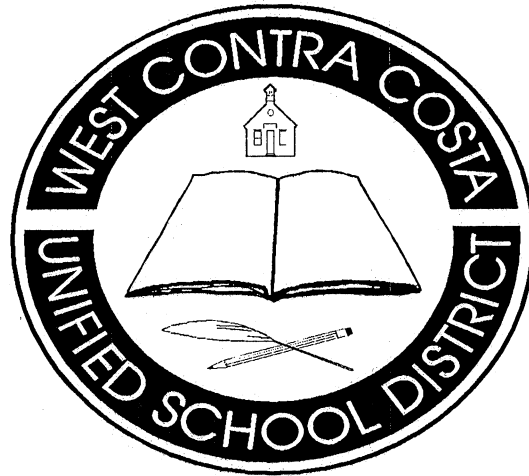


**WEST CONTRA COSTA
UNIFIED SCHOOL DISTRICT**

BOARD OF TRUSTEES

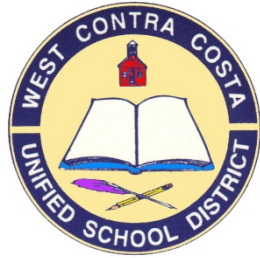


MISSION STATEMENT

We provide the highest quality education to enable all students to make positive life choices, strengthen our community, and successfully participate in a diverse and global society.

We provide excellent learning and teaching experiences; safe, student-centered learning environments; and support for all students and employees. We develop and maintain productive community partnerships and individual and collective accountability.

**MEETING OF
March 21, 2012**



**DeJean Middle School
Multipurpose Room
3400 Macdonald Ave.
Richmond, CA 94805**

**SPECIAL JOINT MEETING AGENDA
West Contra Costa Unified School District
And San Pablo City Council**

**Wednesday, March 21, 2012
6:30 – 8:00 PM**

President

Charles Ramsey

Mayor

Cecilia Valdez

Boardmembers

Madeline Kronenberg
Antonio Medrano
Elaine Merriweather
Tony Thurmond

Councilmembers

Leonard R. McNeil, Vice Mayor
Genoveva Garcia Calloway
Paul V. Morris

Superintendent

Bruce Harter

City Manager

Matt Rodriguez

**SPECIAL JOINT MEETING OF THE WEST CONTRA COSTA
UNIFIED SCHOOL DISTRICT BOARD /
SAN PABLO CITY COUNCIL**

6:30 p.m.

A. ROLL CALL

B. PUBLIC COMMENT

C. STUDY SESSION

C-1. Presentations in Recognition of César Chávez Day

C-2. Report on programs and services provided to schools and youth by the City of San Pablo

C-3. Bond Program in San Pablo and the City's use of school facilities

C-4. Partnership Opportunities

C-5. June 2012 Ballot Measures

D. ADJOURNMENT

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
1108 Bissell Avenue

Richmond, California 94801-3135
Office of Superintendent of Schools

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: March 21, 2012

From: Nia Rashidchi, Assistant Superintendent

Agenda Item: Joint Meeting C-1.

Subject: Presentations in Recognition of César Chávez Day

Background Information: César Chávez is known for his great leadership in bringing social justice to California's migrant farm workers and providing a model of solving problems through non-violent, democratic actions and a life of service to others.

Student performances will celebrate the life of Mr. Chávez.

Recommendation: For Information Only

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
MEETING AGENDA
MARCH 21, 2012**

BOARD AGENDA PACKETS AND INFORMATION:

Complete Board meeting packets are available for review at the Administration Building, the District's six high schools, and at public libraries throughout West County.

Complete Board agendas and packets are available online at: www.wccusd.net.

Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection in the District office located at 1108 Bissell Avenue, Richmond, CA 94801 during normal business hours. In addition, such writings and documents may be posted on the District's website as noted above.

VIEWING THE BOARD MEETINGS:

Television:

Live television broadcast of regularly scheduled Board meetings is available by the City of Pinole on PCTV Channel 26/28, the City of Richmond KCRT Channel 28 and the City of Hercules Cable Channel 28. Please check the city websites for local listings of broadcast schedules.

You may also find the complete meeting available on a tape-delay basis through the Richmond City Web Page at: <http://www.kcrt.com> within a few days of the recording date.

Audio tapes of Board meetings are kept on file at the Administration Building, 1108 Bissell Avenue, Richmond, CA 94801 (510-231-1101).

The Board of Education would like to acknowledge Comcast, the cities of Pinole and Richmond, and WCCUSD staff for their generosity and efforts in helping to televise WCCUSD Board of Education meetings.

ATTENDING BOARD MEETINGS:

The public is warmly invited to attend and participate in all WCCUSD Board of Education meetings.

Location: **LOVONYA DEJEAN MIDDLE SCHOOL
3400 MACDONALD AVENUE
RICHMOND, CA 94805**

Time: The **Board of Education's Open Session meeting will begin at 6:30 PM.** The Board will convene at **5:45 PM** in the Multi-Purpose Room to receive comments from anyone wishing to address the Board regarding closed session items (Exhibit A). The Board will then adjourn to closed session and reconvene in open session to address the special Joint Meeting with the San Pablo City Council at 6:30 PM. The Board will adjourn and reconvene at 7:30 PM to address the regular agenda (Exhibits B-G).

Order of Business: **ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE**

Special Accommodations: Upon written request to the District, disability-related modifications or accommodations, including auxiliary aids or services, will be provided. Please contact the Superintendent's Office at 510-231-1101 at least 48 hours in advance of meetings.

"of children be more careful than anything."
e.e. cummings

B. OPENING PROCEDURES

- B.1 Pledge of Allegiance**
- B.2 Welcome and Meeting Procedures**
- B.3 Roll Call**
- B.4 Presentation of Student Board Representative from Pinole Valley High School**
- B.5 Report/Ratification of Closed Session**
- * **B.6 Agenda Review and Adoption (Public Comment)**
- * **B.7 Minutes: March 7, 2012**

C. BUSINESS ITEMS

CONSENT ITEMS (Routine Matters)

Consent Calendar Items designated by “CI” are considered routine and will be enacted, approved and adopted by one motion, unless a request for removal, discussion or explanation is received from any Board member or member of the public in attendance. Items the Board pulls for discussion or explanation will be addressed following Section E.

***CI C.1 Grants/Awards/Agreements**

Comment:

Formal action is requested from the Board of Education to accept the grants/awards/agreements as detailed, dated March 21, 2012.

Recommendation:

Recommend Approval

Fiscal Impact:

As noted per grants summary

***CI C.2 Acceptance of Donations**

Comment:

The District has received donations as summarized, dated March 21, 2012. The estimated values for any non-cash donations are provided by the donor. Staff recommends acceptance of these donations.

Recommendation:

Recommend approval

Fiscal Impact:

As noted per donations summary

***CI C.3 Approval of Fund-Raising Activities**

Comment:

The planned fund-raising events for the 2011-12 school year are summarized, dated March 21, 2012.

Recommendation:
Recommend Approval

Fiscal Impact:
Additional revenue for schools

***CI C.4 Summary of Payroll and Vendor Warrant Reports**

Comment:
The summaries of Payroll and Vendor Warrants issued during the month of February, 2012 are provided.

Total of payroll warrants (February 2012):	\$ 8,666,775
Total of vendor warrants (February 2012):	\$24,373,461

Recommendation:
Recommend approval of the payroll and vendor warrant reports

Fiscal Impact:
As noted above

***CI C.5 Notification of Claims Approval and Settlement Payments**

Comment:
The District has received a claim regarding a student matter. The District's risk management firm has investigated this claim and is requesting the School Board to ratify the authorized settlement payment.

Recommendation:
Ratify the authorized approval of claim and payment

Fiscal Impact:
Self-Insurance Program \$25,000

***CI C.6 Certificated Provisional Internship Permit (PIP) Request(s)**

Comment:
The Provisional Internship Permit (PIP) was created in response to the phasing out of emergency permits and became effective on July 1, 2005. It allows an employing agency to hire an individual who has not yet met the subject matter competence requirement needed to enter an internship program. Prior to requesting a PIP, the employing agency must verify that a diligent search has been made, and a fully credentialed teacher cannot be found. The PIP is issued for one (1) year and is renewable one time only provided the teacher has taken all appropriate subject matter examinations, but has not yet passed those tests.

Recommendation:
Recommend Approval

Fiscal Impact:
None

***CI C.7 Approval of School Calendar for 2012-2013**

Comment:

All four labor groups (Local One, SSA, UTR and WCCAA) met and conferred about the school calendar. The proposed calendar for 2012-2013 is provided.

Recommendation:

Recommend Approval

Fiscal Impact:

None

***CI C.8 De Anza Single Plan for Student Achievement (SPSA)**

Comment:

The Single Plan for Student Achievement serves as a vehicle for communicating information about a school's vision, initiatives to improve academic achievement, as well as a description of how supplemental categorical funds from the Consolidated Application are used to support these efforts. School plans describe legally-mandated requirements and comprehensive programmatic information that includes:

- a description of how parents are involved in the school program;
- Adequate Yearly Progress (AYP) data analysis and assessment of student learning;
- an action plan for improving student achievement and closing the achievement gap;
- a plan to improve attendance; and
- a plan to promote a safe, welcoming and disciplined learning environment.
- Title I Parent Involvement Policy (as needed for Title I schools)
- Requirements to meet Title I School-wide program elements (as needed for existing and newly identified School-wide programs)

Training and support are provided to assist schools in using the template, analyzing data and completing the SPSA. The plans are developed and approved by the School Site Councils (SSCs). All District school plans are available for review on the District website and at the Educational Services Department located at the Vista Campus.

Recommendation:

Recommend Approval

Fiscal Impact:

Categorical Revenue

***CI C.9 Updated Physical Education Board Policy 6142.7**

Comment:

The current Physical Education Board Policy 6142.7 was approved by the Board on June 7, 2007. The following updated Board Policy makes the District compliant with new state rules and regulations. Highlighted areas represent the text that was updated.

Recommendation:

That the Board approve revisions to Board Policy 6142.7

Fiscal Impact:

None

***CI C.10 Resolution No. 95-1112: Day of Recognition for César Chávez March 31, 2012**

Comment:

This resolution is in recognition of César Chávez for his great leadership in bringing social justice to California's migrant farm workers, providing a model of solving problems through non-violent, democratic actions and a life of service to others.

Recommendation:

For Information Only

Fiscal Impact:

None

***CI C.11 Students from Kennedy are attending the Oregon Shakespeare Festival-April 20-22, 2012**

Comment:

Twenty-three students from Kennedy High School's ACET and IT Academies are attending the Oregon Shakespeare Festival from April 20 through April 22, 2012. They will attend the Medea/Macbeth/Cinderella play. Students will attend workshops on stage and lighting design and also tour Southern Oregon University where they are staying during the trip.

Recommendation:

Recommend Approval

Fiscal Impact:

\$7215.00 paid by Kennedy High's CPA ACET and IT accounts

***CI C.12 Students from Stewart Middle School will go to Washington D.C. May 28-June 3, 2012**

Comment:

The seventh and eighth grade students in the History Club at Stewart will visit various historical sites in Washington D.C. to gain a further understanding of the foundations of the American political system.

Recommendation:

Recommend Approval

Fiscal Impact:

Paid by parent donations

***CI C.13 Ratification and Approval of Engineering Services Contracts**

Comment:

Contracts have been initiated by staff using previously qualified consulting, engineering, architectural, or landscape architectural firms to assist in completion of the referenced projects. Many of the firms are already under contract and the staff-initiated work may be an extension of the firm's existing contract with the District. Public contracting laws have been followed in initially qualifying and selecting these professionals.

Recommendation:

Ratify negotiated Change Orders as noted

Fiscal Impact:

Total for this action: \$ 384,698. Funding sources as noted.

***CI C.14 Ratification and Approval of Negotiated Change Orders**

Comment:

Staff is seeking ratification of Change Orders on the following current District construction projects: Hercules MS/HS Solar/Photovoltaic Panel System Installation and Dover ES New School Increment 2. Change Orders are fully executed by the District upon signature by the Superintendent's designee. Board ratification is the final step required under state law in order to complete payment and contract adjustment.

Recommendation:

Ratify negotiated Change Orders as noted

Fiscal Impact:

Total ratification and approval by this action: \$50,926.00

***CI C.15 Citizens' Bond Oversight Committee (CBOC) Appointment: Tim Bañuelos appointed by City of Pinole**

Comment:

Mr. Tim Bañuelos has served one term as the appointee of the City of Pinole. The City of Pinole Council has forwarded a recommendation that Mr. Tim Bañuelos be reappointed for an additional two (2) year term.

Recommendation:

Approve appointment as noted

Fiscal Impact:

None

***CI C.16 Citizens' Bond Oversight Committee (CBOC) Appointment: Kris Hunt representing Taxpayers' Organization**

Comment:

Prop. 39 Administrative Regulations, governing the Citizens' Bond Oversight Committee, requires a member of a taxpayer group on the CBOC. The Taxpayers' Organization position on the District's Citizens' Bond Oversight Committee is currently vacant. The Association recommends the appointment of Kris Hunt, Executive Director of the Contra Costa Taxpayer's Association.

Recommendation:

Approve appointment as noted

Fiscal Impact:

None

***CI C.17 Citizens' Bond Oversight Committee (CBOC) Appointment: Kristin Rosecrans appointed by Trustee Thurmond**

Comment:

Under Prop. 39 Administrative Regulations, governing the Citizens' Bond Oversight Committee, a CBOC member is appointed by each school board member. Board member Thurmond's current appointment is vacant.

Mr. Thurmond has recommended Kristin Rosecrans be appointed to the Citizens' Bond Oversight Committee.

Recommendation:

Approve appointment as noted

Fiscal Impact:

None

***CI C.18 Citizens' Bond Oversight Committee (CBOC) Appointment: Tim Warner appointed by Trustee Kronenberg**

Comment:

Under Prop. 39 Administrative Regulations, governing the Citizens' Bond Oversight Committee, a CBOC member is appointed by each school board member. Board member Kronenberg's current appointment will become vacant upon the completion of Don Gosney's service of two consecutive terms.

Ms. Kronenberg has recommended Tim Warner be appointed to the Citizens' Bond Oversight Committee.

Recommendation:

Approve appointment as noted

Fiscal Impact:

None

***CI C.19 Annual Performance Audit of District Bond Program**

Comment:

The District is required to complete an annual independent Performance Audit of the Bond. Total School Solutions has completed the audit and will present the report to the board for acceptance. The Citizen Bond Oversight Committee recommended at their meeting on March 14, 2012, that the Performance Audit be presented to the Board of Education. The performance audit report can be viewed on the WCCUSD website and at the District Office, located at 1108 Bissell Avenue, Richmond, CA.

Recommendation:

Accept Annual Performance Audit for 2011, for the year ending June 30, 2011

Fiscal Impact:

None

***CI C.20 Approval of Measure J Program Management Additional Fees**

Comment:

The District's Measure J Bond has been managed by the Seville Group ("SGI"). This company has provided Program Management services which include cost tracking, fiscal controls, network administration, document control, invoice processing, multi-year project budgeting and tracking, bid phase management, contract management, website management, and coordination services of all of the District's construction projects. These program management services are essential to the functioning of the District's Bond Program.

District staff has negotiated a fee for services with a staffing plan prepared by SGI to maintain current levels of service for the Bond Program Management through the end of fiscal year 2011-2012.

Recommendation:

Approve proposed Additional Fees for Measure J Program Management Services by The Seville Group ("SGI").

Fiscal Impact:

Total for this action: \$864,574. Funding source: Measure J Bond contingency.

***CI C.21 Custodial Equipment and Facility Maintenance Purchase Award of Contract for Dover Elementary School, Ford Elementary School, King Elementary School, and Pinole Middle School**

Comment:

The next step in keeping new and newly renovated District facilities in good condition is to provide the custodial and maintenance staff with equipment for proper cleaning and repair of new systems, finishes and materials. The District's Bond project manager worked closely with the Maintenance and Custodial team to develop a list of required new equipment to ensure that the schools are kept in good condition. This equipment package was then packaged into public bid documents and advertised in accordance Public Contract Code requirements.

The District received public bids on the Custodial Equipment Purchases on February 28, 2012. Seven (7) vendors submitted proposals for equipment. The proposals included unit prices for individual pieces of equipment, and in some cases included substitutions from the standard proposed. District staff reviewed and compared all proposals. The following vendor is recommended based upon pricing for noted equipment, including tax and shipping:

<u>Vendor</u>	<u>Equipment</u>	<u>Total Contract this Vendor</u>
Cole Supply Co., Inc.	Hard Floor Care	\$86,054.97
	Carpet Care	\$12,891.23
Nilfisk Advance, Inc.	Advance Exterra Rider Sweeper	\$30,103.34

Recommendation:

Award contract

Fiscal Impact:

\$129,049.54. Will be funded from the Measure J Bond fund.

***CI C.22 Microsoft Services Premier Support License**

Comment:

Microsoft Services Premier Support License is tailored to the District's specific business needs. Microsoft Services Premier Support License brings the knowledge of Microsoft experts directly to the District. This will help to identify and resolve IT issues proactively, while backing the District with direct Microsoft support.

This new Microsoft Services Premier Support License is directly from Microsoft and works with our Volume License and is contracted to a 3rd party vendor (SHI Corp). Microsoft has set a price lock of \$20,965 for 3 years for this service.

Recommendation:

Approve the Microsoft Premier Support three (3) year price lock "Vendor Direct" contract to Microsoft (Current Microsoft Contract & PO expire on 3/31/12).

Fiscal Impact:

\$20,965 per year under a three (3) year price lock. Effective April 1, 2012-March 31, 2015

***CI C.23 Microsoft District Volume License – Microsoft Approved Vendor: SHI International Corp**

Comment:

Microsoft's Enrollment for Education Solutions (EES) is an easy cost-effective way to acquire Microsoft software services under a single subscription enrollment. EES offers benefits such as assured coverage for desktop platform products and District – wide coverage (staff, faculty & students).

Recommendation:

Approve SHI International Corp, as the only, 3rd party authorized vendor for Microsoft Volume License under the CETPA Pricing Contract (Current Microsoft Contract & PO expire on 3/31/12).

Fiscal Impact:

\$115,408.70 per year. (A cost savings of \$10,238.71 per year under the new CETPA Microsoft Approved Vendor Contract); Effective April 1, 2012-March 31, 2013

***CI C.24 Nystrom Elementary School Temporary Campus Award of Contract**

Comment:

The next step in the reconstruction of Nystrom Elementary School is the construction of a temporary campus to house the school during construction. Interactive Resources has prepared plans and specifications for the Nystrom Elementary School Temporary Campus Project. The work for this project includes general construction of all necessary systems and connections to modular buildings. Work includes but is not limited to site excavation and grading, utility distribution, low voltage systems, storm drain connections, irrigation, concrete, concrete paving, fencing installation, and planting and erecting deck systems.

The District engaged in a public bid process for the project. Bids were opened on March 1, 2012. Five contractors submitted bids. They are as follows: Alten Construction, Inc., \$1,753,837; West Bay Builders, Inc., \$1,848,000; Cal-Pacific Construction, Inc., \$2,103,000; Michael Paul Company, Inc., \$2,845,000; Carone & Company, Inc., \$1,801,057, “non-responsive”. Alten Construction, Inc. has withdrawn their bid due to clerical error. The lowest responsive, responsible bidder is West Bay Builders, Inc.

Recommendation:

Award contract to West Bay Builders, Inc.

Fiscal Impact:

\$1,848,000. Funded by the Measure J Bond.

D. AWARDS, RECOGNITIONS, AND REPORTS

*** D.1 Standing Reports**

Representatives of the following committees and employee unions are invited to provide a brief update to the Board. Representatives from these groups need to sign up to speak prior to the beginning of this item on the agenda by submitting a “Request to Address the Board” form. Five minutes may be allowed for each subcommittee or group listed below:

Academic Subcommittee	Safety Committee
Bayside Parent Teacher Association	Select Committee on High Schools
Citizens’ Bond Oversight Committee	Youth Commission
Community Budget Advisory Committee	Public Employees Local 1
Facilities Subcommittee	School Supervisors Association
Ivy League Connection	United Teachers of Richmond
Linked Learning – Multiple Pathways	

E. PUBLIC AND COMMITTEE COMMUNICATIONS

(Education Code 35145.5; Government Code 54950 et seq.)

*** E.1 Superintendent’s Report**

* **E.2 WCCUSD Public Comment**

Members of the public are invited to speak to the Board about any matter that is not otherwise on the agenda and is related to issues affecting public education in the WCCUSD. **Approximately 30 minutes will be allocated for this item.** If there are more requests to speak than can be heard within this time limit, “WCCUSD Public Comment” will continue after Item G. Individuals wishing to speak must submit a “WCCUSD Public Comment” form prior to the beginning of this item on the agenda.

Depending on the number of persons who wish to speak, from one to three minutes will be allocated to each speaker at the discretion of the President of the Board in order to accommodate as many speakers as possible. The Board cannot dialogue on any issues brought before it by the public that have not been previously agendaed, but may refer these to staff for response and/or placement on future agendas.

* **E.3 Request to Address the Board – Sharon Lambie**

F. ACTION ITEMS

* **F.1 Resolution No. 96-1112: Conditionally Approve the Charter Petition for Richmond Charter Academy Middle School**

Comment:

On February 8, 2012, West Contra Costa Unified School District received a charter petition (“Petition”) from Lead Petitioner, Jorge Lopez proposing a charter school to be known as Richmond Charter Academy Middle School (“Charter School”). Petitioners originally submitted a petition to establish the Charter School on November 29, 2011; however it was withdrawn prior to consideration by the District’s Governing Board. Pursuant to the Charter Schools Act of 1992 (the “Act”), Education Code section 47600 *et seq.*, the Legislature has charged local school boards with the responsibility for reviewing and acting on charter school petitions.

The Charter School would be governed by a nonprofit public benefit corporation, but the District would be responsible for oversight of the Charter School. As presented in the Petition, the Charter School expects to serve approximately 75 students in grades 6 and 7 in its first year of operation (2012-2013), increasing to a maximum 175 students at full implementation, in year five (2016-2017).

Petitioners intend the Charter School to serve students from underserved, low-income students in the South Central Richmond areas, in particular, those that would typically attend De Jean Middle School, the established West Contra Costa Unified School District middle school in the South Richmond area. (Petition, p. 18.)

Submission of a charter petition is governed by the requirements of Education Code section 47605 and 47607. Education Code section 47605(b) requires the Board, within 30 days of receiving a petition, to hold a public hearing to consider the level of support for the petition. The board meeting was held March 7, 2012. The petitioner requested that the Board waive his right to a public presentation in accordance to Education Code section 47605(b). The Board honored the petitioner's request.

The Act states that a school district governing board considering whether to grant a charter petition “shall be guided by the intent of the Legislature that charter schools are and should become an integral

part of the California educational system and that establishment of charter schools should be encouraged.” (Ed. Code, § 47605(b).) With this legislative intent in mind, the governing board must grant a charter “if it is satisfied that granting the charter is consistent with sound educational practice.” (Ed. Code, § 47605(b).)

Upon receipt, components of the Petition were assigned to various staff members of the District for review and analysis based on individual areas of expertise. Review of the different components of the charter petition was allocated as follows: Steve Collins, SELPA Director, Lyn Potter, Educational Director, Sonja Neely-Johnson, Coordinator Educational Services, Susan Dunlap, Coordinator EL Services, Nicole Joyner, Administrator, Linda Jackson, Executive Director Emeritus, Pat Calvert, Director Human Relations, Daniela Parasidas, Accounting Director and Legal/Operational, Ed Sklar and Claudia Weaver, Lozano Smith Attorneys at Law.

Staff and legal counsel have reviewed the Petition and prepared the *Staff Written Findings Regarding Richmond Charter Academy Middle School Petition* (“Findings”), which are provided.

The Findings also include Staff’s recommendation to the Board regarding approval or denial of the Petition.

Recommendation:

Staff recommends the Board award a Conditional Approval.

The Board of Education approves the Petition, subject to the complete satisfaction of the Superintendent or his designee, after the following conditions are met within sixty (60) calendar days of the adoption of this resolution:

1. The Charter School shall agree to enter into a Memorandum of Understanding (referred to as the “Operational MOU”), which is mutually acceptable to the Charter School and District, that adequately addresses each of the issues identified in the Staff Findings related to Charter School’s operations.
2. The Charter School shall agree to enter into a Special Education Services Agreement, which is mutually acceptable to the Charter School and District, which adequately addresses each of the issues identified in the Staff Findings related to special education.

Fiscal Impact:

Ongoing loss of student average daily attendance as a result of WCCUSD students attending a new charter school.

