2010**
18. **Upcoming Events:**

18.1	<b>October 26, 2009</b>	No School, Parent/Teacher Conferences
18.2	<b>November 11, 2009</b>	No School, Veteran's Day
18.3	<b>November 23-27, 2009</b>	No School, Thanksgiving Break
18.4	<b>December 21-January 1, 2010</b>	No School, Winter Break
18.5	<b>January 18, 2010</b>	No School, MLK Day
18.6	<b>February 8, 2010</b>	No School, Lincoln's Birthday
18.7	<b>February 15, 2010</b>	No School, Presidents' Day

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

**Minutes of  
Regular Meeting of the Governing Board  
For Tracy Unified School District  
Held on Tuesday, September 22, 2009**

- 5:30 PM:** President Guzman called the meeting to order and adjourned to closed session.
- Roll Call:** Board: G. Crandall, W. Gouveia, T. Guzman, T. Hawkins, K. Lewis, B. Swenson, J. Vaughn.  
Staff: J. Franco, S. Harrison, C. Goodall, B. Etcheverry
- 7:05 PM:** President Guzman called the Tracy Unified School District Board of Education to order and led those present in the Pledge of Allegiance.
- Closed Session:** **6a** Findings of Facts: FF#09-10/5,6,7, 8, 9, 10, 11, 12  
**Action:** Lewis, Crandall. **Vote:** Yes-7; No-0.  
**6b** Report Out of Action Taken on Application for Reinstatement: AR#09-10/15  
**Action:** **Vote:** Yes-7; No-0.  
**6c** Report Out of Action Taken on Waiver of Expulsion - #WE09-10/#2  
**Action:** **Vote:** Yes-7; No-0.  
**6d** Report Out of Action Taken on PE Exemption FRE #10204420  
**Action:** Approved. **Vote:** Yes-7; No-0.  
**6e** Report Out of Action Taken on PE Exemption WMS#10213446  
**Action:** Denied. **Vote:** Yes-7; No-0.  
**6f** Report Out of Action Taken on Early Graduation: THS #10302433  
**Action:** Approved. **Vote:** Yes-7; No-0.
- Employees Present:** J. Cardoza, C. Minter, S. O'Hara-Jones, D. Sonnenburg, T. Sorgent, J. Bussey, P. Hall, C Woo, C. Johannes, F. Medina, N. Allen, K. Thornton, R. Pane, W. Walker, S. Prioste
- Press:** None.
- Visitors Present:** R. Walker, A. Paul, S. Enos, R. Tomar, N. Rasmussen, K. Schwertheys, J. Gary, D. Goodwill, A. Perrilliat, R. Guzman, P. Shah, A. Shah, D. Bhathal, M. Valenaria
- Minutes:** **Approve Regular Minutes of September 8, 2009.**  
**Action:** Amended to include names of former Mexican Americans.  
Hawkins, Gouveia. **Vote:** Yes-6; No-0; Abstain-1(Vaughn)
- Student Representative Reports:** Tracy High: Board Representative, Renata Guzman, reported that the biggest change around campus is the construction, but the students have adapted. Students have been signing up for PSATs and Ms. Sorgent has been visiting The Sophomore pre IB classes regarding IB in Junior and Senior year. Students have been working on their Ag Science senior portfolios. Friday was the first home football game and rally. Dogpound was loud and ready and the Bulldogs beat

Manteca. The first dance went well and she thanked the administration for their help and support. Homecoming week is October 19<sup>th</sup> through 23<sup>rd</sup>. There will be a senior tailgate October 2<sup>nd</sup> for the Tracy v. West game. Girls Treat is November 7<sup>th</sup> at the Portuguese Hall and the theme will be "A night in Venice". Tracy High drama will present Romeo & Juliet on that same night. Stephanie Neuerberg wrote a play called "Oh My Darling" which was a great success. Club rush week had many new and returning clubs that fit the diversity of the school. The soccer team beat St. Mary's on Monday. The girls' water polo team lost to West. This year they will not have a lottery for the yearbooks.

West High: Board Representative, Ashleigh Paul, is the ASB Vice President. West High scored better than 700 on their STAR tests. The SATs are scheduled for October 10<sup>th</sup> and students are studying for that. The conflict management members went on a field trip to Villalovoz to speak with students about problems they are having. The AP club is new this year. They are raising money to help pay for testing. The first rally was on September 11<sup>th</sup>. The Homecoming theme this year is "Heroes of the Pack". In sports, all teams are doing well. The volleyball team did a good job against Tracy and water polo did well against Tracy. The soccer, cross county and tennis teams have also been doing well. The volleyball game against Tracy will be October 2<sup>nd</sup>. The foundation game is to raise money for breast cancer. Blue people have attended various games for spirit.

Kimball High: Board Representative Aloukika Shah, is the ASB Vice President. Kimball provides an opportunistic realm of academics and extra-curricular activities and athletics. Kimball's four pathways are the Health Sciences, Architecture and Construction, New American High School and Mass Communication for multi media. They have implemented guest speakers into the curriculum. So far they have had 11 speakers. They have been busy with fundraisers. Richard's menswear has donated a letterman jacket for a drawing. The breakfast they had raised \$1500.00. They are starting the "orange crush" at Kimball and have encouraged students to look at Tracy and West High as idols. Every Friday they wear their orange crush t-shirts. They have had lunch time activities and interactive games. They also hosted competitions between the pathways. They all dressed in red, white and blue. They had their first home game at West High and a dance under the stars. They sold tickets for \$10.00 and had a good outcome. They won their first football game. Cross county has received many medals in their first week of competition.

Stein High: Board Representative, Nikki Rassmussen, reported that students have been busy with academics and the history classes have just finished working on a tri-fold brochure while using the computer lab. In U.S. History classes students get to decide what they want to learn. They ask a question and then discuss everything about it such as "Why did 9/11 occur?" The math and English classes are working on computers and preparing for the CAHSEE. They do not have sports but they do have the Tracy Young Adult Program. Tomorrow is their back-to-school picnic at Lincoln Park. There will be lots of fun. On October 2<sup>nd</sup> they will visit the pumpkin patch and help out with students. Key club is doing a

clothes drive and has over 800 items of clothing. TARP is also working on the computers over 22 students. They just finished the 100% recycled Christmas tree which is displayed in the lobby of the DEC. They also work making meals for the children in the daycare at Stein.

## **Recognition & Presentations:**

### **9.1 North School Site Update on Achievements & Activities**

Principal, Fred Medina, thanked the Tracy Press for the article on this accomplishment. He was happy to receive a number of emails from former students. Since North met their goal, he will be cutting his hair on Friday at 8:10 a.m. This year they are over 700 and in addition made safe harbor and met all 21 targets. During his 9 years as principal, he has spent money on tutoring, started direct instruction, accelerated reader program and the after school program together with the Boys and Girls Club. Mr. Allen commented on direct instruction. He and Ms. Hensel became certified direct instruction coaches and cognitive coaches. During the 08-09 school year, five teachers became certified, bringing a total of 8. He feels that this is an awesome program and has received very positive feedback. Test scores have shown it. Mr. Walker spoke about the reading levels. Several students were reading 2 years below grade level. He is improving reading by making data driven decisions, accountability, building a strong school culture and engaging stakeholders.

Mr. Rob is the Boys & Girls Club director. They started over 2 years ago with 60-70 and now have been averaging over 100 students a day. It gives activities and programs for students such as enriching education with "power hour", science project experiment club, kitchen cooking club and garden club. Collaboration with North School makes it strive. There is daily community with teachers, staff and students. It keeps them out of trouble and stay in school. Sports give the students a sense of belonging, pride and success.

### **9.2 Monte Vista Middle School Site Update on Achievements & Activities**

Monte Vista Middle School Principal, Stephanie Prioste, reported that they have made huge strides over the past 2 years. A power point was presented by Assistant Principal, Susan O'Hara Jones and Counselors Susana Deol and David Doyle. The school wide theme is "mutual respect". They have been increasing student achievement through classroom instruction. The work that the teachers have done has made a difference. They focus on blueprint standards, direct instruction and data teams. This is their 1<sup>st</sup> year of safe harbor and expect to be in the 2<sup>nd</sup> year next year. Their AYP went from 668 to 733 which is a 59 point gain and 21 indicators were met. They have implemented several changes and are celebrating student climate achievement. The suspensions went from 561 to 283 and expulsions went from 22 to 11. Attendance has increase from 92.49 to 95.11. They have a positive campus climate and have integrated counseling into discipline and proactive counselors. The counselors are involved and want to keep informed of everything going on at campus. They presented a "What not to wear assembly" and a sexual harassment presentation to each class. They will be



speaking with 8<sup>th</sup> graders next week regarding promotion eligibility. Counselors are required to meet with parents and students who are at risk of failing. Students were given personal goals and were tracked and scores went up. Students are now focused on getting their goal of correct questions. Communication is improving along with the campus climate. There is now a wait list for enrollment.

**9.3 Recognize Jeanette Rasmussen and West Walker for receiving San Joaquin A+ Spirit of Literacy Awards**

This item was moved up on the agenda.

Assistant Superintendent of Educational Services and Human Resources, Dr. Sheila Harrison, recognized the A+ Spirit of Literacy Award winners. Jeanette Rasmussen was recognized for receiving the "New Educator of the Year" spirit of literacy award. She was unable to be here tonight. She started in August of 1007 as a special ed intern. The students and staff love her. She utilizes a wide variety of techniques. Wes Walker received "Educator of the Year". He started in 2006 as a 7/8<sup>th</sup> grade core teacher at Delta Island and currently teaches 8<sup>th</sup> grade core at North. He initiated the school wide reading program and expanded it to Kindergarten and 1<sup>st</sup> grade. He is known as "reading goal guru" and is always positive and caring. They were both recognize at the gala dinner at Wine & Roses in Lodi on September 21<sup>st</sup>. Dr. Franco and President Guzman presented a certificate to Mr. Walker.

**Hearing of Delegations**

None.

**Information & Discussion Items:**

**11.1 Administrative & Business Services: None.**

**11.2 Educational Services:**

**11.2.1 Receive Report on AVID (Advancement Via Individual Determination) District Program**

Coordinator, Terri Sargent, presented a power point on AVID. We currently have 7 sites that offer AVID with a total of 597 students served in the district. She also reviewed the ethnic breakdown and certification status. Of the 40 students that graduated from AVID, 31 took IB or AP classes in high school; 35 took the SAT and planed to go to college in the fall.

**11.2.2 Receive Report on IB (International Baccalaureate) Program at Tracy High**

Coordinator, Terri Sorgent, presented a power point on the IB program. IB learners strive to be inquirers, knowledgeable, thinkers, communicators, open minded, caring, and risk takers. Tracy High has the 3<sup>rd</sup> oldest IB school in California and is starting the 26<sup>th</sup> year. There are choices by taking IB courses. A student can take exams for certificates and or exams for the diploma. Academies communicate together to open possibilities for students. She also reviewed statistics which included 19 diplomas awarded. There were a record number of exams and diploma candidates. A student who started Tracy High in the EL program received their diploma with a high score of 30 (passing is 24). He is currently at UC Berkeley. Out of 95 seniors in the program, all intended to begin college this fall.

**11.2.3 Receive Report on the Accountability Progress Report (APR)**

Trustee Hawkins left the meeting at 8:55 p.m.  
Trustee Hawkins returned at 9:05 p.m.

Trustee Swenson left the meeting at 9:19 p.m.  
Trustee Swenson returned at 9:21

Assistant Superintendent of Educational Services and Human Resources, Dr. Sheila Harrison, and Director of Curriculum, Accountability & Continuous Improvement, Dr. Carol Anderson-Woo, presented a power point which reviewed the components of the APR results. Director of Staff Development, Janice Bussey, and presented information regarding the math targets. On new math adoptions, the goal is to help teachers use resources and use intervention when we see students starting to struggle.

**Public Hearing:**

**12.2 Educational Services:**

**12.2.1 Conduct a Public Hearing to Determine Sufficiency of Textbooks and Instructional Materials for the Students of Tracy Unified School District**

Opened public hearing: 9:45 p.m.  
No comments were received.  
Closed public hearing 9:46 p.m.

**Consent Items:**

**Action:** Pulled Item 13.1.2 to vote on separately.

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

**Action:** Item 13.1.2 as amended to remove item A, but approve B and C.

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

**13.1 Administrative & Business Services:**

- 13.1.1 Accept the Generous Donations from the Various Individuals, Businesses, and School Site Parent Teacher Associations Listed herein with Thanks and Appreciation from the Staff and Students of the Tracy Unified School District
- 13.1.2 Ratify Routine Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda
- 13.1.3 Ratify Measure S Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda
- 13.2 **Educational Services:**
  - 13.2.1 Ratify Master Contract and Individual Services Agreement with Options in Education, NPS
  - 13.2.2 Approve Service Agreement for Vinewood Center for Children and Families to Provide Parenting Education Classes at Jacobson Elementary School
  - 13.2.3 Ratify Agreement for Special Contract Services for Nancy Fetzer to Provide Four Full Days of Coaching for Teachers in Writing Strategies at Central School on September 8-11, 2009
- 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 Consider Claim No. 2-0910 TUSD (Originally Submitted as 6-0809 TUSD)  
**Action:** Denied. Lewis, Swenson. **Vote:** Yes-7; No-0.
  - 14.1.2 Adopt Revised Administrative Regulation 1330.1 Facility Use (First Reading – Intent to Adopt)  
**Action:** Lewis, Crandall. **Vote:** Yes-7; No-0.
  - 14.1.3 Authorize the Associate Superintendent for Business Services to Solicit Proposals from Providers of Armored Car Services and Award a Contract to the Vendor Deemed to Offer the Best Value  
**Action:** Vaughn, Gouveia. **Vote:** Yes-7; No-0.
  - 14.1.4 Authorize the Associate Superintendent for Business Services to Solicit Proposals from Providers of Linen Services and Award a Contract to the Vendor Deemed to Offer the Best Value  
Hawkins, Gouveia. **Vote:** Yes-7; No-0.
- 14.2 **Educational Services:**
  - 14.2.1 Adopt Resolution #09-09, A Declaration that there are Sufficient Textbooks and Instructional Materials for the Students of Tracy Unified School District  
This item was moved up on the agenda.  
**Action:** Lewis, Hawkins. **Vote:** Yes-7; No-0.

**14.3 Human Resources:**

**14.3.1** Approve Revised Job Description for Food Service Worker

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

**14.3.2** Approve Amendment to Superintendent's Contract

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

**Board Reports:**

Trustee Gouveia watched his son play soccer and they are currently undefeated. He worked in the booth at the Bean Festival. He also celebrated the Mexican Independence Day on September 16<sup>th</sup> at the old Guadalupe Center. About 100 people participated. Trustee Vaughn passed. Trustee Crandall passed. Trustee Hawkins appreciates the audience at tonight's meeting. Trustee Lewis passed. Trustee Swenson passed. Trustee Guzman passed.

**Superintendent Report:**

Dr. Franco acknowledged the Lions Club for their donation of \$3,000 for retrofitting and updating the snack shack. He also congratulated teacher, Randy Menhke. His Space & Engineering Program was awarded a donation from the Lawrence Livermore Lab. Both October meetings will have closed session starting at 4:30 p.m. and we will keep the reports short. The October 27<sup>th</sup> meeting will have a special joint City of Tracy/Tracy Unified meeting at 6:00 p.m. He also thanked the Board for approving his contract for 3 more years. He'd like to complete Tracy High, get Measure S off and running, get the District out of PI and make TUSD the school of choice.

**9:55 P.M.  
Adjournment.**

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Clerk

Date



**TRACY**  
UNIFIED SCHOOL DISTRICT

# BUSINESS SERVICES MEMORANDUM

**TO:** James Franco, Superintendent  
**FROM:** MS Goodall, Associate Superintendent for Business  
**DATE:** October 5, 2009  
**SUBJECT:** Accept Report on State Budget

**BACKGROUND:** Early reports are beginning to circulate that the California state budget is again out of balance. Revenues for July and August were considerably lower than expected, and September taxes are now expected to be as much as \$1 billion lower than anticipated in the approved state budget. Likewise, anticipated reductions in expenditures have not matched projections. This bad news is exacerbated by the knowledge that the approved state budget was out of balance by approximately \$8 million when adopted.

The implications of this information include the potential for midyear budget reductions. The impact may be measured as follows:

1. The state may experience a budget shortfall of \$14 billion.
2. Half of that shortfall, \$7 billion, may fall to K-12 Education.
3. There are approximately 6 million K-12 students in the state.
4. \$7 billion worth of cuts divided by 6 million students would result in a per student reduction of \$1,166 per student.
5. Tracy Unified School District has 16,160 students, who experience an approximate 95% attendance rate, resulting in approximately 15,350 ADA.
6. \$1,166 cuts per student times 15,350 students would result in \$17,900,432 of additional cuts required to maintain a balanced district budget.
7. The district was already aware of an additional \$3 million of estimated reductions caused by state cuts made in the last week of last school year.
8. Therefore, possible mid-year reductions could be as high as \$20 million.

**RATIONALE:** The bottom line is that the financial situation is severe. At this time nobody knows just how severe the cuts will be. Tracy Unified School District must be prepared to deal with the possibility of greater than expected mid-year cuts.

