

**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
December 12, 2012

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
MEETING AGENDA
DECEMBER 12, 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.**

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 Swearing In Of New Board Members**
- B.2 Pledge of Allegiance**
- B.3 Welcome and Meeting Procedures**
- B.4 Roll Call**
- B.5 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 2013 including: January 9, January 23, February 6, March 6, March 20, April 10, April 24, May 1, May 15, June 12, June 26, and affirm the following:
July 10, July 24; August 14, September 4, September 18, October 2, October 16, November 6, November 20, December 11.

Establish a Board calendar for 2013 that includes:
Board Organizational Retreat, January 5
Budget Hearing, June 12
Budget Adoption, June 26

Superintendent Evaluation, October 16
Annual Organization Meeting, December 11

Fiscal Impact:
None

B.6 Presentation of Student Board Representative from Pinole Valley High School

B.7 Report/Ratification of Closed Session

* **B.8 Agenda Review and Adoption (Public Comment)**

* **B.9 Minutes:** November 28, 2012; December 3, 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 Acceptance of Donations**

Comment:

The District has received donations as summarized, dated December 12, 2012. Staff recommends acceptance of these donations.

Recommendation:

Recommend Approval

Fiscal Impact:

As noted per donations summary

*CI **C.2 Approval of Fund-Raising Activities**

Comment:

The planned fund-raising events for the 2012-13 school year are summarized, dated December 12, 2012.

Recommendation:

Recommend Approval

Fiscal Impact:

Additional revenue for schools

*CI **C.3 Summary of Payroll and Vendor Warrant Reports**

Comment:

The summaries of Payroll and Vendor Warrants issued during the month of November 2012 are provided.

Total of payroll warrants (November 2012): \$ 9,474,260
Total of vendor warrants (November 2012): \$ 24,111,415

Recommendation:

Recommend approval of the payroll and vendor warrant reports

Fiscal Impact:

As noted above

***CI C.4 Contracted Services**

Comment:

Permission is requested of the Board of Education to approve contracts for services as detailed, dated December 12, 2012.

Recommendation:

Recommend Approval

Fiscal Impact:

As noted per contracts summary

***CI C.5 Notice of Completions: Bid 1551223-20/1421223-19/1391223-18 Sheldon Elementary School/Murphy Elementary School/Mira Vista Elementary School Restroom Renovations, Bid 1441205-09 Nystrom Elementary School Interim Campus**

Comment:

Substantial completion notices have been received for: Bid 1551223-20/1421223-19/1391223-18 and Bid 1441205-09.

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 contractors:

AM Woo Bid 1551223-20/1421223-19/1391223-18 Sheldon Elementary School/Murphy Elementary School/Mira Vista Elementary School Restroom Renovations.

Alten Construction, Inc. Bid 1441205-09 Nystrom Elementary School Interim Campus.

Recommendation:

Recommend approval of these notices of completion

Fiscal Impact:

None

***CI C.6 Routine Personnel Changes - Certificated**

Comment:

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

Recommendation:

For Information Only

Fiscal Impact:

None

***CI C.7 Certificated Board Authorization - Education Code 44258.3**

Comment:

Ed Code 44258.3 allows the Governing Board of a school district to authorize the holder of a multiple subject, standard elementary, single subject or standard secondary, credential with his or her consent, to teach departmental classes in grades K-12 provided the teacher has adequate knowledge of subject matter.

Recommendation:

Recommend Approval

Fiscal Impact:

None

***CI C.8 Acceptance of Contracts for Placement of Student Teachers**

Comment:

Teachers in this District provide supervision and evaluation for student teachers seeking credentials to teach in California public school classrooms. These arrangements are made between the institution of higher education and the individual classroom teacher.

Staff requests approval from the Board of Education to accept Contracts for Placement of Student Teachers as detailed, dated December 12, 2012.

Recommendation:

Recommend Approval

Fiscal Impact:

None

***CI C.9 Presentation of Joint Initial Bargaining Proposal from West Contra Costa Unified School District and West Contra Costa Administrators Association**

Comment:

Pursuant to the Educational Employment Relations Act, the initial proposal for negotiations by school districts and labor unions must be submitted at a public meeting of the governing board. The joint initial

proposal of the West Contra Costa Unified School District and West Contra Costa Administrators Association is presented tonight as an information item. At the next regularly scheduled board meeting this item will come back for public hearing and adoption by the Board of Education.