* **F.2 Second Interim Report, 2011-12 / Financial Update**

Comment:

The summary of the District’s Second Interim Report for 2011-12, which covers the financial and budgetary status of the District for the period ending January 31, 2012 is provided. The entire report, including state forms, is provided under separate cover and on the District’s website at www.wccusd.net.

Education Code Section 42130 requires school districts to prepare interim financial reports each year. The First Interim Report covers the period ending October 31; the Second Interim Report covers the

period ending January 31. These financial reports are subject to standards and criteria adopted by the State Board of Education to monitor the fiscal stability of local educational agencies.

The District shall certify whether it is able to meet its financial obligations for the current fiscal year and, based on current forecasts, for the two subsequent fiscal years. A positive certification shall be assigned when a district will meet its financial obligations for the current fiscal year and subsequent two fiscal years. A qualified certification shall be assigned when a district may not meet its financial obligations for the current fiscal year and subsequent two fiscal years. A negative certification shall be assigned when a district will be unable to meet its financial obligations for the remainder of the fiscal year.

Recommendation:

Recommend approval of the Second Interim Report for 2011-2012

Fiscal Impact

Positive Budget Certification

G. DISCUSSION ITEMS

*** G.1 Board Policy 6170.1(a) Transitional Kindergarten (TK) – First Read**

Comment:

Per state legislation, each Local Educational Agency (LEA) must have a Board Policy for Transitional Kindergarten. The following Board Policy follows the TK guidelines from the California Department of Education (CDE) and California School Boards Association (CSBA).

Recommendation:

That the Board reviews the TK Board Policy and provides suggestions for revision

Fiscal Impact:

None

H. UNFINISHED REQUESTS TO ADDRESS THE BOARD (continued from Item E)

I. COMMENTS OF THE BOARD OF EDUCATION AND SUPERINTENDENT

J. THE NEXT SCHEDULED BOARD OF EDUCATION MEETING

Lovonya DeJean Middle School – April 4, 2012

K. ADJOURNMENT

At 10:00 PM, any items remaining on the agenda that require immediate attention will be moved to this time. All other items will be tabled to another or the following Board meeting in order to make fair and attentive decisions. The meeting will adjourn at 10:30 PM. The meeting may be extended by a majority vote of the Board of Education.

The public may address items which are marked with an asterisk (*).

A. CLOSED SESSION

A.1 CALL TO ORDER

A.2 DISCLOSURE OF ITEMS TO BE DISCUSSED IN CLOSED SESSION
(Government Code 54957.7)

A.3 RECESS TO CLOSED SESSION AS SCHEDULED

See Exhibit A

(Government Code Section 54954.5)

The **Open Session** will resume at the end of the **Closed Session** in the Multi-Purpose Room at approximately **6:30 PM**.

EXHIBIT A

(Government Code Section 54954.5)

CLOSED SESSION AGENDA

March 21, 2012

- 1. CONFERENCE WITH REAL PROPERTY NEGOTIATOR**
- 2. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION**
[Government Code Section 54956.9(a)]
 - a. WCCUSD v. Orrick
 - b. Srago v. WCCUSD
- 3. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED/POTENTIAL LITIGATION**
[Government Code Section 54956.9(b)]

Four cases
- 4. LIABILITY CLAIMS** (Government Code Section 54956.95)
- 5. CONFERENCE WITH LABOR NEGOTIATORS**
 - a. Superintendent/Dr. Bruce Harter
 - b. Employee Organizations
 - UTR
 - Local One
 - School Supervisors Association
 - WCCAA

- c. Unrepresented Employees
 - Confidential and Management

6. PUBLIC EMPLOYEE APPOINTMENT

7. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)

8. STUDENT DISCIPLINE (Education Code Section 35146)

Expulsions

**9. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT
(Government Code Section 54957)**

Certificated / Classified Employee Dismissal

10. REPORT OF CLOSED SESSION ACTIONS

West Contra Costa Unified School District
1108 Bissell Avenue
Richmond, California 94801
Office of the Superintendent

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: March 21, 2012

From: Wendell C. Greer
Associate Superintendent, K – Adult Operations

Agenda Item: B.4

Subject: Presentation of Student Board Representative from Pinole Valley High School

Background Information:

A Student Board Representative from Pinole Valley High School will attend the Board of Education on March 21, 2012. We would like to recognize and commend their participation.

Recommendation: For Information Only

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

**West Contra Costa Unified School District
Minutes of the Board of Education Meeting
Lovonya DeJean Middle School
3400 Macdonald Avenue
Richmond, CA 94805**

Agenda Item B.7

March 7, 2012

A. CLOSED SESSION

B. OPENING PROCEDURES

President Ramsey called the meeting to order at 5:45 P.M. The Board recessed into Closed Session.
President Ramsey called the Public Session to order at 6:30 P.M.

B.1 Pledge of Allegiance

President Ramsey led the pledge of allegiance.

B.2 Welcome and Meeting Procedures

President Ramsey offered welcome and instructions to the public regarding the meeting.

B.3 Roll Call

Board Members Present: Madeline Kronenberg, Antonio Medrano, Elaine Merriweather, Charles Ramsey, Tony Thurmond

Staff Present: Magdy Abdalla, Director Facilities Construction; Joe Abrego, Executive Director Technology; Pat Calvert, Director Certificated Personnel; Steve Collins, SELPA Director; Bill Fay, Associate Superintendent for Operations; Erin Fleming, Director Classified Personnel; Luis Freese, Executive Director Maintenance and Operations; Sheri Gamba, Associate Superintendent for Business Services; Wendell Greer, Associate Superintendent K-Adult Schools; Bruce Harter, Superintendent; Debbie Haynie, Executive Secretary; Joshua Herrera, Electronics Technician; June Kalfsbeek, Sr. Confidential Secretary; Nia Rashidchi, Assistant Superintendent Education Services; Ann Reinlagen, Assistant Superintendent Human Resources; Reyna Ortiz de Toureil, Translator; Latoya Williams, Principal Gompers Continuation High School

Mr. Thurmond left the dais.

B.4 Presentation of Student Board Representative from Pinole Valley High School

This item was moved to follow F.1.

B.5 Report/Ratification of Closed Session

Superintendent Harter asked the Board to ratify the action taken in Closed Session regarding the March 7, 2012 recommendation to approve expulsion cases #001 - #003 and suspend those expulsions for placement within the West Contra Costa Unified School District.

Motion: Mr. Medrano moved to ratify the action taken in Closed Session regarding the recommendation of March 7, 2012 for expulsion cases #001 - #003. Ms. Kronenberg seconded. Ms. Kronenberg, Mr. Medrano, and President Ramsey voted yes, Ms. Merriweather abstained and Mr. Thurmond was absent from the dais. Motion carried 3-0-1-1.

Administrative Appointment

Superintendent Harter asked the Board to ratify the action taken in Closed Session regarding the appointment of Cheryl Broomall, Interim Coordinator Educational Services.

Motion: Ms. Kronenberg moved to ratify the action taken in Closed Session regarding the administrative appointment of Cheryl Broomall, Interim Coordinator Educational Services. Mr. Medrano seconded. Ms. Kronenberg, Mr. Medrano, and President Ramsey voted yes, Ms. Merriweather abstained and Mr. Thurmond was absent from the dais. Motion carried 3-0-1-1.

Mr. Thurmond returned to the dais.

B.6 Agenda Review and Adoption

President Ramsey requested that the following items be moved up on the agenda; F.1 to follow minutes, Public Comment, and G.1.

MOTION: Mr. Thurmond moved approval of the agenda with the requested changes. Ms. Kronenberg seconded. Ms. Kronenberg, Mr. Medrano, Ms. Merriweather, Mr. Thurmond, Student Representative Theresa Nguyen (advisory vote only), and President Ramsey voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

B.7 Minutes: February 15, 2012

MOTION: Ms. Kronenberg moved approval of the Minutes of February 15, 2012. Mr. Thurmond seconded. Ms. Kronenberg, Mr. Medrano, Ms. Merriweather, Mr. Thurmond, Student Representative Theresa Nguyen (advisory vote only) and President Ramsey voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

F.1 Nystrom Vandalism – Reward for Information

Superintendent Harter spoke about the felony level crimes of vandalism recently committed with damage to be estimated in excess of \$500,000. Rewards have been offered by the Richmond Police Department of \$10,000 and an additional \$2,500 from Congressman George Miller’s office. The recommendation to the Board is to offer an additional \$10,000 reward for information leading to arrest and conviction.

Captain Mark Gagan of the City of Richmond spoke of the extent of the vandalism and the senseless act on a building that has helped to revitalize the neighborhood. He spoke of the gesture of offering the reward to show that the community is working as a team to solve this crime and as an incentive to bring someone forward to speak up.

Public Comment:
None

Board Comment:
Board members discussed the nature of the crime and the ongoing investigation. An anonymous telephone tip line is available at 510-232-TIPS or the police department’s non-emergency number 510-233-1214. The Board expressed appreciation for the police department taking the first steps.

MOTION: Mr. Thurmond moved approval of the Nystrom Vandalism – Reward for Information. Mr. Medrano seconded. A roll call vote was taken with Ms. Kronenberg, Mr. Medrano, Ms. Merriweather, Mr. Thurmond, Student Representative Theresa Nguyen (advisory vote only), and President Ramsey voting yes, with no abstentions and no absences. Motion carried 5-0-0-0.

B.4 Presentation of Student Board Representative from Pinole Valley High School
Theresa Nguyen provided a report of activities at Pinole Valley High School.

E.2 WCCUSD Public Comment
David Moudgil, Andrea Rivera Rosales, Christian Anderson, Albert McKenzie, Yolanda Jimenez, Edgar Rosales, Miya Woodhouse, Debbie Antonio, Joan Gallegos, Marlo Grant, Wanda Lee-Stevens, LeRobb Lee

G.1 Richmond Charter Academy Middle School
Mr. Greer provided information about the charter petition presented to the Board for consideration. He asked for opportunity for public comment. Mr. Jorge Lopez, lead petitioner, was available to address questions.

Public Comment:
Tana Monteiro, Elmer McCormick, Bob Dycus

Board Comment:
None

C. BUSINESS ITEMS

- C.1 Grants/Awards/Agreements**
- C.2 Acceptance of Donations**

- C.3 Approval of Fund-Raising Activities**
- C.4 Adoption of Resolution No. 93-1112 Replacement of Outdated Warrant**
- C.5 Acceptance of Contracts for Placement of Intern and Student Teachers**
- C.6 Resolution No. 92-1112: Women’s History Month – March 2012**
- C.7 Resolution No. 91-1112: Arts in Education Month – March 2012**
- C.8 Resolution No. 94-1112: California Adult Education Week – March 12-16, 2012**
- C.9 Students from Kennedy and Richmond High are visiting the nation’s capitol April 9-13, 2012**
- C.10 Students from Richmond High going to Robotics Regional Tournament, March 6-11, 2012**
- C.11 Contra Costa County Mental Health Memorandum of Understanding**
- C.12 Ratification and Approval of Engineering Services Contracts**

Mr. Thurmond had questions about contractor J. Majors & Associates, LLC. Mr. Fay provided information about this company and community outreach for services to facilitate participation of local vendors and contractors. President Ramsey, Mr. Medrano and Kronenberg also commented.

President Ramsey had questions about the contract amount for RGA Environmental, Inc. for the Nystrom vandalism damage. Mr. Freese responded with information about the condition of the damage. Dr. Harter suggested approving the item with direction to the Superintendent to increase the contract to the appropriate level, bringing it back for Board approval at the March 21 meeting.

MOTION: Mr. Thurmond moved approval of the recommendation to the RGA Environmental, Inc. contract and seeking a more comprehensive review of the damage costs. Mr. Medrano seconded.

President Ramsey spoke about construction extensions at King due to delays. Mr. Fay responded about enforcement of the contract.

- C.13 Ratification and Approval of Negotiated Change Orders**
- C.14 Boiler Replacement Project for the Nutrition Center, 750 Bissell Avenue, Richmond, CA**
- C.15 Soils Removal and Site Work at Gompers/Leadership Public Schools**

Mr. Fay reported that the lowest bidder, WR Forde, has withdrawn its bid due to a mathematical error. The apparent lowest responsive, responsible bidder is Applied Water Recourse and staff recommends award of the contract to Applied Water Resource.

- C.16 E-Rate Funding Year 13 Additional Funding for project upgrades. Board Approved 2/10/10**
- C.17 E-Rate funding Year 15- Contract Award of Vendor upon E-Rate Funding Approval**
- C.18 Letter in Support of AB 1081 - TRUST Act**

Mr. Medrano spoke about immigrant and refugee rights, urging support of this bill.

MOTION: Ms. Kronenberg moved approval of Consent Items C.1 – C.18 with the additional direction regarding the RGA contract. Ms. Merriweather seconded. Ms. Kronenberg, Mr. Medrano, Ms. Merriweather, Mr. Thurmond, Student Representative Theresa Nguyen (advisory vote only) and President Ramsey voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

D. AWARDS, RECOGNITIONS, AND REPORTS

D.1 Budget Report Update

Ms. Gamba provided an update regarding the Governor’s Budget and its “revenue neutral” status.

Public Comment:

None

Board Comment:

None

Student Representative Theresa Nguyen left the meeting for the evening.

D.2 Standing Reports

Ivy League Connection. Don Gosney spoke about scholarships awarded and the number of applicants for the upcoming summer’s program. He provided an update on the number of students interviewed and selected. He also

spoke of the response by the college admissions officers regarding the caliber of students applying to their summer programs. President Ramsey spoke of a Hercules senior's recent admission to Brown University.

Citizens' Bond Oversight Committee. Don Gosney spoke on behalf of Chairperson Robert Studdiford, about the committee's oversight of the budgets, projects, and quality of construction work. The performance audit will be available in the coming weeks and he urged the public to read this important document.

United Teachers of Richmond. Diane Brown spoke about a recent CTA presentation regarding common standards with the next presentation to be held April 17 and invited the Board to attend. She continued with a request regarding monitoring and nurturing the KEYs tool process. She concluded by saying that the Lupine teachers have asked her to deliver their vote of no confidence in the principal.

Linked Learning. Ms. Kronenberg spoke about a recent trip to Sacramento sponsored by the League of Women Voters. The seventy students in attendance were able to present to Superintendent Torlakson and legislators regarding the shifting of the returned QEIA funds into currently unfunded linked learning programs. Senator Loni Hancock responded very positively regarding adding continuation schools into the linked learning programs.

Safety Committee. Mr. Thurmond announced the next meeting planned for March 14, 6:00 PM at Ford Elementary. Agenda topics will include discussion of programs for students dealing with drug and alcohol programs, Saturday school and capturing ADA. The Committee will also look at suspension and expulsion data, vandalism in schools, and amounts paid by cities to support School Resource Officers.

Youth Commission. Mr. Thurmond said the next meeting is planned for March 12, 6:00 PM at the Pinole Round Table Pizza. He said discussion will include the disproportionality in suspensions with students of color at higher rates.

Select Committee on High Schools. President Ramsey said the next meeting will be March 22, at Pinole Valley High where data from El Cerrito suspensions and achievement gap issues will be reviewed to bring back to an April meeting.

Facilities Subcommittee. Mr. Medrano said the next meeting is planned for March 13, 4:00 PM.

Community Budget Advisory Committee. Ms. Gamba said the next meeting will be held at Alvarado Adult School on March 22.

Academic Subcommittee. Ms. Rashidchi said the next meeting will be held March 13, 6:30 PM at Helms Middle School. The agenda includes three schools presenting QEIA closeout reports. Stewart Elementary staff will share the KEYs process used at Stewart.

E. PUBLIC AND COMMITTEE COMMUNICATIONS
(Education Code 35145.5; Government Code 54950 et seq.)

E.1 Superintendent's Report
Superintendent Harter provided a report of activities in the District.

E.2 WCCUSD Public Comment
This item was moved to follow B.4.

F. ACTION ITEMS

F.1 Nystrom Vandalism – Reward for Information
This item was moved to follow tem B.7.

G. DISCUSSION ITEMS

G.1 Richmond Charter Academy Middle School
This item was moved to follow item E.2.

G.2 Project Status Report

Mr. Magdy Abdalla provided a report of construction projects in the District.

Public Comment:

Board Comment:

President Ramsey asked questions about Harding Elementary work. Mr. John Grossmann of the Grossmann Design Group addressed the concerns. Mr. Abdalla also offered further information. President Ramsey continued with questions about the El Cerrito High School roofing water intrusion. Mr. Grossmann responded. Discussion also included the Pinole Middle status of the soccer field. Mr. Jeff Feldman of Powell and Partners spoke about design change requests. Mr. Abdalla spoke about the schedule for completion. Mr. Medrano asked about the Helms site. Mr. Abdalla responded. Mr. Fay spoke about completion of projects.

H. UNFINISHED REQUESTS TO ADDRESS THE BOARD (continued from Item E)
None

I. COMMENTS OF THE BOARD OF EDUCATION AND SUPERINTENDENT

Ms. Kronenberg spoke about recently attending a charter school conference and the opportunity to learn more about the role of charter schools in the state. She will attend the upcoming CABA conference with her Board colleagues to learn more about bilingual education.

Mr. Medrano spoke of attending an upcoming Linked Learning conference in the Central Valley in Porterville. He said the charter school conference was interesting for him to see the mindset of small charter schools. He was impressed with a presentation by an Oakland school regarding the Khan approach to algebra. He spoke about the first parcel tax community meeting and the next one planned for March 17, 7:30 AM at the Local One office. He concluded by distributing information to board members regarding scholarships available for undocumented students.

Mr. Thurmond expressed concerns about disproportionality of student suspensions for minority students. He would like to see this addressed regularly at board meetings and an action plan set in place. President Ramsey responded with information about rounds of meetings at all high schools and bringing back the collected information to the Board at the April 4 meeting. Mr. Thurmond said he would like to look at the issue preliminarily with major details to follow.

Ms. Merriweather said she was impressed with the response to the Transitional Kindergarten parent night. Another meeting will be held in April. She concluded by speaking of her participation in the Read Across America program.

Superintendent Harter announced score of El Cerrito basketball game where the team played in a division playoff game.

President Ramsey recalled the college recruitment of a Richmond High student, Eli Holman, and his recent play in this year's college basketball playoffs.

J. THE NEXT SCHEDULED BOARD OF EDUCATION MEETING
Lovonya DeJean Middle School – March 21, 2012

K. ADJOURNMENT

President Ramsey adjourned the meeting at 8:57 P.M.

Motion vote count order: Yes-No-Abstain-Absent


BH:dh

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
1108 Bissell Avenue
Richmond, California 94801-3135
Office of Superintendent of Schools

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: March 21, 2012

From: Sheri Gamba 
Associate Superintendent Business Services

Agenda Item: CI C.1

Subject: Grants/Awards/Agreements

Background Information: Formal action is requested from the Board of Education to accept the grants/awards/agreements, as detailed on the attached sheet dated March 21, 2012.

Recommendation: Recommend Approval

Fiscal Impact: As noted per grants summary

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

GRANT / AWARD / AGREEMENT NOTIFICATIONS

Project Name	Project Amount for Budget Period	Funding Agency	Comments
CAER - Community Awareness & Emergency Response	\$1,240	Community Awareness & Emergency Response	Technology equipment for De Jean
Resource # 9645	2/29/12 - 6/30/12		
CAER - Community Awareness & Emergency Response	\$1,240	Community Awareness & Emergency Response	Technology equipment for Verde
Resource # 9645	2/29/12 - 6/30/12		
CAER - Community Awareness & Emergency Response	\$1,240	Community Awareness & Emergency Response	Technology Equipment for Grant
Resource # 9645	2/29/12 - 6/30/12		
CAER - Community Awareness & Emergency Response	\$1,240	Community Awareness & Emergency Response	Technology equipment for Richmond High
Resource # 9645	2/29/12 - 6/30/12		
11-12 Federal Preschool Grant - Individuals with Disabilities	\$327,091	California Department of Education - Special Education Division, Grants	Support for the Special Ed Preschool
Resource # 3315	7/1/11 - 9/30/13		PCA # 13430-01
Safe and Supportive Schools Programmatic Intervention	\$625,000	California Department of Education - Coordinated School Health and Safety Office	Safety for De Anza, El Cerrito, Hercules, Kennedy and Richmond High Schools
Resource # 3725	10/1/11 - 9/30/12		PCA # 15164-00
Health Sports Medicine Academy (9009) at De Anza	-\$17,285	California Department of Education - Career and College Transition Division	Reduction in Award amount from The State
Resource # 6385	7/1/11 - 6/30/13		PCA # 54960-01

Information Technology/ Communications Acad (9010) at De Anza	-\$17,285	California Department of Education - Career and College Transition Division	Reduction in Award amount from The State
Resource # 6385	7/1/11 - 6/30/13		PCA # 24960-02
Information Technology and New Media Acad (7020) at El Cerrito	-\$17,285	California Department of Education - Career and College Transition Division	Reduction in Award amount from The State
Resource # 6385	7/1/11 - 6/30/13		PCA # 24960-03
Media Academy (9012) at El Cerrito	-\$17,285	California Department of Education - Career and College Transition Division	Reduction in Award amount from The State
Resource # 6385	7/1/11 - 6/30/13		CPA # 24960-04
Academy of Hospitality/ International Tourism Hospitality Industry (11053) at Hercules	-\$8,963	California Department of Education - Career and College Transition Division	Reduction in Award amount from The State
Resource # 6385	7/1/11 - 6/30/13		PCA # 24960-05
Law Academy (11050) at Kennedy	-\$8,963	California Department of Education - Career and College Transition Division	Reduction in Award amount from The State
Resource # 6385	7/1/11 - 6/30/13		PCA # 24960-06
ACET - Architect, Constr Engineering and Tech Academy (7029) at Kennedy	-\$17,285	California Department of Education - Career and College Transition Division	Reduction in Award amount from The State
Resource # 6385	7/1/11 - 6/30/13		PCA # 24960-07
Info Tech Academy (8016) at Kennedy	-\$17,285	California Department of Education - Career and College Transition Division	Reduction in Award amount from The State
Resource # 6385	7/1/11 - 6/30/13		CPA # 24960-08

Visual/Performing Arts Academy (11051) at Pinole Valley	-\$8,963	California Department of Education - Career and College Transition Division	Reduction in Award amount from The State
Resource # 6385	7/1/11 - 6/30/13		CPA # 24960-09
Law and Justice Academy (8028) at Pinole Valley	-\$17,285	California Department of Education - Career and College Transition Division	Reduction in Award amount from The State
Resource # 6385	7/1/11 - 6/30/13		CPA # 24960-10
Health Academy (9045) at Pinole Valley	-\$17,285	California Department of Education - Career and College Transition Division	Reduction in Award amount from The State
Resource # 6385	7/1/11 - 6/30/13		CPA # 24960-11
Creative and Performing Arts Academy (CAPA) (11052) at Richmond	-\$8,963	California Department of Education - Career and College Transition Division	Reduction in Award amount from The State
Resource # 6385	7/1/11 - 6/30/13		CPA # 24960-12
Law Academy (8029) at Richmond	-\$17,285	California Department of Education - Career and College Transition Division	Reduction in Award amount from The State
Resource # 6385	7/1/11 - 6/30/13		CPA # 24960-13

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
1108 Bissell Avenue
Richmond, California 94801-3135
Office of Superintendent of Schools

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: March 21, 2012

From: Sheri Gamba *SG*
Associate Superintendent Business Services

Agenda Item: CI C.2

Subject: Acceptance of Donations

Background Information: The District has received donations as summarized on the attached sheet dated March 21, 2012. The estimated values for any non-cash donations (as indicated by an asterisk) are those provided by the donor. Staff recommends acceptance of these donations.

Recommendation: Recommend Approval

Fiscal Impact: As noted per donations summary.