**FUNDING:** Funding impacts are unknown at this time, but will likely be calculated and announced by early January.

**RECOMMENDATION:** Accept Report on State Budget



# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. James C. Franco, Superintendent  
**FROM:** *afab* Dr. Casey Goodall, Associate Superintendent for Business Services  
**DATE:** October 2, 2009  
**SUBJECT:** **Accept the Generous Donations From the Various Individuals, Businesses, and School Site Parent Teacher Associations Listed Herein With Thanks and Appreciation From the Staff and Students of the Tracy Unified School District.**

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

1. Tracy Unified School District/Kimball High School: From: Anonymous, c/o Kimball High School. The donation is in the amount of \$5,000.00 (check #1140). This donation will be used to support the Science Department and the Kimball High School Health Pathway.
2. Tracy Unified School District: From: Roebbelen Contracting, Inc. The donation is in the amount of \$700.00. This donation was used to sponsor the TUSD Back To School Kick-Off event.
3. Tracy Unified School District/Kimball High School: From: Mitchel Pearlman, c/o Kimball High School. The donation has a value of \$20,000.00. This donation includes office furniture, desks, tables, chairs, white boards, file cabinets, and conference tables.

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

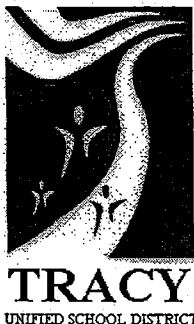
This agenda item meets Strategic Goal #2 – Create a quality and effective learning environment for all students.

**FUNDING:** Sites and departments of the District will incur responsibilities and costs associated with (some) of the donations which include, but are not limited to, supplies,

repairs, maintenance of equipment, disposal/recycling. All items accepted by the Board of Trustees of the Tracy Unified School District are directed to the District's warehouse through the Materials Management Department for inclusion on the inventory list, marking for distribution and identification prior to site or department use or placement. All items needing inspection prior to installation or use are scheduled through the Materials Management and Operations and/or the Facilities Developments and budgeted accordingly. All technology items are reviewed and approved by the Director of Information Services and Educational Technology, prior to Board presentation.

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

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



# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. James C. Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent for Business Services  
**DATE:** October 2, 2009  
**SUBJECT:** Ratify Routine Expenditures and Notice of Completions Which Meet the Criteria for Placement on the 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 the Criteria for Placement on the Consent Agenda

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



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

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A. Vendor: F&H Construction  
Site: Kimball High School  
Item: Substitution Request  
Services: Contractor has submitted a substitution request for Superior Sports Systems the subcontractor who was to provide the Synthetic Track Surfacing System for Kimball High School stadium. The subcontractor informed F&H Construction that they were unable to fulfill their fully executed subcontract agreement. Proposed substitution contractor will be Atlas Tracks who can execute the scope of work immediately.  
Cost: No Cost to the District  
Project Funding: Developer Fees and State School Building Fund (SSBF)

---

B. Vendor: AT&T Mobility  
Site: District Wide  
Item: New agreement for handheld wireless communication devices  
Services: Provide wireless, push-to-talk and software plans to District on new equipment with improved capabilities at the same or lower prices - new agreement for 09/10 services and beyond.  
Cost: Varies each month based on usage and rate plans.  
Project Funding: General and Restricted Funds

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C. Vendor: Kodiak Union Roofing Services, Inc.  
Site: Various School Sites  
Item: Agreement  
Services: Single ply roof replacement at specified locations at Jacobson, Bohn and Poet Christian Schools.  
Cost: \$159,808.00  
Project Funding: Unrestricted Facilities Fund

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D. Vendor: Foam Experts Roofing, Inc.  
Site: Tracy Learning Center  
Item: Agreement  
Services: Spray polyurethane foam roof replacement at the Tracy Learning Center.  
Cost: \$256,077.00  
Project Funding: Restricted Maintenance Fund

---

E. Vendor: L&H Airco  
Site: Tracy High School – EB Theater  
Item: Notice of Completion  
Services: Energy management and temperature control system for the Tracy High School EB Theater.  
Original Contract: \$30,399.00      Change Order: \$0.00      Total Amount: \$30,399.00  
Completion Date: September 21, 2009  
Project Funding: Redevelopment 09/10

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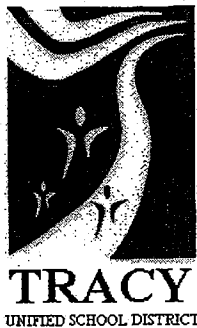
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F. Vendor: Con J. Franke Electric  
Site: Tracy High School – EB Theater  
Item: Change Order #1 - Ratify  
Services: Installation of 24 new dimmer modules into the new dimmer rack and to provide a 3-way switch by the door; these items were unforeseen when project was bid. Per Public Contract Code 20118.4 the contract may be altered if the cost does not exceed the greater of: the amount specified in Section 20111 (\$15,000), or ten percent of the original contract price.  
Cost: \$9,805.00  
Project Funding: Deferred Maintenance 08/09

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G. Vendor: Urban Ernst Design Group  
Site: Kimball High School  
Item: Change Order #3  
Services: Scope of work documented on attached change order summary.  
Cost: (\$86,912.40) Deductive cost to contingency  
Project Funding: Developer Fees and SSBF

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# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. James C. Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent for Business Services  
**DATE:** October 2, 2009  
**SUBJECT:** Ratify Measure E Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the 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 Measure E Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda

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

**BUSINESS SERVICES  
FACILITIES DEVELOPMENT DEPARTMENT  
MEASURE E BOND  
SUMMARY OF SERVICES**

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A. Vendor: Joseph Titone  
Site: Tracy High School – Modernization/Reconstruction  
Item: Agreement - Ratify  
Services: Additional DSA Inspector necessary to complete the modernization /reconstruction of Tracy High School.  
Cost: \$13,000.00/Per Month – Not to Exceed  
Project Funding: Measure E Bond Funds & State School Building Fund (SSBF)

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B. Vendor: Mike Allsup  
Site: Tracy High School – Modernization/Reconstruction  
Item: Agreement - Ratify  
Services: DSA Assistant Inspector necessary to complete the modernization /reconstruction of Tracy High School; to be used on an “as needed basis”.  
Cost: \$5,200.00/Per Month – Not to Exceed  
Project Funding: Measure E Bond Funds & SSBF

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C. Vendor: Rainforth Grau Architects  
Site: Tracy High School – Modernization/Reconstruction  
Item: Revision #2 to Amendment #3  
Services: Extra services to the Industrial Arts Building due to unforeseen issues with the existing roof joist.  
Cost: \$2,794.25 – Backcharge Contractor  
Project Funding: Measure E Bond Funds & SSBF

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**TRACY**  
UNIFIED SCHOOL DISTRICT

# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. James C. Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent for Business Services  
**DATE:** October 2, 2009  
**SUBJECT:** Ratify Measure S Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the 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 Measure S Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda

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

**BUSINESS SERVICES  
FACILITIES DEVELOPMENT DEPARTMENT  
MEASURE S BOND  
SUMMARY OF SERVICES**

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A. Vendor: Con J. Franke  
Site: Freiler School – Relocatable Classrooms  
Item: Change Order #1F  
Services: Credit to changed power source from main service to an existing panel and installed ramp extensions and railings.  
Cost: \$4,178.00  
Project Funding: Measure S Bond Funds

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B. Vendor: Con J. Franke  
Site: Kelly School – Relocatable Classrooms  
Item: Change Order #1K  
Services: Replaced existing fiber optic data cabling that occupied existing conduit and replaced a portion of the existing walkway adjacent to the ramps.  
Cost: \$7,076.00  
Project Funding: Measure S Bond Funds

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C. Vendor: Con J. Franke  
Site: Villalovoz School – Relocatable Classrooms  
Item: Change Order #1V  
Services: Credit for intrusion alarm, filled in the gap in the asphalt to ramps and installed railing on path of travel at main entry wall.  
Cost: \$3,411.00  
Project Funding: Measure S Bond Funds

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# BUSINESS SERVICES MEMORANDUM

**To:** James Franco, Superintendent  
**From:** C. Goodall, Assistant Superintendent for Business  
**Date:** October 2, 2009  
**SUBJECT:** Approve Assembly Vendors and Site Assembly Utilization Calendars

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

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

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

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

**Funding:** Per attached summary of requisitions.

**Recommendation:** Approve Assembly Vendors and Site Assembly Utilization Calendars

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

<b>Board Approved</b>	<b>Vendor</b>	<b>Estimated Cost</b>	<b>Insurance Expires</b>
8/28/07	Academic Entertainment Timothy Busfield 916 442 5635	\$ 895.00	12/10/2009
1/22/08	Kaiser Permanente, Dean Starnes, 510-987-2223, dean.starnes@kp.org, www.kp.org/etp, Secrets Performance, Nightmare on Puberty Street	?	1/1/2010
8/25/09	Soul Shoppe, Vicki Abadesco, 415.333.9347, info@soulshoppe.com	call	2/1/2010
10/9/07	Percussion Discussion Ken Bergmann's 925-755-3786percuss@pacbell.net	\$ 700.00	2/26/2010
4/28/09	Color Me Mine, Angie Long , 834.8910, tracy@colormemine.com, www.tracy.colormemine.com	Call	4/4/2010
2/12/08	Ravioli The Clown, 835-3535, www.raviolitheclown.com	\$ 500.00	5/1/2010
2/12/08	Sparkles the Clown, 835-8383, www.sparklesdelight.com	\$ 500.00	5/1/2010
8/28/07	Horizon Intertainment - Teen Truth Anti Bully JC Pohl 818 755 8800 , jc@teentruthlive.com	\$ 1,500.00	5/18/2010
5/16/09	Marquis Entertainment - DJ Service, Marquis - 951-1982, www.marquisentdjs.com, enmar3@yahoo.com	Call	6/7/2010
10/9/07	Prismatic Magic Christopher Volpe -973-283-9006 chris@prismaticmagic.com	\$985.00	7/16/2010
11/13/07	Bureau of Lectures & Ancient Artifacts John Tacha, 800.255.0084, www.assemblyline.com/index.html bureau@assemblyline.com	Call	8/20/2010
8/25/09	Intermission Productions, Sheryl Madison, 839-9333, sher.ipmascots@yahoo.com, www.intermissionproductions.com. Haunted Houses must be pre-approved by Bob Corsaro	call	3/20/2010



10/23/07	Lawrence Hall of Science, 510-642-1700, pfsreq@berkeley.edu, www.lawrencehallofscience.org	\$ 725.00	Indemnification approved, Tier 1
10/9/07	McDonalds Tammi Beck 916-962- 1982	Free	NO Charge, Tier 1
10/9/07	NASA Karin Costa 650-604-6077	Free	NO Charge, Tier 1
10/9/07	Otto the Auto Wendy Sanchez 415-565- 2676 wendy_sanchez@csaa.com	Free	NO Charge, Tier 1
10/9/07	Sandia Labs Simone Williams 925-294- 2609 srwilli@sandia.gov	Free	NO Charge, Tier 1
2/10/09	JOE FOSS Institute, 480.348.0316, www.jfiweb.org	Free	NO Charge, Tier 1
4/28/09	District 5 Dairy Princess, 639-1715	Free	NO Charge, Tier 1
5/26/09	Get Real Behind The Wheel, Safe Driving Assembly targeted to 8th, 9th & 10th graders. Ken Ucci 209.601.6523. www.getrealbehindthewheel.org	Free	NO Charge, Tier 1
5/26/09	Cowboys & Kids Reach Assembly, Penny Conway, www.reachkids.com, reachme@theriver.com	Free	NO Charge, Tier 1
	Famous Dave's BBQ - Catering: 866-408- 7427 fax 833-9043 www.famousdaves.com	Call	10/1/2010
	Tailspin Productions - Terry Ruiz, 925.413.0979, 830.9510, terry@tailspinevents.com, www.tailspinevents.com	Call	8/4/2010



**TRACY**  
UNIFIED SCHOOL DISTRICT

# BUSINESS SERVICES MEMORANDUM

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**TO:** Dr. James Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Assoc. Superintendent for Business Services  
**DATE:** October 2, 2009  
**SUBJECT:** Approve Monthly Budget Adjustment Report-July-September, 2009

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

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

**FUNDING:** N/A

**RECOMMENDATION:** Approve Monthly Budget Adjustment Report

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

75 Tracy Jt. Unified School Dist.

Restricted and Unrestricted

FISCAL YR: 10

APPROVED			07/26/2009	07/01/2009	BUDGET	07/31/2009
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
01	1100	TEACHERS' SALARIES	52,264,275.00	52,264,275.00	.00	52,264,275.00
	1200	CERT PUPIL SUPPORT SALARIES	2,967,097.00	2,967,097.00	.00	2,967,097.00
	1300	CERT SUPRVSRs' & ADMINS' SAL	5,172,933.00	5,172,933.00	.00	5,172,933.00
	1900	OTHER CERTIFICATED SALARIES	1,285,263.00	1,285,263.00	.00	1,285,263.00
	2100	INSTRUCTIONAL AIDES' SALARIES	3,941,545.00	3,941,545.00	.00	3,941,545.00
	2200	CLASSIFIED SUPPORT SALARIES	7,133,310.00	7,133,310.00	.00	7,133,310.00
	2300	CLASS SUPRVSRs' & ADMINS' SAL	1,646,626.00	1,646,626.00	.00	1,646,626.00
	2400	CLERICAL & OFFICE SALARIES	4,804,517.00	4,804,517.00	.00	4,804,517.00
	2900	OTHER CLASSIFIED SALARIES	422,394.00	422,394.00	.00	422,394.00
	3101	STRS ON 1000 SALARIES	5,050,907.00	5,050,907.00	.00	5,050,907.00
	3102	STRS ON 2000 SALARIES	7,740.00	7,740.00	.00	7,740.00
	3201	PERS ON 1000 SALARIES	73,622.00	73,622.00	.00	73,622.00
	3202	PERS ON 2000 SALARIES	1,649,681.00	1,649,681.00	.00	1,649,681.00
	3311	OASDI ON 1000 SALARIES	43,846.00	43,846.00	.00	43,846.00
	3312	OASDI ON 2000 SALARIES	931,904.00	931,904.00	.00	931,904.00
	3321	FICA-MED ON 1000 SALARIES	793,054.00	793,054.00	.00	793,054.00
	3322	FICA-MED ON 2000 SALARIES	234,328.00	234,328.00	.00	234,328.00
	3331	ALTER. RETIREMENT ON 1000 SAL	.00	.00	.00	.00
	3332	ALTER. RETIREMENT ON 2000 SAL	33,257.00	33,257.00	.00	33,257.00
	3411	HEALTH & WELFARE ON 1000 SALS	7,388,858.00	7,388,858.00	.00	7,388,858.00
	3412	HEALTH & WELFARE ON 2000 SALS	3,184,740.00	3,184,740.00	.00	3,184,740.00
	3501	STATE UNEMPLOY ON 1000 SALARY	185,148.00	185,148.00	.00	185,148.00
	3502	STATE UNEMPLOY ON 2000 SALARY	53,906.00	53,906.00	.00	53,906.00
	3601	WORKER'S COMP INS ON 1000 SAL	1,024,927.00	1,024,927.00	.00	1,024,927.00
	3602	WORKER'S COMP INS ON 2000 SAL	298,437.00	298,437.00	.00	298,437.00
	3711	OPEB,ALLOCATED, CERTIFICATED	978,763.00	978,763.00	.00	978,763.00
	3712	OPEB,ALLOCATED, CLASSIFIED	723,834.00	723,834.00	.00	723,834.00
	3801	PERS REDUCTION ON 1000 SALARY	25,107.00	25,107.00	.00	25,107.00
	3802	PERS REDUCTION ON 2000 SALARY	379,265.00	379,265.00	.00	379,265.00
	3911	TAXABLE FRINGE BEN ON 1000 SAL	20,520.00	20,520.00	.00	20,520.00
	3912	TAXABLE FRINGE BEN ON 2000 SAL	16,960.00	16,960.00	.00	16,960.00
	3999	BENEFIT PAYROLL ERRORS	.00	.00	.00	.00
	4100	TEXTBOOKS	840,561.00	840,561.00	-300.00	840,261.00
	4200	BOOKS OTHER THAN TEXTBOOKS	139,641.00	139,641.00	2,460.00	142,101.00
	4300	MATERIALS & SUPPLIES	10,457,289.64	10,457,289.64	-2,755,499.64	7,701,790.00
	4400	NON-CAPITALIZED EQUIPMENT	319,517.00	319,517.00	77,676.00	397,193.00
	5200	TRAVEL & CONFERENCES	81,231.00	81,231.00	3,276.00	84,507.00
	5300	DUES & MEMBERSHIPS	29,854.00	29,854.00	564.00	30,418.00
	5450	OTHER INSURANCE	714,987.00	714,987.00	.00	714,987.00
	5500	OPERATIONS & HOUSEKEEPING SRVC	3,919,222.00	3,919,222.00	.00	3,919,222.00
	5600	RENTS,LEASES,REPAIRS,IMPRVMNTS	526,422.00	526,422.00	31,422.00	557,844.00
	5710	DIR COSTS FOR INTRPRG SERVICES	.00	.00	.00	.00
	5750	DIR COSTS FOR INTERFUND SVCS	-50,000.00	-50,000.00	.00	-50,000.00
	5800	OTHER SVCS & OPER EXPENDITURES	3,953,824.05	3,953,824.05	452,743.00	4,406,567.05
	5900	INTERGOVERNMENTAL FEES	424,579.00	424,579.00	75.00	424,654.00
	6200	BLDGS & IMPROVEMENT OF BLDGS	300,540.00	300,540.00	-139.00	300,401.00
	6400	EQUIPMENT	310,270.00	310,270.00	.00	310,270.00
	6500	EQUIPMENT REPLACEMENT	2,500.00	2,500.00	.00	2,500.00
	7130	STATE SPECIAL SCHOOLS	40,000.00	40,000.00	.00	40,000.00

