

NOTICE
REGULAR MEETING OF THE GOVERNING BOARD
TRACY UNIFIED SCHOOL DISTRICT

DATE: TUESDAY, March 8, 2011

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

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

A G E N D A

1. Call to Order

2. Roll Call – Establish Quorum

Board: 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 Educational Services:

3.1.1 Findings of Facts: FF#10-11/61, 74, 78, 79, 82, 84, 85, 86, 87, 88

3.1.2 Application for Enrollment #10-11/4

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

3.1.3 PE Exemption: THS# 10207326

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

3.2 Human Resources:

**3.2.1 Approve the Non-Re-Election of Probationary Certificated Employee
#UC-720, Pursuant to Education Code Section 44929.21(b)**

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

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

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

3.2.3 Conference with Labor Negotiator

Agency Negotiator: Sheila Harrison

Assistant Superintendent of Educational Services & Human Resources

Employee Organization: CSEA, TEA

4. Adjourn to Open Session

5. Call to Order and Pledge of Allegiance

6. Closed Session Issues:

6a Action on Findings of Facts: FF#10-11/61, 74, 78, 79, 82, 84, 85, 86, 87, 88

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

6b Report Out on Application for Enrollment #10-11/4

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

6c Report Out of Action Taken on PE Exemption: THS# 10207326

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

6e Report Out of Action Taken on Approve the Non-Re-Election of Probationary Certificated Employee #UC-720, Pursuant to Education Code Section 44929.21(b)

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

7. Approve Regular Minutes of February 22, 2010.

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

1-6

8. Student Representative Reports: Middle School Reps: North: Corazon Durate and Navpreet Singh; Monte Vista: Markel Grady and Julia Flohr.

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

9.1 Recognize and Congratulate Freiler School for Winning DARE Award

9.2 Recognize and Congratulate West High School's Academy for Business and Law's Skills USA CTSO for Winning Double Gold Medal Awards at the Region V Skills USA Competition

9.3 Recognize and Congratulate Aloukika Shah and Elizabeth Dawson for Placing 1st and 2nd at the Rotary Student Speakers Competition

9.4 North School Website Presentation.

9.5 Monte Vista Middle School Website Presentation.

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 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 here, and staff will assist you.

- | | Pg. No. |
|---|----------------|
| 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 Presentation Regarding the Financing Plan for the Issuance of an Additional Series of Measure S General Obligation Bonds which Incorporates the Issuance of a Qualified School Construction Bond | 7-8 |
| 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: | |
| 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 | 9-10 |
| 13.1.2 Ratify Routine Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda | 11-12 |
| 13.1.3 Approve Assembly Vendors and Site Assembly Utilization Calendars | 13-16 |
| 13.2 Educational Services: | |
| 13.2.1 Approve Application for the Workforce Investment Adult Education and Family Literacy – Section 231 | 17-31 |
| 13.2.2 Approve Revised School Site Plan and Budget for Central School | 32-35 |
| 13.2.3 Approve Overnight Travel for the Tracy High School Academic Decathlon Team to Attend the California Academic Decathlon Competition in Sacramento, California, on March 11-14, 2011 | 36 |
| 13.2.4 Ratify Overnight Travel for West High School Wrestlers to Attend the CIF - State Wrestling Tournament March 3-6, 2011 in Bakersfield, CA | 37 |
| 13.2.5 Approve Agreement for Special Contract Services with Parent Institute for Quality Education (PIQE) to Provide Training courses for Parents at Central Elementary School | 38-40 |
| 13.2.6 Ratify Overnight Travel for Tracy High School Wrestler to Attend the CIF - State Wrestling Tournament March 3-6, 2011 in Bakersfield, CA | 41 |
| 13.2.7 Approve Overnight Travel for the Tracy High School Mock Trial Team and Advisors to Attend the State Championship in Riverside, CA, on March 24-27, 2011 | 42 |
| 13.2.8 Approve Funding and Overnight Travel for the West High Robotics Team to Compete in the VEX World Championship at the ESPN Wide World of Sports Complex in Kissimmee, Florida from April 13-April 17, 2011 | 43-44 |
| 13.3 Human Resources: | |
| 13.3.1 Approve Classified, Certificated and/or Management Employment | 45 |
| 13.3.2 Accept Resignations/Retirements/Leaves of Absence for Classified, Certificated, and/or Management Employment | 46 |
| 13.3.3 Approve Agreements for Special Contract Services for Assistant Track Coaches Justin Mattos and Sam Cavallaro for the 2010-2011 Season | 47-53 |

- 14. Action Items:** Action items are considered and voted on individually. Trustees receive background information and staff recommendations for each item recommended for action in advance of scheduled meetings and are prepared to vote with knowledge on the action items. **Pg. No.**
- 14.1 Administrative & Business Services:**
- 14.1.1** Certify Corrective Actions to the 2009-10 Findings and Recommendations of the Independent Annual Financial Report **54-76**
Action: Motion___; Second___. **Vote:** Yes ___; No___; Absent___; Abstain ___.
- 14.1.2** Authorize the Director of Transportation to Bid and Award the Purchase of Two Additional Special Education Buses to Accommodate Growth in the Curb-to-Curb Transportation Program for the 2011-12 School Year **77**
Action: Motion___; Second___. **Vote:** Yes ___; No___; Absent___; Abstain ___.
- 15. Board Reports:** An opportunity for board members to discuss items of particular importance or interest in the district.
- 16. Superintendent's Report:** An opportunity for the superintendent to share matters of special interest or importance which are not on the board agenda and/or special presentations of district programs or activities.
- 17. Board Meeting Calendar:**
- 17.1** March 22, 2011
17.2 April 12, 2011
17.3 May 10, 2011
17.4 May 24, 2011
17.5 June 14, 2011
17.6 June 28, 2011
- 18. Upcoming Events:**
- 18.1** April 22 – 29, 2011 No School, Spring Recess
18.2 May 27, 2011 Last Day of School
18.3 May 28, 2011 Graduation: West High 8:30 a.m.
Tracy High 10:30 a.m.
18.4 August 15, 2011 First Day of School 2011-12

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, February 22, 2011
At West High School Gym**

- 5:30 PM:** President Gouveia called the meeting to order and adjourned to closed session.
- Roll Call:** Board: J. Costa, G. Crandall, W. Gouveia, T. Guzman, G. Silva, B. Swenson, J. Vaughn.
Staff: J. Franco, S. Harrison, C. Goodall, B. Etcheverry
- 7:01 PM:** President Gouveia called the Tracy Unified School District Board of Education to order and led those present in the Pledge of Allegiance.
- Closed Session:**
- 6a** Action on Findings of Facts: FF#10-11/69, 70, 71, 72, 75, 76, 77, 83
Action: Guzman, Silva. **Vote:** Yes-7; No-0.
 - 6b** Report Out of Action Taken on PE Exemption Request THS#10306926
Action: **Vote:** Yes-7; No-0.
 - 6c** Report Out of Action Taken on Approve the Non Re-Election of Probationary Certificated Employees: #UC-721 and #UC-722, Pursuant to Education Code Section 44929.21(b)
Action: **Vote:** Yes-7; No-0.
 - 6d** Report Out of Action Taken on Consider Leave of Absence Request for Classified Employee #UCL-147, Pursuant to Article XXIII
Action: **Vote:** Yes-7; No-0.
 - 6e** Report Out of Action Taken on Adopt Resolution No. 10-21, Authorizing the Resolution for Non Re-Election of Certificated Probationary and Temporary Employees
Action: **Vote:** Yes-7; No-0.
- Employees Present:** B. Watt, L. Fracolli, J. Escobedo, D. Macho, B. Tavares, J. Squires, L. Dopp, N. Kettner, C. Minter, J. Cardoza, J. Carter, R. Call, J. Bussey, C. Domenichelli, M. Simas, B. Carter, S. Sievers, W. Walker, M. Costa. E. Kimball, G. Garner, D. Haut, M. Hepner, D. Ensor, L. Tomlin, J. Escobedo, K. LeDoux. B. Akin, A. Medeiros, N. Baretta
- Press:** Kevin Young, Tracy Press
- Visitors Present:** None.
- Minutes:** **Approve Special Minutes of February 8, 2010.**
Action: Guzman, Swenson. **Vote:** Yes-6; No-0; Abstain-1(Crandall).
Approve Regular Minutes of February 8, 2010.
Action: Guzman, Vaughn. **Vote:** Yes-6; No-0; Abstain-1(Crandall)

**Student Rep
Reports:** None.

**Recognition &
Presentations:** None.

**Hearing of
Delegations** None.

**Information &
Discussion Items:** 11.1 **Administrative & Business Services:**
11.1.1 Receive Report on the Tracy Unified School District Budget
Reduction Plan

Superintendent, Dr. Jim Franco, commented that while the ballot measures will not be presented to voters until June, TUSD is constrained by statutory budget and staffing timelines. Therefore, if the measures fail, it will be too late to make reductions. In light of these deadlines, it is fiscally responsible for TUSD to presume a failure at the ballot, which would result in a \$2.2 billion reduction to education and an estimated \$354.16 per student reduction leading to approximately a \$5.4 million reduction in funding to TUSD.

Tonight, during this meeting of the Board of Education, we are presenting the Board a two-part budget reduction plan to cut \$4.4 million from the budget if the tax extensions on the June ballot do not pass, or a plan to cut \$413,000 needed to reduce with the passage of the tax extensions. The tax extensions in June will be of vital importance to our district and community, with schools and other key programs at stake. Over the last several years, K-12 education funding has taken a disproportionate amount of budget cuts with state and local funding for schools cut by more than \$18 billion, or about \$1,900 per student in the last three years. Since 2003, TUSD has made reductions of over \$30.6 million from what would have been a \$114.8 million budget.

Associate Superintendent, Dr. Casey Goodall, presented power point which reviewed general fund money, the tax measure for the June 7th ballot and categorical flexibility. Plan A would be if the legislature fails to place the tax extension on the June ballot or the voters fail to support the tax extension. This would create a \$4,407,424 reduction to existing staffing and programs. Plan B would be if the voters support the tax extension, then TUSD would experience a \$24 per student reduction totaling \$412,857 reduction to existing staffing and programs.

Director of Finance, Reed Call, then review enrollment projects, revenue and expenditures. Dr. Goodall further commented on the cash flow delays created by the state and previous year's budget cuts. The Superintendent then reviewed his recommendations.

Dr. Goodall Casey then explained the timeline. The Board will adopt

the reductions on March 1st. We will know if the proposition gets on the ballot by March 11 and June 7th is the election.

Head Counselor, Sarah Banchemo, from West High commented on the importance of counselors in our schools. Our society isn't the same as it was 20 years ago. In this day, many students live with single parents. More and more counselors have become surrogate parents to our students. Counselors help students be successful in life.

Public Hearing: 12.1 None.

Consent Items: Action Pulled Item 13.1.1; Guzman, Swenson. **Vote:** Yes-7 No-0.

13.1 Administrative & Business Services:

13.1.1 Approve Use of the Education Jobs And Medicaid Assistance Act (PL 111-226), the Federal Jobs Bill

This item was pulled from the agenda. No action taken.

Steve Sievers submitted a speaker card, but item was pulled.

13.1.2 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

13.1.3 Approve Payroll Reports for January, 2011

13.1.4 Approve Revolving Cash Fund Reports for January, 2011

13.1.5 Approve Monthly Budget Adjustment Report, January, 2011

13.1.6 Approve Accounts Payable Warrants Report for January, 2011 (Separate Cover Item)

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

13.1.8 Ratify Measure S Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda

13.1.9 Ratify Routine Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda

13.2 Educational Services:

13.2.1 Approve Overnight Travel for West High School Key Club to Attend the National Key Club Convention in Anaheim, California on April 15-18, 2011

13.2.2 Approve Revised West High School Single Plan for Student Achievement (SPSA)

13.2.3 Approve Overnight Travel for Three Tracy High School Science Students and One Chaperone to Participate in the Junior Science and Humanities Symposium in Davis, Ca, on March 17-19, 2011

13.2.4 Approve Overnight Travel for West High School Dance Team to Attend USA Nationals Competition March 24-38, 2011 in Anaheim, California

13.2.5 Approve Second Annual Overnight Awake-a-Thon for Kimball High School's Invisible Children's Club on March 18-19, 2011

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
- 13.3.3 Ratify Agreement for Special Contract Services for Assistant Softball Coaches Ed Smith and Rachel Brockett for the 2010-2011 Softball Season

Action Items:

14.1 Administrative & Business Services:

14.1.1 Cast Ballot for CSBA 2011 Delegate Assembly Election

Action: Guzman, Crandall. Voted for Jo Nava and Brian Jackman.

Vote: Yes-7; No-0.

