

NOTICE
REGULAR MEETING OF THE GOVERNING BOARD
TRACY UNIFIED SCHOOL DISTRICT

DATE: TUESDAY, JANUARY 10, 2012

**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 Finding of Fact #11-12/30, 32, 33, 36, 37, 38, 39, 40, 41

3.1.2 Application for Reinstatement #11-12/40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66

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

3.1.3 Application for Enrollment #11-12/6, 7

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

3.1.4 Waiver of Expulsion #11-12/4

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

3.2 Human Resources:

3.2.1 Consider Non-Paid Leave of Absence Request for Classified Employee #UCL-159, Pursuant to Article XXIII

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 Finding of Fact #11-12/30, 32, 33, 36, 37, 38, 39, 40, 41

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

6b Report Out of action Taken on Application for Reinstatement #11-12/40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66

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

6c Report Out of Action Taken on Application for Enrollment #11-12/6, 7

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

6d Report Out of Action Taken on Waiver of Expulsion #11-12/4

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

6e Report Out of Action Taken on Consider Non-Paid Leave of Absence Request for Classified Employee #UCL-159, Pursuant to Article XXIII

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

7. Approve Regular Minutes of December 13, 2011.

1-9

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

8. Student Representative Reports: None.

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

9.1 Recognize and Congratulate Students Winners of the NCTE Achievement in Writing Awards for 2011

9.2 Freiler School Update on Staff Development Initiatives to Support Student Achievement

9.3 Duncan Russell/Willow Update on Staff Development Initiatives to Support Student Achievement

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. You may obtain copies of the policy from Human Resources, and staff will assist you.

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|---|---------|
| 11. Information & Discussion Items: An opportunity to present information or reports concerning items that may be considered by Trustees at a future meeting. | |
| 11.1 Administrative & Business Services: | |
| 11.1.1 Receive Report on Governor's January 2012-13 Budget Proposal | 10 |
| 12. PUBLIC HEARING: | |
| 12.1 Human Resources: | |
| 12.12.1 Receive Public Comments Regarding Negotiations with the Tracy Educators Association (TEA) and the Tracy Unified School District (TUSD) for a Successor Agreement | 11 |
| 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 Approve Monthly Budget Adjustment Report – June, July, 2011 | 12-20 |
| 13.1.2 Approve Monthly Budget Adjustment Report – August, September, 2011 | 21-29 |
| 13.1.3 Approve Revolving Cash Fund Reports for June, July, 2011 | 30-32 |
| 13.1.4 Approve Revolving Cash Fund Reports for August, September, 2011 | 33-36 |
| 13.1.5 Approve Payroll Reports for July, 2011 | 37-44 |
| 13.1.6 Approve Payroll Reports for August, September, 2011 | 45-57 |
| 13.1.7 Approve Accounts Payable Warrants Report for June, July, 2011
(Separate Cover Item) | 58 |
| 13.1.8 Approve Accounts Payable Warrants Report for August, September, 2011
(Separate Cover Item) | 59 |
| 13.1.9 Ratify Measure E Related Expenditures and Notice of Completions
Which Meet the Criteria for Placement on the Consent Agenda | 60-61 |
| 13.1.10 Ratify Measure S Related Expenditures and Notice of Completions Which
Meet the Criteria for Placement on the Consent Agenda | 62-63 |
| 13.1.11 Approve Amendment to 2012 Committees to Include the Addition of Bill
Swenson on CALSSD Committee | 64 |
| 13.2 Educational Services: | |
| 13.2.1 Ratify Contract with the Learning Fountain, Inc. for the 2011-2012
School Year | 65-67 |
| 13.3 Human Resources: | |
| 13.3.1 Approve Classified, Certificated and/or Management Employment | 68-69 |
| 13.3.2 Accept Resignations/Retirements/Leaves of Absence for Classified,
Certificated, and/or Management Employment | 70-71 |
| 14. Action Items: Action items are considered and voted on individually. Trustees receive background information and staff recommendations for each item recommended for action in advance of scheduled meetings and are prepared to vote with knowledge on the action items. | |
| 14.1 Administrative & Business Services: | |
| 14.1.1 Adopt Revised Board Policy and Administrative Regulation 1330.1
Facility Use (Second Reading, Intent to Adopt) | 72-104 |
| Action: Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain___. | |

- 14.1.2 Consider Suggested Names for the Tracy High School
Administration/Classroom Building

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

14.2 Educational Services:

- 14.2.1 Accept California Academic Partnership Program (CAPP) Grant: Using
Formative Assessment Processes to Improve Algebra and Secondary
Math Preparedness and Performance

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

- 14.2.2 Approve Issuing and Requiring Tickets for the 2012 High School
Graduation Ceremonies

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

- 14.2.3 Update on Measure E Facilities Projects and Approve Moving Forward
with the Priority 1 Project List

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

14.3 Human Resources:

- 14.3.1 Adopt the District's Sunshine Proposal for the Tracy Educators
Association (TEA) for a Successor Agreement

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 January 24, 2012
17.2 February 14, 2012
17.3 February 28, 2012
17.4 March 13, 2012
17.5 March 27, 2012

18. **Upcoming Events:**

- | | | |
|------|-------------------|-------------------------------|
| 18.1 | January 16, 2012 | to No School, MLK Day |
| 18.2 | February 13, 2012 | No School, Lincoln's Birthday |
| 18.3 | February 20, 2012 | No School, Presidents' Day |
| 18.4 | April 6-13, 2012 | No School, Spring Break |
| 18.5 | May 28, 2012 | No School, Memorial Day |
| 18.6 | June 1, 2012 | Last Day of School |

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 aid 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, December 13, 2011**

- 5:20 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
- 7:05 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** Finding of Fact #11-12/20, 23, 24, 25, 26, 27, 28, 29, 31, 35
Action: Guzman, Crandall. **Vote:** Yes-7; No-0.
6b Report Out of action Taken on Request to Expunge Expulsion Records
#11-12/#1 (1016777)
Action: **Vote:** Yes-7; No-0.
6c Report Out of Action Taken on Waiver of Expulsion #11-12/2
Action: **Vote:** Yes-7; No-0.
6d Report Out of Action Taken on PE Exemption WHS#10211374,
WHS #1019620
Action: **Vote:** Yes-7; No-0.
6e Report Out of Action Taken on PE Application for Reinstatement #11-12/#39
Action: As amended. **Vote:** Yes-7; No-0.
- Employees Present:** J. Cardoza, C. Minter, L. Dopp, R. Call, S. Prioste, J. McGinnis, D. Bisbee, S. Lopez, G. Rawson, K. Azama, K. Thornton, S. Thornton, M. Costa, B. Meyer, L. Nelson, G. Borejko, D. Pickering, B. Maslyar, W. Schneider, D. Gordon, T. Christensen, Carol Anderson Woo, G. Garner. A. Continente, C. Domenichelli, S. Moriarty, J. Gard, J. Bussey, J. Anderson
- Press:** J. Dandy, Tracy Press
- Visitors Present:** R. Yerian, G. Yerian, R. Traina, B. & S. Prioste, D. Bisbee, Y. Throne, S. & D. Lopez, P. Andrews, R. Paita, A. Muscat, J. Toilolo, D. Lee, L. Galli, J. Gordon, J. Lockard, C. Hill, J. Brown, B. Bennion, K. Hendricks, C. Cort, J. Li, D. Noche
- Minutes:** **Approve Regular Minutes of November 8, 2011.**
Action: Crandall, Swenson. **Vote:** Yes-7; No-0.
- Board Organization:** **8.1** Elect Officers: President-Jill Costa; Vice President-Greg Silva;
Clerk-James Vaughn.
Action: Crandall, Swenson. **Vote:** Yes-7; No-0.
8.2 Appoint Representatives to the following committees:
Budget; CALSSD; City Schools Liaison; District Attendance Area; Facilities
Advisory; Facility Use Policy Review; Family Life, Legislative Action,
SJCSBA; Special Ed; TAPFFA; Tracy Learning Center/Ad Hoc Board

Member; Tracy Parks.

Action: Same Committees. Swenson, Vaughn. **Vote:** Yes-7; No-0.

8.3 Approve Board Meeting Calendar

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

**Student Rep
Reports:**

None.

**Recognition &
Presentations:**

9.1 Recognize and Congratulate Julie Gard for Being Named a National Board Certified Teacher

Dr. Harrison recognized West High teacher, Julie Gard, who has taught cyber high, AVID and English at IGCG and WHS for 7 years, for being named a national board certified teacher. She is involved in BTSA, EL instructional strategies, continuous improvement coaching, and freshmen academic learning academies. She is a Relay for Life youth team leader. Dr. Franco presented a certificate to her.

9.2 Recognize Sue Moriarty as the Outstanding Certificated Employee of the Fall Term for Grades 9-12 for the 2011-2012 School Year

Trustee Crandall recognized Sue Moriarty for being named an outstanding certified employee of the term. Dr. Franco presented a certificate to her.

9.3 Poet Christian School Update on Staff Development Initiatives to Support Student Achievement

Principal, Bill Maslyar, presented a power point regarding the staff development at Poet Christian. This year they hit all subgroups except 2. There are district initiatives and big changes in staffing. Poet Christian lost 9 teachers in 10-11 and 1 in 11-12. They have teachers teaching at new grade levels and art teachers have moved into core classrooms which created a need for staff training in many areas. All of this drives staff development which includes The Big 4, data teams, pacing guides and blueprint standards, instructional minutes, curriculum, STAR preparation and Diversity and Equity.

With this year's funding for staff development they partnered with Central School for training. They had direct instruction training through the San Joaquin County Office of Education, Data Works, EDI training, and currently there is 5 teachers going through 4 days of specific direction instruction training. They hope to have the entire staff have intensive EDI training with Data Works, writing training with Nancy Fetzner and Tribes Training on school culture and environment.

Motion to pull Items 14.1.1 and 14.1.2

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

**Hearing of
Delegations**

Steve Thornton: He understood that the board was considering the naming of Building "A" at Tracy High. He requests that the board give strong consideration to naming the building the James C. Franco Building and another building at Tracy High could be named for Dr. West. He does appreciate Dr. West's contributions.

He feels that it is more fitting that Building "A" be named after Dr. Franco. He has been at all 3 high schools. At Tracy High, Jim was his principal, at West, he was a rival and later an assistant coach. There is no secret that Jim has a special place in his heart for Tracy High. It is the most prestigious building in our district. Jim served in several capacities in our district, as principal of Monte Vista and Tracy High, Assistant Superintendent for Educational Services and as Superintendent. Because of him we have passed school bonds, rebuilt our elementary and middle schools, finished West High, rebuilt Tracy High and opened and built Kimball High. He is a tireless worker. He attends all activities and sometimes 2 or 3 in the same night. He cares about students, staff and the school district. He is respected by students, staff and the community and deserves this building named after him.

Kimiko Azama: She is here tonight on behalf of former student, Lauren Lamereaux. She read her letter which stated that Building "A" should be named after Dr. Franco. She is a former student of Poet Christian and West High. She had the distinct honor of knowing him for most of her school years. He attended her plays and visited the elementary and middle school students after their performance. She realizes the significance of a hand written note from the superintendent. She remembers him at football games and events. She is now a speech language pathologist and has a new found respect for the contributions that Dr. Franco has made to TUSD. He is deserving of this honor.

Kristi Thornton: She presented several video clips which included:

Rita Ng who was speaking on behalf of the Ng family. They are where they are today because of Dr. Franco's love, support and inspiration.

Ruby Ng also speaking on behalf of the Ng family. He is an amazing individual. There are 5 kids in their family. All through K-12 he constantly checked up with them and made them feel special and that they could do anything special.

Justine Ruiz speaking on behalf of her family. There are 4 children in her family and all of them were in sports. In high school she played on the water polo team. She received congratulation letters from Dr. Franco and he did the same for her siblings. He showed his support in after school activities and academics as well.

Ro Bridges has 3 daughters who went through TUSD. Dr. Franco has been an asset to her family. The building at Tracy High should be named after Jim Franco. She knows a lot of parents and they feel the same way.

Trustee Swenson left meeting at 7:46 p.m. returned at 7:47 p.m.

Michael Costa: He understands the importance of preserving history. His family has 4 generations here. The naming of the building is very important. It is a beautiful campus and so much has to do with Dr. Franco and he would like it named after him. He met Dr. Franco during his freshman orientation in 1991. Dr. Franco had a vision for each and every one of the students. He saw their future and knew that they would all be in college and he would do everything he could to get them there. He knew everyone by name and knew something important about them. He knew because he was at all of those events. He made Tracy High feel like a place to belong. His influence on the culture of Tracy High has been crucial. Please honor Dr. Franco by naming the building after him.

Bill Meyer: He thanked the board for responding to all the letters, emails and phone calls received and taking time to consider this matter. He taught at Tracy High prior to Jim's arrival. Jim had a vision for Tracy High. He was the most pro active principal that ever worked there. You may know in your heart how dedicated and personal he is but you cannot know the influence he had on Tracy High if you weren't there at that time. There is an absolute and direct connection. He is proud to work for him.

Georgia Rawson: She supports naming the building after Jim Franco. He was important in her kids' lives. She was so impressed with Dr. Franco. All of her kids came back to be teachers. When her daughter was a senior, she wrote an adverse story in the paper about something that concerned her. Dr. Franco told her that she wrote the right thing and told the truth. That was a big turning point in her life. Dr. Franco would also see her son at the gym every day. He brought caring, love and integrity to our school district.

Steve Lopez: He read his son's letter in support of naming the Tracy High building after James Franco. During his time in Tracy Unified, Dr. Franco was always an inspirational leader from the time he was a student from McKinley to West High. He always provided great advice and encouraging words. This would recognize his leadership, character and passion for education. He speaks on behalf of several students that he was a fundamental part of the outcome of their success. The most significant building at Tracy High should be titled after Dr. Franco. His selflessness and generously continues to impact the lives of others.

Linda Ives: She is here on behalf of her grandchildren and husband, Mayor Ives and herself. She can't think of anyone more deserving that Dr. Franco. Dr. Franco has led this community to see the value of education through the passage of bond measures. He has made huge strides in education. Tracy High has a very rich history because of people like him.

Frances Mizuno: She won't repeat everything that has already been said. They all know what a wonderful contribution Dr. Franco has made to this district. Building "A" serves as an icon to the students of the past, current and future generations. Dr. Franco was able to preserve the building and it was through his leadership that we were able to do that. It is because of him that we have passed bonds so that we have these wonderful buildings and have a school that we can be proud of.

Stephanie Prioste: She agrees with everything that has been said and supports the naming of Building A after Dr. James Franco.

Jamie Mousalimas: He could speak for an hour about how wonderful Dr. Franco is. He worked with him for 10 years. All of the speakers before him did a wonderful job. There was a committee, who went through the process and made recommendations. It puts the Board in an awkward position. They have the opportunity to do the right thing. This decision will be out there for 100's of years. The right decision is to name that building after Dr. Franco. You can honor Dr. West and name another building after him. The committee formed simply made a recommendation and the Board does not have to follow that. This is a

lasting decision and there is no one more deserving. The key building in Tracy Unified should be named after Dr. Franco. He hopes you can find a way to do that.

Craig Salwaetcher: He is against having the building named after Dr. Franco. It's great to have a building named after you but there is a push to rename Monte Vista after Dr. Franco and thinks he deserves a school named after him not just a building. Please reconsider what it takes to name a school after him.

John Anderson: He is the President of TEA and has invited everyone to "An Evening with Diane Ravitch" on Friday, January 20th from 6:00 to 7:30 at the Sacramento Convention Center. He would like to have administration and school board members to be in attendance. TEA is selling tickets for \$5.00 each. Contact John if you are interested.

Don Bisbee: He has known Jim for 30 years. He has never worked with anyone as compassionate and supportive of Jim. If you're not naming Building "A" after him, then the district office building should be named after him.

**Information &
Discussion Items:**

11.1 Administrative & Business Services:

11.1.1 Receive Report on Measure E Funds

Director of Facilities, Bonny Carter, presented a power point on Measure E which was a \$51 million dollar bond which passed in November of 2006. The state has paid \$38 million towards projects which include the new 34 classroom building, Hawley Westlake science building, library, cafeteria, stadium, and other Tracy High campus buildings. It also includes the West High stadium complex. She showed pictures of the projects. They are currently working on the performing arts center at West High.

Trustee Gouveia left the meeting at 8:21 p.m. and did not return.

There is Measure E funding to build a new Tracy High stadium. The state allocation board put Tracy High on the approved funding list. The state will be voting tomorrow to get the approximately \$9 million more that is needed to complete the project. She has met with the facilities committee who prioritize another round of projects based on need. They will make ADA compliance issues priority 1 projects.

11.2 Educational Services:

11.2.1 Receive Report on New Age of School Enrollment and Jumpstart Kindergarten Program to Begin in August 2012

Director of Alternative Programs, Linda Dopp, along with Cindy Sasser, Nancy Link, Brandi Harrold and Joanne Ormonde presented a power point. The state will be changing the start age for entering kindergarten. They reviewed SB 1381. California was one of only 4

states with the December 2nd cut-off date. This will be phased in over 3 years and will establish a transitional kindergarten. In the year 2012-13 the students must be 5 by November 1st. Those born between November 2nd and December 2nd will have the option of going into transitional kindergarten. We are required to provide and will receive ADA. Parents are not required to enroll their students in transitional kindergarten.

11.2.2 Receive Report on Apex Learning (Digital Curriculum)

Principal of Adult School, Duncan Russell and Willow, Dave Pickering, presented a power point on the use of the pilot program at Willow. It offers individualized instruction. These students have a high absenteeism, gaps in learning, or perform at lower grade levels. Students connect with school when they see themselves succeeding. Students progress at their own pace. It can be a completely virtual program or have it as a pull out for one part of something. APEX learning provides 81 standards based online courses in math, science, language arts, social studies, world languages and advanced placement. It started in 1999 and has served 1,000,000 students and is in 4700 school districts. Locally, Elk Grove, Stockton and San Jose are some of the districts who use it. It provides excellent support and multiple pathways for at risk students. There is a one-time cost of \$8,000 and will train up to 15 staff members; the license cost for 50 licenses is \$200 each. Once we have purchased 100 or more, the cost will drop. Licenses are good for 1 year and are reusable – students can share a license if finished. The average is 3 to 4 students per license per year. Funding would be from site funds, and district Title I and II funds. They will train staff in January, and begin the pilot at Willow, Stein, Adult School and independent study.

11.2.3 Receive Report on Proposed Plans for Requiring Tickets for the 2012 High School Graduation Ceremonies

Joni McGinnis, Troy Brown and Cheryl Domenichelli reported on feedback from talking to parent groups. They appreciated their efforts to make it safer. Jefferson parents have tickets for their graduations. This will be brought back for board approval.

Public Hearing: 12.1 **Public Hearing:** None.

Consent Items: **Action** Amended 13.1.3 to change funding source from general to Measure E. Crandall, Vaughn. **Vote:** Yes-6; No-0; Absent-1(Gouveia)

13.1 **Administrative & Business Services:**

13.1.1 Accept the Generous Donations from the Various Individuals, Businesses, and School Site Parent Organizations Listed Herein with Thanks and Appreciation from the Staff and Students of the Tracy Unified School District

13.1.2 Approve Assembly Vendors and Site Assembly Utilization Calendars

- 13.1.3 Ratify Routine Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda
- 13.1.4 Ratify Measure E Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda
- 13.1.5 Ratify Measure S Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda
- 13.2 Educational Services:**
- 13.2.1 Ratify Contract with Allyson Moore, Behavior Consultant for the 2011-2012 School Year
- 13.2.2 Ratify Contract with Living Well BCS, Inc. for School Year 2011-12
- 13.2.3 Ratify Contract with The Speech Pathology Group, Inc. for the School Year 2011-12
- 13.2.4 Approve Agreement for Special Contract Services with Parent Institute for Quality Education (PIQE) to Provide Training for Parents at Central School for the 2011-2012 School Year
- 13.2.5 Approve Overnight Travel for Maria Pozsar to Attend the IB Teacher Training Workshop French B, Sponsored by the International Baccalaureate Organization in Montezuma, New Mexico on July 16-20, 2012
- 13.2.6 Approve Agreement for Special Contract Services Between DataWORKS Educational Research Center and Central School for the 2011-2012 School Year
- 13.2.7 Approve Agreement for Special Contract Service with Counseling and More (CAM) to Provide Training for Parents at McKinley Elementary School for the 2011-2012 School Year
- 13.2.8 Ratify Master Contract with Central Valley Training Center, NPS, for School Year 2011-12
- 13.2.9 Approve Agreement for Special Contract Services with Parent Institute for Quality Education (PIQE) to Provide Training for Parents at Bohn Elementary School on February 15-April 18, 2012
- 13.2.10 Ratify Retroactive Reimbursement for Dr. Mark Miller to Travel to an Out of State Training on School Neuropsychology
- 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 Football Coach Larry Thompson at West High School for the Second Half of the 2011-2012 Fall Season

Action Items:

- 14.1 Administrative & Business Services:**
- 14.1.1 Adopt Revised Board Policy and Administrative Regulation 7310 Naming of Schools, Individual Buildings, or Facilities (Second Reading)
- Action:** **PULLED. Vote:** None.
- 14.1.2 Approve "Dr. Joseph S. West" as the Name for the Tracy High School Administration/Classroom Building

- Action:** PULLED. **Vote:** None.
- 14.1.3** Adopt Revised Board Policy and Administrative Regulation 1330.1 Facility Use (First Reading)
- Action:** Crandall, Silva. **Vote:** Yes-6; No-0; Absent-1(Gouveia)
- 14.1.4** Consider Claim No. 3-1112 TUSD
Denied. Guzman, Crandall. **Vote:** Yes-6; No-0; Absent-1(Gouveia)
- 14.1.5** Certify 2011-2012 Fiscal Year First Interim Report
(Separate Cover Item)
- Action:** Silva, Vaughn. **Vote:** Yes-6; No-0; Absent-1(Gouveia)
- 14.1.6** Adopt Resolution No. 11-11, Procedures Under Public Contract Code Section 22000
- Action:** Silva, Vaughn. **Vote:** Yes-6; No-0; Absent-1(Gouveia)
- 14.1.7** Accept the Annual Report on the Collection and Expenditure of Development Fees for Fiscal Year 2010-11
- Action:** Swenson, Guzman. **Vote:** Yes-6; No-0; Absent-1(Gouveia)
- 14.2 Educational Services:**
- 14.2.1** Adopt Revised Board Policy and Acknowledge Administrative Regulation 4156.2 Certificated and 4256.2 Classified, Governing Board's Recognition of Employees (2nd Reading)
- Action:** Crandall, Guzman. **Vote:** Yes-6; No-0; Absent-1(Gouveia)
- 14.2.2** Approve School Site Single Plans for Student Achievement and Site Categorical Budgets for the 2011-2012 School Year
(Separate Cover Item)
- Action:** Crandall, Guzman. **Vote:** Yes-6; No-0; Absent-1(Gouveia)
- 14.3 Human Resources:**
- 14.3.1** Receive the District's Sunshine Proposal for the Tracy Educators Association (TEA) for a Successor Agreement, Pending Public Input
- Action:** Crandall, Guzman. **Vote:** Yes-6; No-0; Absent-1(Gouveia)
- 14.3.2** Approve Status Quo for Salaries and Benefits for the Tracy School Management Association (TSMA) for the 2011-2012 School Year
- Action:** Crandall, Swenson. **Vote:** Yes-6; No-0; Absent-1(Gouveia)
- 14.3.3** Approve Agreement for Furnishing Clinical Experience and the Use of Clinical Facilities with CSU, East Bay
- Action:** Silva, Swenson. **Vote:** Yes-6; No-0; Absent-1(Gouveia)

Board Reports:

Trustee Swenson attended the facility committee meeting. They prioritized projects. He congratulated Bonny on doing a great job. Trustee Guzman passed. Trustee Crandall held 3 classes, one at each high school, regarding Facebook. He will be presenting to principals and would like to go to assemblies. His daughter leaves for London with cheer group and will be in a parade. Trustee Vaughn passed. Trustee Silva attended the Facebook presentation and he learned a few things. He announced that Homefield Advantage will have a Santa Claus breakfast at Applebees. The cost is \$5.00. They will also have a tri tip and scampi dinner on Jan. 27th. The cost is \$35.00. He attended the awards dinner for varsity football and congratulated the Wolfpack for making it into the playoffs this year. Coach Loggins was named coach of the year for TCAL. Trustee Costa toured the theater at West High and it was very nice.

**Superintendent
Report:**

Dr. Franco invited everyone for dessert in the general conference room after the meeting. The Hawkins basketball tournament will be held December 27th through the 30th in both gyms. Winter break and second semester starts up in January. Kimball, West and Stein are currently going through the WASC process. Janice Bussey put together a group to write a grant and received \$150,000. He has attended several winter programs throughout the District. We should be proud of our performing arts program. The River Islands project is starting to move ahead and we will be meeting with them after the 1st of the year.

9:48p.m.

Clerk

Date



BUSINESS SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: January 3, 2011
SUBJECT: Receive Report on Governor's January 2012-13 Budget Proposal

BACKGROUND: Governor Brown is scheduled on January 10, 2012 to release his 2012-13 budget proposal.

RATIONALE: The proposal had not been released at the time this agenda item was prepared, yet important information may be available by the scheduled time of the Board meeting. If important information is available during the meeting, such information will be presented.

FUNDING: This report generates no cost.

RECOMMENDATION: Receive Report on Governor's January 2012-13 Budget Proposal.

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



HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: ~~Dr. James Franco~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: December 16, 2011
SUBJECT: Receive Public Comments Regarding Negotiations with the Tracy Educators Association (TEA) and the Tracy Unified School District (TUSD) for a Successor Agreement

BACKGROUND: The current three-year contract between the Tracy Educators Association (TEA) and the Tracy Unified School District (TUSD) expires June 30, 2012. The District and TEA have made public their proposals for a successor agreement.

RATIONALE: This item is intended to provide an opportunity for the public to comment as provided in Government Code 3547 regarding negotiations.

This agenda item meets Strategic Goal #7: Develop and utilize partnerships that contribute to the achievement of District Goals.

FUNDING: N/A

RECOMMENDATION: Receive Public Comments Regarding Negotiations with the Tracy Educators Association (TEA) and the Tracy Unified School District (TUSD) for a Successor Agreement

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



BUSINESS SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Casey Goodall, Assoc. Superintendent for Business Services
DATE: September 1, 2011
SUBJECT: Approve Monthly Budget Adjustment Report-June-July, 2011

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

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

FUNDING: N/A

RECOMMENDATION: Approve Monthly Budget Adjustment Report

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

75 Tracy Jt. Unified School Dist.

Restricted and Unrestricted

FISCAL YR: 11

APPROVED			07/28/2010	06/01/2011	BUDGET	06/30/2011
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
01	1100	TEACHERS' SALARIES	48,296,574.95	50,763,925.56	158,647.96	50,922,573.52
	1200	CERT PUPIL SUPPORT SALARIES	2,818,448.00	2,830,547.54	2,015.56	2,832,563.10
	1300	CERT SUPRVSRs' & ADMINS' SAL	4,548,564.00	4,551,952.00	-1,607.30	4,550,344.70
	1900	OTHER CERTIFICATED SALARIES	734,371.00	733,464.00	6,220.33	739,684.33
	2100	INSTRUCTIONAL AIDES' SALARIES	3,350,930.00	3,889,166.37	-88,040.84	3,801,125.53
	2200	CLASSIFIED SUPPORT SALARIES	6,419,151.00	7,300,604.40	-20,577.92	7,280,026.48
	2300	CLASS SUPRVSRs' & ADMINS' SAL	1,411,587.00	1,424,200.73	-14,616.24	1,409,584.49
	2400	CLERICAL & OFFICE SALARIES	4,061,546.00	4,214,484.84	-10,465.20	4,204,019.64
	2900	OTHER CLASSIFIED SALARIES	448,963.00	444,995.90	2,017.08	447,012.98
	3101	STRS ON 1000 SALARIES	4,592,181.79	4,762,900.95	9,610.09	4,772,511.04
	3102	STRS ON 2000 SALARIES	.00	503.00	.00	503.00
	3201	PERS ON 1000 SALARIES	67,876.00	104,997.56	240.41	105,237.97
	3202	PERS ON 2000 SALARIES	1,434,358.00	1,666,377.77	-14,252.09	1,652,125.68
	3311	OASDI ON 1000 SALARIES	39,445.00	57,432.02	180.95	57,612.97
	3312	OASDI ON 2000 SALARIES	789,542.00	859,566.55	1,749.70	861,316.25
	3321	FICA-MED ON 1000 SALARIES	732,962.00	734,859.80	1,482.46	736,342.26
	3322	FICA-MED ON 2000 SALARIES	195,703.00	216,951.08	752.31	217,703.39
	3331	ALTER. RETIREMENT ON 1000 SAL	.00	2,706.48	45.17	2,751.65
	3332	ALTER. RETIREMENT ON 2000 SAL	29,191.00	49,318.55	-44.57	49,273.98
	3411	HEALTH & WELFARE ON 1000 SALS	6,531,977.21	6,673,587.12	-846.01	6,672,741.11
	3412	HEALTH & WELFARE ON 2000 SALS	2,713,024.00	2,848,465.07	-31,417.80	2,817,047.27
	3501	STATE UNEMPLOY ON 1000 SALARY	419,151.00	421,725.01	1,147.85	422,872.86
	3502	STATE UNEMPLOY ON 2000 SALARY	112,988.00	124,364.05	-554.53	123,809.52
	3601	WORKER'S COMP INS ON 1000 SAL	966,863.00	970,653.63	1,863.70	972,517.33
	3602	WORKER'S COMP INS ON 2000 SAL	260,616.00	286,598.59	-1,189.37	285,409.22
	3711	OPEB,ALLOCATED, CERTIFICATED	1,124,043.00	1,334,899.00	.00	1,334,899.00
	3712	OPEB,ALLOCATED, CLASSIFIED	723,173.00	885,251.00	.00	885,251.00
	3801	PERS REDUCTION ON 1000 SALARY	20,631.00	20,698.00	22.35	20,720.35
	3802	PERS REDUCTION ON 2000 SALARY	233,355.00	275,520.01	-30,019.78	245,500.23
	3931	GOLDEN HANDSHAKE CERTIFICATED	.00	469,022.66	.00	469,022.66
	3932	GOLDEN HANDSHAKE CLASSIFIED	.00	163,406.55	.00	163,406.55
	3999	BENEFIT PAYROLL ERRORS	.00	.00	.00	.00
	4100	TEXTBOOKS	400,000.00	284,584.02	13,288.77	297,872.79
	4200	BOOKS OTHER THAN TEXTBOOKS	161,573.00	135,451.40	-2,765.77	132,685.63
	4300	MATERIALS & SUPPLIES	5,208,315.90	4,450,320.96	429,463.96	4,879,784.92
	4400	NON-CAPITALIZED EQUIPMENT	241,417.00	886,871.00	37,604.17	924,475.17
	5200	TRAVEL & CONFERENCES	82,589.00	227,343.64	19,297.30	246,640.94
	5300	DUES & MEMBERSHIPS	38,525.00	46,241.00	-100.00	46,141.00
	5450	OTHER INSURANCE	786,485.00	686,485.00	.00	686,485.00
	5500	OPERATIONS & HOUSEKEEPING SRVC	3,905,522.00	3,990,722.00	154,316.74	4,145,038.74
	5600	RENTS,LEASES,REPAIRS,IMPRVMTS	684,506.00	696,770.53	-25,439.89	671,330.64
	5710	DIR COSTS FOR INTRPRG SERVICES	.00	.00	.00	.00
	5750	DIR COSTS FOR INTERFUND SVCS	-50,000.00	-54,730.00	44,248.65	-10,481.35
	5800	OTHER SVCS & OPER EXPENDITURES	4,901,309.00	6,034,072.36	-56,766.17	5,977,306.19
	5900	INTERGOVERNMENTAL FEES	501,833.00	531,997.86	22,822.65	554,820.51
	6200	BLDGS & IMPROVEMENT OF BLDGS	419,901.00	527,020.54	-34,925.87	492,094.67
	6400	EQUIPMENT	500.00	696,196.28	48,732.20	744,928.48
	6500	EQUIPMENT REPLACEMENT	2,500.00	309,883.64	.00	309,883.64
	7130	STATE SPECIAL SCHOOLS	40,000.00	40,000.00	.00	40,000.00

FCR270
JUNE 2011 BUDGET ADJ REPORT

SAN JOAQUIN COUNTY OFFICE OF EDUCATION
BUDGET ADJUSTMENT REPORT
FROM DATE 06/01/2011 TO DATE 06/30/2011

#J2232

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75 Tracy Jt. Unified School Dist.

Restricted and Unrestricted

FISCAL YR: 11

APPROVED			07/28/2010	06/01/2011	BUDGET	06/30/2011
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
01	7142	TUITION, EXCESS COSTS TO COE	364,842.00	772,841.00	171,363.13	944,204.13
	7310	TRANSFERS OF INDIRECT COSTS	.00	.00	-5,351.59	-5,351.59
	7350	TRANS OF INDIRECT - INTERFUND	-212,442.00	-215,362.00	8.65	-215,353.35
	7438	DEBT SERVICE - INTEREST	6,978.00	1,172.13	.00	1,172.13
	7439	DEBT SERVICE - PRINCIPAL	148,244.00	55,740.87	414.00	56,154.87
	7615	FROM GEN/SPC/BLDG TO DEF MAINT	.00	100,000.00	-100,000.00	.00
	7619	OTHER AUTH INTRFND TRANSFRS OUT	.00	59,133.00	15,000.00	74,133.00
TOTAL EXPENSE			110,709,812.85	119,345,901.02	703,575.20	120,049,476.22

75 Tracy Jt. Unified School Dist.

Restricted and Unrestricted

FISCAL YR: 11

APPROVED			07/28/2010	06/01/2011	BUDGET	06/30/2011
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
01	8011	REVENUE LIMIT ST AID-CURR YEAR	57,049,911.00	62,423,444.00	329,139.00	62,752,583.00
	8019	REVENUE LIMIT ST AID-PRIOR YRS	.00	.00	.00	.00
	8021	HOME OWNERS EXEMPTION	277,105.00	277,105.00	-1,937.00	275,168.00
	8029	OTHER SUBVENTIONS/IN-LIEU TAX	.00	.00	30.00	30.00
	8040	COUNTY & DISTRICT TAXES	16,681,977.00	15,951,043.00	3,845,718.00	19,796,761.00
	8042	UNSECURED ROLL TAXES	1,393,726.00	1,393,726.00	-41,454.00	1,352,272.00
	8043	PRIOR YEARS' TAXES	21,778.00	21,778.00	1,843.00	23,621.00
	8044	SUPPLEMENTAL TAXES	14,241.00	14,241.00	21,825.00	36,066.00
	8045	ED REVENUE AUGMENT FUND (ERAF)	2,438,203.00	2,438,203.00	-307,073.00	2,131,130.00
	8046	SERAF	4,679,359.00	4,679,359.00	-3,715,594.00	963,765.00
	8082	OTHER IN-LIEU TAXES	.00	.00	.00	.00
	8091	REVENUE LIMIT TRANSFERS	.00	.00	.00	.00
	8092	PERS REDUCTION TRANSFER	267,434.00	306,601.00	-32,047.00	274,554.00
	8096	TRANSFERS TO CHARTERS, IN LIEU	-1,414,186.00	-1,611,432.00	-196,536.00	-1,807,968.00
	8181	SP ED-ENTITLEMENT	2,398,902.00	2,891,970.00	19,336.50	2,911,306.50
	8182	SP ED-DISCRETIONARY GRANTS	221,116.00	247,606.00	.00	247,606.00
	8285	INTERAGENCY CNTRCTS BTWN LEA'S	92,921.00	97,701.88	5,280.00	102,981.88
	8290	ALL OTHER FEDERAL REVENUES	2,823,471.00	5,641,318.00	658,376.53	6,299,694.53
	8311	OTH ST APPORTIONMENTS-CURR YR	2,589,156.00	2,990,346.00	1,679.00	2,992,025.00
	8319	OTH ST APPORTIONMENTS-PRIOR YR	.00	.00	.00	.00
	8434	CLASS SIZE REDUCTION K-3	1,361,526.00	2,738,547.00	.00	2,738,547.00
	8550	MANDATED COST REIMBURSEMENTS	.00	150,203.00	.00	150,203.00
	8560	STATE LOTTERY REVENUE	2,050,902.00	2,154,800.00	.00	2,154,800.00
	8590	ALL OTHER STATE REVENUES	6,052,672.00	7,366,802.00	-204,111.00	7,162,691.00
	8660	INTEREST	50,000.00	85,000.00	.00	85,000.00
	8675	TRANSPORTATION FEES FROM INDIV	175,000.00	178,466.00	1,546.61	180,012.61
	8677	INTERAGENCY SVCS BETWEEN LEA'S	926,026.00	930,758.00	.00	930,758.00
	8699	ALL OTHER LOCAL REVENUES	518,079.00	2,768,994.00	183,807.00	2,952,801.00
	8792	TRANS OF APPORTION FROM CO OFF	3,567,079.00	3,640,936.00	416,230.00	4,057,166.00
	8919	OTH AUTH INTERFUND TRANS IN	550,800.00	66,800.00	.00	66,800.00
	8980	CONTRIBUTE FROM UNRSTRCTD REV	.00	.00	.00	.00
	8990	CNTRIBUT/TRANS FRM RSTR/UNREST	.00	.00	.00	.00
TOTAL REVENUE			104,787,198.00	117,844,315.88	986,058.64	118,830,374.52

FCR270
JUNE 2011 BUDGET ADJ REPORT

SAN JOAQUIN COUNTY OFFICE OF EDUCATION
BUDGET ADJUSTMENT REPORT
FROM DATE 06/01/2011 TO DATE 06/30/2011

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75 Tracy Jt. Unified School Dist.

Restricted and Unrestricted

FISCAL YR: 11

FUND	OBJECT	DESCRIPTION	BEGINNING BALANCE	06/01/2011 REVISED BALANCE	ADJUSTMENTS	06/30/2011 REVISED BALANCE
01	9770	DESIGNATED FOR ECON UNCERTAIN	-3,328,815.00	-3,328,815.00	.00	-3,328,815.00
	9780	OTHER DESIGNATIONS	-1,500,000.00	-150,000.00	.00	-150,000.00
	9790	UNDESIGNATED/UNAPPROPRIATED	-11,672,635.38	-15,626,280.09	-313,483.44	-15,939,763.53
	9791	BEGINNING BALANCE	-22,660,065.23	-22,660,065.23	.00	-22,660,065.23
	9793	AUDIT ADJUSTMENTS	.00	.00	.00	.00
	9795	OTHER RESTATEMENTS	.00	.00	.00	.00
	9798	BUDGET FUND BALANCE OFFSET	16,737,450.38	21,158,480.09	282,483.44	21,440,963.53
	9799	K12 NET GAIN OR LOSS	.00	1,501,585.14	-282,483.44	1,219,101.70

75 Tracy Jt. Unified School Dist.

Restricted and Unrestricted

FISCAL YR: 12

FUND	APPROVED OBJECT	DESCRIPTION	07/27/2011 ADOPTED BUDGET	07/01/2011 REVISED BUDGET	BUDGET ADJUSTMENTS	07/31/2011 REVISED BUDGET
01	1100	TEACHERS' SALARIES	48,030,516.82	48,030,516.82	20,302.83	48,050,819.65
	1200	CERT PUPIL SUPPORT SALARIES	2,854,192.00	2,854,192.00	.00	2,854,192.00
	1300	CERT SUPRVSRs' & ADMINS' SAL	4,656,916.60	4,656,916.60	.00	4,656,916.60
	1900	OTHER CERTIFICATED SALARIES	882,866.00	882,866.00	.00	882,866.00
	2100	INSTRUCTIONAL AIDES' SALARIES	3,167,063.47	3,167,063.47	.00	3,167,063.47
	2200	CLASSIFIED SUPPORT SALARIES	7,161,947.00	7,161,947.00	.00	7,161,947.00
	2300	CLASS SUPRVSRs' & ADMINS' SAL	1,409,672.00	1,409,672.00	.00	1,409,672.00
	2400	CLERICAL & OFFICE SALARIES	3,913,711.00	3,913,711.00	.00	3,913,711.00
	2900	OTHER CLASSIFIED SALARIES	434,358.00	434,358.00	.00	434,358.00
	3101	STRS ON 1000 SALARIES	4,606,528.33	4,606,528.33	.00	4,606,528.33
	3201	PERS ON 1000 SALARIES	85,767.00	85,767.00	.00	85,767.00
	3202	PERS ON 2000 SALARIES	1,682,639.28	1,682,639.28	.00	1,682,639.28
	3311	OASDI ON 1000 SALARIES	41,211.00	41,211.00	.00	41,211.00
	3312	OASDI ON 2000 SALARIES	818,381.87	818,381.87	.00	818,381.87
	3321	FICA-MED ON 1000 SALARIES	705,476.53	705,476.53	.00	705,476.53
	3322	FICA-MED ON 2000 SALARIES	202,531.21	202,531.21	.00	202,531.21
	3331	ALTER. RETIREMENT ON 1000 SAL	.00	.00	.00	.00
	3332	ALTER. RETIREMENT ON 2000 SAL	29,427.65	29,427.65	.00	29,427.65
	3411	HEALTH & WELFARE ON 1000 SALS	6,379,244.64	6,379,244.64	.00	6,379,244.64
	3412	HEALTH & WELFARE ON 2000 SALS	2,677,773.00	2,677,773.00	.00	2,677,773.00
	3501	STATE UNEMPLOY ON 1000 SALARY	909,531.90	909,531.90	.00	909,531.90
	3502	STATE UNEMPLOY ON 2000 SALARY	262,201.74	262,201.74	.00	262,201.74
	3601	WORKER'S COMP INS ON 1000 SAL	1,027,729.74	1,027,729.74	.00	1,027,729.74
	3602	WORKER'S COMP INS ON 2000 SAL	292,527.17	292,527.17	.00	292,527.17
	3711	OPEB,ALLOCATED, CERTIFICATED	1,066,657.97	1,066,657.97	.00	1,066,657.97
	3712	OPEB,ALLOCATED, CLASSIFIED	652,803.00	652,803.00	.00	652,803.00
	3801	PERS REDUCTION ON 1000 SALARY	12,189.00	12,189.00	.00	12,189.00
	3802	PERS REDUCTION ON 2000 SALARY	141,490.00	141,490.00	.00	141,490.00
	3931	GOLDEN HANDSHAKE CERTIFICATED	469,022.66	469,022.66	.00	469,022.66
	3932	GOLDEN HANDSHAKE CLASSIFIED	163,406.55	163,406.55	.00	163,406.55
	3999	BENEFIT PAYROLL ERRORS	.00	.00	.00	.00
	4100	TEXTBOOKS	350,000.00	350,000.00	.00	350,000.00
	4200	BOOKS OTHER THAN TEXTBOOKS	143,715.00	143,715.00	150.00	143,865.00
	4300	MATERIALS & SUPPLIES	7,356,655.78	7,356,655.78	637.16	7,357,292.94
	4400	NON-CAPITALIZED EQUIPMENT	384,065.00	384,065.00	150.00	384,215.00
	5200	TRAVEL & CONFERENCES	150,696.00	150,696.00	59.00	150,755.00
	5300	DUES & MEMBERSHIPS	39,315.00	39,315.00	89.00	39,404.00
	5450	OTHER INSURANCE	727,641.00	727,641.00	.00	727,641.00
	5500	OPERATIONS & HOUSEKEEPING SRVC	3,946,522.00	3,946,522.00	.00	3,946,522.00
	5600	RENTS,LEASES,REPAIRS,IMPRVMTS	493,760.00	493,760.00	1,671.00	495,431.00
	5710	DIR COSTS FOR INTRPRG SERVICES	.00	.00	.00	.00
	5750	DIR COSTS FOR INTERFUND SVCS	-8,000.00	-8,000.00	.00	-8,000.00
	5800	OTHER SVCS & OPER EXPENDITURES	3,686,387.67	3,686,387.67	500.00	3,686,887.67
	5900	INTERGOVERNMENTAL FEES	669,986.00	669,986.00	-2,000.00	667,986.00
	6200	BLDGS & IMPROVEMENT OF BLDGS	328,014.20	328,014.20	.00	328,014.20
	6400	EQUIPMENT	17,000.00	17,000.00	144,199.00	161,199.00
	6500	EQUIPMENT REPLACEMENT	2,500.00	2,500.00	.00	2,500.00
	7130	STATE SPECIAL SCHOOLS	8,000.00	8,000.00	.00	8,000.00
	7142	TUITION, EXCESS COSTS TO COE	719,823.00	719,823.00	.00	719,823.00

FCR270
JULY 2011 BUDGET ADJ REPORT

SAN JOAQUIN COUNTY OFFICE OF EDUCATION
BUDGET ADJUSTMENT REPORT
FROM DATE 07/01/2011 TO DATE 07/31/2011

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75 Tracy Jt. Unified School Dist.

Restricted and Unrestricted

FISCAL YR: 12

APPROVED			07/27/2011	07/01/2011	BUDGET	07/31/2011
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
01	7310	TRANSFERS OF INDIRECT COSTS	- .51	- .51	.00	- .51
	7350	TRANS OF INDIRECT - INTERFUND	-181,909.00	-181,909.00	982.02	-180,926.98
	7438	DEBT SERVICE - INTEREST	899.00	899.00	.00	899.00
	7439	DEBT SERVICE - PRINCIPAL	55,064.00	55,064.00	.00	55,064.00
	7615	FROM GEN/SPC/BLDG TO DEF MAINT	100,000.00	100,000.00	.00	100,000.00
TOTAL EXPENSE			113,727,917.27	113,727,917.27	166,740.01	113,894,657.28

75 Tracy Jt. Unified School Dist.

Restricted and Unrestricted

FISCAL YR: 12

APPROVED		07/27/2011	07/01/2011	BUDGET	07/31/2011	
FUND	OBJECT	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET	
01	8011	REVENUE LIMIT ST AID-CURR YEAR	63,073,379.00	63,073,379.00	.00	63,073,379.00
	8021	HOME OWNERS EXEMPTION	275,168.00	275,168.00	.00	275,168.00
	8029	OTHER SUBVENTIONS/IN-LIEU TAX	30.00	30.00	.00	30.00
	8040	COUNTY & DISTRICT TAXES	20,760,526.00	20,760,526.00	.00	20,760,526.00
	8042	UNSECURED ROLL TAXES	1,352,272.00	1,352,272.00	.00	1,352,272.00
	8043	PRIOR YEARS' TAXES	23,621.00	23,621.00	.00	23,621.00
	8044	SUPPLEMENTAL TAXES	36,066.00	36,066.00	.00	36,066.00
	8045	ED REVENUE AUGMENT FUND (ERAF)	2,131,130.00	2,131,130.00	.00	2,131,130.00
	8091	REVENUE LIMIT TRANSFERS	.00	.00	.00	.00
	8092	PERS REDUCTION TRANSFER	157,173.00	157,173.00	.00	157,173.00
	8096	TRANSFERS TO CHARTERS, IN LIEU	-1,815,349.00	-1,815,349.00	.00	-1,815,349.00
	8181	SP ED-ENTITLEMENT	2,340,711.00	2,340,711.00	201.00	2,340,912.00
	8182	SP ED-DISCRETIONARY GRANTS	225,420.00	225,420.00	.00	225,420.00
	8285	INTERAGENCY CNTRCTS BTWN LEA'S	73,167.88	73,167.88	.00	73,167.88
	8290	ALL OTHER FEDERAL REVENUES	6,005,137.00	6,005,137.00	19,489.00	6,024,626.00
	8311	OTH ST APPORTIONMENTS-CURR YR	2,990,346.00	2,990,346.00	.00	2,990,346.00
	8434	CLASS SIZE REDUCTION K-3	2,649,654.00	2,649,654.00	.00	2,649,654.00
	8560	STATE LOTTERY REVENUE	2,138,323.00	2,138,323.00	.00	2,138,323.00
	8590	ALL OTHER STATE REVENUES	7,367,891.00	7,367,891.00	.00	7,367,891.00
	8660	INTEREST	85,000.00	85,000.00	.00	85,000.00
	8675	TRANSPORTATION FEES FROM INDIV	178,466.00	178,466.00	.00	178,466.00
	8677	INTERAGENCY SVCS BETWEEN LEA'S	941,271.00	941,271.00	.00	941,271.00
	8699	ALL OTHER LOCAL REVENUES	996,357.00	996,357.00	1,856.00	998,213.00
	8792	TRANS OF APPORTION FROM CO OFF	2,991,450.00	2,991,450.00	.00	2,991,450.00
	8919	OTH AUTH INTERFUND TRANS IN	57,300.00	57,300.00	.00	57,300.00
	8980	CONTRIBUTE FROM UNRSTRCTD REV	.00	.00	.00	.00
	8990	CNTRIBUT/TRANS FRM RSTR/UNREST	.00	.00	.00	.00
TOTAL REVENUE		115,034,509.88	115,034,509.88	21,546.00	115,056,055.88	

