

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
MEETING AGENDA
DECEMBER 11, 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.

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 recordings 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 **5:30 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 regular agenda (Exhibits B-G) 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 Annual Organization Meeting**

Comment:

Board Bylaw 9100 governs the dimensions of the annual organization meeting. At this meeting, the Board shall:

- Elect a president and a clerk from its members.
- Appoint a secretary to the Board.
- Authorize signatures.
- Develop a schedule of regular meetings for the year.
- Develop a Board calendar for the year.
- Designate Board representatives.

Board policy does not detail procedure for nomination and election of Officers. The Brown Act precludes board members from discussing their vote outside of board meetings with more than one other board member. Nominations for the office of President will be made by any board member without requiring a second after which a roll call vote will be taken. Tie votes will be resolved by a run-off vote. Following the election of the President, the same procedure will be repeated for the office of Clerk.

Recommendation:

That the Board:

1. Elect a president and clerk;
2. That the Board use a separate motion to approve the following routine matters:

Appoint the Superintendent as Secretary to the Board as prescribed by law;

Authorize the President of the Board to sign documents for the Board and for the Clerk to sign documents in the absence of the President;

Affirm the previously adopted schedule of regular meetings in 2014 including: January 8, January 29, February 12, March 5, March 19, April 2, April 23, May 7, May 21, June 11, June 25, and identify dates for the remainder of 2014 including: July 9, July 23; August 13, September 3, September 17, October 1, October 15, November 5, November 19, December 10.

Establish a Board calendar for 2014 that includes:

- Board Organizational Retreat, January 4
- Budget Hearing, June 11
- Budget Adoption, June 25
- Superintendent Evaluation, November 5
- Annual Organization Meeting, December 10

Fiscal Impact:

None

B.5 Presentation of Student Board Representative from Pinole Valley High School

B.6 Report/Ratification of Closed Session

* **B.7 Agenda Review and Adoption** (Public Comment)

* **B.8 Minutes:** November 13, 2013; November 20, 2013

* **B.9 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 agendized, but may refer these to staff for response and/or placement on future agendas.

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 December 11, 2013.

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 December 11, 2013. 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 2012-13 school year are summarized, dated December 11, 2013.

Recommendation:
Recommend Approval

Fiscal Impact:
Additional revenue for schools

***CI C.4 Contracted Services**

Comment:
Permission is requested of the Board of Education to approve contracts for services as detailed, dated December 11, 2013.

Recommendation:
Recommend Approval

Fiscal Impact:
As noted per contracts summary

***CI C.5 Summary of Payroll and Vendor Warrant Reports**

Comment:
The summaries of Payroll and Vendor Warrants issued during the month of November 2013 are provided:

Total of payroll warrants (November 2013): \$ 9,822,208.24
Total of vendor warrants (November 2013): \$ 23,742,496.00

Recommendation:
Recommend approval of the payroll and vendor warrant reports

Fiscal Impact:
As noted above

***CI C.6 Notice of Completion: Bid 1151202-04 Dover Elementary School MPR Demolition and Site Improvements**

Comment:

Substantial completion notice has been received for: Bid 1151202-04.

Major construction projects are subject to acceptance by the governing board before a Notice of Completion can be processed, and final payment of the contract made. (BP 7470)

Staff recommends acceptance of the work completed by the following contractor:

V.E.M. General Engineering, Inc. Bid 1151202-04 Dover Elementary School MPR Demolition and Site Improvements.

Recommendation:

Recommend approval of this notice of completion

Fiscal Impact:

None

***CI C.7 Resolution No. 45-1314: Certificate of Signatures**

Comment:

School districts are required to hold an annual organizational meeting in December to adopt a new Certification of Signatures Resolution. The effective period of the resolution should be the date of the date of the organizational meeting.

Recommendation:

Recommend Approval

Fiscal Impact:

None

***CI C.8 Modification of Requirement for Volunteer Tuberculosis Testing**

Comment:

It has been a longstanding practice in WCCUSD to require parents and other volunteers to submit the results of tuberculosis testing as a component of the full access to volunteer duties in schools and on field trips. A recent letter from Dr. Wendel Brunner, Contra Costa County Director of Public Health, recommends that it is neither required by law nor part of best medical practices to require that all volunteers have TB tests. While testing continues to be required by statute for employees, the law is silent on the requirement to test volunteers.

