

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

**DATE: TUESDAY, FEBRUARY 11, 2014**

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

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

**A G E N D A**

- |            |  |                |
|------------|--|----------------|
| <b>1.</b>  | <b>Call to Order</b>   | <b>Pg. No.</b> |
| <b>2.</b>  | <b>Roll Call – Establish Quorum</b><br>Board: J. Costa, G. Crandall, W. Gouveia, T. Guzman, K. Lewis, G. Silva, J. Vaughn<br>Staff: J. Franco, C. Goodall, S. Harrison, B. Etcheverry  |                |
| <b>3.</b>  | <b>Closed Session:</b> 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. |                |
|            | <b>3.1 Administrative &amp; Business Services:</b>   |                |
|            | <b>3.1.1</b> CONFERENCE WITH LEGAL COUNSEL - Anticipated litigation<br>Significant exposure to litigation pursuant to subdivision (d) of<br>Government Code Section 54956.9: 1 case  |                |
|            | <b>3.1.2</b> CONFERENCE WITH LEGAL COUNSEL – Existing litigation<br>(G.C. 54956.9(a)) - <i>Martinez v. Tracy Unified</i>   |                |
| <b>3.2</b> | <b>Educational Services:</b>   |                |
|            | <b>3.2.1</b> Finding of Fact #13-14/#28, 35, 36, 37, 38  |                |
|            | <b>3.2.2</b> Application for Reinstatement #13-14/#25  |                |
|            | <b>Action:</b> Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain___  |                |
|            | <b>3.2.3</b> PE Exemption – KHS #10300493  |                |
|            | <b>Action:</b> Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain___  |                |
| <b>3.3</b> | <b>Human Resources:</b>  |                |
|            | <b>3.3.1</b> Consider Non-Paid Leave of Absence Request for Classified Employee<br>#UCL – 187, Pursuant to Article XXIII   |                |
|            | <b>Action:</b> Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain___  |                |
|            | <b>3.3.2</b> Consider Non-Paid Leave of Absence Request for Classified Employee<br>#UCL-188, Pursuant to Article XXIII   |                |
|            | <b>Action:</b> Motion___; Second___. Vote: Yes___; No___; Absent___; Abstain___  |                |
|            | <b>3.3.3</b> Approve General Release and Resignation of Employee UC# 818   |                |

- |                |  |                |
|----------------|--|----------------|
| <b>Action:</b> | Motion__ ; Second__ . Vote: Yes__ ; No__ ; Absent__ ; Abstain__  | <b>Pg. No.</b> |
| <b>3.3.4</b>   | Consider Non-Paid Leave of Absence Request for Certificated Employee #UC – 819, Pursuant to Article XX   |                |
| <b>Action:</b> | Motion__ ; Second__ . Vote: Yes__ ; No__ ; Absent__ ; Abstain__  |                |
| <b>3.3.5</b>   | Consider Non-Paid Leave of Absence Request for Certificated Employee #UC – 820, Pursuant to Article XX   |                |
| <b>Action:</b> | Motion__ ; Second__ . Vote: Yes__ ; No__ ; Absent__ ; Abstain__  |                |
| <b>3.3.6</b>   | Consider Public Employee/Employment/Discipline/Dismissal/Release   |                |
| <b>Action:</b> | Motion__ ; Second__ . Vote: Yes__ ; No__ ; Absent__ ; Abstain__  |                |
| <b>3.3.7</b>   | Conference with Labor Negotiator<br>Agency Negotiator: Sheila Harrison<br>Assistant Superintendent of Educational Services & Human Resources<br>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 #28, 35, 36, 37, 38  
**Action:** Motion\_\_ ; Second\_\_ . **Vote:** Yes\_\_ ; No\_\_ ; Absent\_\_ ; Abstain\_\_.
- 6b** Report Out of Action Taken on Application for Reinstatement #13-14/#25  
**Action:** **Vote:** Yes\_\_ ; No\_\_ ; Absent\_\_ ; Abstain\_\_.
- 6c** Report Out of Action Taken on PE Exemption – KHS #10300493  
**Action:** **Vote:** Yes\_\_ ; No\_\_ ; Absent\_\_ ; Abstain\_\_.
- 6d** Report Out of Action Taken on Approve Non-Paid Leave of Absence Request for Classified Employee #UCL – 187, Pursuant to Article XXIII  
**Action:** **Vote:** Yes\_\_ ; No\_\_ ; Absent\_\_ ; Abstain\_\_.
- 6e** Report Out of Action Taken on Consider Non-Paid Leave of Absence Request for Classified Employee #UCL-188, Pursuant to Article XXIII  
**Action:** **Vote:** Yes\_\_ ; No\_\_ ; Absent\_\_ ; Abstain\_\_.
- 6f** Report Out of Action Taken on Approve General Release and Resignation of Employee UC# 818  
**Action:** **Vote:** Yes\_\_ ; No\_\_ ; Absent\_\_ ; Abstain\_\_.
- 6g** Report Out of Action Taken on Consider Non-Paid Leave of Absence Request for Certificated Employee #UC – 819, Pursuant to Article XX  
**Action:** **Vote:** Yes\_\_ ; No\_\_ ; Absent\_\_ ; Abstain\_\_.
- 6h** Report Out of Action Taken on Consider Non-Paid Leave of Absence Request for Certificated Employee #UC – 820, Pursuant to Article XX  
**Action:** **Vote:** Yes\_\_ ; No\_\_ ; Absent\_\_ ; Abstain\_\_.

**7. Approve Regular Minutes of January 28, 2014.**

**1-12**

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

**8. Student Representative Reports: None**

<b>9. Recognition &amp; Presentations:</b> An opportunity to honor students, employees and community members for outstanding achievement:	<b>Pg. No.</b>
9.1 Southwest Park Elementary School Update	
9.2 Recognize and Congratulate Alex Foshee, a Villalovoz Elementary student, for being named the Boys and Girls Club Elementary School Youth of the Year	
<b>10. Hearing of Delegations:</b> Anyone wishing to address the Governing Board on a non-agenda item may be heard at this time. Presentations shall be held to a reasonable length, normally not to exceed five (5) minutes. If formal action is required, the item will be placed on a future agenda and action will be taken at a future date. If information or a report is requested, the request for it must also be submitted in writing to the superintendent. (Please complete a yellow speaker's card).	
<b>11. Information &amp; Discussion Items:</b> An opportunity to present information or reports concerning items that maybe considered by Trustees at a future meeting.	
11.1 Administrative & Business Services: None.	
11.2 Educational Services:	
11.2.1 Receive Report on the District Visual and Performing Arts Program	13
11.2.2 Receive Report on District Technology	14
11.2.3 Receive Report on Planning for Alternative Governance at Program Improvement Schools	15
<b>12. PUBLIC HEARING:</b> None.	
<b>13. Consent Items:</b> Actions proposed for consent are consistent with the approved practices of the district and are deemed routine in nature. Trustees receive board agenda background information in advance of scheduled meetings and are prepared to vote with knowledge on the consent items. <b>Action:</b> Motion___; Second___. <b>Vote:</b> Yes___; No___; Absent___; Abstain__.	
13.1 Administrative & Business Services:	
13.1.1 Accept the generous donations from the various individuals, businesses, and school site parent teacher associations listed herein with thanks and appreciation from the staff and students of the Tracy Unified School District	16-17
13.1.2 Approve Assembly, Service, Business and Food Vendors	18-25
13.1.3 Approve Accounts Payable Warrants (December, 2013) (Separate Cover Item)	26
13.1.4 Approve Payroll Reports (December, 2013)	27-29
13.1.5 Approve Revolving Cash Fund Reports (December, 2013)	30-31
13.1.6 Approve Revisions to Tracy Unified School District Associated Student Body (ASB) Accounting Guide (Separate Cover Item)	32
13.1.7 Ratify Routine Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda	33-34
13.1.8 Ratify Measure E Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda	35-37
13.1.9 Ratify Measure S Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda	38-39

<b>13.2</b>	<b>Educational Services:</b>	<b>Pg. No.</b>
<b>13.2.1</b>	Approve Revised School Site Single Plans for Student Achievement and Site Categorical Budgets for the 2013/2014 School Year (Separate Cover Item)	<b>40</b>
<b>13.2.2</b>	Approve Out of State Travel for Dr. Sheila Harrison, Dr. Dmitriy Voloshin and Linda Dopp to Attend the Literacy Leadership Summit on March 19-21, 2014 in Boston, Massachusetts	<b>41</b>
<b>13.2.3</b>	Approve Overnight Travel for Merrill F. West High School Students to participate in the California Highway Patrol's Every 15 Minutes Program on April 3 – 4, 2014	<b>42</b>
<b>13.2.4</b>	Approve Overnight Travel for John C. Kimball High School (KHS) Leadership to Attend the California Association of Student Leaders (CASL) Camp in Ontario, CA on March 28-31, 2014	<b>43</b>
<b>13.2.5</b>	Approve Overnight Travel for John C. Kimball High School (KHS) Health Occupations Students of America (HOSA) Club Members and Advisors to Participate in the California State Leadership Conference in Anaheim, CA on March 29-April 1, 2014	<b>44</b>
<b>13.2.6</b>	Approve Agreement for Special Contract Services with San Joaquin County Office of Education (SJCOE) Science Department to Provide Great Explorations in Math and Science (GEMS) Training at Monte Vista Middle School on February 24, 2014	<b>45-48</b>
<b>13.2.7</b>	Ratify Overnight Travel for the Tracy High School DECA Team and Advisor to Attend the DECA (formerly known as Delta Epsilon Chi and Distributive Education Clubs of America) Regional Competition in San Ramon, CA on January 17-19, 2014	<b>49</b>
<b>13.3</b>	<b>Human Resources:</b>	
<b>13.3.1</b>	Accept the Resignations/Retirements/Leaves of Absence for Certificated, Classified and/or Management Employees	<b>50-52</b>
<b>13.3.2</b>	Approve Classified, Certificated and/or Management Employment	<b>53-54</b>
<b>13.3.3</b>	Approve the Classified and Certificated Calendars for the 2014-15 School Year	<b>55-58</b>
<b>14.</b>	<b>Action Items:</b> Action items are considered and voted on individually. Trustees receive background information and staff recommendations for each item recommended for action in advance of scheduled meetings and are prepared to vote with knowledge on the action items.	
<b>14.1</b>	<b>Administrative &amp; Business Services:</b>	
<b>14.1.1</b>	Accept the 2012-13 Independent Annual Financial Audit and Performance Audit for Measure E and Measure S General Obligation Bonds (Separate Cover Item)	<b>59</b>

**14.1.2** Annual Meeting of Tracy School Facilities Financing Authority  
Adjourn TUSD Board Meeting

**60-87**

**1. CALL TO ORDER**

**2. ROLL CALL/CONFIRMATION OF OFFICERS - Establish Quorum**

<i><b>Name</b></i>	<i><b>TSFFA Board Position</b></i>
James Vaughn	Chair
Gregg Crandall	Vice-Chair
Ted Guzman	Secretary
Walter Gouveia	Member
Greg Silva	Member
Jill Costa	Member
Kelly Lewis	Member

<i><b>Name</b></i>	<i><b>TSFFA Staff Position</b></i>
James Franco	Executive Director
Casey Goodall	Treasurer and Controller

**3. Comments From the Public on Items Not on the Agenda  
(5-Minute Time Limit Per Individual)**

Persons wishing to speak to items not on the agenda are asked to complete a "Request to Speak" card and present it to the Chair prior to the meeting. Subjects not on the agenda may be introduced at this time, but no action may be taken on them at this meeting. When you address the Board, please stand at the podium and state your name for the record.

**Comments From the Floor on Items On the Agenda  
(5-Minute Time Limit Per Individual)**

Persons wishing to speak to items on the agenda are asked to complete a "Request to Speak" card and present it to the Chair prior to the meeting. You will be given an opportunity to speak on the subject at the time the item is discussed by the Board. When you address the Board, please stand at the podium and state your name for the record.

**4. DISCUSSION/ACTION –**

**4.1 Approve Meeting Minutes of February 12, 2013**

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

**4.2 Accept the 2012-2013 Independent Annual Financial Report for the Tracy School Facilities Financing Authority (Separate Cover Item)**

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

**5. ADJOURNMENT**

Reconvene the TUSD Board Meeting



- 14.1.3** Adopt Resolution No. 13-20 Ordering Bond Election In School Facilities Improvement District No. 3, Setting Forth The Specifications Thereof, And Requesting The Board Of Supervisors To Consolidate Said Bond Election To Be Held In Said School Facilities Improvement District On June 3, 2014 **88-96**
- 14.2 Educational Services:**
- 14.2.1** Consider the Charter Renewal for the Tracy Learning Center's Millennium High School (Separate Cover Item) **97**
- Action:** Motion\_\_\_; Second\_\_\_. **Vote:** Yes\_\_\_; No\_\_\_; Absent\_\_\_; Abstain\_\_\_.
- 14.3 Human Resources:**
- 14.3.1** Approve Student Internship Agreement with CalState TEACH **98-105**
- 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 February 25, 2014**
- 17.2 March 11, 2014**
- 17.3 March 25, 2014**
- 17.4 April 8, 2014**
- 17.5 May 13, 2014**
- 17.6 May 27, 2014**
- 18. Upcoming Events:**
- |                               |                                      |
|-------------------------------|--------------------------------------|
| <b>18.1 February 17, 2014</b> | <b>No School, Presidents' Day</b>    |
| <b>18.2 March 3, 2014</b>     | <b>No School, Staff Buy Back Day</b> |
| <b>18.3 April 18-25, 2014</b> | <b>No School, Spring Break</b>       |
| <b>18.4 May 2, 2014</b>       | <b>No School, Staff Buy Back Day</b> |
| <b>18.5 May 26, 2014</b>      | <b>No School, Memorial Day</b>       |
| <b>18.6 May 30, 2014</b>      | <b>Last Day of School</b>            |
| <b>18.7 May 31, 2014</b>      | <b>Graduation</b>                    |

If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability. To make this request, please telephone the Superintendent's Office at 209.830.3201. If any person with a disability needs a disability-related modification or accommodation, including auxiliary aids or services, he/she should also contact the Superintendent's Office at least 24 hours prior to the meeting.

**Minutes of  
Regular Meeting of the Governing Board  
For Tracy Unified School District  
Held on Tuesday, January 28, 2014**

- 5:30 PM:** 1-3. President Vaughn called the meeting to order and adjourned to closed session.
- Roll Call:** 4. Board: J. Costa, G. Crandall, W. Gouveia, T. Guzman, K. Lewis, G. Silva, J. Vaughn.  
Staff: J. Franco, S. Harrison, C. Goodall, B. Etcheverry
- 7:05 PM** 5. President Vaughn called the Tracy Unified School District Board of Education to order and led those present in the Pledge of Allegiance.  
Trustee Crandall led the audience in a moment of silence for Sergeant Tom Smith, the BART police officer who was killed in the line of duty.
- Closed Session:** 6a Report Out of Action Taken on Intra-District Attendance Appeal - #13-14/AA4  
**Action:** Approved. **Vote:** Yes-7; No-0.  
6b Finding of Fact #13-14/#29, 32, 33, 35  
**Action:** As amended (#35) Lewis, 35 amended, Gouveia.  
**Vote:** Yes-7; No-0; Abstain-1(Crandall)
- Minutes:** 7. **Approve Regular Minutes of January 14, 2014.**  
**Action:** Guzman, Lewis. **Vote:** Yes-6; No-0; Abstain-1(Crandall)  
**Approve Special Minutes of January 21, 2014.**  
**Action:** Lewis, Guzman. **Vote:** Yes-6; No-0; Abstain-1(Crandall)
- Employees Present:** V. Aceves, C. Harvey, B. Maslyar, R. Pearlman, K. Alcorn, J. Anderson, J. Danoy, J. Bailey, L. Dopp, D. Voloshin, A. Silva, N. Kettner, R. Newton, B. Hickman, D. Medek, E. Keating, M. Duncan
- Press:** D. Rizzo, Tracy Press
- Visitors Present:** Tracy Learning Center families, M. Silveira-Gouveia, R. Bernhard, T. Rodriguez, A. Honnoll, V. Stewart, J. Kirchner, P. Warwick, D. Baker, D. Saldate, J. Brachna-Gonzalez,
- Student Rep Reports:** 8. **Tracy High:** Mika Fithian reported that they kicked off the new year with a hero rally. They played games and had a slide show about their hometown heroes. They made wristbands that said "Tracy High Who's Your Hero". They are educating students on the affects of bullying. They will have "BIONIC" week which stand for "Believe it or Not I Care". The Ag Science presentations were inspiring. Winter sports have had a great season so far and students are excited for Hoopla. The son of math teacher, Richard Newton, has been diagnosed with Angelman Syndrome and Tracy High is starting to fundraise for a cure. They are

looking forward to a busy 2<sup>nd</sup> semester.

**West High:** Jessica Rasmussen this week is Slam Jam and they are recreating the Hunger Games movie. There will be various spirit days and tomorrow is bow v. bowties. The Winter Ball is set for February 15<sup>th</sup>. Students received their first semester report cards and AP students celebrated with a recognition breakfast. Spring sports have started conditioning and they enjoyed a victory over Edison at home.

**Kimball High:** Lindsay Huckaba reported that on February 7<sup>th</sup> they will have their Swoosh Jam spirit week and rally. They will have frozen yogurt sales at the game. The boys and girls basketball teams have a great record so far. Leadership will be hosting their first conference on Feb. 10<sup>th</sup> and different schools will participate and collaborate on various ideas for events such as prom, multi-culture rally and grad night.

**Stein High:** Steven Medina and Trevon Jackson were not able to attend tonight.

**Art Freiler School:** Chrissy Martinez, Erika Ayo, Janelle Bush, and Anneliese Contreras presented a power point which reviewed academics such as geometry and Spanish at the West High campus and ELL classes. Their school exceeds an API score of 800 every year. Students celebrate with a trip to Boomers trip. They also have accelerated math for advanced students, spelling bee contests. Their presentation showed several pictures of their campus, students and staff in action. They reviewed programs such as DARE, Explode the Code, Mimio, Rosetta Stone and Science Camp. One of their activities was to duck tape the principal to the wall. They are a “No Bully Zone” and have a bully box to report issues. Recycling is big at Art Freiler School. They are also involved in various community service programs such as KCRA Kids Can Drive and Brighter Christmas. They have dances, athletics, walk-a-thons, Wellness Wednesday and Mile Monday. Their campus received new towel dispensers in bathrooms and new PE equipment such as ping pong tables. Students are effective leaders who organize events and participate in community service. They are looking forward to smarter balance testing, Great America, and their Japan trip.

**George Kelly School:** Amber Quiambao and Inigo Jaque presented a power point. Kelly School focuses on developing skills and challenging academic every day. Some of their programs include the academic pentathlon and the science and math Olympiad. They have after school interventions, clubs and activities. One of the most popular is the reptile club. The yearbook club uses a Microsoft program to capture school memories. Choir is always excited to perform at concerts. They have a no contact kickboxing club, accelerated reader program and tower classes for AVID, science, band, and ALAS (academic language and support). They enjoy the school assemblies and had Lizzie Sider, who is a singer/songwriter perform. Some of their new clubs are “Bullies be Gone”, and “Trash be Gone” which keeps the campus clean. They have a student valet program which helps with the flow of traffic. They have a lot of family fun such as movie nights, science nights, star lab, book fairs, haunted tour and winter wonderland.



## **Presentations:**

Principal, Bill Maslyar, presented a power point on Common Core. This year they continued with staff development and worked with Central School staff. They compared and reviewed testing and received training from Nancy Fetzer and Janice Bussey. They will be looking at Common Core State Standards project based learning and smarter balance testing. Poet does not have a computer lab yet, but as soon as it is up and running they will be looking at the tests. They will continue to work on Common Core State Standards v. California Standards and math and language arts pacing guides for next year.

Students are working in classrooms on strategies and smarter balanced practice runs. They have started a series in the newsletter that talks about Common Core and there have been presentations at site council and PTSA meetings. Teachers are getting familiar with the new math adoption materials. We need those to make that happen and fit with Common Core. Their school motto is to learn, grow and succeed!

Ms. Andrade is holding auditions for their performances. There will be 3 held in May at The Grand Theater.

Item #14.1.4 was moved up on the agenda.

## **Hearing of Delegations**

**10.** Mercy Silveira-Gouveia congratulated Dr. Franco on his retirement and commented that he will be missed. He has done a great job as leader of the school district. He has stood by the district and provided leadership in academic excellence and it will be difficult to replace you. Various community organizations send their congratulations also. He has been an excellent role model. He is sensitive, progressive and has opened doors for students and parents, including the Latino community. She hopes he takes into consideration the demographics of the district and hopes to have someone close to his professionalism.

Roxanne Bernhard is a member of the Kimball High Booster Club which assists with athletic programs. They learned last night that since October, there has been no water to any of their fields at all. Spring sports are occurring. They were told that this is a situation where the school receives water from the West Side Irrigation District, not the City of Tracy. Now that there is a drought and no water in the pond, there is a hold up between the city and school district. She Spoke with several city staff and they told her that there was no problem getting water for Tracy Unified from the city. In the future, she would like assurance that the lawns will be reseeded.

Tim Rodriguez is also here to speak about the field maintenance. The fields are in dire condition and a safety concern. He also commented on the broken water faucet that was shut off and not repaired. He would like to have that repaired so that there is water for the kids out there.

Item #12.2.1 was moved up on agenda.

## **Information & Discussion Items:**

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

**11.1.1** Receive Report on the California State Budget and the Local Control Accountability Plan (LCAP)

Associate Superintendent, Dr. Casey Goodall and Director of Alternative Programs, Linda Dopp, presented a power point which reviewed the Governor's proposals. It showed how funding used to be and how it will be now. The programs formerly known as categorical are still mandated. The LCAP (Local Control Accountability Plan) will be prepared for our district. There will be meetings with parents, focus groups and public hearings. We will also get input from parent advisory groups during March and April. Public hearings will be held in March to May and approval of the LCAP will be at the June 10<sup>th</sup> meeting. The budget approval is scheduled for the June 24<sup>th</sup> meeting.

Director of Personnel, Nancy Kettner, reported to the board that they are moving along with authorized the PARS early retirement incentive. There have been 31 teachers that have submitted applications and staff intends to implement the plan.

**11.2 Educational Services:**

**11.2.1** Receive Report on Proposed Mathematics Textbook Adoptions  
This item was moved up on the agenda.

Assistant Superintendent of educational Services and Human Resources, Dr. Sheila Harrison, commented that they began working on the math adoption process in the fall. The teachers on math cadre selected the materials to pilot. Several of them piloted the materials starting in late fall and ending in January. Teachers gave input and to curriculum council per our board policy on curriculum adoptions. Dr. Dmitriy Voloshin will present the report. Staff recommends to the board what curriculum council has recommended to staff.

Dr. Dmitriy Voloshin commented that a few months ago they spoke about needing to bring new materials to the district. Next year, we will be teaching CCSS (Common Core State Standards) math with California additions and will begin to prepare students for the smarter balanced assessment. This has been different from other adoptions.

Trustee Lewis left the meeting at 8:26 p.m.

Trustee Lewis returned to the meeting at 8:28 p.m.

This adoption took 18 months because California adopted CCSS late and with additions. He then reviewed the timeline. Since the fall, they have evaluated materials and reviewed publisher presentations. Cadre members indicated the programs of interest to pilot. In October, each grade group selected programs. CPM was disqualified due to their request for money (\$80,000) to pilot their materials. Cadre met on October 29-30<sup>th</sup>. The pilot took place from November to January, which was an 8-week pilot. In January they presented the survey. On January 22<sup>nd</sup>, the curriculum council met and Dr. Franco, Dr. Harrison

and Dr. Schneider were all presented along with math cadre members and the TEA rep. Individual comments and adoption recommendations were reviewed and three separate votes took place. The recommendations were: My Math, Digits and Carnegie Learning. He reviewed the votes for each grade level. Some teacher concerns was that the adoption was rushed, however we have done this as the same as the state level. This will give us the longest possible length of time to train teachers and purchase materials in time for CCSS. It is important to do this now so that we can prepare our students for the new assessments; we have limited internal capacity to realign our existing programs and if we wait until next year, we don't know what the budgetary uncertainties will be. We cannot comment on what other districts are doing. Every teacher that piloted provided commentary and all input was shared electronically.

Dr. Voloshin then showed short slides/video on the adoptions. The district recommends to accept curriculum councils recommendation to adopt these materials. The next steps will be from January 28 through February 14<sup>th</sup>: public review of materials at IMC on Mondays through Fridays from 8:30-4:00 p.m. Board action will be scheduled for the February 25<sup>th</sup> meeting.

Speaker cards:

Becky Hickman teaches at Monte Vista and was one of the pilot teachers. She has been involved in other adoptions previous to this. They have great concerns. She contacted CPM and they said we could have photocopied a part of their book which was their top choice. She is concerned with the amount of time. Middle school had to pilot 2 books and only had 4 weeks on each. She felt it was very rushed and it included holidays. There were not a lot of meetings and many were canceled or changed at the last minute. There were some teachers that didn't know about the surveys that they were supposed to take or didn't know there was a curriculum council meeting. They were selected and not open to everyone. She has been teaching for 14 years. She has spoken with at least 10 other teachers that have the same concerns.

Rechelle Pearlman teaches at Hirsch and is speaking about the elementary adoption. She piloted and worked with both programs. It was difficult to switch between books and the short timeline but the students loved the program and she appreciated the process this year. She has been a pilot math teacher for the past 3 adoptions. She felt her thoughts and comments were valued. She is confident that the elementary teachers will be more comfortable with the McGraw Hill program.

Dean Medek has been a teacher for 20 years and is department chair at Kimball High. He is also coming as a parent, math cadre member and member of the curriculum council. He is only addressing the high school adoption. The last text book adoption was written 13 years ago. He came to the board at the beginning of the year and felt we needed a

new curriculum adoption to address new standards. He urged that this be an electronic adoption. He feels this curriculum is not sufficient to meet these goals. Pilot teachers have determined that it was not the best. It cannot be used electronically. The large paperback is a consumable. Most districts are waiting for more materials. The teachers that piloted it were in math cadre and voted overwhelmingly against it. He is not afraid of Common Core. He was one of the 2 opposing votes.

9:41 p.m. Trustee Crandall left the meeting.

9:43 p.m. Trustee Crandall returned to the meeting.

Eric Keating is a math teacher at West High and didn't know this process was going on and was not asked his opinion. He is looking forward to the Common Core and computers. He started a successful Geometry program 9 years ago. Carnegie learning falls short of his expectations and he cannot use it. Does not have the depth or rigor he requires of his students. Carnegie requires a large amount of guidance through its style of questioning. Direct instruction is a much more appropriate way to teach our students. There are no note-taking skills. How will this affect the college bound students and AVID students. He believes that 14 – 2 is not a quorum. He doesn't think we should make a multi-million dollar decision in 3 months time. He would like to try a different book.

Richard Newton is the math chair at Tracy High. He is currently teaching from the same book he had when he was a student at Tracy High. He feels that Carnegie is insufficient. It is a disservice to teachers and students by expecting teachers to supplement what publishers are giving them and they are spending a lot of money.

Mark Duncan is a math teacher at Stein. He believes there are positives about Carnegie and did vote to recommend it. It met all the criteria of the Common Core. He also enjoyed the online component, and likes that testing is individualized. He feels there is a huge volume of text, but believes the teachers can use it effectively. It is better than Agile, but doesn't know if it's the best thing out there. He has been teaching for 21 years and thinks we should resubmit and look at another program.

Jon Anderson is concerned with the process and thought it was seriously flawed. He believes that the high school level received less than 50% support overall and it was only 34% for Carnegie and 13% for Agile by the teachers who piloted the programs. The votes included only 1 high school math teacher. He has heard from other districts that they have postponed their adoption until more information is received.

Dr. Sheila Harrison thanked everyone for their comments tonight. A lot of information was shared. The comments are seriously considered and everyone has been listening attentively. They expect to be making

a recommendation sometime in February or March.

**Public Hearing:**

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

**12.2 Educational Services:**

**12.2.1** Conduct a Public Hearing Regarding the Charter Renewal for the Tracy Learning Center's Millennium High School (9-12)  
(Separate Cover Item)

President Vaughn opened the public hearing at 8:06 p.m.

Jeff Kirchner thanked the board for their continued support. He is a teacher at Millennium High. It is small but successful. They met all of their growth targets and they have the ability to reach students and teach them important life skills. He is happy to see parents and staff supporting them.

Virginia Stewart commented that education is in a challenging time. They are changing from state standards to common core. She believes they have been in the forefront of common core for a number of years. She knows it is economically difficult times and we have facility challenges and health benefit costs that affect our budget. She feels that it is important to be united as we venture into the future. She appreciates the relationship in the past and appreciates the guidance and wishes to continue working in harmony with the district and feels that together they can provide a quality education to the students entrusted to them. She thanked the board for consideration of the 2<sup>nd</sup> renewal of Millennium Charter School.

Patty Wyrick is here in support of the charter renewal and is a member of the governing board. She asked for the board's continued support for the charter renewal and thanked them for their support and dedication over the past years. She also thanked members of the audience for their support.

Donna Baker is a parent of students at TLC, a Freshman and a 6<sup>th</sup> grader. She wants the charter renewed. Her children have been successful at their school. She is a broker of a real estate company in town and has had the pleasure of have high school interns work in her office. She also has taught classes and knows that these students will know how to balance a checkbook and how to budget. It takes a village to raise our children, and urged the board to renew the charter.

Dan Saldat has been teaching at Millennium since its beginning and believes that there is absolute dedication of the staff to continue the advancement of their students. Their place in the community has grown year by year. He encourages the renewal of the charter.

Jacob Gonzales is a student at Millennium High School. He thinks his school is amazing and one of the best. He enjoys the programs and



activities that they offer such as career education, leadership class, rallies, dances and special breakfasts. He also appreciates the life skills class. Everyone on campus gets along with one another and there are no specific groups. The music program was started last year and he is looking forward to performing more. He feels that they have a better chance of getting into college because they take more courses that are required for graduation.

There were no further comments.

President Vaughn closed the hearing at 8:21 p.m.

Item #11.2.1 was moved up on the agenda.

- |                       |  |
|-----------------------|--|
| <b>Consent Items:</b> | <p><b>Action:</b> Lewis, Crandall. <b>Vote:</b> Yes-7; No-0.</p> <p><b>13.1 Administrative &amp; Business Services:</b></p> <p><b>13.1.1</b> Accept the generous donations from the various individuals, businesses, and school site parent teacher associations listed herein with thanks and appreciation from the staff and students of the Tracy Unified School District</p> <p><b>13.1.2</b> Approve Assembly, Service, Business and Food Vendors</p> <p><b>13.1.3</b> Ratify Routine Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda</p> <p><b>13.1.4</b> Ratify Measure E Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda</p> <p><b>13.2 Educational Services:</b></p> <p><b>13.2.1</b> Approve the Winter 2013-2014 Consolidated Application for the Tracy Unified School District</p> <p><b>13.2.2</b> Approve Agreement for Special Contract Services with Dr. Linda Munger to Provide ELD Coaching to Teachers at Wanda Hirsch Elementary School for the 2013-2014 School Year</p> <p><b>13.2.3</b> Approve Overnight Travel for Tracy High School Science Students to Participate in the Junior Science and Humanities Symposium in Reno, NV on March 6-8, 2014</p> <p><b>13.2.4</b> Approve Overnight Travel for the Tracy High School Track and Field Team Members to Participate in the California International Federation (CIF), Mt. SAC Invitational in Los Angeles, CA on April 18-19, 2014</p> <p><b>13.2.5</b> Receive Update on Quarterly Williams/Valenzuela Uniform Complaint Reports for the Quarter Ending January 15, 2014</p> <p><b>13.3 Human Resources:</b></p> <p><b>13.3.1</b> Accept the Resignations/Retirements/Leaves of Absence for Certificated, Classified and/or Management Employees</p> <p><b>13.3.2</b> Approve Classified, Certificated and/or Management Employment</p> |
| <b>Action Items:</b>  | <p><b>14.1 Administrative &amp; Business Services:</b></p> <p><b>14.1.1</b> Authorize the Superintendent to Purchase One Compressed Natural Gas (CNG) School Bus</p>   |

- Action:** Crandall, Guzman. **Vote:** Yes-7; No-0.
- 14.1.2** Authorize Associate Superintendent for Business Services to Enter into Agreement to Dispose of Damaged, Obsolete and Surplus Furniture, Computers and Equipment through Direct Sale to Vendor in Lieu of Disposal Expenses
- Action:** Guzman, Silva. **Vote:** Yes-7; No-0.
- 14.1.3** Approve and Appoint the Selected Applicants for Specified Terms on the Measure S and Measure E Bond Oversight Committees.
- Action:** Silva, Gouveia. **Vote:** Yes-7; No-0.
- 14.1.4** Approval of Superintendent Search Process and Timeline
- Action:** Lewis, Gouveia. **Vote:** Yes-7; No-0.
- This item was moved up on the agenda.

Dr. Chun made a presentation to the board and gave each member a binder containing all the necessary information needed. He thanked the board for approving his contract to search for a new superintendent. He stressed confidentiality and asked each board member sign a confidentiality form and return it to him this evening.

He then reviewed the sample timeline which is attached to these minutes. He will send all information electronically to Bobbie Etcheverry and she will be his contact person. Once the top candidate has been identified, National Search will do a state and federal criminal, sex registration, DMV, credit and degrees and credentials check. ELS will assist in the negotiation process and will work with the district and its attorney in offering a fair contract. The top candidate should be signed and ready to go by the April 8<sup>th</sup> board meeting.

#### **14.2 Educational Services:**

- 14.2.1** Adopt Resolution No. 13-19 Approving the State Preschool Facilities Renovation and Repair (FRR) Contract for \$1,000
- Action:** Gouveia, Lewis. **Vote:** Yes-7; No-0.
- 14.2.2** Adopt Resolution No. 13-13 Approving Authorization of Designated Personnel as New Licensee of South/West Park State Preschool and to Authorize Designated Personnel to Sign Contract Documents for 2013-14
- Action:** Guzman, Gouveia. **Vote:** Yes-7; No-0.
- 14.2.3** Approve Tracy High School Mid-Term WASC Report and Progress on Current WASC Action Plan
- Action:** Guzman, Crandall. **Vote:** Yes-7; No-0.

#### **14.3 Human Resources:**

- 14.3.1** Approve Tracy School Management Association (TSMA) Salary Agreement
- Action:** Gouveia, Silva. **Vote:** Yes-7; No-0.

#### **Board Reports:**

Trustee Lewis passed. Trustee Silva had the pleasure of meeting and interviewing applicants for the oversight committee. Trustee Costa passed. Trustee Gouveia attended the breakfast for MLK Day. He also commented that "Hire Me First" will hold the employer kick off on March 6<sup>th</sup> from 11:30 to 1:00 at the Tracy

Community Center. Trustee Guzman commented that the student reports were great. He saw the article regarding parking at Tracy High and wants to remind the city council how much our district gives to the community. Trustee Crandall visited Bohn School last week. They are waiting on their gate. He asked if the police officers have access to view the security camera information. He also wanted to know what the police get keys in case of an emergency. He was glad to see at his visit that the classrooms were kept locked. It's much safer. He also attended a meeting regarding a program for teen drivers. He visited McKinley School today and Carla was happy that Bonny Carter was coming out tomorrow to talk about the kitchen. Trustee Vaughn thanked all of the math teachers and appreciates all of the input. The board will take it into consideration. He also appreciated TLC's support and comments. He thought it may be a good idea to have another joint meeting with the City of Tracy.

**Superintendent  
Report:**

Dr. Franco commented that before Bill Meyer retired he would come to the meetings and talk about the VPA resolution and acknowledge the board for their support of the programs. Last week there was some good news that the honors band concert performed at The Grand Theater. It's exciting that we now have enough students to have that under the direction of Tom Renner. The event was sold out. Kudos to all VPA staff. March 27 is the All District Music Concert at West High School gym.

**Adjourn:**

**Action:** Silva, Gouveia. **Vote:** Yes-; No-0; Absent)

**10:54 p.m.**

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

## TRACY UNIFIED SCHOOL DISTRICT Superintendent Search Timeline

1.     **Jan. 28\***                   **Planning Meeting to determine process, scope and agree to timeline** – Ads placed in ACSA’s EDCal on Feb. 10, 24, and Mar. 3.
  
2.     **Feb. 13, 14**               **Board, community and staff input** to develop Leadership Profile. Dr. Chun will hold group and individual interviews with key stakeholders and have written and on-line input surveys available for district constituents.
  
3.     **Feb. 17-19**               **Adviser drafts Leadership Profile** criteria and sends to Board for review and approval.
  
4.     **Feb. 25\***                   **Board reviews and approves Leadership Profile.**
  
- Feb. 25\*\***               **Board begins development of interview questions.** Each Board member individually selects 20 questions from the ELS bank of questions. *Sample interview questions will be provided.*
  
5.     **Mar. 3**                      Initial interview questions from each Board member due to ELS.
  
6.     **Mar. 10**                   **Applications close.**
  
7.     **Mar. 11**                   **Professional paper screening and review of all candidates’ files.** Board is also provided with copies of each candidate’s application and files for their own review.
  
8.     **Mar. 11-18**               **Advisor performs reference checks**  
Board reviews applications and files (Board members will drop by District Office to review the files sent to the District by Mar. 11).
  
9.     **Mar. 19\*\***               **Board receives advisor’s reference check report** and determines candidates to interview. *Special Board Meeting.*
  
10.    **Mar. 19\*\***               **Board selects final interview questions.**
  
11.    **Mar. 21, 22\*\***           **Interviews by Board.**  
Board determines candidates for second-level interviews.  
Board conducts second-level interviews.

12. Mar. 22\*\* *Adviser begins to notify unsuccessful candidates. Board makes tentative selection of top candidate.* Adviser completes comprehensive criminal, credit, DMV, university degree, and credentials check on top candidate.
13. w/o Mar. 24-28 Optional: Board visits community of top candidate.
14. TBD Adviser assists Board in negotiating contract with top candidate. Board selects new superintendent.
15. TBD Board takes action to hire superintendent and introduce to community.

**A new superintendent should be selected and a contract signed the April 8k, 2014 Board meeting.**

*\*Board meeting—Open*

*\*\*Board meeting--Closed*







# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources  
**DATE:** January 31, 2014  
**SUBJECT:** Receive Report on the District Visual and Performing Arts Program.

**BACKGROUND:** At the January 14 Board Meeting, the Board of Trustees approved the month of March as “Arts in Education Month.”

**RATIONALE:** It is important to provide updates to the Board of Education on the status of the District’s Visual and Performing Arts (VPA) program. The report will include an update on the Visual and Performing Arts performances/shows. This meets District Strategic Goal #1: Prepare all students for college and careers, District Strategic Goal #2: Ensure that all students meet or exceed grade level standards and that the achievement gap is closed and District Strategic Goal #7: Develop and utilize partnerships to achieve District goals.

**FUNDING:** N/A

**RECOMMENDATION:** Receive Report on the District Visual and Performing Arts Program.

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



# EDUCATIONAL SERVICES MEMORANDUM

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**TO:** Dr. James C. Franco, Superintendent  
**FROM:** Dr. Sheila Harrison, Assistant Superintendent of  
Educational Services & Human Resources  
**DATE:** January 30, 2014  
**SUBJECT:** Receive Report on District Technology

**BACKGROUND:** It is the vision of the Tracy Unified School District to create an educational community that prepares individuals to live, learn, communicate and work successfully in a technologically complex, rapidly changing, information rich society. Learners should use technology effectively within a sound rigorous education setting. To be effective, technology and learning must complement each other. The District's technology and network infrastructure has continued to evolve with the changes in the world's technology to support the District's educational and business operations.

**RATIONALE:** It is important to update the School Board on changes in technology as technology is an integral tool in the District's educational and business operations. This meets District Strategic Goal #4: Utilize technology as a tool for improvement in instruction, and to increase efficiency in operations across the District.

**FUNDING:** None

**RECOMMENDATION:** Receive Report on District Technology.

**Prepared by:** Cindy Minter, Director of Information Services and Educational Technology



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources  
**DATE:** January 29, 2014  
**SUBJECT:** **Receive Report on Planning for Alternative Governance at Program Improvement Schools.**

**BACKGROUND:** When schools enter year 4 of program improvement, the District is required to work with the schools to plan for implementing a restructuring/Alternative Governance Plan. This plan is then to be implemented if the school enters year 5 of program improvement. In December 2013, the California Department of Education conducted a Federal Program Monitoring (FPM) in Tracy Unified that specifically focused on three schools: Central, Monte Vista, and South/West Park. One of the program elements reviewed under the Compensatory Education Program (CE) was II-CE 14 which relates to the requirements for Program Improvement Schools. Since all three of the reviewed schools entered year 5 of program improvement several years ago, we could not provide evidence of how those plans were developed and how teachers and parents were involved in that process.

**RATIONALE:** The District was found non-compliant on the item related to Alternative Governance Plans (II-CE 14) in the recent FPM. In order to resolve this item we are required to present a report to the Governing Board that documents the process used to develop the Alternative Governance Plans at each of the three reviewed schools. This report supports District Strategic Goal #2: Ensure that all students meet or exceed grade level standards and that the achievement gap between the identified student subgroups is closed and District Strategic Goal #5: Continuously improve fiscal, facilities and operational processes.

**FUNDING:** There is no cost to the District.

**RECOMMENDATION:** Receive Report on Planning for Alternative Governance at Program Improvement Schools.

**Prepared by:** Dr. Carol Anderson-Woo, Director of Curriculum, Accountability & Continuous Improvement



# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. James C. Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent for Business Services  
**DATE:** January 28, 2014  
**SUBJECT:** **Accept the Generous Donations From the Various Individuals, Businesses, and School Site Parent Teacher Associations Listed Herein With Thanks and Appreciation From the Staff and Students of the Tracy Unified School District.**

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

Central Elementary School:

1. Tracy Unified School District/Central Elementary School: From First Book, 900 books at a total value of \$12,300.00. These books will be distributed among the students of Central for individual ownership.
2. Tracy Unified School District/Central Elementary School: From Nanette and Renee Coleman in the amount of \$500.00 (ck. #126509). This donation will be used towards Central School's Artist in Residence program.

Kelly School:

1. Tracy Unified School District/George Kelly Elementary School: From the George Kelly Elementary Parent Teacher Organization in the amount of \$640.91 (ck. #5541). This donation will be distributed among the Kelly teacher's site accounts.

Williams Middle School:

1. Tracy Unified School District/Williams Middle School: From the Parents of Williams Student & Staff Club (PAWSS) in the amount of \$2,700.00 (ck. #1054). \$50 will be provided to each Williams teacher to be spent on classroom supplies.

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

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

**FUNDING:** Sites and departments of the District will incur responsibilities and costs associated with (some) of the donations which include, but are not limited to, supplies, repairs, maintenance of equipment, disposal/recycling. All items accepted by the Board of Trustees of the Tracy Unified School District are directed to the District's warehouse through the Materials Management Department for inclusion on the inventory list, marking for distribution and identification prior to site or department use or placement. All items needing inspection prior to installation or use are scheduled through the Materials Management and Operations and/or the Facilities Developments and budgeted accordingly. All technology items are reviewed and approved by the Director of Information Services and Educational Technology, prior to Board presentation.

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

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





# BUSINESS SERVICES MEMORANDUM

**TO:** James Franco, Superintendent  
**FROM:** C. Goodall, Associate Superintendent for Business Services  
**DATE:** January 30, 2014  
**SUBJECT:** Approve Assembly, Service, Business and Food Vendors

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

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

To that end, the attached list of vendors has met all of the criteria to provide assemblies at TUSD sites, and their presentation has been deemed appropriate for TUSD students.

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

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

**RECOMMENDATIONS:** Approve Assembly, Service, Business and Food Vendors.

**PREPARED BY:** Cindy Everhart, Facility Use Secretary

2013-2014

Date Board Approved	Vendor	Insurance Expires
<b>SMOKING, TOBACCO PRODUCTS, ALCOHOL, DRUGS, FIREARMS OR EXPLOSIVES ARE PROHIBITED ON ANY SCHOOL DISTRICT PROPERTY. Vendors must be aware of the location of emergency exits at all times. Vendors are prohibited from applying pesticides, chemicals, or cleaning products to district facilities or grounds.</b> <b>FLAMES ARE PROHIBITED INDOORS ON DISTRICT PROPERTY - SEE SPECIFICS UNDER FOOD VENDOR BELOW!</b>		

↓ **ADDING THE FOLLOWING VENDORS FOR BOARD APPROVAL** ↓:

	<b>SJ Micke Grove Zoological Society</b> - Outreach program for Title 1 schools to improve science literacy. Meets State & NGSS standards. Allison Meader, 331-2138, ameador@sjgov.org, www.mgzoo.org	8/1/2014
	<b>World of Wonders Science Museum (WOW)</b> , Teaches various science topics. Beth Fox - 368-0969, beth@wowsciencemuseum.org, www.sciencemuseum.org	12/1/2014

↓ **APPROVED LIST BELOW BY EXPIRATION DATE** ↓

11/13/07	<b>Bureau of Lectures &amp; Ancient Artifacts</b> - John Tacha or Terry Lyman 800.255.0084, (FIRE SHOW OR WEAPONS NOT ALLOWED) www.assemblyline.com/index.html bureau@assemblyline.com	2/5/2014
2/26/13	<b>Elite Entertainment</b> Professional DJ Services, Photo Booth, Audio & Visual, Greg Wallace, 952-3548, elitedj@aol.com, www.elitedj4u.com	2/15/2014
4/12/11	<b>LMG Attractions</b> - DJ and Emcee, Business Audio Visual, Event Planning, Professional Sound and Audio. Dave Tillman 209-275-0226, www.lmgattractions.com	3/1/2014
9/11/12	<b>Give Every Child A Chance</b> , Tutor Mentoring Program, 855-0702, www.gecacracy.org	3/6/2014

2013-2014

Date Board Approved	Vendor	Insurance Expires
9/25/2012	<b>Central Valley Party</b> - party rental supplies, on-site events. Archille Hubbner - 832-8890, info@centralvalleypartyrentals.com. Www.centralvalleypartyrentals.com	3/21/2014
4/23/13	<b>Music Systems</b> , Disc Jockey Services, Omar Rodriguez, 640-1442, omar@music-systems.com, www.music-systems.com	3/27/2014
5/28/13	<b>Gallo Center for the Arts</b> , Bullying Prevention Performance, "The Bully Buster Rides Again". Raul Garcia, 338-5020, rgarcia@galloarts.org, www.galloarts.org	4/9/2014
5/28/13	<b>Recruiting Realities</b> - Athlete Recruitment for college (parents and coaches). Lucy Cohen - 800-242-0165, jackrenkens@earthlink.net, www.recruitingrealities.com	4/15/2014
5/14/13	<b>Summit Solutions Consultation</b> , Facilitator of E15 Motivational speaker, Chris Stevens, 607-9113, chris@summitsolutionsconsulting.com, www.summitsolutionsconsulting.com	4/23/2014
2/12/08	 <b>Ravioli the Clown</b> - Denis Martinez - 835.3535, www.raviolitheclown.com	5/1/2014
4/23/13	<b>Rick Sullivan, Lenard "The Kyd" Jacskson</b> teenage comedian. (510) 228-7038, ugotjokes@comcast.net, www.ugotjokes.net	5/1/2014
2/12/08	<b>Sparkles the Clown</b> , Terry Donaldson - 835-8383, www.sparklesdelight.com	5/1/2014
9/13/11	<b>Youth for Christ - Point Break</b> Adolescent Resources. Violence Prevention Services. Contact Joan Stone in Prevention Services 830-3218.	5/1/2014
2/23/10	<b>All for KIDZ, Inc.</b> Producers of <b>THE NED SHOW</b> -character education program. Customercare@allforkidz.com, www.thenedshow.com 1-877-872-9696 x101	5/4/2014

2013-2014

Date Board Approved	Vendor	Insurance Expires
9/13/11	<b>Athletic Perfection</b> - Cheer Routine choreography. Jennifer Moore 609-8736, jennwhip29@hotmail.com, julie@athleticperfectioncheer.com, www.athleticperfectioncheer.com	5/14/2014
8/28/07	<b>Horizon Intertainment</b> - Teen Truth Anti Bully JC Pohl 818 755 8800 , jc@teentruthlive.com	5/18/2014
9/11/12	<b>Camfel Productions</b> - A Multi Media Production. Veronica Loya, 626-960-6922, veronica@camfel.com. www.camfel.com	6/1/2014
2/14/12	<b>Sound Wave Mobile DJ</b> - David Gomes-510-938-7903, info@soundwavemobiledj.com, www.soundwavemobiledj.com	6/1/2014
12/13/11	<b>Main Street Music</b> - Ken & Diana Cefalo, kencefalo@yahoo.co, dcefalo@sbcglobal.net,	6/3/2014
2/14/12	<b>PIQE-Parent Institute for Quality Education</b> - Teresa Guerrero, 238-9496/484-8404, tguerrero@piqe.org, www.piqe.org	6/10/2014
10/25/11	<b>Sow A Seed Community Foundation</b> - Rodeshia Ransome. Provide at risk youth and families with tools. 645-2012 or 510-376-3533, sowaseedcf@yahoo.com. www.sowaseedcf.org	6/10/2014
9/25/2012	<b>SOS Entertainment</b> - Sound, Lighting & Event Production Company. Derek Sage - 661-424-1767, info@sosentertainment.com, www.sosentertainment.com	6/25/2014
4/23/13	<b>Child Abuse Prevention Council of San Joaquin County</b> , Lindy Turner-Hardin, 464-4524, lturner@nochildabuse.org, www.nochildabuse.org	7/1/2014
3/8/11	<b>Dr. Andrew Trosien, DDS.</b> Oral Hygiene Instructions. Call Megan or Julie at 833-1240	7/1/2014

2013-2014

Date Board Approved	Vendor	Insurance Expires
10/22/13	<b>Barbizon Performing Arts Academy</b> - Jamie Sorenson - 415-583-3055, jamie@barbizon.tv	7/8/2014
4/12/11	<b>Explorit Science Center</b> - 530-756-0191, explorit@explorit.org, www.explorit.org	7/21/2014
2/14/12	<b>CAM Counseling and More</b> - Lettie Ordone. 640-4179, 832-1094, lordonecam@yahoo.com. Www.lordonecam.com	8/7/2014
2/26/13	<b>Media Fusion Studios</b> , Video Production, Nick Xanttopulos, 957-4021, nick@mediafusionstudios.com, www.mediafusionstudios.com	8/22/2014
1/25/11	<b>Sorren Bennick Productions</b> - Power of One Anti-Bullying Program, Sorren Bennick 1-866-816-5808, sorenbennick@sorenbennick.com; To view a video clip of the show, go to www.sorenbennick.com; enter the Power of One section, click on the Principals Only field, and use the password: "impact" and the username: "impact".	9/18/2014
10/25/11	<b>Amos Productions-DJ Services</b> . Nicole - 1800-693-5003 or 925-449-3847. nicole@amospro.com or info@amospro.com	9/20/2014
2/12/13	<b>Dataworks-No Parent Left Behind Parent Program</b> . Parents as teachers, motivations and academic performance, home environment and homework assistance. Maria Cuadra - 800-495-1550, maria@dataworks-ed.com or info@dataworks-ed.com	11/25/2014
1/28/14	<b>The Platinum Photo Booth</b> - Photo Booths & Event Photography. Derek Lubag 209-648-0490, info@theplatinumphotobooth.com. www.ThePlatinumPhotoBooth.com	12/1/2014
10/9/07	<b>Mad Science</b> - Danielle Mae Lee, danielle@madsciencesacto.com, 916-736-2924, Elena Michel elena@madsciencesacto.com (Fire & Ice Show not allowed)	12/1/2014



Approved Vendor List  
2013-2014

Date Board Approved	Vendor	Insurance Expires
1/25/11	<b>Kaiser Permanente</b> - Dean Starnes, dean.starnes@kp.org, 510-987-2223, www. Kp.org/etp/ncal, Programs "Community Troupe", PEACE Signs "The Best Me", "Nightmare on Puberty ST." and "Secrets".	1/1/2015
3/12/13	<b>Entourage Events SF</b> - DJ & lighting Services and Photo Booth, Derek Mizuno, 510-921-4373, booking@entourageeventssf.com. Find them on Yelp & Facebook	1/15/2015
5/26/09	<b>Cowboys &amp; Kids Reach Assembly</b> , Penny Conway, www.reachkids.com, reachme@theriver.com	Insurance not Required NO Charge, Tier 1
5/8/12	<b>Dairy Council of CA Mobile Dairy Classroom</b> , Leona Bettencourt, 916-263-3560 x413, ibettencourt@dairycouncilofca.org. Www.dairycouncilofca.org. <b>Must follow Animal Policy Guidelines AR 6163.1</b>	Insurance not Required NO Charge, Tier 1
4/28/09	<b>District 5 Dairy Princess</b> , 639-1715	Insurance not Required NO Charge, Tier 1
5/26/09	<b>Get Real Behind The Wheel</b> , Safe Driving Assembly targeted at 8th, 9th & 10th graders. Ken Ucci 408-680- 4881 or Tom Simpson 612-4222. www.getrealbehindthewheel.org	Insurance not Required NO Charge, Tier 1
2/10/09	<b>JOE FOSS Institute</b> , 480.348.0316, www.jfiweb.org	Insurance not Required NO Charge, Tier 1
10/23/07	<b>Lawrence Hall of Science</b> , 510-642-1700, pfsreq@berkeley.edu, www.lawrencehallofscience.org	Insurance not Required NO Charge, Tier 1
10/9/07	<b>McDonalds</b> Tammi Beck 916-962-1982	Insurance not Required NO Charge, Tier 1
10/9/07	<b>NASA</b> Karin Costa 650-604-6077	Insurance not Required NO Charge, Tier 1
10/9/07	<b>Otto the Auto</b> Wendy Sanchez 415-565-2676 wendy_sanchez@csaa.com	Insurance not Required NO Charge, Tier 1

2013-2014

Date Board Approved	Vendor	Insurance Expires
10/9/07	<b>Sandia Labs</b> Joel Lipkan - jlipkin@comcast.net	Insurance not Required NO Charge, Tier 1
12/10/13	<b>SJ Vector Control</b> - Aaron Devencenzi - 982-4675, adevencenzi@sjmosquito.org	Insurance not Required NO Charge, Tier 1
12/13/11	<b>Stockton Ports Baseball By The Books</b> - reading incentive program. Free of charge-chance to win free tickets. Margaret Sacchet-644-1900, msacchet@stocktonports.com, www.web.minorleaguebaseball.com/index.jsp?sid=t524	Insurance not Required NO Charge, Tier 1
<p><b>*Section 308.3 Open Flame.</b> A person shall not utilize or allow to be utilized, an open flame in connection with a public meeting or gathering for purposes of deliberation, worship, entertainment, amusement, instruction, education, recreation, awaiting transportation or similar purpose in Group A or E occupancies in accordance with Appendix Chapter 1, Section 105.6.</p>		
<p><b>Please remind your staff that candles, incense, cigarettes, or any item with an open flame are not permitted anywhere on school property.</b> Per the Tracy Fire Inspector, failure to comply with this requirement can result in personal and/or District fines ranging from \$250 – 1,000.</p>		
<p><b>OUTDOORS ONLY - Make sure barbeques are 10 feet away from any building or structure. Place drip pans or tarps under barbeques to avoid spillage on pavement. Do not dump grease, oil, briquettes or barbeques anywhere on TUSD property or in garbage cans or dumpster. If accident spill occurs you are to provide an oil absorbent and clean properly.</b></p>		
↓ <b>APPROVED FOOD VENDORS</b> ↓		
2/26/13	<b>Taqueria Maguey Restaurant-</b> Mexican food catering. Contact Javier - 832-1059. 2242 Grantline Rd. Tracy	2/3/2014
11/12/12	<b>Menchie's Frozen Yogurt,</b> Adele Boch, 612-5285, adelebloch@yahoo.com, www.menchies.com	6/6/2014
12/8/09	<b>Tracy Breakfast Lions Club</b> - James Solarez - 221-8811	9/1/2014
10/23/12	<b>Rainbow Italian Ice</b> - Tonya or Jayson Griffith-510-491-5689, italianicegirl2012@yahoo.com or 510-591-6693. www.rainbowitalianice.com.	9/4/2014

Approved Vendor List  
2013-2014

Date Board Approved	Vendor	Insurance Expires
12/8/09	<b>Texas Roadhouse-</b> Tim Lund, 830-1133, store_tracy@texasroadhouse.com	12/1/2014
9/25/2012	<b>Squeeze Inn Restaurant</b> - Food catering. Dean Davis - 833-7992 or 331-3228. www.tracy.thesqueezeinn.com	1/12/2015



# BUSINESS SERVICES MEMORANDUM

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**TO:** Dr. James Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent of Business Services  
**DATE:** January 24, 2014  
**SUBJECT:** Approve Accounts Payable Warrants (December, 2013)

**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 (December, 2013).

**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:** January 24, 2014  
**SUBJECT:** Approve Payroll Reports (December, 2013)

**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 Reports (December, 2013).

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

Pay Date 12/10/2013

## LABOR DISTRIBUTION FOR EMPLOYEE WARRANTS SUMMARY

Fund	01	SACS Object	Amount	
		1100	287,758.07	Teachers' Salaries
		1200	15,429.64	Cert Pupil Support Salaries
		1300	8,423.46	
		1900	168,421.44	Other Certificated Salaries
		2100	226,741.45	Instructional Aides' Salaries
		2200	151,164.42	Classified Support Salaries
		2300	1,243.58	Class Suprvsrs' & Admins' Sal
		2400	17,548.32	Clerical & Office Salaries
		2900	18,473.22	Other Classified Salaries
		<b>Total Labor</b>	<b>895,203.60</b>	
Fund	01	SACS Object	Amount	
		3101	31,754.86	STRS On 1000 Salaries
		3102	1,613.49	STRS On 2000 Salaries
		3201	213.16	PERS On 1000 Salaries
		3202	4,800.94	PERS On 2000 Salaries
		3301	8,457.46	
		3302	24,786.92	
		3402	55.41	
		3501	240.30	State Unemploy On 1000 Salary
		3502	207.61	State Unemploy On 2000 Salary
		3601	9,645.35	Worker'S Comp Ins On 1000 Sal
		3602	8,342.19	Worker'S Comp Ins On 2000 Sal
		<b>Total Contributions</b>	<b>90,117.69</b>	
Fund	12	SACS Object	Amount	
		2100	1,977.89	Instructional Aides' Salaries
		2900	522.09	Other Classified Salaries
		<b>Total Labor</b>	<b>2,499.98</b>	
Fund	12	SACS Object	Amount	
		3202	133.62	PERS On 2000 Salaries
		3302	169.45	
		3502	1.28	State Unemploy On 2000 Salary
		3602	50.21	Worker'S Comp Ins On 2000 Sal
		<b>Total Contributions</b>	<b>354.56</b>	
Fund	13	SACS Object	Amount	
		2200	18,514.86	Classified Support Salaries
		<b>Total Labor</b>	<b>18,514.86</b>	
Fund	13	SACS Object	Amount	
		3202	322.87	PERS On 2000 Salaries
		3302	1,041.52	
		3502	9.25	State Unemploy On 2000 Salary
		3602	372.02	Worker'S Comp Ins On 2000 Sal
		<b>Total Contributions</b>	<b>1,745.66</b>	

Pay Date 12/30/2013

## LABOR DISTRIBUTION FOR EMPLOYEE WARRANTS SUMMARY

Fund	01	SACS Object	Amount	
		1100	4,309,810.02	Teachers' Salaries
		1200	243,074.89	Cert Pupil Support Salaries
		1300	379,897.68	Cert Suprvsrs' & Admins' Sal
		1900	72,197.50	Other Certificated Salaries
		2100	318,174.35	Instructional Aides' Salaries
		2200	595,303.26	Classified Support Salaries
		2300	121,188.67	Class Suprvsrs' & Admins' Sal
		2400	343,460.85	Clerical & Office Salaries
		2900	36,134.71	Other Classified Salaries
		<b>Total Labor</b>	<b>6,419,241.93</b>	
Fund	01	SACS Object	Amount	
		3101	406,189.43	STRS On 1000 Salaries
		3201	8,896.85	PERS On 1000 Salaries
		3202	155,995.35	PERS On 2000 Salaries
		3301	65,954.26	
		3302	97,178.36	
		3401	582,558.29	
		3402	229,687.37	
		3501	2,502.59	State Unemploy On 1000 Salary
		3502	705.70	State Unemploy On 2000 Salary
		3601	100,565.04	Worker'S Comp Ins On 1000 Sal
		3602	28,416.97	Worker'S Comp Ins On 2000 Sal
		3701	81,974.74	
		3702	52,050.41	
		<b>Total Contributions</b>	<b>1,812,675.36</b>	
Fund	12	SACS Object	Amount	
		2100	5,087.68	Instructional Aides' Salaries
		2400	2,141.50	Clerical & Office Salaries
		<b>Total Labor</b>	<b>7,229.18</b>	
Fund	12	SACS Object	Amount	
		3102	161.22	STRS On 2000 Salaries
		3202	470.41	PERS On 2000 Salaries
		3302	312.71	
		3402	651.93	
		3502	3.61	State Unemploy On 2000 Salary
		3602	145.26	Worker'S Comp Ins On 2000 Sal
		<b>Total Contributions</b>	<b>1,745.14</b>	
Fund	13	SACS Object	Amount	
		2200	91,534.60	Classified Support Salaries
		2300	21,947.38	Class Suprvsrs' & Admins' Sal
		2400	13,981.54	Clerical & Office Salaries
		<b>Total Labor</b>	<b>127,463.52</b>	
Fund	13	SACS Object	Amount	
		3202	11,483.50	PERS On 2000 Salaries
		3302	8,716.74	
		3402	14,501.78	
		3502	63.75	State Unemploy On 2000 Salary
		3602	2,561.10	Worker'S Comp Ins On 2000 Sal
		<b>Total Contributions</b>	<b>37,328.87</b>	



# BUSINESS SERVICES MEMORANDUM

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**TO:** Dr. James Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Assoc. Superintendent of Business Services  
**DATE:** January 24, 2014  
**SUBJECT:** Approve Revolving Cash Fund Reports (December, 2013)

**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 (December, 2013).

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



01/02/14

**TUSD**  
**REVOLVING CASH FUND**  
**December 2013**

Date	Num	Name	Memo	Paid Amount
12/2/2013	8909	DEPARTMENT OF MOTOR VEHIC...	PO14-01611 DMV FEES	
			01-7230-0-1110-3600-5800-840-9702	-64.00
TOTAL				-64.00
12/2/2013	8910	DEPARTMENT OF MOTOR VEHIC...	PO14-01611 DMV FEES	
			01-7230-0-1110-3600-5800-840-9702	-64.00
TOTAL				-64.00
12/2/2013	8911	DEPARTMENT OF MOTOR VEHIC...	PO14-01611 DMV FEES	
			01-7230-0-1110-3600-5800-840-9702	-64.00
TOTAL				-64.00
12/2/2013	8912	DEPARTMENT OF MOTOR VEHIC...	PO14-01611 DMV FEES	
			01-7230-0-1110-3600-5800-840-9702	-64.00
TOTAL				-64.00
12/2/2013	8913	DEPARTMENT OF MOTOR VEHIC...	PO14-01611 DMV FEES	
			01-7230-0-1110-3600-5800-840-9702	-64.00
TOTAL				-64.00
12/6/2013	8914	EXPLORATORIUM	PO14-01643 KHS FIELDTRIP 12/10/2013	
			01-6385-0-1110-1000-5800-670-5802	-750.00
TOTAL				-750.00
12/10/2013	8915	KINDER'S MEATS	PO14-00428 BOARD DINNER	
			01-0000-0-0000-7150-4300-810-1001	-114.74
TOTAL				-114.74
12/13/2013	8916	DEPARTMENT OF PESTICIDE RE...	REQ14-01844 TED JOHNSON #130329	
			01-8150-0-0000-8110-5800-800-9402	-30.00
TOTAL				-30.00
12/13/2013	8917	DEPARTMENT OF PESTICIDE RE...	REQ14-01843 CERTIFICATION RENEWALS	
			01-8150-0-0000-8110-5800-800-9402	-240.00
TOTAL				-240.00
12/18/2013	8918	LAURIE L TOMLIN	REISSUE CHECK 10065405 -NOT RECEIVED	
			01-0000-0-1110-1000-5200-700-6502	-270.00
TOTAL				-270.00
12/19/2013	8919	Mark's Donuts & Yogurt	PO14-00431	
			01-0000-0-0000-7150-4300-800-1013	-47.60
TOTAL				-47.60



# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. James C. Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent of Business Services  
**DATE:** January 31, 2014  
**SUBJECT:** **Approve Revisions to Tracy Unified School District Associated Student Body (ASB) Accounting Guide**

**BACKGROUND:** District staff, in association with California School Management (CSM) developed a comprehensive ASB Accounting Guide during the 2011-2012 school year. The guide has been used to standardize procedures and generally improve accounting for student body funds.

**RATIONALE:** Secretaries at the school sites have requested that Business Services staff provide training to parents and staff responsible for handling and managing student-generated funds. In preparing for these presentations, staff have identified a number of potential improvements, including: scholarship guidelines, standardization of a scholarship form, standardization of an ASB Contract Service Agreement form, standardization of a Booster Club Application, and expanded booster club guidelines.

Training sessions are scheduled for 6:30 to 7:30 PM on Monday, February 18<sup>th</sup> and Wednesday, February 26<sup>th</sup>.

**FUNDING:** There are no immediate costs associated with this agenda item, but will guide facilities planning into the future.

**RECOMMENDATION:** Approve Revisions to Tracy Unified School District Associated Student Body (ASB) Accounting Guide.

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



# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. James C. Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent for Business Services  
**DATE:** January 24, 2014  
**SUBJECT:** **Ratify Routine Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda**

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

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

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

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

**RECOMMENDATION:** Ratify Routine Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda.

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

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

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A. Vendor: Platinum Packaging  
Site: West High School/Food Service Department  
Item: Approve EZ Bagger Purchase  
Services: The EZ Bagger individually packages food. It is ideal for outside service and provides protection from contamination during transport. EZ Bagger is ideal for packaging salad bar items in those areas where a bulk salad bar is prohibitive due to space or environmental conditions and ensures accurate portion size.  
Cost: \$38,658.55 (includes tax, if applicable)  
Project Funding: Food Services Budget - Fund 13

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B. Vendor: AmeriPak  
Site: West High School/Food Services Department  
Item: Approve Tray Sealer Purchase  
Services: A Tray Sealer ensures accurate portion size and seals meals making it ideal for packaging sauces for transport. The Sealer also provides protection from contamination by sealing packaged salads and prolonging shelf life, ensuring a fresher product and decreasing food costs. It also enables the sealing of meals that can be heated and later served in the same container.  
Cost: \$82,389.48 (includes tax, if applicable)  
Project Funding: Food Services Budget - Fund 13

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C. Vendor: InterSchola  
Site: District Service Center  
Item: Service Agreement  
Services: InterSchola will assist in the selling of district surplus in an online auction environment and through other surplus goods channels.  
Cost: InterSchola will commission 45% of the Net Sale Price for surplus items sold in an open market environment. For high ticket items with a net sale price greater than \$5,000.00, the commission is reduced to 20% of the proceeds in excess of \$5,000.00.  
Project Funding: All proceeds shall be returned to the department that originally purchased the equipment

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# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. James C. Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent for Business Services  
**DATE:** January 31, 2014  
**SUBJECT:** **Ratify Measure E Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda**

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

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

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

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

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

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

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

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A. Vendor: Sportsfield Specialties, Inc.  
Site: West High School – Stadium  
Item: Proposal - Ratify  
Services: Purchase of one (1) additional long jump pit cover for the West High School Stadium.  
Cost: \$8,252.37  
Project Funding: Measure E Bond Funds

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B. Vendor: Hazard Management Services, Inc. (HMS)  
Site: Tracy High School – AG Science CTE Modernization  
Item: Proposal – Ratify  
Services: Hazardous materials consulting services. Addendum for increased costs due to project schedule and overtime hours, smaller containment areas, additional clearance air sampling; and, added scope for materials discovered during demolition.  
Cost: \$11,120 (Estimated)  
Project Funding: Measure E Bond Funds and State School Building Fund

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C. Vendor: Hazard Management Services, Inc. (HMS)  
Site: Tracy High School – E. B. Theater Modernization  
Item: Proposal – Ratify  
Services: Hazardous materials consulting services. Addendum for increased costs due to project schedule and overtime hours, smaller containment areas, additional clearance air sampling; and, added scope for materials discovered during demolition.  
Cost: \$11,120 (Estimated)  
Project Funding: Measure E Bond Funds

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D. Vendor: ACME Construction Company, Inc.  
Site: Tracy High School – E. B. Theater Modernization  
Item: Change Order # 1 – Ratify  
Services: Scope of work documented on the change order summary.  
Cost: \$3,714.00 Deduction from contingency allowance previously included in contract.  
Project Funding: Measure E Bond Funds

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E. Vendor: ACME Construction Company, Inc.  
Site: Tracy High School – AG Science CTE Modernization  
Item: Change Order # 1 – Ratify  
Services: Scope of work documented on the change order summary.  
Cost: \$7,454.00 Deduction from contingency allowance previously included in contract.  
Project Funding: Measure E Bond Funds and State School Building Fund

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F. Vendor: Borges Auto Service, Inc.  
Site: Monte Vista Middle School – Tracy High School Baseball Fields  
Item: Service – Ratify  
Services: Contractor to relocate cargo containers.  
Cost: \$1,050.00  
Project Funding: Measure E Bond Funds

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G. Vendor: Southwest Interiors, Inc.  
Site: Tracy High School – Stadium and Improvement Project  
Item: Quotation – Ratify  
Services: Portable soccer goals (8'x24'); includes nets and wheels for stadium.  
Cost: \$5,285.00  
Project Funding: Measure E Bond Funds and SSBF Savings

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H. Vendor: Division of State Architect  
Site: Tracy High School – Stadium and Improvement Project  
Item: Invoice – Ratify  
Services: Further fees invoice for fire/life safety and structural. Final fee is based upon final contract value as well as further review services on change order directives.  
Cost: \$9,391.91  
Project Funding: Measure E Bond Funds and SSBF Savings

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# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. James C. Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent for Business Services  
**DATE:** February 1, 2014  
**SUBJECT:** **Ratify Measure S Related Expenditures and Notice of Completions Which Meet the Criteria for Placement on the Consent Agenda**

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

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

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

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

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

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



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

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A. Vendor: Division of State Architect  
Site: McKinley Elementary School Modernization  
Item: Invoice - Ratify  
Services: Further fees invoice for fire/life safety and structural. Final fee is based upon final contract value as well as further review services on change order directives.  
Cost: \$3,472.72  
Project Funding: Measure S Bond Fund and State School Building Fund (SSBF)

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B. Vendor: Division of State Architect  
Site: Monte Vista Middle School Modernization  
Item: Invoice - Ratify  
Services: Further fees invoice for fire/life safety and structural. Final fee is based upon final contract value as well as further review services on change order directives.  
Cost: \$15,328.43  
Project Funding: Measure S Bond Fund and State School Building Fund (SSBF)

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# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources  
**DATE:** January 29, 2014  
**SUBJECT:** **Approve Revised School Site Single Plans for Student Achievement and Site Categorical Budgets for the 2013/2014 School Year.**

**BACKGROUND:** The Governing Board approved the annual School Site Single Plans for Student Achievement and the accompanying Site Categorical Budgets. As a result of Federal Program Monitoring by the California Department of Education in December 2013, some revisions to the School Plans and Budgets for Central Elementary, Monte Vista Middle, and South/West Park Elementary were made. The revisions include the inclusion of all categorical expenditures the District made to support these schools, so that the budget amounts shown in these budgets reflect the amounts that appear in the Consolidated Application and Reporting System (CARS). The revisions also reflect the clarification of EIA funds used for State Compensatory Education (EIA-SCE) or English Learners (EIA-LEP). There are no major changes to the actual plans that these schools submitted last fall.

**RATIONALE:** State law requires local Governing Board approval of each site's Single Plan for Student Achievement whenever there is a major revision during the school year. The Federal Program Monitoring requires that the Governing Board approve the revisions made as a result of the recent review. This report supports District Strategic Goal #1: Prepare all students for college and careers and District Strategic Goal #2: Ensure that all students meet or exceed grade level standards and that the achievement gap between the identified student subgroups is closed.

**FUNDING:** There is no cost to the District.

**RECOMMENDATION:** Approve Revised School Site Single Plans for Student Achievement and Site Categorical Budgets for the 2013/2014 School Year.

**Prepared by:** Dr. Carol Anderson-Woo, Director of Curriculum, Accountability & Continuous Improvement



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources  
**FROM:** Linda Dopp, Director of Alternative Programs  
**DATE:** January 28, 2014  
**SUBJECT:** Approve Out of State Travel for Dr. Sheila Harrison, Dr. Dmitriy Voloshin and Linda Dopp to Attend the Literacy Leadership Summit on March 19-21, 2014 in Boston, Massachusetts.

**BACKGROUND:** The Literacy Leadership Summit: Developing a Culture of Literacy Success in the Age of the Common Core will focus on guiding school systems to move to a learner-centered system of standards-based education, and Common Core Instruction, and will incorporate a variety of methods that involve the student, parents, school staff, school and district administration and the community. Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources, Dr. Dmitriy Voloshin, Director of Instructional Media, and Linda Dopp, Director of Alternative Programs will attend the training. The Leadership Summit will take place in Boston, Massachusetts on March 19, 20 and 21, and is presented by Scholastic and Harvard University.

**RATIONALE:** Attendees at this conference will learn methods on how to expand learning opportunities for all students, especially those who are at-risk of failure, through the use of technology; they will focus on fostering literacy and mathematics excellence by making education measurements useful and actionable in classroom instruction. All of these strategies are critical to ensure successful implementation of the Common Core Standards. This Board Agenda Request supports District Strategic Goal #1: Prepare all students for college and careers; District Strategic Goal #2: Ensure that all students meet or exceed grade level standards and that the achievement gap is closed; and District Strategic Goal #6: Develop and support a high performing workforce.

**FUNDING:** Expenses for the three (3) staff members, conference registrations, travel and lodging will be paid by Scholastic. There will be no cost to the District.

**RECOMMENDATION:** Approve Out of State Travel for Dr. Sheila Harrison, Dr. Dmitriy Voloshin and Linda Dopp to Attend the Literacy Leadership Summit on March 19-21, 2014 in Boston, Massachusetts.

**Prepared by:** Linda Dopp, Director of Alternative Programs



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources  
**DATE:** January 29, 2014  
**SUBJECT:** Approve Overnight Travel for Merrill F. West High School Students to participate in the California Highway Patrol's Every 15 Minutes Program on April 3 – 4, 2014.

**BACKGROUND:** The California Highway Patrol in conjunction with the Department of Alcohol Beverage Control and the Office of Traffic Safety is taking a proactive step in educating local high school students about making mature decisions when alcoholic beverages are involved. There is one alcohol-related traffic fatality in the United States every fifteen minutes. Approximately twenty-nine students exhibiting leadership skills have been selected to participate in the *Every 15 Minutes* program. On April 3, every 15 minutes, one student will be escorted out of class by the “grim reaper” and sequestered on campus. Several students will also participate in a simulated traffic collision at West High School. After school, one West High School staff member along with California Highway Patrol chaperones will accompany students to the Best Western Hotel in Tracy. Transportation will be provided by District bus.

**RATIONALE:** While at the Best Western, the students will participate in counseling and seminars about their experiences. The students and staff will return to West High the following day for an assembly. *Every 15 Minutes* is a program that challenges high school juniors and seniors to think about drinking, driving, personal safety and the responsibility of making decisions when lives are involved. This activity meets District Strategic Goal # 7: Develop and utilize partnerships to achieve District goals.

**FUNDING:** The cost for set up, drama presentation, meals, supervision, accommodations and miscellaneous items will be paid by a California Highway Patrol State Grant, specifically for this purpose. This includes an amount for any necessary substitutes. There is no cost to the District.

**RECOMMENDATION:** Approve Overnight Travel for Merrill F. West High School Students to participate in the California Highway Patrol's Every 15 Minutes Program on April 3 – 4, 2014.

**Prepared by:** Troy Brown, Principal, Merrill F. West High School



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources  
**FROM:** Dr. Cheryl Domenichelli, Principal of John C. Kimball High School  
**DATE:** January 27, 2014  
**SUBJECT:** **Approve Overnight Travel for John C. Kimball High School (KHS) Leadership to Attend the California Association of Student Leaders (CASL) Camp in Ontario, CA on March 28-31, 2014.**

**BACKGROUND:** The Kimball High School (KHS) Leadership class has been invited to attend a California Association of Student Leaders (CASL) Leadership Conference at the Double Tree Hotel and Ontario Convention Center in Ontario, CA on March 28-31m 2014. Twenty (20) students and Advisor, Math Soeth will attend this event. They will travel to Ontario, CA on the afternoon of March 28, 2014 and return home on Monday, March 31, 2014. They will also participate in an evening trip to the Speed Zone, where they will continue networking and interacting with students from other schools. Transportation will be provided by a District bus. Supervision will be provided by the advisor and CASL event staff.

**RATIONALE:** As part of the John C. Kimball High School commitment to improving and growing student leaders, the leadership students are excited to be a part of this opportunity to learn from three nationally recognized speakers. At the same time, students will be attending over twelve individual workshops where they will gain insight and knowledge into activity ideas and organizational strategies for school events. Additionally, these students and the advisor will be able to network with high school students from various areas of California as they share ideas and learn what other schools are doing on their respective campuses. This meets District Strategic Goal #2: Ensure that all students meet or exceed grade level standards and that the achievement gap between the identified student subgroups is closed and District Strategic Goal #7: Develop and utilize partnerships that contribute to the achievement of District goals.

**FUNDING:** There will be no cost to the District. The total cost per member will be \$520.00, which includes the convention entry fee, entrance to the Speed Zone, lodging, transportation and meals. Funding for this trip will be paid through a combination of fundraising opportunities and personal funding for the students electing to participate in this conference.

**RECOMMENDATION:** Approve Overnight Travel for John C. Kimball High School (KHS) Leadership to Attend the California Association of Student Leaders (CASL) Camp in Ontario, CA on March 28-31, 2014.

**Prepared by:** Cheryl Domenichelli, Principal, Kimball High School



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. James C. Franco, Superintendent  
**FROM:** Dr. Sheila Harrison, Assistant Superintendent for Educational Services and Human Resources  
**DATE:** January 27, 2014  
**SUBJECT:** Approve Overnight Travel for John C. Kimball High School (KHS) Health Occupations Students of America (HOSA) Club Members and Advisors to Participate in the California State Leadership Conference in Anaheim, CA on March 29-April 1, 2014.

**BACKGROUND:** The John C. Kimball High School, Health Occupations Students of America (HOSA) Club members would like to attend the California State Leadership Conference on March 29 -April 1, 2014. The HOSA Club members will have the opportunity to attend informational workshops, compete in academic and skill oriented activities, submit members for special recognition, and become a part of the larger state HOSA team. They will be staying at the Anaheim Marriot in Anaheim, CA. Transportation will be provided by District vans. Forty students will participate, with supervision provided by Advisor, Mr. Medek, Kimball High staff, District approved parents and the Cal-HOSA event staff.

**RATIONALE:** In preparation of the HOSA State Leadership Conference, the Kimball HOSA Club members have participated in a multitude of activities to learn subject matter pertaining to health occupations, including some of the elective courses offered at Kimball (i.e. Medical Terminology). To further prepare for this conference, a number of HOSA students have elected to attend Saturday study sessions. Additionally, these students plan to participate in online regional testing prior to the Conference. This will give them an opportunity to become familiar with the format of some of the conference competitions, as well as gauge their performance against other students likely to compete this year. The state conference will give the team a great opportunity to represent Tracy at the national competition. This aligns with District Strategic Goal #2: Ensure that all students meet or exceed grade level standards and that the achievement gap between the identified student subgroups is closed and District Strategic Goal #7: Develop and utilize partnerships that contribute to the achievement of District goals.

**FUNDING:** The cost for each member includes \$105 for registration and housing for four nights in the hotel. The hotel costs vary depending on the number of participants sharing a room. The cost per person is estimated at \$250 for the entire stay. The cost of the event will be paid by a combination of the Carl Perkins CTE grant, fundraising, and personal funding for the students electing to participate in this competition. The estimated total cost will not exceed \$12,000.

**RECOMMENDATION:** Approve Overnight Travel for John C. Kimball High School (KHS) Health Occupations Students of America (HOSA) Club Members and Advisors to Participate in the California State Leadership Conference in Anaheim, CA on March 29-April 1, 2014.

**Prepared by:** Cheryl Domenichelli, Principal, John C. Kimball High School



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. James C. Franco, Superintendent  
**FROM:** Dr. Sheila Harrison, Assistant Superintendent of  
Educational Services & Human Resources  
**DATE:** February 11, 2014  
**SUBJECT:** Approve Agreement for Special Contract Services with San Joaquin  
County Office of Education (SJCOE) Science Department to Provide  
Great Explorations in Math and Science (GEMS) Training at  
Monte Vista Middle School on February 24, 2014

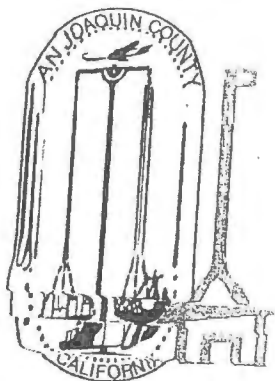
**BACKGROUND:** The San Joaquin County Office of Education (SJCOE) Science Department will provide the Great Explorations in Math and Science (GEMS) and introduce staff to Next Generation Science Standards to Monte Vista Middle School Staff for a two-hour program, after school on February 24, 2014.

**RATIONALE:** Next Generation Science Standards (NGSS) will begin to be implemented in the 2014-2015 school year, therefore Monte Vista Middle School will be introduced to the NGSS in the 2013-2014 school year and begin to plan for implementation the following school year. Science is one of the core classes, so it is critical that all Monte Vista Middle School staff is well prepared to teach these standards. This Staff Development supports District Strategic Goal #1: Prepare all students for college and careers; District Strategic Goal #2: Ensure that all students meet or exceed grade level standards and that the achievement gap between the identified student subgroups is closed; District Strategic Goal #3: Provide a safe and equitable learning environment for all students and staff; and District Strategic Goal #7: Develop and utilize partnerships to achieve District goals.

**FUNDING:** The total cost of this program is \$325.00 and will be paid with Site Title 1 funds.

**RECOMMENDATION:** Approve Agreement for Special Contract Services with San Joaquin County Office of Education (SJCOE) Science Department to Provide Great Explorations in Math and Science (GEMS) Training at Monte Vista Middle School on February 24, 2014

**Prepared by:** Susan O'Hara-Jones, Principal, Monte Vista Middle School



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

### MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding will serve as an agreement between:

SAN JOAQUIN COUNTY OFFICE OF EDUCATION  
Science and STEM Integration and Innovation (S<sup>2</sup>I<sup>2</sup>)  
AND  
MONTE VISTA MIDDLE SCHOOL  
GEMS Training

FROM  
February 24, 2014

This MOU affirms that the San Joaquin County Office Of Education (SJCOE), Science and STEM Integration and Innovation (S<sup>2</sup>I<sup>2</sup>) department will provide the preparation and training for the Monte Vista Middle School teachers in GEMS (Great Explorations in Math and Science).

The training will be held at Monte Vista Middle School and instructed by Nancy Stenzler of SJCOE, Science and STEM. The training cost includes GEMS certification of all participating teachers so that they are able to reserve and check-out GEMS kits and resources from SJCOE, Science and STEM when needed and as available. The training cost also includes all materials needed and used for February 24, 2014.

SJCOE, Science and STEM staff's time/costs for participation in the preparation and presentation of the GEMS Training and preparation of kits as well as supplies needed will not exceed \$325.

Kirk Brown  
Director  
Science and STEM, SJCOE

January 22, 2014  
Date

Susan O'Hara Jones  
Principal  
Monte Vista Middle School

1-22-2014  
Date

Jim Foley  
Director  
Operations and Support Services, SJCOE



# TRACY UNIFIED SCHOOL DISTRICT

1875 W. Lowell Avenue, Tracy, California 95376

## AGREEMENT FOR SPECIAL CONTRACT SERVICES

This agreement, by and between Tracy Unified School District, hereinafter referred to as "District," and SJCOE Science Department, 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: The SJCOE Science Department will bring GEMS and Science Standards Staff Development to Monte Vista Middle School for a two-hour program after school on February 24, 2014.
2. Contractor will provide the above services(s), as outlined in Paragraph 1, for a period of up to a total of two ( 2 ) HOURS/DAY (circle one), under the terms of this agreement at the following location: Monte Vista Middle School.
3. In consideration of the services performed by Contractor, District shall pay Contractor according to the following fee schedule:
  - a. District shall pay \$325.00 per HOUR/DAY FLAT RATE (circle one), not to exceed a total of \$325.00. 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 \$ 0 for the term of this agreement.
  - c. District shall make payment on a [ ☐ ] MONTHLY PROGRESS BASIS, [ X ] SINGLE PAYMENT UPON COMPLETION OF THE DUTIES and within thirty (30) working days from Contractor's presentation of a detailed invoice or on a claim form provided by District. Original paid receipts are required for lodging, air fare (passenger coupon or ticket stub), automobile rental, and parking. Claims for unusual expenses, such as teaching materials, photocopying, etc., must be accompanied by original paid invoices.
4. The terms of the agreement shall commence on February 24, 2014, and shall terminate February 24, 2014.
5. This agreement may be terminated at any time during the term by either party upon 30 day's written notice.
6. Contractor shall contact the District's designee, Susan O'Hara-Jones at (209) 830-3340 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:

J. Kirk Brown  
Consultant Signature (1)  
San Joaquin County Office of Education  
Social Security Number (2)

1/24/14  
Date  
Director, Science and STEM  
Title  
2707 Transworld Drive  
Address  
Stockton, CA 95206

Tracy Unified School District

Date

Ewalt  
Title  
01-3010-0-1110-1000-5800-310-5202  
Account Number to be Charged  
SWHara-Jones  
Department/Site Approval

Linda Boragno-Dopp, Director of Alternative Programs  
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.



**TRACY**  
UNIFIED SCHOOL DISTRICT

# EDUCATIONAL SERVICES MEMORANDUM

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**TO:** Dr. James C. Franco, Superintendent  
**FROM:** Dr. Sheila Harrison,  
Assistant Superintendent of Educational Services  
**DATE:** January 28, 2014  
**SUBJECT:** **Ratify Overnight Travel for the Tracy High School DECA Team and Advisor to Attend the DECA (formerly known as Delta Epsilon Chi and Distributive Education Clubs of America) Regional Competition in San Ramon, CA on January 17-19, 2014.**

**BACKGROUND:** The Tracy High School DECA Team consisting of five students, and Advisor, Carol Garske traveled to San Ramon, CA, for the DECA Regional Competition on January 17-19, 2014. The students were transported by their parents and stayed with Ms. Garske at the Marriott Hotel in San Ramon, CA where the competition took place. Ratification is necessary due to the new Advisor not knowing the procedure for overnight travel.

**RATIONALE:** While at the competition, the DECA team members role-played business management best practices and were evaluated on their performance. Judges gauged their performance against measurable performance indicators. This type of role-play for students posed either a past or present business problem which was described to them. They were scored on their response and solutions. The DECA team members also took written exams on business and marketing terms and content learned at past DECA meetings. Additionally, there was a competition whereby students prepared a 30 page report outlining recommendations to improve a business/company marketing plan. Their recommendations were presented to judges to be evaluated. The judges were actual industry professionals who volunteered their time to act as evaluators. This aligns with District Strategic Goal #7: Develop and utilize partnerships to achieve District goals.

**FUNDING:** Grants provided by DECA funded the expenses including registration and accommodations for the advisor. The cost for team members was paid through fundraising activities.

**RECOMMENDATION:** Ratify Overnight Travel for the Tracy High School DECA Team and Advisor to Attend the DECA (formerly known as Delta Epsilon Chi and Distributive Education Clubs of America) Regional Competition in San Ramon, CA on January 17-19, 2014.

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



# HUMAN RESOURCES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources  
**DATE:** January 31, 2014  
**SUBJECT:** Accept Resignations/Retirements/Leave of Absence for Classified, Certificated, and/or Management Employment

## BACKGROUND:

## CLASSIFIED RESIGNATION

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Flores, Belicia School Supervision Assist.	WMS	01/31/14	Accepted an IEP Para Ed I position at WHS
Reyes, Elicia Para Educator I	Hirsch	01/22/14	Accepted an IEP Para Ed I position at Hirsch

## BACKGROUND:

## CERTIFICATED RETIREMENT

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>
Adams, Leslie English Teacher	KHS	5/30/14
Berg, Julia LSH Teacher	Central	6/2/14
Boulay, Carolyn 1 <sup>st</sup> Grade Teacher	Central	5/30/14
Costa, Manuel RSP/SDC Teacher	THS	5/30/14
Cummings, Arthur 5 <sup>th</sup> Grade Teacher	Hirsch	5/30/14
Damia, Michael Home/Hospital Teacher	Special Ed	6/30/14

Desautels, Lynne English Teacher	WHS	5/31/14
Ficken, Gary Science Teacher	WHS	5/30/14
Flores, Miguel 5 <sup>th</sup> Grade Teacher	McKinley	6/30/14
Fresquez, Linda Bilingual Kindergarten Teacher	S/WP	5/30/14
Grimes, John 6 <sup>th</sup> Grade Core Teacher	MVMS	5/30/14
Grove, Mary Kindergarten Teacher	Kelly	5/30/14
Lynch, Diedre 2 <sup>nd</sup> Grade GATE Teacher	S/WP	6/30/14
Mendoca, Lawrence Industrial Technology Teacher	THS	5/30/14
Moriarty, Susan Science Teacher	WHS	5/31/14
Mullen, Peter Physical Education Teacher	MVMS	5/30/14
Nicolas, Dorothy Art Teacher	MVMS	6/1/14
Patteson, Walter Jr. Science Teacher	WHS	6/30/14
Pieretti, Beverly 1 <sup>st</sup> Grade Teacher	Kelly	5/30/14
Renz, Mitchell 6 <sup>th</sup> Grade Core Teacher	WMS	6/30/14
Roach, Michele 5 <sup>th</sup> Grade Teacher	Poet	5/30/14
Rond, Darryl Math Teacher	KHS	6/30/14
Rond, Debra Science Teacher	KHS	6/30/14

Secker, Gloria Kindergarten Teacher	Poet	5/30/14
Sizemore, Marcia 4 <sup>th</sup> Grade Teacher	McKinley	6/30/14
Stamatis, Nancy Art Teacher	THS	6/30/14
Thornton, Kristi Business Teacher	KHS	5/31/14
Tsukiji, Ben Physical Education Teacher	WHS	5/30/14
Van Drimmelen, Jon Science Teacher	WHS	5/30/14
Wardell, Karen Art Teacher	Poet	5/30/14
Wills, Bonnie 3 <sup>rd</sup> Grade Teacher	Bohn	5/30/14

**BACKGROUND:**

**CERTIFICATED RESIGNATION**

<u>NAME/TITLE</u>	<u>SITE</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Fernandez, Rosie Business Teacher	KHS	5/31/14	Personal

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

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



# HUMAN RESOURCES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources  
**DATE:** January 31, 2014  
**SUBJECT:** Approve Classified, Certificated, and/or Management Employment

## BACKGROUND:

Flores, Belicia

## CLASSIFIED

IEP Para Educator I (Replacement)  
\*Filled by current TUSD employee  
West High School  
Range 24, Step B - \$13.11 per hour  
6.5 hours per day  
Funding: Special Ed-IDEA

Lopez, Sara

Bilingual Para Ed I (Replacement)  
South/West Park  
Range 24, Step A - \$12.51 per hour  
3.5 hours per day  
Funding: Child Care and Development

Mears, Pamela

Para Educator I (New)  
South/West Park  
Range 24, Step A - \$12.51 per hour  
3 hours per day  
Funding: IASA – Title I

Mileo, Jennifer

School Supervision Assistant (Replacement)  
\*Filled by current TUSD employee  
Villalovoz Elementary School  
Range 21, Step A - \$11.69 per hour  
45 minutes per day/Tuesday through Friday  
Funding: General Fund

Navarro, Deborah

Bilingual Para Educator I (Replacement)  
South/West Park  
Range 24, Step A - \$12.51 per hour  
4 hours per day  
Funding: EIA – 75% and IASA-Title I – 25%

Reyes, Elicia

IEP Para Educator I (Replacement)  
\*Filled by current TUSD employee  
Hirsch Elementary School  
Range 24, Step E - \$15.07 per hour  
6.5 hours per day  
Funding: Special Ed – IDEA

**BACKGROUND:**

Blackwell, Jonathan

Rivalie, Anthony

**COACHES**

Head Wrestling  
Tracy High School  
Stipend: \$4,868.03

Freshman Softball  
Kimball High School  
Stipend: \$3,245.36

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

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





# HUMAN RESOURCES MEMORANDUM

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**TO:** Dr. James Franco, Superintendent  
**FROM:** Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources  
**DATE:** February 3, 2014  
**SUBJ:** **Approve the Classified and Certificated Calendars for the 2014-15 School Year**

**BACKGROUND:** The attached calendars for 2014-15 school year have been prepared by the administration and reviewed by the TEA and CSEA bargaining units.

**RECOMMENDATION:** Approve the Classified and Certificated Calendars for the 2014-15 School Year.

**PREPARED BY:** Nancy Kettner, Director of Human Resources and Employee Relations

# PROPOSED 2014-2015 TUSD Calendar

July 2014						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2014						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26		28	29	30	31	

November 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28


March 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				


April 2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2015						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2015						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

 Holidays

 Minimum Day, all grades, K-12  
(All Schools)


 Minimum Day, grades K-5 & K-8  
(Bohn, Central, Freiler, Hirsch, Jacobson, Kelly, McKinley, North  
Poet, South/West Park, Villalovoz)

 Minimum Day, grades K-5, K-8 & 6-8  
(M-1 schools plus Monte Vista and Williams)

 Student Attendance Days

 Early Release Monday

 Minimum Day, grades 6-12  
(Monte Vista, Williams, Tracy, West, Stein, Kimball)

 Minimum Day, grades 9-12, only  
(Tracy, West, Stein, Kimball)

 P/T Conference (no students)

 Staff Development Day (no students)

 First & Last Days of School

58

65

57

TUSD - CERTIFICATED CALENDAR FOR 2014-15

Traditional FIRST YEAR Teachers: Contract year starts 8/5/14 (TTIP 7/28, 7/29, 7/30, 7/31, 8/4 & 8/5/14)

Traditional SECOND YEAR AND BEYOND Teachers: Contract year starts Thursday 8/7/14

School Starts for STUDENTS on Monday, 8/11/14

Month	Dates	Instr Days	Work Days Yr 1	Work Days 2nd year >	TTIP Extra Pay	Buy Back Days	Miscellaneous Information
Jul-Aug	28-1	0	0	0	4		TTIP Yr 1 Tchrs -July 28th - July 31st
Aug	4-8	0	4	2		1*	TTIP Yr 1 Tchrs-Aug 4th Contract Day, Aug 5th Site Contract Day - Yr 1 Tchrs; Aug 6th BBD; Required ALL Teachers - Thur Aug 7th Dist Staff Dev Day; Fri Aug 8th Site Based Planning/Prep
Aug	11-15	5	5	5			Mon, Aug 11th - 1st Day of Classes
Aug	18-22	5	5	5			
Aug	25-29	5	5	5			Mon, Aug. 25th. Dist. Welcome Back Program - 2 pm
Sept	1-5	4	4	4			Mon, Sept 1st, Labor Day
Sept	8-12	5	5	5			
Sept	15-19	5	5	5			
Sept	22-26	5	5	5			
Sept-Oct	29-3	5	5	5			
Oct	6-10	5	5	5			Fri, Oct 10th-Min Day 6-12; 44 Days in 1 <sup>st</sup> Quarter
Oct	13-17	5	5	5			Fri, Oct 17th-Min Day K-5 & K-8; End of 1st Trimester, 49 Days
Oct	20-24	5	5	5			
Oct	27-31	4	5	5			Mon, Oct 27th Parent Conferences. Min Day Oct 29th-31st, K-5, K-8, 6-8
Nov	3-7	5	5	5			
Nov	10-14	4	4	4			Tue, Nov 11th Veteran's Day
Nov	17-21	5	5	5			
Nov	24-28	0	0	0			Mon-Wed, Nov 24th-26th, Board Designated Non work days - Th-Fri, Nov 27th-28th Thanksgiving Break
Dec	1-5	5	5	5			
Dec	8-12	5	5	5			
Dec	15-19	5	5	5			43 Days in 2 <sup>nd</sup> Qtr; 1st Sem = 87 days; Min Day Dec 17th-18th, 9-12; Min Day Dec 19th, 6-12
Dec	22-26	0	0	0			Winter Break Dec 22nd thru Jan 2nd
Dec- Jan	29-2	0	0	0			Winter Break Dec 22nd thru Jan 2nd
Jan	5-9	4	4	4		1*	Jan 9th BBD
Jan	12-16	5	5	5			
Jan	19-23	4	4	4			Mon, Jan 19th - ML King's Day
Jan	26-30	5	5	5			
Feb	2-6	5	5	5			
Feb	9-13	4	4	4			Mon, Feb 9th - Lincoln's Day - Feb 13th End of 2nd Trimester, 65 Days; Fri, Feb 13th, Min Day K-5 & K-8
Feb	16-20	4	4	4			Mon, Feb 16th - President's Day
Feb	23-27	5	5	5			
Mar	2-6	5	5	5			
Mar	9-13	5	5	5			46 Days in 3rd Quarter: Fri, Mar 13th, Min Day 6-12
Mar	16-20	5	5	5			
Mar	23-27	5	5	5			
Mar- Apr	30-3	4	4	4			Apr 3rd - Board designated non-work day
Apr	6-10	0	0	0			Spring Break April 6th-10th
Apr	13-17	5	5	5			
Apr	20-24	5	5	5			
Apr-May	27-1	4	4	4		1*	May 1st BBD
May	4-8	5	5	5			
May	11-15	5	5	5			May 11th - Awards Recognition - 2 pm
May	18-22	5	5	5			Min Day, Friday, May 22nd K-5, K-8 & 6-8
May	25-29	4	4	4			Memorial Day May 25th; 47 days in 4 <sup>th</sup> Qtr; 93 days in 2nd Sem; 66 days in 3rd Tri. May 27th-28th Min Day 9-12; Friday, May 29th Last Day & Min Day K-12

\*These 3 Staff Development Buy Back Days are contingent on State Funding

Instructional Days: 180 days; Work Days: 185+4 (1st Year Teachers) & 183 (2nd Year & Beyond Teachers)

Adopted by TUSD Board of Trustees: \*\*

Tracy Unified School District  
Classified Calendar for 2014-15

Approved Board of Trustees:

Month	Dates	Work Days	Work Days	Holidays
		12-Mo	10-Mo	
July	1-4	3	0	Friday, July 4th - Independence Day Holiday
July	7-11	5	0	
July	14-18	5	0	
July	21-25	5	0	
July-Aug	28-1	5	0	
Aug	4-8	5	1	Fri, Aug. 8th - 1st day for 10-month traditional staff
Aug	11-15	5	5	Mon, Aug 11th - 1st Day of School
Aug	18-22	5	5	
Aug	25-29	5	5	Mon, Aug. 25th - District Welcome Back Program - 2 pm
Sept	1-5	4	4	Mon, Sept 1st - Labor Day
Sept	8-12	5	5	
Sept	15-19	5	5	
Sept	22-26	5	5	
Sept-Oct	29-3	5	5	
Oct	6-10	5	5	
Oct	13-17	5	5	
Oct	20-24	5	5	
Oct	27-31	5	4	Mon, Oct 27th - Non Work Day for 10-mo. Employees (no pay)
Nov	3-7	5	5	
Nov	10-14	4	4	Tue. Nov 11th - Vet. Day
Nov	17-21	5	5	
Nov	24-28	3	0	Nov 24th-26th,, Non Work Day for 10-mo. Employees (no pay) Th-Fri, Nov 27th-28th Thanksgiving Break
Dec	1-5	5	5	
Dec	8-12	5	5	
Dec	15-19	5	5	
Dec	22-26	2	0	District designated variable non-paid/non-work day Dec 26th; Winter Break Dec. 22nd thru Jan 2nd for 10-mo. Employees ; Wed-Thur Dec 24th-25th Winter Holiday
Dec-Jan	29-2	4	0	Win.Break Dec. 22nd thru Jan 2nd for 10-mo. Employees ; Thur Jan 1st New Year's Day Holiday
Jan	5-9	5	4	Fri, Jan 9th - Non Work Day for 10-mo. Employees (no pay)
Jan	12-16	5	5	
Jan	19-23	4	4	Mon, Jan 19th, ML King's Day
Jan	26-30	5	5	
Feb	2-6	5	5	
Feb	9-13	4	4	Mon, Feb 9th - Lincoln's Day
Feb	16-20	4	4	Mon, Feb 16th - President's Day
Feb	23-27	5	5	
Mar	2-6	5	5	
Mar	9-13	5	5	
Mar	16-20	5	5	
Mar	23-27	5	5	
Mar-Apr	30-3	4	4	April 3rd, Spring Recess Day
Apr	6-10	4	0	April 6th Spring Recess Day; Spring Break April 6th - 10th - 10-mo. Employees (no pay)
Apr	13-17	5	5	
Apr	20-24	5	5	
Apr-May	27-1	5	4	Friday, May 1st - Non Work Day for 10-mo. Employees (no pay)
May	4-8	5	5	
May	11-15	5	5	Mon, May 11th - Awards Recognition - 2 pm
May	18-22	5	5	
May	25-29	4	4	Mon, May 25th Memorial Day; May 29th Last Day of School
June	1-5	5	0	
June	8-12	5	0	
June	15-19	5	0	
June	22-26	5	0	
June	29-30	2	0	
Total work days:		246	181	TOTAL Work Days 246 (12-mo) 181 Work Days (10-mo)



# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. James C. Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent for Business  
**DATE:** January 31, 2014  
**SUBJECT:** **Accept the 2012-13 Independent Financial Audit and Performance Audit for Measure E and Measure S General Obligation Bonds**

**BACKGROUND:** When a school bond measure is authorized pursuant to Section 1 of Article XIII A of the California Constitution as amended with the passage of Proposition 39 which was approved by voters on November 7, 2000, the School Board is subject to certain accountability requirements. Proposition 39 requires that each year the Board conduct an independent audit for the purpose of ensuring that the Bond proceeds have been expended only on specific projects as listed in the bond measure. In addition, each year the Board must conduct an independent financial audit of expended Bond proceeds until all of the funds have been expended on the specific school facilities projects from the project list.

**RATIONALE:** The audits for the 2012-13 fiscal year are complete and are being brought to the board for acceptance. The financial report states that in the auditor's opinion, the district's records represent fairly, in all material respects, the financial position and results of operations for the Bond Building Funds of Tracy Unified School District. The objective of the performance audit is to provide an independent assessment of the District's compliance with certain state laws and procedures, specified by Tracy Unified School District, to ensure that the bond funds have been expended only on the specific projects listed in the ballot measure. There were no recommendations or matters to report as a result of the financial and performance audits.

**FUNDING:** The costs of the annual audits are funded by bond proceeds.

**RECOMMENDATION:** Accept the 2012-13 Independent Annual Financial Audit and Performance Audit for Measure E and Measure S General Obligation Bonds.

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

TRACY SCHOOL FACILITIES FINANCING AUTHORITY

ANNUAL MEETING

February 11, 2014

7:00 P.M.

Tracy Unified School District – Education Center  
1875 W. Lowell Ave.  
Tracy, CA 95376

1. CALL TO ORDER
2. ROLL CALL/CONFIRMATION OF OFFICERS - Establish Quorum

<i>Name</i>	<i>TSFFA Board Position</i>
James Vaughn	Chair
Gregg Crandall	Vice-Chair
Ted Guzman	Secretary
Walter Gouveia	Member
Greg Silva	Member
Jill Costa	Member
Kelly Lewis	Member

<i>Name</i>	<i>TSFFA Staff Position</i>
James Franco	Executive Director
Casey Goodall	Treasurer and Controller

3. Comments From the Public on **Items Not on the Agenda**  
(5-Minute Time Limit Per Individual)

Persons wishing to speak to items not on the agenda are asked to complete a “Request to Speak” card and present it to the Chair prior to the meeting. Subjects not on the agenda may be introduced at this time, but no action may be taken on them at this meeting. When you address the Board, please stand at the podium and state your name for the record.

Comments From the Floor on **Items On the Agenda**  
(5-Minute Time Limit Per Individual)

Persons wishing to speak to items on the agenda are asked to complete a “Request to Speak” card and present it to the Chair prior to the meeting. You will be given an opportunity to speak on the subject at the time the item is discussed by the Board. When you address the Board, please stand at the podium and state your name for the record.

4. DISCUSSION/ACTION –

4.1 Approve Meeting Minutes of February 12, 2013

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

4.2 Accept the 2012-2013 Independent Annual Financial Report for the Tracy School Facilities Financing Authority (Separate Cover Item)

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

5. ADJOURNMENT

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability-related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such modification or accommodation from the Superintendent's Office at (209) 830-3201 (telephone). Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the meeting.

The Board reserves the right to take action on all items  
on the Agenda including "Discussion" items

**Annual Minutes of  
Regular Meeting of  
Tracy School Facilities Financing Authority  
February 12, 2013**

**14.1.2** Annual Meeting of Tracy School Facilities Financing Authority

**8:34 pm** The TUSD Board Meeting was adjourned.

6. CALL TO ORDER Annual TSFFA Meeting
7. ROLL CALL/CONFIRMATION OF OFFICERS - Establish Quorum

<i>Name</i>	<i>TSFFA Board Position</i>
Greg Silva	Chair
James Vaughn	Vice-Chair
Gregg Crandall - ABSENT	Secretary
Walter Gouveia	Member
Ted Guzman	Member
Jill Costa	Member
Kelly Lewis	Member

<i>Name</i>	<i>TSFFA Staff Position</i>
James Franco	Executive Director
Casey Goodall	Treasurer and Controller

1. Comments From the Public on **Items Not on the Agenda**

(5-Minute Time Limit Per Individual)

Persons wishing to speak to items not on the agenda are asked to complete a "Request to Speak" card and present it to the Chair prior to the meeting. Subjects not on the agenda may be introduced at this time, but no action may be taken on them at this meeting. When you address the Board, please stand at the podium and state your name for the record.

None.

Comments From the Floor on **Items On the Agenda**  
(5-Minute Time Limit Per Individual)

Persons wishing to speak to items on the agenda are asked to complete a "Request to Speak" card and present it to the Chair prior to the meeting. You will be given an opportunity to speak on the subject at the time the item is discussed by the Board. When you address the Board, please stand at the podium and state your name for the record.

None.



2. DISCUSSION/ACTION – None

Action

: 4.1 Approve Meeting Minutes of February 28, 2012.  
Guzman, Gouveia. **Vote:** Yes-5; No-0; Absent-1(Crandall);  
Abstain-1 (Lewis)

Action

: 4.2 Accept the 2011-2012 Independent Annual Financial Report for  
the  
Tracy School Facilities Financing Authority (Separate Cover  
Item)  
Lewis, Gouveia. **Vote:** Yes-6; No-0; Absent-1(Crandall)

**ADJOURNMENT**

Lewis, Gouveia. **Vote:** Yes-6; No-0; Absent-1(Crandall)

8:36 pm The TUSD Board Meeting was then reconvened.

8:35 p.m.

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date



VAVRINEK, TRINE, DAY  
& COMPANY, LLP  
*Certified Public Accountants*

VALUE THE DIFFERENCE

January 31, 2014

To the Board of  
Tracy School Facilities Financing Authority JPA

We have audited the financial statements of the business-type activities of Tracy School Facilities Financing Authority JPA for the year ended June 30, 2013. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and OMB Circular A-133), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 31, 2014. Professional standards also require that we communicate to you the following information related to our audit.

#### Significant Audit Findings

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Tracy School Facilities Financing Authority JPA are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2013. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. The financial statement disclosures are neutral, consistent, and clear.

##### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

##### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management.

##### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

5000 Hopyard Road, Suite 335 Pleasanton, CA 94588 Tel: 925.734.6600 Fax: 925.734.6611 [www.vtdcpa.com](http://www.vtdcpa.com)

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SACRAMENTO

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated January 31, 2014.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of Board and management of Tracy School Facilities Financing Authority JPA and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

*Vavrinek, Trine, Day & Co LLP*

Vavrinek, Trine, Day & Co, LLP

**TRACY SCHOOL  
FACILITIES FINANCING  
AUTHORITY JPA**

**ANNUAL FINANCIAL REPORT  
JUNE 30, 2013**

# TRACY SCHOOLS FACILITIES FINANCING AUTHORITY JPA

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JUNE 30, 2013

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### ***INDEPENDENT AUDITOR'S REPORTS***

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*FINANCIAL SECTION*

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VAVRINEK, TRINE, DAY  
& COMPANY, LLP  
*Certified Public Accountants*

VALUE THE DIFFERENCE

## INDEPENDENT AUDITORS' REPORT

Governing Board  
Tracy School Facilities Financing Authority JPA  
Tracy, California

### Report on the Financial Statements

We have audited the accompanying financial statements of Tracy School Facilities Financing Authority JPA (the Agency), a component unit of Tracy Unified School District, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Agency's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Tracy School Facilities Financing Authority JPA at June 30, 2013, and the respective changes in financial position and cash flows for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

## Other Matters

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the required supplementary information, such as management's decision and analysis, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Reporting Required by Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated January 31, 2014, on our consideration of the Tracy School Facilities Financing Authority JPA 's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Tracy School Facilities Financing Authority JPA's internal control over financial reporting and compliance.

*Vavrinek, Trine, Day & Co LLP*

Pleasanton, California  
January 31, 2014



# TRACY SCHOOL FACILITIES FINANCING AUTHORITY JPA

## MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2013

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This section of Tracy School Facilities Financing Authority Joint Powers Agency (Agency)'s annual financial report presents management's discussion and analysis of the Agency's financial performance during the fiscal year that ended on June 30, 2013. Please read it in conjunction with the Agency's financial statements, which immediately follow this section. The financial statements are presented in accordance with the Governmental Accounting Standards Board Statement (GASB) No. 34.

The Tracy School Facilities Financing Authority JPA ("the Agency") was established April 1, 2011 and commenced operations on April 6, 2011 to aid in the financing and refinancing of public capital improvements for the benefit of the Tracy Unified School District ("the District").

Tracy Unified School District manages the financial records and monitors financial activities of the Authority.

### OVERVIEW OF THE FINANCIAL STATEMENTS

#### The Financial Statements

The report consists of three basic financial statements: the Statement of Net Position, Statement of Revenues, Expenses, and Changes in Net Position, and Statement of Cash Flows and provides information about the Agency as a whole. The financial statements also include notes that explain some of the information in the statements and provide detailed data.

The Primary unit of the government is the Tracy School Facilities Financing Authority Joint Powers Agency. The Agency does not have any component units.

#### The Statement of Net Position

The focus of the Statement of Net Position includes all assets and liabilities of the Agency using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. This statement combines and consolidates current financial resources with capital assets and long-term obligations. Net position is the difference between assets and liabilities, and are one way to measure the Agency's financial health, or financial position. Over time, increases or decreases in the Agency's net assets are one indicator of whether its financial health is improving or deteriorating.

#### The Statement of Revenues, Expenses and Changes in Net Position

The Statement of Revenues, Expenses, and Changes in Net Position focuses on the costs of the Agency's operational activities, which are supported primarily by repayments from District bonds. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

#### The Statement of Cash Flows

The Statement of Cash Flows provides an analysis of the sources and uses of cash within the operations of the Agency.

# TRACY SCHOOL FACILITIES FINANCING AUTHORITY JPA

## MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2013

### FINANCIAL HIGHLIGHTS OF THE PAST YEAR

The Agency's total assets, liabilities, and net position for the fiscal year ended June 30, 2013 are presented below.

	2013	2012	Change	Percent Change
<b>Assets</b>				
Cash	\$ 1,222,000	\$ 736,729	\$ 485,271	66%
Interest subsidy receivable	423,408	423,408	-	0%
Note receivable from District	15,600,000	16,000,000	(400,000)	-3%
Deferred charges	189,369	203,936	(14,567)	-7%
<b>Total Assets</b>	<b>17,434,777</b>	<b>17,364,073</b>	<b>70,704</b>	<b>0%</b>
<b>Liabilities</b>				
Current liabilities	423,408	423,408	-	0%
Long-term obligations	19,770,000	19,770,000	-	0%
<b>Total Liabilities</b>	<b>20,193,408</b>	<b>20,193,408</b>	<b>-</b>	<b>0%</b>
<b>Net Position</b>				
Restricted	(2,758,631)	(2,829,335)	70,704	-2%
<b>Total Net Position</b>	<b>\$ (2,758,631)</b>	<b>\$ (2,829,335)</b>	<b>\$ 70,704</b>	<b>-2%</b>

The Agency's total revenue and expenditures for the fiscal year ended June 30, 2013, are presented below:

	2013	2012	Change	Percent Change
<b>Revenues</b>				
General revenues:				
Interest revenue	\$ 1,490,178	\$ 1,393,817	\$ 96,361	7%
<b>Total Revenues</b>	<b>1,490,178</b>	<b>1,393,817</b>	<b>96,361</b>	<b>7%</b>
<b>Expenses</b>				
Interest expense	1,016,178	1,045,817	(29,639)	-3%
Amortization of issuance costs	14,567	22,225	(7,658)	-34%
Transfer to District	388,729	-	-	0%
<b>Total Expenses</b>	<b>1,419,474</b>	<b>1,068,042</b>	<b>(29,639)</b>	<b>-3%</b>
<b>Change in Net Position</b>	<b>\$ 70,704</b>	<b>\$ 325,775</b>	<b>\$ 126,000</b>	<b>39%</b>

Qualified School Construction Bonds (QSCB) interest subsidies to be received from the U.S. Treasury are expected to provide the additional funding necessary to repay the QSCB debt.

### LONG TERM DEBT

In May 2011, the Agency issued bonds in the amount of \$19,770,000 that mature on May 1, 2026. \$16 million of the proceeds were used to purchase Measure S bonds from the District and \$3.77 million was deposited into a fund to be used by District Measure S projects.

# **TRACY SCHOOL FACILITIES FINANCING AUTHORITY JPA**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2013**

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### **CONTACTING THE AGENCY FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, students, investors and creditors with a general overview of the Agency's finances and to show the Agency's accountability for the money it receives. If you have questions about this report or need any additional financial information, contact the Associate Superintendent, Business Services, at Tracy Unified School District, 1875 West Lowell Avenue, Tracy, California, 95376, or e-mail at [cgoodall@tusd.net](mailto:cgoodall@tusd.net).

# TRACY SCHOOL FACILITIES FINANCING AUTHORITY JPA

## STATEMENT OF NET POSITION JUNE 30, 2013

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### ASSETS

#### Current Assets

Deposits and investments	\$	1,222,000
Interest receivable		423,408
Total Current Assets		<u>1,645,408</u>

#### Noncurrent Assets

Note receivable		15,600,000
Deferred charges		189,369
Total Noncurrent Assets		<u>15,789,369</u>
Total Assets		<u>17,434,777</u>

### LIABILITIES

Interest payable from long term debt		423,408
Noncurrent portion of long-term obligations		19,770,000
Total Liabilities		<u>20,193,408</u>

### NET POSITION

Restricted for:		
Debt service		(2,758,631)
Total Net Position	\$	<u>(2,758,631)</u>

The accompanying notes are an integral part of these financial statements.

# TRACY SCHOOL FACILITIES FINANCING AUTHORITY JPA

## STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION FOR THE YEAR ENDED JUNE 30, 2013

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### REVENUES

Interest revenue	\$ 1,490,178
Total Revenue	<u>1,490,178</u>

### EXPENSES

Interest expense	1,016,178
Amortization of debt issuance costs	14,567
Transfers to District	<u>388,729</u>
Total Expenses	<u>1,419,474</u>

Change in Net Position	70,704
Net Position, Beginning of Year	<u>(2,829,335)</u>
Net Position, End of Year	<u><u>\$ (2,758,631)</u></u>

The accompanying notes are an integral part of these financial statements.

# TRACY SCHOOL FACILITIES FINANCING AUTHORITY JPA

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED JUNE 30, 2013

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### CASH FLOWS FROM OPERATING ACTIVITIES

Receipts from District	\$ 874,000
Transfer to District	(388,729)
Net Cash Flows Provided By Operating Activities	<u>485,271</u>

### CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES

Interest paid on capital debt	(1,016,178)
Interest received on capital asset-related debt	<u>1,016,178</u>
Net Cash Flows From Capital Financing Activities	<u>-</u>

### CHANGE IN CASH AND CASH EQUIVALENTS

### CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR

### CASH AND CASH EQUIVALENTS, END OF YEAR

485,271

736,729

\$ 1,222,000

### RECONCILIATION OF NET OPERATING INCOME TO NET

### CASH FLOWS FROM OPERATING ACTIVITIES

Operating Income	\$ <u>70,704</u>
Adjustments to Reconcile Operating Income to Net Flows from Operating Activities:	
Amortization expense	14,567
Changes in Assets and Liabilities:	
Accounts receivables, net	<u>400,000</u>
Total Adjustments	<u>414,567</u>
Net Cash Flows Provided By Operating Activities	<u>\$ 485,271</u>

The accompanying notes are an integral part of these financial statements.

# TRACY SCHOOL FACILITIES FINANCING AUTHORITY JPA

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2013

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### NOTE 1 – DESCRIPTION OF AGENCY

The Tracy School Facilities Financing Authority Joint Powers Agency (Agency) was created pursuant to a Joint Exercise of Powers Agreement (the Agreement), dated April 1, 2011, between the Tracy Unified School District (District) and the California Municipal Finance Authority (CMFA).

The purpose of the Agency includes but is not limited to, the issuance of bonds for any purpose or activity permitted under Articles 1, 2 and 4 of Chapter 5 of Division 7 of Title I of the Government Code of the State of California, or any other applicable law, for the benefit of the Tracy Unified School District. The financial position and results of operations of the services are reflected in the funds of the joint powers authority. Under California law and the Agreement, the Agency is a public entity separate and apart from the parties to the Agreement and the debts, liabilities and obligations of the Agency are not the debts, liabilities or obligations of CMFA, the District or any representatives of CMFA or the District.

The Agency is deemed to be a component unit of the Tracy Unified School District, although it is a legally separate entity. The governing board of the Agency is appointed by the District. The Agency provides services entirely to the District. The Agency is fiscally responsible for its own operation, major financing arrangements and contracts. Tracy Unified School District manages the financial records and monitors the Agency's financial activities.

### NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Basis of Presentation - Fund Accounting

All activities of the Agency are presented as proprietary funds. The Agency's financial statements are presented on the accrual basis of accounting. Under this method income is recognized when earned, expenses are recorded when incurred.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principle ongoing operations. All revenues and expenses not meeting these definitions are reported as nonoperating revenues and expenses.

#### Cash and Cash Equivalents

The Agency's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

#### Investments

Investments held at June 30, 2013, with original maturities greater than one year are stated at fair value. Fair value is estimated based on quoted market prices at year-end. All investments not required to be reported at fair value are stated at cost or amortized cost.

# TRACY SCHOOL FACILITIES FINANCING AUTHORITY JPA

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2013

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### Deferred Issue Costs

The Agency has capitalized deferred issue costs associated with bond issues. The deferred issue costs are being amortized over the term of the respective bonds using the straight line method.

### Net Position

In accordance with generally accepted governmental accounting standards, a statement of net position, a statement of revenues and expenses and changes in net position, and a statement of cash flow are presented. Net position can be classified into restricted and unrestricted. These classifications are defined as follows:

Restricted – This component of net position consists of constraints placed on asset use through external constraints imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.

Unrestricted – This component of net position consists of amounts that do not meet the “restricted”, or “invested in capital assets, net of related debt definitions.

When both restricted and unrestricted resources are available for use, it is the Agency’s policy to use restricted funds first, then unrestricted resources as they are needed.

### Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

### New Accounting Pronouncements

In March 2012, the GASB issued Statement No. 65, *Items Previously Reported as Assets and Liabilities*. This Statement establishes accounting and financial reporting standards that reclassify, as deferred outflows of resources or deferred inflows of resources, certain items that were previously reported as assets and liabilities and recognizes, as outflows of resources or inflows of resources, certain items that were previously reported as assets and liabilities.

Concepts Statement No. 4, *Elements of Financial Statements*, introduced and defined the elements included in financial statements, including deferred outflows of resources and deferred inflows of resources. In addition, Concepts Statement 4 provides that reporting a deferred outflow of resources or a deferred inflow of resources should be limited to those instances identified by the Board in authoritative pronouncements that are established after applicable due process. Prior to the issuance of this Statement, only two such pronouncements have been issued. Statement No. 53, *Accounting and Financial Reporting for Derivative Instruments*, requires the reporting of a deferred outflow of resources or a deferred inflow of resources for the changes in fair value of hedging derivative instruments, and Statement No. 60, *Accounting and Financial Reporting for Service Concession Arrangements*, requires a deferred inflow of resources to be reported by a transferor government in a qualifying service concession arrangement. This Statement amends the financial statement element classification of certain items previously reported as assets and liabilities to be consistent with the definitions in Concepts Statement 4. This Statement also provides other financial reporting guidance related to the impact of the financial statement elements deferred outflows of resources and deferred inflows of resources, such as changes in the determination of the major fund calculations and limiting the use of the term *deferred* in financial statement presentations.



# TRACY SCHOOL FACILITIES FINANCING AUTHORITY JPA

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2013

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The provisions of this Statement are effective for financial statements for periods beginning after December 15, 2013. Early implementation is encouraged.