75 Tracy Jt. Unified School Dist.

Restricted and Unrestricted

FISCAL YR: 10

APPROVED			07/26/2009	07/01/2009	BUDGET	07/31/2009
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
01	7142	TUITION, EXCESS COSTS TO COE	857,101.00	857,101.00	.00	857,101.00
	7310	TRANSFERS OF INDIRECT COSTS	.00	.00	.00	.00
	7350	TRANS OF INDIRECT - INTERFUND	-176,089.00	-176,089.00	.00	-176,089.00
	7438	DEBT SERVICE - INTEREST	6,596.00	6,596.00	382.00	6,978.00
	7439	DEBT SERVICE - PRINCIPAL	131,541.00	131,541.00	17,156.00	148,697.00
	7615	FROM GEN/SPC/BLDG TO DEF MAINT	500,000.00	500,000.00	.00	500,000.00
	7619	OTHER AUTH INTRFND TRANSFRS OUT	59,774.00	59,774.00	.00	59,774.00
TOTAL EXPENSE			126,126,124.69	126,126,124.69	-2,170,184.64	123,955,940.05

75 Tracy Jt. Unified School Dist.

Restricted and Unrestricted

FISCAL YR: 10

APPROVED			07/26/2009	07/01/2009	BUDGET	07/31/2009
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
01	8011	REVENUE LIMIT ST AID-CURR YEAR	59,526,398.00	59,526,398.00	.00	59,526,398.00
	8021	HOME OWNERS EXEMPTION	322,754.00	322,754.00	.00	322,754.00
	8040	COUNTY & DISTRICT TAXES	24,561,952.00	24,561,352.00	.00	24,561,352.00
	8042	UNSECURED ROLL TAXES	1,282,014.00	1,282,014.00	.00	1,282,014.00
	8043	PRIOR YEARS' TAXES	32,685.00	32,685.00	.00	32,685.00
	8044	SUPPLEMENTAL TAXES	1,017,624.00	1,017,624.00	.00	1,017,624.00
	8045	ED REVENUE AUGMENT FUND (ERAF)	2,330,754.00	2,330,754.00	.00	2,330,754.00
	8091	REVENUE LIMIT TRANSFERS	.00	.00	.00	.00
	8092	PERS REDUCTION TRANSFER	405,788.00	405,788.00	.00	405,788.00
	8096	TRANSFERS TO CHARTERS, IN LIEU	-1,508,886.00	-1,508,886.00	.00	-1,508,886.00
	8181	SP ED-ENTITLEMENT	2,154,364.00	2,154,364.00	.00	2,154,364.00
	8182	SP ED-DISCRETIONARY GRANTS	224,441.00	224,441.00	.00	224,441.00
	8290	ALL OTHER FEDERAL REVENUES	2,308,373.00	2,308,373.00	3,107.00	2,311,480.00
	8311	OTH ST APPORTIONMENTS-CURR YR	3,609,235.00	3,609,235.00	.00	3,609,235.00
	8434	CLASS SIZE REDUCTION K-3	3,297,737.00	3,297,737.00	.00	3,297,737.00
	8560	STATE LOTTERY REVENUE	1,992,553.00	1,992,553.00	.00	1,992,553.00
	8590	ALL OTHER STATE REVENUES	6,064,148.00	6,064,148.00	.00	6,064,148.00
	8660	INTEREST	200,000.00	200,000.00	.00	200,000.00
	8675	TRANSPORTATION FEES FROM INDIV	175,000.00	175,000.00	.00	175,000.00
	8677	INTERAGENCY SVCS BETWEEN LEA'S	941,231.00	941,231.00	.00	941,231.00
	8689	ALL OTHER FEES & CONTRACTS	15,000.00	15,000.00	.00	15,000.00
	8699	ALL OTHER LOCAL REVENUES	996,444.00	996,444.00	137,706.00	1,134,150.00
	8792	TRANS OF APPORTION FROM CO OFF	3,935,636.00	3,935,636.00	241,703.00	4,177,339.00
	8919	OTH AUTH INTERFUND TRANS IN	5,066,800.00	5,066,800.00	.00	5,066,800.00
	8980	CONTRIBUTE FROM UNRSTRCTD REV	.00	.00	.00	.00
	8990	CNTRIBUT/TRANS FRM RSTR/UNREST	.00	.00	.00	.00
	8997	TRANSFERS OF RESTRICTED BALANC	.00	.00	.00	.00
	8998	CATEGORICAL FLEX TRANSFERS	.00	.00	.00	.00
TOTAL REVENUE			118,951,445.00	118,951,445.00	382,516.00	119,333,961.00

75 Tracy Jt. Unified School Dist.

Restricted and Unrestricted

FISCAL YR: 10

FUND	OBJECT	DESCRIPTION	BEGINNING BALANCE	07/01/2009 REVISED BALANCE	ADJUSTMENTS	07/31/2009 REVISED BALANCE
01	9770	DESIGNATED FOR ECON UNCERTAIN	-3,328,815.00	-3,328,815.00	.00	-3,328,815.00
	9780	OTHER DESIGNATIONS	-1,500,000.00	-1,500,000.00	.00	-1,500,000.00
	9790	UNDESIGNATED/UNAPPROPRIATED	-9,630,629.88	-9,630,629.88	-2,552,700.64	-12,183,330.52
	9791	BEGINNING BALANCE	-21,870,124.57	-21,870,124.57	.00	-21,870,124.57
	9793	AUDIT ADJUSTMENTS	.00	.00	.00	.00
	9795	OTHER RESTATEMENTS	.00	.00	.00	.00
	9798	BUDGET FUND BALANCE OFFSET	14,695,444.88	14,695,444.88	2,552,700.64	17,248,145.52
	9799	K12 NET GAIN OR LOSS	.00	7,174,679.69	-2,552,700.64	4,621,979.05

75 Tracy Jt. Unified School Dist.

Restricted and Unrestricted

FISCAL YR: 10

APPROVED			07/26/2009	08/01/2009	BUDGET	08/31/2009
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
01	1100	TEACHERS' SALARIES	52,264,275.00	52,264,275.00	79,826.00	52,344,101.00
	1200	CERT PUPIL SUPPORT SALARIES	2,967,097.00	2,967,097.00	1,026.00	2,968,123.00
	1300	CERT SUPRVSRs' & ADMINS' SAL	5,172,933.00	5,172,933.00	1,237.00	5,174,170.00
	1900	OTHER CERTIFICATED SALARIES	1,285,263.00	1,285,263.00	-26,505.00	1,258,758.00
	2100	INSTRUCTIONAL AIDES' SALARIES	3,941,545.00	3,941,545.00	836.00	3,942,381.00
	2200	CLASSIFIED SUPPORT SALARIES	7,133,310.00	7,133,310.00	775.00	7,134,085.00
	2300	CLASS SUPRVSRs' & ADMINS' SAL	1,646,626.00	1,646,626.00	-12,773.00	1,633,853.00
	2400	CLERICAL & OFFICE SALARIES	4,804,517.00	4,804,517.00	22.00	4,804,539.00
	2900	OTHER CLASSIFIED SALARIES	422,394.00	422,394.00	424.00	422,818.00
	3101	STRS ON 1000 SALARIES	5,050,907.00	5,050,907.00	-1,466.00	5,049,441.00
	3102	STRS ON 2000 SALARIES	7,740.00	7,740.00	.00	7,740.00
	3201	PERS ON 1000 SALARIES	73,622.00	73,622.00	14.00	73,636.00
	3202	PERS ON 2000 SALARIES	1,649,681.00	1,649,681.00	137.00	1,649,818.00
	3311	OASDI ON 1000 SALARIES	43,846.00	43,846.00	9.00	43,855.00
	3312	OASDI ON 2000 SALARIES	931,904.00	931,904.00	88.00	931,992.00
	3321	FICA-MED ON 1000 SALARIES	793,054.00	793,054.00	-251.00	792,803.00
	3322	FICA-MED ON 2000 SALARIES	234,328.00	234,328.00	34.00	234,362.00
	3331	ALTER. RETIREMENT ON 1000 SAL	.00	.00	12.00	12.00
	3332	ALTER. RETIREMENT ON 2000 SAL	33,257.00	33,257.00	31.00	33,288.00
	3411	HEALTH & WELFARE ON 1000 SALS	7,388,858.00	7,388,858.00	.00	7,388,858.00
	3412	HEALTH & WELFARE ON 2000 SALS	3,184,740.00	3,184,740.00	.00	3,184,740.00
	3501	STATE UNEMPLOY ON 1000 SALARY	185,148.00	185,148.00	-47.00	185,101.00
	3502	STATE UNEMPLOY ON 2000 SALARY	53,906.00	53,906.00	11.00	53,917.00
	3601	WORKER'S COMP INS ON 1000 SAL	1,024,927.00	1,024,927.00	-286.00	1,024,641.00
	3602	WORKER'S COMP INS ON 2000 SAL	298,437.00	298,437.00	39.00	298,476.00
	3711	OPEB,ALLOCATED, CERTIFICATED	978,763.00	978,763.00	.00	978,763.00
	3712	OPEB,ALLOCATED, CLASSIFIED	723,834.00	723,834.00	.00	723,834.00
	3801	PERS REDUCTION ON 1000 SALARY	25,107.00	25,107.00	.00	25,107.00
	3802	PERS REDUCTION ON 2000 SALARY	379,265.00	379,265.00	.00	379,265.00
	3911	TAXABLE FRINGE BEN ON 1000 SAL	20,520.00	20,520.00	.00	20,520.00
	3912	TAXABLE FRINGE BEN ON 2000 SAL	16,960.00	16,960.00	.00	16,960.00
	3999	BENEFIT PAYROLL ERRORS	.00	.00	.00	.00
	4100	TEXTBOOKS	840,561.00	840,261.00	-15,904.00	824,357.00
	4200	BOOKS OTHER THAN TEXTBOOKS	139,641.00	142,101.00	212,265.00	354,366.00
	4300	MATERIALS & SUPPLIES	10,457,289.64	7,701,790.00	278,182.00	7,979,972.00
	4400	NON-CAPITALIZED EQUIPMENT	319,517.00	397,193.00	158,895.00	556,088.00
	5200	TRAVEL & CONFERENCES	81,231.00	84,507.00	10,589.00	95,096.00
	5300	DUES & MEMBERSHIPS	29,854.00	30,418.00	7,020.00	37,438.00
	5450	OTHER INSURANCE	714,987.00	714,987.00	.00	714,987.00
	5500	OPERATIONS & HOUSEKEEPING SRVC	3,919,222.00	3,919,222.00	.00	3,919,222.00
	5600	RENTS,LEASES,REPAIRS,IMPRVMNTS	526,422.00	557,844.00	39,330.00	597,174.00
	5710	DIR COSTS FOR INTRPRG SERVICES	.00	.00	.00	.00
	5750	DIR COSTS FOR INTERFUND SVCS	-50,000.00	-50,000.00	45.00	-49,955.00
	5800	OTHER SVCS & OPER EXPENDITURES	3,953,824.05	4,406,567.05	-198,774.00	4,207,793.05
	5900	INTERGOVERNMENTAL FEES	424,579.00	424,654.00	.00	424,654.00
	6200	BLDGS & IMPROVEMENT OF BLDGS	300,540.00	300,401.00	39,950.00	340,351.00
	6400	EQUIPMENT	310,270.00	310,270.00	-51,062.00	259,208.00
	6500	EQUIPMENT REPLACEMENT	2,500.00	2,500.00	30,992.00	33,492.00
	7130	STATE SPECIAL SCHOOLS	40,000.00	40,000.00	.00	40,000.00

75 Tracy Jt. Unified School Dist.

Restricted and Unrestricted

FISCAL YR: 10

FUND	APPROVED OBJECT	DESCRIPTION	07/26/2009 ADOPTED BUDGET	08/01/2009 REVISED BUDGET	BUDGET ADJUSTMENTS	08/31/2009 REVISED BUDGET
01	7142	TUITION, EXCESS COSTS TO COE	857,101.00	857,101.00	-75,034.00	782,067.00
	7310	TRANSFERS OF INDIRECT COSTS	.00	.00	.00	.00
	7350	TRANS OF INDIRECT - INTERFUND	-176,089.00	-176,089.00	-1,214.00	-177,303.00
	7438	DEBT SERVICE - INTEREST	6,596.00	6,978.00	.00	6,978.00
	7439	DEBT SERVICE - PRINCIPAL	131,541.00	148,697.00	.00	148,697.00
	7615	FROM GEN/SPC/BLDG TO DEF MAINT	500,000.00	500,000.00	.00	500,000.00
	7619	OTHER AUTH INTRFND TRANSFRS OUT	59,774.00	59,774.00	.00	59,774.00
	TOTAL EXPENSE		126,126,124.69	123,955,940.05	478,473.00	124,434,413.05



75 Tracy Jt. Unified School Dist.

Restricted and Unrestricted

FISCAL YR: 10

APPROVED			07/26/2009	08/01/2009	BUDGET	08/31/2009
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
01	8011	REVENUE LIMIT ST AID-CURR YEAR	59,526,398.00	59,526,398.00	.00	59,526,398.00
	8021	HOME OWNERS EXEMPTION	322,754.00	322,754.00	.00	322,754.00
	8040	COUNTY & DISTRICT TAXES	24,561,352.00	24,561,352.00	.00	24,561,352.00
	8042	UNSECURED ROLL TAXES	1,282,014.00	1,282,014.00	.00	1,282,014.00
	8043	PRIOR YEARS' TAXES	32,685.00	32,685.00	.00	32,685.00
	8044	SUPPLEMENTAL TAXES	1,017,624.00	1,017,624.00	.00	1,017,624.00
	8045	ED REVENUE AUGMENT FUND (ERAF)	2,330,754.00	2,330,754.00	.00	2,330,754.00
	8091	REVENUE LIMIT TRANSFERS	.00	.00	.00	.00
	8092	PERS REDUCTION TRANSFER	405,788.00	405,788.00	.00	405,788.00
	8096	TRANSFERS TO CHARTERS, IN LIEU	-1,508,886.00	-1,508,886.00	.00	-1,508,886.00
	8181	SP ED-ENTITLEMENT	2,154,364.00	2,154,364.00	.00	2,154,364.00
	8182	SP ED-DISCRETIONARY GRANTS	224,441.00	224,441.00	270,515.00	494,956.00
	8290	ALL OTHER FEDERAL REVENUES	2,308,373.00	2,311,480.00	441,284.00	2,752,764.00
	8311	OTH ST APPORTIONMENTS-CURR YR	3,609,235.00	3,609,235.00	-222,706.00	3,386,529.00
	8434	CLASS SIZE REDUCTION K-3	3,297,737.00	3,297,737.00	.00	3,297,737.00
	8560	STATE LOTTERY REVENUE	1,992,553.00	1,992,553.00	.00	1,992,553.00
	8590	ALL OTHER STATE REVENUES	6,064,148.00	6,064,148.00	264,804.00	6,328,952.00
	8660	INTEREST	200,000.00	200,000.00	.00	200,000.00
	8675	TRANSPORTATION FEES FROM INDIV	175,000.00	175,000.00	.00	175,000.00
	8677	INTERAGENCY SVCS BETWEEN LEA'S	941,231.00	941,231.00	-10,181.00	931,050.00
	8689	ALL OTHER FEES & CONTRACTS	15,000.00	15,000.00	.00	15,000.00
	8699	ALL OTHER LOCAL REVENUES	996,444.00	1,134,150.00	193,580.00	1,327,730.00
	8792	TRANS OF APPORTION FROM CO OFF	3,935,636.00	4,177,339.00	.00	4,177,339.00
	8919	OTH AUTH INTERFUND TRANS IN	5,066,800.00	5,066,800.00	.00	5,066,800.00
	8980	CONTRIBUTE FROM UNRSTRCTD REV	.00	.00	.00	.00
	8990	CNTRIBUT/TRANS FRM RSTR/UNREST	.00	.00	.00	.00
	8997	TRANSFERS OF RESTRICTED BALANC	.00	.00	.00	.00
	8998	CATEGORICAL FLEX TRANSFERS	.00	.00	.00	.00
TOTAL REVENUE			118,951,445.00	119,333,961.00	937,296.00	120,271,257.00

75 Tracy Jt. Unified School Dist.

Restricted and Unrestricted

FISCAL YR: 10

FUND	OBJECT	DESCRIPTION	BEGINNING BALANCE	08/01/2009 REVISED BALANCE	ADJUSTMENTS	08/31/2009 REVISED BALANCE
01	9770	DESIGNATED FOR ECON UNCERTAIN	-3,328,815.00	-3,328,815.00	.00	-3,328,815.00
	9780	OTHER DESIGNATIONS	-1,500,000.00	-1,500,000.00	.00	-1,500,000.00
	9790	UNDESIGNATED/UNAPPROPRIATED	-9,630,629.88	-12,183,330.52	-458,823.00	-12,642,153.52
	9791	BEGINNING BALANCE	-21,870,124.57	-21,870,124.57	.00	-21,870,124.57
	9793	AUDIT ADJUSTMENTS	.00	.00	.00	.00
	9795	OTHER RESTATEMENTS	.00	.00	.00	.00
	9798	BUDGET FUND BALANCE OFFSET	14,695,444.88	17,248,145.52	458,823.00	17,706,968.52
	9799	K12 NET GAIN OR LOSS	.00	4,621,979.05	-458,823.00	4,163,156.05