FCR270
JULY 2011 BUDGET ADJ REPORT

SAN JOAQUIN COUNTY OFFICE OF EDUCATION
BUDGET ADJUSTMENT REPORT
FROM DATE 07/01/2011 TO DATE 07/31/2011

#J2233

PAGE: 4
08/30/2011

75 Tracy Jt. Unified School Dist.

Restricted and Unrestricted

FISCAL YR: 12

FUND	OBJECT	DESCRIPTION	BEGINNING BALANCE	07/01/2011 REVISED BALANCE	ADJUSTMENTS	07/31/2011 REVISED BALANCE
01	9780	OTHER DESIGNATIONS	-150,000.00	-150,000.00	.00	-150,000.00
	9789	RESERVE FOR ECONOMIC UNCERTAIN	-3,328,815.00	-3,328,815.00	.00	-3,328,815.00
	9790	UNDESIGNATED/UNAPPROPRIATED	263,069.25	263,069.25	145,194.01	408,263.26
	9791	BEGINNING BALANCE	-3,931,538.14	-3,931,538.14	.00	-3,931,538.14
	9793	AUDIT ADJUSTMENTS	.00	.00	.00	.00
	9795	OTHER RESTATEMENTS	.00	.00	.00	.00
	9798	BUDGET FUND BALANCE OFFSET	5,238,130.75	5,238,130.75	-145,194.01	5,092,936.74
	9799	K12 NET GAIN OR LOSS	.00	-1,306,592.61	145,194.01	-1,161,398.60



BUSINESS SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Casey Goodall, Assoc. Superintendent for Business Services
DATE: October 6, 2011
SUBJECT: Approve Monthly Budget Adjustment Report-August-September, 2011

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

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

FUNDING: N/A

RECOMMENDATION: Approve Monthly Budget Adjustment Report

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

75 Tracy Jt. Unified School Dist.

Restricted and Unrestricted

FISCAL YR: 12

APPROVED			07/27/2011	08/01/2011	BUDGET	08/31/2011
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
01	1100	TEACHERS' SALARIES	48,030,516.82	48,050,819.65	5,703.23	48,056,522.88
	1200	CERT PUPIL SUPPORT SALARIES	2,854,192.00	2,854,192.00	.00	2,854,192.00
	1300	CERT SUPRVSR'S & ADMINS' SAL	4,656,916.60	4,656,916.60	.00	4,656,916.60
	1900	OTHER CERTIFICATED SALARIES	882,866.00	882,866.00	.00	882,866.00
	2100	INSTRUCTIONAL AIDES' SALARIES	3,167,063.47	3,167,063.47	423.10	3,167,486.57
	2200	CLASSIFIED SUPPORT SALARIES	7,161,947.00	7,161,947.00	.00	7,161,947.00
	2300	CLASS SUPRVSR'S & ADMINS' SAL	1,409,672.00	1,409,672.00	.00	1,409,672.00
	2400	CLERICAL & OFFICE SALARIES	3,913,711.00	3,913,711.00	.00	3,913,711.00
	2900	OTHER CLASSIFIED SALARIES	434,358.00	434,358.00	.00	434,358.00
	3101	STRS ON 1000 SALARIES	4,606,528.33	4,606,528.33	470.52	4,606,998.85
	3201	PERS ON 1000 SALARIES	85,767.00	85,767.00	.00	85,767.00
	3202	PERS ON 2000 SALARIES	1,682,639.28	1,682,639.28	.00	1,682,639.28
	3311	OASDI ON 1000 SALARIES	41,211.00	41,211.00	.00	41,211.00
	3312	OASDI ON 2000 SALARIES	818,381.87	818,381.87	.00	818,381.87
	3321	FICA-MED ON 1000 SALARIES	705,476.53	705,476.53	82.69	705,559.22
	3322	FICA-MED ON 2000 SALARIES	202,531.21	202,531.21	6.15	202,537.36
	3331	ALTER. RETIREMENT ON 1000 SAL	.00	.00	.00	.00
	3332	ALTER. RETIREMENT ON 2000 SAL	29,427.65	29,427.65	17.35	29,445.00
	3411	HEALTH & WELFARE ON 1000 SALS	6,379,244.64	6,379,244.64	.00	6,379,244.64
	3412	HEALTH & WELFARE ON 2000 SALS	2,677,773.00	2,677,773.00	.00	2,677,773.00
	3501	STATE UNEMPLOY ON 1000 SALARY	909,531.90	909,531.90	91.83	909,623.73
	3502	STATE UNEMPLOY ON 2000 SALARY	262,201.74	262,201.74	6.82	262,208.56
	3601	WORKER'S COMP INS ON 1000 SAL	1,027,729.74	1,027,729.74	104.20	1,027,833.94
	3602	WORKER'S COMP INS ON 2000 SAL	292,527.17	292,527.17	7.49	292,534.66
	3711	OPEB,ALLOCATED, CERTIFICATED	1,066,657.97	1,066,657.97	.00	1,066,657.97
	3712	OPEB,ALLOCATED, CLASSIFIED	652,803.00	652,803.00	.00	652,803.00
	3801	PERS REDUCTION ON 1000 SALARY	12,189.00	12,189.00	.00	12,189.00
	3802	PERS REDUCTION ON 2000 SALARY	141,490.00	141,490.00	.00	141,490.00
	3931	GOLDEN HANDSHAKE CERTIFICATED	469,022.66	469,022.66	.00	469,022.66
	3932	GOLDEN HANDSHAKE CLASSIFIED	163,406.55	163,406.55	.00	163,406.55
	3999	BENEFIT PAYROLL ERRORS	.00	.00	.00	.00
	4100	TEXTBOOKS	350,000.00	350,000.00	31,478.00	381,478.00
	4200	BOOKS OTHER THAN TEXTBOOKS	143,715.00	143,865.00	9,833.03	153,698.03
	4300	MATERIALS & SUPPLIES	7,356,655.78	7,357,292.94	777,753.38	8,135,046.32
	4400	NON-CAPITALIZED EQUIPMENT	384,065.00	384,215.00	148,362.72	532,577.72
	5200	TRAVEL & CONFERENCES	150,696.00	150,755.00	42,814.00	193,569.00
	5300	DUES & MEMBERSHIPS	39,315.00	39,404.00	8,900.00	48,304.00
	5450	OTHER INSURANCE	727,641.00	727,641.00	.00	727,641.00
	5500	OPERATIONS & HOUSEKEEPING SRVC	3,946,522.00	3,946,522.00	2,550.00	3,949,072.00
	5600	RENTS,LEASES,REPAIRS,IMPRVMTS	493,760.00	495,431.00	38,063.02	533,494.02
	5710	DIR COSTS FOR INTRPRG SERVICES	.00	.00	.00	.00
	5750	DIR COSTS FOR INTERFUND SVCS	-8,000.00	-8,000.00	25.00	-7,975.00
	5800	OTHER SVCS & OPER EXPENDITURES	3,686,387.67	3,686,887.67	641,498.27	4,328,385.94
	5900	INTERGOVERNMENTAL FEES	669,986.00	667,986.00	12,855.55	680,841.55
	6200	BLDG & IMPROVEMENT OF BLDGS	328,014.20	328,014.20	333,256.15	661,270.35
	6400	EQUIPMENT	17,000.00	161,199.00	133,893.00	295,092.00
	6500	EQUIPMENT REPLACEMENT	2,500.00	2,500.00	.00	2,500.00
	7130	STATE SPECIAL SCHOOLS	8,000.00	8,000.00	.00	8,000.00
	7142	TUITION, EXCESS COSTS TO COE	719,823.00	719,823.00	.00	719,823.00

FCR270
AUGUST 2011 BUDGET ADJ REPORT

SAN JOAQUIN COUNTY OFFICE OF EDUCATION
BUDGET ADJUSTMENT REPORT
FROM DATE 08/01/2011 TO DATE 08/31/2011

#J3484

PAGE: 2
09/01/2011

75 Tracy Jt. Unified School Dist.

Restricted and Unrestricted

FISCAL YR: 12

APPROVED			07/27/2011	08/01/2011	BUDGET	08/31/2011
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
01	7310	TRANSFERS OF INDIRECT COSTS	-.51	-.51	.00	-.51
	7350	TRANS OF INDIRECT - INTERFUND	-181,909.00	-180,926.98	.00	-180,926.98
	7438	DEBT SERVICE - INTEREST	899.00	899.00	.00	899.00
	7439	DEBT SERVICE - PRINCIPAL	55,064.00	55,064.00	16,246.00	71,310.00
	7615	FROM GEN/SPC/BLDG TO DEF MAINT	100,000.00	100,000.00	-100,000.00	.00
TOTAL EXPENSE			113,727,917.27	113,894,657.28	2,104,441.50	115,999,098.78

75 Tracy Jt. Unified School Dist.

Restricted and Unrestricted

FISCAL YR: 12

APPROVED		07/27/2011	08/01/2011	BUDGET	08/31/2011	
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
=====						
01	8011	REVENUE LIMIT ST AID-CURR YEAR	63,073,379.00	63,073,379.00	.00	63,073,379.00
	8021	HOME OWNERS EXEMPTION	275,168.00	275,168.00	.00	275,168.00
	8029	OTHER SUBVENTIONS/IN-LIEU TAX	30.00	30.00	.00	30.00
	8040	COUNTY & DISTRICT TAXES	20,760,526.00	20,760,526.00	.00	20,760,526.00
	8042	UNSECURED ROLL TAXES	1,352,272.00	1,352,272.00	.00	1,352,272.00
	8043	PRIOR YEARS' TAXES	23,621.00	23,621.00	.00	23,621.00
	8044	SUPPLEMENTAL TAXES	36,066.00	36,066.00	.00	36,066.00
	8045	ED REVENUE AUGMENT FUND (ERAF)	2,131,130.00	2,131,130.00	.00	2,131,130.00
	8091	REVENUE LIMIT TRANSFERS	.00	.00	.00	.00
	8092	PERS REDUCTION TRANSFER	157,173.00	157,173.00	.00	157,173.00
	8096	TRANSFERS TO CHARTERS, IN LIEU	-1,815,349.00	-1,815,349.00	.00	-1,815,349.00
	8181	SP ED-ENTITLEMENT	2,340,711.00	2,340,912.00	.00	2,340,912.00
	8182	SP ED-DISCRETIONARY GRANTS	225,420.00	225,420.00	-180.68	225,239.32
	8285	INTERAGENCY CNTRCTS BTWN LEA'S	73,167.88	73,167.88	-1,795.88	71,372.00
	8290	ALL OTHER FEDERAL REVENUES	6,005,137.00	6,024,626.00	844,096.00	6,868,722.00
	8311	OTH ST APPORTIONMENTS-CURR YR	2,990,346.00	2,990,346.00	-185.00	2,990,161.00
	8434	CLASS SIZE REDUCTION K-3	2,649,654.00	2,649,654.00	.00	2,649,654.00
	8560	STATE LOTTERY REVENUE	2,138,323.00	2,138,323.00	.00	2,138,323.00
	8590	ALL OTHER STATE REVENUES	7,367,891.00	7,367,891.00	-10,991.81	7,356,899.19
	8660	INTEREST	85,000.00	85,000.00	.00	85,000.00
	8675	TRANSPORTATION FEES FROM INDIV	178,466.00	178,466.00	.00	178,466.00
	8677	INTERAGENCY SVCS BETWEEN LEA'S	941,271.00	941,271.00	6,125.00	947,396.00
	8699	ALL OTHER LOCAL REVENUES	996,357.00	998,213.00	671,512.40	1,669,725.40
	8792	TRANS OF APPORTION FROM CO OFF	2,991,450.00	2,991,450.00	-231,779.00	2,759,671.00
	8919	OTH AUTH INTERFUND TRANS IN	57,300.00	57,300.00	.00	57,300.00
	8980	CONTRIBUTE FROM UNRSTRCTD REV	.00	.00	.00	.00
	8990	CNTRIBUT/TRANS FRM RSTR/UNREST	.00	.00	.00	.00
TOTAL REVENUE			115,034,509.88	115,056,055.88	1,276,801.03	116,332,856.91

FCR270
AUGUST 2011 BUDGET ADJ REPORT

SAN JOAQUIN COUNTY OFFICE OF EDUCATION
BUDGET ADJUSTMENT REPORT
FROM DATE 08/01/2011 TO DATE 08/31/2011

#J3484

PAGE: 4
09/01/2011

75 Tracy Jt. Unified School Dist.

Restricted and Unrestricted

FISCAL YR: 12

FUND	OBJECT	DESCRIPTION	BEGINNING BALANCE	08/01/2011 REVISED BALANCE	ADJUSTMENTS	08/31/2011 REVISED BALANCE
01	9780	OTHER DESIGNATIONS	-150,000.00	-150,000.00	.00	-150,000.00
	9789	RESERVE FOR ECONOMIC UNCERTAIN	-3,328,815.00	-3,328,815.00	.00	-3,328,815.00
	9790	UNDESIGNATED/UNAPPROPRIATED	263,069.25	408,263.26	827,640.47	1,235,903.73
	9791	BEGINNING BALANCE	-3,931,538.14	-3,931,538.14	.00	-3,931,538.14
	9793	AUDIT ADJUSTMENTS	.00	.00	.00	.00
	9795	OTHER RESTATEMENTS	.00	.00	.00	.00
	9798	BUDGET FUND BALANCE OFFSET	5,238,130.75	5,092,936.74	-827,640.47	4,265,296.27
	9799	K12 NET GAIN OR LOSS	.00	-1,161,398.60	827,640.47	-333,758.13

75 Tracy Jt. Unified School Dist.

Restricted and Unrestricted

FISCAL YR: 12

APPROVED			07/27/2011	09/01/2011	BUDGET	09/30/2011
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
01	1100	TEACHERS' SALARIES	48,030,516.82	48,056,522.88	42,547.79	48,099,070.67
	1200	CERT PUPIL SUPPORT SALARIES	2,854,192.00	2,854,192.00	48,216.00	2,902,408.00
	1300	CERT SUPRVSRs' & ADMINS' SAL	4,656,916.60	4,656,916.60	-115,002.00	4,541,914.60
	1900	OTHER CERTIFICATED SALARIES	882,866.00	882,866.00	96,314.00	979,180.00
	2100	INSTRUCTIONAL AIDES' SALARIES	3,167,063.47	3,167,486.57	96,130.00	3,263,616.57
	2200	CLASSIFIED SUPPORT SALARIES	7,161,947.00	7,161,947.00	28,472.00	7,190,419.00
	2300	CLASS SUPRVSRs' & ADMINS' SAL	1,409,672.00	1,409,672.00	36,381.00	1,446,053.00
	2400	CLERICAL & OFFICE SALARIES	3,913,711.00	3,913,711.00	87,779.11	4,001,490.11
	2900	OTHER CLASSIFIED SALARIES	434,358.00	434,358.00	5,497.00	439,855.00
	3101	STRS ON 1000 SALARIES	4,606,528.33	4,606,998.85	11,881.61	4,618,880.46
	3201	PERS ON 1000 SALARIES	85,767.00	85,767.00	1,122.00	86,889.00
	3202	PERS ON 2000 SALARIES	1,682,639.28	1,682,639.28	35,806.42	1,718,445.70
	3311	OASDI ON 1000 SALARIES	41,211.00	41,211.00	3,728.00	44,939.00
	3312	OASDI ON 2000 SALARIES	818,381.87	818,381.87	18,409.16	836,791.03
	3321	FICA-MED ON 1000 SALARIES	705,476.53	705,559.22	-2,674.54	702,884.68
	3322	FICA-MED ON 2000 SALARIES	202,531.21	202,537.36	4,992.44	207,529.80
	3331	ALTER. RETIREMENT ON 1000 SAL	.00	.00	1,033.00	1,033.00
	3332	ALTER. RETIREMENT ON 2000 SAL	29,427.65	29,445.00	1,485.00	30,930.00
	3411	HEALTH & WELFARE ON 1000 SALS	6,379,244.64	6,379,244.64	47,275.00	6,426,519.64
	3412	HEALTH & WELFARE ON 2000 SALS	2,677,773.00	2,677,773.00	30,752.12	2,708,525.12
	3501	STATE UNEMPLOY ON 1000 SALARY	909,531.90	909,623.73	2,348.42	911,972.15
	3502	STATE UNEMPLOY ON 2000 SALARY	262,201.74	262,208.56	6,230.05	268,438.61
	3601	WORKER'S COMP INS ON 1000 SAL	1,027,729.74	1,027,833.94	2,660.26	1,030,494.20
	3602	WORKER'S COMP INS ON 2000 SAL	292,527.17	292,534.66	7,069.01	299,603.67
	3711	OPEB,ALLOCATED, CERTIFICATED	1,066,657.97	1,066,657.97	15,683.00	1,082,340.97
	3712	OPEB,ALLOCATED, CLASSIFIED	652,803.00	652,803.00	.00	652,803.00
	3801	PERS REDUCTION ON 1000 SALARY	12,189.00	12,189.00	215.00	12,404.00
	3802	PERS REDUCTION ON 2000 SALARY	141,490.00	141,490.00	7,647.00	149,137.00
	3911	TAXABLE FRINGE BEN ON 1000 SAL	.00	.00	.00	.00
	3931	GOLDEN HANDSHAKE CERTIFICATED	469,022.66	469,022.66	.00	469,022.66
	3932	GOLDEN HANDSHAKE CLASSIFIED	163,406.55	163,406.55	.00	163,406.55
	3999	BENEFIT PAYROLL ERRORS	.00	.00	.00	.00
	4100	TEXTBOOKS	350,000.00	381,478.00	8,796.95	390,274.95
	4200	BOOKS OTHER THAN TEXTBOOKS	143,715.00	153,698.03	67,372.98	221,071.01
	4300	MATERIALS & SUPPLIES	7,356,655.78	8,135,046.32	1,858,632.96	9,993,679.28
	4400	NON-CAPITALIZED EQUIPMENT	384,065.00	532,577.72	37,920.00	570,497.72
	5200	TRAVEL & CONFERENCES	150,696.00	193,569.00	7,904.00	201,473.00
	5300	DUES & MEMBERSHIPS	39,315.00	48,304.00	.00	48,304.00
	5450	OTHER INSURANCE	727,641.00	727,641.00	-25,000.00	702,641.00
	5500	OPERATIONS & HOUSEKEEPING SRVC	3,946,522.00	3,949,072.00	.00	3,949,072.00
	5600	RENTS,LEASES,REPAIRS,IMPRVMTS	493,760.00	533,494.02	2,290.00	535,784.02
	5710	DIR COSTS FOR INTRPRG SERVICES	.00	.00	.00	.00
	5750	DIR COSTS FOR INTERFUND SVCS	-8,000.00	-7,975.00	-296.90	-8,271.90
	5800	OTHER SVCS & OPER EXPENDITURES	3,686,387.67	4,328,385.94	408,309.94	4,736,695.88
	5900	INTERGOVERNMENTAL FEES	669,986.00	680,841.55	-1,100.00	679,741.55
	6200	BLDGS & IMPROVEMENT OF BLDGS	328,014.20	661,270.35	244,371.65	905,642.00
	6400	EQUIPMENT	17,000.00	295,092.00	-628.80	294,463.20
	6500	EQUIPMENT REPLACEMENT	2,500.00	2,500.00	.00	2,500.00
	7130	STATE SPECIAL SCHOOLS	8,000.00	8,000.00	.00	8,000.00

FCR270
SEPT 2011 BUDGET ADJ REPORT

SAN JOAQUIN COUNTY OFFICE OF EDUCATION
BUDGET ADJUSTMENT REPORT
FROM DATE 09/01/2011 TO DATE 09/30/2011

#J347

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10/06/2011

75 Tracy Jt. Unified School Dist.			Restricted and Unrestricted		FISCAL YR: 12	
FUND	APPROVED OBJECT	DESCRIPTION	07/27/2011 ADOPTED BUDGET	09/01/2011 REVISED BUDGET	BUDGET ADJUSTMENTS	09/30/2011 REVISED BUDGET
01	7142	TUITION, EXCESS COSTS TO COE	719,823.00	719,823.00	.00	719,823.00
	7310	TRANSFERS OF INDIRECT COSTS	-.51	-.51	.00	-.51
	7350	TRANS OF INDIRECT - INTERFUND	-181,909.00	-180,926.98	-144.88	-181,071.86
	7438	DEBT SERVICE - INTEREST	899.00	899.00	.00	899.00
	7439	DEBT SERVICE - PRINCIPAL	55,064.00	71,310.00	-300.00	71,010.00
	7615	FROM GEN/SPC/BLDG TO DEF MAINT	100,000.00	.00	.00	.00
	TOTAL EXPENSE		113,727,917.27	115,999,098.78	3,130,125.75	119,129,224.53

75 Tracy Jt. Unified School Dist.

Restricted and Unrestricted

FISCAL YR: 12

APPROVED			07/27/2011	09/01/2011	BUDGET	09/30/2011
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
01	8011	REVENUE LIMIT ST AID-CURR YEAR	63,073,379.00	63,073,379.00	.00	63,073,379.00
	8021	HOME OWNERS EXEMPTION	275,168.00	275,168.00	.00	275,168.00
	8029	OTHER SUBVENTIONS/IN-LIEU TAX	30.00	30.00	.00	30.00
	8040	COUNTY & DISTRICT TAXES	20,760,526.00	20,760,526.00	.00	20,760,526.00
	8042	UNSECURED ROLL TAXES	1,352,272.00	1,352,272.00	.00	1,352,272.00
	8043	PRIOR YEARS' TAXES	23,621.00	23,621.00	.00	23,621.00
	8044	SUPPLEMENTAL TAXES	36,066.00	36,066.00	.00	36,066.00
	8045	ED REVENUE AUGMENT FUND (ERAF)	2,131,130.00	2,131,130.00	.00	2,131,130.00
	8091	REVENUE LIMIT TRANSFERS	.00	.00	.00	.00
	8092	PERS REDUCTION TRANSFER	157,173.00	157,173.00	.00	157,173.00
	8096	TRANSFERS TO CHARTERS, IN LIEU	-1,815,349.00	-1,815,349.00	.00	-1,815,349.00
	8181	SP ED-ENTITLEMENT	2,340,711.00	2,340,912.00	-9,108.05	2,331,803.95
	8182	SP ED-DISCRETIONARY GRANTS	225,420.00	225,239.32	.00	225,239.32
	8285	INTERAGENCY CNTRCTS BTWN LEA'S	73,167.88	71,372.00	23,086.00	94,458.00
	8290	ALL OTHER FEDERAL REVENUES	6,005,137.00	6,868,722.00	349,676.51	7,218,398.51
	8311	OTH ST APPORTIONMENTS-CURR YR	2,990,346.00	2,990,161.00	.00	2,990,161.00
	8434	CLASS SIZE REDUCTION K-3	2,649,654.00	2,649,654.00	-112,221.00	2,537,433.00
	8560	STATE LOTTERY REVENUE	2,138,323.00	2,138,323.00	.00	2,138,323.00
	8590	ALL OTHER STATE REVENUES	7,367,891.00	7,356,899.19	69,462.03	7,426,361.22
	8660	INTEREST	85,000.00	85,000.00	.00	85,000.00
	8675	TRANSPORTATION FEES FROM INDIV	178,466.00	178,466.00	.00	178,466.00
	8677	INTERAGENCY SVCS BETWEEN LEA'S	941,271.00	947,396.00	.00	947,396.00
	8699	ALL OTHER LOCAL REVENUES	996,357.00	1,669,725.40	37,347.84	1,707,073.24
	8792	TRANS OF APPORTION FROM CO OFF	2,991,450.00	2,759,671.00	.00	2,759,671.00
	8919	OTH AUTH INTERFUND TRANS IN	57,300.00	57,300.00	.00	57,300.00
	8980	CONTRIBUTE FROM UNRSTRCTD REV	.00	.00	-60,317.00	-60,317.00
	8990	CNTRIBUT/TRANS FRM RSTR/UNREST	.00	.00	.00	.00
TOTAL REVENUE			115,034,509.88	116,332,856.91	297,926.33	116,630,783.24

FCR270
SEPT 2011 BUDGET ADJ REPORT

SAN JOAQUIN COUNTY OFFICE OF EDUCATION
BUDGET ADJUSTMENT REPORT
FROM DATE 09/01/2011 TO DATE 09/30/2011

#J347

PAGE: 4
10/06/2011

75 Tracy Jt. Unified School Dist.

Restricted and Unrestricted

FISCAL YR: 12

FUND	OBJECT	DESCRIPTION	BEGINNING BALANCE	09/01/2011 REVISED BALANCE	ADJUSTMENTS	09/30/2011 REVISED BALANCE
01	9780	OTHER DESIGNATIONS	-150,000.00	-150,000.00	.00	-150,000.00
	9789	RESERVE FOR ECONOMIC UNCERTAIN	-3,328,815.00	-3,328,815.00	.00	-3,328,815.00
	9790	UNDESIGNATED/UNAPPROPRIATED	-24,801,893.28	-23,829,058.80	2,832,199.42	-20,996,859.38
	9791	BEGINNING BALANCE	-28,996,500.67	-28,996,500.67	.00	-28,996,500.67
	9793	AUDIT ADJUSTMENTS	.00	.00	.00	.00
	9795	OTHER RESTATEMENTS	.00	.00	.00	.00
	9798	BUDGET FUND BALANCE OFFSET	30,303,093.28	29,330,258.80	-2,832,199.42	26,498,059.38
	9799	K12 NET GAIN OR LOSS	.00	-333,758.13	2,832,199.42	2,498,441.29



BUSINESS SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Casey Goodall, Assoc. Superintendent of Business Services
DATE: September 1, 2011
SUBJECT: Approve Revolving Cash Fund Reports (June-July, 2011)

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

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

FUNDING: N/A.