Recommendation:

Modify Board Policy 1240 to remove the reference to tuberculosis testing as part of the requirements for volunteering in WCCUSD.

Fiscal Impact:

None

- *CI C.9 Approve the following new job descriptions:**
Early Learning, Preschool, Instructional Assistant
Early Learning, Transitional Kindergarten (TK), Instructional Assistant – Bilingual
Early Learning, Transitional Kindergarten (TK), Instructional Assistant
Early Learning, Preschool, Instructional Assistant - Bilingual

Comment:

These are new job classifications, which provide for specific job descriptions to work in the district's Transitional Kindergarten (TK) and Preschool Program classrooms. There are new state mandates that require the district to utilize Desired Results Developmental Profile (DRDP) assessments to create a high quality program. Research shows that DRDP, which equates to a high quality program, students are more successful in school, they have lower dropout rates and are better readers. These new classifications are required to have Early Childhood Education (ECE) unites to meet state mandates and better meet the needs of these early learners, which also includes a bilingual component. Some of the new tasks, duties and responsibilities are as follows:

- Assists with Desired Results School Readiness assessment tools, gathering student data, observations, writing observation notes, Environmental Rating Scale (ECERS) and creating effective learning spaces for students.
- Utilize specialized skills learned in this classification for the care, supervision and teaching of preschool students
- Assists instructional staff with the development and presentation of learning activities and instruction for preschool age children.

Recommendation:

Recommend Approval

Fiscal Impact:

\$94,222 General Fund (TK); \$264,450 Categorical (PreK)

- *CI C.10 Approve the following new job description: Early Learning Community Worker**

Comment:

This is a new job classification, which replaces the prior job classification of Preschool Community Worker. The job description has evolved since 1983 in as this classification is responsible for assisting the coordination of the Early Learning programs, which includes being the key liaison for the district's growing Transitional Kindergarten (TK) and Preschool programs. This classification plays a much more instrumental role in identifying parents' and guardians' needs, providing guidance to them for available resources and support programs. Some of the new tasks, duties and responsibilities are as follows:

- Assists with registration of preschool children in the office, at school sites and in homes when necessary.
- Develops structure, agendas and support for the advisory committee to gather input and data for program needs.

- Assists with enrollment in the Early Learning program and commensurate data and report requirements.

Recommendation:

Recommend Approval

Fiscal Impact:

There is no impact to the general fund. This position will replace the current position of Preschool Community Worker.

***CI C.11 Approve the following new job description: Special Education Assistant – Autistic Classroom**

Comment:

This is a new job classification to meet the needs of our Autism Spectrum Disorders (ASD) students in the preschool program and K through 6 classrooms. The current classifications in the Instructional Assistant and Special Education Assistant families have not been able to effectively work with these specialized students. These employees must participate in ongoing training and professional development to learn techniques, methodologies and assessments to best meet the needs of the students. Some of the vital tasks, duties and responsibilities are as follows:

- Works independently with students using Structured Teaching activities (TEACCH), Picture Exchange Communication System (PECS), Developmental Relationship Intervention (DRI), Applied Behavior Analysis (ABA) and other relevant methods, systems or strategies.
- Providing mainstreaming opportunities are implemented consistently while making sure all students are safe and active participants in the program.
- Collects data on student progress and Individualized Education Program (IEP) goals.

Recommendation:

Recommend Approval

Fiscal Impact:

\$100,824 – Special Education

***CI C.12 Approve the following new job description: Facilities Maintenance Manager**

Comment:

At the request of the Maintenance and Operations Department a new job description was created, a Facilities and Maintenance Manager. This position is created to provide more direct supervision and allow for more efficiency in the Maintenance and Operations Department.