Recommendation:

The Board of Education accept the joint initial bargaining proposal with West Contra Costa Administrators Association as an information item.

Fiscal Impact:

To Be Determined

***CI C.10 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 as noted

Fiscal Impact:

Total for this action: \$40,361.50. Funding sources as noted.

***CI C.11 Ratification and Approval of Negotiated Change Orders**

Comment:

Staff is seeking ratification of Change Orders on the following current District construction projects: Dover ES Increment 2 New School, De Anza HS Replacement Campus, Ohlone ES Phase I Campus Replacement. 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: \$606,280.00

***CI C.12 Designation of Citizen Bond Oversight for Measure E 2012**

Comment:

Proposition 39, approved by California voters in the November 6, 2000, general election, provides that the Governing Board of a school district may pursue the authorization and issuance of bonds by 55 percent vote of the electorate. As a result of the passage of Proposition 39, language was added to the Education Code requiring school districts passing a bond designated as a Proposition 39 bond election to establish a Citizens' Oversight Committee ("Committee") to actively review and report on the use of bond proceeds whenever the district passes a Proposition 39 bond.

When a Proposition 39 bond is passed, the Board shall establish a Committee to actively review and report on the use of bond proceeds to ensure they are spent only on school and classroom improvements and not for any other purpose. The Committee shall be established within sixty (60) days of the date that the Board enters the election results in its minutes.

At the December 5, 2012, regular meeting of the CBOC, unanimous action was taken to recommend the addition of the oversight for the Measure E 2012 bond program to the existing responsibilities of the CBOC. Staff recognizes the valuable service and commitment that the committee provides for the benefit of the community and the district and supports their recommendation.

Recommendation:

That the Board approve the designation of the Citizens Bond Oversight Committee to provide oversight for the Measure E 2012.

Fiscal Impact:

None

***CI C.13 Citizens' Bond Oversight Committee (CBOC) Appointments**

Comment:

Mr. Charley Cowen has served one term on the Citizens' Bond Oversight Committee (CBOC) as the appointee of Board member Elaine R. Merriweather. Ms. Merriweather has forwarded a recommendation that Mr. Cowen be reappointed for an additional two (2) year term.

Mr. Brant Fetter has served one term as the Parent Representative on the CBOC. Superintendent Bruce Harter has forwarded a recommendation that Mr. Fetter be reappointed for an additional two (2) year term.

Recommendation:

Approve appointments as noted

Fiscal Impact:

None

***CI C.14 Certification of Athletic Coaches – Fall Sports**

Comment:

Under California Education Code Section 5593, all athletic team coaches are required to be certified annually. Topics covered during the training include first aid, CPR, coaching techniques, adolescent

psychology (as it relates to sports participation), and ethics. Provided are the lists of coaches from each of the high school for fall sports.

Recommendation:

Recommend Approval

Fiscal Impact:

None

***CI C.15 Certification of November 6, 2012 Election Results – Bond Measure E and Parcel Tax Measure G**

Comment:

Stephen L. Weir, County Clerk of Contra Costa County has certified the statements of votes cast for Bond Measure E and Parcel Tax Measure G. Included with this item are the official certificates of the County Clerk. Measure E gained a supporting vote from 64.4% of the electorate and Measure G received 75.0%.

Recommendation:

Recommend acceptance of the certifications for Bond Measure E and Parcel Tax Measure G

Fiscal Impact:

None

***CI C.16 Certification of November 6, 2012 Election Results – Election to the Office of the West Contra Costa Unified School District Board of Education**

Comment:

Stephen L. Weir, County Clerk of Contra Costa County has certified the statements of votes cast for the election of Todd Alan Groves and Randall (Randy) Enos to full terms of four years commencing on December 7, 2012 and ending on December 2, 2016.

Recommendation:

Recommend acceptance of the certifications for the election of the Board of Education

Fiscal Impact:

None

D. AWARDS, RECOGNITIONS, AND REPORTS

*** D.1 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

Below are links to pages that contain background information and ideas on 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

* **D.2 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
Community Budget Advisory Committee
Facilities Subcommittee
Ivy League Connection
College and Career Readiness Academies

Public Employees Local 1
Safety Committee
School Supervisors Association
United Teachers of Richmond
Youth Commission

* **D.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.

Clifton C. Erickson passed away recently. Mr. Erickson spent 42 years in the District as a teacher, counselor, vice principal and principal.