14.1.2 Adopt Resolution No. 10-22 to Support Placing a Revenue Extension Measure on the Ballot

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

14.1.3 Approve a Pool of Lease-Lease Back Contractors for Future Projects; and, Approve Roebbelen Contracting, Inc. as the Lease-Lease Back Contract for the Monte Vista and McKinley Modernization Projects

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

14.2 Educational Services:

14.2.1 Adopt Resolution No. 10-16 Establishing March as "Arts in Education Month"

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

14.3 Human Resources:

14.3.1 Adopt Resolution No. 10-17, Adopting the Competency Criteria in the Case of a Certificated Reduction in Force for the 2011-2012 School Year

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

14.3.2 Adopt Resolution No. 10-18, Adoption the Tie Breaking Criteria in the Case of a Certificated Reduction in Force for the 2011-2012 School Year

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

14.3.3 Adopt Resolution No. 10-19, Authorizing the Reduction or Discontinuance of Particular Kinds of Services

TEA President, Steve Sievers, commented that it takes teachers 22 years to reach top pay. You have to have a bachelor's degree, teaching credential and additional credits. They are highly educated but not highly paid. We have a good retirement if we are teaching 30 plus years. The District has done an outstanding job over the last 3 years. He believes we have 3 years to put these cuts in place and the economy could change. He believes we should not make any cuts this year and see what happens with the economy after that. We need to get the special election passed. He feels that cutting teachers now will hurt the local economy. TEA wants to ask key questions to administrators as to why none of the federal stimulus money was used to save teachers. He feels he has as much time to give his presentation as administration had for theirs.

He referred to the PKS resolution which states to reduce 41 elementary teachers and asked the administration and board how they were going to implement this. Dr. Franco informed him that we have a staffing plan and if he would like to make an appointment, he would review it with him. Mr. Sievers did not want to do that. Trustee Swenson reminded Mr. Sievers that they Board is there to listen to him. Trustee Gouveia reminded him that we have to by law adopt a balanced budget this year and for the next 2 years. Mr. Sievers disagreed and stated that he feels that the county says it "should be" balanced. But that, it is not mandated.

Action: As amended, Swenson, Silva. **Vote:** Yes-4; No-3(Gouveia, Crandall, Vaughn)

14.3.4 Adopt Resolution No. 10-20, Authorizing Administrative Reassignments for the 2011-2012 School Year

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

Board Reports:

Trustee Silva went to the state budget presentation at the county office. Trustee Swenson attended the budget meeting and Casey did a great job. He also attended the facility meeting to review the contractors. Trustee Guzman passed. Trustee Vaughn passed. Trustee Costa listened to four students participate in a speech contest at the evening Lions Club. They did a wonderful job. The subject was illegal immigration. She complimented the West High coach. Trustee Crandall commented that our budget problems have come from the state. He understands that there is a message going around out there to start at the top with the cuts. Since 2004 the district office has taken various cuts. They have been reduced by over 37 positions and \$4 million dollars. They have taken furloughs and various other cuts. The District Office has taken a disproportionate amount of cuts. He voted no on the reduction resolution because he doesn't think it's fair to take 6 counselors. Trustee Gouveia also attended the budget finance workshop put on by School Innovations. They felt that the measure will reach the ballot. Once again, the district is looking at another heavy duty reduction. He's been watching this happen since 2001. He attended a day retreat with the Mayors Community Youth Support Network workshop. They talked about working together to help our

youth. He has been with this group since 2007.

**Superintendent
Report:**

Dr. Franco thanked everyone here tonight. We will continue with meetings next Tuesday night. He commented that we spent a lot of time working on this budget tonight. There are still misunderstandings. We took a lot of time to review the information and we may offer smaller group sessions to go over it. We need to keep this district solvent. We do not want to lose our power to the state. We will offer another budget workshop with Casey and Reed. He also thanked those that have made donations which included: Sutter Central Valley Hospitals in the amount of \$1,000 for the McKinley CATCH Program; Tracy High Athletic Booster Club in the amount of \$1,572, for the pep squad for the Disneyland competition; and Tracy Freestyle Wrestling Club in the amount of \$1,175 for the Kimball High School Wrestling program. It is important to work together to make sure the initiatives pass. Saturday is mock trial and all three high schools have a team entered. Thank you for being here tonight.

9:08 p.m.

Clerk

Date



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: February 25, 2011
SUBJECT: Receive Presentation Regarding the Financing Plan for the Issuance of an Additional Series of Measure S General Obligation Bonds Which Incorporates the Issuance of a Qualified School Construction Bond

BACKGROUND: On October 12, 2010; the Board of Education authorized district staff to complete and submit an application for a Qualified School Construction Bond Allocation authorized under the American Recovery and Reinvestment Act of 2009. On January 14, 2011, the California Department of Education notified TUSD that it had been awarded an allocation of \$19,771,700 in QSCB bonding authority. The American Recovery and Reinvestment Act of 2009 (the "Recovery Act") provides significant new financing methods for state and local governments. One option available to school districts is a new debt instrument known as qualified school construction bonds ("Qualified School Construction Bonds"). The federal government subsidizes the interest cost (up to a set rate) through the allowance of tax credits to investors or direct subsidy payments to school districts, significantly reducing the interest cost associated with financing public school facilities.

RATIONALE: On January 11, 2011, the Board of Education, approved the recommendation of the Facilities Utilization Committee to sell up to \$26 million of bonds in order to move ahead with Measure S projects. A financing plan has been developed for the issuance of an additional series of general obligation bonds authorized by the voters of the SFID, which plan will incorporate the issuance of Qualified School Construction Bonds.

This plan is being presented to the Board for approval prior to implementation.

FUNDING: A financing plan has been developed for the issuance of an additional series of general obligation bonds authorized by the voters of the SFID, which plan will incorporate the issuance of Qualified School Construction Bonds.

RECOMMENDATION: Receive Presentation Regarding the Financing Plan for the Issuance of an Additional Series

of Measure S General Obligation Bonds Which Incorporates the Issuance of a Qualified School Construction Bond

Prepared by: Bonny Carter, Director of Facilities and Planning



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: *cg* Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: February 25, 2011
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/Poet Christian School: From: Poet Christian PTSA. The donation is in the amount of \$6,774.47 (check #TBD). This donation is for eight computers for the site (ordered through TUSD's ISET Department).
2. Tracy Unified School District. From: California Hydronics Corp. The donation has a value of approximately \$1,100. This donation is for twenty two HP/Compaq Minitower PC's.

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.



TRACY
UNIFIED SCHOOL DISTRICT

BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: February 25, 2011
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**

A. Vendor: Bockmon & Woody Electric
Site: Kimball High School – 2010 Portables - Electrical
Item: Change Order # Pkg 3-002
Services: Installation of Cat6 Cables from the IDF cabinets to the A/V controllers which was not shown on plans.
Cost: \$4,790.00
Project Funding: Developer Fees/Mitigation Fees

B. Vendor: Bockmon & Woody Electric
Site: Kimball High School – 2010 Portables - Electrical
Item: Notice of Completion
Services: Electrical and low voltage system installed in the portables placed at Kimball High School.
Cost: \$183,813.00 Change Orders: \$6,435.00 Total Contract: \$190,248.00
Project Funding: Developer Fees/Mitigation Fees



TRACY
UNIFIED SCHOOL DISTRICT

BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: February 25, 2011
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

Board Approved	Vendor	Insurance Expires
*FLAMES ARE PROHIBITED INDOORS ON DISTRICT PROPERTY - SEE BELOW		
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	3/20/2011
2/9/10	San Francisco Shakespeare Festival - Leslie Breton, 415.558.0888, www.sfshakes.org, wwwsfshakes.org/tour/index.html	3/22/2011
9/28/10	Thomas Brown & Associates, 707.968.9030, www.tbrownassociates.com	3/26/2011
4/28/09	Color Me Mine, Angie Long , 834.8910, tracy@colormemine.com, www.tracy.colormemine.com	4/4/2011
2/12/08	Toucan Jam, Sue Lomolino - www.toucanjam.net, 832-0331, sue@theothercheek.com	4/25/2011
11/9/10	Arts Echo Children's Theater Center - Arithmetickle. Ben Bendor 800-341-3585. www.arithmetickle.com	4/25/2011
9/28/10	Bebe Conrad, Benny & Bebe's Magic Circus, www.magiccircus.com, info@magiccircus.com, (415) 457-4FUN (4386)	4/25/2011
2/12/08	Sparkles the Clown, Terry Donaldson - 835-8383, www.sparklesdelight.com	5/1/2011
2/12/08	Ravioli the Clown - Denis Martinez - 835.3535, www.raviolitheclown.com	5/1/2011
8/28/07	Horizon Intertainment - Teen Truth Anti Bully JC Pohl 818 755 8800 , jc@teentruthlive.com	5/18/2011
12/14/10	David Greenberg - Author - 360-560-7766. fax # 503-842- 1290. authilus@teleport.com.www.authorsillustrators.com/greenberg/g reenberg.htm	6/18/2011
10/9/07	Prismatic Magic - Christopher Volpe -973-283-9006 chris@prismaticmagic.com, frank@prismaticmagic.com	7/16/2011
1/25/11	Magic of Dexter - Brian Poindexter - dexter@magicofdexter.com. www.magicofdexter.com. No animals or fire.	8/15/2011

Board Approved	Vendor	Insurance Expires
1/25/11	Magic of Dexter - Brian Poindexter - dexter@magicofdexter.com. www.magicofdexter.com. No animals or fire.	8/15/2011
11/13/07	Bureau of Lectures & Ancient Artifacts John Tacha or Terry Lyman 800.255.0084, (FIRE SHOW NOT ALLOWED) www.assemblyline.com/index.html bureau@assemblyline.com	8/20/2011
8/28/07	Theater for Children, B Street Theater Programs, Lea Ladd, 916.443.5391 x112	8/28/2011
1/25/11	Sorren Bennick Productions - Power of One Anti-Bullying Program 1-866-816-5808, To view a video clip of the show, go to www.sorenbennick.com; enter the Power of One section, click on the Principals Only field, and use the password: "impact" and the username: "impact".	9/18/2011
10/9/07	Mad Science, Danielle Mae Lee, danielle@madsciencesacto.com, 916-736-2924, Elena Michel elena@madsciencesacto.com (Fire & Ice Show not allowed)	12/1/2011
1/25/11	Kaiser Permanente - Dean Starnes, dean.starnes@kp.org, 510- 987-2223, www. Kp.org/etp/ncal, Programs "Community Troupe", PEACE Signs" "The Best Me", "Nightmare on Puberty ST." and "Secrets".	1/1/2012
11/9/10	Pacific Dental Services/Tracy Smiles/My Kids Dentist & Orthodontist-Meghan Stephens - 836-5441- stephensm@pacificdentalservices.com, Cammy Harvey - harveyc@pacificdentalservices.com. www.tracysmilesdental.com. 2600 S. Tracy Blvd. Ste. 160 & 170	1/1/2012
10/23/07	Lawrence Hall of Science, 510-642-1700, pfsreq@berkeley.edu, www.lawrencehallofscience.org	Indemnification approved, Tier 1
10/9/07	McDonalds Tammi Beck 916-962-1982	NO Charge, Tier 1
10/9/07	NASA Karin Costa 650-604-6077	NO Charge, Tier 1
10/9/07	Otto the Auto Wendy Sanchez 415-565-2676 wendy_sanchez@csaa.com	NO Charge, Tier 1
10/9/07	Sandia Labs Joel Lipkan - jlipkin@comcast.net	NO Charge, Tier 1
2/10/09	JOE FOSS Institute, 480.348.0316, www.jfiweb.org	NO Charge, Tier 1
4/28/09	District 5 Dairy Princess, 639-1715	NO Charge, Tier 1

Board Approved	Vendor	Insurance Expires
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	NO Charge, Tier 1
5/26/09	Cowboys & Kids Reach Assembly, Penny Conway, www.reachkids.com, reachme@theriver.com	NO Charge, Tier 1
2/23/10	Boys Scouts - Civil War History presentation Preston Gilliam, 209-830-1870 or pgilliam@pacbell.net	NO Charge, Tier 1
	ADDING:	
	Andrew Trosien, DDS. 2850 Tracy Boulevard #300 Tracy, CA 95376 833-1240	7/1/2011
	Peacemakers - Paul Hall -phall@tUSD.net or Kevin James - kev4jam@sbcglobal.net	11/1/2012
<p>*Section 308.3 Open Flame. A person shall not utilize or allow to be utilized, an open flame in connection with a public meeting or gathering for purposes of deliberation, worship, entertainment, amusement, instruction, education, recreation, awaiting transportation or similar purpose in Group A or E occupancies in accordance with Appendix Chapter 1, Section 105.6.</p> <p>Please remind your staff that candles, incense, cigarettes, or any item with an open flame are not permitted anywhere on school property. Per the Tracy Fire Inspector, failure to comply with this requirement can result in personal and/or District fines ranging from \$250 – 1,000.</p>		
FOOD VENDORS:		
<p>OUTDOORS ONLY - Make sure barbeques are 10 feet away from any building or structure. Place drip pans or tarps under barbeques to avoid spillage on pavement. Do not dump grease, oil, briquettes or barbeques anywhere on TUSD property or in garbage cans or dumpster. If accident spill occurs you are to provide an oil absorbent and clean properly</p>		
5/11/19	Chevy's 839-2241, www.chevys.com	5/9/2011
8/10/10	Shorter's Rib Pit & Catering 839-2290, 16 E. 9th Street, Tracy,	4/9/2011
10/13/09	Famous Dave's BBQ Catering: 866-408-7427 fax 833-9043 www.famousdaves.com	10/1/2011
12/8/09	Texas Roadhouse- Tim Lund, 830-1133, store_tracy@texasroadhouse.com,	12/1/2011
1/11/11	Tracy Breakfast Lions- Dennis Smith 627-8068, 835-5077, copsonline@comcast.net	9/1/2011



TRACY
UNIFIED SCHOOL DISTRICT

EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: ~~Dr. James Franco~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: February 15, 2011
SUBJECT: Approve Application for the Workforce Investment Act-Adult Education and Family Literacy-Section 231

BACKGROUND: The Tracy Adult School is applying for the 2011-2012 Workforce Investment Act-Adult Education and Family Literacy-Section 231 Federal Grant. The Adult School receives additional funding in educational Adult Basic Education (ABE), English as a Second Language (ESL), Adult Secondary Education (ASE/GED), Family Literacy (ABE/ESL) and Citizenship Preparation/El Civics per this grant.