### NOTE 3 – DEPOSITS AND INVESTMENTS

#### Summary of Deposits and Investments

The Bank of New York Mellon acting as a fiscal agent on behalf of the Agency held all cash and investments from long term debt issuances. Deposits and investments as of June 30, 2013, consists of \$1,222,000 of cash held by Bank of New York Mellon.

#### Policies and Practices

The Agency is authorized under California Government Code to make direct investments in local agency bonds, notes, or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies; certificates of participation, obligations with first priority security; and collateralized mortgage obligations. Investments of debt proceeds held by bond trustees are further governed by the provisions of the debt agreements.

#### Custodial Credit Risk - Deposits

This is the risk that in the event of a bank failure, the Agency's deposits may not be returned to it. The Agency does not have a policy for custodial credit risk for deposits. However, the California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law. The market value of the pledged securities in the collateral pool must equal at least 110 percent of the total amount deposited by the public agency. California law also allows financial institutions to secure public deposits by pledging first trust deed mortgage notes having a value of 150 percent of the secured public deposits and letters of credit issued by the Federal Home Loan Bank of San Francisco having a value of 105 percent of the secured deposits. As of June 30, 2013, the Agency was not exposed to custodial credit risk.

# TRACY SCHOOL FACILITIES FINANCING AUTHORITY JPA

## NOTES TO FINANCIAL STATEMENTS

**JUNE 30, 2013**

### NOTE 4 – RECEIVABLE FROM DISTRICT

Receivables at June 30, 2013, consisted of bond payments to be received from the Tracy Unified School District as follows:

Fiscal Year	Principal	Interest to Maturity	Total
2014	\$ 497,000	\$ 460,545	\$ 957,545
2015	535,000	445,065	980,065
2016	578,000	428,370	1,006,370
2017	630,000	410,250	1,040,250
2018	687,000	390,495	1,077,495
2019-2023	4,743,000	1,574,355	6,317,355
2024-2028	7,930,000	564,690	8,494,690
Total	<u>\$ 15,600,000</u>	<u>\$ 4,273,770</u>	<u>\$ 19,873,770</u>

### NOTE 5 – LONG TERM DEBT

On May 10, 2011, the Agency issued \$19,770,000 of Qualified School Construction Bonds. The bonds were issued to provide funds to purchase bonds from the District.

#### Summary

The changes in the Agency's long-term obligations during the year consisted of the following:

Issue Date	Maturity Date	Interest Rate	Original Issue	Bonds Outstanding July 1, 2012	Issued	Redeemed	Bonds Outstanding June 30, 2013
5/10/11	8/1/2026	5.14%	<u>\$ 19,770,000</u>	<u>\$ 19,770,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 19,770,000</u>

Fiscal Year	Principal	Interest to Maturity	Total
2014	\$ -	\$ 1,016,178	\$ 1,016,178
2015	-	1,016,178	1,016,178
2016	1,055,000	989,065	2,044,065
2017	1,110,000	933,424	2,043,424
2018	1,175,000	874,700	2,049,700
2019-2023	6,865,000	3,376,852	10,241,852
2024-2028	9,565,000	1,151,681	10,716,681
Total	<u>\$ 19,770,000</u>	<u>\$ 9,358,077</u>	<u>\$ 29,128,077</u>

# **TRACY SCHOOL FACILITIES FINANCING AUTHORITY JPA**

## **NOTES TO FINANCIAL STATEMENTS**

**JUNE 30, 2013**

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### **NOTE 6 – NET POSITION**

The net position deficit is the result of the transfer of \$19.7 million of funds to the District in exchange for a repayment agreement in the amount of \$16 million, plus interest. The principal and interest received from the district will be used to pay the principal on the Agency's debt. The interest on the Agency debt will be covered by an interest subsidy from the government, and is expected to result in no interest cost to the Agency.

### **NOTE 7 - COMMITMENTS AND CONTINGENCIES**

#### **Grants**

The Agency receives financial assistance from Federal agencies in the form of Qualified School Construction Bonds (QSCB). The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and are subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the general fund or other applicable funds. A condition of the QCSB funds is that the proceeds must be spent within three years. In the opinion of management, any such disallowed claims will not have a material adverse effect on the overall financial position of the Agency at June 30, 2013.

#### **Services Provided By Others**

The Tracy Unified School District provides general accounting services and computer processing services for transactions and financial reports on behalf of the Agency.

#### **Litigation**

The Agency is not currently a party to any legal proceedings.

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*INDEPENDENT AUDITORS' REPORTS*

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VAVRINEK, TRINE, DAY  
& COMPANY, LLP  
*Certified Public Accountants*

VALUE THE DIFFERENCE

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Governing Board  
Tracy School Facilities Financing Authority JPA  
Tracy, California

We have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States the financial statements of Tracy School Facilities Financing Authority JPA as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise Tracy School Facilities Financing Authority JPA's basic financial statements and have issued our report thereon dated January 31, 2014.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered Tracy School Facilities Financing Authority JPA's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Tracy School Facilities Financing Authority JPA's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. . A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Tracy School Facilities Financing Authority JPA's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the Agency's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Vavrinek, Trine, Day & Co LLP

Pleasanton, California  
January 31, 2014

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*SCHEDULE OF FINDINGS AND QUESTIONED COSTS*

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**TRACY SCHOOL FACILITIES FINANCING AUTHORITY JPA**

**FINANCIAL STATEMENT FINDINGS  
FOR THE YEAR ENDED JUNE 30, 2013**

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None reported.



**TRACY SCHOOL FACILITIES FINANCING AUTHORITY JPA**

**SUMMARY OF PRIOR YEAR FINANCIAL STATEMENT FINDINGS  
FOR THE YEAR ENDED JUNE 30, 2013**

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None reported.



# BUSINESS SERVICES MEMORANDUM

**TO:** Dr. James C. Franco, Superintendent  
**FROM:** Dr. Casey Goodall, Associate Superintendent of Business Services  
**DATE:** February 1, 2014  
**SUBJECT:** **Adopt Resolution No. 13-20 Ordering Bond Election In School Facilities Improvement District No. 3, Setting Forth The Specifications Thereof, And Requesting The Board Of Supervisors To Consolidate Said Bond Election To Be Held In Said School Facilities Improvement District On June 3, 2014**

**BACKGROUND:** On October 22, 2013, the Board received a report on the conditions of facilities and on the viability of a general obligation bond to modernize and improve facilities. The Facilities Condition Assessment, prepared by RGM and Associates, assessed the needs of all schools within the District to determine the scope and cost of achieving a safe, equitable, and a standard learning environment for all students and staff within the District. The assessment was designed as a planning tool and outlines TUSD's most critical needs and evaluates the health and safety, structural and infrastructure improvements needed at the District's schools. The assessment was also used to develop recommendations for financing critical improvements as they are needed to maintain and improve school facilities.

As the Board continues to move forward with pursuing a bond measure, Bill Madison, Bond Counselor with the firm Jones Hall has prepared a Resolution Ordering a Bond Election including the Tax Rate Statement and Project List.

**RATIONALE:** District staff met with community groups, parents, principals and staff in order to determine whether there is support for continued efforts to renovate/modernize the District's oldest schools as well as improve the most critical needs at all of the District's school sites. A Resolution Ordering the Election is necessary at this time to move forward with a Proposition 39 Bond Measure requiring 55% voter approval on the June 3, 2014 general election ballot.

**FUNDING:** No funding necessary.

**TIMING:** Upon adoption a copy of this Resolution will be sent to the San Joaquin County Superintendent of School, the Registrar of Voters and the San Joaquin County Clerk of the Board of Supervisors. The County deadline for submitting a bond measure for the June 3, 2014 election is March 7, 2014.

**RECOMMENDATIONS:** Adopt Resolution No. 13-20 Ordering Bond Election In School Facilities Improvement District No. 3, Setting Forth The Specifications Thereof, And Requesting The Board Of Supervisors To Consolidate Said Bond Election To Be Held In Said School Facilities Improvement District On June 3, 2014.

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



**TRACY UNIFIED SCHOOL DISTRICT  
RESOLUTION NO. 13-20**

**RESOLUTION ORDERING BOND ELECTION IN SCHOOL FACILITIES IMPROVEMENT  
DISTRICT NO. 3, SETTING FORTH THE SPECIFICATIONS THEREOF, AND  
REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE SAID BOND  
ELECTION TO BE HELD IN SAID SCHOOL FACILITIES IMPROVEMENT DISTRICT ON  
JUNE 3, 2014**

**WHEREAS**, School Facilities Improvement District No. 3 (“Improvement District No. 3”) of the Tracy Unified School District (the “District”) was duly formed pursuant to Education Code sections 15320-27 (the “Act”);

**WHEREAS**, in connection with the formation of Improvement District No. 3, the Board of Trustees of the District (the “Board”) adopted a Resolution entitled “A Resolution of the Board of Trustees of the Tracy Unified School District Ordering Formation of School Facilities Improvement District No. 3 of the Tracy Unified School District” on April 8, 2008 (the “Resolution of Formation”); and

**WHEREAS**, the Resolution of Formation contained a description of the specific improvements to be financed through the issuance of bonds of the District secured by property taxes to be levied in Improvement District No. 3, and the estimated costs of such improvements, as required by the Act, and the Board wishes to amend the Resolution of Formation, as permitted by Section 15326.5 of the Act, to amend the description of improvements to be financed with bonds of the District secured by property taxes to be levied in Improvement District No. 3, to add thereto the improvements described herein, and their estimated costs, as further described herein; and

**WHEREAS**, the Board is specifically authorized to order elections for the purpose of submitting to the electors of Improvement District No. 3 the question whether the bonds of the District secured by property taxes to be levied in Improvement District No. 3 shall be issued and sold for specified purposes pursuant to Education Code section 15340 *et seq.*;

**WHEREAS**, as a result of the approval of Proposition 39 on November 7, 2000, Article XIII A Section 1 paragraph (b) of the California Constitution (“Article XIII A”) provides an exception to the limit on *ad valorem* property taxes on real property for bonded indebtedness incurred by a school facilities improvement district approved by fifty-five percent (55%) of the voters of the school facilities improvement district voting on the proposition; and

**WHEREAS**, the Board is specifically authorized, upon approval by a two-thirds vote of the Board, to pursue the authorization and issuance of bonds by a fifty-five percent (55%) vote of the electorate in Improvement District No. 3 on the question whether bonds of the District secured by property taxes to be levied in Improvement District No. 3 shall be issued and sold for specified purposes, pursuant to Education Code Section 15264 *et seq.* and 15300 *et seq.* (together, the “Bond Law”);

NOW THEREFORE, BE IT RESOLVED THAT THE FOLLOWING ORDER OF ELECTION IS HEREBY ADOPTED:

**Section 1. Call for Election.** It is, in the judgment of the Board, advisable to call an election and submit to the electors of Improvement District No. 3 the question of whether bonds of the District secured by property taxes to be levied in Improvement District No. 3 shall be issued and sold for the purpose of raising money in the amount and for the purposes specified in the Resolution of Formation, as herein amended. This Resolution constitutes the order of the District to call such election.

**Section 2. Election Date.** The date of the election shall be June 3, 2014, and the election shall be held solely within the boundaries of Improvement District No. 3.

**Section 3. Purpose of Election; Ballot Proposition.** The purpose of the election shall be for the voters in Improvement District No. 3 to vote on a proposition, a full copy of which is attached hereto and marked Exhibit "A", containing the question of whether the District shall issue the Bonds for the purposes stated therein, together with the accountability requirements of Article XIII A and the requirements of Section 15272 of the Bond Law. As required by Elections Code Section 13247, the abbreviated form of the measure to appear on the ballot is attached hereto and marked as Exhibit "B". The Superintendent or his designee is hereby authorized and directed to make any changes to the text of the proposition as required to conform to any requirements of Article XIII A, the Bond Law or the San Joaquin County Registrar of Voters.

**Section 4. Authority for Election.** The authority for ordering the election is contained in Section 15340 and Section 15264 *et. seq.* of the Education Code and Section I paragraph (b) subsection (3) of Article XIII A. The authority for the specification of this election order is contained in Section 5322 of the Education Code.

**Section 5. Amendment of Resolution of Formation.** The Resolution of Formation is hereby amended to: (1) add the Improvements described herein to the list of Improvements listed in the Resolution of Formation; and (2) add to the estimated costs of the Improvements set forth in Section 3 of the Resolution of Formation the estimated cost of the Improvements described herein (\$82,000,000).

**Section 6. Evaluation of Safety, Class Size Reduction and Information Technology Needs.** As required by Article XIII A, the Board hereby certifies that it has evaluated safety, class size reduction and information technology needs in developing the list of school facility projects set forth on Exhibit A.

**Section 7. Covenants of the Board upon Approval of the Bonds by the Electorate.** As required by Article XIII A and Section 15278 of the Bond Law, in the event fifty-five percent (55%) of the voters in Improvement District No. 3 approve of the Bonds, the Board shall:

- (1) conduct an annual, independent performance audit to ensure that the Bond funds have been expended only on the projects listed in Exhibit A;
- (2) conduct an annual, independent financial audit of the proceeds from the sale of the Bonds until all of those proceeds have been expended for the school facility projects listed in Exhibit A; and
- (3) establish and appoint members to an independent citizens' oversight committee in accordance with Sections 15278, 15280 and 15282 of the Bond Law.

**Section 8. Delivery of this Resolution.** The Clerk of the Board is hereby directed to send a copy of this Resolution to the Superintendent of Schools, the Registrar of Voters and the Clerk of the Board of Supervisors for San Joaquin County.

**Section 9. Consolidation of Election.** The Registrar of Voters and the Board of Supervisors for San Joaquin County are hereby requested to consolidate the election ordered hereby with any and all other elections to be held on June 3, 2014, within Improvement District No. 3.

**Section 10. Ballot Arguments; Tax Rate Statement.** Any and all members of this Board are hereby authorized to act as an author of any ballot argument prepared in connection with the election, including a rebuttal argument. The Superintendent, President of the Board, or their designees, are hereby authorized to execute the Tax Rate Statement that is required to be prepared in connection with the ballot for the Bond election, and to perform all acts necessary to place the bond measure on the ballot.

**Section 11. Government Code Accountability Measures.** As required by Section 53410 and following of the California Government Code, the Board covenants to comply with the reporting requirements contained in Section 53411 of the Government Code. Specifically, the Board covenants to apply the Bond proceeds only to the specific purposes stated in the ballot measure, to cause the creation of accounts into which bond proceeds shall be deposited, and to cause the preparation of an annual report pursuant to Government Code Sections 53410 and 53411 regarding the amount of funds collected and expended, as well as the status of the projects listed in the Ballot Proposition, as required by Sections 53410 and 53411 of the Government Code.

**Section 12. Effective Date.** This resolution shall take effect on and after its adoption.

\* \* \* \* \*

**APPROVED, PASSED AND ADOPTED** this 11th day of February, 2014 by the Board of Trustees of the Tracy Unified School District, by the following vote.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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**President**  
**Board of Trustees**  
**Tracy Unified School District**  
**San Joaquin County, California**

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**Clerk**  
**Board of Trustees**  
**Tracy Unified School District**  
**San Joaquin County, California**

**EXHIBIT A**  
**BALLOT MEASURE**  
**FULL TEXT OF MEASURE**

**INTRODUCTION**

“To continue the renovation and modernization of Tracy schools by upgrading older classrooms, libraries and computer labs, replacing leaking and deteriorating roofs, updating heating, plumbing and electrical systems and improving school safety and security, shall Tracy Unified School District be authorized to issue \$82,000,000 in bonds for School Facilities Improvement District No. 3, at legal interest rates, with all expenditures monitored by an Independent Citizens’ Oversight Committee and no funds spent on administrators?”

**BOND AUTHORIZATION**

By approval of this measure by at least 55 percent of the registered voters voting on the measure, Tracy Unified School District will be authorized to issue and sell bonds of up to \$82 million in aggregate principal amount secured by property taxes to be levied in School Facilities Improvement District No. 3 at interest rates below the legal limit and to provide financing for the specific school facilities projects listed in the Bond Project List described below, subject to all the accountability requirements specified below.

**ACCOUNTABILITY REQUIREMENTS**

The following information is included in this ballot measure as required pursuant to Article XIII A, Section 1(b)(3), of the State Constitution and the Strict Accountability in Local School Construction Bonds Act of 2000 (codified at Education Code Sections 15264 and following.)

**Use of Bond Proceeds.** Proceeds from the sale of bonds authorized by this measure shall be used only for the acquisition, construction, reconstruction and/or rehabilitation of school facilities, including the furnishing and equipping of school facilities, and not for any other purpose, including teacher and administrator salaries and other school operating expenses.

**Identification of Needs.** The School Board has identified detailed facilities needs of School Facilities Improvement District No. 3 and has determined which projects to finance from a local bond at this time as described in the Bond Project List shown below. The School Board hereby certifies that it has evaluated safety, class size reduction, enrollment growth, and information technology needs in developing the Bond Project List.

**Performance Audits.** The School Board shall conduct an annual, independent performance audit to ensure that the bond proceeds have been expended only on the school facilities projects listed below.

**Financial Audits.** The School Board shall conduct an annual, independent financial audit of the bond proceeds until all of those proceeds have been spent for the school facilities projects listed below.

**Independent Citizens’ Oversight Committee.** The School Board shall establish an Independent Citizens’ Oversight Committee, under Education Code Sections 15278 and following, to ensure bond proceeds are expended only on the school facilities projects listed below. The committee will be

established within 60 days of the date when the results of the election appear in the minutes of the School Board.

**Government Code Accountability Requirements.** As required by Section 53410 of the Government Code: (1) the specific purpose of the bonds is set forth in this Full Text of the Measure, (2) the proceeds from the sale of the bonds will be used only for the purposes specified in this Measure, and not for any other purpose, (3) the proceeds of the bonds, when and if issued, will be deposited into a building fund to be held by the San Joaquin County Treasurer, as required by the California Education Code, and (4) the Superintendent of the District shall cause an annual report to be filed with the Governing Board of the District, which report shall contain pertinent information regarding the amount of funds collected and expended, as well as the status of the projects listed in this Measure, as required by Sections 53410 and 53411 of the Government Code.

### **BOND PROJECT LIST**

The Bond Project List shown below is a part of the ballot measure and must be reproduced in any official document required to contain the full statement of the bond measure.

The Tracy Unified School District will use bond funds to address the most critical facility needs of the schools in School Facility Improvement District No. 3. Projects will include providing up-to-date classrooms and facilities, replacing old underground water sewer and gas lines, and replacing old and inefficient electrical, lighting, heating, plumbing and ventilation systems where needed. In addition, all schools need to improve student access to computers and instructional technology as well as ongoing funding for the repair and renovations to keep the schools safe and secure.

Bond funds will be used in combination with any other funds received by the District for such purpose. The District will use bond funds for the following School Facility Improvement No. 3 projects. All district schools in School Facility Improvement District No. 3 will be modernized to approach the same standards.

#### **The District schools and facilities, all located in Tracy, include:**

Bohn Elementary School, 350 E. Mt Diablo Avenue,  
Central Elementary School, 1370 Parker Avenue,  
Clover School, 51 E. Beverly Place,  
Duncan-Russell Continuation High School, 164 W. Grant Line Road,  
Freiler School, 2421 W. Lowell Avenue,  
Hirsch Elementary School, 1280 Dove Drive,  
Institute for Global Commerce & Government, 1904 N. Corral Hollow Road,  
Jacobson Elementary School, 1750 W. Kavanagh Avenue,  
Kelly School, 535 Mabel Josephine Drive,  
Kimball High School, 3200 Jaguar Run,  
McKinley Elementary School, 800 W. Carlton Way,  
Monte Vista Middle School, 751 W. Lowell Avenue,  
North School, 2820 Holly Drive,  
Poet-Christian School, 1701 S. Central Avenue,  
South/West Park Elementary School, 501 Mt. Oso Road,  
Stein High School, 650 W. 10<sup>th</sup> Street,  
S.T.E.P.S., 650 W. 10<sup>th</sup> Street,  
Tracy Adult School, 1895 W. Lowell Avenue,  
Tracy High School, 315 E. 11<sup>th</sup> Street,  
Villalovoz Elementary School, 1550 Cypress Drive,  
West High School, 1775 W. Lowell Avenue,



Williams Middle School, 1600 Tennis Lane, and  
Willow Community Day School, 164 W. Grant Line Road.