This position will supervise the daily operations, response and preventative maintenance of the district's maintenance and operations department. The job description being proposed takes into consideration the evolution of Districts current needs including but not limited to:

- Coordinating response to district alarm systems on a 24 hour basis
- Plans, organizes, directs, administers and oversees the maintenance, rehabilitation and functions of district facilities

- Coordinating district-wide projects and inspections
- Provide needed background and information to maintain the integrity of the district's safety program
- Insures district is in compliance with state and federal guidelines
- Provide training for staff
- Provides after hours support for emergencies and safety; and performs other related duties as assigned.

Recommendation:

Recommend Approval

Fiscal Impact:

There is no impact to the general fund. This position will replace the current position of Manager of Building and Mechanic Maintenance.

***CI C.13 Procurement Contract for Data Center and Wireless Infrastructure**

Comment:

Under Public Contract Code Section 20118 (K-12) our District is able to utilize procurement contracts which have been publicly bid or negotiated for the use by other public entities. Through CDWG we will be utilizing National Joint Powers Alliance (NJPA), and CalSave contracts for the procurement of a wireless infrastructure for 13 sites and head-end equipment to be used for the district's, email servers, Voice Over IP (VOIP) communications and storage.

In March, 2013, the Board approved an ERATE contract to upgrade the wireless infrastructure for eleven of our ERATE eligible schools. These schools are: Downer, Ford, Nystrom, Peres, Verde, Harbour Way, Helms, King, Dover, Gompers and Kennedy. ERATE did not approve the funding and consequently these schools have not yet been upgraded. Coronado (temp campus), and Valley View were folded into the contract when it was determined that the equipment could be repurposed once Bond completes these sites. In addition, it was found that antiquated switches remain at DeJean, Grant, Lake, Lincoln and Richmond despite the recent wireless infrastructure upgrade as performed by AT&T earlier this year. Twelve switches are included in the build of materials for this reason. The total cost of the project is \$2,144,461.56.

Competitive bids were sought for the data center piece of the project. The purpose of the data center is to serve as the "head-end" for the district's email servers, Voice Over IP communications and storage. Nine-hundred (900) VOIP phones are included for the purpose of standardizing all sites on the same communication (phone) system. The total cost for this part of the project is \$1,431,082.37.

Recommendation:

Approve the NJPA contract for the procurement of wireless infrastructure and CalSave contract for the data center for the purpose of upgrading remaining sites with new switching, wireless technology and establishing a "head-end" for the district's, email servers, Voice Over IP communications and storage.

Fiscal Impact:

\$3,575,543.93 Measure E 2012

***CI C.14 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 and approve contracts

Fiscal Impact:

Total for this action: \$1,196,368. Funding sources Measure J Bond, Measure D-2010 Bond, Measure E 2012, and Fund 40

***CI C.15 Ratification and Approval of Negotiated Change Orders**

Comment:

Staff is seeking ratification of Change Orders on the following current District construction projects: New Gompers/LPS Schools. 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.

In accordance with Public Contract Code 20118.4, the Board, by ratifying these Change Orders, finds that it would have been futile to publicly bid the work in question because of the tight time frames to complete this work without affecting the operations of the District, and that the public is best served by having this work completed by the contractor on the project.

Recommendation:

Ratify negotiated Change Orders as noted

Fiscal Impact:

Total ratification and approval by this action: \$193,461.00

***CI C.16 Citizens' Bond Oversight Committee (CBOC) Appointment: Tashia Flucas**

Comment:

The Contra Costa Taxpayers Association has forwarded a recommendation that Tashia Flucas be the Taxpayers' Organization appointee on the West Contra Costa Unified School District Citizens Bond Oversight Committee.

Recommendation:

Approve appointment as noted

Fiscal Impact:

None

***CI C.17 Resolution No. 44-1314: Adoption of Uniform System of Prequalifying and Rating Prospective Bidders for Construction Project**

Comment:

The District has developed the Uniform System of Prequalifying and Rating Prospective Bidders (“Prequalification”) procedure for prequalification of all trade contractors and subcontractors for the District’s “Major Projects”. Major Projects is defined to mean a construction project that has a projected expenditure of sixteen million dollars (\$16,000,000) or more. This Prequalification process shall be adjusted as necessary to prequalify District projects under the mandatory prequalification requirement of Public Contract Code section 20111.6.