RATIONALE: The Federal Section 231 application is granted for a one-year period. With this program in place students will reach specific benchmarks determined by testing and increase graduation rates to meet grant standards. This Agenda Item supports Strategic Goal #7: Develop and utilize partnerships that contribute to the achievement of District Goals.

FUNDING: If approved, Tracy Adult School will be awarded an estimate of \$225.00 per benchmark (significant gains) attained during the 2010-2011 school year. At this time we are unable to estimate how many benchmarks (significant gains) students will attain. Tracy Adult School was awarded \$138,933 in 2009-10 and \$115,740 in 2010-2011.

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

PREPARED BY: Dave Pickering, Director of Adult and Career and Technical Education

THIS PAGE FOR CDE USE ONLY

Date Received

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

Funding Source	Resource Code	PCA	Program Focus Area	2010-11 Funding Status	2011-12 Applying For	2011-12 Grant Award Notification	2009-10 Payment Points
Section 225	3940	13971	Adult Basic Education (ABE) English as a Second Language (ESL) Vocational ESL (VESL) Adult Secondary Education (ASE) Vocational Adult Basic Education (VABE) General Education Development (GED)	No	Not eligible		
Section 231	3905	14508	Adult Basic Education (ABE) English as a Second Language (ESL) Vocational English as a Second Language (VESL) Vocational Adult Basic Education (VABE) Family Literacy	Yes	Yes		
			ESL-Citizenship [NOTE: Requires CASAS training to administer the Citizenship Interview Test] [May not participate in EL Civics Citizenship Preparation]	No	No		
	3913	13978	Adult Secondary Education (ASE) General Education Development (GED)	Yes	Yes		
EL Civics	3926	14109	Civic Participation	No	No		
			Citizenship Preparation [NOTE: Requires CASAS training to administer the Citizenship Interview Test] [May not participate in Section 231 ESL-Citizenship]	Yes	Yes		

Certification	Page	Initials	Date
State and Federal Drug-Free Workplace	3-4		
Lobbying	5		
Debarment, Suspension, Ineligibility and Voluntary Exclusion	6		
Specific Assurances	7-8		
Superintendent/CEO	9		
Entered Date Received in CDE Data Access Page			
Reviewed by Mary Lindgren, Regional Consultant			
Notes			

GENERAL ASSURANCES

California Department of Education

Discrimination

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

Costs

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

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

Records

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

Applicable Law

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

CDE-100-A Aug-2005

Certification Regarding State and Federal Drug-Free Workplace Requirements

Grantees Other Than Individuals

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Tracy Unified School District
1895 West Lowell Avenue
Tracy, CA 95376

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

**Certification Regarding State and Federal Drug-Free Workplace Requirements, page
2 of 2**

Grantees Who Are Individuals

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

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

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

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

Name of Applicant: Tracy Unified School District

Name of Program: Tracy Adult School

Printed Name and Title of Authorized Representative:
Dave Pickering, Director

Signature:  Date: 2-11-11

CDE-100DF Aug-2005

CERTIFICATION REGARDING LOBBYING

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

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

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

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

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

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

Name of Applicant: Tracy Unified School District

Name of Program: Tracy Adult School

Printed Name and Title of Authorized Representative: Dave Pickering, Director

Signature:  Date: 2-11-11

ED 80-0013 (Revised Jun-2004)

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

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

Instructions for Certification

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

Certification

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

Name of Applicant: Tracy Unified School District

Name of Program: Tracy Adult School

Printed Name and Title of Authorized Representative: Dave Pickering, Director

Signature:  Date: 2-11-11

ED 80-0014 (Revised Sep-1990)

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

WORKFORCE INVESTMENT ACT TITLE II SPECIFIC ASSURANCES

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

1. The duly authorized agent of the applicant agrees to submit the following for approval by the CDE Adult Education Office before grant funds can be distributed:
 - a. Program Budget by the due date specified in the Grant Award notification. For additional information, see the *Workforce Investment Act Title II, Adult Education and Family Literacy Act, Section 225, Section 231, and English Literacy and Civics Education, Program Reapplication Guidelines and Requirements 2011-12 (Workforce Investment Act of 1998, Title II §232)*
 - b. Memorandums of Understanding (MOUs) for cooperative arrangements for services (*EDGAR §80.37(a)(1-4) (b)(1-3), and Workforce Investment Act of 1998, Title II §232*).
2. The duly authorized agent of the applicant agrees to fulfill all data collection, surveys, and reporting requirements in an accurate and timely manner (*Workforce Investment Act of 1998, Title II §212 and 224(b), and California State Plan, Chapter 5*)
 - a. Data Foundation and Structure: The duly authorized agent of the applicant agrees to use the state's standardized policies and procedures for intake, placement, goal setting, and follow-up surveys. The agent agrees to implement an assessment and attendance tracking system using the Comprehensive Adult Student Assessment System (CASAS) and TOPSpro software for collecting student information. The duly authorized agent of the applicant agrees that students must attend a minimum of 12 hours before being considered as participating students (*National Reporting System (NRS) Implementation Guidelines, Chapter 1. NRS Measures*).

Note: The CDE will provide TOPSpro software, assessment materials, and staff training to all funded agencies free of charge. If your agency does not use TOPSpro, your data system must be capable of producing all data elements included in TOPSpro and in the same sequence as the TOPSpro reports (Workforce Investment Act of 1998, Title II Sec. 212 and 224(b), and California State Plan, Chapter 5.0).
 - b. Data Collection, Verification, Analysis, and Reporting: The duly authorized agent of the applicant agrees to have staff with clear responsibility for data collection, data entry, attestation, and procedures for correcting errors and resolving missing data. The duly authorized agent of the applicant agrees to use student data for program management and improvement such as evaluating learning gains, teacher performance, and meeting student needs.
3. Professional Development: The duly authorized agent of the applicant agrees to train staff that will be responsible for general NRS requirements including assessment and follow-up policy procedures, and student goal-setting. Staff must receive training on data entry and collection procedures, interpreting reports, the process and ability to conduct follow-up surveys, and data matching procedures.
4. Federal law Title 34 *Code of Federal Regulations 80.21 (i)* requires that any interest earned by grantees on federal dollars be returned to the U.S. Department of Education (ED) if the amount is in excess of \$100. Grantees shall promptly, but at least quarterly, remit interest earned on advances to the California Department of Education for return to the ED.

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

WORKFORCE INVESTMENT ACT TITLE II SPECIFIC ASSURANCES (continued)

5. The duly authorized agent of the applicant agrees to use not less than 95 percent of its approved funds for carrying out adult education and literacy activities. The remaining amount, not to exceed 5 percent, shall be used for planning, administration, personnel development, and interagency coordination. In cases where the cost limits are too restrictive to allow for adequate planning, administration, personnel development, and interagency coordination, the CDE will negotiate with the agency an adequate level of funds to be used for non-instructional purposes (*Workforce Investment Act of 1998, Title II, Section 233*).
6. The duly authorized agent of the applicant agrees to meet state imposed program participation criteria that include, but are not limited to, attendance at CDE-sponsored training related to CASAS, budget development, and program development (*California State Plan 6.1.13*).
7. The duly authorized agent of the applicant agrees to document procedures and guidelines pertaining to their standardized assessment practices. Adult literacy providers may use the *Workforce Investment Act Title II Adult Education and Family Literacy Act Assessment Policy Guidelines* as the policy foundation, in conjunction with Test Administration Manuals, *CASAS Administration Manual for California*, and regional training workshops to provide a basis for development of local procedures, guidelines, and implementation practices.

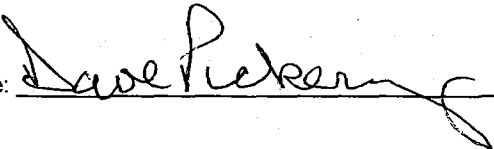
As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above assurances and requirements. It is also understood that failure to comply will result in withholding or forfeiture of Workforce Investment Act Title II funding.

Name of Applicant: Tracy Unified School District

Name of Program: Tracy Adult School

Printed Name and Title of Authorized Representative:

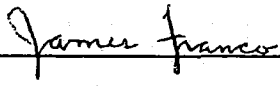
Dave Pickering, Director

Signature:  Date: 2-11-11

I. Grants, Signatures, and Contacts

A. Superintendent/CEO Certification

CERTIFICATION: I hereby agree to comply with all applicable state and federal rules and regulations, and program guidelines and requirements. I certify that to the best of my knowledge, the information contained in this application is correct and complete, and that the attached assurances are accepted as the basic conditions in the operations of this project/program for local participation and assistance.

Superintendent/CEO:	James Franco							
	Signature: 							
Title:	Superintendent							
Telephone:	209 830-3384 1661							
Mailing Address:	1895 West Lowell Avenue Tracy, CA 95376							
Email:	dpickering@tUSD.net							
<table border="1"><thead><tr><th>County</th><th>District/Vendor Code</th><th>Charitable Trust No. (for CBOs only)</th></tr></thead><tbody><tr><td>39</td><td>75499</td><td></td></tr></tbody></table>			County	District/Vendor Code	Charitable Trust No. (for CBOs only)	39	75499	
County	District/Vendor Code	Charitable Trust No. (for CBOs only)						
39	75499							
<small>*The correct Charitable Trust number and District/Vendor code must be provided for the application to be accepted. If necessary, call the Office of the Attorney General at (916) 445-2021 or 445-2022 for verification.</small>								
My agency is a(n):	District							
Indicate your governance method:	School Board							
If you chose "Other" as your governance method above, please specify:								

I. Grants, Signatures, and Contacts

B. Program Administration

Main School/Site:	Tracy Adult School	
Principal/Director:	Name:	Dave Pickering
	Title:	Director of Adult Education and Career and Technical Education
	Telephone:	209 830-3384 1661
	Email:	dpickering@tusd.net
Vice/Asst Principal:	Name:	
	Title:	
	Telephone:	
	Email:	
Mailing Address:	1895 W. Lowell Ave Tracy, CA 95376	

I. Grants, Signatures, and Contacts

C.Program Area Contacts

Title	First name	Last name	Email	Phone
Additional Administrative Personnel				
Adult Education Director	Dave	Pickering	dpickering@tusd.net	(209) 830-3384 x 1661
Administrative Assistant	Nancy	Borges	nborges@tusd.net	(209) 830-3384 x 1662
Fiscal/Budget Administrator	Donna	Ensor	densor@tusd.net	(209) 830-3384
Categorical Program Monitor (CPM)	Dave	Pickering	dpickering@tusd.net	(209) 830-3384 x 1661
Data Accountability Coordinators				
Enrollment/Attendance	Nancy	Borges	nborges@tusd.net	(209) 830-3384 x 1662
J18/19-A Coordinator	Nancy	Borges	nborges@tusd.net	(209) 830-3384 x 1662
A22 Course Approval Coordinator	Nancy	Borges	nborges@tusd.net	(209) 830-3384 x 1662
TOPSpro Coordinator	Diane	Souza	dsouza@tusd.net	(209) 830-3384 x 1663
CASAS Coordinator	Diane	Souza	dsouza@tusd.net	(209) 830-3384 x 1663
Curriculum Coordinators				
ABE Coordinator	Dave	Pickering	dpickering@tusd.net	(209) 830-3384 x 1661
ASE Coordinator	Dave	Pickering	dpickering@tusd.net	(209) 830-3384 x 1661
ESL Coordinator	Dave	Pickering	dpickering@tusd.net	(209) 830-3384 x 1661
CTE Coordinator	Dave	Pickering	dpickering@tusd.net	(209) 830-3384 x 1661
Additional Program Coordinators				
WIA II - 231 Coordinator	Diane	Souza	dsouza@tusd.net	(209) 830-3384 x 1663
WIA II - 225 Coordinator				
WIA II - EL Civics Coordinator	Diane	Souza	dsouza@tusd.net	(209) 830-3384 x 1663
WIA Title I Coordinator	Linda	Dopp	ldopp@tusd.net	(209) 830-3210
CALWorks	Dave	Pickering	dpickering@tusd.net	(209) 830-3384 x 1661
Innovation Program Coordinator	Dave	Pickering	dpickering@tusd.net	(209) 830-3384 x 1661
Carl Perkins Coordinator	David	Pickering	dpickering@tusd.net	(209) 830-3384 x 1661
CBET Coordinator	Diane	Souza	dsouza@tusd.net	(209) 830-3384 x 1663
Even Start Coordinator				

I. Grants, Signatures, and Contacts

D. Funding Requested

Funding may be requested for any section (225, 231, EL Civics) approved in the prior program year. Agencies are permitted to use their funding in all program focus areas within an approved resource code category and claim the payment points earned within that resource code. Payment points may only be generated in programs for which an agency has been approved.