RECOMMENDATION: Approve Revolving Cash Fund Reports (June-July, 2011).

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

TUSD 2011
REVOLVING CASH FUND
June 2011

Date	Num	Name	Memo	Paid Amount
6/3/2011	8657	NS-CAMANCHE	WHS AG RETREAT - 6/8-10/2011	
			01-7010-0-1110-1000-5200-700-6512	-572.40
TOTAL				-572.40
6/3/2011	8658	CATA	CONFERENCE 6/19-23/2011 MARLENE HEPNER	
			01-7010-1110-1000-5200-700-6512	-347.00
TOTAL				-347.00
6/13/2011	8659	SIAM CAFE	P.O. 110503 BOARD DINNER	
			01-0000-0-0000-7150-4300-800-1001	-95.15
TOTAL				-95.15
6/16/2011	8660	HOLIDAY INN CAPITOL PLAZA	CONF 6/20-6/24/11 LOIS MCDANIEL	
			13-531000000370052008009802	-546.32
TOTAL				-546.32
6/16/2011	8661	HOLIDAY INN CAPITOL PLAZA	CONF 6/20-6/24/11 GEORGANN HUPE	
			13-5310-0-0000-0000-3700-5200-800-9802	-546.32
TOTAL				-546.32

08/03/11

TUSD
REVOLVING CASH FUND
July 2011

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
7/18/2011	8663	STANISLAUS COUNTY SCHOOL SERVIC...	CONF 7/25/11 JASON NOLL	
			01-0000-0-1110-2700-5200-600-6102	-25.00
TOTAL				-25.00
7/20/2011	8664	SAN JOAQUIN COUNTY ENVIRONMENT...	P.O. 120160 DEC BREAKROOM HEALTH IN...	
			13-5310-0-0000-3700-5800-800-9802	-122.00
TOTAL				-122.00



BUSINESS SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Casey Goodall, Assoc. Superintendent of Business Services
DATE: October 6, 2011
SUBJECT: **Approve Revolving Cash Fund Reports (August-September, 2011)**

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

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

FUNDING: N/A.

RECOMMENDATION: Approve Revolving Cash Fund Reports (August-September, 2011).

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

09/01/11

TUSD
REVOLVING CASH FUND
August 2011

<u>Date</u>	<u>Num</u>	<u>Name</u>
8/8/2011	8665	CALIFORNIA HIGHWAY PATROL
TOTAL		
8/8/2011	8666	CALIFORNIA HIGHWAY PATROL
TOTAL		
8/8/2011	8667	CALIFORNIA HIGHWAY PATROL
TOTAL		
8/8/2011	8668	CALIFORNIA HIGHWAY PATROL
TOTAL		
8/8/2011	8669	CALIFORNIA HIGHWAY PATROL
TOTAL		
8/8/2011	8670	CALIFORNIA HIGHWAY PATROL
TOTAL		
8/8/2011	8671	CALIFORNIA HIGHWAY PATROL
TOTAL		
8/8/2011	8672	DEPARTMENT OF MOTOR VEHICLES
TOTAL		
8/8/2011	8673	DEPARTMENT OF MOTOR VEHICLES
TOTAL		
8/8/2011	8674	DEPARTMENT OF MOTOR VEHICLES
TOTAL		

09/01/11

TUSD
REVOLVING CASH FUND
August 2011

<u>Memo</u>	<u>Paid Amount</u>
P.O. 120612 FEES	
01-7230-0-1110-3600-4300-840-9702	-57.00
	-57.00
P.O. 120612 FEES	
01-7230-0-1110-3600-4300-840-9702	-57.00
	-57.00
P.O. 120612 FEES	
01-7230-0-1110-3600-4300-840-9702	-57.00
	-57.00
P.O. 120612 FEES	
01-7230-0-1110-3600-4300-840-9702	-57.00
	-57.00
P.O. 120612 FEES	
01-7230-0-1110-3600-4300-840-9702	-57.00
	-57.00
P.O. 120612 FEES	
01-7230-0-1110-3600-4300-840-9702	-57.00
	-57.00
P.O. 120612 FEES	
01-3230-0-1110-3600-4300-840-9702	-57.00
	-57.00
P.O. 120612 FEES	
01-7230-0-1110-3600-4300-840-9702	-57.00
	-57.00
P.O. 120613 FEES	
01-7230-0-1110-3600-4300-840-9702	-69.00
	-69.00
P.O. 120613 FEES	
01-7230-0-1110-3600-4300-840-9702	-69.00
	-69.00
P.O. 120613 FEES	
01-7230-0-1110-3600-4300-840-9702	-69.00
	-69.00

10/03/11

TUSD
REVOLVING CASH FUND
September 2011

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
9/1/2011	8680	REGENTS OF THE UNIVERSITY OF CAL...	CONFERENCE 9/10/11 GLORIA MILLER	
			01-7090-0-1110-1000-5200-800-2767	-40.00
TOTAL				-40.00
9/1/2011	8681	CAL STATE UNIVERSITY, EAST BAY	CONFERENCE 9/19/11 G.MILLER,L.TOMLIN,...	
			01-7090-0-1110-1000-5200-800-2767	-195.00
TOTAL				-195.00
9/12/2011	8682	SAN JOAQUIN A+	P.O. 120974 SPIRIT OF LITERACY GALA DIN...	
			01-0000-0-0000-7150-4300-810-1001	-50.00
TOTAL				-50.00
9/12/2011	8683	KINDER'S MEATS	P.O. 120434 BOARD DINNER	
			01-0000-0-0000-7150-4300-810-1001	-108.63
TOTAL				-108.63
9/19/2011	8684	SAN JOAQUIN A+	P.O. 120974	
			01-0000-0-0000-7150-4300-800-1001	-100.00
TOTAL				-100.00



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: September 1, 2011
SUBJECT: Approve Payroll Reports (July, 2011)

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

RATIONALE: The Board of Trustees is required by law to approve the total expenditures of the district. The Board has requested to review detailed backup for expenditures. This agenda item meets Strategic Goal #7-Develop Powerful Educational Leaders.

FUNDING: N/A

RECOMMENDATION: Approve Payroll Report

Prepared by: Reed Call, Director of Financial Services

DATE: 07/08/11

FUND 01 GROSS PAYROLL	\$	296,514.44
BENEFITS	\$	35,974.69
TOTAL	\$	332,489.13
FUND 11 GROSS PAYROLL - ADULT EDUCATION	\$	16,516.47
BENEFITS	\$	3,625.09
TOTAL	\$	20,141.56
FUND 12 GROSS PAYROLL - CHILD DEVELOPMENT	\$	4,738.06
BENEFITS	\$	390.52
TOTAL	\$	5,128.58
FUND 13 GROSS PAYROLL - CAFETERIA FUND	\$	17,617.61
BENEFITS	\$	2,286.75
TOTAL	\$	19,904.36
DISTRICT TOTAL	\$	377,663.63

Report: R0010A

Gross Wage & Fringe Summary by Object for JUNE SUPPLEMENTAL 7/08/2011

Fiscal Year 2010/2011

Fund: 01 GEN FUND/CO SCHOOL SERV FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1100	TEACHERS' SALARIES	61,915.66	0.00	61,915.66
1101	TEACHERS' SALARIES EXTRA	2,142.75	0.00	2,142.75
1104	TEACHERS' SALARIES SUMMER SCHL	5,995.13	0.00	5,995.13
1105	TEACHERS' SALARIES SUBS	85,690.08	0.00	85,690.08
1107	TEACHERS' SALARIES HOURLY	6,000.75	0.00	6,000.75
1120	HOME INSTRUCTION SALARIES	2,976.76	0.00	2,976.76
1200	CERT PUPIL SUPPORT SALARIES	11,561.02	0.00	11,561.02
1201	CERT PUPIL SUPPORT SALRY EXTRA	2,021.93	0.00	2,021.93
1330	ASSISTANT SUPERINTENDENTS SAL	1,719.27	0.00	1,719.27
1340	CERT. ADMINISTRATOR SALARIES	6,581.51	0.00	6,581.51
1900	OTHER CERTIFICATED SALARIES	3,550.00	0.00	3,550.00
2100	INSTRUCTIONAL AIDES' SALARIES	15,746.80	0.00	15,746.80
2101	INSTR AIDES SALARIES EXTRA	1,004.79	0.00	1,004.79
2104	INSTR AIDES SALARY SUMMER SCHL	2,994.29	0.00	2,994.29
2105	INSTR AIDES SALARIES SUBS	3,631.55	0.00	3,631.55
2106	INSTR AIDES SALARIES OVERTIME	554.16	0.00	554.16
2200	CLASSIFIED SUPPORT SALARIES	14,835.14	0.00	14,835.14
2205	CLASS SUPPORT SALARIES SUBS	16,792.04	0.00	16,792.04
2206	CLASS SUPPORT SALARY OVERTIME	33,779.95	0.00	33,779.95
2400	CLERICAL & OFFICE SALARIES	5,219.91	0.00	5,219.91
2401	CLERICAL AND OFFICE SAL EXTRA	2,888.36	0.00	2,888.36
2405	CLERICAL AND OFFICE SAL SUBS	2,402.85	0.00	2,402.85
2406	CLERICAL AND OFFICE SAL OT	1,008.11	0.00	1,008.11
2407	CLERICAL AND OFFICE SAL HOURLY	2,871.01	0.00	2,871.01
2900	OTHER CLASSIFIED SALARIES	1,201.65	0.00	1,201.65
2901	OTHER CLASSIFIED SALARY EXTRA	152.95	0.00	152.95
2905	OTHER CLASSIFIED SALARY SUBS	1,078.52	0.00	1,078.52
2907	OTHER CLASSIFIED SALARY HOURLY	197.50	0.00	197.50
3101	STRS ON 1000 SALARIES	0.00	14,343.20	14,343.20
3202	PERS ON 2000 SALARIES	0.00	2,257.65	2,257.65
3311	OASDI ON 1000 SALARIES	0.00	24.02	24.02
3312	OASDI ON 2000 SALARIES	0.00	3,507.92	3,507.92
3321	FICA-MED ON 1000 SALARIES	0.00	2,706.95	2,706.95
3322	FICA-MED ON 2000 SALARIES	0.00	1,542.21	1,542.21
3331	ALTER. RETIREMENT ON 1000 SAL	0.00	126.51	126.51
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	1,767.93	1,767.93
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	3,061.36	3,061.36
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	1,712.41	1,712.41
3601	WORKER'S COMP INS ON 1000 SAL	0.00	3,158.02	3,158.02
3602	WORKER'S COMP INS ON 2000 SAL	0.00	1,766.51	1,766.51
		296,514.44	35,974.69	332,489.13

01 Fund Total:

Fund: 11 ADULT EDUCATION FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1100	TEACHERS' SALARIES	5,686.18	0.00	5,686.18
1105	TEACHERS' SALARIES SUBS	209.76	0.00	209.76
1200	CERT PUPIL SUPPORT SALARIES	615.20	0.00	615.20
2100	INSTRUCTIONAL AIDES' SALARIES	7,464.30	0.00	7,464.30
2101	INSTR AIDES SALARIES EXTRA	361.68	0.00	361.68

Report: R0010A

Gross Wage & Fringe Summary by Object for JUNE SUPPLEMENTAL 7/08/2011

Fiscal Year 2010/2011

2401	CLERICAL AND OFFICE SAL EXTRA	2,179.35	0.00	2,179.35
3101	STRS ON 1000 SALARIES	0.00	434.49	434.49
3202	PERS ON 2000 SALARIES	0.00	592.64	592.64
3312	OASDI ON 2000 SALARIES	0.00	620.32	620.32
3321	FICA-MED ON 1000 SALARIES	0.00	63.08	63.08
3322	FICA-MED ON 2000 SALARIES	0.00	145.07	145.07
3411	HEALTH & WELFARE ON 1000 SALS	0.00	1,194.52	1,194.52
3412	HEALTH & WELFARE ON 2000 SALS	0.00	34.76	34.76
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	104.82	104.82
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	161.09	161.09
3601	WORKER'S COMP INS ON 1000 SAL	0.00	108.14	108.14
3602	WORKER'S COMP INS ON 2000 SAL	0.00	166.16	166.16
11 Fund Total:		16,516.47	3,625.09	20,141.56

Fund: 12 CHILD DEVELOPMENT FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1100	TEACHERS' SALARIES	693.00	0.00	693.00
1105	TEACHERS' SALARIES SUBS	276.00	0.00	276.00
1340	CERT. ADMINISTRATOR SALARIES	2,504.42	0.00	2,504.42
2100	INSTRUCTIONAL AIDES' SALARIES	913.47	0.00	913.47
2900	OTHER CLASSIFIED SALARIES	351.17	0.00	351.17
3101	STRS ON 1000 SALARIES	0.00	79.94	79.94
3202	PERS ON 2000 SALARIES	0.00	59.67	59.67
3312	OASDI ON 2000 SALARIES	0.00	34.55	34.55
3321	FICA-MED ON 1000 SALARIES	0.00	14.05	14.05
3322	FICA-MED ON 2000 SALARIES	0.00	18.34	18.34
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	29.00	29.00
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	55.92	55.92
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	20.37	20.37
3601	WORKER'S COMP INS ON 1000 SAL	0.00	57.68	57.68
3602	WORKER'S COMP INS ON 2000 SAL	0.00	21.00	21.00
12 Fund Total:		4,738.06	390.52	5,128.58

Fund: 13 CAFETERIA FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
2200	CLASSIFIED SUPPORT SALARIES	11,839.31	0.00	11,839.31
2204	CLASS SUPPORT SAL SUMMER SCHL	916.29	0.00	916.29
2205	CLASS SUPPORT SALARIES SUBS	4,557.91	0.00	4,557.91
2206	CLASS SUPPORT SALARY OVERTIME	304.10	0.00	304.10
3202	PERS ON 2000 SALARIES	0.00	653.69	653.69
3312	OASDI ON 2000 SALARIES	0.00	445.85	445.85
3322	FICA-MED ON 2000 SALARIES	0.00	255.50	255.50
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	355.44	355.44
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	283.65	283.65
3602	WORKER'S COMP INS ON 2000 SAL	0.00	292.62	292.62
13 Fund Total:		17,617.61	2,286.75	19,904.36

District Total:

335,386.58	42,277.05	377,663.63
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Run Date: 07/01/2011 13:05:25

TRACY UNIFIED SCHOOL DISTRICT

Page 3

Report: R0010A

Gross Wage & Fringe Summary by Object for JUNE SUPPLEMENTAL 7/08/2011

Fiscal Year 2010/2011

DATE: 07/29/11

FUND 01 GROSS PAYROLL	\$ 2,743,570.13
BENEFITS	\$ 1,387,016.63
TOTAL	\$ 4,130,586.76
FUND 11 GROSS PAYROLL - ADULT EDUCATION	\$ 938.85
BENEFITS	\$ 4,099.62
TOTAL	\$ 5,038.47
FUND 12 GROSS PAYROLL - CHILD DEVELOPMENT	\$ -
BENEFITS	\$ 1,269.02
TOTAL	\$ 1,269.02
FUND 13 GROSS PAYROLL - CAFETERIA FUND	\$ 39,013.99
BENEFITS	\$ 22,199.06
TOTAL	\$ 61,213.05
DISTRICT TOTAL	\$ 4,198,107.30

Report: R0010A

Gross Wage & Fringe Summary by Object for JULY REGULAR 7/29/2011

Fiscal Year 2011/2012

Fund: 01 GEN FUND/CO SCHOOL SERV FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1100	TEACHERS' SALARIES	1,234,881.53	0.00	1,234,881.53
1200	CERT PUPIL SUPPORT SALARIES	221,055.94	0.00	221,055.94
1300	CERT SUPRVSRs' & ADMINS' SAL	30,815.54	0.00	30,815.54
1320	SUPERINTENDENTS SALARIES	16,700.77	0.00	16,700.77
1330	ASSISTANT SUPERINTENDENTS SAL	11,573.96	0.00	11,573.96
1340	CERT. ADMINISTRATOR SALARIES	302,938.74	0.00	302,938.74
1900	OTHER CERTIFICATED SALARIES	24,443.76	0.00	24,443.76
2100	INSTRUCTIONAL AIDES' SALARIES	73,193.76	0.00	73,193.76
2200	CLASSIFIED SUPPORT SALARIES	460,239.35	0.00	460,239.35
2300	CLASS SUPRVSRs' & ADMINS' SAL	2,800.00	0.00	2,800.00
2310	CLASS SUPERVISORS SALARIES	16,152.61	0.00	16,152.61
2320	CLASS. ADMINISTRATOR SALARIES	97,193.46	0.00	97,193.46
2400	CLERICAL & OFFICE SALARIES	112,015.51	0.00	112,015.51
2407	CLERICAL AND OFFICE SAL HOURLY	130,762.13	0.00	130,762.13
2900	OTHER CLASSIFIED SALARIES	8,803.07	0.00	8,803.07
3101	STRS ON 1000 SALARIES	0.00	149,464.94	149,464.94
3201	PERS ON 1000 SALARIES	0.00	3,161.52	3,161.52
3202	PERS ON 2000 SALARIES	0.00	97,557.56	97,557.56
3311	OASDI ON 1000 SALARIES	0.00	1,665.97	1,665.97
3312	OASDI ON 2000 SALARIES	0.00	50,113.51	50,113.51
3321	FICA-MED ON 1000 SALARIES	0.00	23,233.98	23,233.98
3322	FICA-MED ON 2000 SALARIES	0.00	11,888.70	11,888.70
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	86.06	86.06
3411	HEALTH & WELFARE ON 1000 SALS	0.00	556,780.02	556,780.02
3412	HEALTH & WELFARE ON 2000 SALS	0.00	224,459.91	224,459.91
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	29,662.77	29,662.77
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	14,508.49	14,508.49
3601	WORKER'S COMP INS ON 1000 SAL	0.00	33,659.15	33,659.15
3602	WORKER'S COMP INS ON 2000 SAL	0.00	16,463.40	16,463.40
3711	H & W CURRENT RETIREES ON 1000	0.00	106,926.70	106,926.70
3712	H & W CURRENT RETIREES ON 2000	0.00	67,383.95	67,383.95

01 Fund Total:

2,743,570.13

1,387,016.63

4,130,586.76

Fund: 11 ADULT EDUCATION FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1340	CERT. ADMINISTRATOR SALARIES	938.85	0.00	938.85
3101	STRS ON 1000 SALARIES	0.00	77.46	77.46
3321	FICA-MED ON 1000 SALARIES	0.00	12.37	12.37
3411	HEALTH & WELFARE ON 1000 SALS	0.00	67.14	67.14
3412	HEALTH & WELFARE ON 2000 SALS	0.00	3,910.38	3,910.38
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	15.12	15.12
3601	WORKER'S COMP INS ON 1000 SAL	0.00	17.15	17.15

11 Fund Total:

938.85

4,099.62

5,038.47

Fund: 12 CHILD DEVELOPMENT FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
3411	HEALTH & WELFARE ON 1000 SALS	0.00	635.46	635.46
3412	HEALTH & WELFARE ON 2000 SALS	0.00	633.56	633.56

Report: R0010A

Gross Wage & Fringe Summary by Object for JULY REGULAR 7/29/2011

Fiscal Year 2011/2012

12 Fund Total:

0.00

1,269.02

1,269.02

Fund: 13 CAFETERIA FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
2200	CLASSIFIED SUPPORT SALARIES	25,118.83	0.00	25,118.83
2400	CLERICAL & OFFICE SALARIES	13,895.16	0.00	13,895.16
3202	PERS ON 2000 SALARIES	0.00	4,399.93	4,399.93
3312	OASDI ON 2000 SALARIES	0.00	2,085.16	2,085.16
3322	FICA-MED ON 2000 SALARIES	0.00	512.83	512.83
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	71.15	71.15
3412	HEALTH & WELFARE ON 2000 SALS	0.00	13,789.14	13,789.14
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	628.11	628.11
3602	WORKER'S COMP INS ON 2000 SAL	0.00	712.74	712.74

13 Fund Total:

39,013.99

22,199.06

61,213.05

District Total:

2,783,522.97

1,414,584.33

4,198,107.30



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: October 6, 2011
SUBJECT: Approve Payroll Reports (August-September, 2011)

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

RATIONALE: The Board of Trustees is required by law to approve the total expenditures of the district. The Board has requested to review detailed backup for expenditures. This agenda item meets Strategic Goal #7-Develop Powerful Educational Leaders.

FUNDING: N/A

RECOMMENDATION: Approve Payroll Report

Prepared by: Reed Call, Director of Financial Services

DATE: 08/10/11

FUND 01 GROSS PAYROLL	\$	222,398.69
BENEFITS	\$	33,735.97
TOTAL	\$	256,134.66

FUND 11 GROSS PAYROLL - ADULT EDUCATION	\$	52.92
BENEFITS	\$	2,630.31
TOTAL	\$	2,683.23

FUND 12 GROSS PAYROLL - CHILD DEVELOPMENT	\$	-
BENEFITS	\$	-
TOTAL	\$	-

FUND 13 GROSS PAYROLL - CAFETERIA FUND	\$	19,605.87
BENEFITS	\$	2,885.53
TOTAL	\$	22,491.40

DISTRICT TOTAL	\$	281,309.29
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Report: R0010A

Gross Wage & Fringe Summary by Object for JULY SUPPLEMENTAL 8/10/2011

Fiscal Year 2011/2012

Fund: 01	GEN FUND/CO SCHOOL SERV FUND	Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
		1100	TEACHERS' SALARIES	12,667.60	0.00	12,667.60
		1104	TEACHERS' SALARIES SUMMER SCHL	82,481.70	0.00	82,481.70
		1105	TEACHERS' SALARIES SUBS	1,679.76	0.00	1,679.76
		1107	TEACHERS' SALARIES HOURLY	94.50	0.00	94.50
		1200	CERT PUPIL SUPPORT SALARIES	6,838.92	0.00	6,838.92
		2100	INSTRUCTIONAL AIDES' SALARIES	41.54	0.00	41.54
		2101	INSTR AIDES SALARIES EXTRA	1,084.94	0.00	1,084.94
		2104	INSTR AIDES SALARY SUMMER SCHL	39,823.42	0.00	39,823.42
		2200	CLASSIFIED SUPPORT SALARIES	21,191.93	0.00	21,191.93
		2201	CLASS SUPPORT SALARIES EXTRA	9,856.08	0.00	9,856.08
		2204	CLASS SUPPORT SAL SUMMER SCHL	6,876.29	0.00	6,876.29
		2205	CLASS SUPPORT SALARIES SUBS	11,825.07	0.00	11,825.07
		2206	CLASS SUPPORT SALARY OVERTIME	11,145.39	0.00	11,145.39
		2301	CLASS SUPV&ADMIN EXTRA/STIPEND	580.05	0.00	580.05
		2400	CLERICAL & OFFICE SALARIES	2,774.77	0.00	2,774.77
		2401	CLERICAL AND OFFICE SAL EXTRA	4,852.10	0.00	4,852.10
		2404	CLERICAL AND OFFICE SAL SUMMER	6,825.35	0.00	6,825.35
		2405	CLERICAL AND OFFICE SAL SUBS	570.87	0.00	570.87
		2406	CLERICAL AND OFFICE SAL OT	919.80	0.00	919.80
		2407	CLERICAL AND OFFICE SAL HOURLY	268.61	0.00	268.61
		3101	STRS ON 1000 SALARIES	0.00	8,542.62	8,542.62
		3202	PERS ON 2000 SALARIES	0.00	7,280.09	7,280.09
		3311	OASDI ON 1000 SALARIES	0.00	5.86	5.86
		3312	OASDI ON 2000 SALARIES	0.00	6,078.65	6,078.65
		3321	FICA-MED ON 1000 SALARIES	0.00	1,449.51	1,449.51
		3322	FICA-MED ON 2000 SALARIES	0.00	1,720.22	1,720.22
		3331	ALTER. RETIREMENT ON 1000 SAL	0.00	4.97	4.97
		3332	ALTER. RETIREMENT ON 2000 SAL	0.00	986.11	986.11
		3412	HEALTH & WELFARE ON 2000 SALS	0.00	24.27	24.27
		3501	STATE UNEMPLOY ON 1000 SALARY	0.00	1,670.60	1,670.60
		3502	STATE UNEMPLOY ON 2000 SALARY	0.00	1,910.07	1,910.07
		3601	WORKER'S COMP INS ON 1000 SAL	0.00	1,895.64	1,895.64
		3602	WORKER'S COMP INS ON 2000 SAL	0.00	2,167.36	2,167.36
01 Fund Total:				222,398.69	33,735.97	256,134.66
Fund: 11	ADULT EDUCATION FUND	Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
		2401	CLERICAL AND OFFICE SAL EXTRA	52.92	0.00	52.92
		3202	PERS ON 2000 SALARIES	0.00	114.98	114.98
		3312	OASDI ON 2000 SALARIES	0.00	3.28	3.28
		3322	FICA-MED ON 2000 SALARIES	0.00	0.77	0.77
		3411	HEALTH & WELFARE ON 1000 SALS	0.00	2,509.46	2,509.46
		3502	STATE UNEMPLOY ON 2000 SALARY	0.00	0.85	0.85
		3602	WORKER'S COMP INS ON 2000 SAL	0.00	0.97	0.97
11 Fund Total:				52.92	2,630.31	2,683.23
Fund: 13	CAFETERIA FUND	Object	Description	Wage Total	Fringe Total	Wage & Fringe Total

Run Date: 08/04/2011 14:41:41

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Gross Wage & Fringe Summary by Object for JULY SUPPLEMENTAL 8/10/2011

Fiscal Year 2011/2012

2200	CLASSIFIED SUPPORT SALARIES	2,999.48	0.00	2,999.48
2201	CLASS SUPPORT SALARIES EXTRA	2,047.68	0.00	2,047.68
2204	CLASS SUPPORT SAL SUMMER SCHL	12,728.11	0.00	12,728.11
2205	CLASS SUPPORT SALARIES SUBS	1,830.60	0.00	1,830.60
3202	PERS ON 2000 SALARIES	0.00	885.80	885.80
3312	OASDI ON 2000 SALARIES	0.00	717.65	717.65
3322	FICA-MED ON 2000 SALARIES	0.00	284.27	284.27
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	323.97	323.97
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	315.66	315.66
3602	WORKER'S COMP INS ON 2000 SAL	0.00	358.18	358.18

13 Fund Total:

19,605.87

2,885.53

22,491.40

District Total:

242,057.48

39,251.81

281,309.29

DATE: 08/31/11

FUND 01 GROSS PAYROLL	\$ 5,787,255.97
BENEFITS	\$ 2,177,625.44
TOTAL	\$ 7,964,881.41

FUND 11 GROSS PAYROLL - ADULT EDUCATION	\$ 11,657.43
BENEFITS	\$ 6,344.84
TOTAL	\$ 18,002.27

FUND 12 GROSS PAYROLL - CHILD DEVELOPMENT	\$ 7,764.58
BENEFITS	\$ 4,298.26
TOTAL	\$ 12,062.84

FUND 13 GROSS PAYROLL - CAFETERIA FUND	\$ 115,251.04
BENEFITS	\$ 40,504.98
TOTAL	\$ 155,756.02

DISTRICT TOTAL	\$ 8,150,702.54
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Report: R0010A

Gross Wage & Fringe Summary by Object for AUGUST REGULAR 8/31/2011

Fiscal Year 2011/2012

Fund: 01	GEN FUND/CO SCHOOL SERV FUND	Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
		1100	TEACHERS' SALARIES	3,852,959.41	0.00	3,852,959.41
		1101	TEACHERS' SALARIES EXTRA	1,751.96	0.00	1,751.96
		1120	HOME INSTRUCTION SALARIES	7,205.83	0.00	7,205.83
		1200	CERT PUPIL SUPPORT SALARIES	219,817.43	0.00	219,817.43
		1300	CERT SUPRVRS' & ADMINS' SAL	30,815.54	0.00	30,815.54
		1310	CERT. SUPERVISOR SALARIES	9,530.02	0.00	9,530.02
		1320	SUPERINTENDENTS SALARIES	16,700.77	0.00	16,700.77
		1330	ASSISTANT SUPERINTENDENTS SAL	11,573.96	0.00	11,573.96
		1340	CERT. ADMINISTRATOR SALARIES	299,985.09	0.00	299,985.09
		1900	OTHER CERTIFICATED SALARIES	47,597.86	0.00	47,597.86
		2100	INSTRUCTIONAL AIDES' SALARIES	281,765.54	0.00	281,765.54
		2200	CLASSIFIED SUPPORT SALARIES	531,233.94	0.00	531,233.94
		2300	CLASS SUPRVRS' & ADMINS' SAL	2,600.00	0.00	2,600.00
		2310	CLASS SUPERVISORS SALARIES	19,062.57	0.00	19,062.57
		2320	CLASS. ADMINISTRATOR SALARIES	97,193.46	0.00	97,193.46
		2400	CLERICAL & OFFICE SALARIES	198,587.19	0.00	198,587.19
		2407	CLERICAL AND OFFICE SAL HOURLY	130,762.13	0.00	130,762.13
		2900	OTHER CLASSIFIED SALARIES	28,113.27	0.00	28,113.27
		3101	STRS ON 1000 SALARIES	0.00	383,254.02	383,254.02
		3201	PERS ON 1000 SALARIES	0.00	7,447.40	7,447.40
		3202	PERS ON 2000 SALARIES	0.00	138,612.49	138,612.49
		3311	OASDI ON 1000 SALARIES	0.00	3,895.93	3,895.93
		3312	OASDI ON 2000 SALARIES	0.00	71,958.68	71,958.68
		3321	FICA-MED ON 1000 SALARIES	0.00	59,043.07	59,043.07
		3322	FICA-MED ON 2000 SALARIES	0.00	17,530.87	17,530.87
		3331	ALTER. RETIREMENT ON 1000 SAL	0.00	86.11	86.11
		3332	ALTER. RETIREMENT ON 2000 SAL	0.00	1,984.59	1,984.59
		3411	HEALTH & WELFARE ON 1000 SALS	0.00	867,119.60	867,119.60
		3412	HEALTH & WELFARE ON 2000 SALS	0.00	257,442.15	257,442.15
		3501	STATE UNEMPLOY ON 1000 SALARY	0.00	72,416.60	72,416.60
		3502	STATE UNEMPLOY ON 2000 SALARY	0.00	20,757.92	20,757.92
		3601	WORKER'S COMP INS ON 1000 SAL	0.00	82,173.08	82,173.08
		3602	WORKER'S COMP INS ON 2000 SAL	0.00	23,554.61	23,554.61
		3711	H & W CURRENT RETIREES ON 1000	0.00	104,783.64	104,783.64
		3712	H & W CURRENT RETIREES ON 2000	0.00	65,564.68	65,564.68
01 Fund Total:				5,787,255.97	2,177,625.44	7,964,881.41
Fund: 11	ADULT EDUCATION FUND	Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
		2400	CLERICAL & OFFICE SALARIES	11,657.43	0.00	11,657.43
		3101	STRS ON 1000 SALARIES	0.00	0.00	0.00
		3202	PERS ON 2000 SALARIES	0.00	1,397.57	1,397.57
		3312	OASDI ON 2000 SALARIES	0.00	700.12	700.12
		3322	FICA-MED ON 2000 SALARIES	0.00	163.74	163.74
		3412	HEALTH & WELFARE ON 2000 SALS	0.00	3,682.75	3,682.75
		3502	STATE UNEMPLOY ON 2000 SALARY	0.00	187.69	187.69
		3602	WORKER'S COMP INS ON 2000 SAL	0.00	212.97	212.97
11 Fund Total:				11,657.43	6,344.84	18,002.27

Report: R0010A

Gross Wage & Fringe Summary by Object for AUGUST REGULAR 8/31/2011

Fiscal Year 2011/2012

Fund: 12 CHILD DEVELOPMENT FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1100	TEACHERS' SALARIES	1,586.65	0.00	1,586.65
2100	INSTRUCTIONAL AIDES' SALARIES	3,560.55	0.00	3,560.55
2400	CLERICAL & OFFICE SALARIES	2,617.38	0.00	2,617.38
3101	STRS ON 1000 SALARIES	0.00	142.80	142.80
3202	PERS ON 2000 SALARIES	0.00	513.31	513.31
3312	OASDI ON 2000 SALARIES	0.00	276.60	276.60
3321	FICA-MED ON 1000 SALARIES	0.00	23.01	23.01
3322	FICA-MED ON 2000 SALARIES	0.00	89.58	89.58
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	70.39	70.39
3411	HEALTH & WELFARE ON 1000 SALS	0.00	1,387.73	1,387.73
3412	HEALTH & WELFARE ON 2000 SALS	0.00	1,527.96	1,527.96
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	25.55	25.55
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	99.47	99.47
3601	WORKER'S COMP INS ON 1000 SAL	0.00	28.99	28.99
3602	WORKER'S COMP INS ON 2000 SAL	0.00	112.87	112.87
12 Fund Total:		7,764.58	4,298.26	12,062.84

Fund: 13 CAFETERIA FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
2200	CLASSIFIED SUPPORT SALARIES	87,035.79	0.00	87,035.79
2310	CLASS SUPERVISORS SALARIES	14,320.09	0.00	14,320.09
2400	CLERICAL & OFFICE SALARIES	13,895.16	0.00	13,895.16
3202	PERS ON 2000 SALARIES	0.00	10,701.34	10,701.34
3312	OASDI ON 2000 SALARIES	0.00	5,412.22	5,412.22
3322	FICA-MED ON 2000 SALARIES	0.00	1,617.18	1,617.18
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	993.59	993.59
3412	HEALTH & WELFARE ON 2000 SALS	0.00	17,819.67	17,819.67
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	1,855.47	1,855.47
3602	WORKER'S COMP INS ON 2000 SAL	0.00	2,105.51	2,105.51
13 Fund Total:		115,251.04	40,504.98	155,756.02

District Total:

5,921,929.02	2,228,773.52	8,150,702.54
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DATE: 09/09/11

FUND 01 GROSS PAYROLL	\$ 231,392.22
BENEFITS	\$ 28,574.45
TOTAL	\$ 259,966.67
FUND 11 GROSS PAYROLL - ADULT EDUCATION	\$ 2,974.08
BENEFITS	\$ 3,134.72
TOTAL	\$ 6,108.80
FUND 12 GROSS PAYROLL - CHILD DEVELOPMENT	\$ 1,282.68
BENEFITS	\$ 139.71
TOTAL	\$ 1,422.39
FUND 13 GROSS PAYROLL - CAFETERIA FUND	\$ 12,891.85
BENEFITS	\$ 2,022.93
TOTAL	\$ 14,914.78
DISTRICT TOTAL	\$ 282,412.64

Report: R0010A

Gross Wage & Fringe Summary by Object for AUGUST SUPPLEMENTAL 9/9/2011 Fiscal Year 2011/2012

Fund: 01	GEN FUND/CO SCHOOL	SERV FUND	Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
			1100	TEACHERS' SALARIES	12,683.67	0.00	12,683.67
			1101	TEACHERS' SALARIES EXTRA	3,786.25	0.00	3,786.25
			1105	TEACHERS' SALARIES SUBS	2,599.56	0.00	2,599.56
			1107	TEACHERS' SALARIES HOURLY	48,813.94	0.00	48,813.94
			1200	CERT PUPIL SUPPORT SALARIES	1,469.52	0.00	1,469.52
			1201	CERT PUPIL SUPPORT SALRY EXTRA	1,982.79	0.00	1,982.79
			1340	CERT. ADMINISTRATOR SALARIES	2,216.86	0.00	2,216.86
			1345	CERT. ADMINISTRATOR SAL SUBS	5,092.77	0.00	5,092.77
			1900	OTHER CERTIFICATED SALARIES	3,657.75	0.00	3,657.75
			2100	INSTRUCTIONAL AIDES' SALARIES	1,784.94	0.00	1,784.94
			2101	INSTR AIDES SALARIES EXTRA	75.35	0.00	75.35
			2104	INSTR AIDES SALARY SUMMER SCHL	564.21	0.00	564.21
			2105	INSTR AIDES SALARIES SUBS	830.90	0.00	830.90
			2107	INSTR AIDES SALARIES HOURLY	6,553.55	0.00	6,553.55
			2200	CLASSIFIED SUPPORT SALARIES	16,191.43	0.00	16,191.43
			2201	CLASS SUPPORT SALARIES EXTRA	4,524.03	0.00	4,524.03
			2204	CLASS SUPPORT SAL SUMMER SCHL	308.55	0.00	308.55
			2205	CLASS SUPPORT SALARIES SUBS	18,518.08	0.00	18,518.08
			2206	CLASS SUPPORT SALARY OVERTIME	86,077.48	0.00	86,077.48
			2207	CLASS SUPPORT SALARIES HOURLY	266.25	0.00	266.25
			2301	CLASS SUPV&ADMIN EXTRA/STIPEND	355.50	0.00	355.50
			2400	CLERICAL & OFFICE SALARIES	3,722.65	0.00	3,722.65
			2401	CLERICAL AND OFFICE SAL EXTRA	2,823.79	0.00	2,823.79
			2405	CLERICAL AND OFFICE SAL SUBS	3,313.98	0.00	3,313.98
			2406	CLERICAL AND OFFICE SAL OT	841.00	0.00	841.00
			2407	CLERICAL AND OFFICE SAL HOURLY	2,166.40	0.00	2,166.40
			2900	OTHER CLASSIFIED SALARIES	171.02	0.00	171.02
			3101	STRS ON 1000 SALARIES	0.00	6,174.65	6,174.65
			3202	PERS ON 2000 SALARIES	0.00	2,709.97	2,709.97
			3311	OASDI ON 1000 SALARIES	0.00	11.32	11.32
			3312	OASDI ON 2000 SALARIES	0.00	7,418.77	7,418.77
			3321	FICA-MED ON 1000 SALARIES	0.00	1,093.26	1,093.26
			3322	FICA-MED ON 2000 SALARIES	0.00	2,161.81	2,161.81
			3331	ALTER. RETIREMENT ON 1000 SAL	0.00	37.23	37.23
			3332	ALTER. RETIREMENT ON 2000 SAL	0.00	1,014.74	1,014.74
			3501	STATE UNEMPLOY ON 1000 SALARY	0.00	1,325.05	1,325.05
			3502	STATE UNEMPLOY ON 2000 SALARY	0.00	2,400.31	2,400.31
			3601	WORKER'S COMP INS ON 1000 SAL	0.00	1,503.62	1,503.62
			3602	WORKER'S COMP INS ON 2000 SAL	0.00	2,723.72	2,723.72
01 Fund Total:					231,392.22	28,574.45	259,966.67

Fund: 11	ADULT EDUCATION FUND	Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
		1200	CERT PUPIL SUPPORT SALARIES	96.13	0.00	96.13
		2100	INSTRUCTIONAL AIDES' SALARIES	680.82	0.00	680.82
		2401	CLERICAL AND OFFICE SAL EXTRA	2,036.25	0.00	2,036.25
		2406	CLERICAL AND OFFICE SAL OT	160.88	0.00	160.88
		3101	STRS ON 1000 SALARIES	0.00	7.93	7.93
		3202	PERS ON 2000 SALARIES	0.00	285.51	285.51

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Gross Wage & Fringe Summary by Object for AUGUST SUPPLEMENTAL 9/9/2011 Fiscal Year 2011/2012

3312	OASDI ON 2000 SALARIES	0.00	178.44	178.44
3321	FICA-MED ON 1000 SALARIES	0.00	1.39	1.39
3322	FICA-MED ON 2000 SALARIES	0.00	41.74	41.74
3411	HEALTH & WELFARE ON 1000 SALS	0.00	2,509.46	2,509.46
3412	HEALTH & WELFARE ON 2000 SALS	0.00	8.03	8.03
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	1.55	1.55
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	46.33	46.33
3601	WORKER'S COMP INS ON 1000 SAL	0.00	1.76	1.76
3602	WORKER'S COMP INS ON 2000 SAL	0.00	52.58	52.58
11 Fund Total:		2,974.08	3,134.72	6,108.80

Fund: 12 CHILD DEVELOPMENT FUND				
Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1107	TEACHERS' SALARIES HOURLY	441.00	0.00	441.00
1340	CERT. ADMINISTRATOR SALARIES	432.86	0.00	432.86
2100	INSTRUCTIONAL AIDES' SALARIES	288.90	0.00	288.90
2900	OTHER CLASSIFIED SALARIES	119.92	0.00	119.92
3101	STRS ON 1000 SALARIES	0.00	36.39	36.39
3202	PERS ON 2000 SALARIES	0.00	25.28	25.28
3312	OASDI ON 2000 SALARIES	0.00	14.35	14.35
3321	FICA-MED ON 1000 SALARIES	0.00	6.39	6.39
3322	FICA-MED ON 2000 SALARIES	0.00	5.94	5.94
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	7.27	7.27
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	14.07	14.07
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	6.58	6.58
3601	WORKER'S COMP INS ON 1000 SAL	0.00	15.97	15.97
3602	WORKER'S COMP INS ON 2000 SAL	0.00	7.47	7.47
12 Fund Total:		1,282.68	139.71	1,422.39

Fund: 13 CAFETERIA FUND				
Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
2200	CLASSIFIED SUPPORT SALARIES	4,948.39	0.00	4,948.39
2204	CLASS SUPPORT SAL SUMMER SCHL	7,750.72	0.00	7,750.72
2205	CLASS SUPPORT SALARIES SUBS	101.58	0.00	101.58
2206	CLASS SUPPORT SALARY OVERTIME	91.16	0.00	91.16
3202	PERS ON 2000 SALARIES	0.00	641.14	641.14
3312	OASDI ON 2000 SALARIES	0.00	662.69	662.69
3322	FICA-MED ON 2000 SALARIES	0.00	186.94	186.94
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	89.10	89.10
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	207.54	207.54
3602	WORKER'S COMP INS ON 2000 SAL	0.00	235.52	235.52
13 Fund Total:		12,891.85	2,022.93	14,914.78

District Total:		248,540.83	33,871.81	282,412.64
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DATE: 09/30/11

FUND 01 GROSS PAYROLL	\$ 5,836,913.94
BENEFITS	\$ 1,784,613.68
TOTAL	\$ 7,621,527.62

FUND 11 GROSS PAYROLL - ADULT EDUCATION	\$ 11,657.43
BENEFITS	\$ 5,047.81
TOTAL	\$ 16,705.24

FUND 12 GROSS PAYROLL - CHILD DEVELOPMENT	\$ 7,764.58
BENEFITS	\$ 2,617.12
TOTAL	\$ 10,381.70

FUND 13 GROSS PAYROLL - CAFETERIA FUND	\$ 123,579.79
BENEFITS	\$ 38,738.53
TOTAL	\$ 162,318.32

DISTRICT TOTAL	\$ 7,810,932.88
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Report: R0010A

Gross Wage & Fringe Summary by Object for SEPTEMBER REGULAR 9/30/2011

Fiscal Year 2011/2012

Fund: 01	GEN FUND/CO SCHOOL	SERV FUND				
	Object	Description	Wage Total	Fringe Total	Wage & Fringe Total	
	1100	TEACHERS' SALARIES	3,905,294.90	0.00	3,905,294.90	
	1101	TEACHERS' SALARIES EXTRA	1,751.96	0.00	1,751.96	
	1120	HOME INSTRUCTION SALARIES	7,205.83	0.00	7,205.83	
	1200	CERT PUPIL SUPPORT SALARIES	219,872.22	0.00	219,872.22	
	1300	CERT SUPRVRS' & ADMINS' SAL	30,815.54	0.00	30,815.54	
	1310	CERT. SUPERVISOR SALARIES	9,965.77	0.00	9,965.77	
	1320	SUPERINTENDENTS SALARIES	16,700.77	0.00	16,700.77	
	1330	ASSISTANT SUPERINTENDENTS SAL	11,573.96	0.00	11,573.96	
	1340	CERT. ADMINISTRATOR SALARIES	300,268.01	0.00	300,268.01	
	1900	OTHER CERTIFICATED SALARIES	47,597.86	0.00	47,597.86	
	2100	INSTRUCTIONAL AIDES' SALARIES	282,004.47	0.00	282,004.47	
	2200	CLASSIFIED SUPPORT SALARIES	522,831.69	0.00	522,831.69	
	2300	CLASS SUPRVRS' & ADMINS' SAL	2,800.00	0.00	2,800.00	
	2310	CLASS SUPERVISORS SALARIES	21,556.28	0.00	21,556.28	
	2320	CLASS. ADMINISTRATOR SALARIES	97,193.46	0.00	97,193.46	
	2400	CLERICAL & OFFICE SALARIES	200,814.61	0.00	200,814.61	
	2407	CLERICAL AND OFFICE SAL HOURLY	130,762.13	0.00	130,762.13	
	2900	OTHER CLASSIFIED SALARIES	27,904.48	0.00	27,904.48	
	3101	STRS ON 1000 SALARIES	0.00	387,351.89	387,351.89	
	3201	PERS ON 1000 SALARIES	0.00	8,571.95	8,571.95	
	3202	PERS ON 2000 SALARIES	0.00	138,106.64	138,106.64	
	3311	OASDI ON 1000 SALARIES	0.00	4,160.62	4,160.62	
	3312	OASDI ON 2000 SALARIES	0.00	69,516.66	69,516.66	
	3321	FICA-MED ON 1000 SALARIES	0.00	55,286.39	55,286.39	
	3322	FICA-MED ON 2000 SALARIES	0.00	16,980.98	16,980.98	
	3332	ALTER. RETIREMENT ON 2000 SAL	0.00	2,044.44	2,044.44	
	3411	HEALTH & WELFARE ON 1000 SALS	0.00	506,829.80	506,829.80	
	3412	HEALTH & WELFARE ON 2000 SALS	0.00	216,152.18	216,152.18	
	3501	STATE UNEMPLOY ON 1000 SALARY	0.00	73,271.64	73,271.64	
	3502	STATE UNEMPLOY ON 2000 SALARY	0.00	20,702.36	20,702.36	
	3601	WORKER'S COMP INS ON 1000 SAL	0.00	83,143.29	83,143.29	
	3602	WORKER'S COMP INS ON 2000 SAL	0.00	23,491.59	23,491.59	
	3711	H & W CURRENT RETIREES ON 1000	0.00	110,741.13	110,741.13	
	3712	H & W CURRENT RETIREES ON 2000	0.00	68,262.12	68,262.12	
01 Fund Total:			5,836,913.94	1,784,613.68	7,621,527.62	
Fund: 11	ADULT EDUCATION FUND					
	Object	Description	Wage Total	Fringe Total	Wage & Fringe Total	
	2400	CLERICAL & OFFICE SALARIES	11,657.43	0.00	11,657.43	
	3202	PERS ON 2000 SALARIES	0.00	1,342.97	1,342.97	
	3312	OASDI ON 2000 SALARIES	0.00	671.44	671.44	
	3322	FICA-MED ON 2000 SALARIES	0.00	157.03	157.03	
	3412	HEALTH & WELFARE ON 2000 SALS	0.00	2,475.71	2,475.71	
	3502	STATE UNEMPLOY ON 2000 SALARY	0.00	187.69	187.69	
	3602	WORKER'S COMP INS ON 2000 SAL	0.00	212.97	212.97	
11 Fund Total:			11,657.43	5,047.81	16,705.24	
Fund: 12	CHILD DEVELOPMENT FUND					

Report: R0010A

Gross Wage & Fringe Summary by Object for SEPTEMBER REGULAR 9/30/2011

Fiscal Year 2011/2012

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
1100	TEACHERS' SALARIES	1,586.65	0.00	1,586.65
2100	INSTRUCTIONAL AIDES' SALARIES	3,560.55	0.00	3,560.55
2400	CLERICAL & OFFICE SALARIES	2,617.38	0.00	2,617.38
3101	STRS ON 1000 SALARIES	0.00	142.80	142.80
3202	PERS ON 2000 SALARIES	0.00	513.31	513.31
3312	OASDI ON 2000 SALARIES	0.00	217.64	217.64
3321	FICA-MED ON 1000 SALARIES	0.00	10.49	10.49
3322	FICA-MED ON 2000 SALARIES	0.00	75.79	75.79
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	70.39	70.39
3411	HEALTH & WELFARE ON 1000 SALS	0.00	638.95	638.95
3412	HEALTH & WELFARE ON 2000 SALS	0.00	680.87	680.87
3501	STATE UNEMPLOY ON 1000 SALARY	0.00	25.55	25.55
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	99.47	99.47
3601	WORKER'S COMP INS ON 1000 SAL	0.00	28.99	28.99
3602	WORKER'S COMP INS ON 2000 SAL	0.00	112.87	112.87
12 Fund Total:		7,764.58	2,617.12	10,381.70

Fund: 13 CAFETERIA FUND

Object	Description	Wage Total	Fringe Total	Wage & Fringe Total
2200	CLASSIFIED SUPPORT SALARIES	89,579.98	0.00	89,579.98
2310	CLASS SUPERVISORS SALARIES	14,320.09	0.00	14,320.09
2320	CLASS. ADMINISTRATOR SALARIES	5,784.56	0.00	5,784.56
2400	CLERICAL & OFFICE SALARIES	13,895.16	0.00	13,895.16
3202	PERS ON 2000 SALARIES	0.00	11,418.43	11,418.43
3312	OASDI ON 2000 SALARIES	0.00	5,632.69	5,632.69
3322	FICA-MED ON 2000 SALARIES	0.00	1,668.60	1,668.60
3332	ALTER. RETIREMENT ON 2000 SAL	0.00	993.23	993.23
3412	HEALTH & WELFARE ON 2000 SALS	0.00	14,778.33	14,778.33
3502	STATE UNEMPLOY ON 2000 SALARY	0.00	1,989.57	1,989.57
3602	WORKER'S COMP INS ON 2000 SAL	0.00	2,257.68	2,257.68
13 Fund Total:		123,579.79	38,738.53	162,318.32

District Total:

5,979,915.74	1,831,017.14	7,810,932.88
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BUSINESS SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Casey Goodall, Assoc. Superintendent of Business Services
DATE: September 1, 2011
SUBJECT: Approve Accounts Payable Warrants (June-July, 2011)

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

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

FUNDING: N/A.

RECOMMENDATION: Approve Accounts Payable Warrants (June-July, 2011)

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



BUSINESS SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Casey Goodall, Assoc. Superintendent of Business Services
DATE: October 6, 2011
SUBJECT: Approve Accounts Payable Warrants (August-September, 2011)

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

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

FUNDING: N/A.

RECOMMENDATION: Approve Accounts Payable Warrants (August-September, 2011)

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



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: December 21, 2011
SUBJECT: Ratify Measure E Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda

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

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

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

FUNDING: Per attached summary of requisitions.

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

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

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

A. Vendor: Division of the State Architect
Site: Tracy High School – Stadium Renovation
Item: Application - Ratify
Services: Application for approval of plans and specifications for the Tracy High School Stadium Renovation project, which includes the plan check cost
Cost: \$51,062.47
Project Funding: Measure E Bond Funds and State School Building Fund (SSBF)

B. Vendor: F&H Construction
Site: West High School – Performing Arts Classroom Building
Item: Change Order #3
Services: Scope of work documented on the change order summary
Cost: \$11,593.02 Deduction from contingency allowance previously included in contract.
Project Funding: Measure E Bond Funds and SSBF

C. Vendor: Pacific Power Systems
Site: Tracy High School – Modernization/Reconstruction – Alarm System
Item: Change Order #1
Services: Scope of work documented on the change order summary
Cost: \$2,239.23 Credit
Project Funding: Measure E Bond Funds and SSBF

D. Vendor: Pacific Power Systems
Site: Tracy High School – Modernization/Reconstruction – Alarm System
Item: Notice of Completion
Services: Contractor installed new fire and intrusion alarm system to the remaining school site which was not connected to the new modernization buildings.
Cost: \$559,483.00 Change Orders: \$2,239.23 Credit Total Contract: \$557,243.77
Project Funding: Measure E Bond Funds and SSBF

E. Vendor: Pacific Gas and Electric Company
Site: Tracy High School – Stadium Renovation
Item: Contract
Services: Engineering and meters to be provided by PG&E on the relocation of gas service due to stadium renovation.
Cost: \$6,820.66
Project Funding: Measure E Bond Funds and SSBF



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent for Business Services
DATE: December 21, 2011
SUBJECT: Ratify Measure S Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda

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

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

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

FUNDING: Per attached summary of requisitions.

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

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

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

A. Vendor: INX
Site: Multiple Schools – MDF/IDF Safety/Security Project
Item: Quote
Services: Provide professional services for Identity Based Networking - Pilot
Cost: \$48,300.00
Project Funding: Measure S Bond Funds

B. Vendor: Quality Sound
Site: Multiple Schools – MDF/IDF Safety/Security Project
Item: Quote
Services: Atomic Clock Sync Modules
Cost: \$28,737.24
Project Funding: Measure S Bond Funds



ADMINISTRATIVE SERVICES MEMORANDUM

TO: Board of Education
FROM: Dr. James Franco, Superintendent
DATE: January 4, 2012
SUBJECT: Approve Amendment to CALSSD Committee to include Bill Swenson

BACKGROUND: The Board of Education held its annual organization meeting on December 13, 2011. At this meeting the board members were appointed on various committees for the 2012 calendar year.

RATIONALE: Bill Swenson will like to be added on the CALSSD committee for 2012. All other committees will stay the same as voted on at the December 13, 2011, meeting.


FUNDING: N/A

RECOMMENDATION: Approve Amendment to CALSSD Committee to include Bill Swenson.

Prepared by: Dr. James C. Franco, Ed.D. Superintendent.



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM:  Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: January 4, 2012
SUBJECT: Ratify Contract with The Learning Fountain, Inc. from December 6 to December 31, 2011

BACKGROUND: Special Education students may require specialized instruction and support from outside service providers. This particular student currently receives Home/Hospital based instruction including occupational therapy services as stated in his IEP. The Learning Fountain, Inc. has agreed to provide the needed and legally required services for the student. Ratification is necessary to prevent a lag in services, per State and Federal laws.

RATIONALE: School districts must offer a continuum of services including, when necessary, occupational therapy to students with exceptional needs. This request supports District Goal 3: Provide a safe and equitable learning environment for all students and staff.

FUNDING: The contract rate is \$140.00 per hour, with the total not to exceed \$2,800.00. Expenses are budgeted in NPS/NA account #01-6500-0-5770-1110-5800-800-2542.

RECOMMENDATION: Ratify Contract with The Learning Fountain, Inc. from December 6 to December 31, 2011

Prepared by: Dr. Janet Skulina, Director of Special Education.

TRACY UNIFIED SCHOOL DISTRICT

1875 W. Lowell Ave., Tracy, California 95376

AGREEMENT FOR SPECIAL CONTRACT SERVICES

This agreement, by and between Tracy Unified School District, hereinafter referred to as "District," and The Learning Fountain 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 Occupational Therapy to student as per IEP.
2. Contractor will provide the above services(s), as outlined in Paragraph 1, for a period of up to a total of (20) **HOURS during the month of December 2011**, under the terms of this agreement at the following location: The Learning Fountain, Inc. 125 Ryan Industrial Ct. #205, San Ramon, CA 94583.
3. In consideration of the services performed by Contractor, District shall pay Contractor according to the following fee schedule:
 - a. District shall pay \$ 140.00 per **HOUR**, not to exceed a total of \$2,800.00. Contractor shall only be paid for work completed to the satisfaction of District through the termination date of this agreement.
 - b. District [] **SHALL**; [X] **SHALL NOT** reimburse Contractor for out-of-pocket expenses incurred during Contractor's performance of the services, including: mileage, meals and lodging in the district rates not to exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed those currently in effect for employees of the District. Reimbursement of expenses shall not exceed \$ _____ for the term of this agreement.
 - c. District shall make payment on a [X] **MONTHLY PROGRESS BASIS**, [] **SINGLE PAYMENT UPON COMPLETION OF THE DUTIES** and within thirty (30) working days from Contractor's presentation of a detailed invoice or on a 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 December 6, 2011, and shall terminate on December 31, 2011.
5. This agreement may be terminated at any time during the term by either party upon thirty (30) days written notice.
6. Contractor shall contact the District's designee, Dr. Janet Skulina (209) 830-3270 with any questions regarding performance of the services outlined above. District's designee shall determine if and when Contractor has completed the services described.
7. The parties intend that an independent contractor relationship be created by this contract and District assumes no responsibility for workers' compensation liability. District likewise assumes no responsibility for liability for loss, damage, or injury to person(s) or property resulting from, or caused by, the contractor's activities during or relating to the performance of service under this Agreement.

Contractor agrees to hold harmless and to indemnify District for:

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

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

AGREED:

Consultant Signature (1)

Social Security Number (2)

Date

Title

Address

[Signature]

Tracy Unified School District Representative

12/5/11

Date

Director, Special Education
Title

01-6500-0-5750-1110-5800-800-2542

Account Number to be Charged

Department/Site Approval

Budget Approval

Date Approved by the Board

Send all copies to the Business Office:

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



HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: ~~Dr. Sheila Harrison~~, Assistant Superintendent of Educational Services & Human Resources
DATE: December 16, 2011
SUBJECT: Approve Classified, Certificated, and/or Management Employment

BACKGROUND:

Sawyer, Bruce

BACKGROUND:

Christopher, Terra

Faultner, Robin

Mora, Rafael

Wells, Anne

CERTIFICATED MANAGEMENT

Assistant Principal (Replacement)
West High School
Class LME 48, Step A
\$43,170.54
Funding: General

CLASSIFIED

Special Ed Para Educator I (Replacement)
Art Freiler School
Range 24, Step A - \$12.51 per hour
4 hours per day
Funding: Special Ed IDEA Grant

Para Educator I (Replacement)
*Filled by current TUSD employee
George Kelly School
Range 24, Step B - \$13.11 per hour
3 hours per day
Funding: EIA

Utility Person II (New)
Kimball High School
Range 35, Step A - \$16.16 per hour + ND
8 hours per day
Funding: General Fund

Payroll Technician (New)
DEC/Finance Department
Range 40, Step C - \$19.94 per hour
8 hours per day
Funding: General Fund

Wilkinson, Pamela

IEP Para Educator I (New)
*Filled by current TUSD employee
George Kelly School
Range 24, Step A - \$12.51 per hour
6 hours per day
Funding: Special Ed IDEA Grant

BACKGROUND:

**CLASSIFIED CONFIDENTIAL
MANAGEMENT**

Welch, Thea

Administrative Secretary to the Assoc.
Superintendent for Business Services
(Replacement)
DEC/Business Services
Range 14, Step C - \$26.03 per hour
8 hours per day
Funding: General Fund

BACKGROUND:

COACHES

Iosefa, Mila

Freshman Girls Basketball
Kimball High School
Stipend: (pro-rated) \$2,596.29

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.~~ Sheila Harrison, Assistant Superintendent of Educational Services & Human Resources
DATE: December 16, 2011
SUBJECT: Accept Resignations/Retirements/Leave of Absence for Classified, Certificated, and/or Management Employment

BACKGROUND:

CERTIFICATED RESIGNATION

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Sawyer, Bruce Social Science Teacher	THS	01/02/12	Accept Assistant Principal Position at West High School

BACKGROUND:

CLASSIFIED RETIREMENT

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>
Costa, Maria Custodian I	Hirsch	12/29/2011
Woodard, Rose Food Service Worker	WHS	12/09/11

BACKGROUND:

CLASSIFIED RESIGNATION

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Faultner, Robin School Supervision Assist.	McKinley	12/09/11	Accepted Para Ed I position at George Kelly

Heim, Jacqueline School Supervision Assist.	Jacobson	12/31/2011	Personal
Soriano, Edwin Mechanic	Transport.	12/16/2011	Personal
Wilkinson, Pamela IEP Para Ed I	Kelly	12/12/2011	Accepted new IEP Para Ed I position at Kelly 6 hrs/day

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



BUSINESS SERVICES MEMORANDUM

TO: James Franco, Superintendent
FROM: Casey Goodall, Associate Superintendent for Business Services
DATE: December 16, 2011
SUBJECT: Adopt Revised Board Policy and Administrative Regulation 1330.1 Facility Use
(Second Reading, Intent to Adopt)

BACKGROUND: The Administrative Regulation governing use of District facilities is periodically adjusted to address new issues that arise. The proposed changes reflect recommended changes developed since the summer. All recommended changes were presented to the Board on December 13th, for review, with the exception of additional changes on page 16, which update the definition of tier 1A, and introduce tier 1B. These changes were developed in conjunction with the Athletic Directors of the three comprehensive High Schools to delineate traditional youth sports camp ASB fundraising activities from other types of youth sports activities.

RATIONALE: The most recent insertions are bolded, deletions are marked with a strike through. Formatting will be corrected once changes are completed.

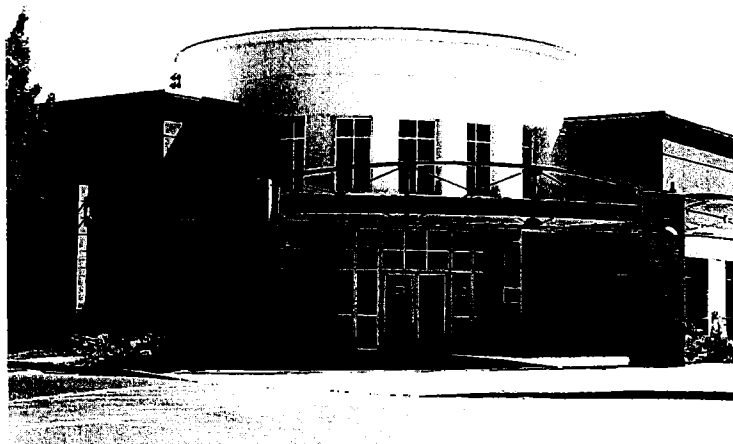
FUNDING: There is no cost for this change.

RECOMMENDATION: Adopt Revised Board Policy and Administrative Regulation 1330.1 Facility Use (Second Reading, Intent to Adopt)

TRACY UNIFIED SCHOOL DISTRICT

Facility Use Rental Policy

Multi-Purpose Rooms, Stadiums,
Fields and Swimming Pools



TRACY
UNIFIED SCHOOL DISTRICT

1875 W. Lowell Avenue, Tracy, CA 95376

Tel (209) 830-3297 Fax (209) 830-3259

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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

To provide guidelines and procedures for the prioritization, scheduling, pricing, and rules for community rental of school district facilities serving the residents of the Tracy Unified School District.

B. General

Tracy Unified School District Facility Use Department is responsible for handling the reservation process for all of the district school facilities. Do not contact schools directly. To obtain a Facility Use Application for a school or district facility, community members should contact the Facility Use Department by calling (209) 830-3297 or visiting 1875 W. Lowell Ave. Setting up an appointment is recommended. We do not accept tentative reservations.

If at any time you have a specific question concerning the rental of our facilities, please contact our office at (209) 830-3297, (209) 830-3230 or (209) 830-3265.

District Office Location: Tracy Unified School District
1875 W. Lowell Ave.
Tracy, CA 95376

District Business Hours: Monday-Friday 8:00am-5:00pm
Weekends Closed

Website: www.tracy.k12.ca.us

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

Article 3.3 & 3.4 of the Master Agreement between Tracy Unified School District and the California School Employees Association (CSEA) prohibits the use of volunteer, non-paid workers and students from conducting work normally or customarily performed by CSEA employees unless formally reviewed and approved in advance. This applies to use of kitchen facilities and food services equipment.

C. Forms Used and Additional References

Any person or organization desiring to rent district facilities should complete a facility use application for Facilities under the Civic Center Act Education Code 38130-38139. You can download an application from our website or contact the Facility Use Department.

- Attachment A: Schedule of Community Rental Fees
- Attachment B: Check-In/Clean/Check-Out Room Form

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

- Attachment C: Maximum Occupancy Chart
- Attachment D: Field Type Chart
- Attachment E: Theater Policy & Questionnaire Form
- Attachment F: In-Kind Services Form

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

D. Procedures

1. New facility users will be charged a \$48.13 Non-Refundable administrative processing fee for all applications and must be submitted at time of application.
2. Notifications

Any person applying for the use of property on behalf of any group shall be a member of such applicant group and, unless he/she is an officer of such group, must present written authorization to represent the group. Applicant must submit application at least 15 days for elementary and middle schools and 30 days for high schools prior to use to allow sufficient time for processing. It is the user's responsibility to make sure they meet insurance requirements for approval. Allow more time for processing for the first and the last month of school. The Facility Use Department is first point of contact and reviews your application and works with school site to secure your reservation. Once date(s) have been secured all conditions including insurance, hold harmless, fees, security deposit, etc., must be met prior to receiving confirmation of permission to use facilities. Sport Organizations are required to provide your Board roster of names and phone number contact information. All users must provide proof of Non-Profit Status for Tier 2-5.

Applicants shall be notified ~~in writing~~ whether the request is approved or denied. If approved, the facility use Department will prepare an invoice and payment will be due along with security deposit and insurance requirements. Once all requirements have been met a completed copy of the ~~application~~ Permit together with any special requirements can be faxed, emailed, mailed or picked up in the District Lobby, ~~shall be~~ to the applicant.

If your application is approved, renters must carry the Facility Use Permit issued by the district at all times when on any TUSD ~~school district~~ premises. Renters must present an approved Facility Use Permit to district custodial, administrator or certificated staff for facilities to be opened for renters each day of rental.

3. **Conditions of Use:**

Tracy Unified does not provide set-up or take-down for facility renters. Equipment use is limited to what is available in the room requested by the renter.

All outside facility renters are required to pay a \$500.00 Security Deposit prior to use by check. Your security deposit will be refunded to you within 30-60 days after your scheduled use if the hours of use did not exceed those paid for and agreed upon in the

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

approved permit, no additional custodial staff time required to clean to specification or repair the facility, there are no fee issues or damage to the facility you are renting.

The renter, as indicated on the application agrees to be present for the duration of the event as listed on the approved permit.

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

Tracy Unified School District reserves the right to deny use of facilities for certain periods of time and during which **construction, maintenance or other district Departmental projects** are is being conducted.

Rules of Conduct

Unreasonable conduct of any participant shall be subject to immediate cancellation of use. Any conduct at an activity that is deemed offensive, indecent or contrary to the best interest of the community is classified as unreasonable. **SMOKING, TOBACCO PRODUCTS, ALCOHOL, DRUGS, NO FIREARMS OR EXPLOSIVES ARE PROHIBITED ON ANY SCHOOL DISTRICT PROPERTY.** Facility users must be aware of the location of emergency exits at all times. Facility users are prohibited from applying pesticides, chemicals, or cleaning products to district facilities or grounds. Organizations or groups using school facilities under the provisions of Board policy shall be liable for any property damages caused by the activity. The Board shall charge the amount necessary to repair any damages and may deny the organization further use of school facilities. Use of District Furniture and Equipment: When a scheduled use includes use of district furniture or equipment, the user will inspect said furniture and equipment prior to use to ensure the safety of user participants. ~~A damage/security deposit of \$500.00 is required and will be refunded provided no damage occurs and all other fees have been paid.~~ Facility Users are not permitted to store any of their belongings on sites.

The California Food and Agricultural Code, section 13186, and the California Code of Regulations, limits the use of pesticides, chemicals, and cleaning products on school sites, and mandates specific reporting responsibilities to any person who applies these types of products on school premises. Therefore, facility users are prohibited from applying pesticides, chemicals, or cleaning products to district facilities or grounds.

Facility users must be aware of the location of emergency exits at all times.

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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

The organization shall, as a condition of use, agree to be held financially responsible in the cause of loss or damage to TUSD property. The organization shall never leave a rented building or stadium unattended and will be held financially responsible in the event of loss or damage to TUSD property.

No part of ~~any the~~ buildings may be entered ~~and/or no equipment may be used~~ which is ~~are~~ not specifically listed on the approved application.

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

If an organization rents TUSD facilities on a regular basis they must reapply each school year prior to the end of the current school year. The deadline to submit applications for summer rentals (June-August) is May 1. During summer months organizations must allow more time for processing.

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

Organizations must inform all of their league officials, coaches and parents that TUSD security Department and/or any TUSD employee who finds any organization on TUSD property without a current approved Facility Use permit will be asked to leave and it will be documented.

If organizations are found for a second time without a permit the organization will be sent a letter of warning. If a third offense occurs the organization can and will forfeit their privilege of use of TUSD property for one year. If the organization repeats the same offense the next year the organization can lose privileges for two years then consecutively thereafter. Our security Department is advised to call Tracy Police Department.

If an organization does not have a permit and refuses to leave the premises, the organization can lose privileges of use of district property.

Facility users must be aware of the location of emergency exits at all times.

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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

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

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

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

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

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

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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

E. Regulations

The fiscal school year for TUSD is July 1 – June 30. Regular facility users who have been approved to make payment after each month are required to make payment in full no later than July 15 each school year. If payment is not made in full cancellation of use could occur.

If a Tracy Unified School District student participates in your business or organization and they have been suspended from a Tracy Unified School District school they are not allowed on TUSD property.

Tracy Unified School District parking lots are to be used only for parking and ancillary activities associated with other pre-approved uses of district facilities listed in attachment B, Schedule of Community Rental Fees. There shall be no parking of any non-district vehicle on Tracy Unified School District Property other than in designated parking lot areas. Tracy Unified School District parking lots are to be used only for parking and ancillary activities associated with other pre-approved uses of district facilities listed in attachment B, Schedule of Community Rental Fees. There shall be no parking of any non-district vehicle on Tracy Unified School District Property other than in designated parking lot areas.

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

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

Facility Users are not permitted to post banners or advertisement during regular school hours and only during their scheduled facility use time. Regular school hours are defined as 7:00am to 6:15pm Monday through Friday every week of the calendar year except Christmas Eve and Christmas.

The use of kitchens requires authorization from the Food Services Department. Payment is made in full to the Food Services Department in addition to the facility use fees. A food service worker and custodian are secured for event. Article 3.3 and 3.4 of the Master Agreement between Tracy Unified School District and the California School Employees

No activity which involves an open flame is allowed inside a Tracy Unified School District building, with the exception of flames educational instruction uses, such as the use of Bunsen Burners in science classes, or the use of Sterno to heat for food being served from chafing dishes, and in that case only when operated by employees of the Food Services Department.

No Flames may be used on Tracy Unified School District property on outside facilities with the exception of authorized barbecues, and the authorized use of candles or luminaries.

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

Contained blazes generated by the Tracy Fire Department for training purposes may also be authorized. Users conducting activities which include barbeques, candles, or luminaries shall not use flames within ten (10) feet of any combustible material or building, and there shall be available for use a fire extinguisher. Users of flames must follow safety procedures recommended by public safety agencies. Barbeques must be operated by adults only.

SCHEDULING

It is the user's responsibility to allow sufficient time to set-up and clean up the facility. These hours must be included in the rental period. Custodians only provide approved requested equipment – they do not set-up for your event. Trash should be bagged and placed in the trash receptacles. You are responsible for collecting and disposing of litter, trash, or garbage generated by your activity that does not fit into the receptacles provided. The user will be charged the actual cost of cleanup if litter, trash, or garbage remains on campus. The rented area should be left in the same condition in which you arrived. Organizations shall never leave a rented building or stadium unattended and will be held financially responsible in the event of loss or damage to TUSD property. **High School facilities are not available during the last week of school or on graduation. All school areas are not available on back-to-school nights, open house or school related event days.** Permission to use TUSD facilities for a period exceeding one fiscal year shall not afford to any person or organization a real or implied monopoly.

CANCELLATION

Because the District must process applications and schedule staff to open and close the facilities, cancellations must be made **72 hours** (3 days) in advance of a scheduled event. Events which are not cancelled within **72 hours** for which no notification is made shall forfeit all fees. Facility Users are allowed (2) revisions (changes, additions or cancellations) to an approved permit per year. Any additional changes will be charged an administrative fee of \$48.13. New dates cannot be added to an approved permit and will require a new application.

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

Tracy Unified School District reserves the right to cancel scheduled facility use activities to perform scheduled, emergency maintenance or **facilities development** of district facilities and grounds.

HIGH SCHOOL STADIUMS

Facility User provides portable toilet service of their choice and arranges delivery time and placement area prior to scheduling with the high school Business Site Manager. **Facility Use Department will advise you.** American flags are not provided to facility users. No food or drink is allowed on artificial turfs. Water bottles only. Sunflower seeds or gum are not permitted in the stadium. No PA speaker sound before 10:00 am or after 9:00 pm. PA equipment shall be operated by adults only. No access to volume adjustment. No vehicles in stadium except emergency vehicles. No outside soccer goal pegs in turf.

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

HIGH SCHOOL STADIUM RULES

1. NO PERMIT – NO ENTRY TO STADIUM
 - a. Facility User must have approved permit
2. OPEN & CLOSE TIME
 - a. Arrive at time indicated to open
 - b. Notify Facility Use department if facility user left early
 - c. Custodian does not have authorization to open stadium earlier
3. CUSTODIAN WHO OPENS PREPARES CHECK-IN FORM FOR THESE AREAS WITH LEAGUE REPRESENTATIVE
 - a. Bleachers
 - b. Concession Stand area
 - c. Press Box
 - d. Test sound equipment including microphone that it is working
 - e. Grounds for trash debris
 - f. Parking Lot
 - g. Football practice field when applicable
 - h. If the stadium is dirty the custodian is required to clean the areas presentable to the facility user
 - i. Ticket Booth-not available to outside youth leagues – Millennium High ok
4. REST ROOMS
 - a. Rest rooms are not available in stadiums. Portable toilets are required by user
 - b. User can provide pop-up tent in pre-approved area for weigh-ins
5. CUSTODIAN ASSIGNED
 - a. Unlocks entrance gate, concession and press box
 - b. Patrols stadium and parking at all times
 - c. Keeps unauthorized people out of artificial field/track fenced area
 - d. Turns switch on for scoreboard
 - e. Assists Facility User
 - f. Never leaves the stadium during the approved permit times
 - g. Makes sure barbeques are 10 feet away from any building or structure
 - h. Reports all problems to league president
 - i. Turns on stadium lights at dusk and off when complete – not Facility user
 - i. WHS can turn on pool lights for additional lighting
6. OUTSIDE FACILITY USERS
 - a. Do not use restrooms in stadium or on site
 - b. Do not use locker rooms on site campus – Millennium High ok
 - c. Do not use yard markers, end zone pylons or 10 yard chain set
 - d. Are not authorized to use the elevator
 - e. No vehicles in the stadium – emergency vehicles only

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

- f. Responsible for supervising all children – no child left unattended
- g. Only game players inside the stadium/track areas
- h. League should assign patrol at each gate to the field
- i. No cleats on track – use mats provided for crossing
- j. Half-Time- team to football field practice area (not inside field area)

7. SCORE BOARD AND SOUND EQUIPMENT

- a. Custodian set-up PA system ONLY
- b. PA equipment operated by Adults ONLY – no youths
- c. NO IPOD hook-up at WHS – CD's ONLY
- d. IPOD hook-up at THS and KHS ok.
- e. No access to volume adjustment – volume is preset. DO NOT ATTEMPT TO ADJUST!
- f. Do not un-hook the PA system until custodian verifies unit works when departing
- g. Kimball High – put all equipment in Security Safe before leaving
- h. No PA speaker sound **before** 10:00 AM or **after** 9:00 PM
- i. No PA speaker sound on Sunday until 1:00 PM (WHS)

8. CONCESSION STAND

- a. Kimball High does not offer concession building
- b. Outside Facility User uses counters only
- c. Outside Facility User does not use WHS Pepsi Machines
- d. Facility User does not use refrigerator or freezers
- e. Makes sure barbeques are 10 feet away from any building or structure
 - i. West High has a new spot for barbequing only. There is a new parking lot next the concession building. See taped off area.
 - ii. Place drip pans or tarps under barbeques to avoid spillage on pavement
 - iii. Do not dump grease, oil, briquettes or barbeques anywhere on TUSD property or garbage cans or dumpster. If accident spill occurs you are to provide an oil absorbent and clean properly
- f. No extension cords allowed. Only use the outlets provided inside and outside of concession building
- g. Never put anything in ice machine except clean ice scooper – no purchased bags of ice. Any item contaminates ice.
- h. Clean sinks after use
 - i. WHS users clean 3 drains – Directly under sink, in between two soda machines (south side) and in between the reach-in refrigerator and counter (east side). If you sweep floor be careful not to sweep crumbs into the floor drain.
- i. Facility User will provide their own mop and broom
- j. District will provide spray disinfectant
- k. Use a clean mop. Before mopping rinse your mop thoroughly
 - i. For more information contact High School Maintenance Supervisor

9. PROHIBITED

- a. No drinks allowed on turf – Plastic water bottles only

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

- b. No chewing gum on turf
 - c. No sunflower seeds allowed on turf or inside stadium
 - d. No hold down stakes or pegs allowed in turf
 - e. Unsupervised children
10. CUSTODIAN WHO CLOSING PREPARES CHECK-OUT FORM AND VERIFIES ALL AREAS ARE CLEAN WITH LEAGUE REPRESENTATIVE
- a. Parking Lot
 - b. Bleachers
 - c. Ticket Booth
 - d. Concession Stand area cleaned thoroughly (counters, floor, etc.)
 - e. Press Box
 - f. Test sound equipment including microphone that it is working
 - g. Grounds for trash debris
 - h. Football practice field when applicable
 - i. Cleaning should be completed prior to approved close time to complete Check-Out form
11. CUSTODIAN WHO CLOSING RESPONSIBILITIES ARE
- a. The Facility User is responsible for thoroughly cleaning the stadium. If the Facility User refuses to clean the stadium to specification custodian is required to obtain overtime authorization high school Maintenance Supervisor or Director of Building/Maintenance. The custodian is to clean all areas before he leaves and Facility User will be charged applicable hourly custodial fees
 - b. Parking Lot patrol
 - c. Empties all trash cans to dumpsters (home and visitor sides and football practice field)
 - d. Do not carry trash bags or cans across track or turf. Drive mule or walk around and make sure bag is not leaking if so double bag
 - e. Secures concession building – rolls up windows and locks
 - f. Turns off lights
 - g. Secures and locks all gates
12. If Custodian assigned is unable to commit to the time he signed up or has an emergency and has to leave, they are to call and make other arrangements for coverage or call the Stand-By Person at 321-1329.

HIGH SCHOOL GYMNASIUMS

Food and drinks (water included) are prohibited in all main and sub-gymnasiums. Prior to checking out you are required to pick up all trash including bleachers and place in trash receptacle.

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

INSURANCE REQUIREMENTS AND FEES

When individuals or groups request use of Tracy Unified School District facilities or grounds, it is important that all reasonable and available protective measures be taken to avoid liability and minimize the district property and liability loss potential. **It is the Facility Users responsibility to meet insurance requirements. Facility Users are required to purchase insurance and instruct TUSD requirements and verify the documents prior to sending to the Facility Use Department. The Facility Use Department is not authorized to instruct the insurance company.** Specific requirements for each category appear below.

A Certificate of Insurance must accompany a Facilities Use Request. In addition to the certificate of insurance, an endorsement must be attached naming Tracy Unified School District as an additional insured. Renters are required to use Acord Forms available through insurance agents. The standard minimum liability limits is \$1,000,000 million per occurrence, and \$2,000,000 aggregate bodily injury. The district reserves the right to adjust its insurance requirements as needed.

The Certificate of Insurance must include all of the following:

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

The endorsement **that names TUSD as additionally insured** will be a separate page on **Insurance** Form CG2011, CG2026 or equivalent and should be attached to the certificate of insurance.

**** NO MATTER WHAT YOUR INSURANCE COMPANY TELLS YOU, WE REQUIRE A SEPARATE INSURANCE FORM FOR THE ADDITIONAL INSURED ENDORSEMENT, WHICH IS TO BE SUBMITTED WITH YOUR CERTIFICATE OF INSURANCE, OR THE DISTRICT CANNOT APPROVE YOUR APPLICATION!**

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

DOMESTICATED OR WILD ANIMALS

No person shall cause or permit pets or animals to be on school grounds or in school/district facilities, although no part of the policy shall prohibit the appropriate use or access of legally approved/supervised service animals. With prior consent of the superintendent or designee, working animals shall be permitted limited access as appropriate.

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

Before allowing domesticated or wild animals on district property (**including parking lots**), prior approval is required by the Tracy Unified School District. In addition to the certificate of insurance, an endorsement must be attached naming Tracy Unified School District as an additional insured. Users are required to use Accord Forms available through insurance agents. The special minimum coverage required for this type of usage is \$5,000,000 **per occurrence**. The district reserves the right to adjust its insurance requirements as needed. No person shall cause or permit pets or animals to be on school grounds or in school/district facilities, although no part of the policy shall prohibit the appropriate use or access of legally approved/supervised service animals. With prior consent of the superintendent or designee, working animals shall be permitted limited access as appropriate.

POOL USERS

Facility Users renting pools are required to carry a cell phone. Land line phones are not available in pool areas. No food, drinks, or glass allowed **in pool areas**. Plastic water bottles only. Should you require the use of a lift device to gain pool access please contract any lifeguard. One lifeguard is required for every 25 swimmers.

Facility Users renting Kimball High School pool are required to provide their own portable toilets and garbage dumpsters. There is no access to rest rooms.

LIFE GUARD CERTIFICATION

If use of a Tracy Unified School District pool is requested, the user must provide a qualified lifeguard to supervise the events. The lifeguard must be at least 15 years of age, and maintain and possess a current certification in Lifeguard training and CPR for the Professional Rescuer and First Aid. The lifeguard must provide proof he or she has passed a water skills test. One lifeguard is required for every 50 swimmers.

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES**Prioritization and Fees**

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

Tier 1: EDUCATION OF DISTRICT STUDENTS

1. Curricular, co-curricular, and extra-curricular school events of any official Tracy Unified School District course, team or activity group (provide list), and no participation fee is charged.
2. Also, co-curricular and extra-curricular events involving Tracy Unified School District students from schools other than the sponsoring school, and from which all proceeds are collected into and expended from the school site Associated Student Body fund, and at which the custodial costs are mitigated by a district administrator or certificated employee opening, closing, and ensuring the facility is cleaned, and from which all proceeds go to the school site for use, and at which all labor, including any coaching, is voluntary and not paid.
3. Events officially sponsored by the School Board in support of the District's Service Learning Program, and at which the custodial costs are mitigated by a district administrator or certificated employee opening, closing, and ensuring the facility is cleaned, and for which no heating, ventilation, or air conditioning is to be provided.
4. And, Official school parent club, PTA, and district sponsored foundation meetings in which only non-risk activities take place. (High risk activities include athletic events, outside vendors, cooking, serving food, dancing, etc. Note extreme hazardous risks include: trampolines, bungees, and jumping devices, fireworks viewing, aircraft, parachutes, domesticated or wild animals, rodeo, racing, circuses. These extreme high risk uses require additional insurance as described later. Food and fund raising vendors must be appropriately licensed and have insurance which includes a certificate designating the district as an "additional insured".)
5. In addition to these uses, and because it is considered the civic duty of the school district, Tracy Community Council of United Way meetings conducted during the normal work day and for which there are no costs to the district, and the San Joaquin County Registrar of Voters election polls, are included in this tier.
- ~~6. The Annual Relay for Life Event. The district provides no additional paid staffing or overtime for this event. However, the district provides equipment, lighting, and coordination of the event. Fundraising activities and meetings in preparation for this annual event are tier 5.~~
- ~~7. The Mayor's Community Youth Support Network Basketball Program at Williams School.~~
8. The Tracy Learning Center for student athletic events which cannot reasonably be conducted at their own facilities, and which do not conflict with Tracy Unified School District scheduled curricular, co-curricular, and extra-curricular events. The charter school is expected to pay for all the additional costs that are required for using a facility, e.g. custodians at football games.

Example: Adult Education program, High School Athletic teams, debate, drama, IB, Ag, FFA, AP, choir, band, space and engineering academy, employee associations, Brighter

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

Christmas, etc., parent clubs, parent teacher associations, school community advisory groups, Migrant Education, San Joaquin County Registrar of Voters, US Census Bureau (if meeting is conducted on normal school day, and concludes before 10:00 pm), and City of Tracy DARE Program, Tracy Breakfast Lions and Tracy Tank Town Lions for TUSD high school games, Delta Blood Bank.

Tier 1A: EXTRA CURRICULAR SCHOOL EVENTS AND COMMUNITY SUPPORT with requirements

1. Extra-curricular school events of any official Tracy Unified School District course, team or activity group (provide list) after regular school hours. The event is expected to provide insurance policy and pay weekend custodial fees.
2. High School sports programs involving only 9th through 12th grade students from the hosting high school, coached by a stipend high school, generally the high school varsity coach head coach of the hosting school, but offered outside the traditional season for that sport. The program must be CIF compliant. Proof of outside agency status and observance of appropriate dead period must be provided to the site Athletic Director by the head coach.
3. The Annual Relay for Life Event. ~~The district provides no additional paid staffing or overtime for this event. However, the district provides equipment, lighting, and coordination of the event. Fundraising activities and meetings in preparation for this annual event are tier 5.~~ TUSD will not be responsible for out of pocket cost for this event, including equipment, portable lighting, paid staffing or overtime. District will jointly coordinate the event.

Example: Sport Camps (High School basketball, volleyball, etc.), American Cancer Society Relay for Life Event, Delta Blood Bank, Brighter Christmas, EMHI Grant Providers, College Board SAT Testing.

Tier 1B: TRADITIONAL YOUTH SPORTS CAMP ASB FUNDRAISERS with requirements

1. Traditional youth sports camps offered by a district high school athletic team for a period of time less than or equal to two weeks per sport as an ASB fundraiser, offered no more than one time per year, and authorized by the Athletic Director and Principal. All competitions and contests take place within the confines of the camp, and does not include participants or competitors from outside the camp. The two primary goals are to raise funds for a high school athletic team, and to provide athletic instruction to Tracy Unified School District K-8 students, though participation will generally focus on students at the upper level of that grade range. These camps are clearly differentiated from youth teams and clubs and are in no way intended to be youth feeder programs. These camps are not limited to any particular season.

Example: Tracy High Football Camp, West High Basketball Camp, Kimball Jr. Jaguar Basketball Camp

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES**Tier 2: NON-CURRICULAR DIRECT SUPPORT OF DISTRICT STUDENTS**

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

Example: City After School programs, Boys and Girls Club, Girl Scouts, Boy Scouts, Campfire Girls, 4H, American Red Cross Shelter, Tracy Community Council of United Way events for public health and welfare, Sister City Schools.

Tier 3: NON-CURRICULAR INDIRECT SUPPORT OF DISTRICT STUDENTS

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

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

Tier 4: YOUTH RECREATION

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

Example: Football (Raiders, Cougars, Buccaneers), Baseball & Softball (Little League, Babe Ruth, ASSA, Liberty, Tracy Express, Delta Rebels, Cardinals, Outlaws, West Coast, Delta Charter), Soccer (TYSL), Swimming (Tritons), Basketball (National Junior Basketball, Cyclones), City Summer Day Camp, City Art Camp, City of Tracy Hoops Program.

Tier 5: OTHER NON-PROFIT USES OF FACILITIES

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

Example: Old Timer Baseball, Adult Soccer, State & Federal Government, McHenry House, University of San Diego for Teacher Staff Development programs, Tracy Interfaith Ministries, Sutter Hospital, Tracy Community Band, Churches, McHenry House "Kids in a Box", fundraising activities and meetings in preparation for Relay for Life, supervised youth

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

recreational activities sponsored by official youth organizations or leagues, serving youths who live outside the boundaries of the Tracy Unified School District.

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

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

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

All users must provide proof of Non-Profit Status for Tier 2-5.

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

Tier Breakdown Requirements

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

	See exhibit b	
Tier 4	<ol style="list-style-type: none"> 1. Utilities. 2. Staff time (custodial and other direct support of the use) outside normal work hours. 3. Administration fee of managing the facility use program. 4. Wear and Tear on facilities and grounds. 5. Security Deposit <p>See exhibit b</p>	Users in this tier will provide a Certificate of Insurance, Endorsement Letter naming TUSD as additionally insured and including a statement to hold the district harmless and indemnification
Tier 5	<ol style="list-style-type: none"> 1. Utilities. 2. Staff time (custodial and other direct support of the use) outside normal work hours. 3. Administration fee of managing the facility use program. 4. Wear and Tear on facilities and grounds. 5. Security Deposit <p>See exhibit b</p>	Users in this tier will provide a Certificate of Insurance, Endorsement Letter naming TUSD as additionally insured and including a statement to hold the district harmless and indemnification
Tier 6	<ol style="list-style-type: none"> 1. Utilities. 2. Staff time (custodial and other direct support of the use) outside normal work hours. 3. Administration fee of managing the facility use program. 4. Wear and Tear on facilities and grounds. 5. A fair rental fee 6. Security Deposit <p>See exhibit b</p>	Users in this tier will provide a Certificate of Insurance, Endorsement Letter naming TUSD as additionally insured and including a statement to hold the district harmless and indemnification

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES**FEES**

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

For purposes of charging fees, "hours used" will be rounded to the next higher half hour. **Fees are required in full prior to use unless you have been approved to pay month by month. The District reserves the right to cancel or suspend permit if payment is not paid within 45 days.**

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

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

CUSTODIAL FEES

If a custodian is **on his/her regular shift custodial fees will not be charged to users depending upon the type of event.** ~~called off his normal work routine, or is called back to work after completion of his regular assignment to provide services to facility users,~~ the district will charge the user a minimum of two hours of custodial fees. **Depending upon estimated attendance of user's event more hours could be required.** If a use occurs during school hours, the custodian will open and close, but will not set-up. If set-up is required, a custodial fee will be charged. **Your scheduled custodian and designated member of your organization are required to prepare Check-In/Out form upon arrival and departure. The check-In/Out form protects the district, site and facility user.**

CSEA Article 11.9-Call Back Time: Call back status is defined as an employee's physical presence at a work site in response to one or more emergency events within a two (2) hour period of time after completion of his regular assignment. An employee responding to a call back to work will be compensated at the overtime rate for a minimum of two (2) hours. If the work exceeds two (2) hours, the employee will then be compensated at the overtime rate for actual hours worked.

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

OPENING, CLEANING AND CLOSING

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

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

The administrator and/or teacher will ensure the facility is cleaned after the event. Otherwise, a custodian will be assigned to the event at the cost of the user. The Administrator and/or teacher **contacts Facility Use Department to schedule training appointment.**

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

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

EXCEPTIONS/FACILITY USE COMMITTEE

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

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

Attachment B A: Schedule of Community Rental Fees

Rooms Area	Utilities / Hr	Wear & Tear/ Hr	Custodial / Staff/ Hr	Administrative Cost/Processing Timeframe or Change	Tier 6 Fair Rental Markup/ Hr
Classroom	\$ 0.90	\$16.50	\$33.29	\$48.13	\$66.00
Elementary Multi-Purpose Room	\$ 2.33	\$16.50	\$33.29	\$48.13	\$66.00
Library	\$ 2.33	\$16.50	\$33.29	\$48.13	\$66.00
Cafeteria	\$ 4.98	\$16.50	\$33.29	\$48.13	\$66.00
Kitchen – Elementary	\$ 5.50	\$16.50	\$33.29	\$48.13	\$66.00
Kitchen – Secondary	\$16.50	\$16.50	\$33.29	\$48.13	\$66.00
Middle School (MS) Gym	\$ 8.94	\$16.50	\$33.29	\$48.13	\$66.00
MS Multi-Purpose Room				\$48.13	
<i>Monte Vista & Williams</i>	\$ 8.94	\$16.50	\$33.29		\$66.00
High School (HS) Dance Room	\$ 2.33	\$16.50	\$33.29	\$48.13	\$66.00
HS Teacher Lounge	\$ 2.33	\$16.50	\$33.29	\$48.13	\$66.00
HS Theater	\$ 8.81	\$16.50	\$33.29	\$48.13	\$66.00
Theater Sound Room/Lighting	\$10.00				
Theater Dressing Room	\$ 0.90	\$16.50	\$33.29	\$48.13	\$66.00
Theater Classrooms	\$ 0.90	\$16.50	\$33.29	\$48.13	\$66.00
HS Cafeteria	\$ 7.18	\$16.50	\$33.29	\$48.13	\$66.00
HS Gymnasium	\$ 9.18	\$16.50	\$33.29	\$48.13	\$66.00
HS Sub Gym/Small Gym	\$ 8.94	\$16.50	\$33.29	\$48.13	\$66.00
HS Weight Room	\$ 0.90	\$16.50	\$33.29	\$48.13	\$66.00
Tracy High Pool w/o Lights	\$18.01	\$0	\$33.29	\$48.13	\$66.00
Tracy High Pool with Lights	\$33.01	\$0	\$33.29	\$48.13	\$66.00
West High Pool w/o Lights*	\$36.02	\$0	\$33.29	\$48.13	\$66.00
West High Pool with Lights*	\$50.00	\$0	\$33.29	\$48.13	\$66.00
Kimball High Pool w/o Light	\$18.01	\$0	\$33.29	\$48.13	\$66.00
Kimball High Pool with Lights	\$33.01	\$0	\$33.29	\$48.13	\$66.00
District Education Center. Board				\$48.13	
Room (no technology)	\$ 2.33	\$16.50	\$33.29		\$66.00
District Education Center				\$48.13	
General Conference Room	\$ 0.90	\$16.50	\$33.29		\$66.00

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

Attachment B A: Schedule of Community Rental Fees

Rooms Area	Utilities / Hr	Wear & Tear/ Hr	Custodial/ Staff/ Hr	Administrative Cost/Processin g Timeframe or Change	Tier 6 Fair Rental Markup/ Hr
Grass Covered Baseball Practice Areas (**see note at bottom of page)		\$ 2.75		\$48.13	\$66.00
Baseball Field (all ages)		\$ 5.50		\$48.13	\$66.00
Softball Practice Field		\$ 5.50		\$48.13	\$66.00
Softball Field		\$ 5.50		\$48.13	\$66.00
Soccer Fields available to all ages (maximum wear and tear fee \$50.00 per day)		\$ 7.15		\$48.13	\$66.00
Football Practice Field (maximum wear and tear fee \$275/day)		\$ 7.15		\$48.13	\$66.00
Football Stadium (Includes use of press box and snack bar. Cost of lights is additional. Maximum wear and tear fee \$770/day)*** (Football, Soccer and Track Use)		\$77.00 ***	\$33.29 *** ****	\$48.13	\$66.00
Irrigation Specialist			\$41.69	\$48.13	
Football Field Line Painting			\$33.29	\$48.13	
Football Field Lights	\$11.01				
Tennis Courts		\$ 5.50	\$33.29	\$48.13	\$66.00
Track (Williams Middle School)		\$ 5.50		\$48.13	

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

~~With prior approval, the West High pool may be shared by two user groups, and the cost may be shared.~~

**Grass covered fields not to exceed \$750 per practice field for a season.

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

****Kimball Stadium requires two custodians at all times due to open campus.

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

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

~~Note: Proceeds from Cost Per Head, and Fair Rental Markup will be split equally between the district and the site used to mitigate impacts of use.~~

Attachment C: Maximum Occupancy Chart

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

Site	Multi-Purpose Room/ Cafeteria	Multi-Purpose Room Dining*	Gym	Small Gym	Theatre	Stadium	Pool
Bohn	567	265					
Central	507	237					
Freiler	698	321					
Hirsch	567	265					
Jacobson	567	265					
Kelly	719	336					
Kimball High	410	410	2318	521	400	3706	132
McKinley	427	199					
Monte Vista	558	253					
North	645	298					
Poet Christian	567	265					
South	857	400					
Stein	572	267					
Tracy High	1173	525	1670	700	325	3753	116
Villalovoz	561	282					
West High	653	415	2680	418		4159	260
Williams	648	302		598			

***Dining is seating on multi-purpose/cafeteria lunch tables.**

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

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

Attachment D: Types of Field Chart

Site	Small Baseball < 10	Small Base ball < 12	Base ball	Soft ball Practice	Soft ball	Soccer	Football Practice	Stadium
Bohn		*3 (2*)				1	2 1	
Central		*2 (2*)				1	1	
Freiler	*2							
Hirsch	*4					1	1	
Jacobson	*1	2 3				1	1	
Kelly								
Kimball High			2		2	1		1
McKinley	*5					1	2 1	
Monte Vista			6 (*1)			1	1	
North	3					0	0	
Poet Christian		*2				1	1	
South/ West Park				1	2	1	1	
Stein								
Tracy High			3 (*2)			3	3	1
Villalovoz					2	1	1	
West High			2 (*1)		2	2	2	1
Williams					5	1	1	

*grassy fields

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES**Attachment E: Theater Policy and Questionnaire****Tracy Unified School District Theatre Use Policy**

The following policies, as well as any school rules, will apply to all groups using the THS or KHS Theatres.