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

West Contra Costa Unified School District
 March 21, 2012 Board Meeting

<u>Donor Name</u>	<u>Description or Purpose</u>	<u>Estimated Value</u>	<u>Receiving School or Department</u>
Ms. Stephanie Pardee	Materials and Supplies	\$20.00	Cameron School
Wells Fargo community Support Campaign	Special Administrative Account	\$300.00	Hanna Ranch Elementary
Hanna Ranch Elementary PTA	Special Administrative Account	\$9,131.76	Hanna Ranch Elementary
Lupine Hills Elementary PTA	Materials and Supplies	\$350.00	Lupine Hills Elementary
Mr. & Mrs. Kirit and Pratima Patel	Easymatch Program	\$250.00	Valley View Elementary
TRUIST	Sports Program	\$150.00	Hercules High School
Wells Fargo community Support Campaign	Special Administrative Account	\$49.24	Hercules High School
Wells Fargo community Support Campaign	Special Administrative Account	\$110.00	Hercules High School
Wells Fargo community Support Campaign	Supplies	\$110.00	Hercules High School
Richmond Police Officer Association	Baseball Supplies	\$500.00	Kennedy High School
Ms. Pamala D. Blake	Badminton Supplies	\$50.00	Kennedy High School
Ms. Charlotte Liniger	Close-Up-Going to Washington	\$25.00	Kennedy High School
Ms. Elizabeth Garcia	Softball & Band Supplies	*\$130.00	Pinole Valley High School
Chevron Humankind	Baseball Supplies	\$500.00	Pinole Valley High School
Mr. Christopher Lum	Forensics Supplies	\$25.00	Pinole Valley High School
Mr. Daniel Cabral	Forensics Supplies	\$50.00	Pinole Valley High School
Mencita Dabu Masangkay, D.M.D., Inc	Forensics Supplies	\$50.00	Pinole Valley High School
Victor C. P. Kerenyi	Forensics Supplies	\$25.00	Pinole Valley High School
Herculean Babies Pediatrics	Forensics Supplies	\$25.00	Pinole Valley High School
Aida Q. Torres Tax Services	Forensics Supplies	\$25.00	Pinole Valley High School

*Estimated values for the non-cash donations are provided by the donor
 Donation Précis 032112

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
1108 Bissell Avenue
Richmond, California 94801-3135
Office of Superintendent of Schools

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: March 21, 2012

From: Sheri Gamba *SG*
Associate Superintendent Business Services

Agenda Item: CI C.3

Subject: Approval of Fund-Raising Activities

Background Information: The planned fund-raising events for the 2011-12 school year are summarized on the attached sheet dated March 21, 2012.

Recommendation: Recommend Approval

Fiscal Impact: Additional revenue for schools

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

West Contra Costa Unified School District
 March 21, 2012 Board Meeting

APPROVAL OF FUND-RAISERS

<u>School</u>	<u>Fund-Raising Activity</u>	<u>Activity Sponsor</u>
Harding Elementary	Rummage Sale	Harding PTA
Harding Elementary	Annual Spring Olympics	Harding PTA
Hercules High	Movie Night	Freshmen & History Teacher
Pinole Valley High	Dinner at Kaliente Restaurant	PVHS Class of 2013
Pinole Valley High	Chipotle During Lunch	Mrs. Oda, Mr. Laguillo & Mr. Yap
Pinole Valley High	Sale for Multi Cultural Carnival	PVHS, Mrs. Dibble
Pinole Valley High	Jamba Juice on Multi-Carnival	PVHS, Ms. Tennison
Pinole Valley High	Basketball Game	PVHS, Mrs. Dibble
Pinole Valley High	Ticket Sales for Senior Awards Night	PVHS, Ms. Tennison
Pinole Valley High	Selling Snack Boxes	PVHS, Ms. Hazelwood & Mr. Martin
Pinole Valley High	Ticket Sales for Oakland A's	Oakland A's and Coach Paul
Pinole Valley High	Dinner and Auction	Pear St. Bistro and Coach Paul

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
1108 Bissell Avenue
Richmond, California 94801-3135
Office of Superintendent of Schools

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education **Meeting Date:** March 21, 2012

From: Sheri Gamba, Assoc. Supt., Business Services **Agenda Item:** CI C.4

Subject: Summary of Payroll and Vendor Warrant Reports

Background Information: Attached are the summaries of Payroll and Vendor Warrants issued during the month of February, 2012.

Total of payroll warrants (February 2012): \$ 8,666,775
Total of vendor warrants (February 2012): \$24,373,461

Recommendation: Recommend approval of the payroll and vendor warrant reports

Fiscal Impact: As noted above

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____


Approved _____ Not Approved _____ Tabled _____

West Contra Costa Unified School District

Month of : February 2012

Payrolls	Warrant From	Numbers To	Total Warrants Current	Total Warrants Previous	Total Warrants To Date
Variable	639399	640376	481,277	4,894,299	5,375,576
Regular	640377	641092	1,646,718	10,328,028	11,974,746
Special				180,773	180,773
Variable EFT	330176	331503	537,066	5,978,288	6,515,354
Regular EFT	331504	333757	6,478,168	35,131,229	41,609,397
Special EFT				0	0
Typed	297442	297464	14,034	156,273	170,307
BENEFITS				0	0
Cancelled	Various	Various	(9,212)	(83,322)	(92,534)
Totals			8,666,775	51,691,269	60,358,044

Salary detail is available in the Payroll office upon request.


 Cheryl Lewis, Payroll Supervisor

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT
2011-2012

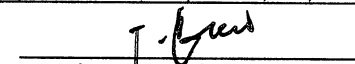
PAYMENT

DATE: February 1, 2012

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FUND#	FUND DESCRIPTION	WARRANT FROM	NUMBERS TO	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	447611	447674	4,034,524	53,301,215	57,335,739
7706	CAFETERIA	447627	447823	183,229	3,456,563	3,639,792
7707	CHILD DEVELOPMENT	447823	447823	1,909	67,078	68,987
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY	447778	447778	477	560,402	560,879
7710	BUILDING	447610	447834	4,327,642	41,252,548	45,580,190
7711	CAPITAL FACILITIES	447762	447762	1,058	570,977	572,035
7712	SELF INSURANCE PROPERTY & LIABILITY	447621	447621	375	2,176,099	2,176,474
7713	STATE SCHOOL LEASE/PURCHASE					0
7714	COUNTY SCHOOL FACILITIES					0
7715	SPECIAL RESERVE FOR NON-CAPITAL OUTLAY					0
7719	CHARTER SCHOOL					0
7725	MRAD					0
7728	DEBT SERVICE					0
7744	RETIREE BENEFITS	447631	447828	5,851	153,502	159,353
7770	ADULT EDUCATION	447667	447826	13,176	106,577	119,753
7785	DEFERRED MAINTENANCE				0	0
7790	BOND INTEREST & REDEMPTN				2,400	2,400
7701	PAYROLL REVOLVING				33,047,753	33,047,753
	TOTALS			8,568,241	134,695,114	143,263,355


Prepared By


Accounting Supervisor

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT
2011-2012

PAYMENT
DATE: February 8, 2012

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FUND#	FUND DESCRIPTION	WARRANT FROM	NUMBERS TO	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	447839	448104	4,306,442	57,335,739	61,642,181
7706	CAFETERIA	447861	448083	99,017	3,639,792	3,738,809
7707	CHILD DEVELOPMENT	447993	447993	2,399	68,987	71,386
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY	448040	448040	3,750	560,879	564,629
7710	BUILDING	447839	448102	2,426,807	45,580,190	48,006,997
7711	CAPITAL FACILITIES	448033	448101	6,682	572,035	578,717
7712	SELF INSURANCE PROPERTY & LIABILITY	448077	448077	22,600	2,176,474	2,199,074
7713	STATE SCHOOL LEASE/PURCHASE				0	0
7714	COUNTY SCHOOL FACILITIES				0	0
7715	SPECIAL RESERVE FOR NON-CAPITAL OUTLAY				0	0
7719	CHARTER SCHOOL				0	0
7725	MRAD				0	0
7728	DEBT SERVICE				0	0
7744	RETIREE BENEFITS				159,353	159,353
7770	ADULT EDUCATION	447883	448039	4,222	119,753	123,975
7785	DEFERRED MAINTENANCE				0	0
7790	BOND INTEREST & REDEMPTN				2,400	2,400
7701	PAYROLL REVOLVING				33,047,753	33,047,753
	TOTALS			6,871,919	143,263,355	150,135,274

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT
2011-2012

PAYMENT

PAGE-3

DATE: February 15, 2012

FUND#	FUND DESCRIPTION	WARRANT FROM	NUMBERS TO	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	448128	448366	770,308	61,642,181	62,412,489
7706	CAFETERIA	448145	448342	292,235	3,738,809	4,031,044
7707	CHILD DEVELOPMENT	448160	448160	68,704	71,386	140,090
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY				564,629	564,629
7710	BUILDING	448132	448368	1,589,088	48,006,997	49,596,085
7711	CAPITAL FACILITIES				578,717	578,717
7712	SELF INSURANCE PROPERTY & LIABILITY	448235	448356	23,189	2,199,074	2,222,263
7713	STATE SCHOOL LEASE/PURCHASE				0	0
7714	COUNTY SCHOOL FACILITIES				0	0
7715	SPECIAL RESERVE FOR NON-CAPITAL OUTLAY				0	0
7719	CHARTER SCHOOL				0	0
7725	MRAD				0	0
7728	DEBT SERVICE				0	0
7744	RETIREE BENEFITS				159,353	159,353
7770	ADULT EDUCATION	448135	448352	3,475	123,975	127,450
7785	DEFERRED MAINTENANCE				0	0
7790	BOND INTEREST & REDEMPNTN				2,400	2,400
7701	PAYROLL REVOLVING				33,047,753	33,047,753
	TOTALS			2,746,999	150,135,274	152,882,273

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT
2011-2012

PAYMENT

PAGE-4

DATE: February 17, 2012

FUND#	FUND DESCRIPTION	WARRANT FROM	NUMBERS TO	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	448369	448445	374,077	62,412,489	62,786,566
7706	CAFETERIA	448374	448437	39,693	4,031,044	4,070,737
7707	CHILD DEVELOPMENT				140,090	140,090
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY				564,629	564,629
7710	BUILDING	448372	448444	324,834	49,596,085	49,920,919
7711	CAPITAL FACILITIES				578,717	578,717
7712	SELF INSURANCE PROPERTY & LIABILITY				2,222,263	2,222,263
7713	STATE SCHOOL LEASE/PURCHASE				0	0
7714	COUNTY SCHOOL FACILITIES				0	0
7715	SPECIAL RESERVE FOR NON-CAPITAL OUTLAY				0	0
7719	CHARTER SCHOOL				0	0
7725	MRAD				0	0
7728	DEBT SERVICE				0	0
7744	RETIREE BENEFITS				159,353	159,353
7770	ADULT EDUCATION	448395	448435	2,763	127,450	130,213
7785	DEFERRED MAINTENANCE				0	0
7790	BOND INTEREST & REDEMPTN				2,400	2,400
7701	PAYROLL REVOLVING				33,047,753	33,047,753
	TOTALS			741,367	152,882,273	153,623,640

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT
2011-2012

PAYMENT

PAGE-5

DATE: February 10, 2012

FUND#	FUND DESCRIPTION	WARRANT FROM	NUMBERS TO	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL				62,786,566	62,786,566
7706	CAFETERIA				4,070,737	4,070,737
7707	CHILD DEVELOPMENT				140,090	140,090
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY				564,629	564,629
7710	BUILDING				49,920,919	49,920,919
7711	CAPITAL FACILITIES				578,717	578,717
7712	SELF INSURANCE PROPERTY & LIABILITY				2,222,263	2,222,263
7713	STATE SCHOOL LEASE/PURCHASE				0	0
7714	COUNTY SCHOOL FACILITIES				0	0
7715	SPECIAL RESERVE FOR NON-CAPITAL OUTLAY				0	0
7719	CHARTER SCHOOL				0	0
7725	MRAD				0	0
7728	DEBT SERVICE				0	0
7744	RETIREE BENEFITS				159,353	159,353
7770	ADULT EDUCATION				130,213	130,213
7785	DEFERRED MAINTENANCE				0	0
7790	BOND INTEREST & REDEMPTN				2,400	2,400
7701	PAYROLL REVOLVING	448105	448126	834,298	33,047,753	33,882,051
	TOTALS			834,298	153,623,640	154,457,938

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT
2011-2012

PAYMENT
DATE: February 29, 2012

PAGE-6

FUND#	FUND DESCRIPTION	WARRANT FROM	NUMBERS TO	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL				62,786,566	62,786,566
7706	CAFETERIA				4,070,737	4,070,737
7707	CHILD DEVELOPMENT				140,090	140,090
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY				564,629	564,629
7710	BUILDING				49,920,919	49,920,919
7711	CAPITAL FACILITIES				578,717	578,717
7712	SELF INSURANCE PROPERTY & LIABILITY				2,222,263	2,222,263
7713	STATE SCHOOL LEASE/PURCHASE				0	0
7714	COUNTY SCHOOL FACILITIES				0	0
7715	SPECIAL RESERVE FOR NON-CAPITAL OUTLAY				0	0
7719	CHARTER SCHOOL				0	0
7725	MRAD				0	0
7728	DEBT SERVICE				0	0
7744	RETIREE BENEFITS				159,353	159,353
7770	ADULT EDUCATION				130,213	130,213
7785	DEFERRED MAINTENANCE				0	0
7790	BOND INTEREST & REDEMPN				2,400	2,400
7701	PAYROLL REVOLVING	448446	448508	4,610,637	33,882,051	38,492,688
	TOTALS			4,610,637	154,457,938	159,068,575

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
1108 Bissell Avenue
Richmond, California 94801-3135
Office of the Superintendent

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Date: March 21, 2012

From: Sheri Gamba *SG*
Associate Superintendent Business Services

Agenda Item: CI C.5

Subject: Notification of Claims Approval and Settlement Payments

Background Information: The District has received a claim regarding a student matter. The District's risk management firm has investigated this claim and is requesting the School Board to ratify the authorized settlement payment.

Recommendation: Ratify the authorized approval of claim and payment.

Fiscal Impact: Self-Insurance Program
\$25,000

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

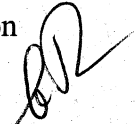
West Contra Costa Unified School District
March 21, 2012

2011-2012 CLAIM SETTLEMENT

<u>Plaintiff</u>	<u>Defendant</u>	<u>Settlement</u>
Student	WCCUSD	\$25,000

West Contra Costa Unified School District
1108 Bissell Avenue
Richmond, California 94801
Office of the Superintendent

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education **Meeting Date:** March 21, 2012
From: Ann Reinlagen,  **Agenda Item:** CI C.6
Assistant Superintendent Human Resources
Subject: Certificated Provisional Internship Permit (PIP) Request(s)

Background Information: The Provisional Internship Permit (PIP) was created in response to the phasing out of emergency permits and became effective on July 1, 2005. It allows an employing agency to hire an individual who has not yet met the subject matter competence requirement needed to enter an internship program. Prior to requesting a PIP, the employing agency must verify that a diligent search has been made, and a fully credentialed teacher cannot be found. The PIP is issued for one (1) year and is renewable one time only provided the teacher has taken all appropriate subject matter examinations, but has not yet passed those tests.

Recommendation: Recommend Approval

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____
Approved _____ Not Approved _____ Tabled _____

March 21, 2012

Action Taken

PIP

Kimberly Bañuelos
Joshua Stroup
Elizabeth Carlyle

SITE

Collins
Richmond High School
Richmond High School

ASSIGNMENT

Special Education Preschool
Chemistry
Adolescent Parent Program


District Interns/Preliminary Education Specialist

West Contra Costa Unified School District
1108 Bissell Avenue
Richmond, California 94801
Office of the Superintendent

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: March 21, 2012

From: Ann Reinlagen, 
Assistant Superintendent Human Resources

Agenda Item: CI C.7

Subject: Approval of School Calendar for 2012-2013

Background Information: All four labor groups (Local One, SSA, UTR and WCCAA) met and conferred about the school calendar. Attached is the proposed calendar for 2012-2013.

Recommendation: Recommend Approval

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

West Contra Costa Unified School District
Calendar 2012-2013

	MON	TUE	WED	THUR	FRI	SAT	SUN	Student Days Elem	Student Days Sec	Year total days	Tchr Wrk Days	Year total days
AUG			1	2	3	4	5					
	6	7	8	9	10	11	12					
	13	14	15	New Teacher Orientation 16	17	18	19	0			1	
	20	21	22	Terence Martin Day 23	24	25	26	5	5	5	5	
	27	28	29	30	31			5	5	5	5	
								10	10	10	11	11
SEP						1	2					
	3	4	5	6	7	8	9	0	0	0	0	
	10	11	12	BTS-E-Min 13	14	15	16	4	4	4	4	
	17	18	19	BTS-M-Min 20	21	22	23	5	5	5	5	
	24	25	26	BTS-H-Min 27	28	29	30	5	5	5	5	
								19	19	29	19	30
OCT	1	2	3	4	5	6	7	5	5	5	5	
	8	9	10	11	Class Trng 12	13	14	4	4	4	4	
	15	16	17	18	19	20	21	5	5	5	5	
	22	23	24	25	END Q1	27	28	5	5	5	5	
	Min. M-H 29	30	Min. E-M 31					3	3	3	3	
								22	22	51	22	52
NOV				1	2	3	4	0			0	
	5	6	7	8	9	10	11	2	2	2	2	
	12	13	14	15	16	17	18	4	5	5	5	
	19	20	21	22	23	24	25	4	4	4	4	
	26	27	28	29	30			3	3	3	3	
								5	5	5	5	
								18	19	69	19	71
DEC						1	2	0			0	
	3	4	5	6	7	8	9	5	5	5	5	
	10	11	12	13	14	15	16	5	5	5	5	
	WIN 17	18	TER 19	20	21	22	23	0	0	0	0	
	24	25	26	27	28	29	30	0	0	0	0	
	31							0	0	0	0	
								10	10	79	10	81
JAN								0				
	1	2	3	4	5	6	7	3	3	3	3	
	8	9	10	11	12	13	14	5	5	5	5	
	15	16	17	18	19	20	21	5	5	5	5	
	22	23	24	25	26	27	28	4	3	4	4	
	29	30	31					4	4	4	4	
								21	20	100	21	102

Days in Tri-60

Days in Q3-38

Days in Q1

Days in Tri-57

Days in Q2

- No School
- Teacher Workday
- Holiday
- August 23 - Terence Martin Day

- MIN Minimum Day
- BTS-E-Min Back to School Elementary
- BTS-M-Min Back to School Middle/Jr. High
- BTS-H-Min Back to School High School
- END Q End of Quarter
- END-TRI-M End of Trimester
- OH Open House

Days in Tri-64

Days in Q4 - 48

West Contra Costa Unified School District
Calendar 2012-2013

	MON	TUE	WED	THUR	FRI	SAT	SUN
					1	2	3
FEB	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	President	19	20	21	22	23	24
	25	26	27	28			

Student Days	Student Day Sec	Year total days	Tchr work Days	Year total days
1	1		1	
5	5		5	
5	5		5	
0	0		0	
4	4		4	
15	15	115	15	117

	MON	TUE	WED	THUR	FRI	SAT	SUN
MAR							
					End-Tri-M2-1	2	3
	4	5	6	OH-E Min 7	8	9	10
	11	12	13	OH-M Min 14	15	16	17
	18	19	20	OH-H Min 21	END Q3E S 22	23	24
	Min. M-H 25	26	27	28	29	30	31

0	0		0	
1	1		1	
5	5		5	
5	5		5	
5	5		5	
5	5		5	
21	21	136	21	138

	MON	TUE	WED	THUR	FRI	SAT	SUN
APR							
	SPR 1	SPR 2	ING 3	REC 4	CESS 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					


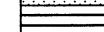

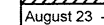
0	0		0	
0	0		0	
5	5		5	
5	5		5	
5	5		5	
5	5		5	
2	2		2	
17	17	153	17	155

	MON	TUE	WED	THUR	FRI	SAT	SUN
MAY							
			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
	Memorial	28	29	30	31		

0	0		0	
3	3		3	
5	5		5	
5	5		5	
5	5		5	
4	4		4	
22	22	175	22	177

	MON	TUE	WED	THUR	FRI	SAT	SUN
JUNE							
					Min Last day 7	1	2
	3	4	5	6		8	9
	10	11	12	13	14	15	16
	SS Start 17	18	19	20	21	22	23
	24	25	26	27	28	29	30

0	0		0	
5	5		5	
0	0		0	
0	0		0	
0	0		0	
0	0		0	
5	5	180	5	182

-  No School
-  Teacher work day
-  Holiday
-  August 23 - Terence Martin Day

- MIN Minimum Day
- BTS-E-Min Back to School Elementary
- BTS-M-Min Back to School Middle/Jr. High
- BTS-H-Min Back to School High School
- END Q End of Quarter
- END-TRI-M End of Trimester
- OH Open House

	MON	TUE	WED	THUR	FRI	SAT	SUN
JULY							
	1	2	3	Holiday	5	6	7
	8	9	10	11	LAST DAY SS ELEM 12	13	14
	15	16	17	18	LAST DAY SS SEC 19	20	21
	22	23	24	25	26	27	28
	29	30	31				

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
1108 Bissell Avenue
Richmond, California 94801
Office of the Superintendent

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: March 21, 2012

From: Nia Rashidchi
Assistant Superintendent, Educational Services

Agenda Item: CI C.8

Subject: De Anza Single Plan for Student Achievement (SPSA)

Background Information: The Single Plan for Student Achievement serves as a vehicle for communicating information about a school's vision, initiatives to improve academic achievement, as well as a description of how supplemental categorical funds from the Consolidated Application are used to support these efforts. School plans describe legally-mandated requirements and comprehensive programmatic information that includes:

- a description of how parents are involved in the school program;
- Adequate Yearly Progress (AYP) data analysis and assessment of student learning;
- an action plan for improving student achievement and closing the achievement gap;
- a plan to improve attendance; and
- a plan to promote a safe, welcoming and disciplined learning environment.
- Title I Parent Involvement Policy (as needed for Title I schools)
- Requirements to meet Title I School-wide program elements (as needed for existing and newly identified School-wide programs)

Training and support are provided to assist schools in using the template, analyzing data and completing the SPSA. The plans are developed and approved by the School Site Councils (SSCs). All District school plans are available for review on the District website and at the Educational Services Department located at the Vista Campus.

Recommendation: Board Approval

Fiscal Impact: Categorical revenue

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
1108 Bissell Avenue
Richmond, California 94801-3135
Office of Superintendent of Schools

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education **Meeting Date:** March 21, 2012
From: Nia Rashidchi, Assistant Superintendent **Agenda Item:** CI C.9
Educational Services
Subject: Updated Physical Education Board Policy 6142.7

Background Information:

The current Physical Education Board Policy 6142.7 was approved by the Board on June 7, 2007. The following updated Board Policy makes the District compliant with new state rules and regulations. Highlighted areas represent the text that was updated.

Recommendation: That the Board approve revisions to Board Policy 6142.7

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____
Approved _____ Not Approved _____ Tabled _____

WCCUSD

Board Policy

BP 6142.7

Instruction

The Governing Board recognizes the positive benefits of physical activity on student health and academic achievement. **The district shall provide all students the opportunity to be physically active on a regular basis through high-quality physical education instruction and may provide additional opportunities for physical activity throughout the school day. The district's physical education and activity programs shall support the district's coordinated student wellness program and encourage students' lifelong fitness.**

The district's physical education program shall provide a developmentally appropriate sequence of instruction aligned with the state's model content standards and curriculum framework. The Superintendent or designee shall ensure that the district's program provides students with equal opportunities for instruction and participation regardless of gender in accordance with law.

The overall course of study for grades 9-12 shall include the effects of physical activity upon dynamic health, the mechanics of body movement, aquatics, gymnastics and tumbling, individual and dual sports, rhythms and dance, team sports, and combatives. (Education Code 33352; 5 CCR 10060)

The Board shall approve the courses in grades 9-12 for which physical education credit may be granted.

The district's physical education program shall engage students in moderate to vigorous physical activity for at least 50 percent of class or session time. The Superintendent or designee shall develop strategies to monitor the amount of moderate to vigorous physical activity that takes place in the physical education instructional program.

Students with disabilities shall be provided instruction in physical education in accordance with their individualized education program or Section 504 accommodation plan.

During air pollution episodes, extreme weather, or other inclement conditions, physical education staff shall make appropriate adjustments to the program or shall seek alternative indoor space to enable students to participate in active physical education.

Staffing

Physical education instruction shall be delivered by appropriately credentialed teachers who may be assisted by instructional aides, paraprofessionals, and/or volunteers.

The district shall provide physical education teachers with continuing professional development, including classroom management and instructional strategies designed to keep students engaged and active and to enhance the quality of physical education instruction and assessment.

Physical Fitness Testing

The Superintendent or designee shall annually administer the physical fitness test as designated by the State Board of Education to students in grades 5, 7, and 9. (Education Code 60800; 5 CCR 1041)

Temporary Exemptions

The Superintendent or designee may grant a temporary exemption from physical education under either of the following conditions: (Education Code 51241)

1. The student is ill or injured and a modified program to meet his/her needs cannot be provided.
2. The student is enrolled for one-half time or less.

Two-Year Exemptions

Note: The following optional section is for use by districts that maintain grades 10-12. Education Code 51241 authorizes, but does not require, the district to grant a two-year exemption from physical education to eligible students in grades 10-12.