75 Tracy Jt. Unified School Dist.

Restricted and Unrestricted

FISCAL YR: 10

APPROVED			07/26/2009	09/01/2009	BUDGET	09/30/2009
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
01	1100	TEACHERS' SALARIES	52,264,275.00	52,344,101.00	110,857.60	52,454,958.60
	1200	CERT PUPIL SUPPORT SALARIES	2,967,097.00	2,968,123.00	62,900.00	3,031,023.00
	1300	CERT SUPRVSRs' & ADMINS' SAL	5,172,933.00	5,174,170.00	17,406.00	5,191,576.00
	1900	OTHER CERTIFICATED SALARIES	1,285,263.00	1,258,758.00	30,891.00	1,289,649.00
	2100	INSTRUCTIONAL AIDES' SALARIES	3,941,545.00	3,942,381.00	49,715.00	3,992,096.00
	2200	CLASSIFIED SUPPORT SALARIES	7,133,310.00	7,134,085.00	10,016.00	7,144,101.00
	2300	CLASS SUPRVSRs' & ADMINS' SAL	1,646,626.00	1,633,853.00	85,871.00	1,719,724.00
	2400	CLERICAL & OFFICE SALARIES	4,804,517.00	4,804,539.00	-22,855.00	4,781,684.00
	2900	OTHER CLASSIFIED SALARIES	422,394.00	422,818.00	-48,946.00	373,872.00
	3101	STRS ON 1000 SALARIES	5,050,907.00	5,049,441.00	15,127.43	5,064,568.43
	3102	STRS ON 2000 SALARIES	7,740.00	7,740.00	.00	7,740.00
	3201	PERS ON 1000 SALARIES	73,622.00	73,636.00	10.00	73,646.00
	3202	PERS ON 2000 SALARIES	1,649,681.00	1,649,818.00	1,044.00	1,650,862.00
	3311	OASDI ON 1000 SALARIES	43,846.00	43,855.00	7.00	43,862.00
	3312	OASDI ON 2000 SALARIES	931,904.00	931,992.00	4,593.00	936,585.00
	3321	FICA-MED ON 1000 SALARIES	793,054.00	792,803.00	6,151.80	799,954.80
	3322	FICA-MED ON 2000 SALARIES	234,328.00	234,362.00	1,547.00	235,909.00
	3331	ALTER. RETIREMENT ON 1000 SAL	.00	12.00	26.00	38.00
	3332	ALTER. RETIREMENT ON 2000 SAL	33,257.00	33,288.00	1,600.00	34,888.00
	3411	HEALTH & WELFARE ON 1000 SALS	7,388,858.00	7,388,858.00	19,524.00	7,408,382.00
	3412	HEALTH & WELFARE ON 2000 SALS	3,184,740.00	3,184,740.00	-1,615.00	3,183,125.00
	3501	STATE UNEMPLOY ON 1000 SALARY	185,148.00	185,101.00	674.87	185,775.87
	3502	STATE UNEMPLOY ON 2000 SALARY	53,906.00	53,917.00	267.00	54,184.00
	3601	WORKER'S COMP INS ON 1000 SAL	1,024,927.00	1,024,641.00	3,945.51	1,028,586.51
	3602	WORKER'S COMP INS ON 2000 SAL	298,437.00	298,476.00	1,331.00	299,807.00
	3711	OPEB,ALLOCATED, CERTIFICATED	978,763.00	978,763.00	.00	978,763.00
	3712	OPEB,ALLOCATED, CLASSIFIED	723,834.00	723,834.00	.00	723,834.00
	3801	PERS REDUCTION ON 1000 SALARY	25,107.00	25,107.00	.00	25,107.00
	3802	PERS REDUCTION ON 2000 SALARY	379,265.00	379,265.00	-2,834.00	376,431.00
	3911	TAXABLE FRINGE BEN ON 1000 SAL	20,520.00	20,520.00	-1,080.00	19,440.00
	3912	TAXABLE FRINGE BEN ON 2000 SAL	16,960.00	16,960.00	.00	16,960.00
	3999	BENEFIT PAYROLL ERRORS	.00	.00	.00	.00
	4100	TEXTBOOKS	840,561.00	824,357.00	51,678.00	876,035.00
	4200	BOOKS OTHER THAN TEXTBOOKS	139,641.00	354,366.00	66,588.00	420,954.00
	4300	MATERIALS & SUPPLIES	10,457,289.64	7,979,972.00	10,219,139.17	18,199,111.17
	4400	NON-CAPITALIZED EQUIPMENT	319,517.00	556,088.00	62,778.16	618,866.16
	5200	TRAVEL & CONFERENCES	81,231.00	95,096.00	8,859.00	103,955.00
	5300	DUES & MEMBERSHIPS	29,854.00	37,438.00	9,181.00	46,619.00
	5450	OTHER INSURANCE	714,987.00	714,987.00	.00	714,987.00
	5500	OPERATIONS & HOUSEKEEPING SRVC	3,919,222.00	3,919,222.00	-500.00	3,918,722.00
	5600	RENTS,LEASES,REPAIRS,IMPRVMTS	526,422.00	597,174.00	-826.00	596,348.00
	5710	DIR COSTS FOR INTRPRG SERVICES	.00	.00	.00	.00
	5750	DIR COSTS FOR INTERFUND SVCS	-50,000.00	-49,955.00	3,789.00	-46,166.00
	5800	OTHER SVCS & OPER EXPENDITURES	3,953,824.05	4,207,793.05	609,499.00	4,817,292.05
	5900	INTERGOVERNMENTAL FEES	424,579.00	424,654.00	1,500.00	426,154.00
	6200	BLDGS & IMPROVEMENT OF BLDGS	300,540.00	340,351.00	306,400.00	646,751.00
	6400	EQUIPMENT	310,270.00	259,208.00	-60,000.00	199,208.00
	6500	EQUIPMENT REPLACEMENT	2,500.00	33,492.00	.00	33,492.00
	7130	STATE SPECIAL SCHOOLS	40,000.00	40,000.00	.00	40,000.00

SAN JOAQUIN COUNTY OFFICE OF EDUCATION  
BUDGET ADJUSTMENT REPORT  
FROM DATE 09/01/2009 TO DATE 09/30/2009

#J2990

75 Tracy Jt. Unified School Dist.

Restricted and Unrestricted

FISCAL YR: 10

APPROVED			07/26/2009	09/01/2009	BUDGET	09/30/2009
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
01	7142	TUITION, EXCESS COSTS TO COE	857,101.00	782,067.00	-740.00	781,327.00
	7310	TRANSFERS OF INDIRECT COSTS	.00	.00	16,199.81	16,199.81
	7350	TRANS OF INDIRECT - INTERFUND	-176,089.00	-177,303.00	-523.00	-177,826.00
	7438	DEBT SERVICE - INTEREST	6,596.00	6,978.00	.00	6,978.00
	7439	DEBT SERVICE - PRINCIPAL	131,541.00	148,697.00	.00	148,697.00
	7615	FROM GEN/SPC/BLDG TO DEF MAINT	500,000.00	500,000.00	.00	500,000.00
	7619	OTHER AUTH INTRFND TRANSFRS OUT	59,774.00	59,774.00	.00	59,774.00
TOTAL EXPENSE			126,126,124.69	124,434,413.05	11,639,197.35	136,073,610.40

75 Tracy Jt. Unified School Dist.

Restricted and Unrestricted

FISCAL YR: 10

APPROVED			07/26/2009	09/01/2009	BUDGET	09/30/2009
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
01	8011	REVENUE LIMIT ST AID-CURR YEAR	59,526,398.00	59,526,398.00	-6,524,266.00	53,002,132.00
	8021	HOME OWNERS EXEMPTION	322,754.00	322,754.00	.00	322,754.00
	8040	COUNTY & DISTRICT TAXES	24,561,352.00	24,561,352.00	.00	24,561,352.00
	8042	UNSECURED ROLL TAXES	1,282,014.00	1,282,014.00	.00	1,282,014.00
	8043	PRIOR YEARS' TAXES	32,685.00	32,685.00	.00	32,685.00
	8044	SUPPLEMENTAL TAXES	1,017,624.00	1,017,624.00	.00	1,017,624.00
	8045	ED REVENUE AUGMENT FUND (ERAF)	2,330,754.00	2,330,754.00	.00	2,330,754.00
	8091	REVENUE LIMIT TRANSFERS	.00	.00	.00	.00
	8092	PERS REDUCTION TRANSFER	405,788.00	405,788.00	.00	405,788.00
	8096	TRANSFERS TO CHARTERS, IN LIEU	-1,508,886.00	-1,508,886.00	.00	-1,508,886.00
	8181	SP ED-ENTITLEMENT	2,154,364.00	2,154,364.00	523,593.00	2,677,957.00
	8182	SP ED-DISCRETIONARY GRANTS	224,441.00	494,956.00	.00	494,956.00
	8290	ALL OTHER FEDERAL REVENUES	2,308,373.00	2,752,764.00	1,105,677.45	3,858,441.45
	8311	OTH ST APPORTIONMENTS-CURR YR	3,609,235.00	3,386,529.00	.00	3,386,529.00
	8434	CLASS SIZE REDUCTION K-3	3,297,737.00	3,297,737.00	.00	3,297,737.00
	8560	STATE LOTTERY REVENUE	1,992,553.00	1,992,553.00	.00	1,992,553.00
	8590	ALL OTHER STATE REVENUES	6,064,148.00	6,328,952.00	63,339.00	6,392,291.00
	8660	INTEREST	200,000.00	200,000.00	.00	200,000.00
	8675	TRANSPORTATION FEES FROM INDIV	175,000.00	175,000.00	.00	175,000.00
	8677	INTERAGENCY SVCS BETWEEN LEA'S	941,231.00	931,050.00	22,875.00	953,925.00
	8689	ALL OTHER FEES & CONTRACTS	15,000.00	15,000.00	.00	15,000.00
	8699	ALL OTHER LOCAL REVENUES	996,444.00	1,327,730.00	508,158.00	1,835,888.00
	8792	TRANS OF APPORTION FROM CO OFF	3,935,636.00	4,177,339.00	.00	4,177,339.00
	8919	OTH AUTH INTERFUND TRANS IN	5,066,800.00	5,066,800.00	.00	5,066,800.00
	8980	CONTRIBUTE FROM UNRSTRCTD REV	.00	.00	.00	.00
	8990	CNTRIBUT/TRANS FRM RSTR/UNREST	.00	.00	.00	.00
	8997	TRANSFERS OF RESTRICTED BALANC	.00	.00	.00	.00
	8998	CATEGORICAL FLEX TRANSFERS	.00	.00	.00	.00
TOTAL REVENUE			118,951,445.00	120,271,257.00	-4,300,623.55	115,970,633.45

SAN JOAQUIN COUNTY OFFICE OF EDUCATION  
BUDGET ADJUSTMENT REPORT  
FROM DATE 09/01/2009 TO DATE 09/30/2009

#J2990

75 Tracy Jt. Unified School Dist.

Restricted and Unrestricted

FISCAL YR: 10

FUND	OBJECT	DESCRIPTION	BEGINNING BALANCE	09/01/2009 REVISED BALANCE	ADJUSTMENTS	09/30/2009 REVISED BALANCE
01	9770	DESIGNATED FOR ECON UNCERTAIN	-3,328,815.00	-3,328,815.00	.00	-3,328,815.00
	9780	OTHER DESIGNATIONS	-1,500,000.00	-1,500,000.00	.00	-1,500,000.00
	9790	UNDESIGNATED/UNAPPROPRIATED	-9,630,629.88	-12,642,153.52	15,939,820.90	3,297,667.38
	9791	BEGINNING BALANCE	-21,870,124.57	-21,870,124.57	.00	-21,870,124.57
	9793	AUDIT ADJUSTMENTS	.00	.00	.00	.00
	9795	OTHER RESTATEMENTS	.00	.00	.00	.00
	9796	BUDGET FUND BALANCE OFFSET	14,695,444.88	17,706,968.52	-15,939,820.90	1,767,147.62
	9799	K12 NET GAIN OR LOSS	.00	4,163,156.05	15,939,820.90	20,102,976.95



**TRACY**  
UNIFIED SCHOOL DISTRICT

# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Assoc. Superintendent of Business Services  
**DATE:** October 2, 2009  
**SUBJECT:** Approve Revolving Cash Fund Reports (July-September, 2009)

**BACKGROUND:** Each month the Financial Services Department submits summaries of revolving cash fund checks issued monthly to the Board of Trustees for review.

**RATIONALE:** The Board of Trustees is required by law to approve the total expenditures of the district. The Board has requested to review detailed backup for expenditures. This agenda item meets Strategic Goal #6 – Forming Partnerships.

**FUNDING:** N/A.

**RECOMMENDATION:** Approve Revolving Cash Fund Reports (July-September, 2009).

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

**Tracy Unified School District**  
**REVOLVING CASH FUND**  
**July 2009**

Date	Num	Name	Memo	Paid Amount
7/1/2009	8451	FASTRAK VIOLATI...	TEV#t0905637316- FASTRAK VIOLATION	
			01-0000-0-1110-1000-4300-600-6102	-14.50
			01-0000-0-1110-1000-4300-700-6502	-14.50
TOTAL				-29.00
7/1/2009	8453	GWENDOLYN CARR	REFUND BOOK FINE- JANE CIA LANA...	
			REFUND BOOK FINE- JANE CIA LANAE...	-60.00
TOTAL				-60.00
7/1/2009	8454	CADA	P.O. 100011 - KIMBALL H.S.	
			01-0000-0-1110-1000-4300-670-5802	-171.95
TOTAL				-171.95
7/1/2009	8455	MARRIOTT MONT...	2-WAY CABE CONF- ALICE WELCH, R...	
			01-7090-0-1110-1000-5200-400-3604	-924.24
TOTAL				-924.24
7/1/2009	8456	SAN JOAQUIN CO...	P.O.90921 COUNTY CLERK DOCUMEN...	
			01-0000-0-0000-8100-5884-160-7310	-50.00
TOTAL				-50.00
7/1/2009	8457	CITY OF TRACY	CONSTRUCTION WATER METER PER...	
			35-7780-0-0000-8500-6285-600-7658	-750.00
TOTAL				-750.00
7/2/2009	8458	U.C. DAVIS EXTEN...	CONF 7/13-7/17/09 JENNIFER CAMERON	
			01-0000-0-1110-2700-5200-800-5802	-660.00
TOTAL				-660.00
7/2/2009	8459	BRENDA IVEY OR ...	REFUND BOOK FINE - CONTESSA A. ...	
			01-0000-0-1110-2420-4200-310-2623	-10.00
TOTAL				-10.00
7/2/2009	8460	NORTH SCHOOL ...	REIMBURSEMENT	
			01-0000-0-0000-0000-8699-340-3513	-300.00
TOTAL				-300.00
7/17/2009	8461	DEPT. OF PESTICI...	P.O.100535 I.RODRIGUEZ,R.FARRING...	
			01-8150-0-0000-8110-5800-800-9402	-300.00
TOTAL				-300.00
7/20/2009	8462	SCHOOL SERVIC...	SCHOOL FINANCE & MGT CONFEREN...	



**Tracy Unified School District  
REVOLVING CASH FUND**

July 2009

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
			01-0000-0-0000-7150-5200-800-1001	-190.00
TOTAL				-190.00
7/20/2009	8463	SCHOOL SERVIC...	SCHOOL FIN & MGT CONF 8/20/09 R.C...	
			01-0000-0-0000-7300-5200-800-9202	-890.00
TOTAL				-890.00
7/27/2009	8464	SCHOOL SERVIC...	SCHOOL FINANCE & MGT CONF 8/20/...	
			01-0000-0-0000-7150-5200-800-1001	-160.00
TOTAL				-160.00

**Tracy Unified School District  
REVOLVING CASH FUND**

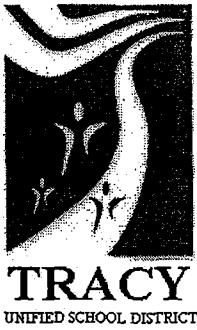
August 2009

Date	Num	Name	Memo	Paid Amount
8/14/2009	8465	DEPARTMENT OF ...	DMV FEES ROBERT BEM	
			01-7240-0-5750-3600-5800-800-9702	-64.00
TOTAL				-64.00
8/18/2009	8466	NORTH SCHOOL ...	REIMBURSEMENT	
			01-0000-0-0000-0000-8699-340-3513	-600.00
TOTAL				-600.00
8/20/2009	8467	WEST ED - E WOR...	CONF. LINDA DOPP 9/9,9/16,9/23,9/30 ...	
			01-3010-0-0000-2150-5200-800-2744	-400.00
TOTAL				-400.00
8/20/2009	8468	BARNES & NOBLE	HEALTH SERVICES SPECIAL ORDER ...	
			01-564001110314042008002362	-300.01
TOTAL				-300.01
8/24/2009	8469	Kinder's Meats	PO 100294	
			01-0000-0-0000-7150-4300-800-1001	-103.26
TOTAL				-103.26
8/27/2009	8470	CITY OF TRACY P...	WHS CROSS COUNTRY MEET AT PLA...	
			01-0017-0-8100-5900-5600-800-9622	-160.00
TOTAL				-160.00
8/31/2009	8471	CITY OF TRACY P...	P.O. 100929 PLASENSIA FIELDS - FIEL...	
			01-0017-0-8100-5900-5600-800-9622	-20.00
TOTAL				-20.00

# Tracy Unified School District REVOLVING CASH FUND

September 2009

Date	Num	Name	Memo	Paid Amount
9/2/2009	8472	N.C.J.O.A.	DRUG IMPAIRMENT TRAINING FOR E...	
			01-3010-0-1110-1000-5200-800-2744	-675.00
TOTAL				-675.00
9/2/2009	8473	N.C.J.O.A.	DRUG IMPAIRMENT TRAINING FOR E...	
			01-3010-0-1110-1000-5200-800-2744	-525.00
TOTAL				-525.00
9/15/2009	8474	AMERICAN RED C...	FIRST AID COURSE- ROBERT BEM & ...	
			01-7240-0-5750-3600-5800-800-9702	-70.00
TOTAL				-70.00
9/21/2009	8475	SIAM CAFE	P.O. 100296 BOARD DINNER 9/22/09	
			01-0000-0-0000-7150-4300-800-1001	-103.25
TOTAL				-103.25
9/21/2009	8476	CSU, CHICO	CONFERENCE 9/24/09 T.RIVERA, J. K...	
			01-0000-0-1110-1000-5200-670-5912	-130.00
TOTAL				-130.00
9/29/2009	8477	ACSA	MEMBERSHIP RENEWAL 2009/2010 J...	
			01-0000-0-0000-7150-5300-800-1001	-1,000.00
TOTAL				-1,000.00
9/29/2009	8478	ACSA	MEMBERSHIP RENEWAL 2009/2010 J...	
			01-0000-0-0000-7150-5300-800-1001	-746.00
TOTAL				-746.00



# BUSINESS SERVICES MEMORANDUM

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**TO:** Dr. James Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Assoc. Superintendent of Business Services  
**DATE:** October 2, 2009  
**SUBJECT:** Approve Accounts Payable Warrants (July-September, 2009)

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

**RATIONALE:** The Board of Trustees is required by law to approve the total expenditures of the district. The Board has requested to review detailed backup for expenditures. This agenda item meets Strategic Goal #6 – Forming Partnerships.