Section 231 programs: Agencies approved in the prior program year for Section 231 funding are permitted to apply for either or both Resource Code categories exhibited in the table below. All eight 231 Program Focus Areas are combined under the two Resource Code categories (3905 and 3913). Agencies may offer programs and earn payment points in any of the eight program focus areas; however, funding will be awarded only to the Resource Code(s) that generated payment points in 2009–10.

For information on specific program focus areas, refer to the Program Reapplication Guidelines and Requirements for 2011–12.

Funding Source	Resource Code	PCA	Program Focus Area	2010–11 Funding Status	2011–12 Applying for
Section 225	3940	13971	Adult Basic Education (ABE) English as a Second Language (ESL) Vocational ESL (VESL) Adult Secondary Education (ASE) Vocational Adult Basic Education (VABE) General Education Development (GED)	No	Not eligible
Section 231	3905	14508	Adult Basic Education (ABE) English as a Second Language (ESL) Vocational English as a Second Language (VESL) Vocational Adult Basic Education (VABE) Family Literacy	Yes	Yes
			ESL-Citizenship [NOTE: Requires CASAS training to administer the Citizenship Interview Test] [May not participate in EL Civics Citizenship Preparation]	No	No
	3913	13978	Adult Secondary Education (ASE) General Education Development (GED)	Yes	Yes
EL Civics	3926	14109	Civic Participation	No	No
			Citizenship Preparation [NOTE: Requires CASAS training to administer the Citizenship Interview Test] [May not participate in Section 231 ESL-Citizenship]	Yes	Yes

II. Additional Program Information

A. Statewide and Local Program Level Completion

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

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

To negotiate the performance goals of California funded agencies, the CDE uses the latest available aggregated performance data of all NRS eligible learners within each of the educational functioning levels. For example, in February 2010, the CDE used the performance of all NRS eligible learners for the 2009-10 program year to negotiate the performance goals for 2010-11.

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

Educational Functioning Level	California Federal Table 4 Program Year 2009-10		Applicant Agency Federal Table 4 Program Year 2009-10	
	Performance Goal	Percentage Completing Level	Section 231 and EL Civics	
			Percentage Completing Level	Comparison to State Goal
ABE Beginning Literacy	27.00 %	31.80 %	27.30 %	+ 0.30
ABE Beginning Basic Education	41.00 %	46.70 %	33.30 %	-7.70
ABE Intermediate Low	37.00 %	45.50 %	25.00 %	-12.00
ABE Intermediate High	26.00 %	30.70 %	55.60 %	+29.60
ASE Low	19.00 %	31.70 %	35.30 %	+16.30
ESL Beginning Literacy	43.00 %	61.60 %	66.70 %	+23.70
ESL Beginning Low	33.00 %	62.10 %	75.00 %	+42.00
ESL Beginning High	48.00 %	58.20 %	45.30 %	-2.70
ESL Intermediate Low	46.00 %	51.80 %	47.70 %	+ 1.70
ESL Intermediate High	43.00 %	47.40 %	49.40 %	+ 6.40
ESL Advanced	21.00 %	22.40 %	23.00 %	+ 2.00

II. Additional Program Information

B. Core Performance Outcome

The NRS also reviews California's Core Performance Outcomes on Table 5. The performance outcomes that are reported each year include:

- High School diploma/GED completion
- Entered postsecondary training
- Entered employment
- Retained employment

The chart below shows the number of core performance outcomes that were reported for the 2009-10 year.

Core Performance Outcome Measures	California Core Performance Outcomes Achieved	Applicant Agency Core Performance Outcomes Achieved
HS Diploma/GED	8,396	69
Entered Postsecondary Ed/Training	688	19
Entered Employment	1,031	2
Retained Employment	916	0



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: ~~MA~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services & Human Resources
DATE: February 18, 2010
SUBJECT: Approve Revised School Site Plan and Budget for Central School

BACKGROUND: Central School's Site Plan and budget for 2010-2011 were approved by the School Board in October 2010; however, there is a need to adjust the budget. The purchase of SMART Boards for Central School was approved in the 2009-2010 Central School Plan; however, the Purchase Orders were never processed by Purchasing due to the need to maintain District cashflow. The Central teachers have attended SMART Board in-services and feel the SMART Boards would be a valuable tool in their lessons to assist implementation of non linguistic representations and Explicit Direct Instructional (EDI).

RATIONALE: Central is a Title I school and is not yet out of Program Improvement. The students at Central School learn more with non linguistic representations such as the kind the SMART Boards can provide. When the staff at Central School were given LCD projectors nearly all of the teachers implemented them into their lessons right away. The lessons built using this technology are amazing. The SMART Boards will enhance the curriculum and instructional strategies. Teachers have already determined how they will use the SMART Boards to boost Explicit Direct Instruction (EDI) lessons and Nancy Fetzner Writing and Reading strategies for students. Central School requests approval to reallocate \$11,800 originally designated to hire a supervision aide. Title I funds may not be used to pay for supervision. The additional \$800.00 will come from Central MAA funds to purchase four SMART Boards for the upper grades. This supports District Goal #1 – Provide a variety of learning opportunities through standards based on 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: Central's Title I, EIA and MAA Funds will provide \$11,800 to cover the cost of four SMART Boards.

RECOMMENDATION: Approve Revised School Site Plan and Budget for Central School.

Prepared by: Nancy Morgan Link, Central School Principal.

Central Elementary School Plan Budget 2010/11

3/1/2011

		Revised 11/23/10					
		<u>Total</u>	<u>*Site</u>	<u>MAA</u>	<u>Title I</u>	<u>EIA</u>	<u>Title III</u>
	10/11 Estimated Allocations	\$ 185,962	\$ 7,560	\$ -	\$ 71,529	\$ 106,873	
	09/10 Carryover	\$ 16,541		\$ 16,541			
	Sub-Total	\$ 202,503	\$ 7,560	\$ 16,541	\$ 71,529	\$ 106,873	\$ -
*	Centralized services 3 teachers CSR & 1 RSP teacher *	\$ 95,795			\$ 95,795		
*	Centralize Services	\$ 18,514			\$ 10,160	\$ 8,354	\$ 5,000
	TOTAL	\$ 316,812	\$ 7,560	\$ 16,541	\$ 177,484	\$ 115,227	\$ 5,000
	(Payroll)					\$ 30,539	
	ALLOCATED TOTALS	\$ 289,077	\$ 4,700	\$ -	\$ 177,484	\$ 106,893	\$ 5,000
Ref	Action Steps (requiring funding)						
	Goal #1: Student Achievement						
			<u>Site</u>	<u>MAA</u>	<u>Title I</u>	<u>EIA</u>	<u>Title III</u>
	Provide direct support to students through centralized services *				\$ 5,664	\$ 8,354	
1.a.1	EL morning classes (extending the school day)					\$ 6,000	
1.a.2	ELL materials					\$ 4,000	
1.a.3	CELDT testing & scoring sub time and teacher time					\$ 2,000	
1.a.4	Consumables					\$ 2,500	
1.a.5	Rosetta Stone					\$ 3,000	
1.a.7	Clerical time					\$ 2,000	
1b.1	Interventions				\$ 1,475	\$ 9,000	
1b.2	Classroom support		\$ 2,000		\$ 8,000		
1b.2	Teacher's Education workbooks					\$ 5,000	
1b.3	Dibles testing and RTI screening				\$ 2,000		
1b.5	SST/retention subs		\$ 200		\$ 750		
1c.4	Testing incentives		\$ 300				
1d.7	Principal/teacher conference on student achievement				\$ 250		
1d.11	Time to develop calendar of HTS, BPS, Curriculum, etc				\$ 3,000		
1d.12	Curriculum Associates				\$ 2,000	\$ 1,000	

Central Elementary School Plan Budget 2010/11

3/1/2011

1d.12	Clerical time to input Curriculum Associates					\$	2,000	
1.d14	CSR Third Grade Teacher					\$	30,539	
1.d15	Centralized services 3 teachers CSR & 1 RSP teacher *					\$	95,795	
	White Boards for all classrooms *					\$	4,500	
	GOAL TOTALS		\$ 2,500	\$ -	\$ 123,434	\$ 75,393	\$ -	
	Goal#2: Attendance							
			<u>Site</u>	<u>MAA</u>	<u>Title I</u>	<u>EIA</u>	<u>Title III</u>	
2.8	Attendance student incentives		\$ 800					
2.9	Attendance staff incentives		\$ 200					
2.11	Club liaison (extending the school day with Boys and Girls				\$ 3,000	\$ 5,000		
	GOAL TOTALS		\$ 1,000	\$ -	\$ 3,000	\$ 5,000	\$ -	
	Goal #3: Diversity & Equity							
			<u>Site</u>	<u>MAA</u>	<u>Title I</u>	<u>EIA</u>	<u>Title III</u>	
3.2	Red Ribbon Week		\$ 500					
3.3	Conflict managers		\$ 200					
3.8	Fred Jones				\$ 2,000			
	GOAL TOTALS		\$ 700	\$ -	\$ 2,000	\$ -	\$ -	
	Goal #4: Staff Development							
			<u>Site</u>	<u>MAA</u>	<u>Title I</u>	<u>EIA</u>	<u>Title III</u>	
4.1	Curriculum Calibration				\$ 7,000			
4.2	EDI Training				\$ 1,000			
4.3	County Coach support				\$ 250			
4.4	Teacher time and subs for lesson observations and lesson studies				\$ 2,000			
4.6	COE Coach to site				\$ 1,000			
4.8	County Instructional Strategies workshops				\$ 9,000			
4.9	Nancy Fetzer				\$ 7,000			
4.1	Leadership team planning time				\$ 4,000			
4.11	Highly tested standards inservice/workshop				\$ 3,000			
	Ongoing technical assistance RSDSS *							\$ 5,000
	GOAL TOTALS		\$ -	\$ -	\$ 34,250	\$ -	\$ 5,000	

3/1/2011

	Goal #5: Parental Involvement						
			<u>Site</u>	<u>MAA</u>	<u>Title I</u>	<u>EIA</u>	<u>Title III</u>
5.3	Website updates				\$ 300		
5.4	Parent appreciation tea		\$ 200				
5.6	Written translations					\$ 2,000	
5.7	Oral translations					\$ 2,000	
5.8	Clerical time for calls and translations					\$ 500	
5.1	Parent Involvement for Quality Education (PK)				\$ 4,000	\$ 6,000	
5.1	Parenting for Academic Success				\$ 2,000	\$ 2,000	
	GOAL TOTALS		\$ 200	\$ -	\$ 6,300	\$ 12,500	\$ -
	Goal #6: Technology						
			<u>Site</u>	<u>MAA</u>	<u>Title I</u>	<u>EIA</u>	<u>Title III</u>
6.1	Accelerated Reader				\$ 3,000		
6.8	Smart Boards				\$ 2,000	\$ 11,000	
6.7	Tech days		\$ 300				
	GOAL TOTALS		\$ 300	\$ -	\$ 5,000	\$ 11,000	\$ -
	Goal #7:						
			<u>Site</u>	<u>MAA</u>	<u>Title I</u>	<u>EIA</u>	<u>Title III</u>
7.3	Paw-some Reader				\$ 1,000		
7.2	Read Across America				\$ 1,000		
7.3	Summer Reading Program				\$ 1,500		
7.5	Build Library (nonfiction titles)					\$ 3,000	
	GOAL TOTALS		\$ -	\$ -	\$ 3,500	\$ 3,000	\$ -



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: ~~Dr. Sheila Harrison~~, Assistant Superintendent of Educational Services and Human Resources
DATE: February 11, 2011
SUBJECT: Approve Overnight Travel for the Tracy High School Academic Decathlon Team to Attend the California Academic Decathlon Competition in Sacramento, CA on March 11-14, 2011.

BACKGROUND: The Tracy High School Academic Decathlon Team requests permission to travel to Sacramento, CA, to participate in the State Finals. The nine members of the starting team, along with Terri Sorgent, teacher/advisor and Anne Bednarz, assistant advisor (retired employee) will attend as chaperones. The team will travel by District van and Terri Sorgent's private vehicle. The team will be staying at the Hyatt Regency Sacramento in Sacramento, CA on March 11-14, 2011.