Note: Pursuant to Education Code 51241, in order to be eligible for the two-year exemption, students are required to "satisfactorily" meet at least five of the six standards of the state's physical fitness test in grade 9. Students are considered to have satisfactorily met a standard on the FITNESSGRAM if they score in the "healthy fitness zone" on that standard. The six fitness areas measured by FITNESSGRAM are aerobic capacity, body composition, abdominal strength and endurance, trunk extensor strength and flexibility, upper body strength and endurance, and flexibility.

With the student's consent, the Superintendent or designee may exempt a student from physical education courses for any two years during grades 10-12 provided that the student has satisfactorily met at least five of the six standards of the state's physical fitness test in grade 9. (Education Code 51241)

Upon request by students and/or their parents/guardians, the Superintendent or designee may administer the physical fitness test to students in grades 10-12 who need to pass the test in order to qualify for a two-year exemption from physical education courses.

Permanent Exemptions

Note: The following section is optional. Education Code 51241 authorizes, but does not require, the district to grant permanent exemptions from physical education to an individual student under the conditions described in items #1-3 below.

Note: The Board should delete any categories of exemptions that it does not wish to allow.

The Superintendent or designee may grant a permanent exemption from physical education to an individual student under any of the following conditions: (Education Code 51241)

1. The student is age 16 years or older and has been enrolled in grade 10 for one or more academic years.
2. The student is enrolled as a postgraduate student.
3. The student is enrolled in a juvenile home, ranch, camp, or forestry camp school with scheduled recreation and exercise.

Other Exemptions

The Superintendent or designee may grant an exemption from physical education under the following special circumstances:

1. The student is in high school and is engaged in a regular school-sponsored interscholastic athletic program carried on wholly or partially after regular school hours and supervised by a properly credentialed teacher. (Education Code 51242)

Additional Opportunities for Physical Activity

The Superintendent or designee may develop strategies to supplement physical education instruction with additional opportunities for students to be physically active before, during, and after the school day.

Program Evaluation

The Superintendent or designee may annually report to the Board the results of the state physical fitness testing for each school and applicable grade level. He/she shall also report to the Board regarding the number of instructional minutes offered in physical education for each grade level, the number of two-year and permanent exemptions granted pursuant to Education Code 51241, and any other data agreed upon by the Board and the Superintendent or designee to evaluate program quality and the effectiveness of the district's program in meeting goals for physical activity.

Legal Reference:

EDUCATION CODE

33126 School accountability report card

33350-33354 CDE responsibilities re: physical education

35256 School accountability report card

49066 Grades; physical education class

51210 Course of study, grades 1-6

51220 Course of study, grades 7-12

51222 Physical education

51223 Physical education, elementary schools

51241 Temporary or permanent exemption from physical education

51242 Exemption from physical education for athletic program participants

52316 Excuse from attending physical education classes

60800 Physical performance test

CODE OF REGULATIONS, TITLE 5

1040-1048 Physical performance test

3051.5 Adapted physical education for individuals with exceptional needs

10060 Criteria for high school physical education programs

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

UNITED STATES CODE, TITLE 42

1751 Note Local wellness policy

ATTORNEY GENERAL OPINIONS

53 Ops.Cal.Atty.Gen. 230 (1970)

Management Resources:

Policy:

Adopted: June 7, 2007

Revised:

West Contra Costa Unified School District
Richmond, California

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
1108 Bissell Avenue
Richmond, California 94801-3135
Office of Superintendent of Schools

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: March 21, 2012

From: Nia Rashidchi
Assistant Superintendent, Educational Services

Agenda Item: CI C.10

Subject: Resolution No. 95-1112: Day of Recognition for César Chávez - March 31, 2012

Background Information: This resolution is in recognition of César Chávez for his great leadership in bringing social justice to California's migrant farm workers, providing a model of solving problems through non-violent, democratic actions and a life of service to others.

Recommendation: For Information Only

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

West Contra Costa Unified School District
Resolution No. 95:1112
César Chávez Day of Recognition
March 31, 2012

WHEREAS, the State of California celebrates César Chávez's birthday, March 31st, as an official Day of Recognition in our public schools; and

WHEREAS, César Chávez was a significant civil rights leader who led the historic labor movement to gain social justice for California's agricultural workers; and

WHEREAS, César Chávez's legacy shows that even the poorest and most powerless people in our society can overcome grievous wrongs through non-violent, democratic means; and

WHEREAS, César Chávez's life portrayed great dignity, courage, and humanity through living a life of service to others; and

WHEREAS, César Chávez serves as a role model for all students through his determination to improve society as a whole and conditions for the poor, disadvantaged, and ethnically oppressed in particular; and

WHEREAS, today's students should learn about the life, values, sacrifices and contributions that César Chávez made to his community, his state, and his country; and

WHEREAS, the State Board of Education provides an internet-based model César Chávez curriculum guide available for use by all public schools;

NOW THEREFORE, BE IT RESOLVED, that the Governing Board of the West Contra Costa Unified School District does hereby proclaim Saturday, March 31, 2012 as an official Day of Recognition of the life and work of César Chávez, encouraging all teachers to make use of the Model Curriculum and other supplemental César Chávez resources in their teaching presentations during the month of March and beyond.

PASSED AND ADOPTED BY THE Board of Education of the West Contra Costa Unified School District on the twenty-first day of March 2012 by the following vote:

AYES _____ NOES _____ ABSENT _____ ABSTAIN _____

I HEREBY CERTIFY that the foregoing resolution was duly introduced, passed, and adopted by the Board of Education at a meeting held on March 21, 2012.

Bruce Harter
Secretary, Board of Education

West Contra Costa Unified School District
1108 Bissell Avenue
Richmond, California 94801
Office of the Superintendent

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board Of Education

Meeting Date: March 21, 2012

From: Wendell Greer
Associate Superintendent, K-Adult Operations

Agenda Item: CI C.11

Subject: Students from Kennedy are attending the Oregon Shakespeare Festival-April 20-22, 2012

Background Information: Twenty-three students from Kennedy High School's ACET and IT Academies are attending the Oregon Shakespeare Festival from April 20 through April 22, 2012. They will attend the Medea/Macbeth/Cinderella play. Students will attend workshops on stage and lighting design and also tour Southern Oregon University where they are staying during the trip.

Recommendation: Recommend Approval

Fiscal Impact: \$7215.00 paid by Kennedy High's CPA ACET and IT accounts

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

WCCUSD STUDY TRIP REQUEST FORM (Form must be typed)

3606385 701-5880 CPA ACE

SCHOOL: J. F. Kennedy	Date of Submission: 1/
-------------------------------------	-------------------------------

TYPE OF TRIP: Please indicate the type of trip. DAY TRIP OVERNIGHT TRIP

Submissions must be received in the Executive Director's office by the following timeline:

<input checked="" type="checkbox"/> Chartered Transportation (Bus reservations via district Transportation Office)	25 school days prior to trip date
<input type="checkbox"/> Automobile (Driving to destination)	15 school days prior to trip date
<input type="checkbox"/> Public Transportation (BART, bus, Amtrak, etc)	15 school days prior to trip date
<input type="checkbox"/> Walking (Attach Form)	15 school days prior to trip date

TRIP AND CHAPERONE INFORMATION: Adult to Student Ratio: K-3 1:5 & 4-12 1:10
Short Term Insurance: K-3 1:4 & 4-12 1:8

Date of Trip: 4/20/12 through 4/22/12	Time Leave: 4am Return: 4:30 pm	Grade/Group: 12 grade	Total number of students participating: 23 25
Trip Destination: (Include Address/phone) So. Oregon Univ. Shakespeare Festival 1250 Siskiyou Bl. 15 S. Pioneer St. Ashland, Oregon Ashland, OR	Teacher in Charge of Group: (Name, phone, e-mail) Renee Edmonds 510 231-1433 ex.29895/redmonds@wccusd.net	Other Teachers Accompanying Group: Ian Bader and Jose Ramirez	
Number of chaperones accompanying the group: 3	<input checked="" type="checkbox"/> Names of Chaperones and Position/Title form attached		
Student Study Trip Insurance: The following study trips require insurance: <input type="checkbox"/> Trips a round/near water (including trips near creeks, ponds, etc, trips on boats, to hatcheries, hiking, etc) <input type="checkbox"/> Trips where students will be swimming <input type="checkbox"/> Trips with an overnight stay			<input checked="" type="checkbox"/> Insurance form attached <input checked="" type="checkbox"/> Check attached/account code listed <input checked="" type="checkbox"/> List of student names attached

TRANSPORTATION ARRANGEMENTS:

Chartered Transportation	CHARTERED TRANSPORTATION REQUEST FORM. All requests using district funds must be booked through the Transportation Office. Completed Chartered Transportation request must be attached to study trip request.	<input checked="" type="checkbox"/> Completed form attached. (Funding Source Account Code indicated on form)
	FUNDING SOURCE Requests using other funding sources (i.e. PTA) must be booked by trip organizer and paid for at the site level. Funding source MUST be indicated.	FUNDING SOURCE ACCOUNT
	COMPANY Must be from District approved list as indicated on Bulletin. Attach confirmation from chartered transportation company.	COMPANY NAME AND CONTACT: C. HARPER PROS K. NINO
Automobile	AUTOMOBILE TRANSPORTATION FORM Form must be completed with driver's information attached. Valid California Drivers license and insurance requirements are mandatory.	<input type="checkbox"/> Completed form attached. <input type="checkbox"/> Valid driver's license and insurance attached
Public Transportation	TYPE OF PUBLIC TRANSPORTATION (BART, BUS, AMTRAK, FERRY) Funding source required if transportation tickets/arrangements are to be purchased using District/School funds. Funding source MUST be indicated.	Funding Source Account Code: Bitech Purchase Order #
Admission Fees	FEES TO DESTINATION, I.E., ZOO, THEATER, MUSEUM, ETC. Funding source account required if tickets are to be purchased using District/School funds. Purchase requisitions should be initiated three weeks in advance of the trip. Funding source name MUST be indicated if using other funding, i.e., PTA, Approved Fundraiser, etc	Funding Source Account Code: Bitech Purchase Order #

EDUCATIONAL VALUE

Must include standards reference number and a brief explanation of how the trip relates to the classroom activity. Attach additional sheet if necessary. Standards Number(s):
Lit. response 3.1, 3.2, 3.3, 3.4. Writing applications 2.6 This trip will enhance an ELA unit on Shakespeare's Media and Macbeth. Students will attend workshop on stage and lighting design and tour of campus

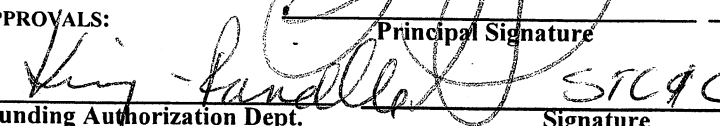
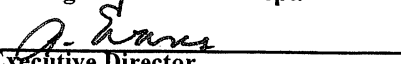
Substitute(s) Requested 3	FOR SECONDARY SITES ONLY, SUBSTITUTES NEEDED FOR TEACHERS ON STUDY TRIPS.	Funding Source Account Code: 3606385701-112
		Substitutes Needed for 6 paid periods

LAST DATE FOR SUBMISSION OF STUDY TRIP: **APRIL 20, 2012** (3RD Friday in April)
LAST DATE FOR STUDY TRIP TO BE TAKEN: **JUNE 1, 2012** (1ST Friday in June)

* No late requests will be accepted. Study trips should not be scheduled during testing periods.

STUDY TRIP REQUEST FORM MUST HAVE PRINCIPAL SIGNATURE AND FUNDING SOURCE INDICATED BEFORE SENDING TO THE EXECUTIVE DIRECTOR'S OFFICE. INCOMPLETE STUDY TRIP REQUESTS WILL BE RETURNED AND MAY RESULT IN DELAY IN PROCESSING OR DENIAL OF REQUEST. APPROVALS WILL BE SENT BACK VIA EMAIL TO SECRETARY/OFFICE MANAGER AND PRINCIPAL.

APPROVALS:

	Date: 1/11/12
Funding Authorization Dept. Signature	Date: 02/6/12
	Date: 2/13/12

RECEIVED

EXECUTIVE DIRECTOR OFFICE USE ONLY:
 Received: _____
 Approval Sent: _____
 By: **FEB 06 2012**
 Date: **West Contra Costa USD**
 Executive Director

West Contra Costa Unified School District
1108 Bissell Avenue
Richmond, California 94801
Office of the Superintendent

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board Of Education

Meeting Date: March 21, 2012

From: Wendell Greer
Associate Superintendent, K-Adult Operations

Agenda Item: CI C.12

Subject: Students from Stewart Middle School will go to Washington D.C. May 28-June 3, 2012

Background Information:

The seventh and eighth grade students in the History Club at Stewart will visit various historical sites in Washington D.C. to gain a further understanding of the foundations of the American political system.

Recommendation: Recommend Approval

Fiscal Impact: Paid by parent donations.

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

WCCUSD STUDY TRIP REQUEST FORM (Form must be typed)

SCHOOL: STEWART K-8	Date of Submission: 3/5/2012
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TYPE OF TRIP: Please indicate the type of trip. DAY TRIP OVERNIGHT TRIP

Submissions must be received in the Executive Director's office by the following timeline:

<input checked="" type="checkbox"/>	Chartered Transportation (Bus reservations via district Transportation Office)	25 school days prior to trip date
<input type="checkbox"/>	Automobile (Driving to destination)	15 school days prior to trip date
<input checked="" type="checkbox"/>	Public Transportation (BART, bus, Amtrak, etc)	15 school days prior to trip date
<input type="checkbox"/>	Walking	15 school days prior to trip date

TRIP AND CHAPERONE INFORMATION: Adult to Student Ratio: K-3 1:5 & 4-12 1:10 Short Term Insurance: K-3 1:4 & 4-12 1:8

Date of Trip: MAY 28-JUNE 3,2012	Time Leave: Return:	Grade/Group: 7TH & 8TH	Total number of students participating: 35
Trip Destination: (Include Address/phone) WASHINGTON DC	Teacher in Charge of Group: (Name, phone, e-mail) MS. ROMERO MR. ESTRADA	Other Teachers Accompanying Group: Mr. Shaw, Mrs. Estrada, Mr. Lopez, Mrs. Williams, Mrs. McMullen	
Number of chaperones accompanying the group: 7		<input checked="" type="checkbox"/> Names of Chaperones and Position/Title form attached	
Student Study Trip Insurance: The following study trips require insurance: o Trips a round/near water (including trips near creeks, ponds, etc, trips on boats, to hatcheries, hiking, etc) o Trips where students will be swimming o Trips with an overnight stay		<input type="checkbox"/> Insurance form attached <input type="checkbox"/> Check attached/account code listed <input type="checkbox"/> List of student names attached	

TRANSPORTATION ARRANGEMENTS:

Chartered Transportation	CHARTERED TRANSPORTATION REQUEST FORM. All requests using district funds must be booked through the Transportation Office. Completed Chartered Transportation request must be attached to study trip request. FUNDING SOURCE Requests using other funding sources (i.e. PTA) must be booked by trip organizer and paid for at the site level. Funding source MUST be indicated. COMPANY Must be from District approved list as indicated on Bulletin. Attach confirmation from chartered transportation company.	<input type="checkbox"/> Completed form attached. (Funding Source Account Code indicated on form) FUNDING SOURCE ACCOUNT CODE PARENT DONATIONS COMPANY NAME AND CONTACT:
Automobile	AUTOMOBILE TRANSPORTATION FORM Form must be completed with driver's information attached. Valid California Drivers license and insurance requirements are mandatory.	<input type="checkbox"/> Completed form attached. <input type="checkbox"/> Valid driver's license and insurance attached
Public Transportation	TYPE OF PUBLIC TRANSPORTATION (BART, BUS, AMTRAK, FERRY) Funding source required if transportation tickets/arrangements are to be purchased using District funds. Funding source MUST be indicated if applicable.	Funding Source Account Code: PARENT DONATIONS Bitech Purchase Order #
Admission Fees	FEES TO DESTINATION, I.E., ZOO, THEATER, MUSEUM, ETC. Funding source required if tickets are to be purchased using District funds. Funding source MUST be indicated if applicable. Purchase requisitions should be initiated three weeks in advance of the trip.	Funding Source Account Code: PARENT DONATIONS Bitech Purchase Order #

EDUCATIONAL VALUE

Must include standards reference number and a brief explanation of how the trip relates to the classroom activity. Standards Number(s):
8.10 Students analyze the multiple cause, key events and complex consequences of the civil war. 8.12 Students analyze the transformation of the American economy and the changing social/political conditions in response to Industrial Revolution. 8.3 Students understand the foundation of the American, political system. 7.11 Students analyze political economic change in 16th-18th

Substitute(s) Requested	FOR SECONDARY SITES ONLY, SUBSTITUTES NEEDED FOR TEACHERS ON STUDY TRIPS.	Funding Source Account Code: PARENT DONATIONS Substitutes Needed for _____ paid periods
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LAST DATE FOR SUBMISSION OF STUDY TRIP: APRIL 15, 2011 (3RD Friday in April)
LAST DATE FOR STUDY TRIP TO BE TAKEN: JUNE 3, 2011 (1ST Friday in June)

* No late requests will be accepted. Study trips should not be scheduled during testing periods.

STUDY TRIP REQUEST FORM MUST HAVE PRINCIPAL SIGNATURE AND FUNDING SOURCE INDICATED BEFORE SENDING TO THE EXECUTIVE DIRECTOR'S OFFICE. INCOMPLETE STUDY TRIP REQUESTS WILL BE RETURNED AND MAY RESULT IN DELAY IN PROCESSING OR DENIAL OF REQUEST. APPROVALS WILL BE SENT BACK VIA EMAIL TO SECRETARY/OFFICE MANAGER AND PRINCIPAL.

APPROVALS:

_____ <i>Carol Butcher</i> Principal Signature	_____ 3-6-12 Date
_____ Funding Authorization Dept. _____ Executive Director	_____ Signature _____ Date 3/9/12

RECEIVED	
EXECUTIVE DIRECTOR OFFICE USE ONLY:	
Received:	MAR 8 2012
Approval Sent:	
By: _____	WCCUSD
Date: _____	

West Contra Costa Unified School District
1108 Bissell Avenue
Richmond, California 94801
Office of the Superintendent

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education **Meeting Date:** March 21, 2012
From: Bill Fay **Agenda Item:** CI C.13
Associate Superintendent for Operations
Subject: Ratification and Approval of Engineering Services Contracts

Background Information:

Contracts have been initiated by staff using previously qualified consulting, engineering, architectural, or landscape architectural firms to assist in completion of the referenced projects. Many of the firms are already under contract and the staff-initiated work may be an extension of the firm's existing contract with the District. Public contracting laws have been followed in initially qualifying and selecting these professionals.

Recommendation: Ratify and approve contracts as noted.

Fiscal Impact: Total for this action: \$ 384,698. Funding sources as noted.

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____
Approved _____ Not Approved _____ Tabled _____

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
FACILITIES PLANNING AND CONSTRUCTION**

ENGINEERING & ARCHITECTURAL SERVICES CONTRACTS

Project/Funding	Dates	Firm	Contract Cost	Reference
Portola Middle School CCS Portable Site Project Measure J Bond (PID: 2141103-08)	March 2012 through April 2012	HY Architects, Inc.	\$14,050	Additional design services to revise electrical design.
Gompers/LPS Soil Removal Project Measure J Bond (PID: 3581366-02)	December 2011 thru February 2012	RGA Environmental, Inc.	\$66,840	Preparation of Groundwater Investigation Work Plan and groundwater investigation.
Ohlone Elementary School Multi-Purpose Building Project Measure J Bond (PID: 1461206-02)	December 2011 through April 2012	Powell & Partners Architects	\$7,000	Additional services to obtain DSA certification and close-out for existing multi- purpose building.
Dover Elementary School Campus Replacement Project Measure J Bond (PID: 1151201-01)	March 2012	HY Architects, Inc.	\$1,940	Additional services to incorporate electric hand dryers in Buildings B and C.
De Anza High School Campus Replacement Project Measure J Bond (PID: 3521208-02)	March 2012 through April 2012	Kleinfelder	\$4,800	Engineering services to review existing geotechnical data and update geologic hazards assessment.
Bond Program Standards Update Project Measure D-2010	March 2012 through June 2012	HY Architects, Inc.	\$16,170	Design services for developing updated master product standards list.

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
FACILITIES PLANNING AND CONSTRUCTION**

ENGINEERING & ARCHITECTURAL SERVICES CONTRACTS

<p>Ellerhorst ES, Harding ES, Lincoln ES, Tara Hills ES Restroom Wall Repair Projects</p> <p>Measure J Bond (PID: 1171223, 1591223, 1351223, 1271223-04)</p>	<p>June 2012 thru August 2012</p>	<p>Deems Lewis McKinley Architects</p>	<p>\$62,400</p>	<p>Architectural services for repair plan, construction documents, bidding.</p>
<p>King Elementary School Replacement Campus Project</p> <p>Measure J Bond (PID: 1321204-01)</p>	<p>November 2011</p>	<p>Quattrocchi Kwok Architects</p>	<p>\$1,300</p>	<p>Additional services for additional security system design coordination.</p>
<p>Pinole Valley High School Campus Replacement Project</p> <p>Measure D-2010 Bond (PID: 36213770-05)</p>	<p>February 2012 through October 2012</p>	<p>Kleinfelder</p>	<p>\$22,800</p>	<p>Additional services for hillside stabilization analysis and report.</p>
<p>De Anza High School Fields Project</p> <p>Measure J Bond (PID: 3521208-02)</p>	<p>March 2012 through June 2012</p>	<p>Miller Pacific Engineering Group</p>	<p>\$20,885</p>	<p>Additional services for geotechnical and civil engineering design of practice fields.</p>
<p>De Anza High School Campus Replacement Project</p> <p>Measure J Bond (PID: 3521208-01)</p>	<p>March 2012 through July 2013</p>	<p>Omtrak</p>	<p>\$24,840</p>	<p>Project services to collect digital turnover and warranty information for M&O.</p>
<p>Bond Program Management</p> <p>Measures J and D-2010 Bond</p>	<p>March 2012 through December 2012</p>	<p>School Facility Consultants</p>	<p>\$50,000 (Hourly, not to Exceed)</p>	<p>Services to assist in securing charter school, seismic, ORG, and modernization funds.</p>

March 21, 2012

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
FACILITIES PLANNING AND CONSTRUCTION**

ENGINEERING & ARCHITECTURAL SERVICES CONTRACTS

Helms Middle School Campus Replacement Project Measure J Bond (PID: 2101101)	January 2012 through April 2012	SGI Construction Management	\$18,118	Additional construction management services due to added scope and schedule extension.
Riverside and Washington Elementary Schools Measure J Bond	March 2012 thru April 2012	SGI Construction Management	\$13,162	Construction management services due to added scope and schedule extension.
Gompers/LPS Soil Removal Project Measure J Bond (PID: 3581366-02)	March 2012 thru May 2012	SGI Construction Management	\$57,893	Construction management services for the duration of this project, including DTSC and County compliance.
Nystrom Elementary School Temporary Campus Project Measure J Bond (PID: 1441205-09)	March 2012	RGA Environmental, Inc.	Not to Exceed \$2,500	Environmental engineering services to test existing stockpile of soil and issue report.

West Contra Costa Unified School District
1108 Bissell Avenue
Richmond, California 94801-3135
Office of Superintendent of Schools

ITEM REQUIRING ATTENTION --- BOARD OF EDUCATION

To: Board of Education **Meeting Date:** March 21, 2012
From: Bill Fay **Agenda Item:** CI C.14
Associate Superintendent for Operations
Subject: Ratification and Approval of Negotiated Change Orders

Background information:

Staff is seeking ratification of Change Orders on the following current District construction projects: Hercules MS/HS Solar/Photovoltaic Panel System Installation and Dover ES New School Increment 2. Change Orders are fully executed by the District upon signature by the Superintendent's designee. Board ratification is the final step required under state law in order to complete payment and contract adjustment.

Recommendation: Ratify negotiated Change Orders as noted.

Fiscal Impact: Total ratification and approval by this action: **\$50,926.00**

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____
Approved _____ Not Approved _____ Tabled _____

March 21, 2012 Change Order Ratification Summary

	Project	Company	Original Contract	Previously Approved CO's	Items Pending Board Action		Total CO's	CO Percent of Original Contract	Adjusted New Contract	Change Order Numbers
					CO's Pending Ratification	CO's Pending Approval				
1	Hercules MS/HS Solar/Photovoltaic Panal Sys.	Sun Power Corporation	\$1,989,560.00	\$0.00	\$29,607.00	\$0.00	\$29,607.00	1.49%	\$2,019,167.00	1
2	Dover ES New School Increment 2	Alten Construction, Inc.	\$21,491,000.00	\$674,498.50	\$21,319.00	\$0.00	\$695,817.50	3.24%	\$22,186,817.50	16

Pending Board Actions	Ratifications	\$50,926.00
	Approvals	\$0.00
	Total Board Action	\$50,926.00

Note: the proposed Board Action is to Ratify all Change Orders below ten percent (10%) of the Contract Value; the change order amounts pending Board Approval is the portion of the Change Order(s) above 10%.