**FUNDING:** N/A.

**RECOMMENDATION:** Approve Accounts Payable Warrants (July-September, 2009)

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



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** ~~Dr. James Franco~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources  
**DATE:** ~~October 1, 2009~~  
**SUBJECT:** **Approve Overnight Field Trip to the San Francisco Maritime National Historic Park for Mrs. Pearlman's Fourth Grade Class at Wanda Hirsch Elementary School on November 12-13, 2009.**

**BACKGROUND:** Maritime Programs is a private non-profit organization that operates through the San Francisco Maritime National Historic Park. Their goal is to provide thoughtful, compelling and accurate maritime education programs for the children of Northern California, through an experience that will mirror the life of a 1906 sailor.

The maritime program strives to increase an awareness of San Francisco and California history, and to introduce to the participants the similarities and differences between their lives and those of the historic sailors. Through this learning they help children better understand the continuum of history so that they will see themselves as a part of history, not as an observer.

The program moves from the traditional classroom setting to an overnight stay on a real tall ship. Throughout the entire experience, emphasis is placed on building self-esteem, a sense of responsibility, respect and cooperative learning skills. These are skills not just useful in the classroom, but skills that will be useful for their entire lives. There will be approximately 32 students attending. Mrs. Pearlman and 6 parents will chaperone. All chaperones are cleared through the District to work with children. The trip takes place November 12-13, 2009.

**RATIONALE:** This program meets the California State History Social Science framework standards numbers 4.3.2, 4.3.3, and 4.4.2- 4.4.5 for fourth grade. The Maritime program also supports the District's character education program, as the pillars of character are emphasized throughout. This supports District Target Goal #1: Provide a variety of learning opportunities through standards based curriculum and assessment and research based instruction that ensures that all students meet or exceed grade level standards and results in closing the achievement gap.

**FUNDING:** There is no cost to the District. The cost is \$106.00 per student. Students will have the opportunity to pay for their trip through the participation in a cookie dough fundraiser. Over the past ten years 80% of the students have funded their trip, in its entirety, through this fundraiser. Students still needing financial assistance after the fundraiser will be able to participate in the trip. The teacher has applied for financial aid from the Maritime Park. No substitute costs are incurred to the school, as the teacher will attend with her class. Transportation is applied for through the District and charter buses are used. Transportation is expected to cost \$1652.00 for the class, this cost is covered by the cookie dough sales and parent contributions.

**RECOMMENDATION:** Approve the Overnight Field Trip to the San Francisco Maritime National Historic Park for Mrs. Pearlman's Fourth Grade Class at Wanda Hirsch Elementary School on November 12-13, 2009.

**Prepared by:** Jon Fine, Principal, Wanda Hirsch Elementary School



4/6/2009

Wanda Hirsch Elementary  
ATTN: Ms. Rechelle Pearlman  
1280 Dove Drive  
Tracy, CA 95376

Reservation #: 6134  
Program: AOS Plus EXP

Dear Ms. Pearlman:

It's that time of year again! We greatly appreciate your ongoing support and participation in the Age of Sail Program. Thanks to dedicated teachers like you, we were able to share our program with over 10,000 participants during the 2008-2009 school year.

Your contract for AOS Plus EXP for the 2009-2010 school year is enclosed. 11/12/2009 has been specifically reserved for your class. **The contract is to be signed at the bottom of the back page and returned to our office with a deposit of \$200.00 prior to 5/25/2009.** If you have a "rolled deposit" of \$200.00 on file please make note of that on the face of the contract. Receipt of the signed contract and deposit will confirm your reservation.

I need to emphasize that we have a great many schools that wish to participate in our programs and your date can only be locked in with the receipt of your contract and deposit. **Please note: If your contract is not returned by the due date – your program date may be booked by another teacher and we'll work hard to find another great date for your class.** If you have requested a different date, please know I will continue to work with the waitlist to try and fulfill your request. **Also please make a careful note of our 90 day cancellation policy. This is non-negotiable and necessary to endure the continuity of our wonderful programs.**

If you have any questions about the reservation details please contact me at (415) 561-6662 ext. 30, or FAX (415) 561-6660 or by email [hclancy@maritime.org](mailto:hclancy@maritime.org).

**CONTRACT DUE DATE: 5/25/2009**

Fair Winds,

Heather Clancy  
Education Coordinator  
(415) 561-6662 ext. 30  
Fax (415) 561-6660  
[hclancy@maritime.org](mailto:hclancy@maritime.org)

Building E, Fort Mason ~ P.O. Box 470310 ~ San Francisco, California 94147-0310

T: 415.561.6662 F: 415.561.6660 E: [info@maritime.org](mailto:info@maritime.org) [www.maritime.org](http://www.maritime.org)

# TRACY UNIFIED SCHOOL DISTRICT

1875 W. Lowell Avenue, Tracy, California 95376

## AGREEMENT FOR SPECIAL CONTRACT SERVICES

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

1. Contractor shall perform the following duties: Provide an overnight field trip experience for the students
2. Contractor will provide the above services(s), as outlined in Paragraph 1, for a period of up to a total of Two ( Days ) **HOURS/DAY(s)** (circle one), under the terms of this agreement at the following location San Francisco Hyde Street Pier.
3. In consideration of the services performed by Contractor, District shall pay Contractor according to the following fee schedule:
  - a. Parents shall pay \$ 3,104 per **HOUR/DAY/FLAT RATE** (circle one), not to exceed a total of \$ 3,104. Contractor shall only be paid for work completed to the satisfaction of District through the termination date of this agreement.
  - b. District [ ] **SHALL**; [ **X** ] **SHALL NOT** reimburse Contractor for out-of-pocket expenses incurred during Contractor's performance of the services, including: mileage, meals and lodging in the district rates not to exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed \$ 0 for the term of this agreement.
  - c. District shall make payment on a [ ] **MONTHLY PROGRESS BASIS**, [ **X** ] **SINGLE PAYMENT UPON COMPLETION OF THE DUTIES** and within thirty (30) working days from Contractor's presentation of a detailed invoice or on a claim form provided by District. Original paid receipts are required for lodging, air fare (passenger coupon or ticket stub), automobile rental, and parking. Claims for unusual expenses, such as teaching materials, photocopying, etc., must be accompanied by original paid invoices.
4. The terms of the agreement shall commence on November 12, 2009 and shall terminate on November 13, 2009.
5. This agreement may be terminated at any time during the term by either party upon 90 day's written notice.
6. Contractor shall contact the District's designee, Rechelle Pearlman at (209)-830-3312 with any questions regarding performance of the services outlined above. District's designee shall determine if and when Contractor has completed the services described.
7. The parties intend that an independent contractor relationship be created by this contract and District assumes no responsibility for workers' compensation liability. District likewise assumes no responsibility for liability for loss, damage, or injury to person(s) or property resulting from, or caused by, the contractor's activities during or relating to the performance of service under this Agreement.

Contractor agrees to hold harmless and to indemnify District for:

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

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

**AGREED:**

\_\_\_\_\_  
Consultant Signature (1)

\_\_\_\_\_  
Social Security Number (2)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Tracy Unified School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rechelle Pearlman  
Title

\_\_\_\_\_  
Wanda Hirsch Parent Club Check  
Account Number to be Charged

\_\_\_\_\_  
Department/Site Approval

\_\_\_\_\_  
Budget Approval

\_\_\_\_\_  
Date Approved by the Board

**Send all copies to the Business Office:**

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





August 30, 2007

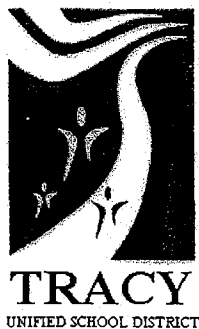
Attention: Rechelle Pearlman  
Wanda Hirsch School

To whom it may concern:

This letter certifies that all education program conducted by the San Francisco Maritime National Park Association at the Hyde Street Pier (including the Age of Sail Program) are covered by an extensive insurance policy purchased from Farallone Pacific Insurance Services in Novato, California. There is no need for participating schools to purchase additional insurance. Please let me know if you have any further questions or would like a copy of our policy.

Thank you,

MJ Harris  
Age of Sail Program Manager  
San Francisco Maritime National Park Association  
(415) 215-6291  
[mjharris@maritime.org](mailto:mjharris@maritime.org)  
[www.maritime.org](http://www.maritime.org)



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** ~~Dr. James Franco~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources  
**DATE:** September 11, 2009  
**SUBJECT:** **Approve Overnight Travel For 14 IB Academy Staff And 28 Senior IB Diploma Candidates To Point Bonita YMCA, Sausalito, CA. On January 16 – 17, 2010**

**BACKGROUND:** The International Baccalaureate honors program at Tracy High School was certified by the IBO, Geneva, Switzerland, in 1984. Since that time over 140 diploma candidates have successfully completed the entire internationally recognized program. The rigorous diploma program has four key elements: each candidate must take examinations in six subject groups, complete a two year Theory of Knowledge course, participate in at least 150 hours of community service, and complete a 4000 word extended essay project in a subject area of their choice.

**RATIONALE:** IB teachers are requested by senior diploma candidates each year to be advisors for the extended essay projects. This year, the students have chosen to write their extended essay projects in the areas of biology, social and cultural anthropology, economics, philosophy, politics, chemistry, history, and literature. This process takes many additional hours for each student, teacher and the IB Academy staff. Therefore, a weekend of intense writing, revision, discussion, and one-on-one advising is requested to support the students in the successful completion of their extended essay projects. This year twelve teachers, the IB Academy Coordinator and the High School Administrative Principal's Secretary, will oversee twenty eight students with their essay projects at the Point Bonita YMCA in Sausalito, CA. This supports Strategic Goal # 1, Provide a variety of learning opportunities through standards based curriculum and assessment and research based instruction that ensures that all students meet or exceed grade level standards and results in closing the achievement gap and Strategic Goal #2, Provide a safe environment for students and staff that is conducive to learning.

**FUNDING:** The IB Grant will fund the staff portion (lodging, meals, staff mileage, toll road fees) and students will pay \$100.00 each to cover the cost of attendance. Student fees will be deposited into the IB Academy ASB account which will cover the cost of the students (lodging, meals, YMCA scholarship fee and district vans). The cost breakdown is as follows: lodging and meals \$3192.00 (IB Grant = \$1195.00, IB ASB = \$2147.00), 1 time administrative fee (scholarship fee) for the YMCA \$75.00 (IB ASB), district vans \$820.00 (IB ASB), mileage for other drivers \$883.75 (IB Grant), road tolls \$80.00 (IB Grant). Cost of the event shall not exceed \$5050.75 for no more than 42 staff and students. Fundraiser(s) will be available to pay for those students who are unable to fund their own trip.

**RECOMMENDATION:** **Approve Overnight Travel For 14 IB Academy Staff And 28 Senior IB Diploma Candidates To Point Bonita YMCA, Sausalito, CA. On January 16 – 17, 2010**

**Prepared by:** Jason Noll, Principal, Tracy High School



# HUMAN RESOURCES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** ~~Dr. Sheila Harrison~~, Assistant Superintendent of Educational Services &  
Human Resources  
**DATE:** October 2, 2009  
**SUBJECT:** Approve Classified, Certificated, and/or Management Employment

**BACKGROUND:**

Flores-Saldana, Maria

Henderson, Carlena

Thacker, Susan

**BACKGROUND:**

None

**BACKGROUND:**

Ayala, Adriana

Gomez, Claudia

**CERTIFICATED**

Bilingual 2<sup>nd</sup> Grade (Temporary)

South/West Park

Class VI, Step 7, "B"

\$49,046.31

Funding: Categorical (Title 1/AARA)

Music – roving (Temporary)

Freiler School

Class I, Step 1, "A"

\$34,738.44

Funding: General

Integrated Science (Replacement)

Monte Vista Middle School

Class III, Step 1, "B"

\$35,892.70

Funding: General

**CERTIFICATED MANAGEMENT**

**CLASSIFIED**

Bus Driver/Cust./Groundskeeper (Replacement)

Maintenance & Transportation

Range 36, Step A - \$16.53 per hour + ND

8 hours per day

Funding: General Fund 37.50%; Transportation

Home to School 37.50%; Ongoing & Major

Maintenance 25%

Site Supervisor (Replacement)

NES/PLAY Program

Range 36, Step C - \$18.15 per hour

8 hours per day

Funding: Local #5

Goulart, Debbie

Utility Person II (New)  
\*Filled by current TUSD employee  
Tracy High School  
Range 35, Step A - \$16.16 per hour  
3 hours per day  
Funding: General Fund

Naasko, Mary

Special Ed Para Educator I (New)  
\*Filled by current TUSD employee  
Monte Vista Middle School  
Range 24, Step D - \$14.37 per hour  
6 hours per day  
Funding: Special Ed – IDEA Grant

Noe, Priscilla

Para Educator II (New)  
Stein (Young Adult Program)  
Range 30, Step A - \$14.37 per hour  
5 hours per day  
Funding: Special Ed – IDEA Grant

Robinson Jr., James

Bus Driver/Cust./Groundskeeper (New)  
Maintenance & Transportation  
Range 36, Step A - \$16.53 per hour + ND  
8 hours per day  
Funding: General Fund 25%; Transportation  
Special Ed 50%; Ongoing & Major Maintenance  
25%

Silva, Pamela

School Supervision Assistant (Replacement)  
McKinley Elementary School  
Range 21, Step B - \$12.24 per hour  
1.5 hours per day  
Funding: General Fund

Souza Jr., Kenneth

School Supervision Assistant (Replacement)  
Monte Vista Middle School  
Range 21, Step A - \$11.69 per hour  
2 hours per day  
Funding: General Fund

**BACKGROUND:**

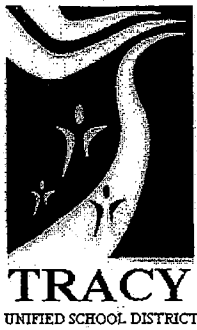
Anastasio, Steve

**COACHES**

Varsity Girls' Basketball  
West High School  
Stipend: \$4,868.03

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

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



# HUMAN RESOURCES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** ~~Dr. James Franco~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources  
**DATE:** October 2, 2009  
**SUBJECT:** Ratify Payment for an Assistant Football Coach at Tracy High School for the 2009-10 Football Season

**BACKGROUND:** There has been a need in the football program at Tracy High for additional supervision by knowledgeable coaches to ensure the players have a positive and safe educational experience. Having exceptionally qualified staff is the primary aim of the program.

This agenda item could not be submitted for approval until the Associated Student Body (ASB) Budgets and Constitution were submitted and approved by the Board of Trustees. The ASB Budget and Constitution were approved by the Board on August 25, 2009. The football season has already begun; therefore, this agenda item needs to be ratified.

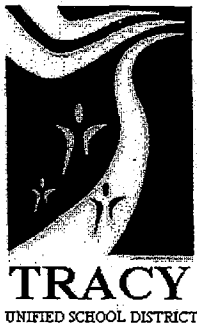
**RATIONALE:** Damio Towkaniuk is currently a volunteer coach and is uniquely qualified to assist and enhance the football program at Tracy High School. Mr. Towkaniuk's extensive football experience and enthusiasm will ensure the overall success and safety of the program. His duties have included weight training and conditioning, filming and editing, and managing equipment.

This aligns with Strategic Goal #2: Creating and Maintaining Safe and Supportive Learning Environments

**FUNDING:** Expenses for the assistant football coach will be paid by the District and reimbursed from the Tracy High School ASB account. Expenses will not exceed \$1500.00.

**RECOMMENDATION:** Ratify Payment for an Assistant Football Coach at Tracy High School for the 2009-10 Football Season

**Prepared by:** Jason Noll, Tracy High Principal



# HUMAN RESOURCES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** ~~Dr. James Franco~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources  
**DATE:** October 2, 2009  
**SUBJECT:** Ratify Payment for an Assistant Volleyball Coach at Tracy High School for the 2009-10 Volleyball Season

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

This agenda item could not be submitted for approval until the Associated Student Body (ASB) Budgets and Constitution were submitted and approved by the Board of Trustees. The ASB Budget and Constitution were approved by the Board on August 25, 2009. The volleyball season has already begun; therefore, this agenda item needs to be ratified.