The Prequalification requires that all trade contractors and subcontractors that intend to bid on a Major Project to perform any subcontract work in excess of five hundred thousand dollars (\$500,000) must complete and submit to the District a standardized prequalification questionnaire and financial statement. This enhanced prequalification process enables the District to build a pool of contractors and subcontractors that have demonstrated they meet certain minimum District criteria.

The District has also developed the Prequalification for Richmond Swim Center Building Remediation and Aquatic Programming Project for prequalification of specified trade and specialty contractors and subcontractors. Because this Project will be awarded after January 1, 2014, the District must prequalify all general contractors, and if utilized, all electrical, mechanical, and plumbing subcontractors for this project. This Prequalification will be adjusted as necessary to meet the requirements of Public Contract Code section 20111.6

Recommendation:

Adopt Resolution No. 44-1314: Adopting Uniform System Of Prequalifying And Rating Prospective Bidders For Prequalification On Certain Construction Projects Pursuant To Public Contract Code Section 20111.6

Fiscal Impact:

No fiscal impact or implications associated with the approval of these documents.

***CI C.18 Resolution No. 46-1314: Joint Use Lease Agreement for Use of Existing Space for Child Care Purposes - Collins Elementary School**

Comment:

Patty’s Pinole Day Care, Inc., (“Tenant”) has been providing before and after school day care services at the Collins Elementary School Site (“Site”) for twenty seven (27) years. The previous lease agreement with the District, however, expired on December 13, 2010. This Joint Use Lease Agreement re-establishes a valid agreement between the parties for Tenant’s joint use of the Site to provide before and after school child care services to District students.

Education Code section 17527(a) authorizes the District to enter into agreements to make vacant classrooms or other space in operating school buildings available for rent or lease to other school districts, educational agencies, commercial and noncommercial firms, corporations, partnerships, businesses, and individuals, including during normal school hours if the school is in session.

Tenant's use of the Site will not (1) interfere with the educational programs or activities of any school or class conducted on the Site, (2) unduly disrupt the residents in the surrounding neighborhood, or (3) jeopardize the safety of the children at the Site;

This Joint Use Agreement contemplates a five (5) year term that can be renewed upon mutual agreement of the parties. In consideration of the use of the Site, Tenant will pay District \$200.00 per month as Rent. Tenant shall also pay all utilities that service the building in which Tenant conducts its Program.

Recommendation:

Approve the Joint Use Lease Agreement with Patty's Pinole Child Care, Inc., for use of the Site to provide before and after school child care services.

Fiscal Impact:

No fiscal impact or implications associated with the approval of these documents.

***CI C.19 Resolution No. 47-1314: Joint Use Lease Agreement For Use of Recreational Fields – Pinole/Hercules Little League (Collins, Crespi, Ellerhorst & Stewart)**

Comment:

Pinole/Hercules Little League ("PHLL") is a program of service to District students and community youth and is geared to provide an outlet of healthful activity and training under good leadership in an atmosphere of wholesome community participation ("Programs") and is in need of the athletic field to conduct its Programs. The District intends to allow PHLL to continue to use the athletic fields located at the Collins Elementary School, Crespi Middle School, Ellerhorst Elementary School, and Stewart Elementary School sites (collectively the "School Sites").

Education Code section 17527(a) authorizes the District to enter into agreements to make vacant classrooms or other space in operating school buildings available for rent or lease to other school districts, educational agencies, commercial and noncommercial firms, corporations, partnerships, businesses, and individuals, including during normal school hours if the school is in session.

PHLL's use of the Fields located on the School Sites will not (1) interfere with the educational programs or activities of any school or class conducted on the Site, (2) unduly disrupt the residents in the surrounding neighborhood, or (3) jeopardize the safety of the children at the Sites.

The Joint Use Agreement for each School Site contains the same terms and conditions and contemplates a five (5) year term that can be renewed upon mutual agreement of the parties. Each Joint Use Agreement contemplates that PHLL will pay the District \$1.00 per school site per year as Rent for use of the Fields.