Elijah Collor recently passed away. Mr. Collor was a custodian at Portola Middle School. He had worked at Richmond High and Pinole Valley High Schools as well.

Denice Staubus passed away recently. Ms. Staubus began working for the District in 1997. She held various classified positions including typist clerk and school cashier. Ms. Staubus retired in 2009 as school secretary at Washington Elementary.

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

Recommendation:

For Information Only

Fiscal Impact:

None

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

* **E.1 Superintendent's Report**

* **E.2 Request to Address the Board – Robinson Weeks Scholarship Fund**

Comment:

Ms. Roburta Burroughs will highlight the Robinson Weeks Scholarship Foundation's program and scholarships as a part of assisting college bound students in the District.

Recommendation:

For Information Only

Fiscal Impact:

None

* **E.3 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 agendaized, but may refer these to staff for response and/or placement on future agendas.

F. ACTION ITEMS

*** F.1 First Interim Report, 2012-2013**

Comment:

The District's First Interim Report for 2012-2013 covers the financial and budgetary status of the district for the period ended October 31, 2012.

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 2012-2013

Fiscal Impact:

Positive Budget Certification

*** F.2 Notice of Public Hearing Regarding Request for Bond Waiver**

Comment:

Notice is Hereby given the Board of Education ("Board") of the West Contra Costa Unified School District ("District") at a Public Hearing to be held on December 12, 2012 at 6:30 p.m., or as soon thereafter as the matter may be heard, at Lovonya DeJean Middle School Multipurpose Room, 3400 Macdonald Avenue, Richmond, California 94805, on December 12, 2012 will review and consider adoption of a resolution of the Board to authorize a request for waiver from State Board of Education relative to statutory requirements on general obligation bond debt limitations, as applicable to the District, as provided by section 15106 of the Education code.

The purpose of the Public Hearing to be held on December 12, 2012, is to invite public testimony and comment on this matter. The draft of the request for waiver is on file and available for public review at the District's office located at West Contra Costa Unified School District, 1108 Bissell Avenue, Richmond, CA 94801, and is herein incorporated by reference. To receive a copy of the draft request for waiver, or if you have questions on this matter, please contact Ms. Sheri Gamba, Associate Superintendent for Business Services, at telephone (510) 231-1170.

The Public Hearing of the District will be held on December 12, 2012 at the location set forth above. This matter will be considered at such time as this agenda item is considered by the Board of the District.

Recommendation:
For Information Only

Fiscal Impact:
None

* **F.3 Resolution No. 55-1213: Intent to Seek Debt Limit Waiver from State Board of Education for Sale of remaining General Obligation Bonds as approved by voters under Measure E, 2012**

Comment:

In order to complete the Bond program school renovation and reconstruction projects which are allocated under Measure E 2012, the District will need to sell the bonds approved under that measure. The District does not currently have sufficient bonding capacity to issue any of the \$360 million in voter-authorized Measure E 2012 Bonds. Based on the 2012-2013 assessed valuation, the District's current bonding capacity is \$591 million. The District currently has \$797 million in outstanding debt, with no remaining bonding capacity for Measure E 2012. In order to keep the bond program on track and finish current projects, staff is recommending that the District apply for a waiver of the bonding capacity limits from the State Board of Education. Approval of the District's request for a ten year increase in its bonding capacity from 2.5% of assessed valuation to 6.0% of assessed valuation will allow the District to issue the full \$360 million of the voter authorized Measure E 2012 bonds. Because of tax rate limitations and other factors, the District plans to issue these bonds in series over time. The bond language for Measure E 2012 includes reference to the need for a potential waiver of the bonded indebtedness limit. Voters approved Measure E 2012 with 64.4% in favor of the bond measure.

The Department of Education requires that a request for waiver be filed by December 15, 2012, in order to be considered at the State Board of Education meeting March 13, and 14, 2013. In order to be considered by the State Board of Education, the West Contra Costa Unified School District Board of Education must hold a public hearing and approve the request. In addition, the District will meet and consult with, and seeks the support of, its bargaining units including: UTR, Local 1, SSA and WCCAA. The District will present the proposed waiver to the Facilities Subcommittee and has the support of the Citizens Bond Oversight Committees for their review. The District will also seek support for the debt limit waiver from each of the five City Councils including El Cerrito, Hercules, Pinole, Richmond and San Pablo. Staff will begin this process

Recommendation:
Seek debt Limit Waiver from State Board of Education for Sale of remaining General Obligations Bonds as approved by voters under Measure E 2012.