**RATIONALE:** David Daily is uniquely qualified to assist and enhance the volleyball program at Tracy High School. As a former varsity volleyball coach, Mr. Daily's extensive volleyball experience and enthusiasm will ensure the overall success and safety of the program. His duties will consist of assisting with daily practice, scouting, fund raising, breaking down film, and driving the District vans to tournaments.

This aligns with Strategic Goal #2: Creating and Maintaining Safe and Supportive Learning Environments

**FUNDING:** Expenses for the assistant volleyball coach will be paid by the District and reimbursed from the Tracy High School ASB account. Expenses will not exceed \$1200.00.

**RECOMMENDATION:** Ratify Payment for an Assistant Volleyball Coach at Tracy High School for the 2009-10 Volleyball Season

**Prepared by:** Jason Noll, Tracy High Principal



# HUMAN RESOURCES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** ~~Dr. James Franco~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services & Human Resources  
**DATE:** October 2, 2009  
**SUBJECT:** Approve Agreement for Special Contract Services with @Work Medical Services to Provide Nurses for Needed Nursing Services

**Background:** Additional nursing services are needed in order to provide the required continued and necessary services to students.

**Rationale:** The District needs to continue to utilize the services of RN's and LVN's to continue to provide services for students. This agenda item meets Strategic Goal #4: Continuously Improve Fiscal and Human Resources and Facilities and Operational Processes in Order to Facilitate the Achievement of District, State, and Federal Targets and Strategic Goal #5: Recruit, develop and support a high performing workforce.

**Funding:** The costs for these services are between \$41.00 and \$54.00 per hour, plus mileage between school sites. These are the total costs paid to the agency. Contract is not to exceed \$50,000. Funds to cover the cost of these nursing services will be provided from MAA funds.

**Recommendation:** Approve Agreement for Special Contract Services with @Work Medical Services to Provide Nurses for needed Nursing Services.

**Prepared by:** Sheila Harrison, Ed.D. Assistant Superintendent of Educational Services & Human Resources

## AGREEMENT FOR SPECIAL CONTRACT SERVICES

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

1. Contractor shall perform the following duties: **Perform catheterizations, manage diabetics, provide 1-on-1 LVN services, and perform other nursing duties as required.**
2. Contractor will provide the above service(s), as outlined in Paragraph 1, for a period of up to a total of ( 8 ) **HOURS/DAY**, under the terms of this agreement at the following location: **Health Services Department, 1945 W. Lowell Avenue, Tracy, CA 95376, and at various K-12 school sites as required.**
3. In consideration of the services performed by Contractor, District shall pay Contractor according to the following fee schedule:
  - A. District shall pay **LVN rate of \$41, 1-on-1 LVN rate of \$41, and/or RN rate of \$54 per HOUR**, not to exceed a total of **\$50,000**. Contractor shall only be paid for work completed to the satisfaction of District through the termination date of this agreement.
  - B. District **[X]** **SHALL NOT** reimburse Contractor for out-of-pocket expenses incurred during Contractor's performance of the services, including: **Livescan fingerprinting**, mileage, meals, and lodging at rates not to exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed \$0 for the term of this agreement.
  - C. District shall make payment on a **[ X ] MONTHLY PROGRESS BASIS**, [   ] **SINGLE PAYMENT UPON COMPLETION OF THE DUTIES** and within thirty (30) working days from Contractor's presentation of a detailed invoice or on a "Invoice of Non-Employee Consultant Services". Original paid receipts are required for lodging, airfare (passenger coupon or ticket stub), automobile rental and parking. Claims for unusual expenses, such as teaching materials, photocopying, etc., must be accompanied by original paid invoices.
4. The term of this agreement shall commence on **October 14, 2009**, and shall terminate on **October 14, 2010**.
5. This agreement may be terminated at any time during the term by either party upon one (1) days written notice.
6. Contractor shall contact the District's designee, **Cindy Edmiston at (209) 830-3241**, with any questions regarding performance of the service outline above. District's designee shall determine if and when Contractor has completed the services described.
7. The parties intend that an independent contractor relationship is created by this contract and District assumes no responsibility for workers compensation liability. District likewise assumes no responsibility for liability for loss, damage, or injury to person(s) or property resulting from, or caused by, contractor's activities during or relating to the performance of service under this Agreement.



8. Contractor agrees to maintain the following amounts for Workers Compensation and General Liability, listing Tracy Unified School District as the Certificate Holder:

**Worker Comp:**

E.L each accident	\$500,000
E.L disease each employee	\$500,000
E.L disease-Policy limit	\$500,000

**General Liability: (PL/GL)**

<b>Each Occurrence:</b>	\$2,000,000
Fire Damage:	\$50,000
Med exp:	Excluded
Personal & Adv. Injury	\$2,000,000
<b>General aggregated:</b>	\$4,000,000
Products-Comp/OP AGG:	Included

*PL Certificate must stipulate "PROFESSIONAL LIABILITY" and G/L must state TUSD named as additional insured.*

9. Contractor agrees to hold harmless and to indemnify district for:  
Any injury to person or property sustained by Contractor or by any person, firm or corporation employed directly or indirectly by the Contractor or by any of the individuals participating in or associated with him or her, however caused; and any injury to person or property sustained by any person, firm or corporation, caused by any act, neglect, default or omission, of Contractor, or any person, firm or corporation directly or indirectly employed by Contractor upon or in connection with this Agreement, or any of the participants arising out of or in the course of their term of this Agreement, and Contractor at his or her own cost, expense and risk, shall defend any and all actions, suits or other legal proceedings that may be instituted against District for any such claim or demand, and pay or satisfy any judgment that may be rendered against District in any such action, suit or legal proceedings or the result thereof. Nothing herein provided shall be construed to require Contractor to hold harmless or indemnify District for liability or damages resulting from the negligence or willful act, or omission of District or its officers, agents, or employees.
10. This Agreement is for the personal services of the Contractor and Contractor may not assign the performance of the services to any persons who are not parties to this Agreement except for employees of Contractor.
11. Contractor certifies that his or her current employer, if any, is fully cognizant of this Agreement and that payments hereunder are not in conflict with any federal, state or local statutes, rules or regulations, or with any policies of Contractor's current employer.
12. District shall become the owner of, and entitled to, exclusive possession of all records, documents, graphs, photographic or other reproductions of any kind produced in the scope of services performed and no other uses thereof will be permitted except by permission of the District. Proprietary materials will be exempted from this clause.
13. Consultant/Contractor certifies that he or she is not an employee of the District and is self-employed in the performance of the services specified. Consultant agrees that he or she assumes all responsibility in relation to providing the District with an Employer Identification number or Social Security number as required by IRS regulations in relation to the conduct of his or her business.

AGREED:

***Nicole Stamatis***

Consultant Signature (1)

Tracy Unified School District

**62-149643**

Social Security Number or TIN number (2)

Date

**10/1/09**

Date

Title

**Account Manager**

Title

Account Number to be charged

**5940 Pacific Ave Ste C**

Address

Department/Site Approval

**Stockton**

City/State/Zip

Budget Approval

**209-956-4656**

Phone Number

Date Approved by the Board

Attachments: Certificate of Insurance

Waiver of Subrogation (attached to Certificate of Insurance)

The Staffing Agreement is between **TRACY UNIFIED SCHOOL DISTRICT** (the "facility") and **@WORK STAFFING LLC, dba as @WORK MEDICAL SERVICES** (the "Agency"), for the provision of nursing and other allied health services personnel with the following terms and conditions. This agreement shall remain in effect from the date of signing below, and shall continue in effect indefinitely. This agreement may be amended or terminated by either party with a thirty (30) day written notice.

### **Responsibilities of Agency**

Agency agrees to provide the facility with qualified personnel for specific positions and shifts as requested by facility from time to time. Agency agrees to comply with additional facility required credentials and/or code of conduct as provided in writing by facility.

**Credentials:** Agency is responsible to provide current and valid credentials on its employees at the request of the client. Credentials pertain to, but are not limited to, licenses and certifications, immunization records, reference and background checks, CPR, and a clinical skills assessment for the classification and area of expertise.

**Orientation:** In an effort to document orientation and to ensure recruitment needs are met, all orientation will be billed at one-half the regular bill rate. Agency agrees to keep records of facility provided orientation documentation as needed.

**Insurance:** Agency will provide at its sole cost and expense programs of insurance: Worker's Compensation and Employer's Liability Insurance.

**Wages:** Agency assumes full responsibility for payment of wages and is responsible for withholding federal and state income taxes, and withholding and paying FICA taxes.

### **Responsibilities of Facility**

**Documentation:** Facility agrees to assist with providing clinical evaluations on all provided field staff. Facility also agrees to provide written documentation of any violations of State Practice Laws or filled criminal charges with 24 hrs of suspected event.

**Charge Position:** When an Agency employee takes on additional responsibilities, as Charge or Shift Supervisor, an additional fee of \$3/hour will be added to the applicable shift bill rate.

**On-Call:** On Call rates are one-half the regular rate. While on call, if called back in, there is a one-hour travel charge, and a minimum of two-hours charged at regular rate.

**AT WORK FOR YOU**

5940 Pacific Ave, Suite C, Stockton CA 95207 ~ [www.atworkmedical.com](http://www.atworkmedical.com) ~ 209-956-4756 phone ~ 209-956-3860 fax

Page 1 of 4

**Workweek:** Agency workweek begins with the Sunday AM shift through the Saturday NOC shifts.

**Overtime:** Pay is at time and one half after 8 hours in a day (billed in 15 minute increments) and the first eight hours worked on the seventh day of work. Pay is at double time after 12 hours in a day and after eight hours on any seventh day of a workweek.

**Holidays:** Holidays begin with the AM Shift on the actual holiday through the NOC. The following holidays will be invoiced at time and one half: New Years Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Years Eve.

**Daylight Savings Time:** Spring: billed one hour *less*; Fall: billed one hour *more*

**Cancellations:** The facility may change or cancel its requests for personnel without incurring costs if Agency is notified at least two (2) hours prior to the start of the shift. With less than a two-hour notice, Agency may charge two (2) hours of the designated shift and classification hourly rate.

**Turn Away Pay:** If a change in staffing requirements occurs in which the Agency employee services are no longer required, the facility will be invoiced for a four (4) hour turn away pay for all cancellations occurring after arrival to the facility for the scheduled shift. If the facility offers the employee an option to work a minimum of four hours and the employee refuses, no charge will be billed to the facility.

**Employment:** Facility agrees not to recruit or hire any Agency employees for its per diem/float pool or any position for a period of One Hundred Twenty (120) days from his/her last shift worked at the facility. If the facility decides to hire an Agency employee, the facility agrees to get written permission from Agency before approaching said employee, the Facility also agrees to pay a permanent placement fee of \$4,000.00 for CNA's, \$5,000.00 for LPN's, and \$9,000.00 for RN's. If this fee is paid within twenty (20) days of start date you will receive a 25% reduction in said fees. @Work Medical Services provides no guarantee of employment duration after first 30 calendar days. Client will immediately notify @WORK MEDICAL SERVICES Management in writing of the intent to hire and pay applicable fees.

**Invoices:** Invoices are to be paid in full upon receipt of the invoice. After Thirty (30) days, all unpaid balances will accrue interest at the highest rate permitted by law. Mail payments to:

ATWORK Personnel Services, Inc.  
Department 888-054  
Knoxville, TN 37995-8054

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5940 Pacific Ave, Suite C, Stockton CA 95207 ~ [www.atworkmedical.com](http://www.atworkmedical.com) ~ 209-956-4756 phone ~ 209-956-3860 fax

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**Governing Law; Construction:** This Agreement shall be governed by and construed in accordance with the laws of the State of California, County of San Joaquin without regard to applicable conflict of laws provisions.

**OSHA:** To ensure compliance with all applicable OSHA Standards, including the Hazard Communication Standard, 29 CFR 1910.1030, @WORK MEDICAL SERVICES will provide its employees with "Generic" safety training prior to placement with a "host-employer". @WORK MEDICAL SERVICES generic training will cover, among other things, the Hazard Communication Standard and the Occupational Exposure to Bloodborne Pathogens Standard. It shall be the sole responsibility of the host-employer utilizing @WORK MEDICAL SERVICES employees to provide these employees with the necessary "site Specific" safety training. It shall also be the sole responsibility of the host-employer to create and maintain training records, as required by OSHA, which evidence the fact that such "Site Specific" training has occurred. The host-employer hereby agrees that upon written request it shall provide free of charge a copy of these training records to @WORK MEDICAL SERVICES. The host-employer further agrees that it will be liable for compliance with applicable OSHA regulations.

**Entire Agreement:** This Agreement supersedes all prior agreements, written or oral, between the parties hereto and shall constitute the entire agreement of the parties. No amendment or modification of this Agreement shall be effective unless made in writing and signed by both parties.

**Collection:** In the event of any action to collect unpaid invoices, the Facility shall be liable to the Agency or its assignee for all costs of collection, including but not limited to attorneys' fees and costs (including at the trial and appellate levels). The Agency may collect from the facility a fee of \$20.00 for any check that is returned by the financial institution on which it is drawn as "dishonored" or for "insufficient funds" after notification that the check has been returned.

**Relationship of Parties:** Agency is responsible for assigning employee with agreed upon skills and abilities. Agency is not the Facility's legal partner, co-venture, principal, agent, insurer or representative. Neither Agency nor assigned employees have any claim to Facility's revenues related to their work. Facility is solely responsible for meeting client goals for profits, cost, production, and scheduling. Assigned employees have no authority to bind Agency legally.

**Confidentiality:** At Facility's request Agency will inform Assigned Employees of their obligation to keep in confidence any confidential information they might receive or observe on assignment for Facility. The Agency will also require that all employees will be aware of and receive in-service information on all HIPPA requirements and will be fully bound by those requirements.

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**In Witness Whereof**, the parties with requisite legal authority, intending to be bound to the terms of the agreement, have caused this agreement to be executed by their duly authorized representatives.

The above terms are acknowledged and acceptable by this facility.

Facility: Tracy Unified School District  
Address: 1875 W. Lowell Ave  
Tracy, CA

Facility Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

The above terms are acknowledged and acceptable by this Agency:

Agency: @WORK STAFFING LLC,  
dba @WORK MEDICAL SERVICES  
Address: 5940 Pacific Ave Ste C  
Stockton, CA 95207

Agency Authorized Signature: \_\_\_\_\_  
Title: Account Manager

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

**School District Discounted Rates**  
**Exhibit A**

- RN \$54.00 per hour any shift. (No differential)
- LVN \$41.00 per hour any shift. (No differential)
- LVN (1-on-1) \$41.00 per hour any shift. (No differential)

*In order to ensure @WORK MEDICAL SERVICES ability to supply the Facility with fully qualified nurses, the above rates may be renegotiated anytime after a six (6) month period of time.*

**AT WORK FOR YOU**

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# Client Credit Form

For @WORK  
Corporate use  
only:

@WORK OFFICE:

## New Client Credit Applicant

Company Name	Telephone: ( )	Fax ( )	Years in Business
--------------	-------------------	------------	-------------------

Address	Company Contact Name(s)/Title(s)
---------	----------------------------------

City, State, Zip Code
-----------------------

## New Client References (Bank and 3 References Must be Provided)

Bank Name	Telephone: ( )	Fax ( )	Date Opened
-----------	-------------------	------------	-------------

Address	Contact Name
---------	--------------

City, State, Zip Code	Account Number
-----------------------	----------------

For @WORK use only	High Balance	Comments
-----------------------	--------------	----------

1 Vendor Name	Telephone: ( )	Fax ( )	Date Opened
---------------	-------------------	------------	-------------

Address	Contact Name
---------	--------------

City, State, Zip Code
-----------------------

For @WORK use only	Pay Terms	Pay History	High Credit	Comments
-----------------------	-----------	-------------	-------------	----------

2 Vendor Name	Telephone: ( )	Fax ( )	Date Opened
---------------	-------------------	------------	-------------

Address	Contact Name
---------	--------------

City, State, Zip Code
-----------------------

For @WORK use only	Pay Terms	Pay History	High Credit	Comments
-----------------------	-----------	-------------	-------------	----------

3 Vendor Name	Telephone: ( )	Fax ( )	Date Opened
---------------	-------------------	------------	-------------

Address	Contact Name
---------	--------------

City, State, Zip Code
-----------------------

For @WORK use only	Pay Terms	Pay History	High Credit	Comments
-----------------------	-----------	-------------	-------------	----------

## New Client Billing Information (To Be Completed by @WORK Office)

Billing Address	Accounts Payable Telephone ( )	Accounts Payable Fax ( )
-----------------	-----------------------------------	-----------------------------

Accounts Payable Contact
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Work Comp Code	Pay Terms / Net	Credit Limit / Line of Credit	Billing Rate Per Hour	Markup % or Pay Rate
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Representative Signature	Date
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**TRACY**  
UNIFIED SCHOOL DISTRICT

# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent for Business  
**DATE:** September 28, 2009  
**SUBJECT:** Approve Geosphere Consultants Inc. to Perform Geotechnical Engineering Services for Measure S Modernization Projects

**BACKGROUND:** The District is required to hire Geotechnical Engineers to provide reports regarding the soil composition and seismic design criteria for both new construction and modernization projects. These reports and engineering services may include but are not limited to the following: investigations of structural foundations, slope stability, liquefaction, seismic settlement, slab floors, seepage, drainage, soil stabilization, etc. The District advertised for Request for Qualifications (RFQ) in the Stockton Record in order to receive responses from qualified firms that conduct business within our region that can be contacted to perform the necessary studies.

