

NOTICE

SPECIAL MEETING OF THE GOVERNING BOARD

TRACY UNIFIED SCHOOL DISTRICT

DATE: WEDNESDAY, MARCH 2, 2011

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

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

AGENDA

- 1. Call to Order**
- 2. Roll Call – Establish Quorum**
Board: J. Costa, G. Crandall, W. Gouveia, T. Guzman, G. Silva, B. Swenson, J. Vaughn.
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 Human Resources:**
 - 3.1.1** Consider Public Employee/Employment/Discipline/Dismissal/Release
Action: Motion ___; Second ___. **Vote:** Yes ___; No ___; Absent ___; Abstain ___.
 - 3.1.2** Conference with Labor Negotiator
Agency Negotiator: Sheila Harrison
Assistant Superintendent of Educational Services & Human Resources
Employee Organization: CSEA, TEA
Legal Counsel: Marie Nakamura
- 4. Adjourn to Open Session**
- 5. Call to Order and Pledge of Allegiance**
- 6. Closed Session Issues:** Report Out of Any Action Taken
- 7. Student Representative Reports:** None.

8. **Recognition & Presentations:** An opportunity to honor students, employees and community members for outstanding achievement: None. **Pg. No.**
9. **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 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. You may obtain copies of the policy from Human Resources, and staff will assist you.
10. **Information & Discussion Items:** An opportunity to present information or reports concerning items that may be considered by Trustees at a future meeting: **None.**
11. **PUBLIC HEARING:** **None.**
12. **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.
None.
13. **Action Items:** Action items are considered and voted on individually. Trustees receive background information and staff recommendations for each item recommended for action in advance of scheduled meetings and are prepared to vote with knowledge on the action items.
- 13.1 Administrative & Business Services:**
- | | | |
|---------------|--|------------|
| 13.1.1 | Certify the 2010-11 Second Interim Report (Separate Cover Item)
Motion__ ; Second___. Vote: Yes ___; No___; Absent___; Abstain ___. | 1 |
| 13.1.2 | Approve the Tracy Unified School District Modified Budget Reduction Plan
Motion__ ; Second___. Vote: Yes ___; No___; Absent___; Abstain ___. | 2-5 |

13.2 Human Resources:

- 13.2.1** Adopt Resolution No. 10-23 Authorizing the Removal of Identified Particular Kinds of Service (PKS) from the Layoff Resolution Motion ___; Second ___. **Vote:** Yes ___; No ___; Absent ___; Abstain ___.

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

15. 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.

16. Board Meeting Calendar:

- 16.1 March 8, 2011**
- 16.2 March 22, 2011**
- 16.3 April 12, 2011**
- 16.4 May 10, 2011**
- 16.5 May 24, 2011**
- 16.6 June 14, 2011**
- 16.7 June 28, 2011**

17. Upcoming Events:

- 17.1 April 22 – 29, 2011** No School, Spring Recess
- 17.2 May 27, 2011** Last Day of School
- 17.3 May 28, 2011** Graduation: West High 8:30 a.m.
Tracy High 10:30 a.m.

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



BUSINESS SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business
DATE: February 28, 2011
SUBJECT: **Certify the 2010-11 Second Interim Report**

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

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

In addition to the AB1200 oversight responsibilities generated in 1992, additional oversight responsibilities were added in 2004 with AB2756 which includes the additional requirement that the Tracy Unified School District board review and report the assumptions supporting the multiple year projections. The review associated with these two levels of review will be included with the First and Second Interim Report documents.

This report is generated at a time of enormous uncertainty. After multiple years of reductions, the legislature is contemplating unprecedented reductions in public school funding and deferring funding to cover their own cash flow issues.

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

FUNDING: There is no financial impact of this agenda item.

RECOMMENDATION: Certify the 2010-11 Second Interim Report



BUSINESS SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business
DATE: February 28, 2011
SUBJECT: **Approve the Tracy Unified School District Modified Budget Reduction Plan**

BACKGROUND: On January 10th Governor Brown proposed the California State Budget for 2011-12. Because the State of California is the greatest source of funds for Tracy Unified School District operations, the Governor's January budget proposal is a key source of information for planning.

The report included the following key points:

1. The Governor proposes to balance the state budget by implementing \$12.5 billion of cuts to agencies other than K-12 education, and by generating \$12 billion of revenues by extending three existing taxes for five years.
2. The Governor proposes to maintain level funding for K-12 education so long as the tax measure is placed on the ballot and is approved by the electorate.
3. If the tax measure fails to be placed on the ballot or fails to receive approval by the electorate, Tracy Unified School District anticipates a loss of approximately \$5.7 million per year in revenues.
4. The tax measure is planned for a June election.
5. Because Tracy Unified School District is required to approve a balanced budget in June, and because the results of the election will not be known until then, the District must develop a budget which anticipates the reduced revenues.

On February 22nd, the Superintendent proposed a budget reduction plan consisting of the following:

Those reductions to be made, regardless of the election results:

Purchasing Clerk	\$	53,354
Make Referrals Electronic	\$	22,500
Clerk Typists	\$	296,345
HS Business Managers to 6 hrs per day or 190 days per year	\$	29,330
Truancy Officer Reduced to 10 months	\$	<u>11,328</u>
Sub Total	\$	412,857

Those reductions to be made, but which will be restored if the tax extension is placed on the ballot, and it is successful:

Reduce Athletic Stipend Costs by 25%	\$	209,567
Reduce Library Techs to 20 Hours	\$	356,912
Director of Risk Management	\$	100,405
Reduce Comm Spec to 190 days	\$	13,669
Reduce Extra-Curricular by 25%	\$	47,681
Strings 2 FTE	\$	128,624
Music Supplies	\$	<u>27,880</u>
Sub Total	\$	884,739

A budget shortfall which the district will be working with different constituent groups to bridge, but which will be restored with positive results of the election:

Shortfall	\$	3,109,828
-----------	----	-----------

Total Reductions are equal to \$4,407,424.

The budget plan also proposed a set of reductions which were made in the past, but which will be restored if the tax extension is placed on the ballot, and it is successful:

Site Allocations @ 18%	\$	161,676
Ag Fair Days	\$	<u>41,000</u>
Sub Total	\$	202,676

The total revenues expected from the tax extension are projected to be \$4,610,100, therefore, the total restorations proposed were stated to be equal to \$4,610,100, but upon further review, the total proposed restorations were equal to:

$$\$884,739 + \$3,109,828 + \$202,676 = \$4,197,243$$

Therefore, the Superintendent's original plan overstated restorations by:

$$\$4,610,100 - \$4,197,243 = \$412,857$$

Therefore, the Superintendent's original proposal left \$412,857 of the tax revenues unallocated.

RATIONALE: Anticipating that the state budget proposal will lead to budget reductions, a timeline was proposed which included the Superintendent presenting a budget reduction proposal to the School Board on February 22nd, with the Board taking action at a special meeting scheduled for March 1. That meeting has subsequently been rescheduled for March 2nd.

As stated above, the Superintendent's original plan left \$412,857 of potential tax revenues unallocated. Therefore, the Superintendent has modified his proposal to reflect the following:

Those reductions to be made, regardless of the election results:

Make Referrals Electronic	\$	22,500
HS Business Managers to 6 hrs per day or 190 days per year	\$	29,330
Truancy Officer Reduced to 10 months	\$	<u>11,328</u>
Sub Total	\$	63,158

Those reductions to be made, but which will be restored if the tax extension is placed on the ballot, and it is successful:

Purchasing Clerk	\$	53,354
Clerk Typists	\$	296,345
Reduce Athletic Stipend Costs by 25%	\$	209,567
Reduce Library Techs to 20 Hours	\$	356,912
Director of Risk Management	\$	100,405
Reduce Comm Spec to 190 days	\$	13,669
Reduce Extra-Curricular by 25%	\$	47,681
Strings 2 FTE	\$	128,624
Music Supplies	\$	<u>27,880</u>
Sub Total	\$	1,234,437

A budget shortfall which the district will be working with different constituent groups to bridge, but which will be restored with positive results of the election:

Shortfall	\$	3,109,828
-----------	----	-----------

Total Reductions are equal to \$4,407,424.

This updated budget plan also propose a set of reductions which were made in past years, but which will be restored if the tax extension is placed on the ballot, and it is successful:

Site Allocations @ 25%	\$	224,834
Ag Fair Days	\$	<u>41,000</u>
Sub Total	\$	265,834

The total revenues expected from the tax extension are projected to be \$4,610,100, therefore, the total restorations proposed are:

Reductions proposed, but to be restored	\$	1,234,437
Shortfall	\$	3,109,828
Reductions made in past years, but to be restored	\$	<u>265,834</u>
Total Restorations if the tax extension is successful	\$	4,610,099

FUNDING: There is no cost to hearing this report, but the California State Budget is the greatest source of funds available to the district and will impact budget planning.

RECOMMENDATION: Approve the Tracy Unified School District Modified Budget Reduction Plan

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



HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: ~~Dr.~~ Sheila Harrison, Assistant Superintendent of Educational Services
& Human Resources
DATE: February 25, 2011
SUBJECT: **Adopt Resolution No. 10-23 Authorizing the Removal of Identified Particular Kinds of Service (PKS) from the Layoff Resolution**

BACKGROUND: Pursuant to Education Codes 44949, 44955, and 44951, for the February 22, 2011 meeting the District administration made a recommendation that required the Governing Board of the Tracy Unified School District to reduce or discontinue particular kinds of services in order to reduce the number of certificated employees of the District.

RATIONALE: The District may adopt a budget plan on March 2, 2011 that decreases the number of necessary layoffs.

RECOMMENDATION: Adopt Resolution No. 10-23 Authorizing the Removal of Identified Particular Kinds of Service (PKS) from the Layoff Resolution.

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

**TRACY UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 10-23
REMOVAL OF POSITIONS FROM RESOLUTION NO. 10-19
PARTICULAR KINDS OF SERVICE RESOLUTION
FOR THE 2011-2012 SCHOOL YEAR**

WHEREAS, as a result of possible budget reductions needed to balance the budget, on February 22, 2011 the Board of Trustees of the Tracy Unified School District adopted Resolution No.10-19 reduction of Particular Kinds of Service; and

WHEREAS, it was the opinion of the Board of Trustees that it was necessary to eliminate 76.9 FTE certificated positions in the District at the close of the current school year in accordance with Education Code section 44955; and

WHEREAS, on March 2, 2011 in Open Session the Governing Board voted to adopt a set of budget decisions decreasing the number of Particular Kinds of Service reductions necessary for the 2011-2012 school year.

NOW, THEREFORE, BE IT RESOLVED that it shall be necessary to remove the following positions from Resolution No.10-19, Particular Kinds of Service:

PASSED AND ADOPTED this 2nd day of March, 2011 by the Board of Trustees of the Tracy Unified School District by the following vote:

AYES: NOES: ABSENT: ABSTAIN:

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.

Clerk
Board of Trustees
Tracy Unified School District