RATIONALE: After winning the San Joaquin County Academic Decathlon, Tracy High's team will represent San Joaquin County in the State Finals and compete against approximately 60 other schools from every county in the state. This aligns with 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: The San Joaquin County Office of Education will reimburse Tracy Unified School District for the cost of accommodations, transportation and food up to \$2,500. The cost of the van will be funded by the Superintendent's Account Budget. All other funding for this trip will be paid through a combination of fundraising opportunities and personal funding for the participants electing to participate in this competition.

RECOMMENDATION: Approve Overnight Travel for the Tracy High School Academic Decathlon Team to Attend the California Academic Decathlon Competition in Sacramento, CA on March 11-14, 2011.

Prepared by: Jason Noll, Principal, Tracy High School



TRACY
UNIFIED SCHOOL DISTRICT

EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: ~~AK~~ Dr. Sheila Harrison, Assistant Superintendent Educational Services and Human Resources
DATE: February 28, 2011
SUBJECT: Ratify Overnight Travel for West High School Wrestlers to Attend the CIF - State Wrestling Tournament March 3 – 6, 2011 in Bakersfield, California

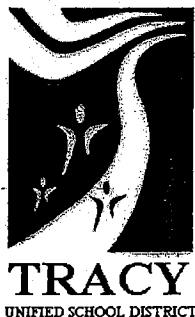
BACKGROUND: The California Interscholastic Federation State Wrestling Championship is a two day event that brings regional competitors together to determine the State Champion by weight class, in California. West High wrestlers participated in a regional competition on February 26 which qualified them for entry into the State Championship matches. There will be six students traveling by District van, driven by Coach Edward Carlos. They will leave on Thursday, March 3, 2011, missing two school days and will have assigned time to complete homework. Mr. Rudy Carranza, assistant wrestling coach, will also accompany the team. The team and coaches will stay at the Courtyard Hotel, 3601 Marriott Drive, Bakersfield, CA. This agenda item needs to be ratified as students are not indentified to be eligible to participate until the weekend prior to the State Finals. This tournament begins on March 3, 2011 prior to the March 8 Board Meeting.

RATIONALE: The individual wrestlers will have the opportunity to represent their school and community at this event and they hope to bring home Tracy's first ever, championship wrestling trophies. The students have worked hard all year to develop their skill and they look forward to this honor. We look forward to participating and affording our athletes the opportunity of exposure to this type of social competition and cultural diversity. This meets Strategic Goal #7 - Develop and Utilize Partnerships that Contribute to the Achievement of District Goals.

FUNDING: The cost is \$1,166.88 for the hotel and meals. There will be no cost to West High or Tracy Unified School District. All expenses will be paid from the West High School ASB Account.

RECOMMENDATION: Ratify Overnight Travel for West High School Wrestling Team to Attend the CIF - State Wrestling Tournament March 3 – 6, 2011 in Bakersfield, California

PREPARED BY: Jeff Frase, Principal - West High School



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: ~~Dr.~~ Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources.
DATE: February 18, 2011
SUBJECT: Approve Agreement for Special Contract Services with Parent Institute for Quality Education (PIQE) to Provide Training Courses for Parents at Central Elementary School.

BACKGROUND: Parents and staff at Central School have expressed a desire to have a professional parent organization help parents develop the skills necessary to help their children be more successful in school. After researching different parent programs, Parent Institute for Quality Education (PIQE) was selected. This training is designed to develop skills and techniques which will enable parents to address the educational needs of their school-aged children. Parents and teachers must work together to ensure the educational success of every child.

RATIONALE: Central Elementary School is a Title 1 School. Continued parent involvement is linked to student achievement and motivating students to stay in school. It is important to provide meaningful opportunities for parents/guardians to be involved in school activities. This supports Strategic Goal #7 Develop and utilize partnerships that contribute to the achievement of District Goals.

FUNDING: Central's Title I and EIA funds will not exceed \$9,000.00 to cover the cost of the parent training courses and \$1,000.00 for child care services.

RECOMMENDATION: Approve Agreement for Special Contract Services with Parent Institute for Quality Education (PIQE) to Provide Training for Parents at Central Elementary School.

Prepared by: Nancy Morgan Link, Principal, Central Elementary School

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 Parent Institute for Quality Education 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 a parent training course for the parents of the children enrolled at Central Elementary School. The training is designed to develop skills and techniques which will enable parents to address the educational needs of their school-aged children.

2. Contractor will provide the above services(s), as outlined in Paragraph 1, for a period of up to a total of 9 HOURS/DAY(s) (circle one), under the terms of this agreement at the following location: Central Elementary School

3. In consideration of the services performed by Contractor, District shall pay Contractor according to the following fee schedule:

a. District shall pay a HOUR/DAY/FLAT RATE (circle one), not to exceed a total of \$ 9,000.00. Contractor shall only be paid for work completed to the satisfaction of District through the termination date of this agreement.

b. District [] ~~SHALL~~ ~~SHALL NOT~~ reimburse Contractor for out-of-pocket expenses incurred during Contractor's performance of the services, including: mileage, meals and lodging in the district rates not to exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed \$ _____ 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 March 15, 2011, and shall terminate on May 3, 2011

5. This agreement may be terminated at any time during the term by either party upon 30 days written notice.

6. Contractor shall contact the District's designee, Nancy Morgan Link at (209) 830-3303 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)/Tax ID #

Date

Title

Address & Phone #

Tracy Unified School District

Date

Title

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.

REF: G:\clyons\Forms\Contract Services Agreement 7 02.doc



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent Educational Services and Human Resources
DATE: February 28, 2011
SUBJECT: Ratify Overnight Travel for Tracy High School Wrestler to Attend the CIF - State Wrestling Tournament March 3 – 5, 2011 in Bakersfield, CA

BACKGROUND: The California Interscholastic Federation State Wrestling Championship is a two day event that brings regional competitors together to determine the State Champion by weight class, in California. Tracy High wrestler Tyler Huckaby participated in a regional competition on February 26 which qualified him for entry into the State Championship matches. He will be driven by Coach Tony Leanos. They will leave on Thursday, March 3, 2011, after school and Tyler will miss school Friday, March 4, 2011. Mr. Jerod Pimental, Assistant Wrestling Coach, will chaperone. Tyler and coaches will stay at the Garden Suites Inn in Bakersfield, CA. This Board Agenda needs to be ratified as Tyler was not identified to be eligible to participate until the weekend prior to the State Finals. This Tournament begins March 3, 2011 prior to the March 8, 2011 Board Meeting.

RATIONALE: Tracy High wrestler Tyler Huckaby will have the opportunity to represent his school and community at this event. He has worked hard all year to develop his wrestling skills and looks forward to this honor. We look forward to giving our athlete the opportunity of exposure to this high level competition. This meets Strategic Goal #7 - Develop and Utilize Partnerships that Contribute to the Achievement of District Goals.

FUNDING: The cost is \$700.00 for the hotel and meals. There will be no cost to Tracy High or Tracy Unified School District. All expenses will be paid from the Tracy High School ASB Account.

RECOMMENDATION: Ratify Overnight Travel for Tracy High School Wrestler to Attend the CIF - State Wrestling Tournament March 3 – 5, 2011 in Bakersfield, CA

PREPARED BY: Jason Noll, Principal - Tracy High School



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: ~~Dr.~~ Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: March 2, 2011
SUBJECT: Approve Overnight Travel for the Tracy High School Mock Trial Team and Advisors to Attend the State Championship in Riverside, CA, on March 24-27, 2011

BACKGROUND: The Tracy High School Mock Trial Team consisting of eighteen students, Bruce Sawyer, Advisor, and Jennifer Gibson, Coach will travel by bus to Riverside, CA, for the State Championship. The team will be staying at the Riverside Marriott in Riverside, CA. The Tracy High School Team has earned first place in Mock Trial for San Joaquin County and has advanced to the state level of competition.

RATIONALE: The Mock Trial competition involves students in playing the roles of attorneys and witnesses in a courtroom presentation. This competition involves aspects of drama, debate, and critical thinking. The San Joaquin County Office of Education, in cooperation with other counties throughout the State, organizes and underwrites this program. This aligns with 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 #7: Develop and utilize partnerships that contribute to the achievement of District Goals.

FUNDING: Lodging and transportation costs will total approximately \$6000.00-\$6500.00. The San Joaquin Office of Education will reimburse costs up to \$2500.00 and will also pay for entry fees. The remaining cost for lodging and transportation will be split by the Superintendent's Office and Tracy High Site Funds. Meals will be an individual responsibility for each student. Advisor meals will be paid by the District (approximately \$400.00).

RECOMMENDATION: Approve Overnight Travel for the Tracy High School Mock Trial Team and Advisors to Attend the State Championship in Riverside, CA, on March 24-27, 2011

Prepared by: Mr. Jason Noll, Tracy High School Principal



TRACY
UNIFIED SCHOOL DISTRICT

EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: ~~Dr. James Franco~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: January 31, 2010
SUBJECT: **Approve Funding and Overnight Travel for the West High Robotics Team to Compete in the VEX World Championship at the ESPN Wide World of Sports Complex in Kissimmee, Florida from April 13 – April 17, 2011**

BACKGROUND: The 2011 VEX Robotics World Championship is a gathering of the top robotics teams from around the world to celebrate their accomplishments and compete with the best of the best. This competition will include 400 top teams from regional VEX Robotics competitions (September 2010 to March 2011). The West High Robotics Team qualified to attend the VEX Robotics Championship by earning a Robot Skills Champion Award at a regional competition in Tracy in October 2010, and by earning a Programming Skills Champion Award and a Tournament Champion Award at a Regional Competition in Turlock in January 2011. This Vex Championship competition is held in Kissimmee, Florida at the ESPN Wide World of Sports Complex. The team will stay at a Quality Inn in Kissimmee. Mr. Moehnke, teacher/advisor, and Ms. Bynum, Academy teacher, will rent minivans to provide necessary transportation between the airport, hotel and convention center. These drivers will meet the necessary insurance criteria prior to the trip. The team will fly into Florida on April 13th and return home on April 17, 2011, missing three days of school. The 26 students will acquire homework from their teachers and will be given time to complete the work throughout the trip. Parents will transport their children to and from the airport on April 13th and April 17th. Mr. Moehnke, teacher/advisor, Marna Bynum, Academy teacher, and 2 parents will chaperone the 26 students throughout the duration of the trip.

RATIONALE: The VEX Robotics Competition requires students to put engineering skills into action. They must design their robot, build it, test it and optimize it. They must trouble shoot problems that arise along the way and work together as a team on all these points. It provides a direct application of many of the West High WASC Expected Student Learning Results, including: being a critical thinker, problem solver, and user of information, technology, and research, being an effective communicator, and being a responsible citizen and team member. This event is not only prestigious, but a great accomplishment for our school and District. This meets Strategic Goal #7 - Develop and Utilize Partnerships that Contribute to the Achievement of District Goals.

FUNDING: Costs for the trip include registration fees for the competition, air fare, lodging, meals, rental cars and sub costs for Mr. Moehnke and Mrs. Bynum for 3 days. The total cost is approximately \$20,000. Each student and chaperone will be responsible for their share of the costs. There will be no cost to Tracy Unified School District other than the initial cost of the substitutes, which will be paid by the Space & Engineering Academy. The team plans to do some fundraising to help offset the cost.

RECOMMENDATION: Approve Funding and Overnight Travel for the West High Robotics Team to Compete in the VEX World Championship at the ESPN Wide World of Sports Complex in Kissimmee, Florida from April 13 – April 17, 2011

PREPARED BY: Jeff Frase, Principal - West High School



TRACY
UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: ~~Dr. James Franco~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services & Human Resources
DATE: February 11, 2011
SUBJECT: Approve Classified, Certificated, and/or Management Employment

BACKGROUND:

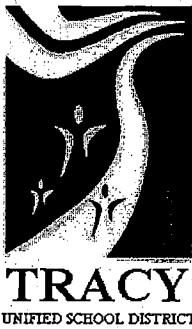
Ciraulo, Brandon

COACHES

Freshman Baseball
West High School
Stipend: \$2,434.02

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
& Human Resources
DATE: February 25, 2011
SUBJECT: Accept Resignations/Retirements/Leave of Absence for Classified,
Certificated, and/or Management Employment

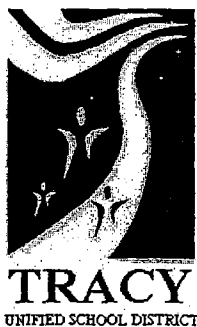
BACKGROUND:

CLASSIFIED RESIGNATION

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Mora, Manuel Food Service Worker	MVMS	2/22/2011	Personal

RECOMMENDATION: Accept Resignations/Retirements/Leave of Absence for Classified,
Certificated, and/or Management Employment

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



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: ~~Dr. James Franco~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: February 23, 2011
SUBJECT: Approve Agreements for Special Contract Services for Assistant Track Coaches Justin Mattos and Sam Cavallaro for the 2010-2011 Season

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

RATIONALE: Sam and Justin are uniquely qualified to assist and enhance the track program at Tracy High School. They have extensive track and weight lifting experience as players, (Sam is a former NCAA All-American for the University of Arizona), and also as coaches. The experience and enthusiasm they bring to the players will ensure the overall success and safety of the program. Their duties will consist of assisting with daily practice, weight room management, scouting, scoring, and athlete supervision.