West Contra Costa Unified School District
1108 Bissell Avenue
Richmond, California 94801
Office of the Superintendent

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education **Meeting Date:** March 21, 2012
From: Bill Fay **Agenda Item:** CI C.15
Associate Superintendent for Operations
Subject: Citizens' Bond Oversight Committee (CBOC) Appointment: Tim Bañuelos appointed by City of Pinole

Background Information: Mr. Tim Bañuelos has served one term as the appointee of the City of Pinole. The City of Pinole Council has forwarded a recommendation that Mr. Tim Bañuelos be reappointed for an additional two (2) year term.

Recommendation: Approve appointment as noted.

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

West Contra Costa Unified School District
1108 Bissell Avenue
Richmond, California 94801
Office of the Superintendent

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education **Meeting Date:** March 21, 2012
From: Bill Fay **Agenda Item:** CI C.16
Associate Superintendent for Operations
Subject: Citizens' Bond Oversight Committee (CBOC) Appointment: Kris Hunt representing
Taxpayers' Organization

Background Information: Prop. 39 Administrative Regulations, governing the Citizens' Bond Oversight Committee, requires a member of a taxpayer group on the CBOC. The Taxpayers' Organization position on the District's Citizens' Bond Oversight Committee is currently vacant. The Association recommends the appointment of Kris Hunt, Executive Director of the Contra Costa Taxpayer's Association.

Recommendation: Approve appointment as noted.

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

West Contra Costa Unified School District
1108 Bissell Avenue
Richmond, California 94801
Office of the Superintendent

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education **Meeting Date:** March 21, 2012
From: Bill Fay **Agenda Item:** CI C.17
Associate Superintendent for Operations
Subject: Citizens' Bond Oversight Committee (CBOC) Appointment: Kristin Rosecrans appointed by
Trustee Thurmond.

Background Information:

Under Prop. 39 Administrative Regulations, governing the Citizens' Bond Oversight Committee, a CBOC member is appointed by each school board member. Board member Thurmond's current appointment is vacant.

Mr. Thurmond has recommended Kristin Rosecrans be appointed to the Citizens' Bond Oversight Committee.

Recommendation: Approve appointment as noted.

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

West Contra Costa Unified School District
1108 Bissell Avenue
Richmond, California 94801
Office of the Superintendent

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education **Meeting Date:** March 21, 2012
From: Bill Fay **Agenda Item:** CI C.18
Associate Superintendent for Operations
Subject: Citizens' Bond Oversight Committee (CBOC) Appointment: Tim Warner appointed by Trustee Kronenberg

Background Information: Under Prop. 39 Administrative Regulations, governing the Citizens' Bond Oversight Committee, a CBOC member is appointed by each school board member. Board member Kronenberg's current appointment will become vacant upon the completion of Don Gosney's service of two consecutive terms.

Ms. Kronenberg has recommended Tim Warner be appointed to the Citizens' Bond Oversight Committee.

Recommendation: Approve appointment as noted.

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____
Approved _____ Not Approved _____ Tabled _____

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
1108 Bissell Avenue
Richmond, California 94801-3135
Office of Superintendent of Schools

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education **Meeting Date:** March 21, 2012

From: Bill Fay **Agenda Item:** CI C.19
Associate Superintendent for Operations

Subject: Annual Performance Audit of District Bond Program

Background Information:

The District is required to complete an annual independent Performance Audit of the Bond. Total School Solutions has completed the audit and will present the report to the board for acceptance. The Citizen Bond Oversight Committee recommended at their meeting on March 14, 2012, that the Performance Audit be presented to the Board of Education. The performance audit report can be viewed on the WCCUSD website and at the District Office, located at 1108 Bissell Avenue, Richmond, CA.

Recommendation:

Accept Annual Performance Audit for 2011, for the year ending June 30, 2011

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____
Approved _____ Not Approved _____ Tabled _____

Précis Form

West Contra Costa Unified School District
1108 Bissell Avenue
Richmond, California 94801
Office of the Superintendent

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education **Meeting Date:** March 21, 2012
From: Bill Fay **Agenda Item:** CI C.20
Associate Superintendent for Operations
Subject: Approval of Measure J Program Management Additional Fees.

Background Information:

The District's Measure J Bond has been managed by the Seville Group ("SGI"). This company has provided Program Management services which include cost tracking, fiscal controls, network administration, document control, invoice processing, multi-year project budgeting and tracking, bid phase management, contract management, website management, and coordination services of all of the District's construction projects. These program management services are essential to the functioning of the District's Bond Program.

District staff has negotiated a fee for services with a staffing plan prepared by SGI to maintain current levels of service for the Bond Program Management through the end of fiscal year 2011-2012.

Recommendation: Approve proposed Additional Fees for Measure J Program Management Services by The Seville Group ("SGI").

Fiscal Impact: Total for this action: **\$864,574**. Funding source: Measure J Bond contingency.

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____
Approved _____ Not Approved _____ Tabled _____

West Contra Costa Unified School District
1108 Bissell Avenue
Richmond, California 94801
Office of the Superintendent

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education **Meeting Date:** March 21, 2012
From: Bill Fay **Agenda Item:** CI C.21
Associate Superintendent for Operations
Subject: Custodial Equipment and Facility Maintenance Purchase Award of Contract for Dover Elementary School, Ford Elementary School, King Elementary School, and Pinole Middle School

Background Information: The next step in keeping new and newly renovated District facilities in good condition is to provide the custodial and maintenance staff with equipment for proper cleaning and repair of new systems, finishes and materials. The District's Bond project manager worked closely with the Maintenance and Custodial team to develop a list of required new equipment to ensure that the schools are kept in good condition. This equipment package was then packaged into public bid documents and advertised in accordance Public Contract Code requirements.

The District received public bids on the Custodial Equipment Purchases on February 28, 2012. Seven (7) vendors submitted proposals for equipment. The proposals included unit prices for individual pieces of equipment, and in some cases included substitutions from the standard proposed. District staff reviewed and compared all proposals. The following vendor is recommended based upon pricing for noted equipment, including tax and shipping:

Vendor	Equipment	Total Contract this Vendor
Cole Supply Co., Inc.	Hard Floor Care	\$86,054.97
	Carpet Care	\$12,891.23
Nilfisk Advance, Inc.	Advance Exterra Rider Sweeper	\$30,103.34

Recommendation: Award contract.

Fiscal Impact: \$129,049.54. Will be funded from the Measure J Bond fund.

DISPOSITION BY BOARD OF EDUCATION		
Motion by: _____	Seconded by: _____	
Approved _____	Not Approved _____	Tabled _____

West Contra Costa Unified School District
1108 Bissell Avenue
Richmond, California 94801
Office of the Superintendent

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education **Meeting Date:** March 21, 2012
From: Bill Fay **Agenda Item:** CI C.22
Associate Superintendent for Operations
Subject: Microsoft Services Premier Support License

Background Information:

Microsoft Services Premier Support License is tailored to the District's specific business needs. Microsoft Services Premier Support License brings the knowledge of Microsoft experts directly to the District. This will help to identify and resolve IT issues proactively, while backing the District with direct Microsoft support.

This new Microsoft Services Premier Support License is directly from Microsoft and works with our Volume License and is contracted to a 3rd party vendor (SHI Corp). Microsoft has set a price lock of \$20,965 for 3 years for this service.

Recommendation:

Approve the Microsoft Premier Support three (3) year price lock "Vendor Direct" contract to Microsoft (Current Microsoft Contract & PO expire on 3/31/12).

Fiscal Impact: \$20,965 per year under a three (3) year price lock. Effective April 1, 2012-March 31, 2015

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

West Contra Costa Unified School District
1108 Bissell Avenue
Richmond, California 94801
Office of the Superintendent

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education **Meeting Date:** March 21, 2012
From: Bill Fay **Agenda Item:** CI C.23
Associate Superintendent for Operations
Subject: Microsoft District Volume License – Microsoft Approved Vendor: SHI International Corp.

Background Information:

Microsoft's Enrollment for Education Solutions (EES) is an easy cost-effective way to acquire Microsoft software services under a single subscription enrollment. EES offers benefits such as assured coverage for desktop platform products and District – wide coverage (staff, faculty & students).

Recommendation:

Approve SHI International Corp, as the only, 3rd party authorized vendor for Microsoft Volume License under the CETPA Pricing Contract (Current Microsoft Contract & PO expire on 3/31/12).

Fiscal Impact: \$115,408.70 per year. (A cost savings of \$10,238.71 per year under the new CETPA Microsoft Approved Vendor Contract); Effective April 1, 2012-March 31, 2013

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____
Approved _____ Not Approved _____ Tabled _____

West Contra Costa Unified School District
1108 Bissell Avenue
Richmond, California 94801
Office of the Superintendent

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education **Meeting Date:** March 21, 2012
From: Bill Fay **Agenda Item:** CI C.24
Associate Superintendent for Operations
Subject: Nystrom Elementary School Temporary Campus Award of Contract

Background Information:

The next step in the reconstruction of Nystrom Elementary School is the construction of a temporary campus to house the school during construction. Interactive Resources has prepared plans and specifications for the Nystrom Elementary School Temporary Campus Project. The work for this project includes general construction of all necessary systems and connections to modular buildings. Work includes but is not limited to site excavation and grading, utility distribution, low voltage systems, storm drain connections, irrigation, concrete, concrete paving, fencing installation, and planting and erecting deck systems.

The District engaged in a public bid process for the project. Bids were opened on March 1, 2012. Five contractors submitted bids. They are as follows: Alten Construction, Inc., \$1,753,837; West Bay Builders, Inc., \$1,848,000; Cal-Pacific Construction, Inc., \$2,103,000; Michael Paul Company, Inc., \$2,845,000; Carone & Company, Inc., \$1,801,057, "non-responsive". Alten Construction, Inc. has withdrawn their bid due to clerical error. The lowest responsive, responsible bidder is West Bay Builders, Inc.

Recommendation: Award contract to West Bay Builders, Inc.

Fiscal Impact: \$1,848,000. Funded by the Measure J Bond.

DISPOSITION BY BOARD OF EDUCATION		
Motion by: _____	Seconded by: _____	
Approved _____	Not Approved _____	Tabled _____

West Contra Costa Unified School District
1108 Bissell Avenue
Richmond, California 94801
Office of the Superintendent

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: March 21, 2012

From: Bruce Harter

Agenda Item: E.3

Subject: Request to Address the Board - Sharon Lambie

Background Information:

West Contra Costa Administrators Association Concerns

Recommendation: For Information Only

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

West Contra Costa Unified School District
1108 Bissell Avenue
Richmond, California 94801
Office of the Superintendent

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education **Meeting Date:** March 21, 2012
From: Wendell Greer **Agenda Item:** F.1
Associate Superintendent - K-Adult Operations
Subject: Resolution No. 96-1112: Conditionally Approve the Charter Petition for Richmond
Charter Academy Middle School

Background Information:

On February 8, 2012, West Contra Costa Unified School District received a charter petition ("Petition") from Lead Petitioner, Jorge Lopez proposing a charter school to be known as Richmond Charter Academy Middle School ("Charter School"). Petitioners originally submitted a petition to establish the Charter School on November 29, 2011; however it was withdrawn prior to consideration by the District's Governing Board. Pursuant to the Charter Schools Act of 1992 (the "Act"), Education Code section 47600 *et seq.*, the Legislature has charged local school boards with the responsibility for reviewing and acting on charter school petitions.

The Charter School would be governed by a nonprofit public benefit corporation, but the District would be responsible for oversight of the Charter School. As presented in the Petition, the Charter School expects to serve approximately 75 students in grades 6 and 7 in its first year of operation (2012-2013), increasing to a maximum 175 students at full implementation, in year five (2016-2017).

Petitioners intend the Charter School to serve students from underserved, low-income students in the South Central Richmond areas, in particular, those that would typically attend De Jean Middle School, the established West Contra Costa Unified School District middle school in the South Richmond area. (Petition, p. 18.)

Submission of a charter petition is governed by the requirements of Education Code section 47605 and 47607. Education Code section 47605(b) requires the Board, within 30 days of receiving a petition, to hold a public hearing to consider the level of support for the petition. The board meeting was held March 7, 2012. The petitioner requested that the Board waives his right to a public presentation in accordance to Education Code section 47605(b). The Board honored the petitioner's request.

The Act states that a school district governing board considering whether to grant a charter petition "shall be guided by the intent of the Legislature that charter schools are and should become an integral part of the California educational system and that establishment of charter schools should be encouraged." (Ed. Code, § 47605(b).) With this legislative intent in mind, the governing board must grant a charter "if it is satisfied that granting the charter is consistent with sound educational practice." (Ed. Code, § 47605(b).)

Upon receipt, components of the Petition were assigned to various staff members of the District for review and analysis based on individual areas of expertise. Review of the different components of the charter petition was allocated as follows: Steve Collins, SELPA Director, Lyn Potter, Educational Director, Sonja Neely-Johnson, Coordinator Educational Services, Susan Dunlap, Coordinator EL Services, Nicole Joyner, Administrator, Linda Jackson, Executive Director Emeritus, Pat Calvert, Director Human Relations, Daniela Parasidas, Accounting Director and Legal/Operational, Ed Sklar and Claudia Weaver, Lozano Smith Attorneys at Law.

Staff and legal counsel have reviewed the Petition and prepared the *Staff Written Findings Regarding Richmond Charter Academy Middle School Petition* ("Findings"), which are attached. The Findings also include Staff's recommendation to the Board regarding approval or denial of the Petition.

Recommendation:

Staff recommends the Board award a Conditional Approval.

The Board of Education approves the Petition, subject to the complete satisfaction of the Superintendent or his designee, after the following conditions are met within sixty (60) calendar days of the adoption of this resolution:

1. The Charter School shall agree to enter into a Memorandum of Understanding (referred to as the "Operational MOU"), which is mutually acceptable to the Charter School and District, that adequately addresses each of the issues identified in the attached Staff Findings related to Charter School's operations.
2. The Charter School shall agree to enter into a Special Education Services Agreement, which is mutually acceptable to the Charter School and District, which adequately addresses each of the issues identified in the attached Staff Findings related to special education.

Fiscal Impact:

Ongoing loss of student average daily attendance as a result of WCCUSD students attending a new charter school.

DISPOSITION BY BOARD OF EDUCATION		
Motion by: _____	Seconded by: _____	
Approved _____	Not Approved _____	Tabled _____

**STAFF REPORT AND PROPOSED FINDINGS OF FACT
REGARDING RICHMOND CHARTER ACADEMY MIDDLE SCHOOL
CHARTER PETITION**

Introduction

The West Contra Costa Unified School District (“District”) received a charter petition (“Petition”) on February 8, 2012, from Amethod Charter Public Schools, Inc., a California nonprofit public benefit corporation (“Nonprofit”), proposing the creation of the Richmond Charter Academy Middle School (“RCA” or “Charter School”). The Nonprofit currently operates three charter schools in Oakland and intends to replicate the program offered at the Nonprofit’s “flagship” school, Oakland Charter Academy. (Petition, p. 14.) Petitioners note that while the proposed Charter School will be open to all students, they intend to “make a substantial effort to recruit underserved low-income students in the South and Central Richmond areas, in particular, those who would attend Dejean Middle School, the established West Contra Costa Unified School District middle school in the South Richmond area.” (Petition, p.18.)

Petitioners propose a rigorous academic curriculum designed to “increase instructional minutes in core content subjects such as math and English. For example, students in [the Amethod] model receive 100 minutes of English daily, five days a week—including the full day three week summer school program.” (Petition, p. 22.) The Charter School does not appear to offer any visual or performing arts, technology instruction, music, or other non-core classes.

Petitioners originally submitted a petition to establish the Charter School on November 29, 2011; however it was withdrawn prior to consideration by the District’s Governing Board. Following withdrawal of the original petition, the District provided Lead Petitioner, Jorge Lopez, with written feedback regarding areas of concern that had been identified by District staff and legal counsel in a draft Staff Report. The Petition resubmitted on February 8, 2012, includes a number of revisions as recommended by District staff; however, other areas of concern were not addressed. These outstanding issues are addressed in this Report.

Additionally, Staff notes that Petitioners have now located a facility at 3200 Barrett Avenue in Richmond, for the proposed Charter School. Petitioners state that they are in negotiations for lease of this facility. (Petition, p. 134.) Rents for said facility are reflected in the budget projections set out at Attachment N.

Summary and Recommendation

This report sets forth findings based upon a review of the resubmitted Petition and its appendices by District staff and legal counsel. District staff has identified a number of elements of the resubmitted Petition that do not meet the requirements of Education Code section 47605, subdivision (b)(5)(A-P), which requires a charter petition to include reasonably comprehensive descriptions of sixteen separate elements. These concerns—including, but not limited to the Charter School’s budget, its plans for serving English

learners and special education students, and the lack of avenues for parental participation in the governance of the Charter School—are discussed in detail, below.

Staff believes these deficiencies could provide sufficient grounds for a recommendation of denial of the Petition. However, Staff further believes that most of the deficiencies in the Petition could be addressed or remedied through separate operational and special education memoranda of understanding (“MOU”) entered into between the Charter School and the District. In the event the District’s Governing Board decides to approve the Petition, District staff recommends that such approval be conditioned on execution of an operational MOU and a special education MOU between the Charter School and the District within sixty (60) days of Board action. District staff further recommends that the Governing Board designate the District Superintendent or his designee to negotiate and execute such MOUs.

However, this report reviews certain budgetary concerns that cannot be reconciled by MOU. These fiscal concerns could form sufficient findings of fact to support denial of the Petition. However, the Board also has discretion to grant the Petition, and the District would continue to monitor the fiscal condition of the Charter School as part of its oversight duties, keeping this Board timely apprised of any developments.

Overview of Charter Petitions Generally

The Charter Schools Act of 1992 (“Act”) governs the creation of charter schools in the State of California. The Act states that a school district governing board considering whether to grant a charter petition “shall be guided by the intent of the Legislature that charter schools are and should become an integral part of the California educational system and that establishment of charter schools should be encouraged.” (Ed. Code § 47605(b).) With this legislative intent in mind, the governing board must grant a charter “if it is satisfied that granting the charter is consistent with sound educational practice.” (Ed. Code § 47605(b).) The governing board may not deny a petition unless it sets forth specific facts to support one, or more, of the following five findings:

1. The charter school presents an unsound educational program for the students to be enrolled in the charter school.
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
3. The petition does not contain the number of signatures required by Education Code section 47605, subdivision (a)(1)(A) or (a)(1)(B).
4. The petition does not contain an affirmation of certain specific conditions set forth in Education Code section 47605, subdivision (d), including that the charter school: (1) will be nonsectarian in its admission policies, employment practices, and all other operations; (2) will not charge tuition; and (3) will not discriminate against any student on the basis of the characteristics set forth in Education Code section 220.

5. The petition does not contain reasonably comprehensive descriptions of certain elements in its program and operations as set forth in Education Code section 47605, subdivision (b)(5)(A-P), which describes the following sixteen separate elements that must be addressed in every charter petition:
 - A. A description of the educational program of the school, designed, among other things, to identify those whom the school is attempting to educate, what it means to be an “educated person” in the 21st century, and how learning best occurs. The goals identified in that program shall include the objective of enabling students to become self-motivated, competent, and lifelong learners.
 - B. The measurable student outcomes identified for use by the charter school. “Student outcomes” means the extent to which all students of the school demonstrate that they have attained the skills, knowledge, and attitudes specified as goals in the school’s educational program.
 - C. The method by which student progress in meeting those student outcomes is to be measured.
 - D. The governance structure of the school, including, but not limited to, the process to be followed by the school to ensure parental involvement.
 - E. The qualifications to be met by individuals to be employed by the school.
 - F. The procedures that the school will follow to ensure the health and safety of students and staff.
 - G. The means by which the school will achieve a racial and ethnic balance among its students that is reflective of the general population residing within the territorial jurisdiction of the school district to which the charter petition is submitted.
 - H. Admission requirements, if applicable.
 - I. The manner in which annual, independent, financial audits will be conducted, which will employ generally accepted accounting principles, and the manner in which audit exceptions and deficiencies will be resolved to the satisfaction of the chartering authority.
 - J. The procedures by which students can be suspended or expelled.
 - K. The manner by which staff members of the charter schools will be covered by the State Teachers’ Retirement System, the Public Employees’ Retirement System, or federal social security.
 - L. The public school attendance alternatives for students residing within the school district who choose not to attend charter schools.

- M. A description of the rights of any employee of the school district upon leaving the employment of the school district to work in a charter school, and of any rights of return to the school district after employment at a charter school.
- N. The procedures to be followed by the charter school and the entity granting the charter to resolve disputes relating to provisions of the charter.
- O. A declaration whether or not the charter school will be deemed the exclusive public school employer of the employees of the charter school for the purposes of the Educational Employment Relations Act (“EERA” or “Rodda Act”).
- P. A description of the procedures to be used if the charter school closes. These procedures must ensure a final audit of the school to determine the disposition of all assets and liabilities of the charter school, including plans for disposing of any net assets and for the maintenance and transfer of student records.

Charter school petitions are also required to include discussion of the impact on the chartering district, including the facilities to be utilized by the school, the manner in which administrative services will be provided, potential civil liabilities for the chartering school district, and a three year projected operational budget. (Ed. Code § 47605(g).)

Grounds for Denying the Charter Petition

District staff believes deficiencies in the resubmitted Petition are sufficient to warrant a recommendation of denial of the Petition on the following grounds, pursuant to Education Code section 47605:

- 1. The Charter School presents an unsound educational program for the students to be enrolled in the Charter School. (Ed. Code § 47605(b)(1).)
- 2. The Petitioners are demonstrably unlikely to successfully implement the program set forth in the Petition. (Ed. Code § 47605(b)(2).)
- 3. The Petition does not contain reasonably comprehensive descriptions of certain required elements set forth in Education Code section 47605, subdivisions (b)(5)(A-P).

In order to deny the Petition on the grounds set forth above, Education Code section 47605, subdivision (b), requires the Governing Board to make “written factual findings, specific to the particular Petition, setting forth specific facts to support one or more” of the grounds for denying the charter. Staff recommends that the Board adopt the proposed findings of fact, set forth below, as its own findings.

As noted herein, Staff believes that outstanding areas of concern and deficiencies in the resubmitted Petition could provide sufficient bases for denial; however, Staff further believes that most of the deficiencies in the Petition could be addressed or remedied through separate operational and special education MOUs entered into between the Charter School and the District. In the event the District's Governing Board decides to approve the Petition, District staff recommends that such approval be conditioned on execution of an operational MOU and a special education MOU between the Charter School and the District within sixty (60) days of Board action. District staff further recommends that the Governing Board designate the District Superintendent or his designee to negotiate and execute such MOUs.

Again, Staff notes that certain budgetary concerns that cannot be reconciled by MOU could form sufficient findings of fact to support denial of the Petition. However, the Board also has discretion to grant the Petition, and the District would continue to monitor the fiscal condition of the Charter School as part of its oversight duties, keeping this Board timely apprised of any developments.

Please note that these findings of fact have been grouped for convenience under the aforementioned grounds for denial of a charter petition. However, certain findings of fact may support more than one ground for denial.

Proposed Findings of Fact

Finding 1: RCA Presents an Unsound Educational Program for Pupils to be Enrolled at the Charter School

As noted above, Petitioners intend that the Charter School's target population will be underserved and low-income students in grades 6 through 8 from the South and Central Richmond areas. (Petition, p. 18.) Based upon the District's experience, the Charter School should expect that this student population will present a broad range of learning abilities and skills, including low-achieving students, at-risk students, special education students and English Learners ("EL" students.) However, as described below, the resubmitted Petition does not adequately describe or address the specific educational interests, backgrounds, or challenges of the diverse student population it proposes to educate. Specifically, the resubmitted Petition presents an unsound educational program for the students to be enrolled at the Charter School, for the following reasons:

- A. The Petition does not adequately address how the Charter School will educate English Learners.
- B. The Petition does not adequately address how the Charter School's educational program will serve special education students.
- A. The Petition does not adequately address how the Charter School will educate English Learners.

A review of demographic data for the District shows that, for the 2010-2011 school year, 9,822, or 32.6 %, of the District's students were English Learners. Given their projected

first year enrollment of 75 students and its anticipated maximum capacity of 175 students, the Charter School should be prepared to meet the needs of approximately 25 EL students in Year 1, and approximately 60 EL students by Year 5. As drafted however, the resubmitted Petition does not appear to adequately meet the needs of its English Learners.