Fiscal Impact:
Direct costs limited to costs of preparation and presentation of waiver request.

* **F.4 Public Hearing and Adoption of Initial Bargaining Proposal from Local One to the West Contra Costa Unified School District**

Comment:

Pursuant to the Educational Employment Relations Act, the initial proposal for negotiations by school district and labor unions must be submitted at a public meeting of the governing board. The initial proposal of Public Employees Union, Local One will be presented, at which time the public is allowed

to comment on this proposal. A copy of the proposal is provided in the Board meeting packet which is available at the District's Administration Building, six high schools and online at the District's webpage.

Recommendation:

That the Board of Education hold a public hearing on the Public Employees Local One's initial bargaining proposal to West Contra Costa Unified School District for the 2012-2015 successor agreement.

Board Adoption of Initial Bargaining Proposal

Comment:

Following the public hearing on its initial bargaining proposal, the Board of Education will be asked to adopt the Public Employees Local One's proposal to West Contra Costa Unified School District for the 2012-2015 successor agreement.

Recommendation:

That the Board of Education adopt the initial bargaining proposal for labor negotiations with the Public Employees Local One.

Fiscal Impact:

To Be Determined

* **F.5 Public Hearing and Adoption of Initial Bargaining Proposal – School Supervisors Association**

Comment:

Pursuant to the Educational Employment Relations Act, the initial proposal for negotiations by school district and labor unions must be submitted at a public meeting of the governing board. The initial proposal of the School Supervisors Association will be presented, at which time the public is allowed to comment on this proposal. A copy of the proposal is provided in the Board meeting packet which is available at the District's Administration Building, six high schools and online at the District's webpage.

Recommendation:

That the Board of Education hold a public hearing on the School Supervisors Association's (SSA) initial bargaining proposal to the District for the 2012-2015 successor agreement.

Board Adoption of Initial Bargaining Proposal

Comment:

Following the public hearing on its initial bargaining proposal, the Board of Education will be asked to adopt the School Supervisors Association's proposal to the District for the 2012-2015 successor agreement.

Recommendation:

That the Board of Education adopt the initial bargaining proposal for labor negotiations with the School Supervisors Association.

Fiscal Impact:

To Be Determined

G. DISCUSSION ITEMS

* **G.1 Modification to the Kennedy High School Attendance Boundaries**

Comment:

The physical location for Kennedy High School is within the El Cerrito High School attendance area. Thus, students who live next to KHS are assigned to attend high school at ECHS. Currently approximately 110 students are in the area surrounding Kennedy High School and thus are assigned to ECHS. This change would expand the KHS boundaries to Wall Street on the North, the I-80 Freeway on the East, Potrero Avenue on the South and Carlson Blvd on the West. The change would become effective with the current 8th graders, Class of 2017, who live in that area.

Recommendation:

That the Board discuss a change to the Kennedy High attendance area that would expand the Kennedy High attendance to include Study Areas 333, 334, 335 and 336 beginning with the Class of 2017.

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 – Verbal Presentation
- Construction Status Reports – Current Construction Projects

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 9, 2013

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 (*).

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: December 7, 2012

From: Bruce Harter

Agenda Item: B.5

Subject: Annual Organization Meeting

Background Information:

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 2013 including: January 9, January 23, February 6, March 6, March 20, April 10, April 24, May 1, May 15, June 12, June 26, and affirm the following:

July 10, July 24; August 14, September 4, September 18, October 2, October 16, November 6, November 20, December 11.

Establish a Board calendar for 2013 that includes:
Board Organizational Retreat, January 5
Budget Hearing, June 12
Budget Adoption, June 26
Superintendent Evaluation, October 16
Annual Organization Meeting, December 11

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: December 12, 2012

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

Agenda Item: B.6

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 December 12, 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.9

November 28, 2012

A. CLOSED SESSION

B. OPENING PROCEDURES

President Ramsey called the meeting to order at 5:30 P.M. The Board recessed into Closed Session.
President Ramsey called the Public Session to order at 6:32 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, Charles Ramsey, Elaine Merriweather, Tony Thurmond.

Staff Present: Magdy Abdalla, Engineering Officer; Jen Bender, Hercules Middle High Principal; Matthew Burnham, Portola Middle Principal; Steve Collins, SELPA Director; Cheryl Cotton, Human Resources Director Certificated; Linda Delgado, Coordinator; Bill Fay, Associate Superintendent Operations; Luis Freese, