

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
MEETING AGENDA
JULY 23, 2014**

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 **6:00 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 Report/Ratification of Closed Session

* **B.5 Agenda Review and Adoption** (Public Comment)

* **B.6 Minutes:** June 25, 2014; July 9, 2014

* **B.7 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 July 23, 2014.

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 July 23, 2014.

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 2014-2015 school year are summarized, dated July 23, 2014.

Recommendation:

Recommend Approval

Fiscal Impact:

Additional revenue for schools

***CI C.4 Contracts**

Comment:

Permission is requested of the Board of Education to approve the contracts as detailed, dated July 23, 2014.

Recommendation:

Recommend Approval

Fiscal Impact:

As noted per contracts summary

***CI C.5 Agreements for Nonpublic, Nonsectarian School/Agency Services**

Comment:

Permission is requested of the Board of Education to approve the Master Contracts between the District and named schools/agencies for nonpublic, nonsectarian school/agency services for the period of July 1, 2014 through June 30, 2015.

Recommendation:

Recommend Approval

Fiscal Impact:

\$7,500,000.00 Non-Licensed Children's Institute / Licensed Children's Institute

***CI C.6 Routine Personnel Changes – Classified**

Comment:

Routine personnel changes include actions to hire, promote, or terminate classified employees in accordance with appropriate laws, established policies and procedures.

Recommendation:

Approve Classified Personnel Changes

Fiscal Impact:

None

***CI C.7 Approve the following New Job Description: Coordinator, Electronic Communications**

Comment:

This position will support the Director, Communications to provide technical leadership for the district's website, social media platforms and other electronic communications. The Coordinator, Electronic Communications will support site administrators, departments and other staff in delivering effective messages via electronic communications.

Recommendation:

Recommend Approval

Fiscal Impact:

\$100,945.21

***CI C.8 Approve the following New Job Description: Supervisor, Library Services**

Comment:

This position will supervise the district's centralized library and textbook services department, which is responsible for establishing processes and procedures. The Supervisor, Library Services plays a pivotal role in Williams compliance for district textbooks by supporting school sites with ordering, tracking and distribution requirements. This classification will be fundamental in leading district sites in analyzing, inventorying and ordering library media to meet the needs of their students.

Recommendation:

Recommend Approval

Fiscal Impact:

\$76,667.72

***CI C.9 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: \$1,559,807. Funding sources are Bond Fund and Fund 40.

***CI C.10 Approval of Negotiated Change Orders**

Comment:

Staff is seeking approval of Change Orders on the following current District construction projects: Coronado ES New School; Gompers/LPS New Schools; Kennedy HS Field Lighting; Ohlone ES FF&E; Pinole Valley HS Interim Campus; Kennedy HS Science Wing Renovation; Ohlone ES Phase I New Classrooms. Change Orders are fully executed by the District upon signature by the Superintendent's designee. Board approval 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 approving 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:

Approve negotiated Change Orders as noted

Fiscal Impact:

Total approval by this action: \$319,200.42

***CI C.11 Ratification and Approval of Negotiated Change Orders – M&O**

Comment:

Staff is seeking ratification of Change Orders on the following current District construction projects: Collins ES Floor and Door Hardware; Hercules MHS Health Center. 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:

Approve negotiated Change Orders as noted.

Fiscal Services:

Total approval by this action: \$8,867.85

***CI C.12 Furniture, Fixtures & Equipment Agreement between WCCUSD and Contrax Furnishings for Classroom Furniture & Related Services (Kennedy High School Science Building)**

Comment:

The District has a need for classroom furniture, case goods, seating, office accessories and related services and solutions ("Products and Services") for the Kennedy High School Science Building. The District intends to purchase these Products and Services from Contrax Furnishings ("Contrax"). After a competitive solicitation and selection process by The Cooperative Purchasing Network ("TCPN"),

Contrax entered into a Master Agreement with TCPN to provide the Products and Services (“TCPN Contract”). The TCPN Contract provides that “Participating Public Agencies” may purchase Products and Services on the same terms, conditions and pricing as TCPN. The TCPN Contract contains a “piggyback” provision pursuant to section 20118 of the California Public Contract Code.

The total value for all Products and Services purchased pursuant to the Agreement shall be in an amount not-to-exceed \$118,210.14. The price includes all furniture, material, delivery, installation and cutting of holes in the furniture in order to provide access to power and/or data. The District shall pay for the Products and Services individually after each Product or Service is delivered to and installed in the Kennedy High School Science Building.

Recommendation:

Approve the FF&E Agreement between the WCCUSD and Contrax Furnishings for classroom furniture and related services at the Kennedy High School Science Building.

Fiscal Impact:

\$118,210.14. Funded from Bond Fund.

***CI C.13 Ratification of Staff Awarded Contracts (CUPCCAA): January 1, 2014 – June 30, 2014**

Comment:

Staff solicited bids per the California Uniform Public Construction Cost Accounting Act (CUPCCAA) Resolution #90-0809 (2009); Educ. Code § 22034.

Recommendation:

Ratify staff awarded contracts as noted

Fiscal Impact:

\$300,093. Funded by Bond Fund.

***CI C.14 Ratification of Staff Awarded Contract: Nystrom Elementary School Modernization Project**

Comment:

Interactive Resources has prepared plans and specifications for the project. Scope of work includes: the modernization of an existing main classroom building, including selective demolition and abatement of existing exterior wood siding, wood trim, molding and reconstruction of the addition connecting the two existing wood framed buildings including but not limited to new concrete slab; new flooring, doors, frames, hardware; new mechanical, plumbing, electrical and low-voltage systems/equipment; in addition to related site work, ac paving, parking improvements, striping, concrete curbs, landscaping, sod playfield and playground equipment/improvements. Also included in this scope is replacement of the fire alarm system in the existing multi-purpose building with a new fire alarm system and demolition of selected temporary structures.