Recommendation:

Approve the Joint Use Lease Agreement with Pinole/Hercules Little League for use of the recreational fields located at the School Sites.

Fiscal Impact:

No fiscal impact or implications associated with the approval of these documents.

***CI C.20 Resolution No. 48-1314: Joint Use Lease Agreement For Use of Recreational Fields – Tara Hills Recreation Association (North Campus/Pupil Services Center)**

Comment:

Tara Hills Recreation Association (“THRA”) is a non-profit organization that operates a PONY League Baseball program (“Program”) at the North Campus/Pupil Services Center (“School Site”). Use of the School Site by THRA for its Program promotes increased access to recreational and educational opportunities for District students and community residents.

Education Code section 17527(a) authorizes the District to enter into agreements to make vacant classrooms or other space in operating school buildings available for rent or lease to other school districts, educational agencies, commercial and noncommercial firms, corporations, partnerships, businesses, and individuals, including during normal school hours if the school is in session.

THRA’s use of the School Site will not (1) interfere with the educational programs or activities of any school or class conducted on the Site, (2) unduly disrupt the residents in the surrounding neighborhood, or (3) jeopardize the safety of the children at the Site.

This Joint Use Agreement contemplates a one (1) year term that can be renewed upon mutual agreement of the parties.

Recommendation:

Approve the Joint Use Lease Agreement with Tara Hills Recreation Association to operate a PONY League Baseball program.

Fiscal Impact:

No fiscal impact or implications associated with the approval of these documents.

***CI C.21 Resolution No. 49-1314: Joint Use Lease Agreements for Use of Existing Space for After School Child Care Program - YMCA East Bay (Multiple School Sites)**

Comment:

YMCA East Bay (“YMCA”) has been providing after school day care services (“Programs”) at the Bayview Elementary, Olinda Elementary, Peres Elementary, Stewart Elementary, Washington Elementary and Wilson Elementary School Sites (collectively “School Sites”). The YMCA’s previous lease agreements with the District for use of the School Sites have expired. The Joint Use Agreements re-establish the written terms and conditions between the District and the YMCA for its joint use of the School Sites to provide afterschool child care services to District students.

Education Code section 17527(a) authorizes the District to enter into agreements to make vacant classrooms or other space in operating school buildings available for rent or lease to other school districts, educational agencies, commercial and noncommercial firms, corporations, partnerships, businesses, and individuals, including during normal school hours if the school is in session.

The YMCA’s use of the School Sites will not (1) interfere with the educational programs or activities of any school or class conducted on the Site, (2) unduly disrupt the residents in the surrounding neighborhood, or (3) jeopardize the safety of the children at the School Sites;

The Joint Use Agreements for each School Site contain the same terms and conditions and contemplate a five (5) year term that can be renewed upon the District's sole discretion. In consideration of the use of the School Sites, YMCA will pay District from \$100.00 up to \$600.00 per month as Rent, depending on the individual school site and quantity of spaces utilized. YMCA shall also pay all utilities that service the buildings in which YMCA conducts its Programs.

Recommendation:

Approve the Joint Use Lease Agreement with YMCA East Bay for use of the School Sites to provide after school child care services.

Fiscal Impact:

No fiscal impact or implications associated with the approval of these documents.

***CI C.22 Umbrella Joint Use Agreement for Recreational Facilities and Grounds - City of El Cerrito**

Comment:

Currently, the District has several agreements with the City of El Cerrito ("City") relating to the City's use of the District's recreational facilities and the District's use of the City's recreational facilities. These agreements generally cover specified facilities and have differing terms and conditions governing the use of those facilities agreement by agreement. Moreover, in some instances, no agreement currently exists between the District and the City and each party's use is based on either an ad-hoc or pre-existing historical arrangement. This has made each party's scheduling and access to recreational facilities difficult and cumbersome. In order to develop a consistent, singular process, the District has negotiated the form of umbrella joint use agreement with the City for the purposes of inter-agency coordination to meet the continuous youth and community demands for more developmental and recreational opportunities. The District's goal was to negotiate one form of agreement that would increase access to the recreational facilities and grounds for District students and the community while also providing consistent policies, procedures and scheduling for use of the District's recreational facilities and also the District's use of the City's recreational facilities.