This aligns with Strategic Goal #2: Provide a safe environment for students and staff that is conducive to learning.

FUNDING: Justin Mattos' stipend will be paid by the District and reimbursed by the Tracy High School ASB account. Sam Cavallaro's stipend will be paid out of the Tracy High School ASB Track account. Expenses will not exceed \$2000.00.

RECOMMENDATION: Approve Agreements for Special Contract Services for Assistant Track. Coaches Justin Mattos and Sam Cavallaro for the 2010-2011 Season

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



TRACY UNIFIED SCHOOL DISTRICT
 District Education Center
 1875 West Lowell Avenue
 Tracy, CA 95376

AGREEMENT FOR SPECIAL CONTRACT SERVICES

(NOTE: This agreement must be accompanied by a purchase requisition or purchase order with the account number noted on the agreement and all insurance certificates including endorsements)

This Agreement, by and between Tracy Unified School District, hereinafter referred to as "District" and SAMUEL CAVALLANO, 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 conditions:

1. Contractor shall perform the following duties: ASSIST W/ COACHING
THS Track + Field
2. Contractor will provide the above service(s), as outlined in Paragraph 1, for a period of up to a total of _____ hours/days under the terms of this agreement.
3. In consideration of the services performed by Contractor, District shall pay Contractor according to the following fee schedule:
 - a. Districts shall pay \$ 1,000 ^{FLAT RATE} ~~per hour~~, not to exceed a total of \$ _____. Contractor shall only be paid for work completed to the satisfaction of District through the termination date of this agreement.
 - b. Districts shall ~~shall not~~ reimburse Contractor for out-of-pocket expenses incurred during Contractor's performance of the services. Reimbursement of expenses shall not exceed \$ _____.
 - c. District shall make payment 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 printing and equipment rental.

1/3

2/3

Agreement for Special Contract Services:

4. The term of this agreement shall commence on 3/10/2011 and shall terminate on 6/10/2011.
5. This agreement may be terminated at any time during the term by either party upon thirty (30) days written notice.

Agreement for Special Contract Services:

Contractor shall contact the District's designee, JAY FISHBURN, at (209) 830-3360 x 2327, with any questions, regarding performance of the services outlined above. District's designee shall determine if and when Contractor has completed the services described.

6. The parties intend that an independent contractor relationship be created by this contract and District assumes no responsibility for worker's 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 Contractor and agrees to hold harmless and to indemnify District for: (an insurance certificate and endorsement shall be provided to the District upon completion and/or signing of this agreement, which must accompany the Board Agenda Request form and Agenda Item).

Any injury to person and 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 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 this or her own cost, expenses 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.

7. This Agreement is for the personal services of the Contractor and may not assign the performance of the services to any person or persons who are not parties to this contract/agreement except for employees of Contractor.
8. Contractor certifies that his or her current employer, if any, is fully cognizant of this Agreement and that payments thereunder are not in conflict with any federal, state or local statutes, rules or regulations, or with any policies of Contractor's current employer.

3/3

Agreement for Special Contract Services:

9. 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.
10. 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:

 Consultant Signature (1)

 Tracy Unified School District (Superintendent
or designee)

Social Security Number/Tax ID #

Date

2-1-11

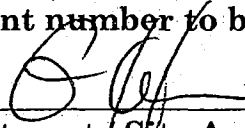
Date

Title

Title

Account number to be charged

 3211 Strawberry Pl.
 Address Tracy Ca 95377

 Athletics 01-0000-0-1110-1000-1105-806-8166

 Department / Site Approval

Phone No. (with area code)

Date Approved by the Board

Send copies to: _____, Financial Services with purchase requisition for processing of payment(s) as noted in the agreement, Facilities Use, Business Services Office, Superintendent's Office with Agenda Item material, Site file

Ref: <https://staff.tusd.net/personal/clyons/Private Documents/Agreements/Agreement for Use of Consultant Services 1 14 05.doc>



TRACY UNIFIED SCHOOL DISTRICT
 District Education Center
 1875 West Lowell Avenue
 Tracy, CA 95376

AGREEMENT FOR SPECIAL CONTRACT SERVICES

(NOTE: This agreement must be accompanied by a purchase requisition or purchase order with the account number noted on the agreement and all insurance certificates including endorsements)

This Agreement, by and between Tracy Unified School District, hereinafter referred to as "District" and JUSTIN MATTOS, 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 conditions:

1. Contractor shall perform the following duties: Assist with coaching Tracy High Track & Field
2. Contractor will provide the above service(s), as outlined in Paragraph 1, for a period of up to a total of _____ hours/days under the terms of this agreement.
3. In consideration of the services performed by Contractor, District shall pay Contractor according to the following fee schedule:
 - a. Districts shall pay \$ 1000 ~~per hour~~ ^{FLAT RATE}, not to exceed a total of \$ _____. Contractor shall only be paid for work completed to the satisfaction of District through the termination date of this agreement.
 - b. Districts shall ~~shall not~~ reimburse Contractor for out-of-pocket expenses incurred during Contractor's performance of the services. Reimbursement of expenses shall not exceed \$ _____.
 - c. District shall make payment 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 printing and equipment rental.

1/3

2/3

Agreement for Special Contract Services:

4. The term of this agreement shall commence on 3/10/2011 and shall terminate on 6/10/2011.
5. This agreement may be terminated at any time during the term by either party upon thirty (30) days written notice.

Agreement for Special Contract Services:

Contractor shall contact the District's designee, Jay Fishburn, at (209) 830-3360 ext 2327, with any questions, regarding performance of the services outlined above. District's designee shall determine if and when Contractor has completed the services described.

6. The parties intend that an independent contractor relationship be created by this contract and District assumes no responsibility for worker's 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 Contractor and agrees to hold harmless and to indemnify District for: (an insurance certificate and endorsement shall be provided to the District upon completion and/or signing of this agreement, which must accompany the Board Agenda Request form and Agenda Item).
- Any injury to person and 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 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 this or her own cost, expenses 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.
7. This Agreement is for the personal services of the Contractor and may not assign the performance of the services to any person or persons who are not parties to this contract/agreement except for employees of Contractor.
8. Contractor certifies that his or her current employer, if any, is fully cognizant of this Agreement and that payments thereunder are not in conflict with any federal, state or local statutes, rules or regulations, or with any policies of Contractor's current employer.

3/3

Agreement for Special Contract Services:

9. 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.
10. 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:

 Consultant Signature (1)

 Tracy Unified School District (Superintendent
 or designee)

Social Security Number/Tax ID #

Date

 1-31-11
 Date

Title

Title

 TTS Athletics 01-0000-0-1110-1105-866-8106
 Account number to be charged

 1421 Audrey Dr.
 Address


 Department/Site Approval

Phone No. (with area code)

Date Approved by the Board

Send copies to: _____, Financial Services with purchase requisition for processing of payment(s) as noted in the agreement, Facilities Use, Business Services Office, Superintendent's Office with Agenda Item material, Site file



BUSINESS SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: W Dr. Casey Goodall, Associate Superintendent for Business
DATE: February 22, 2011
SUBJECT: **Certify Corrective Actions to the 2009-10 Findings and Recommendations of the Independent Annual Financial Report**

BACKGROUND: The board was presented with the annual independent audit in January. The audit included one finding. Each year the Superintendent is required to certify that all corrective actions to the annual independent audit have been reviewed and filed by the district's Governing Board. The Superintendent is also required to assure that corrective procedures have been implemented and will be used in the ensuing years.

RATIONALE: The attached forms document the corrective actions to the audit findings.

FUNDING: None.

RECOMMENDATION: Certify Corrective Actions to the 2009-10 Findings and Recommendations of the Independent Annual Financial Report

Prepared by: Reed Call, Director, Finance



San Joaquin County Office of Education
Mick Founts, Superintendent of Schools

AUDIT FINDING CORRECTIVE ACTION 2009-2010

Tracy Unified School District
San Joaquin County, California

FINDING CATEGORY Internal Controls - Associated Student Body Funds

FINDING # 1

PAGE: # 73

Describe below specific corrective action used in resolving audit finding:

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

Attach all pertinent documentation. Number of attachments for this finding: 21

The District will continue its efforts to correct the above-mentioned issues. District policy directs that the principal is ultimately responsible for the student body organization financial activities. The District will continue to work with the principal to ensure that employees are properly trained, required procedures are followed, and required documentation is prepared.

Our external auditors have done random sampling of Activity Request and Revenue Potential Forms and all related expenditures and have concluded they are being prepared per audit standards. Students now have the ability to review summarized activity through the ASB's accounting system, and the site bookkeeper has procedures in place for receipting documentation. The principal has counseled staff on the importance of following the guidelines set forth in the ASB manual. If procedures are not followed a warning will take place and then discipline action according to the Collective Bargaining Agreement, along with revoking their club leadership and/or doing any type of fundraising.

Complete Sections 1 through 3 prior to approval

Fundraiser or Activity (Circle One)

Section 1: General Information

Name of Activity/Event: Redding Trip

Club/Team Requesting Funds: Volleyball

Date Submitted: 8/6/10

Contact Person: Mahina Tankersley

Phone Number: _____

Activity Start Date: 8/20/10

Activity End Date: 8/21/10

Describe Fundraiser or Activity (Briefly Explain): Camp

Location of Activity: Redding, CA

Time: _____

Team/Club Student Signature _____

Coach/Club Advisor Signature Mahina Tankersley

Section 2: Expenses

P.O.

Vendor	Description of use (Example: Food Expenses)	Proposed	If Needed
La Quinta	Hotel rooms for team	est. 800.00	✓
Mahina Tankersley	Reimburse for activity/food	est. 800.00	
Dave Daily			

Section 3: Revenue Projection

Income: _____

Projected Amount Sold _____

@ \$ Selling Price _____

Total Income _____

Expenses: _____

est. 1600.00

@ \$ Purchase Price _____

Total Expense _____

Total Expenses

\$ -1600.00

Subtract total expense from total income for projected revenue

Projected Revenue

Section 4: Approval (Office Use Only)

Are funds available to cover expenses?

Yes

No

Bookkeeper's Signature _____

Date 8/6/10

☐
☐

Your request has been approved.

Your request has been denied. See the Director of Activities.

ASB Treasurer's Signature _____

Director of Student Activities or Asst. Principal _____

Principal Signature _____

Date 8-12-10

Date 8-12-10

Date _____

Date 8/12/10

Date _____

Section 4: Office use only

Purchase Order Number: # _____

Date Issued: _____

Check # _____

Date Issued: _____

Special Instructions: _____

Distribution:

White: Bookkeeper

Yellow: Club/Team Advisor

Pink: Activities Director

TRANSACTION REQUEST FORM

☒ TRACY HIGH☐ WEST HIGH

REQUEST TYPE

Check ☒Transfer ☐Journal Entry ☐Purchase Order ☐

FOR INFORMATION

Name

Mahina Tankersley

Address

Smart, Final

Date

7-29-10

Submitted by

M. Tankersley

Club Name

Volleyball

Account #

Qty	Units	Description/Invoice #	Unit Price	TOTAL
		Reimburse for snack bar	ed.	400.00
		Supplies 2010-11 season		

Are funds available to cover expenses? Yes ☒ no ☐

Bookkeeper's Authorization Signature

Principal/Designee

ASB Treasurer

Activities/Athletic Dir.

Club Advisor

Tax

S & H

Total

Check # Issued: 12924

Date Issued: 11/17/10

P.O. #:

1577

ACCOUNT NUMBER 60124600020403185
 CREDIT LIMIT 4,000.00
 AVAILABLE CREDIT 3,455.09

 STATEMENT OF ACCOUNT
 AS OF 10/31/10

IN DATE	RECEIVABLE/LINE NO.	PURCHASE ORDER NO.	TRANSACTION AMOUNT	DATE DUE	
10/01/10	4031850157205		52.57	10/31/10	<input checked="" type="checkbox"/> Cater
10/01/10	4031850157206		7.00	10/31/10	<input checked="" type="checkbox"/> C
10/05/10	4031850158313		81.01	11/04/10	<input checked="" type="checkbox"/> Volley
10/25/10	4031850104025		225.91	11/24/10	<input checked="" type="checkbox"/> C
10/26/10	4031850163479		136.33	11/25/10	<input checked="" type="checkbox"/> C
10/29/10	4031850105333		42.09	11/28/10	<input checked="" type="checkbox"/> C

Volleyball - \$81.01

Catering - \$463.90

STATEMENT TOTAL

\$ 544.91

 CURRENT
 544.91

 1 - 30 DAYS
 0.00

 31 - 60 DAYS
 0.00

 61 - 90 DAYS
 0.00

ATTENTION: For accurate payment
 application, please MARK "X" in the box
 and return the whole statement with your
 payment.

\$ 544.91

Smart & Final

Food Service, Wholesale Groceries and Janitorial Supplies

 Statement of Account
 As of 10/31/10

PAYMENT DUE: \$ 544.91


PLEASE WRITE ACCOUNT NUMBER ON ALL CHECKS

 P.O. Box 910948
 Los Angeles, CA 90091-0948
 1-800-654-3592 • 1-800-269-7897

000000000060124600020403185 000054491

130559 1102 0 004343 000001 005102/007070

 TRACY HIGH SCHOOL STUDENT BODY
 315 E 11TH STREET
 TRACY CA 95376


 SMART & FINAL
 P.O. Box 910948
 Los Angeles CA 90091-0948


ATTENTION...ENTIRE STATEMENT REQUIRED WITH PAYMENT.



Smart & Final.

The Smaller Faster Warehouse Store

Welcome To Our Tracy
Store # 595

Store # 595

See Us On The WEB www.smartandfinal.com

Cashier: Jeff Marrone

TIME 13:27:32

10/05/10		
PEPSI	0120000000171	7.99 FD
+CRV	10032	1.20
CHEESE SAUC	039000060226	5.69 F
Was \$5.99 / YOU SAVED ->		\$.30
M&M VRTY PK	040000214274	14.49 F
CHO BAR VRT	040000354864	15.79 F
SKITTLES	040000011606	17.79 F
MRCHN CHICK	041789901218	2.99 F
Was \$3.49 / YOU SAVED ->		\$.50
AIRHEADS	073390004507	8.19 F
TURKEY FRAN	042222812306	3.49 F
Was \$3.89 / YOU SAVED ->		\$.40
6" HOTDG BU	041512012976	2.59 F
		80 21

SUBTOTAL
SALES TAX
TOTAL

80.21
.80

SFI CHARGE
Acct # *****3185
CASH
TENDER
CHANGE

81.01

CASH
TOTAL NUMBER OF ITEMS THIS VISIT--> 9

Smart & Final Store # 595
1150 W. 11th. Street
Tracy, CA 95376
TIME 12:28:49

DATE 10/05/10 TIME 13:28:49
Account # ***** 3185
Tender Type SFI CHARGE
Expiration Date: 12/15
Reference # 158313
APPRVL CODE 542309 B
Reason Code RM00 TOTAL 81.01

10/05/10

13:30:27 OP# 8012028 10/05/10
Term:3 Trans # 215 Store # 595

1 (209) 833-0320

We want to know your thoughts
so we can serve you better!

Complete our customer survey
and be entered to win a

\$200 SmartCash Card

Please visit
<http://www.smartandfinal.com/survey/925664>
within 5 days of this shop!

I.O. #: 1577

11/17/2010 Smart & Final \$ 544.91 Five hundred forty-four and 91/100
 Inv# 10/31/10

Check Details:
 Inv# 10/31/10

REORDER FROM YOUR LOCAL SAFEGUARD DISTRIBUTOR IF UNKNOWN CALL 800-523-2422

HTZXD30010000 V09SF005451

			TOTAL
	new bar	ed	400.00
	supplies 2010-11 season		

Are funds available to cover expenses? Yes ☒ no ☐

Bookkeeper's Authorization Signature

Principal/Designee

ASB Treasurer

Activities/Athletic Dir.

Club Advisor

Check # Issued: 12924

Date Issued: 11/17/10

Tax

S & H

Total

P.O. #:

1577

TRACY UNIFIED SCHOOL DISTRICT TRANSACTION REQUEST FORM

<input type="checkbox"/>	KIMBALL HIGH
<input checked="" type="checkbox"/>	TRACY HIGH
<input type="checkbox"/>	WEST HIGH

REQUEST TYPE

☐ Check
☐ Transfer
☐ Journal Entry
☐ Purchase Order

VENDOR INFORMATION

Name La Quinta Inn

Address _____

Phone _____

Date 8-6-10

Submitted by M. Tankersley

Club Name Volleyball Account # _____

Qty	Units	Description/Invoice #	Unit Price	TOTAL
5		Rooms for Redding Trip/Camp Volleyball		501.20

Are funds available to cover expenses? ☒ Yes ☐ no

Bookkeeper's Authorization Signature _____

Principal/Designee May

ASB Treasurer Jordan Zencat

Activities/Athletic Dir. Alaina Carter

Club Advisor Mahina Tankersley

Check # Issued: 12516

Date Issued: 8/6/10

P.O. #: _____

Tax _____

S & H _____

Total 501.20



LA QUINTA INN REDDING
2180 HILLTOP DRIVE
REDDING, CA 96002
530-221-8200

Tracy High, team
x
REDDING, CA 96002
Company: GROUP

Folio#: 0912117523

Room: 141

Arrival: 08/20/10

Departure: 08/21/10

Returns Club No.:

Voucher/Ship/PO:

Trans #	Date	Description	Charges	Payments	Balance
393008	8/20/2010	CHECK 12516	\$0.00	\$501.20	(\$501.20)
				Balance:	(\$501.20)

Method of Pay:

Signature:

THANK YOU
WE APPRECIATE YOUR BUSINESS



LA QUINTA INN REDDING
2180 HILLTOP DRIVE
REDDING, CA 96002
530-221-8200

racy High, team

REDDING, CA 96002

Company: GROUP

Folio#: 0912117523

Room: 141

Arrival: 08/20/10

Departure: 08/21/10

Returns Club No :

Voucher/Ship/PO:

Trans #	Date	Description	Charges	Payments	Balance
393008	8/20/2010	CHECK 12516	\$0.00	\$501.20	(\$501.20)
393078	8/20/2010	Rm: 133 User Override	\$89.10	\$0.00	(\$412.10)
393079	8/20/2010	TAX - OCCUPANCY - CITY	\$11.14	\$0.00	(\$400.96)
393082	8/20/2010	Rm: 135 User Override	\$89.10	\$0.00	(\$311.86)
393083	8/20/2010	TAX - OCCUPANCY - CITY	\$11.14	\$0.00	(\$300.72)
393084	8/20/2010	Rm: 137 User Override	\$89.10	\$0.00	(\$211.62)
393085	8/20/2010	TAX - OCCUPANCY - CITY	\$11.14	\$0.00	(\$200.48)
393086	8/20/2010	Rm: 139 User Override	\$89.10	\$0.00	(\$111.38)
393087	8/20/2010	TAX - OCCUPANCY - CITY	\$11.14	\$0.00	(\$100.24)
393088	8/20/2010	Rm: 141 User Override	\$89.10	\$0.00	(\$11.14)
393089	8/20/2010	TAX - OCCUPANCY - CITY	\$11.14	\$0.00	\$0.00
				Balance:	\$0.00

Method of Pay: Cash

Signature:

EXPRESS CHECK OUT

Thank you for being our guest. We hope your stay with us has been an enjoyable one. For your convenience we are offering express check out service.

- Attached you will find a copy of your account as it appeared this morning.
- Please review the account and if all charges appear correct the attached copy is yours to keep.
- You don't need to stop by the front desk, just call "0" to let us know you are using the Express Check Out and **leave your key in the room.**
- If additional expenses are incurred after receiving your express check out bill you may stop by the front desk to settle the additional charges or we will revise your credit card total and upon your request mail an updated receipt.

General Manager

Again, it has been our pleasure serving you and we look forward to seeing you again in the very near future.

8/13/2010 La Quinta Inn & Suites \$ 501.20 Five hundred one and 20/100
5 Rooms for Redding 2010 Volleyball Camp

Check Details:

5 Rooms for Redding 2010 Volleyball Camp

SAFEGUARD REORDER FROM YOUR LOCAL SAFEGUARD DISTRIBUTOR IF UNKNOWN CALL 800-523-2422 H7ZXD30010000 V09SE005451

Method of Pay:

Signature:

THANK YOU
WE APPRECIATE YOUR BUSINESS

Complete Sections 1 through 3 prior to approval

Fundraiser or Activity (Circle One)

Section 1: General Information

Name of Activity/Event: Homecoming Rally 242

Club/Team Requesting Funds: ASB

Date Submitted: 9-16-10

Contact Person: Jordan Tencati

Phone Number: 209-855-1038

Activity Start Date: 9/29

Activity End Date: 9/29

Describe Fundraiser or Activity (Briefly Explain): use carriage and confetti

Location of Activity: football field

Time: 7:00

Jordan Tencati
Team/Club Student Signature

[Signature]
Coach/Club Advisor Signature

Section 2: Expenses

Vendor	Description of use (Example: Food Expenses)	Proposed	P.O. If Needed
Confetti Ex	confetti blasters, materials	1,727.03	
Rolling H Carriages	horse drawn carriage	200.00	

Section 3: Revenue Projection

Income: 0

Projected Amount Sold

@ \$ Selling Price

= Total Income

Expenses: 1,927.03

Total Expenses

@ \$ Purchase Price

= Total Expense

\$ 1,927.03

Subtract total expense from total income for projected revenue

Projected Revenue

Section 4: Approval (Office Use Only)

Are funds available to cover expenses?

☒ Yes

☐ No

[Signature]
Bookkeeper's Signature

9-16-10
Date

☐

Your request has been approved.

☐

Your request has been denied. See the Director of Activities.

[Signature]
ASB Treasurer's Signature

9-16-10
Date

[Signature]
Director of Student Activities or Asst. Principal

9-16-10
Date

[Signature]
Principal Signature

9/16/10
Date

Section 4: Office use only

Purchase Order Number: # _____

Date Issued: _____

Check # _____

Date Issued: _____

Special Instructions: _____

TRACY UNIFIED SCHOOL DISTRICT

TRANSACTION REQUEST FORM

☐ KIMBALL HIGH
☒ TRACY HIGH
☐ WEST HIGH

REQUEST TYPE

Check ☐

Transfer ☐

Journal Entry ☐

Purchase Order ☒

VENDOR INFORMATION

Name Confetti FX

Address 1028 S. Silver Star
way Anaheim, Hills Ca 92808

Phone 714-270-2153

Date 9/14

Submitted by Jordan Fencati

Club Name ASB Account # _____

Qty	Units	Description/Invoice #	Unit Price	TOTAL
1		confetti blasters		1,235.00

Are funds available to cover expenses? ☒ Yes ☐ no

Bookkeeper's Authorization Signature _____

Principal/Designee _____

ASB Treasurer _____

Activities/Athletic Dir. _____

Club Advisor _____

Check # Issued: 12651

Date Issued: 9-17-10

P.O. #: 1644

Tax 94.93
 S & H 397.10
 Total 1727.03

"The ULTIMATE 3-D Experience"

Address: 1028 S. Silver Star Way, Anaheim Hills, CA 92808
Phone: (toll free) 877-626-6338 or (Sales Manager) 714-270-2153 - FAX 714-281-1503
Email: John vanKeeken: john.confettifx@yahoo.com or
Richard Tanimoto: richard.confettifx@yahoo.com
Thank you for your order!!

PURCHASE ORDER



PO-1644

DATE	PURCHASE ORDER NO
09/16/2010	1644

TITLE / DESCRIPTION
ASB - Blasters

REQ #	REQ DATE
	09/16/2010

Confetti FX
1028 S. Silver Star Way
Anaheim Hills, CA 92808

REQUESTED BY	AUTHORIZED BY
Alayna Carter	Jason Noll

ITEM	QTY	UNIT COST	TAX	FREIGHT	TOTAL
Confetti Blaster	1	1,235.00	0.00	0.00	1,235.00
Tax	1	94.93	0.00	0.00	94.93
Mileage	1	397.10	0.00	0.00	397.10
TOTALS:		\$ 1,727.03	\$ 0.00	\$ 0.00	\$ 1,727.03

Alayna Carter 9/16/10
SIGNATURE DATE

SIGNATURE DATE

CONFETTI FX, LLC

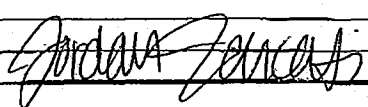
"The ULTIMATE 3-D Experience"

Invoice

Client:	Tracy High School	Invoice Number:	THS-S100929-1
Mailing Address:	315 E. 11th St.	P.O. Number:	1644
	Tracy, CA. 95376	Date of the Show:	9/29/10
Attn:	Jordan Tencati	Show Starts at:	TBD
Phone #:	209-830-3360 / 209-855-1038 cell	Show Ends at:	TBD
FAX:	209-830-3361		
email:	batting4god921@aol.com	Order Date:	9/14/10

Location of Show & Notes to Operator: **Football Stadium**
To be shot over Students on Home side of Football Stadium
JVK when King and Queen are announced

MC/Visa/Discover:	Expiration Date:
Name on the Card:	3-digit Security Code:

Quantity Ordered	Item #	Description	Unit Price	Total Price
1		Silver 4 Cannon Metallic/PVC Streamer		\$1,085.00
		Production Package		
	colors:	Green/Gold		
1		Operator Perdeim		\$150.00
	Accepted x			
	IMPORTANT			
	Please sign and fax back with a PO or deposit as soon as possible			
	so that we can order your product and reserve your equipment			
	THANK YOU			
	"Academic Discount Applied"			

Terms and Conditions:

Payment due upon receipt of invoice.