**RATIONALE:** A total of fourteen firms responded to the District's Request for Qualifications (RFQ). Each of the firms was ranked in various categories, including: location; hourly rate; relevant school experience, etc. Ranking was conducted by the District's staff and the District's construction manager, RGM & Associates. The top four firms were invited to participate in a brief interview process. Staff recommends that Geosphere Consultants Inc. be approved to perform geotechnical engineering services for the Measure S Modernization projects based upon the ranking criteria and interview process.

**FUNDING:** Project funding may come from a number of resources, including: Measure S Funds, Redevelopment Funds, SSBF and Deferred Maintenance

**RECOMMENDATION:** Approve Geosphere Consultants Inc. to Perform Geotechnical Engineering Services for Measure S Modernization Projects

**Prepared by:** Bonny Carter, Director of Facilities and Planning



Measure S Bond Project  
Geotechnical Engineering Services  
Request for Qualifications Summary Analysis  
Due Date: July 17, 2009

	Firm	Years in Business	Relevant School Experience	Relevant Experience with TUSD	Number of Employees	Location	References	Fee Schedule	Principal Engineer/Geologist	Senior Project Engineer/Geologist	Senior Engineering Technician	TUSD/RGM Ranking
1	TRC	40	yes	no	12	Oakland	yes	yes	\$199	\$176	\$138	
2	ENGEO	37	yes	no	4+	Ripon	yes	yes	\$205	\$165	\$125	
3	Treadwell & Rollo	21	yes	no	5+	Oakland	yes	yes	\$240	\$138	\$118	
4	ES Geotechnologies	35	yes	no	150	Milpitas	yes	yes	\$205	\$155	\$102	
5	GEOCON	37	yes	no	5+	Livermore	yes	yes	\$220	\$130	\$115	
6	Fugro West, Inc.	37	yes	no	170	Oakland	no	no	NA	NA	NA	
7	AGS	26	yes	no	30	San Francisco	yes	yes	\$190	\$140	\$102	
8	Neil O. Anderson & Associates	19	yes	no	50	Lodi	yes	yes	\$160	\$150	\$85	
9	RMA Group	47	yes	no	75	Rancho Cucamonga	yes	yes	\$175	\$145	\$94	
10	Krazan	26	yes	no	300	Modesto	yes	yes	\$175	\$145	\$85	4
11	Terrasearch	40	yes	yes	4+	Livermore	yes	yes	\$210	\$175	\$95	3
12	BAGG	20	yes	no	7+	Sunnyvale	yes	yes	\$160	\$135	\$100	
13	Kleinfelder	48	yes	yes	5+	Stockton	yes	yes	\$185	\$139	\$82	2
14	Geosphere Consultants	30	yes	no	6+	San Ramon	yes	yes	\$175	\$155	\$77	1
15												
16												
17												
18												
19												
20												
21												
22												
23												



**TRACY**  
UNIFIED SCHOOL DISTRICT

# BUSINESS SERVICES MEMORANDUM

**TO:** James Franco, Superintendent  
**FROM:** C. Goodall, Associate Superintendent for Business  
**DATE:** October 6, 2009  
**SUBJECT:** Adopt Revised Board Policy 1230 Community Support Organizations and New Board Policy 3452 Student Activity Funds (First Reading)

**BACKGROUND:** Educational opportunities for students are enhanced by the efforts and resources of Associated Student Body (ASB) organizations, and parent support and booster clubs, and while these organizations are often managed by students, staff, parents, or outside groups, the education code requires the district to supervise all funds raised by all student body organizations or student organizations. Additionally, Title IX law prohibits discrimination at academic institutions that receive federal funding. Extra- and Co-curricular programs fall under the purview of the law, and school boards, superintendents, principals, activities directors, and athletic directors are responsible for ensuring that donations from booster clubs are equitably distributed to ensure they do not cause inequity between the boys' and girl's programs. Activities directors, athletic directors, and principals play key roles in managing this process. They must continually assess whether booster club gifts are creating disparate athletic opportunities and experiences along gender lines. However, school boards must also have procedures in place to determine if inequity exists. If booster club donations create disparate athletic opportunities and experiences, it is the responsibility of the School Board to reject or redirect the donation.

**RATIONALE:** These two proposed policies, working in connection with BP 3290 Gifts, Grants and Bequests will provide additional direction to managers of associated student body (ASB) organizations, and parent support and booster clubs.

**FUNDING:** There is no financial impact of these policies.

**RECOMMENDATION:** Adopt Revised Board Policy 1230 Community Support Organizations and New Board Policy 3452 Student Activity Funds (First Reading)

## COMMUNITY SUPPORT ORGANIZATIONS

The Governing Board recognizes the importance of having parent support/booster clubs that enhance and assist in furthering the educational opportunities of students.

Community support organizations (CSO) such as Parent Teacher Clubs, Parent Teacher Associations, Athletics Boosters, Band Boosters and any other organizations approved by the Board to promote, encourage, and support the approved academic, co-curricular, and extra curricular activities of the district. All CSO's are directly responsible to the respective building principal who must operate under the laws of the State and administrative guidelines of the district.

The Board recognizes that school-connected organizations are separate legal entities, independent of the district. However, in order to help the Board fulfill its legal and fiduciary responsibility to manage district operations, any school-connected organization that desires to raise money to benefit any district student shall submit a request for authorization to the Board, in accordance with Board policy and administrative regulation. In addition, the Superintendent or designee shall establish appropriate internal controls for the relationship between school-connected organizations and the district.

The Board encourages school-connected organizations to consider the impact of fund-raising activities on the overall school and district program. School-connected organizations may consult with the principal to determine school needs and priorities. Activities by school-connected organizations shall not conflict with law, Board policies, administrative regulations, or any rules of the sponsoring school.

### Legal Reference:

#### EDUCATION CODE

200-262.4

Prohibition of discrimination on the basis of sex

35160

Authority of governing boards

38130-38138

Civic Center Act, use of school property for public purposes

48931

Authorization for sale of food by student organization

48931

Sale of food to elementary students during the school day

48931.2

Sale of food to middle, junior, or high school students

48931.5

Sale of beverages at elementary, middle, or junior high schools

## COMMUNITY SUPPORT ORGANIZATIONS

48932	Authorization for fund-raising activities by student organization
40041	Use of civic center by public
40043	Groups which may use school facilities without charge
51520	Prohibited solicitation on school premises
51521	Fund-raising by a school-connected organization

### BUSINESS AND PROFESSIONS CODE

17510-17510.95	Solicitations for charitable purposes
25608	Alcohol on school property; use in connection with instruction

### GOVERNMENT CODE

12580-12599.7	Fundraisers for Charitable Purposes Act
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### PENAL CODE

319-329	Lottery, raffle
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### CODE OF REGULATIONS, TITLE 5

4900-4965	Nondiscrimination in elementary and secondary education programs
15500	Food sales in elementary schools
15501	Food sales in high schools and junior high schools

### CODE OF REGULATIONS, TITLE 11

300-312.1	Fundraising for charitable purposes
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### UNITED STATES CODE, TITLE 20

1681-1688	Discrimination based on sex or blindness, Title IX
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### COURT DECISIONS

Serrano v. Priest, (1976) 18 Cal. 3d 728

### Management Resources:

### CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

1101.89 School District Liability and "Hold Harmless" Agreements, LO:4-89

### WEB SITES

CSBA: <http://www.csba.org>

**COMMUNITY SUPPORT ORGANIZATIONS**

**California Office of the Attorney General, charitable trust registry:**

**<http://caag.state.ca.us/charities>**

**California State PTA: <http://www.capta.org>**

## STUDENT ACTIVITY FUNDS

The Governing Board recognizes that student organizations can provide students with an opportunity to conduct worthwhile cocurricular activities beyond those provided by the district can help students learn about effective financial practices. To that end, student organizations may raise and spend funds to support activities that promote welfare, morale, and educational experiences of the student body.

Generally, there are two types of Associated Student Body (ASB) organizations. ASBs in high schools and middle schools are called "organized ASBs" since the students, organizing their activities around student clubs and/or a student council, have primary responsibility for the ASB, with the assistance of an adviser. In elementary schools, the ASB is "unorganized" because there is no student council and the principal or designee usually oversees the fund-raising and spending decisions, with more limited involvement from the students.

At the beginning of each school year, each principal or designee shall submit to the Superintendent or designee a list of the fund-raising events that each student organization proposes to hold that year. The Superintendent or designee shall review the proposed events and determine whether the events contribute to the educational experience and are not in conflict with or detract from the school's educational program. When reviewing proposed events, the Superintendent or designee shall consider the effects of the activities on student health and safety, evaluate the risk of liability to the district, and ensure that the proposed activities are in compliance with law, Board policy, and administrative regulation.

The Education Code requires the district to provide for the supervision of all funds raised by any student body organization or student organization using the name of the school. Consequently, student body funds shall be managed in accordance with law and sound business procedures designed to encourage the largest possible educational return to students without sacrificing the security of funds.

The Superintendent or designee shall develop internal control procedures to safeguard the organization's assets, promote the success of fund-raising ventures, provide reliable financial information, and reduce the risk of fraud and abuse. These procedures shall detail the oversight of activities and funds including, but not limited to, the appropriate role and provision of training for staff and students, parameters for events on campus, appropriate and prohibited uses of funds, and accounting and record-keeping processes, including procedures for handling questionable expenditures.

Funds derived from the student body shall be disbursed according to procedures established by the student organization. All disbursements must be approved by a Board-

**STUDENT ACTIVITY FUNDS**

designated official, the certificated employee who is the student organization advisor, and a student organization representative.

The Board shall provide an annual audit of student accounts by a certified public accountant or licensed public accountant. The cost of the audit shall be paid from district funds.

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

35182.5	Non-nutritious foods and beverages, vending machines
35564	Funds, obligation of the student body
41020	Requirement for annual audit
48930-48938	Student body organization
49431	Sale of food and beverages, elementary schools
49431.5	Sale of food and beverages, middle, and high schools
51520	School premise, prohibited solicitations
51521	Fund-raising projects

**CODE OF REGULATIONS, TITLE 5**

15500	Food sales, elementary schools
15501	Food sales, middle and junior high schools

**COURT DECISIONS**

Prince v. Jacoby, (2002) 303 F.3d 1074

**Management Resources:****FISCAL CRISIS MANAGEMENT & ASSISTANCE TEAM PUBLICATIONS**

Associated Student Body Accounting Manual & Desk Reference, 2005

**WEB SITES**

California Department of Education: <http://www.cde.ca.gov>

Fiscal Crisis Management & Assistance Team: <http://www.fcmat.org>



**TRACY**

UNIFIED SCHOOL DISTRICT

*"The future belongs  
to the educated"*

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

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

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

Ryan Davis  
Assistant Superintendent  
of Human Resources  
209) 830-3260  
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1875 W. Lowell Avenue  
Tracy, CA 95376  
www.tracy.k12.ca.us

To: Principals, Secretaries, Athletic Directors, Activities Directors,  
Budget Managers, Directors  
From: Casey J. Goodall, Ed.D., M.B.A.  
Subject: Donation Process for Booster Clubs  
Date: September 3, 2009

Title IX law prohibits discrimination at academic institutions that receive federal funding. Athletic programs fall under the purview of the law, and Athletic Directors, Activities Directors, Principals, the Superintendent, and the School Board are each responsible for ensuring that donations from booster clubs are equitably distributed to ensure they do not cause inequity between the boys' and girls' programs. Athletic Directors, Activities Directors, and Principals play key roles in managing this process. They must continually assess whether booster club gifts are creating disparate athletic opportunities and experiences along gender lines. However, members of the School Board must also have procedures in place to determine if inequity exists. If booster club donations create disparate athletic opportunities and experiences, it is the responsibility of the School Board to reject or redirect the donation.

Conforming to Board Policy 3280 and Administrative Regulation 3280.1 will aid in tracking donations from booster clubs to athletic programs.

There are two acceptable ways of making a donation of cash or checks.

1. If the donation is made to the school district for a particular school site, the principal must remit the donation to the district business office. If the donation is a check or cash, the business office will deposit the funds into the county treasury and record the revenue as a donation for that school site. The school site budget will be adjusted to allow the principal to use the funds for the school. A separate manager code has been established to identify donor funds. Expenditure of cash donations, unless otherwise noted in the gift, has the same spending restrictions as all other district funds. Unexpended funds at year-end are carried over to the new budget year. The principal may determine how to use the donated funds, within parameters established by the donor, and within district guidelines.
2. If the cash or check donation is intended for the ASB organization, the principal must deposit the check into the ASB account. Ideally, the donor should note on the check, or by separate letter, that the donation is for the ASB organization. In the absence of a clear indication, the district's business office staff will generally assume that the donation was intended for the school and the money will be deposited in the district account for the benefit of the particular school and not the ASB. If the donation is for the ASB, it must be used according to ASB guidelines.



If the donation consists of materials, equipment, or electronic devices, staff members must contact the district office for guidance.

There are no other options for making donations of cash or checks. Donations may not be made directly to athletic programs, without using one of the procedures stated above.

Attached please find the TUSD Board adopted policy and administrative regulations regarding donations. Included with the BP and ARs is a "Donation Form" for your use this year. Please be aware of the Board deadlines and submit your forms directly to me in a timely fashion. A late submittal could result in your donation request being postponed until the following month.

Please remember that Donations with a value of less than \$500 may be accepted by site or district personnel without board approval. However, the recipient of the donation must ensure appropriate accounting and oversight is provided to ensure proper handling of the donation.

All donations with a value of \$500 or greater must be approved by the board prior to the donation being accepted on site or utilized by district staff or students. These donations, if of a non-cash nature, must include proof of ownership and must be marked for inventory and insurance purposes. All ASB donations that are made to the school site or the athletic program must be approved in advance as well.

Please be sure to review the attached regulations carefully so you are familiar with the donation process. Please contact me if you have any additional questions or concerns. Thank you.

## GIFTS, GRANTS AND BEQUESTS

The Governing Board may accept any bequest or gift of money or property on behalf of the district. While greatly appreciating suitable donations, the Board discourages any gifts which may directly or indirectly impair its commitment to providing safe and equal educational opportunities for all district students.

Before accepting a gift, the Board shall consider whether the gift:

1. Has purpose consistent with the district's vision and philosophy
2. Begins a program which the Board would be unable to continue when the donated funds are exhausted
3. Entails undesirable or excessive costs
4. Implies endorsement of any business or product

The Board shall carefully evaluate any conditions or restrictions imposed by the donor in light of district philosophy and operations. If the Board feels the district will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.

Gift books and instructional materials shall be accepted only if they meet regular district criteria.

All gifts, grants and bequests shall become district property, but gifts may be used at a particular school site per donor request and upon board approval.

The Superintendent of schools shall set up criteria to be met in the acceptance of gifts, and the procedure for examining and evaluating offers of gifts to the district.

Legal Reference:

### EDUCATION CODE

- 1834 Acquisition of materials and apparatus
- 35162 Power to sue, be sued, hold and convey property
- 41030 School district may invest surplus monies from bequest or gifts
- 41031 Special fund or account in county treasury
- 41032 Authority of school board to accept gift or bequest; investments; gift of land requirements
- 41035 Advisory committee
- 41036 Function of advisory committee
- 41037 Rules and regulations

## Gifts, Grants, and Bequests

### A. Purpose and Scope

This administrative regulation provides guidance to control the acceptance of various types of gifts, grants, donations, and bequests made to the Tracy Unified School District.

### B. General

The Governing Board may accept any bequest or gift of money or property on behalf of the district. While greatly appreciating suitable donations, the Board discourages any gifts which may directly or indirectly impair its commitment to providing safe and equal educational opportunities for all district students.

Before accepting a gift, the Board shall consider whether the gift:

1. Has purpose consistent with the district's vision and philosophy
2. Begins a program which the Board would be unable to continue when the donated funds are exhausted
3. Entails undesirable or excessive costs
4. Implies endorsement of any business or product

The Board shall carefully evaluate any conditions or restrictions imposed by the donor in light of district philosophy and operations. If the Board feels the district will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.

Gift books, instructional materials, furniture or equipment shall be accepted only if they meet regular district criteria.

All gifts, grants and bequests shall become district property, but gifts may be used at a particular school site per donor request and upon board approval.

The Superintendent of schools shall set up criteria to be met in the acceptance of gifts, and the procedure for examining and evaluating offers of gifts to the district.

### C. Forms Used and Additional References

Bank Deposit Slip

Donations requiring board approval as described in the procedures below, shall include a Standard District Donation Acceptance Letter. The letter should be forwarded to the Business Services Division and shall include:

1. the name, address and phone number/e-mail address of the individual or company making the donation.

### Gifts, Grants, and Bequests

2. a description of the specific item being donated including make, model, serial number, etc. as appropriate.
3. the estimated value of the donation. The preferred documentation of valuation should include proof of purchase and age of the material. If proof of purchase is not available, an estimate may be provided.
4. the specific site/location where the donation is to be located or used.
5. a brief narrative with background information describing why the donation is being made and any other information that may be of interest or value to the school board.

The Business Services Division will place the donation on a board agenda for approval. After acceptance, the Director of Materials Management will coordinate any marking, inventory or distribution needs with the district warehouse. All items requiring marking must be delivered to the warehouse for handling. Items will not be picked up or marked at the site.

District Donation Form Letter

#### **D. Procedure**

##### **General Procedure:**

1. Donations with a value of less than \$500 may be accepted by site or district personnel without board approval. However, the recipient of the donation must ensure appropriate accounting and oversight is provided to ensure proper handling of the donation.
2. All donations with a value of \$500 or greater must be approved by the board prior to the donation being accepted on site or utilized by district staff or students. These donations, if of a non-cash nature, must include proof of ownership, must be marked for inventory and insurance purposes.
  - i. All donations requiring board approval shall be accompanied by a letter from the person or company making the donation, preferably on letterhead. A copy of a check (or other proof of purchase or ownership) must be attached to the letter for proof of ownership and valuation of the item.
3. The district strictly forbids acceptance of any donation that promotes or seems to promote the use of alcohol, tobacco, or illicit drug products.
4. All sites and departments share the responsibility associated with the safe handling, movement, and disposal of equipment and materials. This includes, but is not limited to, the costs for removal and disposal of computers and related peripherals, copiers, and other equipment and supplies.

##### **Cash Donation Procedures:**

1. All cash or money donations must be deposited into the TUSD Misc Clearing account. A record of the entire backup, including copies of checks, deposit slip, and any other documents must be kept at the site/dept. This deposit will be picked up by a TUSD Warehouseman or armored car service and taken to the bank. A separate e-

### Gifts, Grants, and Bequests

mail will be forwarded to the Accounts Receivable section describing the bag number, the amount, the account number, the donor's name and address, and the intended use of the donation.

#### **Non-Cash Donation Procedures:**

1. All non-technology related equipment donations shall be inspected and approved by a district purchasing representative to ensure compliance with safety and quality standards.
2. All technology related equipment donations must be approved by the Director of Information Services and Educational Technology.

#### **E. Reports Required**

An inventory of all equipment valued at or above \$500 must be conducted annually.

#### **F. Record Retention**

None.

#### **G. Approved by Administrator of Division**

Assistant Superintendent for Business Services

**TUSD Acknowledged: N/A**



2009 - 2010

Business Services Division

1875 West Lowell Avenue

Tracy, CA 95376

Phone: 209-830-3230

Fax: 209-830-3259

Contact: Amy Brooks @ [abrooks@tusd.net](mailto:abrooks@tusd.net)

## Donation Form

(Gifts, Grants, Bequests)

(Board Policy/Administrative Regulation: BP3280, AR3280.1, approved 8/04)

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

From: (Donor individual or group) Must include name, address, zip code, phone number(s)

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To: Tracy Unified School District Board of Trustees

Subject: Donation to the Tracy Unified School District

Please accept the donation(s) as described below. The value is: \$ \_\_\_\_\_  
(Documentation of ownership for all equipment, supplies, and/or non-cash or money items must be attached)

Description: (include model and serial numbers) \_\_\_\_\_

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**For TUSD Site/Department Use only:** All computer related purchases/donations must be reviewed and approved by ISET prior to submitting to Business Services. Occasionally, it may become necessary to dispose of a donated item when it is no longer functioning and cannot be repaired. If disposal becomes necessary and the equipment/supplies have been designated as hazardous material, the site/department must budget funds. Therefore, please indicate below the account number to be charged for this purpose:

Account #: \_\_\_\_\_ Program name: \_\_\_\_\_

Site Administrators Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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ISET (Director) Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** ~~Dr. James Franco~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources  
**DATE:** September 18, 2009  
**SUBJECT:** Adopt Board Policy 5113 and Acknowledge Administrative Regulation 5113, Absences and Excuses (1<sup>st</sup> Reading)

**BACKGROUND:** As part of the Continuous Improvement/Strategic Management for the District, specific Board Policies are reviewed by Student Services to ensure quality management of our processes. Pertinent District policies are being reviewed and revised, if needed, after reviewing California School Board Association Board Policies. There is also a need to create some new Board Policies and Administrative Regulations in specific areas.

**RATIONALE:** Tracy Unified School District Board Policy 5113, Absences and Excuses, was not in alignment with TUSD Board Policy 6146.6, Multi-Cultural Diversity. Thus, Board Policy 5113 has been revised and changes are in bold/lined out. In addition, there was no existing Administrative Regulation to assist administration and staff in supporting/enforcing the Board Policy 5113. AR 5113, Absences and Excuses, is a new Administrative Regulation to address this need. This supports District Strategic Goal #4- Continuously improve fiscal and human resources, facilities and operational processes in order to support our efforts to meet or exceed district, state and federal targets.

**FUNDING:** Not Applicable

**RECOMMENDATION:** Adopt Board Policy 5113 and Acknowledge Administrative Regulation 5113, Absences and Excuses (1<sup>st</sup> Reading)

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

## ABSENCES AND EXCUSES

**Absences and Excuses**

BP 5113

**Students**

The Governing Board believes that regular attendance plays an important role in student achievement. The Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged 6 to 18 are obligated to send their children to school unless otherwise provided by law. The Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy.

(cf. 5112.1 - Exemptions from Attendance)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5113.1 - Truancy)

**Excused Absences**

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law, Board policy and administration regulations. (Education Code 46010, 48216, 48205)

Inasmuch as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during nonschool hours.

At the beginning of each academic year, notifications shall be sent to the parents/guardians of all students, and to all students in grades 7 through 12, informing them that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian. (Education Code 46010.1)

(cf. 5145.6 - Parental Notifications)

Students shall not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency or confidential medical appointment.

**Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulations. Students can miss a maximum of four (4) days per month for said events. This should be requested in advance, to attend an observance of a holiday or**



## ABSENCES AND EXCUSES

**religious ceremony of his or her religion. (Education Code 46014)**

~~The Governing Board does not authorize leave during the school day for students to attend moral or religious instruction away from the school.~~

A student's grades may be affected by excessive unexcused absences in accordance with Board policy.

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6154 - Homework/Makeup Work)

Unexcused Absences/Truancy

The Superintendent or designee shall implement positive steps to reduce truancy, such as communication with parents/guardians and the use of Student Study Teams.

The Governing Board shall establish and appoint members to a School Attendance Review Board (SARB) as authorized by the California Education Codes.

The district participates in the district attendance review board as allowed by law in order to meet the special needs of students with school attendance or school behavior problems.

Students who are habitual truants or habitually insubordinate or disorderly during attendance at school may be referred to the county probation department.

When the student's attendance problems cannot be resolved or the student and parent/guardian have failed to respond to directives to correct the problem, a student who has been classified as truant may be referred to the district attorney or probation officer for truancy mediation.

A student's grades may be affected by excessive unexcused absences in accordance with Board policy.

## Legal Reference:

## EDUCATION CODE

1740 Employment of personnel to supervise attendance (county superintendent)

2550-2558.6 Computation of revenue limits

37201 School month

37223 Weekend classes

41601 Reports of average daily attendance

42238-42250.1 Apportionments

46000 Records (attendance)

46010-46014 Absences

46100-46119 Attendance in kindergarten and elementary schools

DRAFT PREPARED: SEPTEMBER 18, 2009

TUSD ADOPTED:

## ABSENCES AND EXCUSES

46140-46147 Attendance in junior high and high schools  
48200-48208 Children ages 6-18 (compulsory full-time attendance)  
48210-48216 Exclusions from attendance  
48240-48246 Supervisors of attendance  
48260-48273 Truants  
48292 Filing complaint against parent  
48320-48325 School Attendance Review Boards  
48340-48341 Improvement of student attendance  
49067 Unexcused absences as cause of failing grade

## ELECTIONS CODE

12302 Student participation on precinct boards

## FAMILY CODE

6920-6929 Consent by minor

## VEHICLE CODE

13202.7 Driving privileges; minors; suspension or delay for habitual truancy

## WELFARE AND INSTITUTIONS CODE

601-601.4 Habitually truant minors

11253.5 Compulsory school attendance

## CODE OF REGULATIONS, TITLE 5

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

## ATTORNEY GENERAL OPINIONS

66 Ops.Cal.Atty.Gen. 245, 249 (1983)

## COURT DECISIONS

American Academy of Pediatrics et al v. Lungren et al (1997) 16 Cal.4th 307

## Management Resources:

## CDE MANAGEMENT ADVISORIES

0114.98 School Attendance and CalWORKS, Management Bulletin 98-01

## CSBA ADVISORIES

0520.97 Welfare Reform and Requirements for School Attendance

## WEB SITES

CSBA: <http://www.csba.org>

(2/95 2/98) 11/99

**ABSENCES AND EXCUSES****Students**Excused Absences

A student's absence shall be excused for the following reasons:

1. Personal illness (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)  
  
(cf. 5112.2 - Exclusions from Attendance)
3. Medical, dental, optometric, or chiropractic appointment (Education Code 48205)
4. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)

Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household. (Education Code 45194, 48205)

5. Jury duty in the manner provided by law (Education Code 48205)
6. The illness or medical appointment during school hours of a child to whom the student is the custodial parent (Education Code 48205)

(cf. 5146 - Married/Pregnant/Parenting Students)

7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
  - a. Appearance in court
  - b. Attendance at a funeral service
  - c. Observation of a holiday or ceremony of his/her religion
  - d. Attendance at religious retreats not to exceed four hours per semester

**ABSENCES AND EXCUSES**

- e. Attendance at an employment conference
- f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
- 8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)  
  
(cf. 6142.3 - Civic Education)
- 9. Participation in religious exercises or to receive moral and religious instruction in accordance with district policy (Education Code 46014)
  - a. In such instances, the student shall attend at least the minimum school day.
  - b. The student shall be excused for this purpose on no more than four days per school month.  
  
(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

**Method of Verification**

When a student who has been absent returns to school, he/she shall present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having control of the minor, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

The following methods may be used to verify student absences:

- 1. Written note, fax, or email from parent/guardian or parent representative.
- 2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
  - a. Name of student
  - b. Name of parent/guardian or parent representative
  - c. Name of verifying employee
  - d. Date(s) of absence

**ABSENCES AND EXCUSES**


- e. Reason for absence
- 3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in item #2 above.
- 4. Physician's verification.
  - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
  - b. When a student has had 10 absences in the school year for illness verified by methods listed in #1-3 above, any further absences for illness shall be verified by a physician. This requirement will be enforced for one calendar year (year date to date).

DRAFT PREPARED: September 18, 2009  
TUSD Adopted:

Draft Prepared: September 17, 2009  
TUSD Adopted:



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:**  Dr. Sheila Harrison, Assistant Superintendent of Educational Services & Human Resources  
**DATE:** October 2, 2009  
**SUBJECT:** Approve Alternative Schools Accountability Model (ASAM) Indicator Change for Duncan-Russell Continuation High School and Willow Community Day School

**BACKGROUND:** Under the Public Schools Accountability Act, alternative schools that serve high-risk students are eligible to participate in the Alternative Schools Accountability Model (ASAM). Participating schools select at least three indicators on which they are evaluated. Duncan Russell and Willow School have participated in ASAM for several years, and are now requesting a change in indicators, effective for the 2008/09 school year. The request for indicator change must be approved by the governing board before it is submitted to the California Department of Education.

**RATIONALE:** Duncan Russell continues to use the same indicators it used in the past. With the change in Duncan Russell to a credit recovery school that does not offer diplomas, the current indicators are not appropriate. The current indicators for Duncan Russell are Attendance, Reading Achievement and Graduation Rate. Duncan Russell is requesting that the Graduation Rate indicator be discontinued and that it be replaced with a Credit Completion indicator. Willow Community Day School currently has four indicators including Attendance, Suspension, Course Completion and Credit Completion. Students at Willow earn credits but do not complete courses and, because the school serves expelled students, the suspension indicator is not an appropriate measure of effectiveness. Willow would like to discontinue using these two indicators and replace them with a Reading Achievement indicator. This Agenda Item supports Strategic Goal #1: Provide a variety of learning opportunities through standards based curriculum and assessment and research based instruction that ensures that all students meet or exceed grade level standards and results in closing the achievement gap.

**FUNDING:** N/A

**RECOMMENDATION:** Approve Alternative Schools Accountability Model (ASAM) Indicator Change for Duncan-Russell Continuation High School and Willow Community Day School

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

California Department of Education  
Alternative Schools Accountability Model  
Request for Indicator Change

CDE Use Only	
Date Received	
Date Approved	
Date Denied	
Reviewer	

**School Information**

39 75499 3937976  
County-District-School (CDS) Code

Duncan-Russell  
School Name

San Joaquin  
County Name

Tracy Joint Unified  
District Name

**ASAM Coordinator**

Carol Anderson-Woo  
Coordinator's Name

209-830-3200 x 1502  
Area Code and Phone Number

Director of Curric. & Accountability  
Title

cwoo@tusd.net  
E-mail Address

**Effective School Year of Indicator Change**  
(specify)

2008/09

**Grade Range Served**  
(check all that apply)

- ☐ K-6  
☐ 6-8  
☒ 9-12

**Current Indicators**  
(specify three)

14 HighSchool Graduation  
Indicator Number and Name

9 Reading Achievement  
Indicator Number and Name

6 Attendance  
Indicator Number and Name

**Discontinued Indicator**  
(specify one)

14 HighSchool Graduation  
Indicator Number and Name

**Replacement Indicator**  
(specify one)

13A Credit Completion  
Indicator Number and Name

**Signatures of Certification**

Carla Washington  
Principal's Name  
or Charter School Director's Name

James Franco  
Superintendent's Name

Ted Guzman  
Board President's Name

Principal's Signature and Date  
or Charter School Director's Signature and Date

Superintendent's Signature and Date

Board President's Signature and Date Approved

California Department of Education  
Alternative Schools Accountability Model  
Request for Indicator Change

**CDE Use Only**

Date Received

Date Approved

Date Denied

Reviewer

**School Information**

39 75499 3930393  
County-District-School (CDS) Code

Willow Community Day School  
School Name

San Joaquin  
County Name

Tracy Joint Unified  
District Name

**ASAM Coordinator**

Carol Anderson-Woo  
Coordinator's Name

209-830-3200 x 1502  
Area Code and Phone Number

Director of Curric. & Accountability  
Title

cwoo@tusd.net  
E-mail Address

**Effective School Year of Indicator Change**  
(specify)

2008/09

**Grade Range Served**  
(check all that apply)

- ☐ K-6  
☒ 6-8  
☒ 9-12

**Current Indicators**  
(specify three)

2 Suspension  
Indicator Number and Name

6 Attendance  
Indicator Number and Name

12A/12B Course Completion & 13A Credit Completion  
Indicator Number and Name

**Discontinued Indicator**  
(specify one)

2 Suspension & 12A/12B Course Completion  
Indicator Number and Name

**Replacement Indicator**  
(specify one)

9 Reading Achievement  
Indicator Number and Name

**Signatures of Certification**

Carla Washington  
Principal's Name  
or Charter School Director's Name

James Franco  
Superintendent's Name

Ted Guzman  
Board President's Name

Principal's Signature and Date  
or Charter School Director's Signature and Date

Superintendent's Signature and Date

Board President's Signature and Date Approved





TRACY  
UNIFIED SCHOOL DISTRICT

# HUMAN RESOURCES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** ~~Dr.~~ Sheila Harrison, Assistant Superintendent for Educational Services and Human Resources  
**DATE:** October 2, 2009  
**SUBJECT:** Approve Resolution 09-10 for a Reduction in Classified Staff Due to Lack of Work/Lack of Funds

**BACKGROUND:** Pursuant to Education Code section 45117, the District administration is making a recommendation that will require the Governing Board of the Tracy Unified School District to eliminate certain Classified Employee Positions based on the budget reduction process. In order to implement this reduction, the attached resolution must be adopted.

**RATIONALE:** Reduction in classified staff is needed due to lack of work/lack of funds.

**RECOMMENDATION:** Approve Resolution 09-10 for a Reduction in Classified Staff Due to Lack of Work/Lack of Funds.

**Prepared by:** Dr. Sheila Harrison, Assistant Superintendent for Education Services and Human Resources

**TRACY UNIFIED SCHOOL DISTRICT  
RESOLUTION NO. 09-10**

**RESOLUTION FOR A REDUCTION IN CLASSIFIED STAFF DUE TO  
LACK OF WORK/LACK OF FUNDS**

**WHEREAS**, Education Code §45117, Board Policy and the collective bargaining agreement between the Tracy Unified School District and the California School Employees Association permit the Governing Board to reduce the number of classified positions for lack of work or lack of funds;

**WHEREAS**, the Governing Board of the Tracy Unified School District has determined that it shall be necessary to reduce the following positions in the District not later than November 27, 2009 due to lack of work/lack of funds:

Eliminate one (1) 4.5 hour per day/10 month Kindergarten Para Educator I position at George Kelly School (General Fund)

Eliminate two (2) 3 hours per day/10 month Kindergarten Para Educator I positions at Bohn Elementary School (General Fund)

Eliminate one (1) 3 hour per day/10 month Kindergarten Para Educator I position at Hirsch Elementary School (General Fund)

**NOW, THEREFORE, BE IT RESOLVED**, that as of the close of the business day on November 27, 2009, the above-referenced classified positions shall be eliminated.

**BE IT FURTHER RESOLVED**, that the Superintendent, or Superintendent's designee, is authorized and directed to give notice to the affected classified employees pursuant to District rules and regulations and applicable provisions of Education Code not later than forty-five (45) days prior to the effective day of layoff as set forth above.

**ADOPTED** by the Governing Board of Tracy Unified School District on October 13, 2009 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

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Ted Guzman, President  
Board of Trustees  
Tracy Unified School District

Attested:

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

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Clerk  
Board of Trustees  
Tracy Unified School District