The Umbrella Joint Use Agreement contemplates a five (5) year term that can be renewed upon mutual agreement of the parties. The Agreement also contemplates that the parties develop a Master Schedule to jointly coordinate each party's use schedule. Once the Master Schedule has been mutually agreed upon by the parties, each party's scheduled use of the recreational facilities shall receive priority over all other use, except as may be otherwise required by law or mutual written agreement of the parties. The Agreement contemplates that the parties shall each pay the other only for the direct costs associated with a party's use of the other's facilities.

Recommendation:

Approve the Umbrella Joint Use Agreements for the City of El Cerrito

Fiscal Impact:

No fiscal impact or implications associated with the approval of these documents.

D. AWARDS, RECOGNITIONS, AND REPORTS

*** D.1 National Board for Professional Teaching Standards (NBPTS) Certification Recognition**

Comment:

The National Board for Professional Teaching Standards (NBPTS) is a professional development program which seeks to elevate the status, voice and role of accomplished teachers in shaping a true profession. This advanced teaching credential compliments our teachers' California teaching credential. This credential requires submission of extensive portfolio entries, including video recordings and examples of student work. In addition, teachers must demonstrate in-depth content knowledge in response to rigorous exercises for chosen certificate areas.

Tonight we celebrate the following teachers who have accomplished this significant achievement:

Maria Evelyn Smith, Cameron Early Intervention	Credential Area: Exceptional Needs
Farnaz Heydari, Olinda Elementary	Credential Area: Middle Childhood Generalist
Beth Levine, Montalvin Elementary	Credential Area: Early Middle Childhood Literacy
Mary Ann LaFosse, Washington Elementary	Credential Area: Early Childhood Generalist

Recommendation:

Recognition

Fiscal Impact:

None

*** D.2 Survey Results**

Comment:

At the October 23, 2013 meeting, the Board authorized the Superintendent to enter into a contract with Godbe Research to conduct a random sample survey regarding a possible parcel tax and or bond measure. The Attorney General has determined that a school district may legally expend district funds to conduct surveys to assess the potential support and opposition to a measure, the public's awareness of the district's financial needs, and the overall feasibility of developing a measure that could win voter approval.

Bryan Godbe will describe the process for implementing the survey and provide the Board with the results of the survey.

Recommendation:

That the Board review the survey results and provide direction about whether and when a measure should be brought before the voters.

Fiscal Impact:

\$33,195 for the survey

* **D.3 Religious/Cultural Celebration**

Comment:

In support of the histories of holiday celebrations, we demonstrate to all of our stakeholders that their beliefs and traditions play an important role in assisting our students to be global thinkers with international partners around the world.

This is a living document, meaning that as our populations of students increase and diversifies; their holiday customs and beliefs can be included as part of on-going and learning within West Contra Costa Unified School District.

Religious/Cultural Celebration Information

Listed below are some of the cultural and religious celebrations celebrated by families in our District. We have chosen to include those celebrations which may affect student attendance or performance, in the hopes that it will help faculty and staff to best serve all our students in keeping with our Equity Policy.

August/September/October

Rosh Hashanah and Yom Kippur
Ramadan

November/December

Christmas
Hanukkah
Kwanzaa

January/February

Asian Lunar New Year
Ash Wednesday

March/April

Maundy or Holy Thursday and Good Friday

Easter

Passover

Recommendation:

For Information Only

Fiscal Impact:

None

E. COMMITTEE COMMUNICATIONS

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

* **E.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

Bayside Parent Teacher Association

Citizens’ Bond Oversight Committee

College and Career Readiness Academies

Community Budget Advisory Committee

Facilities Subcommittee

Ivy League Connection

Public Employees Local 1

Safety and School Climate Committee

School Supervisors Association

Technology Committee

United Teachers of Richmond

Youth Commission

* **E.2 Superintendent’s Report**

* **E.3 In Memory of Members of the School Community**

Comment:

The District would like to take time to recognize the contributions of members of our school community who have passed away. The District requests the community to submit names to be reported as a regular part of each agenda.