**School Bond Renovation and Modernization Projects include:**

- Renovating classrooms to create comparable classrooms throughout the District
- Replacing inefficient energy systems, including new windows, lighting.
- Replacing old underground utilities including gas, water and sewer lines.
- Fixing or replacing roofs.
- Installing solar panels to reduce energy costs.
- Improving seismic safety.
- Replacing old heating, ventilation, electrical and plumbing systems.
- Improving student access to computers and technology.
- Updating and improving school safety and security.
- Making necessary repairs and renovations at all district sites.
- Building new computer labs and/or update existing labs.
- Building new libraries and /or update existing libraries.
- Removing hazardous materials, such as asbestos, lead, etc., where necessary.
- Addressing unforeseen conditions revealed by construction/modernization (such as plumbing or gas line breaks, dry rot, seismic, structural, etc.).
- Painting the interior and exterior of buildings.
- Repairing and replacing damaged and uneven paving and concrete.
- Providing classroom furniture and equipment as needed.
- Renovating playgrounds and adding play structures to improve student safety.
- Upgrading utilities and other building systems to improve energy efficiency.
- Replacing portables with permanent classrooms.

**Other School District Projects**

- Improvements required to comply with existing building codes, including the Field Act, and access requirements of the Americans with Disabilities Act.
- Necessary site preparation/restoration in connection with new construction, renovation or remodeling, or installation or removal of re-locatable classrooms, including removing, replacing, or installing irrigation, utility lines (such as gas lines, water lines, electrical lines, sewer lines, and communication lines), trees and landscaping.
- Rental or construction of storage facilities and other space on an interim basis, as needed to accommodate construction materials, equipment, and personnel, and interim classrooms (including re-locatable classrooms) for students and school functions or other storage for classroom materials displaced during construction.
- All work necessary and incidental to specific projects described above, including demolition of existing structures.

The District will pursue additional State Bond matching funds based on eligibility and availability. The District will also pursue all available local joint-use funds, developer fees, or federal funds available for any high school construction and improvements. The order in which school facilities projects are listed does not suggest an order of priority and the District is unable to anticipate all unforeseen circumstances which may prevent some of the projects listed above from being undertaken or completed.



## EXHIBIT B

### BALLOT MEASURE

(ABBREVIATED FORM)\*

“To continue the renovation and modernization of Tracy schools by upgrading older classrooms, libraries and computer labs, replacing leaking and deteriorating roofs, updating heating, plumbing and electrical systems and improving school safety and security, shall Tracy Unified School District be authorized to issue \$82,000,000 in bonds for School Facilities Improvement District No. 3, at legal interest rates, with all expenditures monitored by an Independent Citizens’ Oversight Committee and no funds spent on administrators?”

Bonds—Yes

Bonds—No

\*Limited to 75 words

Tracy Unified School District  
Measure \_\_\_\_  
School Facilities Improvement District 3

June 3, 2014

**Tax Rate Statement**

An election will be held within the boundaries of School Facilities Improvement District No. 3 of the Tracy Unified School District (the "School Facilities Improvement District") on June 3, 2014 to authorize the sale of up to \$82,000,000 in bonds of the School Facilities Improvement District to finance facilities as described in the proposition. If the bonds are approved, the Tracy Unified School District (the "School District") expects to sell the bonds in multiple series. Principal and interest on the bonds will be payable from the proceeds of tax levies made upon the taxable property located only within the School Facilities Improvement District. The following information is provided in compliance with Sections 9400-9404 of the California Elections Code.

1. The best estimate of the tax rate which would be required to be levied to fund this bond issue during the first fiscal year after the sale of the first series of bonds, based on estimated assessed valuations available at the time of filing of this statement, is 5.0 cents per \$100 (\$50 per \$100,000) of assessed valuation in fiscal year 2014-15.
2. The best estimate of the tax rate which would be required to be levied to fund this bond issue during the first fiscal year after the sale of the last series of bonds, based on estimated assessed valuations available at the time of filing of this statement, is 5.0 cents per \$100 (\$50 per \$100,000) of assessed valuation in fiscal year 2018-19.
3. The best estimate of the highest tax rate which would be required to be levied to fund this bond issue, based on estimated assessed valuations available at the time of filing of this statement, is 5.0 cents per \$100 (\$50 per \$100,000) of assessed valuation in fiscal year 2018-19.

Voters should note that the estimated tax rate is based on the ASSESSED VALUE of taxable property on the County of San Joaquin's official tax rolls, not on the property's market value. Property owners should consult their own property tax bills to determine their property's assessed value and any applicable tax exemptions.

Attention of all voters is directed to the fact that the foregoing information is based upon the School District's projections and estimates only, which are not binding upon the School District. The actual tax rates and the years in which they will apply may vary from those presently estimated, due to variations from these estimates in the timing of bond sales, the amount of bonds sold and market interest rates at the time of each sale, and actual assessed valuations over the term of repayment of the bonds. The dates of sale and the amount of bonds sold at any given time will be determined by the School District based on need for construction funds and other factors. The actual interest rates at which the bonds will be sold will depend on the bond market at the time of each sale. Actual future assessed valuation will depend upon the amount and value of taxable property within the School Facilities Improvement District as determined by the County Assessor in the annual assessment and the equalization process.

Signed: \_\_\_\_\_  
James Franco, Superintendent

Dated: February 11, 2014



# EDUCATIONAL SERVICES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** Dr. Sheila Harrison, Assistant Superintendent for Educational Services  
**DATE:** January 30, 2014  
**SUBJECT:** Consider the Charter Renewal for the Tracy Learning Center's Millennium High School

**BACKGROUND:** On January 28, 2014, a public hearing was held for the Tracy Learning Center's application for renewal of the Millennium High School Charter. Staff, parents and students provided input to the Board at the public hearing. The California Education Code requires that the Board of Trustees render a final decision on the renewal application within 60 days of the date of submission of the charter application. The Board of Trustees may approve a charter renewal application if they are satisfied that the charter is consistent with the requirements set forth in the Tracy Unified School District's Charter School Board Policy 0420.4, Administrative Regulation 0420.4 and the Charter School Provisions of the California Education Code, 47607.

**RATIONALE:** Millennium High School's current charter will end on June 30, 2014. Millennium High School has submitted the charter request for a 5-year renewal per Education Code 47607. Tracy Unified School District staff and legal counsel have extensively reviewed Millennium High School's renewal application to determine if it meets the guidelines and criteria set forth in the Charter School Provisions of the California Education Code, 47607; Tracy Unified School District Board Policy 0420.4 and Administrative Regulation 0420.4.

Millennium High School renewal application was reviewed to determine if it met the requirements of current charter school laws and regulations.

It is the finding of the District staff and legal counsel that the charter renewal application inadequately addresses the above mentioned guidelines and criteria. Therefore, the District staff and legal counsel recommend that the Tracy Unified School District Board of Trustees approve with conditions, the Millennium High School Charter renewal for a five (5) year period beginning July 1, 2014 - June 30, 2019. (See attached documents: Charter Petition, Conditions for Approval, Memorandum of Understanding)

**FUNDING:** Not applicable.

**RECOMMENDATION:** Approve with Conditions, the Charter Renewal for the Tracy Learning Center's Millennium High School

**Prepared by:** Linda Dopp, Director of Alternative Programs



# HUMAN RESOURCES MEMORANDUM

**TO:** Dr. James Franco, Superintendent  
**FROM:** Dr. Sheila Harrison, Assistant Superintendent of Educational Services and Human Resources  
**DATE:** January 31, 2014  
**SUBJECT:** Approve Student Internship Agreement with CalState TEACH

**BACKGROUND:** The Tracy Unified School District currently employs interns through a number of colleges and universities. This has aided the District in increasing the number of candidates that are available for a variety of teaching/administrative positions within the District. CalState TEACH is a multiple subject credential program of the California State University. It offers an intern as well as a student teaching option and is managed through regional centers located on the following CSU campuses: Fresno, Fullerton, Los Angeles and Monterey Bay. A contract with CalState TEACH will expand options for meeting staffing needs.

**RATIONALE:** By adding the CalState TEACH Intern Program, the District will expand its pool of applicants for teaching positions. This agenda item meets Strategic Goal #7: Develop and utilize partnerships to achieve District goals.

**FUNDING:** There is no cost to the District.

**RECOMMENDATION:** Approve Student Internship Agreement with CalState TEACH.

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



TERMS OF AGREEMENT  
PUBLIC SCHOOL DISTRICTS

Field Experience Participant / Student Teaching

CalStateTEACH and the Tracy Unified School District

**About CalStateTEACH:** CalStateTEACH is a multiple subject credential program of the California State University. Its goal is to prepare creative, collaborative and reflective teachers for California's future. It offers an Intern as well as a Student Teaching option and is managed through Regional Centers located on the following CSU campuses: Fresno, Fullerton, Los Angeles and Monterey Bay.

**Purpose of the Agreement:**

To engage the Tracy Unified School District and CalStateTEACH in a partnership to provide support for the preparation of CalStateTEACH candidates in the District. This partnership will be concentrated in the activities of three individuals: the CalStateTEACH Field Experience Participant / Student Teacher, the faculty representative of the CSU, hereinafter referred to as the assigned Faculty, and a mentor teacher from the School, hereinafter referred to as the Cooperating Teacher or Master Teacher. CalStateTEACH does not demand or require any exclusive arrangement with the District. The District is obligated only to provide appropriate support for the CalStateTEACH credential candidate and staff to reach the common goal of placing fully credentialed teachers in California classrooms.

**Overview of this Agreement:**

CalStateTEACH agrees to provide multiple subjects coursework, student professional liability insurance, and university supervision for each participating candidate, and the District agrees to provide them with a faculty mentor and appropriate support.

**CalStateTEACH agrees to do the following:**

1. Give highest priority in admissions to qualified applicants whom the District may ultimately wish to offer position(s) as a Multiple Subjects teacher(s).
2. Provide candidates with student professional liability insurance through the CSU Student Professional Liability Insurance Program which shall cover general liability, professional liability, and educator's errors & omissions liability. More information about the insurance policy can be found at <http://bfa.sdsu.edu/prosrvc/pdf/splip.pdf>.
3. Ensure that candidates hold a current Certificate of Clearance and appropriate medical clearance.
4. Cooperate to the fullest extent possible to assist the School and District to reach its goals of providing quality educational experiences for its students by conducting all activities with respect to preparing candidates in an unobtrusive, efficient, and supportive manner.
5. Provide a subject-matter competence evaluation of the applicant's transcripts, an on-line diagnostic to determine candidates' subject matter preparation or candidates' readiness to pass CSET.
6. Provide assistance to all candidates who are not yet subject matter qualified to reach subject matter competence.
7. Provide each candidate with a high quality program of study which integrates program assignments with the candidate's classroom teaching.
8. Establish a Central Advisory Board for the CalStateTEACH program and encourage the District to participate on the Board.



9. Provide each candidate with an assigned Faculty member who will make regular visits to the classroom, evaluate lessons and give specific feedback, confer with the principal and staff as needed, and act as program advisor.
10. Provide orientation materials and training to both the school cooperating or master teacher and the principal.
11. Communicate regularly with the principal and the school cooperating or master teacher, as well as provide the opportunity for them to give feedback on any aspect of the program and staff.
12. Provide an on-going, faculty-facilitated online forum for all candidates in the group, with regular opportunities for discussion, problem solving, peer interaction and access to the assigned Faculty member.
13. Assist District candidates in processes related to enrollment, financial aid, and ultimately a preliminary credential application.

**The School and District agree to do the following:**

1. Nominate a fully credentialed teacher with at least 3 years teaching experience and authorization to work with English learners to serve as a cooperating or master teacher for each participating candidate. This should be a current elementary teacher in the School.
2. Ensure that cooperating or master teachers have sufficient opportunity to observe, coach and guide the candidate.
3. Upon the request of the assigned Faculty, assure the participation of the school principal in specific CalStateTEACH candidate progress reviews or evaluations.
4. Provide additional resources (such as staff development, exemplary classroom observations, additional mentoring) as needed to promote the success of candidates in difficult assignments.
5. Ensure that each candidate has access to technological resources available at the school site.

**Assurances:**

The Tracy Unified School District shall defend, indemnify, and hold the Board of Trustees of the California State University, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the School District, its officers, employees or agents.

The Board of Trustees of the California State University shall defend, indemnify, and hold the School District, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of CSU, its officers, employees or agents.

\_\_\_\_\_  
Signature of School Principal, District Superintendent,  
or Authorized Representative

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of the CalStateTEACH Regional Director

\_\_\_\_\_  
Date Signed

## STUDENT PROFESSIONAL LIABILITY INSURANCE PROGRAM (SPLIP)

### Coverage Summary

*This is a "claims- made" policy. Coverage is only provided for claims which are both: (1) first made against the Insured during the Policy Period; and (2) reported to the Carrier as soon as practicable, but not later than 3 years after the Policy Period. Coverage is only provided for claims arising from Professional Services which are rendered or Incidents which occurred during the Policy Period.*

*Named Insured:* The California State University (CSU), all campuses

*Carrier:* Lloyd's, London

*Policy #:* B0621PTRU00713001

*Coverage Period:* July 1, 2013 to July 1, 2014

*Insureds:* California State University (CSU)  
All campuses of the CSU  
Employees, Faculty, Staff of the CSU  
CSU Students enrolled in Nursing, Allied Health, Social Work, or  
Education credential programs of the CSU.

\*Enrolled Students mean students who are enrolled and in good standing while completing an internship and registered/enrolled in a course that requires the internship experience, including academic breaks during the policy period. Enrolled Students also include students who have not received a letter grade in a course (e.g., assigned an "Incomplete"), but remain registered for that course until the Incomplete objectives are met, but for no more than one (1) year from the granting of the Incomplete.

#### NOTES:

1. Students enrolled in Nursing, Allied Health, Social Work, or Education credential programs of the CSU who also perform community service or volunteer work for academic credit are covered by this Student Professional Liability Insurance Program (SPLIP) at no additional premium.
2. Other CSU students performing community service or volunteer work for academic credit and students enrolled in radio, television or film academic programs of the CSU are separately covered by the Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP). Please refer to SAFECLIP summary for details.

This summary of the policy terms is provided for information only. It does not convey any rights upon the insurance nor alter its condition for coverage. Please refer to the actual policy for full disclosure of the policy terms.



<i>Additional Insureds:</i>	Any affiliate institution to whom the Named Insured is obligated by written agreement to provide such coverage as is afforded by this policy.
<i>Coverage:</i>	A. General Liability B. Professional Liability C. Educator's Errors & Omissions Liability
<i>Cost:</i>	\$20.00 per student in Nursing, Allied Health, Social Work, or Education  This flat rate is non-refundable, and is not subject to a prorate premium return if student is enrolled for less than one year.
<i>Coverage Limits:</i>	\$2,000,000 each Loss \$4,000,000 Aggregate for all Covered Parties, and not per student.
<i>Member's Deductible:</i>	None
<i>Description:</i>	Covers General Liability and Professional Liability of CSU students enrolled in a Health Profession practicum, Social Welfare program, Social Work program, or Education Credential program of the CSU who are required by a host institution to obtain general liability and/or professional liability insurance for participation in the institution's affiliation program.
<i>Coverage Extensions:</i>	1. <b>Legal Representation:</b> defense cost included for covered claims. 2. <b>Personal Injury Liability:</b> protects up to the Coverage Limits against covered claims arising from charges of privacy violation, libel, slander, assault & battery, and other alleged personal injuries. 3. <b>School Grievance/ Academic Disciplinary Hearings:</b> reimburses for expenses incurred for defense of a school grievance or academic disciplinary hearing or proceeding; \$5,000 per proceeding; \$100,000 aggregate.

**NOTES:**

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A Public Entity Joint Powers Authority

c/o Alliant Insurance Services, Inc. • 100 Pine Street, 11th Floor, San Francisco, CA 94111-5101 • Phone: 415-403-1400 Fax: 415-874-4810



*Coverage  
Extensions (cont'd):*

4. **Damage to Property of Others:** for damage caused accidentally by a Covered Party to the property of others at your location; \$5,000 per incident; \$100,000 aggregate.
5. **Assault Coverage:** covers your medical expenses or reimburses you for damage to your property if you are assaulted at your location; \$5,000 per incident; \$100,000 aggregate.
6. **Medical Payments:** reimbursement of medical expenses to others injured on your location; \$5,000 per incident; \$100,000 aggregate.
7. **First Aid Expenses:** for expenses you incur in rendering first aid to others; \$5,000 per defendant; \$100,000 aggregate.  
**Defendant Expense Benefit:** reimburses you for lost wages and other expenses incurred when you attend a required trial, hearing or proceeding as a defendant in a covered claim: \$5,000 per defendant; \$100,000 aggregate.

*No Exclusion for:*

Sexual Harassment, Abuse or Molestation  
Corporal Punishment

*Claims/Incident  
Reporting:*

Enrolled Student shall immediately provide written notice of any incident which may result in a claim under this policy to:

Office of Systemwide Risk Management  
The California State University  
Office of the Chancellor  
401 Golden Shore Blvd., 5<sup>th</sup> Floor  
Long Beach, CA 90802-4210

Phone: 562-951-4580  
Fax: 562-951-4859

**NOTES:**

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**COVERED PROFESSIONS, including but not limited to:**  
**NURSING PROFESSIONS**

Case Manager  
 Geriatric Nursing Assistant  
 Nurses Aide - Facility Setting  
 Nurses Aide - In-home Setting  
 Nursing Assistant - Facility Setting  
 Nursing Assistant - In-home Setting  
 Home Health Aide  
 LPN/LVN  
 Nurse - Anesthetists  
 Nurse - Midwives  
 Registered Nurse

Nurse Practitioner:  
 Geriatric/Adult/Family Planning-GYN  
 OB-GYN/Acute Critical Care OB-GYN  
 Pediatric/Neonatal/Family Practice/Acute Care  
 Psychiatric

**ALLIED HEALTH PROFESSIONS**

Art Therapist  
 Athletic Trainer  
 Audiologist  
 Blood Bank Technician  
 Bio-Medical Technician  
 Cardiographic Technician  
 Cardiology Technician  
 Case Manager  
 Certified Laboratory Technician  
 Certified Medical Assistant  
 Certified Occupational Therapy Assistant  
 Chiropractic Assistant  
 Circulation Technician  
 Clinical Laboratory Technician  
 Community Health Assistant  
 Community Health Technician  
 Corrective Therapist  
 Dance Therapist  
 Dental Hygienist  
 Diagnostic Medical Sonographer  
 Dialysis Technician  
 Dietitian  
 EEG (Electroencephalogram) Technician  
 EKG (Electrocardiogram) Technician

Electrologist  
 EMT- Paramedic  
 EMT- Basic/Intermediate  
 EMT- Volunteer  
 Enterostomal Therapist  
 Exercise Physiologist  
 Health Educator  
 Histologic Technician  
 Hospital Pharmacy Technician  
 Kinesiologist/Kinesiotherapist  
 Laboratory Aide  
 Massage Therapist  
 Medical Assistant  
 Medical Laboratory Technician  
 Medical Records Administrator  
 Medical Records Technician  
 Medical Technician  
 Medical Technician Assistant  
 Mental Retardation Worker  
 Music Therapist  
 Nuclear Medical Technician  
 Nutritionist  
 Occupational Therapist  
 Occupational Therapist Assistant

**NOTES:**

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### ALLIED HEALTH PROFESSIONS (cont.)

Optometry Assistant/Technician	Rehabilitation Assistant
Orthopedic Assistant	Rehabilitation Therapist
Pedorthist	Respiratory Care Practitioner
Perfusionist	Respiratory Care Provider
Personal Trainer	Respiratory Therapist
Pharmacist	Respiratory Therapist Technician
Pharmacist Technician	Speech Hearing Therapist
Physical Therapist	Speech Language Pathologist
Physical Therapist Assistant	Sports Medicine Instructor
Physician Assistant Podiatric Assistant	Sports Medicine Therapist
Psychologist	Surgical Technician
Radiation Therapist	Vascular Technologists
Radiological Technician	X-Ray Machine Operator
Recreation Therapist	

### SOCIAL WORK / SOCIAL WELFARE PROFESSIONS

Alcohol/Drug Counselor	Licensed Professional Counselor
Bodywork Counselor	Life Coach Counselor
Career Counselor	Marriage/Family Counselor
Case Manager	Mental Health Counselor
Clinical Counselor	Pastoral Counselor
Counselor Educator	Psychological Counselor
Forensic Counselor	Rehabilitation Counselor
Genetic Counselor	Social Worker
Licensed Professional Clinical Counselor	

### EDUCATION / TEACHING PROFESSIONS

<u>School Administration:</u>	<u>Educational Instruction:</u>
Admittance	Career Guidance
Desegregation	Guidance Counseling
Enrollment	School Counselor
Expulsion	Student Consumerism
Extracurricular Activities	Teaching Assistants
Integration	

#### NOTES:

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