The Charter School's revised plan for serving English Learners provides that "RCA will exercise the autonomies afforded by Education Code 47600 ('Charter Schools Act of 1992'), as it establishes methodologies and practices, all within the law, that may be different than those of the school district in which it operates." (p.73) Petitioners state that the Charter School "will meet all legal requirements for English Learners as they pertain to annual notification of parents, student identification, ELL and core content instruction, teacher qualifications, reclassification, monitoring, training, and standardized test requirements." (Petition, p. 73.) Despite these assurances, the resubmitted Petition sheds little light on how the Charter School intends to initially and annually assess a student's English proficiency until the student is re-designated as English proficient, and prepare its EL students to meet state educational standards in English and to pass required exit exams. (Ed. Code §§ 313 (c); 47605(c)(1).)

As recommended in the draft Staff Report, the Charter School has revised the bell schedules to provide that English Language Development instruction ("ELD") rather than English Language Learner ("ELL") "strategies" will be provided to EL students during the daily intervention period from 3:00 to 4:00 pm. (Petition, pp. 31-2.) Additionally, specific ELD materials have been added to the list of instructional materials. (Petition, p. 52.) However, further clarification is needed as to whether direct ELD instruction during the intervention period will be provided in small groups or one-to-one setting. Petitioners must describe how such services will be delivered and what training and qualifications will be required of persons providing ELD services.

Except for CLAD certification or its equivalent, the job description for certificated teachers included in the Petition does not require any actual teaching experience, or any experience serving the needs of EL students. (Petition, p. 102.) This raises the question as to how the Charter School intends to ensure that qualified teaching staff will be available to provide ELD instruction and the proposed classroom-based interventions and strategies to English Learners from the date the Charter School intends to commence operations. Specifically, it is not clear how a novice classroom teacher will be able to provide adequate and appropriate services, including differentiated instruction for different proficiency levels, to English Learners. Although the Petition states that professional development training will be offered to teachers, it does not provide any specific examples of how it intends to assure that training in delivery of ELD instruction will be provided to classroom teachers. With the exception of a .6 FTE Instructional Aide/PE Assistant, the Charter School has not budgeted for classroom aides, instructional assistants, or specialized teaching staff that might be utilized to provide additional support to EL students in the classroom setting. Lastly, there is no mention in the Petition of translation, interpreting or other support services for the parents of English Learners.

Overall, Petitioners provide an insufficient description of how English Learners will be supported in the proposed Charter School.

B. The Petition does not address how the Charter School’s educational program will serve special education students.

1. *Delineation of Duties; Funding.* Petitioners indicate that they intend to “remain, by default, a public school of the authorizer for purposes of special education, pursuant to Education Code Section 47641(b).” (Petition, p. 65.) Petitioners further state that they anticipate executing an MOU with the District that apportions responsibility for the provision of special education services to the District, in exchange for the District’s retention of the Charter School’s allocation of state and local special education funding. (Petition, p. 65.) However, Petitioners’ reliance on any agreement between the parties is premature and until such an MOU is executed, Petitioners cannot dictate the service model for special education. Even assuming such an agreement is reached, the Petition must still set forth a sufficiently comprehensive educational program that describes how the Charter School intends to ensure that every Charter School student eligible for special education and related services will receive a free appropriate public education (“FAPE”). However, the summary plan provided in the Petition does meet the Charter School’s statutory obligation to include a comprehensive plan for serving special education students.

2. *Full-Inclusion Model; Least Restrictive Environment; Staffing.* The Charter School’s plan to serve all special education students in a general education setting continues to raise concerns. Petitioners state that special education services will be provided through an “integrated service delivery” model which appears to place all special education students in a general education classroom setting, rather than in “special and segregated programs.” (Petition, pp. 65-66.) Elsewhere, the Petition states that “A method Public School students with special needs are placed in regular classrooms and then provided flexible instructional opportunities that include large group and small group instruction within specification [sic] of the IEP.” (Petition, p. 66.)

The resubmitted Petition as revised now provides: “Ultimately, however, it is the students [sic] Individualized Educational Plan as designed by the Special Education Resource Specialist and IEP team that will dictate the appropriate and Least Restrictive Environment for a student.” (Petition, p. 66.) Despite this assurance, Petitioners have not described any educational settings that may be available to eligible special education students other than the general education classroom, or how students requiring pull-out or one-to-one services outside of the general education setting will be accommodated. Moreover, it is not clear how District special education staff will be able to provide the programs and services set out in each eligible student’s IEP within such placement limitations. At page 73, the Petition provides that services set forth in a student’s IEP “will be built around the student’s needs and how these fit within the general educational program of the school.” This language strongly suggests that only special education students whose needs can be met in the general education setting will be able to attend the Charter School.

The IDEA requires that, to the maximum extent appropriate, individuals with exceptional needs shall be educated in the least restrictive environment (“LRE”). (Ed. Code § 56040.1.) However, while a full-inclusion placement, such as is contemplated by

Petitioners, may be the LRE for one student, another student may require a more restrictive placement or educational setting to receive a FAPE. Special education services must be *individualized* to meet each student's unique educational needs, and must comport with each student's IEP. Thus, Petitioner's integrated service delivery may not comply with the mandates of federal and state special education law. Failure to provide an appropriate placement for a special education student could expose the Charter School, and the District, as its chartering authority, to liability for a failure to provide a FAPE.

At page 64, the Petition provides that special education students will be provided with "extra support to reflect the needs outlined in the IEP and in all of their academic courses through one-to-one instruction, group support, and guided instruction" in sessions lasting "30-55 minutes 4 days a week or as recommended in their IEP." Again, Petitioners must clarify that services are individualized to meet the needs of the student and that all decisions regarding a student's program, placement, and services will be made by the student's IEP team acting in a legally-constituted IEP team meeting.

3. Extended School Year. The Petition fails to discuss the Charter School's obligation to provide extended school year ("ESY") services for an eligible student as determined by the student's IEP team. It is not clear if the Charter School intends the District to provide those services, and if so, where they are to be provided during the ESY period. The Charter School cannot rely on the District to provide these services unless an agreement is reached regarding same.

4. Special Education Discipline. There are no provisions in the Petition that adequately describe the Charter School's policies and procedures for discipline of students eligible for special education and related services. Discipline of disabled students should be fully described either in the Petition itself, or in the Charter School's policies and procedures, and should include, but not be limited to: suspension and expulsion; the criteria and process for conducting functional analysis assessments; development of behavior intervention plans; and the criteria and process for conducting manifestation determinations.

5. Notice of Procedural Safeguards. The Petition states that the Charter School will provide parents with a Notice of Procedural Safeguards "at least once a year." (Petition, p. 70.) Federal and state law require that a parent or guardian be provided a notice of procedural safeguards when: a Parent/Guardian asks for a copy; the first time a child is referred for special education assessment; each time a child is reassessed; each time a Parent/Guardian requests a due process hearing; and each time a change of placement is implemented because of a violation of a code of student conduct. (20 U.S.C. § 1415(d)(1)(A); 34 C.F.R. §§ 300.504(a) and 300.530(h); Ed. Code, §§ 56301(d)(2), 56321, 56500.1 and 56502.).

6. Additional Missing Special Education Program Elements. The Petition does not discuss numerous other special education program elements, including, but not limited to: parental requests for Independent Educational Evaluations; how the Charter School will timely refer students for reevaluations, mental health services and/or behavioral assessments; functional assessment analyses; the development of behavioral intervention

plans, or the method by which the Charter School's special education program will comply with independent study law. Lastly, the Petition does not provide any discussion of the relevant timelines set out in state and federal law concerning development of an assessment plan, the completion of assessments, or the scheduling of initial IEP, or annual and triennial IEP team review meetings.

7. Section 504 & the ADA. The Charter School's duties and obligations for the provision of special education and related services pursuant to the IDEA are separate and distinct from its responsibilities under Section 504 of the Rehabilitation Act of 1973 ("Section 504") and the Americans with Disabilities Act ("ADA"). The Petition provides that the Charter School "will be responsible for all aspects of the 504 plan and delivery." (Petition, p. 72.) Petitioner must clarify that this includes sole responsibility for the costs of implementing Section 504 services, including the costs of providing health and nursing services to students whose Section 504 plans require such accommodations. Additionally, the District needs additional information as to how responsibility for coordinating Section 504 services at the Charter School will be allocated and how Section 504 training will be provided to Charter School staff.

In sum, the resubmitted Petition does not provide a reasonably comprehensive plan for special education and has not demonstrated an understanding of its responsibility for individuals with special needs or its ability to comply with federal and state law. Without additional information and clarification regarding the above concerns, District staff cannot adequately evaluate this essential element of the Petition.

Finding 2: The Petitioners are Demonstrably Unlikely to Successfully Implement the Program Set Forth in the Petition.

In order to successfully implement the educational program described in the Petition, the Petition must demonstrate that its policies and procedures are consistent with the educational program. Based upon the information provided in the Petition, the Petitioners are demonstrably unlikely to successfully implement the educational program for the following reasons:

- A. The proposed staffing levels and employee qualifications described in the Petition are inconsistent with the educational program.
 - B. The Petition presents an inadequate and unrealistic financial and operational plan for the proposed Charter School
 - C. The Petition fails to provide certain policies and procedures described in the Petition that are necessary to confirm that the program can be implemented
- A. The proposed staffing levels and employee qualifications described in the Petition are inconsistent with the educational program.

The Charter School's staffing plan contemplates the hiring of only six employees for Year 1 of the Charter School's operation—a Site Director, an Administrative Assistant,

three fulltime certificated teachers, and one budget classified employee designated in the budget as a .6 FTE “Instructional aide/PE.”

As noted earlier, the job description provided in the Petition for credentialed teaching staff does not require any actual teaching experience. (Petition, pp. 98-99.) The Charter School intends to hire only three certificated teachers in Year 1. The Charter School intends to use a self-contained classroom model, in which students remain in the same classroom with the same teacher throughout the school day rather than rotating by period or subject. (Petition, p. 23.) Other than the .6 FTE “Instructional Aide/PE”, Petitioners have not budgeted for any other instructional assistants, classroom aides, or non-certificated teaching staff. This suggests that the classroom teachers will be responsible for providing all classroom instruction, as well as physical education, support to students performing below grade level, and ELD services, without the support of an aide or instructional assistant. Classroom teachers will also be responsible for providing instruction to special education students in the general education setting. This level of integrated classroom instruction may prove challenging for novice teachers. In addition to teaching a three-week summer school program, Charter School teachers must also “be willing to teach beyond the typical school day, on some weekends, and until the job of educating our students is complete.” (Petition, p. 98.) The \$46,000 average teacher’s salary listed in the Petition—which is lower than the District’s average salary of \$52,000 coupled with the longer school year may make it difficult for the Charter School to attract and retain teachers. Additionally, the fact that staff will not be eligible to participate in STRS and PERS and may be subject to “random drug testing” are likely to be strong disincentives in attracting qualified teaching staff.

Petitioners must clarify how the Charter School will attract qualified personnel and implement a legally-sufficient educational program given the limited staffing levels proposed in the Petition.

B. The Petition presents an inadequate and unrealistic financial and operational plan for the proposed charter school.

A review of the Charter School’s proposed Budget Narrative and financial projections (Petition, pp. 128-134; Attachment N) raises several concerns, including the following:

1. The budget narrative and budget indicate that Amethod Public Schools intends to loan the Charter School \$150,000 for start-up costs. However, there is no supporting documentation in the Petition that assures the District that the Nonprofit has sufficient reserves to make such a loan.
2. The Charter School’s revenues include \$325,000 from the Public Charter School Grant Program (“PCSGP”). This should not be included as part of the Charter School’s base revenues as they have not yet applied for the grant and it is not guaranteed to them if they do apply. Taking this grant out of the revenue equation would place the Charter School in the negative for its first year of operation by \$97,000.
3. The Budget reflects \$90,000 in fundraising revenue, but the source for such funds is not identified in the Budget Narrative. Without assurance that such funds will actually

materialize, this \$90,000 should not be included as revenue. Further, the source for funds identified as the Beginning Cash Balance, is the \$90,000 in fundraising revenue minus \$21,667 in anticipated start-up expenditures. Without the \$90,000 of fundraising revenue and the PCSGP grant described in Item 2, the Charter School will be in the negative by \$186,985 for their first year of operation.

4. The Budget Narrative indicates that the Charter School will enroll 75 students for Year 1 of its operation and will add 50 students in each of Years 2 and 3, for a total enrollment of 175 students in Year 3. (Petition, p. 129) However, budget projections for Year 3 (2014-2015) are based on an enrollment of 150 students. If the Budget Narrative is in fact correct, and the Charter School will have 175 students in Year 3, their revenue and expenditure budgets need to be revised to reflect this information.

5. As discussed above, an average certificated salary for the Charter School's first year is listed as \$46,000, which is significantly lower than competitive salaries offered by the District (\$52,000 is the average teacher's salary within WCCUSD) and other local charter schools within the District. The Site Director's salary is also low, at \$70,000, as compared to the average principal's salary of \$85,000 within WCCUSD. Additionally, the teacher work year includes significantly more work days than the average at most districts. Thus, the Charter School is likely to find itself at a serious disadvantage in attracting qualified certificated personnel.

6. The Charter School intends to provide an employer contribution amount of \$6200 for health benefits per employee per year. (Petition, p.127.) However, the Petition does not include any information as to the amount of out-of-pocket contributions that employees may be required to make towards their health benefits.

7. The Charter School's financial projections do not include the costs of hiring a certificated school nurse or contracting with a private agency to provide health and nursing services for students whose Section 504 plans may require such services to access their education.

8. Petitioners have allocated only \$2500 for classroom furniture, equipment and supplies, which presumably includes student computer stations. This amount seems very low, even assuming some surplus furniture and equipment from other Amethod school sites can be used. Additionally, no monies are budgeted for a technology program for students.

9. The Charter School's contributions to the District's unfunded special education costs continue to be underestimated. In Year 1, the encroachment costs are underestimated by \$4,988; in Year 2 they are underestimated by \$12,199; and in Year 23 they are underestimated by \$19,329, for a total of \$36,516.

10. The Petition does not provide a description of the annual budget development, implementation and review process, including the process by which the Charter School leadership will monitor and report regarding the continued financial solvency of the Charter School. Other than a brief listing of reporting deadlines, Petitioners have not

included any description of the process by which the Charter School will prepare a preliminary budget, interim financial reports, and other reports required by law.

Without clarification and sufficient documentation regarding the above financial issues, the District cannot be reasonably assured that Petitioners can successfully implement the proposed program.

C. The Petition fails to provide certain policies and procedures described in the Petition that are necessary to confirm that the program can be implemented.

Education Code section 47605(b)(5)(F) requires the Petition to include “the procedures that the school will follow to ensure the health and safety of pupils and staff.” Petitioners have indicated that they “will have [sic] implement a [sic] health, safety, and risk management policies similar to that of other Amethod Public School sites.” (Petition, p. 101) However, with the exception of a School Emergency Procedures manual, no policies or procedures designed to protect the health and safety of students or staff are included with the Petition (Petition, pp.100-104.) This oversight is especially puzzling given that Petitioners are already operating three schools in Oakland, and are intending to commence operation of the Charter School at the beginning of the 2012-2013 school year. A complete set of all of the Charter School’s health and safety policies—including policies for child abuse mandated reporting and sexual harassment prevention—should be provided to the District.

Other policies, including those related to student discipline, special education, Section 504, conflict of interest, complaint procedures and student free speech rights are not included in the Petition. Further, recently enacted Senate Bill (“SB”) 438 amends Education Code section 48907 to require charter schools to give their students freedom of the press and expression in what they say, wear, and write in official school publications. Section 48907 requires charter schools to adopt a written policy that includes reasonable restrictions for conducting such activities. The Petition does not include the required policy and its absence suggests that Petitioners may not be aware of current law related to charter schools.

Without a complete set of the Charter School’s policies and procedures the District cannot confirm that the proposed Charter School program can be successfully implemented.

Finding 3: The Petition Does Not Contain Reasonably Comprehensive Descriptions of Certain Required Elements

A. Governance.

1. Governance—Parental Participation. The Education Code section requires every charter petition to address “the governance structure of the school, including, but not limited to, the process to be followed by the school to ensure parental involvement.” (Ed. Code § 47605(b)(5)(D).)(Emphasis added.)

The proposed structure of the Charter School does not provide sufficient avenues for parental involvement in the governance and operation of the Charter School. Specifically, the Petition and Bylaws indicate that all of the charter schools operated by Amethod Public Schools are governed by a single governing board that meets only one time per quarter at Amethod's corporate headquarters in Oakland, rather than at the school site. (Petition, p.89; Attachment I.) The infrequency of board meetings and the meeting location outside of the District will discourage parent participation. Additionally, a review of the qualifications for Board membership as listed in the Bylaws indicates that the Board will be made up of "no less than three (3) and no greater than seven (7) directors, consisting of:

- a. One to two (1-2) Directors will be business owners/managers, employees, or executives, of corporations, organizations, municipalities, or companies from the San Francisco Bay Area.
- b. One (1) Director will be affiliated with a college or University.
- c. One (1) Director may be University student, and/or alumni of the Amethod Academy/Program.
- d. One to two (1-2) Director(s) will be a person with background in finance, investments, city business and/or banking.
- e. The Executive Director may be a director.
- f. One (1) Director may be a lawyer or person affiliated with a professional law corporation.
- g. One (1) Director may be a person affiliated with commercial real estate expertise and city planning and zoning regulations.

Unless an individual meets these required or desired qualifications for Board membership, it is unlikely that the Amethod Board of Directors will have a representative who is also a parent of a student attending RCA. The Petition does describe a site-based Advisory Council, which "may include RCA business members, staff, parents, community members, board members, and industry members." The Advisory Council "will be voted on the RCA families at the orientation meeting held at the Richmond Charter Academy" but there is no description of the number of members or the term of office for Council members, or the process by which the Advisory Council will provide input to the Amethod Board of Directors. (Petition, p. 95.)

Although the Petition lists "informational meetings, orientation meetings, and parent-teacher conferences, there are no discussions of other avenues for actual parent participation in the governance and oversight of the school, such as a School Site Council or ELAC.

2. Governance—Conflicts of Interest. The Petition states generally that the Charter School "will comply with all laws applicable to charter schools" (Petition, p.94), but does not specifically indicate the Charter School's intention to comply with the terms of Government Code Section 1090 *et seq.* or any other provisions of law governing conflicts of interest for public agencies. It is counsel's view that these statutory rules are binding, not voluntary for charter schools. While some charter school advocates dispute that view (contending that less strict conflict of interest rules applying to nonprofit corporations should be applied to charter schools operated by nonprofits), counsel recommends that in

the interests of good governance the District's charter schools be required to adhere to the statutory conflict of interest laws that apply to public agencies like the District.

B. Health and Safety Plan

While charter schools are exempt from many requirements of California's Education Code, they are not exempt from federal law, including, but not limited to the IDEA and Section 504. The Petition indicates that the Charter School "will be responsible for all aspects of the 504 plan and delivery." (Petition, p. 72.) However, the Petition fails to include any assurances that Petitioners will ensure that health and nursing services are provided to an eligible student in accordance with the law if the student's Section 504 plan requires such accommodations.

Although a School Emergency Procedures handbook is included at Attachment L, the Petition does not include copies of the Charter School's health and safety, sexual harassment, or child abuse reporting policies. Moreover, with regard to the provision of nursing and health services at school to the general student body, the Petition states that "the Administrative Assistant will be trained in basic techniques such as CPR and nursing for minor issues." (Petition, p. 106.) This description does not meet the requirements of the Education Code which requires a petition to provide a reasonably comprehensive description of "the procedures that the school will follow to ensure the health and safety of students and staff." (Ed. Code § 47605(b)(5)(F).)

Without additional information, copies of the required policies and procedures, and a realistic assessment of staffing and budget projections needed to provide for the health and safety of its students, the District cannot evaluate whether the health and safety plan set out in the Petition will sufficiently protect the health and safety of Charter School pupils and staff, thereby facilitating successful implementation of the Charter School program.

C. Suspension and Expulsion Procedures

The Petition states that students "shall only be suspended or expelled for the same actions that would cause them to be suspended or expelled from the local school district, and public schools as defined by Education Code Sections 48900 to 48926." (Petition, p. 109.) (Although these provisions are not binding on charter schools, many charter schools elect to follow the Education Code's student discipline statutes.) However, one area of concern is the Petition's failure to provide sufficient notice of violations of student conduct and disciplinary offenses to students. Of particular concern are provisions in the Petition stating that students may also be suspended or expelled for "[a]ny infractions not listed but considered sufficiently serious by the Site Director." (Petition, pp. 114-115.) Such overbroad language does not afford students of adequate due process as to what specific offenses will warrant suspension and/or expulsion.

As discussed elsewhere in this report, the Petition does not include discipline policies for students with special needs and does not reflect an understanding of special education law, including the protections of federal and state law available to special education students.

D. Dispute Resolution

Staff notes at the outset that the Petition should be amended to specifically state that the dispute resolution process is not a prerequisite for initiating revocation proceedings. In addition, the Petition provides that the District “will not interfere in internal disputes without the consent of the Amethod Governance Board, and WCCUSD will refer any complaints or reports regarding such disputes to the governing board or Executive Director for resolution.” (Petition, p. 124.) Since a complainant may turn to the District expecting not to be identified to the Charter School, these terms could inhibit the District’s ability to conduct effective oversight. Additionally, since in some cases the Charter School may assert that a particular issue is a matter of “dispute” when the District deems the same issue to be within its discretion as overseeing agency, these terms could inhibit the District’s ability to conduct effective oversight.

E. Audit Requirements

Education Code section 47605(b)(5)(I) requires a charter petition to include a reasonably comprehensive description of “the manner in which annual, independent, financial audits will be conducted, which will employ generally accepted accounting principles, *and the manner in which audit exceptions and deficiencies will be resolved to the satisfaction of the chartering authority.*”

However, the Petition provides for audit exceptions and deficiencies to be resolved “to the satisfaction of all parties involved” and further requires that disputes concerning such exceptions or deficiencies will be subject to the dispute resolution process set out on the Petition. (Petition, p. 111) Such requirements do not meet the requirements of the law and would limit the District’s ability to effectively perform its oversight obligations.

Additional Comments

1. Technology Plan. Petitioners do not set out any technology plan for Charter School pupils, and no period for technology instruction appears on the daily schedules in the Petition. (Petition, pp. 46-47.) As noted above, Petitioners have allocated only \$2500 for classroom furniture, equipment and supplies. Budget projections state that “Amethod schools already has staff computers”, but does not indicate how many computer stations will be available for student use. Budget projections also state that “Basic IT handled by volunteers, network maintained by tech services” but no information is provided as to the qualifications of such volunteers, or a back-up plan for the provision of IT services in the event a qualified volunteer cannot be located.

2. Before/After School Tutoring; Intervention Period; Intersessions. The revised Petition does not adequately describe the supplemental instruction it says will be offered before and after school, during intervention period, and during intersessions. Specifically, the Petition states: “Before school, after school, noncore tutoring (small & individual) programs will be offered according to student needs.” (Petition, p. 62) The same section

also references “intervention programs such as but not limited to, summer session, intercession [sic] tutoring, and increased noncore one to one sessions.” (Petition, p. 62) The Petition further provides that students working below grade level “may be given a revised ILP directing their work in an additional period each day during small group tutoring time through the usage of an intern, or volunteer tutor.” (Petition, p. 63) Further, the Petition also mentions a Homework Club after school that is staffed “by a credentialed teacher, paraprofessionals, and/or college interns.” (Petition, p. 64)

No funds are allocated for running these programs or to hire paraprofessionals or tutors, so it seems likely these positions will be filled by volunteers. While the appendices include a brief tutor training manual, the manual does not indicate who is providing the training or what qualifications are required. Without further information regarding these enrichment programs and the qualifications and training for persons provides these services, the District cannot be assured that Charter School student will receive the support services promised by Petitioners.

3. Renewals. At page 81, the Petition states: “The school will meet the requirements for renewal if it meets the requirements of Section 47607(b) of the Education Code.” This language misstates the law, as it incorrectly suggests that so long as the Charter School meets one of the academic performance indicators at Section 47607(b), they would be automatically entitled to renewal. In fact, the Charter School will be required to comply with all applicable provisions of law in submitting its Charter for renewal

4. Oversight Responsibilities. The Petition misstates the District’s statutory supervisory oversight responsibilities as set out at Education Code section 47604.32.

Recommendation

Based on the foregoing, Staff makes the following recommendations:

1. That the Petition be denied for reasons including, but not limited to, the failure of the Petitioners to present a sound educational program; because it is demonstrably unlikely that the Petitioners will successfully implement the program set forth in the Petition; and because it does not contain reasonably comprehensive descriptions of certain required elements set forth in Education Code section 47605, subdivisions (b)(5)(A-P).