1. Theatre Lighting:
 - a. All groups must use a trained student to operate the light/sound boards during their function.
 - b. A fee will be charged for the student's services depending on length of the function at a rate of \$10.00/hr.
 - c. The drama teacher must receive at least a four week notice from the participant in order to arrange for the student to be available. If four weeks' notice is not given, a student may not be available and the light/sound boards will not be available for the function. Kimball High School requires two students, one for sound and one for lights. To make arrangements, please contact the following drama teacher:
 - THS (209) 831-5100 ext. 2991.
 - KHS (209) 832-6600 ext. 4100.
 - d. If the lighting is altered in anyway (including but not limited to adding gels, barns doors, etc.) it must be returned to its original state. Plugs are not to be rearranged without prior permission, and they **MUST** be returned to their original location.
2. Dressing rooms/Make-up rooms:
 - a. If the group needs to use the dressing rooms/ make-up rooms, they must include their request in the facilities request form or the rooms will be locked and unavailable.
 - b. If the group involves youth 18 or under, adult supervision must be present at all times for each room.
 - c. The interior offices and rooms Rm1/Rm3 (for THS) and rooms C1, C2 & C3 (for KHS) are off limits at all times. Nothing in those offices/ rooms may be used for your production at any time.
3. Front Doors:
 - a. The doors will be unlocked and locked by the custodial crew at the time specified on the facilities request form. At no time must the building be left unattended if the front doors are unlocked. And at no time can the doors be propped open for further access.
4. Equipment:
 - a. Any other equipment that is needed, including but not limited to the piano, risers, flats, and band equipment, must have a specific request at least four weeks prior to the event.
 - b. Equipment/materials may not be available for use and the schools are not required to furnish the equipment/materials.
5. Food and drinks:
 - a. Food and drinks are allowed in the lobby area only. Food and drinks are not allowed in the theatre area at any time.
6. Alterations:
 - a. No permanent alterations can be made anywhere within the theater.
7. Move in/Move out:
 - a. Please be aware there is a possibility of functions overlapping each other. Therefore sets, props, music equipment, etc. may be in the theatre and are not to be touched or moved for any reason.
 - b. If you need time to clean up after your event, you must include that in your facilities request form. Anything left after the end of your request will be removed and thrown away.
 - c. The theatre needs to be left in the same condition as found.

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES**Attachment G: HIGH SCHOOL THEATER SUPPLEMENTAL QUESTIONNAIRE**

This is a supplemental questionnaire to better serve the District and the Community when the Theater is requested. Please give the questions careful consideration then take a moment to complete the form. This form must accompany Facility Use Application. On the reverse side is the Theater Use Policy provided for your information.

Name of Your Group: _____

Dates Needed: _____

What is the nature of your performance?: (ie: 1 person speaker, church service, theatrical production) _____

Will you need ANY set up or rehearsal time? _____ If so, have you included this in the dates/time listed on the application? This includes if you will be having items brought to the site (musical instruments, outside sets). We need to know when they will be delivered and IF we have space to store them. We cannot be responsible for these items and there may be an additional cost for a custodian to open/close the site for the delivery times.

Will you have sets? _____ Please describe the nature of your sets:

The High School Performing Arts Magnet or another organization may have a set on the stage at the time you requested. Can your group work around a set or do you need the entire stage?

Are you interested in having theater lights (spotlights and/or light board use) for your show? _____ If so, please note item 1 on the reverse side of this form for directions on how to arrange this.

- The Theater does have a sound system. However, you need to provide your own wireless microphones.
- All items in the theater and any adjacent classroom are the property of TUSD. We respectfully ask that the items are not used or moved without prior permission.
- Please be aware that our theater is used most school days. Sets cannot be left up that will interrupt instructional use of the space.
- Theater questionnaire is required to be filled out and submitted with room application.

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

Attachment B: Room Use and Clean-Up Check List

CHECK-IN FORM**Before Use Room Cleaning Checklist**

Please acknowledge that food or drinks (water included) are prohibited in the schools main and sub-gymnasiums (West High, Tracy High, Kimball High, and McKinley Elementary) that have wood flooring. Custodian provides user with requested equipment only and does not assist with set-up or tear down unless for Tier 1. Room should be in the same shape as when entered. Chairs back on rack, etc. Organization is prohibited to staple, pin or hammer nails into any TUSD property (walls, equipment or structures). Facility User signs this form they are aware of the location of emergency exits and fire extinguishers upon arrival.

Site: _____ Date: _____ Time: _____

Organization Name: _____

√Signature of Organization Group Representative: _____

√Signature of District Employee Opening Facility: _____

Actual time Custodian worked opening _____ Time Departed: _____

CHECK CONDITION OF EACH ROOM/AREA BEFORE USE:

	Clean ↓	No Damage ↓	Exceptions Noted ↓
Cafeteria	()	()	() _____
Kitchen	()	()	() _____
Gymnasium	()	()	() _____
Multi-Purpose Room	()	()	() _____
Pool Area	()	()	() _____
Locker Room	()	()	() _____
Classroom	()	()	() _____
Fields	()	()	() _____
Rest Rooms	()	()	() _____
Parking Lots	()	()	() _____
_____	()	()	() _____
_____	()	()	() _____
_____	()	()	() _____
List approved Requested Equipment (tables, chairs, microphones, etc.).			
Check Condition before use:			
_____	()	()	() _____
_____	()	()	() _____
_____	()	()	() _____
_____	()	()	() _____
_____	()	()	() _____
_____	()	()	() _____

Describe check-in problems:

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

Attachment B: Room Use and Clean-Up Check List

CHECK-OUT FORM

After Room Use and Cleaning Check List

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

Yes No

<input type="checkbox"/>	<input type="checkbox"/>	Decorations removed from all walls and ceilings and properly disposed of.
<input type="checkbox"/>	<input type="checkbox"/>	Tables and chairs wiped off and stacked neatly on rack.
<input type="checkbox"/>	<input type="checkbox"/>	All trash bagged and placed in the trashcans provided by the district.
<input type="checkbox"/>	<input type="checkbox"/>	Rooms, hallways, and exterior of building cleaned of food and trash.
<input type="checkbox"/>	<input type="checkbox"/>	Restroom trash disposed of in garbage cans; toilets flushed.
<input type="checkbox"/>	<input type="checkbox"/>	Damage to facility, property or persons.

	Clean	No Damage	Exceptions Noted
Cafeteria	()	()	() _____
Kitchen	()	()	() _____
Gymnasium	()	()	() _____
Multi-Purpose Room	()	()	() _____
Pool Area	()	()	() _____
Locker Room	()	()	() _____
Classroom	()	()	() _____
Restrooms	()	()	() _____
Fields	()	()	() _____
Parking Lot	()	()	() _____

Check Equipment Condition after use:

_____	()	()	() _____
_____	()	()	() _____
_____	()	()	() _____
_____	()	()	() _____

Describe check-out problems:

√Signature of Organization Group Representative: _____

√Signature of District Employee Opening Facility: _____

Date: _____

Actual time Custodian worked Closing _____ Time Departing: _____

Check-in/Out form must be attached to time sheet for approval

Return to DEC-Facility Use Department or Fax# 830-3259 (report all problems within 24-48 hours)

For Additional Overtime Authorization: THS Maint Sup: 321-0349, WHS Maint Sup: 321-3625,

KHS Maint Sup: 321-3700, Director Maintenance: 321-0469

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

IN-KIND SERVICES

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

In-Kind Services and improvements to outside fields, which mitigate the wear and tear on, or improve the maintenance of those fields, may be accepted in lieu of fees with prior written approval of this committee. In-kind payment requests must include a letter detailing the in-kind services to be offered, the benefit to the school district, and a completed attachment D F. The district shall notify the local CSEA bargaining group in writing of all such projects a minimum of ten (10) working days prior to the implementation of the work.

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

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

Record Retention

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

Reports Required

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

Approved by Administrator of Division

Associate Superintendent for Business Services

TUSD Acknowledged: August 23, 2011

COMMUNITY RENTAL OF SCHOOL DISTRICT FACILITIES

Attachment F: In-Kind Services Estimate Documentation Form

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

Organization Name		Contact Person		Phone No	
School		Location/Area			
Job Description					
Start Date		Completion Date			
Contractor and Contact Information					
DESCRIPTION	QUANTITY	MATERIALS	LABOR	SUB-CONTRACT	TOTAL
					\$
					\$
					\$
					\$
					\$
					\$
TOTAL AMOUNT REQUESTED					\$

DISTRICT APPROVALS (for office use only):

Director of Building/Maintenance/Facility Use	✓	Date
Director of Facilities	✓	Date
Principal	✓	Date
CSEA Union	✓	Date
Associate Superintendent of Business Services	✓	Date
Board Approved		Date
Facility Use Department – Verify Receipts	✓	Date



BUSINESS SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent, Business Services
DATE: December 15, 2011
SUBJECT: Consider Suggested Names for the Tracy High School
Administration/Classroom Building

BACKGROUND: During the September 13, 2011 School Board meeting, the Board directed the Superintendent to form a committee to recommend names for the Tracy High School administration building. Pursuant to Board Policy and Administrative Regulation 7310, a public notice was generated, submissions were sought, and a screening committee was formed, which consisted of:

1. Dr. Casey Goodall as the Superintendent's representative, chairperson of the committee, and a non-voting member.
2. Jason Noll, Principal
3. Renata Guzman, ASB President
4. Ally Headley, Senior Class President
5. Harold Reich, Community Member
6. David Lee, Community Member
7. Alan Hawkins, Community Member

The committee was asked to consider proposed names, make recommendations, and to consider possible changes to the policy governing naming buildings on school sites. The following names were considered:

1. Dr. Joseph S. West
2. West Building, The West Building
3. Emma Burns Souza Building
4. James C. Franco Building, or The Franco Building (Building A)
5. The Paula E. Weeks Building
6. Yokuts Building
7. Chief Estanislau Building
8. Coach George Albano Building
9. Dr. David Coykendall Building
10. John Hurley Building (Major John Hurley Building, John J. Hurley Building, Major John J. Hurley Building, Coach John Hurley Building)
11. "Retreat" Building

12. Dave Auchard Building
13. Larry Guillen Building
14. A.R. Souza Building
15. George Parker Building (George L. Parker Building)
16. Nick Eddy Building

After reviewing the policy and administrative regulation, the committee reflected on current names of schools and facilities in Tracy. The committee unanimously recommended that the building be named the "Dr. Joseph S. West" building, after the man who was called, on May 5, 1917, "the father of the high school" in Tracy because of his advocacy for construction of the first high school building in the area.

Subsequent to the committee meeting, several groups appear to have emerged with divergent opinions of how the building should be named.

After pulling the agenda item from the December 13, 2001 agenda, Trustees heard approximately 40 minutes of testimony during the consent portion of the meeting, primarily in support of naming the building for current Superintendent Dr. James C. Franco rather than for Dr. Joseph S. West as had been recommended by the committee.

After hearing testimony from community members, the board directed staff to propose an agenda item in which the following questions can be discussed and resolved:

1. What names were suggested?
2. What names were recommended by the committee?
3. Which names may be considered in compliance with the existing board policy?
4. What is the justification for considering each name?
5. How does the vote on this issue impact a decision about changing Board Policy & Administrative Regulation 7310 Naming of Schools, Individual Buildings, or Facilities?
6. How does the vote on this issue impact any potential to name a different school after Dr. James C. Franco?
7. What information is required for individual Board members to make an informed vote on a name (or no name other than Building A) for the Tracy High School Administration Building?
8. Do Board members currently have adequate information to vote?
9. If individual Board members do not currently have adequate information to vote, can the list of potential names be reduced to fewer potential names for consideration?

RATIONALE: In support of those questions, the following information is offered.

1. **What names were suggested?**
 - Dr. Joseph S. West, West Building, The West Building
 - Emma Burns Souza Building
 - James C. Franco Building, or The Franco Building (Building A)
 - The Paula E. Weeks Building
 - Yokuts Building
 - Chief Estanislau Building
 - Coach George Albano Building
 - Dr. David Coykendall Building
 - John Hurley Building (Major John Hurley Building, John J. Hurley Building, Major John J. Hurley Building, Coach John Hurley Building)

- “Retreat” Building
- Dave Auchard Building
- Larry Guillen Building
- A.R. Souza Building
- George Parker Building (George L. Parker Building)
- Nick Eddy Building

2. What names were recommended by the committee?

- The committee unanimously recommended the name of Dr. Joseph S. West. In their estimation, no other name was appropriate for the building.

3. Which names may be considered in compliance with the existing board policy?

- Because the Tracy High School Administration Building is a building rather than a school, the following policy language applies:
 - Individual buildings or facilities may be named for a person and may include local educators, community and civic leaders who have made long-term, outstanding contributions to the school, district, county or community.
 - Unlike the limitation on naming schools, there is no limitation that buildings be named for persons who have been retired from public service for at least three years.
- Given these parameters, the only proposed name in question is “Retreat”. All other suggested names honor local educators, community and civic leaders who have made contributions of various length and value to the community.

4. What is the justification for considering each name?

- Board members have been presented the packet of information provided to the committee in support of each of the proposed names. In addition, board members have been presented a DVD of the testimony made at the December 13, 2011 School Board Meeting. Further, a brief biography has been provided to describe the contributions made by Dr. West and Dr. Franco.

5. How does the vote on this issue impact a decision about changing Board Policy 7310 Naming of Schools, Individual Buildings, or Facilities?

- Because the current policy does not limit naming buildings for persons who have been retired from public service for at least three years, all of the proposed names (except Retreat) are eligible for consideration. No change in the policy is required to support any of these names.

6. How does the vote on this issue impact any potential to name a different school after Dr. James C. Franco?

- The current policy imposes the following limitation: No two schools in the district shall be given the same name.
- The current policy also limits the name of schools to persons who have been retired from public office.
- Schools named for a person will retain that person’s name as part of the site’s name as long as the facility is used for instructional purposes by the district.
 - Therefore, the only schools for which names can be changed include: Central, McKinley (is it named after a street or after a president?), South/West Park, North, Monte Vista, Tracy High, and Willow.

- Therefore, given the current policy, the Tracy High School Administration Building could be named for Dr. Franco, but his name could not currently be approved for any of the schools listed above without changing the policy, as has been suggested.
 - If the policy is changed, as has been suggested, any of the schools listed above, as well as any one or several buildings, could be named after Dr. Franco,.
7. **What information is required for individual Board members to make an informed vote on a name (or no name other than Building A) for the Tracy High School Administration Building?**
- Board members have been presented the packet of information provided to the committee in support of each of the proposed names. In addition, board members have been presented a DVD of the testimony made at the December 13, 2011 School Board Meeting. Further, a brief biography has been provided to describe the contributions made by Dr. West and Dr. Franco.
8. **Do Board members currently have adequate information to vote?**
- If yes, a vote can take place immediately, given a motion and a second.
 - If not, what information is needed?
 - i. Keep in mind that staff has no additional information on Dr. West.
9. **If individual Board members do not currently have adequate information to vote, can the list of potential names be reduced to fewer potential names for consideration?**
- To do so requires a motion and a second.

FUNDING: There is no cost to this action.

RECOMMENDATIONS: Consider Suggested Names for the Tracy High School Administration/Classroom Building

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



EDUCATIONAL SERVICES MEMORANDUM

To: Dr. James Franco, Superintendent
From: ~~Dr.~~ Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
Date: December 16, 2011
Subject: Accept California Academic Partnership Program (CAPP) Grant: Using Formative Assessment Processes to Improve Algebra and Secondary Math Preparedness and Performance

BACKGROUND: The District has received a California Academic Partnership Program (CAPP) Grant: Using Formative Assessment Processes to Improve Algebra and Secondary Math Preparedness and Performance.

In August, 2011, the California Academic Partnership Program (CAPP) sent out a request for proposals for a grant called: Using Formative Assessment Processes to Improve Algebra and Secondary Math Preparedness and Performance. The grant targets high schools in deciles 1-5 along with their feeder schools who are in deciles 1-5. In the Tracy Unified School District, West High School was the only high school that qualified. West High School feeder schools, Monte Vista Middle School and Williams Middle School also qualified. Since improving Algebra achievement continues to be a priority in the District, TUSD submitted an intent to apply for the grant on August 12, 2011. The actual grant application had to be submitted by September 30, 2011. The grant application required that five questions concerning priorities for the school and their relationship to math achievement be answered. Ultimately, 24 school districts submitted grant applications. CAPP awarded four grants throughout the State of California and TUSD was fortunate to be one of the districts selected to receive the grant.

The grant provides a \$10,000 planning grant award. A District team consisting of principals, math site teacher leaders, and the District Math Coordinator will attend a Project Institute on January 10 and 11, 2012 to start the writing of the planning grant. The implementation plan is due March 30, 2012. The full grant then provides \$150,000 over a two-year period. The money will be used for professional development and collaboration time for site teams as well as for collaboration amongst the three sites. The team will receive training and support from a Mathematics Diagnostic Testing Program consultant on the use of their formative assessments as well as other kinds of assessments to improve student achievement. The team also will be provided with a math coach and a principal trainer. Along with focusing on the best use of formative assessments to intervene immediately with struggling students, the grant will also look at best instructional practices in the classroom, aligning the Algebra scope and sequence to the new Common Core Standards, and reviewing our processes for placing students in Algebra when they are ready. The District is expected to take the valuable lessons

learned through this two-year process and extend them to the other high schools and middle schools in the District.

RATIONALE: Algebra achievement continues to be a challenge as well as a priority in our district. While the District has shown growth over the last few years, we are still not meeting our targets. District resources and manpower are limited. The opportunity to train and support math teachers for articulation between the high school and middle schools is important for preparing students to succeed and pass Algebra the first time they take it. The principal has a key role in leading his team towards improved processes and for monitoring quality classroom practices. This grant provides for that. Successful strategies learned through the participation in this grant will be extended throughout the District. As a result we expect to see greater passing rates in Algebra and higher scores on standardized tests.

This supports Strategic Goal #1: Prepare all students for college and careers; Goal #2: Ensure that all students meet or exceed grade level standards and that the achievement gap is closed; Goal #6: Develop and support a high performing work force; and Goal #7 Develop and utilize partnerships to achieve District goals.

FUNDING: This grant provides \$10,000 for planning. The full grant then provides \$150,000 over a two-year period.

RECOMMENDATION: Accept California Academic Partnership Program (CAPP) Grant: Using Formative Assessment Processes to Improve Algebra and Secondary Math Preparedness and Performance

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



**The California Academic
Partnership Program**

Partnering to Increase Achievement and Opportunity in California Public Schools

Association of Independent
California Colleges & Universities

California Community Colleges

California Department of Education

California Postsecondary
Education Commission

The California State University

California Student Aid Commission

University of California

November 3, 2011

James Franco
Superintendent
Tracy Unified School District
1875 West Lowell Avenue
Tracy, CA 95376

Dear Superintendent Franco:

Congratulations. Your application for a planning grant, *Using Formative Assessment Processes to Improve Algebra and Secondary Math Preparedness and Performance*, has been selected for funding. This \$10,000 planning grant will fund development of an implementation proposal for the participation of math teachers and principals at the schools identified in your application. Implementation proposals are due to the California Academic Partnership Program (CAPP) by March 30, 2012. During the planning grant phase, CAPP will provide technical assistance and at least one cohort convening.

Upon approval of your implementation proposal by the CAPP Advisory Committee, you will receive a two-year implementation grant of \$150,000, which will be eligible for renewal for a subsequent two years.

CAPP received 24 applications but was able to fund only 4 districts that will include 3 schools each. The final cohort of grantees was selected based on the strength of their proposals and because as a group they represent California's diversity with respect to geographic region, school size, student demographics, urbanicity, and student achievement within the Academic Performance Index deciles 1 through 5.

The CAPP central office will follow up shortly and send a contract for the grant to your district's fiscal office for signature. We will also be in contact soon to set up an initial appointment with you.

Congratulations again and we look forward to a successful partnership with your district and the participating schools.

Sincerely,

Andrea Ball
Statewide Director

HJ Green
Project Director

Established and funded by the State of California (SB 813/AB 2398)

The California State University • Office of the Chancellor • 401 Golden Shore, Sixth Floor • Long Beach, CA 90802-4210 • www.calstate.edu/capp
(562) 951-4780 • fax (562) 951-4866



EDUCATIONAL SERVICES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: December 16, 2011
SUBJECT: Approve Issuing and Requiring Tickets for the 2012 High School Graduation Ceremonies

BACKGROUND: High School graduation ceremonies have been held during the morning hours on the Saturday following the last day of school, of the school year. Temperatures in the afternoon are typically hot and uncomfortable. In addition, large numbers of people attend the graduation ceremonies, exceeding stadium capacity, leading to safety concerns.

RATIONALE: This school year, John C. Kimball High School will be holding a graduation ceremony for their first graduating class. Thus, a third high school graduation ceremony will be conducted by the District. In order to address safety concerns due to large numbers of people in attendance and exceeding stadium capacity at all three of the high school graduation ceremonies, the District is planning to issue and require tickets beginning with the 2012 graduation ceremonies. This agenda item supports District Strategic Goal #3: Provide a safe and equitable learning environment for all students and staff, and District Strategic Goal #5: Continuously improve fiscal, facilities and operational processes.

FUNDING: There is an approximate cost of \$300.00 for having tickets professionally made for Tracy, West and Kimball High Schools. The cost for tickets will be paid by senior ASB funds at each school site.

RECOMMENDATION: Approve Issuing and Requiring Tickets for the 2012 High School Graduation Ceremonies

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



BUSINESS SERVICES MEMORANDUM

TO: Dr. James C. Franco, Superintendent
FROM: Dr. Casey Goodall, Associate Superintendent of Business Services
DATE: January 3, 2012
SUBJECT: Update on the Measure E Facilities Projects and Approve Moving Forward with the Priority 1 Project List

BACKGROUND: Measure E, approved by the voters within Tracy Unified School District (TJUSD) on June 6, 2006, authorized the issuance of \$51 million in bonds. The Measure E project list included the construction of a stadium and pool complex and a theater complex at West High School; and, the modernization and renovation of the Tracy High School campus. With the completion of many of the projects on the bond list, the Board received a report from staff at the November 8, 2011 Board meeting which recommended moving forward with the THS Stadium Project with remaining bond funds/matching state facilities funds available. At that time, there were two projects that remained on the State Allocation Board's "unfunded" list and staff was asked to maintain a list of future projects that could be prioritized by the Board once the remaining state funding is received.

RATIONALE: The State Allocation Board apportioned approximately \$8.5 million in funding at the December 14, 2011 SAB meeting for the THS Library project which was previously on the "unfunded" list for State apportionment funding. Staff presented a "Priority 1" list of projects at the December 13, 2011 and is requesting approval to move forward with the priority one projects. Staff will also present the "Priority 2" project list and will seek approval to move forward with certain projects on the "Priority 2" list at a later Board meeting.

FUNDING: No funding implications at this time.

RECOMMENDATION: Update on Measure E Facilities Projects and Approve Moving Forward with the Priority 1 Project List

Prepared by: Bonny Carter, Director of Facilities and Planning



HUMAN RESOURCES MEMORANDUM

TO: Dr. James Franco, Superintendent
FROM: Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources
DATE: December 16, 2011
SUBJECT: Adopt the District's Sunshine Proposal for the Tracy Educators Association (TEA) for a Successor Agreement

BACKGROUND: The current three-year contract between the Tracy Educators Association (TEA) and the Tracy Unified School District (TUSD) expires June 30, 2012.

RATIONALE: Pursuant to Article XXXIX (Duration of and Procedure for Modifying This Agreement), the District must submit its proposal for a successor Agreement no later than thirty (30) days after receipt of TEA's initial proposal for a successor Agreement. TEA submitted its proposal at the regularly scheduled board meeting on November 8, 2011. The District submitted its proposal for a successor agreement at the regularly scheduled board meeting on December 13, 2011. TEA is requesting to meet and negotiate with the District on the Articles shown on the attached proposal. The District is requesting to meet and negotiate on the following Articles:

Article VI, Hours
Article VII, Duties
Article VIII, Conditions
Article XII, Class Size/Teacher Aide Time
Article XVII, Evaluation

This agenda item meets Strategic Goal #7: Develop and utilize partnerships that contribute to the achievement of District Goals.

FUNDING: N/A

RECOMMENDATION: Adopt the District's Sunshine Proposal for the Tracy Educators Association (TEA) for a Successor Agreement

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