Checks are payable to Confetti FX, LLC.

A **50% non-refundable** deposit is due upon time of order. **Remaining 50% balance is due upon receipt of final invoice.** All sales are final.

Warning: Confetti FX, LLC is not responsible for end use of confetti.

Clean-up services is only provided in the Venue area where confetti is shot, unless other arrangements are made.

Total Merchandise:	\$1,235.00
Discounts:	
8.75% CA Sls. Tax:	\$94.93
Deposit:	
Mileage	\$397.10
Previous Balance:	
Shipping and Handling:	
Balance Due:	\$1,727.03

Address: 1028 S. Silver Star Way, Anaheim Hills, CA 92808

Phone: (toll free) 877-626-6338 or (Sales Manager) 714-270-2153 - FAX 714-281-1503

Email: John vanKeeken: john.confettifx@yahoo.com or

Richard Tanimoto: richard.confettifx@yahoo.com

Thank you for your order!!

9/17/2010 Confetti FX \$ 1,727.03 One thousand seven hundred twenty seven and 0..

PO# 1644 - ASB - Blasters

Check Details:

PO# 1644 - ASB - Blasters

REORDER FROM YOUR LOCAL SAFEGUARD DISTRIBUTOR IF UNKNOWN CALL 800-573-2422

H7ZXD30010000 V095F005451

SE5001N1

SAFEGUARD

Description/Invoice #		Unit Price	TOTAL
1	confetti blasters		1,235.00

Are funds available to cover expenses? ☒ Yes ☐ no

Bookkeeper's Authorization Signature

Principal/Designee

ASB Treasurer

Activities/Athletic Dir.

Club Advisor

Tax

S & H

Total

94.93

397.10

1727.03

Check # Issued: 12651

Date Issued: 9-17-10

P.O. #:

1644

TRACY UNIFIED SCHOOL DISTRICT TRANSACTION REQUEST FORM

<input type="checkbox"/>	KIMBALL HIGH
<input checked="" type="checkbox"/>	TRACY HIGH
<input type="checkbox"/>	WEST HIGH

REQUEST TYPE

Check ☐
 Transfer ☐
 Journal Entry ☐
 Purchase Order ☒

VENDOR INFORMATION

Name Rolling H Carriage
 Address P.O. Box 618
Denair, CA 95316
 Phone 209-632-1801

Date 9/10

Submitted by Jordan Tencati

Club Name ASB Account # _____

Qty	Units	Description/Invoice #	Unit Price	TOTAL
1		horse drawn carriage		200.00

Are funds available to cover expenses? Yes ☒ no ☐

Bookkeeper's Authorization Signature _____

Principal/Designee [Signature]

ASB Treasurer [Signature]

Activities/Athletic Dir. [Signature]

Club Advisor _____

Tax _____

S & H _____

Total 200.00

Check # Issued: 12666

Date Issued: 9/17/10

P.O. #: 1643

Rolling H Carriage Company

Invoice

9/15/2010

P.O. Box 618
Denair, CA 95316
tim@rollinghcarriage.com
209 632-1801

Bill To
Tracy High School ASB 315 E. 11th Street, Tracy, CA 95376

Horse and Carriage Service for Tracy High School Homecoming Ceremony	\$575.00
Non Profit donation	(\$375.00)
Balance Due	\$200.00

Rolling H Carriage Company
CONTRACT FOR PROFESSIONAL SERVICES

Terms of this contract, **Rolling H Carriage Company/Tim Holveck (209) 632-1801** is pleased to
with:

Name: Tracy High School ASB	Phone: 209 855-1038
Address: 315 E 11th Street	
City Tracy	State CA ZIP 95376
E Mail address Batting4God921@aol.com	
Date of Event: September 29, 2010	
Time of Event: 7:00 P.M.	
Event Location: Tracy High School Stadium	
Colors: Green and Gold	

Service Description:

Provide horse and carriage for 1 hours

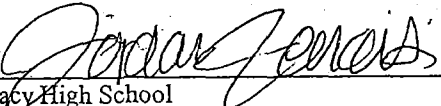
Terms of Agreement:

1. Services described above will be provided for \$200.00
2. Tracy High School shall provide to Rolling H Carriage Company no later than 14 days prior to the event, all details necessary for the completion of a quality experience.
3. This contract permanently binds the parties named herein to fulfill the obligations of this agreement unless both parties mutually agree in writing to cancel the agreement no less than 15 days prior to the event.
4. Either party may individually cancel the agreement by providing a written notice of cancellation no later than 30 days prior to the scheduled event.
5. It is agreed by all parties entering into this contract that photographs, videos or feeds resulting from the event may be used by either party for promotional purposes without legal or binding obligation to the other party.
6. Rolling H Carriage Company shall not be held liable for any damages, loss, or theft which occurs during the event including damage to or loss of gowns, tuxedos, jewelry or accessories owned by any attendees, guests or employees of the event.

Payment Terms:

50% payment due upon award of contract to hold date. 50% final payment due upon arrival at event.

I understand and agree to the terms and conditions described herein:

	9/16
Tracy High School	Date
Tim Holveck, Rolling H Carriage Company	Date

PURCHASE ORDER



PO-1643

Awesome Printing
2954 Teagarden St.
San Leandro, CA 94577


DATE	PURCHASE ORDER NO
09/16/2010	1643

TITLE / DESCRIPTION
ASB - Carriage

REQ #	REQ DATE
	09/16/2010

REQUESTED BY	AUTHORIZED BY
Alayna Carter	Jason Noll

ITEM	QTY	UNIT COST	TAX	FREIGHT	TOTAL
Horse Drwan Carriage	1	200.00	0.00	0.00	200.00
TOTALS:		\$ 200.00	\$ 0.00	\$ 0.00	\$ 200.00


SIGNATURE

9/16/10
DATE

SIGNATURE

DATE

7/2010 Rolling H Carriage \$ 200.00 Two hundred and 00/100

PO#1643

Check Details:

PO#1643

SF500TINL3

REORDER FROM YOUR LOCAL SAFEGUARD DISTRIBUTOR IF UNKNOWN, CALL 800-523-2422

H7ZXD30010000

V09SF005451

SAFEGUARD LITHO USA SF500TINL3

AGREEMENT FOR SPECIAL CONTRACT SERVICES

(NOTE: This agreement must be accompanied by a purchase requisition or purchase order with the account number noted on the agreement and all insurance certificates including endorsements)

This Agreement, by and between Tracy Unified School District, hereinafter referred to as "District" and Rolling H Carriage, 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 conditions:

1. Contractor shall perform the following duties:

Escort Queens into Stadium for Homecoming

2. Contractor will provide the above service(s), as outlined in Paragraph 1, for a period of up to a total of 2 hours days under the terms of this agreement.

3. In consideration of the services performed by Contractor, District shall pay Contractor according to the following fee schedule:

- a. Districts shall pay \$ 200 per hour, not to exceed a total of \$ 200. Contractor shall only be paid for work completed to the satisfaction of District through the termination date of this agreement.
- b. Districts shall not reimburse Contractor for out-of-pocket expenses incurred during Contractor's performance of the services.
- c. District shall make payment 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 printing and equipment rental.

TRACY UNIFIED SCHOOL DISTRICT
TRACY HIGH SCHOOL
CORRECTIVE ACTION
6/30/2011

Objective: To determine whether transaction request forms are being completed in conjunction with all activity request and revenue potential recap forms.

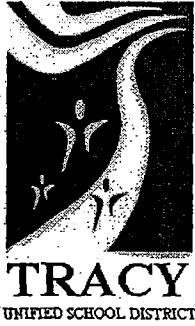
Procedure: Select a random sample of Activity Request and Revenue Potential Recap forms throughout current year and test attributes 1-5 noted below.

Attributes

- 1 Activity Request and Revenue Potential Recap form is complete and contains all necessary signature approvals.
- 2 Traced expenditure to prior dated Transaction Request Form.
- 3 Transaction Request Form contains all necessary signature approvals.
- 4 Sufficient disbursement back up on file.

SAMPLE #	DATE ACTIVITY APPROVED	ACTIVITY NAME	DATE OF ACTIVITY	VENDOR(S) NOTED ON ACTIVITY REQ/REV POT	ESTIMATED EXPENDITURES	CHECK NUMBER	CHECK DATE	CHECK AMOUNT	DESCRIPTION OF EXPENSE	ATTRIBUTES				NOTES
										1	2	3	4	
1	8/6/2010	VOLLEYBALL CAMP	8/20-8/21/10	LA QUINTA	\$ 800.00	12516	8/13/2010	\$ 501.20	HOTEL ROOMS	✓	✓	✓	✓	
				MAHINA TANKERSLEY	\$ 800.00	12924	11/17/2010	\$ 400.00	REIMBURSE FOR FOOD/ACTIVITY	✓	✓	✓	✓	
				DAVO DAILY	none noted	n/a	n/a	n/a	n/a	✓	na	na	na	No expenses noted for this individual
2	9/16/2010	HOME COMING RALLY	9/29/2010	CONFETTI FX	\$ 1,727.03	12651	9/17/2010	\$ 1,727.03	CONFETTI BLASTERS	✓	✓	✓	✓	
				ROLLING H CARRIAGES	\$ 200.00	12666	9/17/2010	\$ 200.00	HORSE DRAWN CARRIAGE	✓	✓	✓	✓	
3	9/21/2010	HOME COMING SUPPLIES	9/16-10/1/10	LYNN JOSSEY	\$ 120.00	12670	9/22/2010	\$ 65.79	FAVORS FOR CAR SECTIONS	✓	✓	✓	✓	
				LYNN JOSSEY	\$ 250.00	12671	9/22/2010	\$ 163.25	FAVORS FROM PARTY CITY	✓	✓	✓	✓	
				RYAN BLACK	\$ 100.00	none noted	na	na	SUPPLIES	✓	na	na	na	No expenses noted out of class of 2012 account
				JENNY BARWIG	\$ 200.00	12754	10/14/2010	\$ 84.78	SUPPLIES	✓	✓	✓	✓	
				VICKI HEADLEY	\$ 300.00	12772	10/14/2010	\$ 275.19	SUPPLIES	✓	✓	✓	✓	
				LYNN JOSSEY	\$ 300.00	12700	10/5/2010	\$ 88.66	SUPPLIES	✓	✓	✓	✓	
4	9/22/2010	MECHA TSHIRT SALES	9/24-10/30	TRACY AWARDS EMBROIDERY	\$ 1,030.00	12723	10/7/2010	\$ 1,120.13	T SHIRT SALE	✓	✓	✓	✓	
5	8/20/2010	JUNIOR ACADEMY FIELD TRIP ALCATRAZ	10/22-11/2/10	ALCATRAZ CRUISES, LLC	\$ 2,225.00	12729	10/7/2010	\$ 2,225.00	TICKETS/TOUR	✓	✓	✓	✓	
				STORER COACHWAYS	\$ 2,300.00	none	none	none	TRANSPORTATION	✓	na	na	na	has not received invoice from district yet
				TUSD	\$ 500.00	12947	11/18/2010	\$ 402.56	SUBS FOR TEACHERS	✓	✓	✓	✓	
6	11/19/2010	CHOIR WINTER CONCERT	12/7/2010	RANDY MCMILLAN	\$ 50.00	13016	12/9/2010	\$ 50.00	MUSICAL PERFORMANCE	✓	✓	✓	✓	
7	12/16/2010	WRESTLING TOURNAMENT FEE	12/18/2010	LODI HIGH SCHOOL	\$ 250.00	13044	12/16/2010	\$ 250.00	ENTRY FEE	✓	✓	✓	✓	

Conclusion: It appears that Transaction Forms are being completed for all Activity Request and Revenue Potential expenditures.



BUSINESS SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent, Business Services
DATE: February 16, 2011
SUBJECT: Authorize the Director of Transportation to Bid and Award the Purchase of Two Additional Special Education Buses to Accommodate Growth in the Curb-to-Curb Transportation Program for the 2011-12 School Year

BACKGROUND: During the month of August 2010, the Board approved the purchase of three additional special education buses to deal with increased ridership, primarily as a result of absorbing transportation routes previously managed by the San Joaquin County Office of Education.

RATIONALE: Since August, that time, ridership has increased by approximately 50 students, and this rate of growth is anticipated to continue for the remainder of this year and next year.

FUNDING: Two additional buses for anticipated growth in the program will not exceed \$150,000. Fuel and maintenance for the new routes would be approximately \$40,000 per year.

RECOMMENDATIONS: Authorize the Director of Transportation to Bid and Award the Purchase of Two Additional Special Education Buses to Accommodate Growth in the Curb-to-Curb Transportation Program for the 2011-12 School Year

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