Mildred Gordon began teaching in 1965, working at both Tara Hills and Shannon Elementary Schools. Ms. Gordon retired in 2001. She was a great teacher who loved her students.

Our thoughts go out to the family and friends in the loss of their loved one.

Recommendation:

For Information Only

Fiscal Impact:

None

F. ACTION ITEMS

* **F.1 Approval of Agreement with West Contra Costa Administrators Association / AB1200
Public Disclosure of Collective Bargaining Agreement with WCCAA**

Comment:

District and West Contra Costa Administrators Association Collective bargaining reopener proposals were sunshined for the 2013-14 year. Through the Interest Based Process a Tentative Agreement has been reached with representatives of West Contra Costa Administrators Association (WCCAA). A copy of the Tentative Agreement will be provided at the Board meeting. Once WCCAA has ratified the Agreement, it will be presented to the Board of Education for ratification.

School districts are required to publicly disclose the provisions of all collective bargaining agreements before they ratify an agreement. This ensures that the public is aware of the details associated with a tentative collective bargaining agreement before it becomes binding on the district. A summary of the savings associated with the agreement is provided. This summary has also been provided to the County Office of Education.

The Board will receive public comment on the proposed contract changes before the Board votes to ratify the Agreement.

We want to take this occasion to thank the representatives of both groups for their time and effort in reaching this accord.

Recommendation:

Recommend that the Board of Education ratify the Tentative Agreement between the West Contra Costa Unified School District and West Contra Costa Administrators Association (WCCAA).

Fiscal Impact:

\$139,708 for 2013-14

\$279,416 per year for 2014-15, 2015-16

* **F.2 Salary and Health Benefits Package for Unrepresented Management, Cabinet, Board Members and Confidential Employees / AB 1200 Public Disclosure**

Comment:

The employees of the school district who are in the categories of Unrepresented Management, Cabinet, Superintendent and Confidential will receive the salary and benefit contribution rates for active employees, cash in lieu amounts as agreed upon with West Contra Costa Administrator's Association (WCCAA) and School Supervisors Association (SSA). Unrepresented Certificated Management and Certificated Cabinet will align with West Contra Costa Administrators Association (WCCAA) and Unrepresented Classified Management, Classified Cabinet and Confidential will align with the School Supervisors Association (SSA). The school board will select from the health benefits plans and correlating contribution rates that are currently offered to the bargaining units in accordance with Board Policy and will adhere to the retiree provisions in Board Bylaw 9250.

The salary and benefits will be effective January 1, 2014.

Recommendation:

Recommend Approval

Fiscal Impact:

General Fund \$79,168 for 2013-14

General Fund \$158,337 per year for 2014-15, 2015-16

* **F.3 First Interim Report, 2013-2014**

Comment:

The District's First Interim Report for 2013-2014 covers the financial and budgetary status of the district for the period ended October 31, 2013.

Education Code Section 4230 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 First Interim Report for 2013-2014

Fiscal Impact:
Positive Budget Certification

G. DISCUSSION ITEMS

* **G.1 Update on School Funding Eligibility**

Comment:
The District has contracted with School Facility Consultants for school funding eligibility. Mr. Pettler will provide a brief presentation on the possibility of Seismic Funding to the Board.

Recommendation:
For Information Only

Fiscal Impact:
None

* **G.2 Project Status Report**

Comment:
The following are provided for review of Facilities Planning and Construction in the District's Bond Program and for information regarding individual projects:

- Engineering Officer's Report
- Construction Status Reports

Recommendation:
For Information Only

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 – January 8, 2014

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 (*).

Agenda Item: A

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

December 11, 2013

1. CONFERENCE WITH REAL PROPERTY NEGOTIATOR

2. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
[Government Code Section 54956.9(a)]

- a. WCCUSD v. Orrick
- b. Palmer and Pollack v. WCCUSD
- c. American Standards Properties 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