

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
SPECIAL MEETING AGENDA
DECEMBER 2, 2013**

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.

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.**

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 Agenda Review and Adoption (Public Comment)**

C. AWARDS, RECOGNITIONS, REPORTS

*** C.1 School Climate**

Comment:

With a tiered collaborative approach of programs, providers and services working with schools and the support of the Safety & Climate Committee, WCCUSD has actively pursued the vision that all district students are healthy, highly educated and confident as they successfully pursue their postsecondary education or career. A report will be given on the various collaborative efforts to target a positive climate in schools and in the community for all children.

Four Board Policies govern student conduct for establishing and maintaining a positive school climate. Policy 5131 “Conduct” provides the overall framework for classrooms and schools that are free from disruption and behaviors that infringe on the rights of others. Policy 5137 “Positive School Climate” reflects the Board’s desire to enhance student learning by providing “an orderly, caring, nurturing, and nondiscriminatory educational and social environment in which all students can feel safe and take pride in their school and their achievements.” Policy 5145.7 “Sexual Harassment” states the Board’s commitment to maintaining an educational environment that is free from harassment. Policy 5145.9 “Hate-Motivated Behavior” affirms the right of every student to be protected from hate-motivated behavior.

Recommendation:

That the Board accept the report on the current programs, activities and services that support school climate and review the related policies.

Fiscal Impact:

None

D. ACTION ITEMS

*** D.1 Approve the following new job description: Title IX Educational Equity Director**

Comment:

This new job description is being created to meet Office of Civil Rights (OCR) guidelines outlined in a resolution agreement dated September 30, 2013.

This classification is a management level position which will be responsible for creating, monitoring and reporting for a comprehensive, district-wide program to address sexual harassment, gender-based harassment and bullying.

This position will also support the Districts Strategic Plan in support of Objectives 23.1 creating an Anti-Bullying Plan.

Recommendation:

Approve new job description

Fiscal Impact:

\$154,457.55 General Fund

* **D.2 Ratification of Staff Awarded Contract: El Cerrito High School Stadium Project**

Comment:

WLC has prepared plans and specifications for the project. Scope of work includes abatement and demolition of existing buildings, removal of all existing wooden and aluminum bleacher seats, and hazardous material abatement. New construction includes, but is not limited to, site cut and fill, import and export of soil, rough and finish grading, installation of artificial turf and an all-weather track, concrete paving, reinforced concrete retaining walls, drinking fountains, overhead canopy, ticket booths, prefabricated metal bleachers with Press box and ADA lift, new radio antennae, new drainage system throughout site as well as miscellaneous landscaping and field accessories.

The District conducted a public bid process for the project. Bids were opened on November 5, 2013. Ten Contractors submitted bids. They are as follows: Wright Contracting, Inc. \$13,438,000; Zolman Construction & Development, Inc. \$13,600,000; ARNTZ Builders \$13,678,171; Midstate Construction Corporation \$13,942,884; Jeff Luchetti Construction \$14,088,000; Gonsalves & Stronck Company \$14,229,000; Roebbelen Contracting \$14,298,000; Alten Construction \$14,473,000; OC Jones & Sons, Inc. \$15,140,000; Granite Rock Company dba Pavex Construction Division \$15,458,718. The bid price includes the contract value and unit pricing, used for negotiating change orders only. The lowest responsive, responsible bidder is Wright Contracting, Inc.

Recommendation:

Ratify the award to the lowest responsive, responsible bidder: Wright Contracting, Inc.

Fiscal Impact:

\$13,438,000 Funded from the Measure D-2010 Bond

* **D.3 Approve the following Reclassification: Staff Secretary**

Comment:

Through the Local One bargaining unit agreement, there is a process in place to consider job reclassifications. The Typist Clerk III's working with the Executive Directors followed the process in requesting a job reclassification.

Beginning in the early fall, a job reclassification study was commissioned by the Human Resources Department to address the job reclassification request. The reclassification study yielded the following results:

- The employees in these positions have more complex tasks, duties and responsibilities than those required of a Typist Clerk III.

- The employees have been providing more independent technical and analytical support than that of a Typist Clerk III.
- The employees provide support to multiple programs and schools in support of the Executive Directors.

The distinguishing characteristics of a staff secretary are as follows: greater variety, greater amount of public contact, higher degree of responsibility, complexity of assignments and providing support to multiple programs.

Recommendation:

The Typist Clerk III's working assigned to the Executive Directors be upgraded to Staff Secretaries. It is recommended this reclassification go into effect July 1, 2014.

Fiscal Impact:

\$20,424.30 General Fund

- * **D.4 Job Reclassifications:**
 - Senior Administrative Secretary (Confidential)**
 - Senior Personnel Assistant (Confidential)**
 - Executive Secretary to Superintendent (Confidential)**

Comment:

In August of 2013 a meeting was held with confidential employees. There was a request of a reclassification study for this group and that study took place in September and October.

The results of the reclassification study demonstrated personnel in the confidential job classification were performing duties at or above counterparts working in positions represented by bargaining units.

Recommendation:

Move Senior Administrative Secretary and Senior Personnel Assistant to the equivalent of Range 76 of the SSA Salary Schedule. Move the Executive Secretary to the equivalent of Range 81 of the SSA Salary Schedule.

This recommendation is consistent with current Board Policy 4361 where confidential leave and vacation time are already tied to the SSA bargaining unit agreement.

At a later date we would return with a recommendation to add this to Board Policy 4361 to provide consistency in future years for confidential employees and if approved shall take effect July 1, 2014.

Fiscal Impact:

For the 2014-15 General Fund budget \$67,812

E. DISCUSSION ITEMS

E. COMMENTS OF THE BOARD OF EDUCATION AND SUPERINTENDENT

F. THE NEXT SCHEDULED BOARD OF EDUCATION MEETING

Lovonya DeJean Middle School – December 11, 2013

G. 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 (*).