In order to deny the Petition on the grounds set forth above, Education Code section 47605, subdivision (b), requires the Governing Board to make “written factual findings, specific to the particular petition, setting forth specific facts to support one or more” grounds for denying the Petition. District staff recommends that the Board adopt these final findings of fact as its own, should the Board decide to deny the Petition.

2. As discussed herein, Staff believes that deficiencies reviewed in this report could provide sufficient grounds for a recommendation of denial, but further believes that most of the Petition’s deficiencies could be remedied through separate operational and special education MOUs entered into between the Charter School and the District. Additionally, this report reviews certain budgetary concerns that cannot be reconciled by MOU and which could form sufficient findings of fact to support denial of the Petition. However,

the Board also has discretion to grant the Petition, and pursuant to its oversight duties, the District would continue to monitor the fiscal condition of the Charter School, keeping this Board timely apprised of any developments.

Alternatively, in the event the Board desires to approve the Petition, District staff recommends that such approval be conditioned on execution of an operational MOU and a special education MOU between the Charter School and the District within sixty (60) days of Board action. District staff further recommends that the Governing Board designate the District Superintendent or his designee to negotiate and execute such MOUs.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 96-1112

**Resolution to Conditionally Approve the Charter Petition for
Richmond Charter Academy Middle School**

WHEREAS, the petitioner, Amethod Public Schools (“Petitioners”), submitted to West Contra Costa Unified School District (“District”) a charter petition (“Petition”), on February 8, 2012, for the Richmond Charter Academy Middle School (“Charter School”); and

WHEREAS, the District’s Board of Education held a public hearing on March 7, 2012, as required by law; and

WHEREAS, the Board of Education has considered the level of public support for the Charter School and has reviewed the Petition and all information received with respect to the Petition, including all supporting documentation submitted to date; and

WHEREAS, in reviewing the Petition, the Board of Education has been guided by the intent of the California Legislature that charter schools are and should become an integral part of the California educational system and that establishment of charter schools should be encouraged; and

WHEREAS, District staff and legal counsel have reviewed the Petition and prepared a Staff Report and Proposed Findings of Fact Regarding Richmond Charter Academy Middle School’s Charter Petition (“Staff Findings”), attached hereto as Exhibit A, which provides several proposed findings and recommendations; and

WHEREAS, after analysis of the Petition and the related supplemental materials, the Superintendent and District staff have recommended approval of the Petition, subject to certain conditions described below.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby adopts all of the written Proposed Findings of Fact, contained within the attached Staff Findings, as its own.

BE IT FURTHER RESOLVED that the Board of Education hereby approves the Petition, subject to the complete satisfaction of the following conditions within sixty (60) calendar days of the adoption of this resolution:

1. The Charter School shall agree to enter into a Memorandum of Understanding (referred to as the “Operational MOU”), which is mutually acceptable to the Charter School and District, that adequately addresses each of the issues identified in the attached Staff Findings related to Charter School’s operations.

2. The Charter School shall agree to enter into a Special Education Services Agreement, which is mutually acceptable to the Charter School and District, which adequately addresses each of the issues identified in the attached Staff Findings related to special education.

BE IT FURTHER RESOLVED that the Board of Education hereby authorizes the Superintendent, or his designee, to negotiate and finalize the Operational MOU and Special Education Services Agreement with Charter School, and to determine that mutually acceptable agreements have been negotiated, pursuant to the conditions above. Satisfaction of the conditions and approval of the Petition will be confirmed, in written correspondence, from the Superintendent to the Charter School. Such agreements will be brought before the Board of Education for ratification.

BE IT FURTHER RESOLVED that the Petition shall be deemed denied by the Board of Education without further Board action if the Charter School fails to fulfill the conditions stated herein within sixty (60) calendar days of the adoption of this resolution.

BE IT FURTHER RESOLVED the term of the Charter shall be for five (5) years, beginning on _____, 2012 and expiring _____, 2017.

PASSED, APPROVED, AND ADOPTED by the Board of Education of the West Contra Costa Unified School District at its meeting held on March 21, 2012, as follows:

AYES:

NOES:

ABSENT:

ABSTAINED:

President, Board of Education
West Contra Costa Unified School District

ATTEST:

Clerk, Board of Education
West Contra Costa Unified School District

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
1108 Bissell Avenue
Richmond, California 94801-3135
Office of Superintendent of Schools

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: March 21, 2012

From: Sheri Gamba 
Associate Superintendent Business Services

Agenda Item: F.2

Subject: Second Interim Report, 2011-12 / Financial Update

Background Information: Attached is a summary of the District's Second Interim Report for 2011-12, which covers the financial and budgetary status of the District for the period ending January 31, 2012. The entire report, including state forms, is provided under separate cover and on the District's website at www.wccusd.net.

Education Code Section 42130 requires school districts to prepare interim financial reports each year. The First Interim Report covers the period ending October 31; the Second Interim Report covers the period ending January 31. These financial reports are subject to standards and criteria adopted by the State Board of Education to monitor the fiscal stability of local educational agencies.

The District shall certify whether it is able to meet its financial obligations for the current fiscal year and, based on current forecasts, for the two subsequent fiscal years. A positive certification shall be assigned when a district will meet its financial obligations for the current fiscal year and subsequent two fiscal years. A qualified certification shall be assigned when a district may not meet its financial obligations for the current fiscal year and subsequent two fiscal years. A negative certification shall be assigned when a district will be unable to meet its financial obligations for the remainder of the fiscal year.

Recommendation: Recommend approval of the Second Interim Report for 2011-2012

Fiscal Impact: Positive Budget Certification

DISPOSITION BY BOARD OF EDUCATION

Motion by:

Seconded by:

Approved by vote Yes: Noes:

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT



2011-2012 Second Interim Report Executive Summary

Prepared by: Sheri Gamba, Associate Superintendent Business Services

West Contra Costa Unified School District 2011-12 Second Interim Report

Second Interim Financial Report Overview

Two Interim Financial Reports are routinely required by the California Department of Education each year. Districts must submit the completed reports for review to the County Office of Education who then submits them to the State.

California school district revenues and expenditures are subject to constant change. School district budgets are not static documents, but instead are constantly being revised to respond to decisions at the state and federal levels, as well as to the expenditure needs of the local agency. The Second Interim Report's financial projections have been updated to reflect new information received and board action taken since the original budget adoption.

The Executive Summary includes an overview of the financial data reported in the SACS (Standardized Account Code) Second Interim Report. It is provided to assist the reader in understanding the information being reported on the SACS forms. The SACS forms also include supporting reports such as the Revenue Limit Funding calculation, Average Daily Attendance estimates, Criteria and Standards and the Multi-year Projection report.

With each financial report the District is asked to project the general fund financial status through year-end, June 30, 2012. The Multi-year projection is then required to determine if the District will be financially solvent for two subsequent years, in this case through the 2013-14 fiscal year.

State Budget Impact on District Planning

The District has struggled during the course of the last four years with a State budget process that causes confusion and uncertainty. The State does not realistically solve its own major deficit issues and relies on future actions with uncertain results, such as ballot initiatives or uncertain revenue projections. So for the fourth year in a row we repeat this statement: "This year the District is facing enormous financial challenges..."

On June 30, 2011, Governor Brown signed the State Budget Act and the Education Trailer Bill. The Trailer Bill included "trigger language" that, placed school district budgets on a course of mid-year uncertainties with unknown revision potential. These revisions have now become a reality for the 2011-12 school year and are included in this report. The States revenue deferral schedules coupled with the uncertainty that the funds will actually be available this year has made budget planning efforts all the more difficult.

In spite of these challenges, the West Contra Costa Unified School District Board continues to plan for and adopt fiscally responsible plans that have kept our District on strong financial footing.

2011-12 General Budget Information

The original adopted budget is included in the state forms for the Second Interim Report. These original items remain in place, as originally adopted by the Board in June. Since the June adoption of the 2011-12 budget several areas of the budget have been adjusted to reflect changes in funding received as well as expenditure adjustments to reflect more accurate estimates of program costs.

General Fund Unrestricted

Revenue Limit

Revenue Limit funding is based mainly upon student attendance. Revenue Limit funding is the dollar amount for each student that is in attendance on average during the course of the school or fiscal year. Revenue limits are the primary revenue component of the school district's budget.

The Average Daily Attendance (ADA) of students are what drives the funding or "Revenue Limit" and is reported in both the restricted and unrestricted revenues of the District because certain ADA, such as for students in Special Education, are earned by the ADA generated in restricted programs.

Student attendance is estimated to generate \$146,873,242 of which \$7,107,208 is restricted. The balance of \$139,766,034 is 83% of the District's General Fund unrestricted revenues for the 2011-12 fiscal year. This figure includes the \$55 per pupil cut implemented by the State cutting an estimated \$1.5 million in revenue.

Fund Balance

After three fiscal years of decline the unrestricted ending fund balance increased based upon the unaudited actual financial reports ending June of 2011. The following table illustrates the unrestricted ending fund balance for each year end closing.

June 2007	June 2008	June 2009	June 2010	June 2011
\$28,936,748	\$21,567,077	\$20,049,661	\$15,439,421	\$18,438,897
Net Increase (Decrease):	(\$7,369,671)	(\$1,517,416)	(\$4,610,240)	\$2,999,476

The District's 2011-12 projected unrestricted ending fund balance is \$18,016,681. This balance has certain required funding designations including the State required designation for economic uncertainty.

Designations

Revolving Cash	\$ 70,000
Stores	\$ 230,000
Economic Uncertainty 3%	<u>\$ 8,747,217</u>
Total Designations	\$ 9,047,217
Unappropriated Balance	<u>\$ 8,969,464</u>

Other State and Local Revenue

Other State Revenue includes K-3 Class Size Reduction, State Lottery and Supplemental Instruction and unrestricted Tier III programs. There is a slight increase based upon the receipt of testing and mandated cost reimbursement. Local Revenue consists of interest earnings, support from the cities of Richmond and San Pablo and other miscellaneous revenues.

Expenditure Summary

The projections reflected in the Second Interim Report are a result of the analysis of year-to-date expenditures against the adopted budget. This includes a review of expenditure trends for all major categories within the budget. Staff also examines position vacancies and generates an estimate of salary and benefit savings due to unfilled (no substitute) vacancies. Actions taken by the Board, such as the additional expense for support to the law academy programs and the pay-off of the IBM debt are included in this report.

General Fund Restricted

The General Fund is the operating fund of the District; it is used to account for the day-to-day operations of the District. The fund is divided into two sections, unrestricted and restricted. Restricted funds are monies received by the District that are categorical in nature, i.e., they can only be used for the purposes allowed by the grant funding or agency.

Restricted revenue funding is recognized in two different ways. Revenue subject to deferral must be expensed before revenue can be recognized for the grant/entitlement. This means that any funds received and not spent, with carryover provisions, are deferred into the next fiscal year. For funding subject to ending fund balance, the revenue is recognized in the year received and any funds remaining at the end of the year are recorded as a restricted ending fund balance.

The Second Interim Report includes the carryover of prior year funds through the update in restricted fund balance and the posting of deferred revenue from 10/11 into the books for 11/12. This carryover is then appropriated to the expenditure accounts according to grant guidelines and school site plans.

Multi Year Projection (SACS Forms)

The multi-year projection for the Second Interim Report utilizes the County Office published assumptions which correspond with School Services of California for the development of revenue projections. This includes the 2011-12 Mid-Year cuts but assumes the Governor's tax initiative passes. This is not considered a fiscally conservative contingency plan due to the State's economic crisis, its questionable ability to fund COLA in future years and the unknown outcome of the November State election. However, due to the District's Special Reserve fund the Board is operating with the

contingency that if the November 2012 taxes do not pass it will use Special Reserves plus ending fund balance from the unrestricted general fund in order to operate the District during 2012-13.

Expenditure projections include estimated step and column increases as well as staffing changes based upon enrollment or expiration of one time funding. Supply and service expenditures utilize the California Consumer Price Index as an estimate for cost increases.

The following are the assumptions used for the development of the multi-year projections.

2012-13 Assumptions

Funded ADA: 27,300
Revenue Limit COLA: 3.17%
Revenue Limit Deficit: 21.66%
California CPI: 2.1%
Step and Column: 1.0%
Active Health Benefits: 0%
Retiree Health Benefits: 10%

2013-14 Assumptions

Funded ADA: 27,080
Revenue Limit COLA: 2.40%
Revenue Limit Deficit: 21.66%
California CPI: 2.4%
Step and Column: 1.0%
Active Health Benefits: 0%
Retiree Health Benefits: 10%

The multi-year projection using the current assumptions for 2011-12, indicates that the District will have planned deficit spending of \$422,217.

The multi-year Projection using the current assumptions for 2012-13 indicates that the District will be deficit spending in the amount of \$5.4 million; however due to the use of \$2.9 million in one-time dollars set aside by the Board in the Special Reserve Fund the deficit is reduced to \$2.5 million. This means the Board is planning to use \$2.9 million in Special Reserve funding and \$2.5 million in General Fund Balance for the 2012-13 fiscal year if the taxes in November pass.

In 2013-14 the multi-year Projections uses the assumptions listed above along with an additional transfer of Special Reserve Fund dollars in the amount of \$6.6 million.

This Multi-year projection includes the direction to keep Shannon and Lake Elementary Schools open, ongoing. It does not include adding the K-3 Class Size Reduction program into the unrestricted budget for 2012-13. The K-3 Class Size Reduction program is funded strictly from Parcel Tax dollars in 2012-13 and lowers class sizes to 28-1.

Multi-year Fiscal Plan

West Contra Costa is a Fiscally Responsible District

During the years of the greatest economic down turn in US history West Contra Costa Unified School District has addressed funding cuts by focusing on many of the cost saving measures pointed out through numerous fiscal reports and studies. Through the collective bargaining process contract modifications are now in place to control benefit costs and staffing in order to accomplish necessary budget savings. School and facility closures have occurred according to a plan adopted by the Board to address school facility consolidation. In addition, the Board has adopted flexibility options including modified K-3 Class size reduction and categorical flexibility. The Board has arranged for temporary inter-fund borrowing should it be necessary due to cash flow constraints. The Board has successfully run elections to improve school facilities throughout the District. The Board has also undertaken efforts to improve funding for schools by engaging in efforts to raise local taxes in support of locally controlled funds for schools. In spite of the corrective action and demonstrated fiscal responsibility, the district must still face the State's funding uncertainties as it prepares a multi-year plan. The following is a summary of various program focus areas the Board has discussed over the past year as well as information on the potential State funding shortfall.

Parcel Tax – Local Support for Students

The parcel tax program includes support for a wide variety of services to students of the District. The parcel tax funding, renewed in November of 2008, is accounted for in a locally restricted account and is subject to the review by the Citizens Budget Advisory Committee. The current parcel tax expires in 2013-14. The following table illustrates a summary of estimated funding levels for programs in the 2011-12 school year. The District expects to collect \$9.7 in 2011-12.

West Contra Costa Unified School district	
Measure D Parcel Tax Estimated Expenditure Budget Summary	
2011-12	
Library and athletic programs	\$ 3,055,667
*Reduced class sizes for Kindergarten through third grade	\$ 1,920,000
Textbooks and teaching materials	\$ 1,250,000
Teachers and counselors	\$ 2,996,124
Custodial support - Facilities clean and in good condition	\$ 541,986
Grand Total	\$ 9,763,777

* Parcel tax funding pays for a small portion of the K-3 CSR program

Parcel Tax – Enhancing and Continuing Support

The Board has called for an election which will be placed on the June 5, 2012 ballot. This election can help the community raise funds for programs in local schools that the State cannot take away. The measure would provide an additional \$4 million for District schools and would extend the current parcel tax to 2016-17.

Maintenance and Recreation Assessment District – MRAD

In an effort to raise and sustain funding for the school district in 1994 the District formed a Maintenance and Recreation District. In 1996 the formation of MRAD was followed by a vote of the people to continue these levies. This allows the District to levy taxes to support the maintenance and operations of fields and outdoor areas for the purpose of public use. MRAD is budgeted for 2011-12 in the amount of \$5.5 million, which pays for evening/after school custodial services, gardeners and outdoor capital projects.

Funding Flexibility – The Tier III Shift

The 2009 Budget Act enacted a series of reductions to the revenues of school districts and also contained language permitting districts to seek relief from these cuts by repurposing funds from what has traditionally been restricted funding. The practical application of repurposing these funds requires that school districts either cut the programs and staffing associated with the State funds or find alternative funding sources to support the ongoing efforts of these programs.

The Board took action for 2009-10, 2010-11 and 2011-12 school years to identify the programs and estimated amounts available for the Tier III shift and used that funding to offset cuts from the State. The 2011-12 Second Interim budget includes the continued use of Tier III funding in the estimated amount of \$14.4 million. Tier III flexibility has been extended to June of 2015.

The Board has elected to keep the Adult Education Program in place at a reduced level of funding. There is an estimated \$1 million in additional Tier III funding transfer available for the District's general fund should the Board choose to downsize the Adult Education program. The multi-year projection assumes the program is funded at the same level as 2011-12 for the 2012-13 and 2013-14 school years.

The Tier III funding resolution can be found at the end of this Executive Summary and is part of the Board's adoption of the Second Interim Report.

Federal Stimulus Funding – Final Year 2011-12

The intent of the American Recovery and Reinvestment Act (ARRA) and subsequent Ed Jobs federal funding was to save jobs and stimulate the economy. The 2010 Ed Jobs one time funding was more restricted than the previous ARRA funding provided by the federal government and will be spent during the 2011-12 school year. It is being used for school site level jobs and related services. The District has received \$5.4 million in funding which was budgeted for 2011-12. This funding is paying for 65 jobs; this funding helped offset the loss of the onetime ARRA funds and has been used toward the implementation of K-3 Class Size Reduction, teacher salaries and benefits as well as for site safety positions.

Board Priorities

The following list of priorities was updated as of February of 2012. Items 1-6 are included in the Multi-Year projection as stated, item number 7 and 8 have not yet been

added to the budget projection. The Board has stated that it may modify these priorities prior to budget adoption.

1. Lake and Shannon Schools remain open
2. School Resource Officers at 2011-12 levels
3. Adult Education
4. K-3 Class Sizes using Parcel Tax funds = 28 to 1
5. 180 Day School Year
6. Furlough Days are restored per contracts
7. K-3 CSR – additional staffing as funding available
8. Transitional Kindergarten – 4-8 classes to start in 12-13

Class Size Reduction

The 2011-12 State budget includes the continued flexibility for the K-3 Class Size Reduction program. The flexibility is designed to provide financial relief and flexibility to school districts during these difficult times. Class size flexibility legislation expires in June of 2014. In accordance with State funding flexibility, the Board has adopted a modified class size reduction program for 2011-12. Class size targets have been set at 24 for kindergarten, 20 for first and second grades and 28 for third grade. One time Ed Jobs Federal Funding and Title I carry over, in the amount of \$6.1 million, is being used to fund the program. These one-time funding sources pay for 100 teachers. Parcel tax funding is also provided in the amount of \$1.9 million toward this program, which would be roughly equivalent to the cost of 29 teachers. The combination of one time Federal funding and Parcel Tax funding pays for 129 teachers. The multi-year projection does not include the staffing costs necessary to implement the K-3 Class Size Reduction Program as it is currently configured in 2011-12, 2012-13 and beyond. The plan is to use Parcel Tax funding to reduce K-3 class sizes from 31 to 28. Other Districts in Contra Costa County have struggled to keep class size reduction in place. Few have managed to keep class sizes below 31. (See appendix for K-3 Class Size Reduction Chart)

At the October 26, 2011 Board Session on the Budget the Board re-affirmed a commitment to operate class sizes in grades K-3 as low as possible. The Board moved to use \$2.4 million toward the program in 2012-13, in addition to the Parcel Tax Commitment, as soon as a funding source can be identified. Therefore, the multi-year Projection does not include the program beyond what is funded through the current Parcel Tax (K-3 at 28:1), but staff is poised to augment the school site staffing allocations if and when the funding is available. Based upon input from school site Principals, staff recommends decreasing class sizes in grade levels (K-2) equally so that student cohorts are more easily transitioned to the next grade level. This funding model assumes that the 3rd grade would remain at 28-1, as it is currently configured.

The following table illustrates costs associated with decreasing class sizes:

K-2 Class Sizes	Estimated Cost
26	Additional \$1.8 million
24	Additional \$1.8 million, total of \$3.7 million
22	Additional \$2.2 million total of \$5.9 million
20	Additional \$2.2 million total of \$8.1 million

Transitional Kindergarten

The Transitional Kindergarten program was passed into law and was piloted this year, 2011-12, with the plan to implement the program during 2012-13. The Governor's budget stated no funding would be provided for the program. Since that time there has been discussion about making the program a local decision, with funding provided only after students turn five years old, and subject to local school board approval. No clear communication has been provided from the State on the matter, as we wait for the legislature to determine the course of the budget. The Board expressed the interest to add the program to the budget plan for 2012-13. Staff has been waiting for legislative action with hopes that more positive information regarding funding options will be provided by the State. The current plan is to add between 4 and 8 classes (depending upon demand) across the District. It is estimated that the program may cost between \$834,000 and \$1 million dependent upon the number of additional classes. Revenue would be generated to help offset the cost and would be dependent upon student attendance and age of entrance.

Other Education Initiatives

In addition to the K-3 Class Size Reduction Program the Board has also placed an emphasis on closing the achievement gap, Linked Learning/academy based programs, and promoting a college going culture by making the effort to offer additional advanced placement classes. In order to make progress in those areas the Board has indicated that it may wish to consider adding staff toward lowering class sizes at the secondary level, should funding become available. This was not added to the priority list in February.

School Resource Officers

The School Resource Officer program carries a cost of \$1.9 million per year. It should be noted that in all cases the Police Departments at each agency offer special programs to school sites as well as special services at school events such as athletics, dances and special assemblies as a part of their contract. The 2011-12 budget, along with the multi-year projection includes the funding for this service. The Board has considered reducing the level of funding for the Resource Officers due to the financial constraints of State level funding. The most recent option discussed by the Board would be to reduce the number of officers assigned by eliminating the officers assigned to the middle schools. This approach would save an estimated \$440,000 per year.

Shared Commitments and Employee Concessions

Over the past three years the Board has requested concessions from employees and through negotiations with employee groups has enacted reductions, keeping the District fiscally solvent.

In 2008-09 the executive team (Superintendent and Cabinet) took a three day furlough. In January of 2009 the entire unrepresented management team; including the executive team, were placed on a tiered capped benefit program. During the 2009-10 school year

all groups both represented and unrepresented were placed on a tiered cap program for health benefits. Employees gave up the previous retiree lifetime benefit program and began a three year plan of work year reduction with a commensurate salary reduction. In addition, teacher class sizes were increased and prep teachers were eliminated saving \$3.2 million. The work year reduction for all employees saves \$4.4 million per year. The tiered cap program saves the district \$9.9 million per year. For the employee, these types of reductions mean less take home pay. It would have been impossible to cut the number of jobs needed to enact these savings and still serve the students of this district. The Board recently settled the two open contracts with the classified unions offering one time fund balance dollars to help offset the increased employee expenses during these tough times.

Certain work year reduction agreements sunset at the end of 2011-12. Therefore projected funding, for the restoration of two work days for teachers and between five and six days for all other employees (depending on if they are 11 or 12 month employees), in the amount of \$2.5 million is included in the multi-year projection beginning in 2012-13.

Other Post Retirement Benefit Liability (OPEB) or Retiree Lifetime Benefits

The Board has taken action, with the cooperation of employee groups, to substantially reduce the District's long term liability for post-employment health care. In the actuarial study completed in 2008 it was determined that the Governmental Accounting Standards Board or "GASB 34" liability was \$495 million. Had the program not been amended the GASB 34 liability would have grown to \$550 million, with the implementation of new retiree benefit provisions the GASB 34 liability is \$385 million. The District maintains an irrevocable trust fund in the amount of \$11 million which is included in the financial statements and offsets to the GASB 34 liability in the annual audited financial statements.

The District pays for retiree benefits on a pay-as-you-go basis. This requires an annual payment toward benefits of \$19.5 million. This is the cost of premiums for 2398 retiree participants; as a comparison the active employee participants number only 1969. Health premiums are estimated to go up by 10% in 2012-13, and the cost of this increase as it relates to retirees must be paid by the District. This means increasing the retiree benefit budget by \$1.9 million in 2012-13.

Effective July 1, 2010 employees of the District are no longer eligible to enter a retiree benefit program with uncapped lifetime benefits. Each union has ratified a modified retiree benefit program for existing and future employees. Had the District not implemented this plan the pay-as-you-go costs were estimated to have been \$30 million per year by 2020 and nearly \$50 million per year by 2030. This change was essential for the long term financial stability of the District and further shows the commitment to fiscal responsibility this Board has made.