The District conducted a public bid process for the project. Bids were opened on July 15, 2014. Three contractors submitted bids, Roebbelen Contracting, Inc. \$21,514,968, Landmark Construction \$21,974,551, C. Overaa & Company \$22,832,172. Total bid is the sum of base bid, alternates and unit pricing. The apparent lowest responsive, responsible bidder is Roebbelen Contracting, Inc.

Determining the award is based on three components; the lump sum base bid, alternates and unit cost multiplied by quantities to be determined in the field. This benefits the District by locking in unit pricing to be used in negotiating future change orders. The contract award is only associated with the lump sum base bid.

Recommendation:

Ratify the award to the lowest responsive, responsible bidder at the expiration of the bid protest period.

Fiscal Impact:

Funded from Bond Fund

D. AWARDS, RECOGNITIONS, AND REPORTS

* **D.1 Recognition of Coach Jim Ulversoy**

Comment:

We would like to recognize Pinole Valley High School's Water Polo Coach Jim Ulversoy for being awarded the State Boys Water Polo Coach of the Year. Is a great honor to receive such award, as only a small group of coaches are selected throughout the entire state, and only one is chosen to receive the award. We would like to congratulate and recognize him for his dedication and commitment to the students.

Recommendation:

For Information Only

Fiscal Impact:

None

* **D.2 Report on Student Demographics**

Comment:

Davis Demographics & Planning, Inc. has completed the Student Population Projections By Residence report. The report provides projected student demographics for the District from Fall 2014 through Fall 2023 based on data collected during 2013-14.

The Board has been provided the full report under separate cover. The report will be available on the District website at the Business Services page at <http://www.wccusd.net>.

Recommendation:

For Information Only

Fiscal Impact:

None

* **D.3 Certified Substitutes for 2014-2015**

Comment:

The Human Resources Department analyzed the certificated substitute system during the spring of 2014. Through the analysis of data adjustments were made for the upcoming school year in the delivery of certificated substitute services for the 2014-15 school year.

The adjustments such as the use of dedicated substitutes for larger schools who demonstrate need, collaborative calendar for professional development trainings, and the effect on the entire substitute pool will be presented to the Board.

Recommendation:

For Information Only

Fiscal Impact:

None

* **D.4 New Certificated Personnel Evaluation Rubric**

Comment:

During the 2013-2014 negotiations with the United Teachers of Richmond agreement was reached to have a joint committee review the current certificated evaluation system and make recommendations for improvement. The negotiation teams requested the evaluation tool reflect a greater emphasis on improving teaching and learning. The Board of Education will receive information tonight on the changes which were agreed to for the 2014-15 school year.

The presentation will highlight the following areas:

- The committee members which reflect a true collaborative effort in reviewing the evaluation tool.
- Why the group felt a need to review the evaluation system.
- The research on current practice which the evaluation subcommittee received and reviewed. Also how the research meshed with the California Standards for teaching practices.
- The committee's belief the evaluation tool should be a method to improve classroom instruction by collaborative interaction with the evaluator.
- The development of a rubric which provides feedback beyond satisfactory and unsatisfactory. The committee wanted a rubric which delineated how a teacher earned a rating.
- How the rubric was developed.
- The next steps for implementation, training for principals and training for certificated staff.

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	Public Employees Local 1
Bayside Parent Teacher Association	Safety and School Climate Committee
Citizens’ Bond Oversight Committee	School Supervisors Association
College and Career Readiness Academies	Technology Subcommittee
Community Budget Advisory Committee	United Teachers of Richmond
Facilities Subcommittee	West Contra Costa Administrators Association
Ivy League Connection	Youth Commission

* **E.2 Superintendent’s Report**

F. ACTION ITEMS

* **F.1 45 - Day Budget Revision – 2014-15**

Comment:

The 2014-15 State budget was adopted Friday June 20, 2014. E.C. 42127(i)(4) states that: “Not later than 45 days later the Governor signs the annual Budget Act, the school district shall make available for public review any revisions, in revenues and expenditures that it has made to its budget to reflect the funding made available by the Budget Act.”

The Summary including a budget for estimated revenues and expenses for 2014-15 is included for the General Fund and the Building Fund. The General Fund Revision includes an adjustment to the Local Control funding Formula and to the State Teachers Retirement System. The Building Fund reflects adjustments to align with a twelve month program activity plan.

Recommendation:

Adopt the 45 day budget revision.

Fiscal Impact:

Budget Revision

G. DISCUSSION ITEMS

* **G.1 Report and Request from the El Cerrito Archiving Committee to Name Portions of ECHS**

Comment:

The El Cerrito Archiving Committee has requested time to make a presentation to open the process for naming various portions of the El Cerrito High School building to honor contributors to that school.

Recommendation:

For information and direction

Fiscal Impact:
Not Determined

* **G.2 Project Status Report: Pinole Valley High School Interim Campus**

Comment:

WLC Architects prepared plans and specifications for the project. Scope of work includes installation of portable classroom buildings, connection of portables to new and existing utilities, site improvements and installation of site furnishings.

The project started in April 2014 and is projected to be complete in August 2014. The project team is in attendance to provide the project status update.

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 – August 13, 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 (*).

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

July 23, 2014

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. AC, a minor, by and through his Guardian, Ad Litem, Crystal McNeal

3. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED/POTENTIAL LITIGATION
[Government Code Section 54956.9(b)]

Five 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

Principal
Assistant Principal

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)**

10. REPORT OF CLOSED SESSION ACTIONS