School Closure

The West Contra Costa Unified School District has experienced a decline in enrollment of over 5,000 students since the 2002-03 school year. School sizes in the West Contra Costa Unified School District are smaller on average than comparable school districts in

California. In order to address the structural deficit, the School Board passed a resolution on February 11, 2009 to close schools and other facilities under a three year plan.

The City of San Pablo and the City of Richmond have provided strong support since the adoption of the school closure plan and have provided financial support to keep Lake, Kennedy, Grant and Olinda schools open. The City of Richmond will continue its financial commitment to keep Kennedy, Grant and Olinda Schools open by granting the District \$1.5 million per year, this funding is assumed to be ongoing. On October 26, 2011 the Board removed Shannon and Lake Elementary Schools from the closure plan for June of 2012 at a cost of \$600,000 per year ongoing. The Board has set this as a priority since the closing of Shannon would require a commitment of capital facility funding to create additional student housing at nearby schools or it would require a re-districting (boundary change) of all the elementary schools in the northern half of the district. The cost for keeping Shannon and Lake open is included in the Multi-year Projection and ongoing.

Long Term Debt

The Board has made enormous progress in eliminating long term debt during the 2011-12 fiscal year. September 7, 2011 the Board passed a resolution to begin the process required to pay off the State Loan. The multi-year projection adopted at the First Interim Report period includes the elimination of the budget necessary to fund for the State loan payment. The outstanding principal on the debt is estimated to be \$8.1 million. Staff expects to receive the final pay off figure from the Infrastructure Bank by the beginning of April 2012. The Board has received a letter from the State Superintendent, Tom Torlakson, indicating that the California Department of Education expects the conditions for the release of the State Trustee will be met by April 30, 2012. The fund balance for the Debt Service fund reserved for the State Loan is \$9 million.

The Board prioritized the use of fund balance – one time dollars – to pay off the IBM loan this fiscal year at the October 26, 2011 meeting. The IBM pay-off was completed in February 2012. The Voluntary Integration Program (VIP) outstanding debt will be paid off this year as well. This means the Board now has only one outstanding general fund long term debt obligation, the Certificate of Participation (COP). These actions relieve the District of ongoing general fund expenses and leave more of the “1990’s era” debt behind. These debt service savings were reflected in the multi-year projection at the First Interim report period and are included for Second Interim as well.

Governor’s Proposed Budget for 2012-13

The January Governor’s Budget proposal represents a major effort to get through an economic crisis in an environment where the economic recovery is slow. The budget proposal is very complex and offers “flat funding” for education only if higher taxes are approved in the November election. The “flat funding” concept does not account for the fact that funding in 2011-12 was reduced due to the “mid-year triggers” enacted as a result of revenue shortfalls during the current budget cycle. The 2011-12 cuts are ongoing and further degrade education funding. The proposal also contains more than \$4 billion in cuts outside of education including major cuts and restructuring of the CalWorks program, suspending state mandates and reductions to programs such as in

home medical support services and more. Even with these cuts and the proposed new taxes the State would still be carrying a deficit in 2012-13.

The Tax Initiative and Mid- Year Triggers 2012-13

The Governor's proposed tax initiative would raise an estimated \$5.5 to \$6.9 billion per year with approximately 40-50% of that revenue dedicated to support K-14 education in the "flat funding" model. It is important to note that this does not mean any new funding for our school district. The Legislative Analyst Office report review warns that this initiative relies on a volatile income tax basis and is temporary in nature. The initiative would sunset in 2016. If the measure fails the Governor's proposal includes a 2012-13 Mid-Year Trigger that would enact an estimated \$370 per pupil cut to K-12 education budgets. This cut would increase the District's deficit by over \$10 million.

Other Tax Initiatives – November 2012

There are two additional initiatives that may be placed on the November 2012 ballot which raise taxes that are attributed to schools and other State programs. They are known as the "Millionaires Tax" and "Our Children Our Future".

The "Millionaires Tax" proposes to raise \$4 billion with a little more than 50% going to schools and the remaining going to other State programs. The tax proposed would be a 3% increase to for incomes between \$1 million and \$3 million. It is a permanent tax increase.

The "Our Children Our Future" initiative proposes a tax increase that would raise between \$10 and \$11 billion for Preschool through 12th grade education. The income tax would be increased for all income over \$17,346. This proposal is a temporary measure which would sunset in 2024.

School districts, as governmental agencies, rely on the numbers generated by the Governor's Office and interpreted by the State Department of Finance and the California Department of Education. The information and guidance is then shared through the County Office of Education for budget and program planning. If either of the initiatives, which are outside the Governor's budget plan, is successful the districts would receive guidance for implementation from the State and County Offices of Education on how to proceed with funding estimates.

Future Planning - Support Systems and Operational Driven Costs

District plans to fund the support, operational and communication needs of the District's schools and communities have been placed on the "back burner" during these tough economic times.

The Board has taken advantage of the Tier III sweep programs to help keep the District solvent. However, by doing so, it has placed an additional burden on the Bond fund by requiring those funds to be used for capital outlay related to certain deferred projects as well as to fund certain technology upgrade. In addition, as the District opens and operates new campuses the Board should consider the level of staffing provided to keep these campuses in top operating condition. Past studies indicate the District is understaffed for the square footage we are operating in terms of the maintenance and

custodial staff. As new buildings are brought on line they bring with them an increased square footage as well as more sophisticated building components, such as technology infrastructure, climate control and sophisticated security systems. It is important to consider the number and types of staff provided to keep these investments in good working order for our students. It would be worthwhile for the Board to consider a support staff study to quantify the types and levels of staffing that are desirable for newly constructed schools.

The Communications Department was dissolved during previous budget cuts. While staff has done their best to provide communication through existing avenues the District lacks the communication outreach, both on the web and through other communication tools that would enable us to communicate the good news on our efforts to serve students and community.

The State has adopted new core curriculum standards and assessments for students without providing funding for the professional development and purchase of the new materials and systems needed to move the District into the new standards.

The costs associated with the future planning section are not included in the multi-year projection.

Structural Deficit

A structural deficit is defined as an expenditure budget that equals more than the revenue budget in a "one year snapshot". In other words, can the District maintain the expenditure budget without using any Special Reserves or fund balance in the budget year? The answer is "no". The District has expenses in the budget that are greater than the anticipated revenues for 2012-13. This type of spending is like planning for the use of a savings account, so when the savings are used up the Board will need to have a plan in place to close the structural deficit.

The District's First Interim Report for 2011-12 (December Board meeting) included an estimated structural deficit of \$2.9 million for 2012-13 and \$6.6 million for the 2013-14 fiscal year. The report included the use of Special Reserve funds to back fill the two year structural deficit to create a balanced budget.

This report updates the budget for the State shortfall and Mid-Year triggers as well as updates to expenditure estimates with the net effect of increasing the underlying structural deficit by \$2.4 million for a total structural deficit of \$5.3 million for 2012-13. Once again, the use of Special Reserve funding is in place to back fill deficit spending over two years. For 2012-13 a transfer of \$2.9 million is included out of the Special Reserve Fund and in 2013-14 a \$6.6 million transfer is included. This transfer option does not fully cover the anticipated deficit in 2012-13 so the general fund balance is also decreased by \$2.5 million. The estimates used in this projection are based upon the best case scenario, assuming the Governor's November ballot initiative is successful. If the ballot initiative is unsuccessful the Governor's budget includes "Mid-Year Trigger Cuts" for 2012-13 and the Board will be faced with what is now estimated to be a \$370 per pupil cut which is \$10.1 million for West Contra Costa Unified. The updated total structural deficit is estimated to be \$15.4 million if the initiative does not pass. The Board would then need to use the entire \$10 million from the Special Reserve fund and \$5.4 million from the unrestricted ending fund balance. There would

be sufficient fund balance to cover the required 3% reserve, however the interim fiscal reports would then be “qualified” and a budget plan would need to be adopted to close the deficit prior to the adoption of the 2013-14 budget.

Next Steps

The Board has reacted and responded to extraordinary budget cuts imposed by the State. In doing so, the Board has addressed many of the ongoing fiscal issues pointed out in recovery plans and management studies.

Unfortunately, it is unclear how and when the State’s economy will recover. Along with that the District faces rising costs and major uncertainty for future funding. For that reason, the Board must continue to plan in order to prepare locally for the issues that are unresolved at the State level this year and next. Staff will provide the Board with budget information as it becomes available as we move toward a balanced budget for 2011-12 and beyond.

West Contra Costa Unified School District
 Budget Flexibility Transfer for Tier III Programs
 January 31, 2012
 Second Interim Report
 Appendix A

	Tier III	Estimated
Resource	Program Name	2011-2012
7394	Targeted Instructional Improvement Grant (TIIG)	\$ 2,787,535
7395	School and Library Improvement Block Grant	\$ 1,955,450
7393	Professional Development Block Grant	\$ 1,297,889
7080	Supplemental School Counseling Program	\$ 779,939
7392	Teacher Credentialing Block Grant (BTSA)	\$ 580,534
7325	Administrator Training	\$ 33,945
6760	Arts and Music Block Grant	\$ 420,824
6405	School Safety Block Grant	\$ 188,673
7390	Pupil Retention Block Grant	\$ 1,162,036
7055	CAHSEE Supplemental Instruction	\$ 271,761
7294	Mathematics and Reading Professional Development	\$ 223,463
7140	Gifted and Talented (GATE)	\$ 190,715
6258	PE Teacher Incentive Grants	\$ 410,918
7271	Peer Assistance Review (PAR)	\$ 122,949
7156	IMFRP	\$ 1,664,783
7276	Certificated Staff Mentoring Program	\$ 147,779
6260/6263	Alternative Credentialing	\$ 190,975
6267	National Board Certification	\$ 13,416
Fund 11	Adult Education	\$ 1,000,000
Fund 14	Deferred Maintenance	\$ 1,000,000
	Total	\$ 14,443,584
	Supported Programs/General Fund	
	Teacher Salary and Benefits for K-12 Education	
	GATE Support	
	Pupil Retention Program	
	Special Education Bussing	
	School Safety Staff	
	Beginning Teacher Program	

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
2011-12 SECOND INTERIM**

Schedule 1

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	GENERAL FUND			SPECIAL	CAPITAL	OTHER	DISTRICT
	UNRESTRICTED	RESTRICTED	TOTAL	REVENUE FUNDS Schedule 2	OUTLAY FUNDS Schedule 3	FUNDS Schedule 4	
REVENUES							
Revenue Limit Sources	\$ 139,766,034	\$ 7,107,208	\$ 146,873,242	\$ -	\$ -	\$ -	\$ 146,873,242
Federal Revenues	35,464	39,326,916	39,362,380	10,760,490	906,437	-	51,029,307
Other State Revenues	25,565,248	37,615,730	63,180,978	7,391,999	-	-	70,572,977
Other Local Revenues	2,745,054	17,553,698	20,298,752	1,725,103	1,449,040	21,356,830	44,829,725
Total Revenues	168,111,800	101,603,552	269,715,352	19,877,592	2,355,477	21,356,830	313,305,251
EXPENDITURES							
Certificated Salaries	66,046,820	41,460,006	107,506,826	2,483,907	-	-	109,990,733
Classified Salaries	20,113,067	21,564,349	41,677,416	5,589,227	1,000,077	63,844	48,330,564
Employee Benefits	37,531,529	25,192,322	62,723,851	2,960,087	401,561	33,504	66,119,003
Books and Supplies	3,453,943	10,659,090	14,113,033	5,008,127	4,368,144	27,761	23,517,065
Services and Other Operating Expenditures	10,113,252	46,720,929	56,834,181	839,493	15,600,809	22,261,454	95,535,937
Capital Outlay	138,534	2,873,514	3,012,048	322,161	139,021,076	-	142,355,285
Other Outgo	6,510,179	-	6,510,179	97,525	-	8,532,279	15,139,983
Direct/Indirect Support Costs	(2,447,262)	1,643,643	(803,619)	803,619	-	-	-
Total Expenditures	141,460,062	150,113,852	291,573,914	18,104,146	160,391,667	30,918,842	500,988,569
INCREASE OF (DECREASE) IN FUND BALANCE RESULTING FROM OPERATIONS							
	26,651,738	(48,510,300)	(21,858,562)	1,773,446	(158,036,190)	(9,562,012)	(187,683,318)
OTHER FINANCING SOURCES AND (USES)							
Interfund Transfers In	2,872,000	-	2,872,000	-	-	-	2,872,000
Interfund Transfers Out	-	-	-	(2,872,000)	-	-	(2,872,000)
Other Sources	-	-	-	-	100,000,000	-	100,000,000
Other Uses	-	-	-	-	-	-	-
Contributions To Restricted Programs	(29,945,955)	29,945,955	-	-	-	-	-
Total Other Financing Sources and Uses	(27,073,955)	29,945,955	2,872,000	(2,872,000)	100,000,000	-	100,000,000
NET CHANGE IN FUND BALANCE							
	(422,217)	(18,564,345)	(18,986,562)	(1,098,554)	(58,036,190)	(9,562,012)	(87,683,318)
BEGINNING FUND BALANCE, JULY 1, 2011							
	18,438,898	27,130,317	45,569,215	17,453,589	121,286,067	55,836,720	240,145,591
PROJECTED ENDING FUND BALANCE JUNE 30, 2012							
	\$ 18,016,681	\$ 8,565,972	\$ 26,582,653	\$ 16,355,035	\$ 63,249,877	\$ 46,274,708	\$ 152,462,273

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
2011-12 SECOND INTERIM**

Schedule 2

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

SPECIAL REVENUE FUNDS

	ADULT EDUCATION	CHILD DEVELOPMENT	CAFETERIA	DEFERRED MAINTENANCE	SPECIAL RESERVE	TOTAL SPECIAL REVENUE FUNDS
REVENUES						
Revenue Limit Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Federal Revenues	303,906	567,642	9,888,942	-	-	10,760,490.00
Other State Revenues	3,287,923	2,172,463	838,338	1,093,275	-	7,391,999
Other Local Revenues	335,000	105,253	1,238,850	4,000	42,000	1,725,103
Total Revenues	3,926,829	2,845,358	11,966,130	1,097,275	42,000	19,877,592
EXPENDITURES						
Certificated Salaries	1,350,864	1,133,043	-	-	-	2,483,907
Classified Salaries	594,152	767,673	4,227,402	-	-	5,589,227
Employee Benefits	511,762	711,349	1,736,976	-	-	2,960,087
Books and Supplies	73,814	180,957	4,753,356	-	-	5,008,127
Services and Other Operating Expenditures	233,805	83,102	522,586	-	-	839,493
Capital Outlay	-	-	322,161	-	-	322,161
Other Outgo	-	97,525	-	-	-	97,525
Direct/Indirect Support Costs	164,655	96,819	542,145	-	-	803,619
Total Expenditures	2,929,052	3,070,468	12,104,626	-	-	18,104,146
INCREASE OF (DECREASE) IN FUND BALANCE RESULTING FROM OPERATIONS	997,777	(225,110)	(138,496)	1,097,275	42,000	1,773,446
OTHER FINANCING SOURCES AND (USES)						
Interfund Transfers In	-	-	-	-	-	-
Interfund Transfers Out	(1,000,000)	-	-	(1,000,000)	(872,000)	(2,872,000)
Other Sources	-	-	-	-	-	-
Other Uses	-	-	-	-	-	-
Contributions To Restricted Programs	-	-	-	-	-	-
Total Other Financing Sources and Uses	(1,000,000)	-	-	(1,000,000)	(872,000)	(2,872,000)
NET CHANGE IN FUND BALANCE	(2,223)	(225,110)	(138,496)	97,275	(830,000)	(1,098,554)
BEGINNING FUND BALANCE, JULY 1, 2011	1,945,858	225,110	2,752,150	1,196,457	11,334,014	17,453,589
PROJECTED ENDING FUND BALANCE JUNE 30, 2012	\$ 1,943,635	\$ -	\$ 2,613,654	\$ 1,293,732	\$ 10,504,014	\$ 16,355,035

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
2011-12 SECOND INTERIM**

Schedule 3

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

CAPITAL OUTLAY FUNDS

	BUILDING	CAPITAL FACILITIES	COUNTY SCHOOL FACILITIES	SPECIAL RESERVE FOR CAPITAL OUTLAY	TOTAL CAPITAL OUTLAY FUNDS
REVENUES					
Revenue Limit Sources	\$ -	\$ -	\$ -	\$ -	
Federal Revenues	906,437	-	-	-	906,437
Other State Revenues	-	-	-	-	-
Other Local Revenues	500,000	176,000	5,000	768,040	1,449,040
Total Revenues	1,406,437	176,000	5,000	768,040	2,355,477
EXPENDITURES					
Certificated Salaries	-	-	-	-	-
Classified Salaries	975,077	-	-	25,000	1,000,077
Employee Benefits	394,924	-	-	6,637	401,561
Books and Supplies	4,131,297	20,000	-	216,847	4,368,144
Services and Other Operating Expenditures	14,513,049	710,600	-	377,160	15,600,809
Capital Outlay	136,567,451	940,000	-	1,513,625	139,021,076
Other Outgo	-	-	-	-	-
Direct/Indirect Support Costs	-	-	-	-	-
Total Expenditures	156,581,798	1,670,600	-	2,139,269	160,391,667
INCREASE OF (DECREASE) IN FUND BALANCE RESULTING FROM OPERATIONS	(155,175,361)	(1,494,600)	5,000	(1,371,229)	(158,036,190)
OTHER FINANCING SOURCES AND (USES)					
Interfund Transfers In	-	-	-	-	-
Interfund Transfers Out	-	-	-	-	-
Other Sources	100,000,000	-	-	-	100,000,000
Other Uses	-	-	-	-	-
Contributions To Restricted Programs	-	-	-	-	-
Total Other Financing Sources and Uses	100,000,000	-	-	-	100,000,000
NET CHANGE IN FUND BALANCE	(55,175,361)	(1,494,600)	5,000	(1,371,229)	(58,036,190)
BEGINNING FUND BALANCE, JULY 1, 2011	110,660,126	3,468,417	13,956	7,143,568	121,286,067
PROJECTED ENDING FUND BALANCE JUNE 30, 2012	\$ 55,484,765	\$ 1,973,817	\$ 18,956	\$ 5,772,339	\$ 63,249,877

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
2011-12 SECOND INTERIM**

Schedule 4

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

OTHER FUNDS

	BOND INTEREST AND REDEMPTION	DEBT SERVICE COMPONENT UNIT (COPs)	DEBT SERVICE	SELF INSURANCE	RETIREE BENEFITS	TOTAL OTHER FUNDS
REVENUES						
Revenue Limit Sources	-	-	-	-	-	-
Federal Revenues	-	-	-	-	-	-
Other State Revenues	-	-	-	-	-	-
Other Local Revenues	-	-	35,000	1,751,000	19,570,830	21,356,830
Total Revenues	-	-	35,000	1,751,000	19,570,830	21,356,830
EXPENDITURES						
Certificated Salaries	-	-	-	-	-	-
Classified Salaries	-	-	-	63,844	-	63,844
Employee Benefits	-	-	-	33,504	-	33,504
Books and Supplies	-	-	-	27,761	-	27,761
Services and Other Operating Expenditures	-	-	-	2,690,624	19,570,830	22,261,454
Capital Outlay	-	-	-	-	-	-
Other Outgo	-	2,672	8,529,607	-	-	8,532,279
Direct/Indirect Support Costs	-	-	-	-	-	-
Total Expenditures	-	2,672	8,529,607	2,815,733	19,570,830	30,918,842
INCREASE OF (DECREASE) IN FUND BALANCE RESULTING FROM OPERATIONS	-	(2,672)	(8,494,607)	(1,064,733)	-	(9,562,012)
OTHER FINANCING SOURCES AND (USES)						
Interfund Transfers In	-	-	-	-	-	-
Interfund Transfers Out	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-
Other Uses	-	-	-	-	-	-
Contributions To Restricted Programs	-	-	-	-	-	-
Total Other Financing Sources and Uses	-	-	-	-	-	-
NET CHANGE IN FUND BALANCE	-	(2,672)	(8,494,607)	(1,064,733)	-	(9,562,012)
BEGINNING FUND BALANCE, JULY 1, 2011	32,024,202	1,276,877	9,020,381	1,800,851	11,714,409	55,836,720
PROJECTED ENDING FUND BALANCE JUNE 30, 2012	\$ 32,024,202	\$ 1,274,205	\$ 525,774	\$ 736,118	\$ 11,714,409	\$ 46,274,708

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
1108 Bissell Avenue
Richmond, California 94801
Office of the Superintendent

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: March 21, 2012

From: Nia Rashidchi
Assistant Superintendent, Educational Services

Agenda Item: G.1

Subject: Board Policy 6170.1(a) Transitional Kindergarten (TK) – First Read

Background Information: Per state legislation, each Local Educational Agency (LEA) must have a Board Policy for Transitional Kindergarten. The following Board Policy follows the TK guidelines from the California Department of Education (CDE) and California School Boards Association (CSBA).

Recommendation: That the Board reviews the TK Board Policy and provides suggestions for revision.

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

West Contra Costa Unified School District

Board Policy

BP 6170.1(a)

Instruction

Transitional Kindergarten

The Governing Board desires to offer a high-quality transitional kindergarten program for eligible children who do not yet meet the minimum age criterion for Kindergarten. The program shall assist children in developing the academic, social, and emotional skills they need to succeed in kindergarten and beyond. (Education Code 48000)

- (a) The West Contra Costa Unified School District transitional kindergarten shall be the first year of a two-year kindergarten program.
- (b) The board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in program development, implementation, and evaluation.

Eligibility

The West Contra Costa Unified School District transitional kindergarten program shall admit children whose fifth birthday lies between: (Education Code 48000)

1. November 2 and December 2 in the 2012-13 school year.
2. October 2 and December 2 in the 2013-14 school year.
3. September 2 and December 2 in the 2014-15 school year and each school year thereafter.

Parents/guardians of eligible children shall be notified of the availability of this program and the age, residency, and any other enrollment requirements. Enrollment in the transitional kindergarten program shall be voluntary.

Curriculum and Instruction

The West Contra Costa Unified School District transitional kindergarten program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

- a. Upon recommendation by the Superintendent or designee, the Board shall approve academic standards for transitional kindergarten that bridge preschool learning foundations and kindergarten standards. Such standards shall be designed to facilitate students' development in essential skills which may include, as appropriate, language and literacy, mathematics, physical development, the arts, science, social sciences, English language development, and social-emotional development.
- b. The number of instructional minutes offered in transitional kindergarten may be the same as the district's required kindergarten program or an extended day program (EDK).

- c. Transitional kindergarten students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

Staffing

Teachers assigned to teach in transitional kindergarten classes shall possess a teaching credential or permit that authorizes instruction at the kindergarten grade level.

- (a.) The superintendent or designee may provide professional development as needed to ensure that transitional kindergarten teachers are knowledgeable about district standards and effective instructional methods for teaching young children.

Continuation to Kindergarten

Students who complete the transitional kindergarten program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed parental permission form kindergarten attendance. (Education Code 46300)

- (a.) A student shall not attend more than two years in a combination of transitional kindergarten and kindergarten.

Legal Reference:

EDUCATION CODE

8973 Extended-day Kindergarten

44258.9 Assignment monitoring by county office of education

46111 Kindergarten, hours of attendance

46114-46119 Minimum school day, kindergarten

46300 Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten

48000 Minimum age of admission (kindergarten)

48002 Evidence of minimum age required to enter kindergarten or first grade

48200 Compulsory education, starting at age six

60605.8 Academic Content Standards Commission, development of Common Core Standards

Management Resources:

CSBA PUBLICATIONS

Transitional Kindergarten, Issue brief, July 2011

CALIFORNIA COUNTY SUPERINTENDENTS EDUCATIONAL SERVICES

ASSOCIATION PUBLICATIONS

Transitional Kindergarten (TK) Planning Guide: A resource for Administrators of California Public School Districts, November 2011

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Transitional Kindergarten FAQ's

California Preschool Curriculum Framework, Vol. 1, 2010

California Preschool Learning Foundations, Vol. 1, 2008
Prekindergarten Learning Development Guidelines, 2000
First Class: A Guide for Early Primary Education, 1999

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

11-08 Transitional Kindergarten Assignments, Credential Information Alert, August 25, 2011

WEB SITES

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

California County Superintendents Educational Services Association:

<http://www.ccsea.org>

California Department of Education: <http://www.ckanet.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Transitional Kindergarten California: <http://www.tkcalifornia.org>

Policy:
Adopted:

West Contra Costa Unified School District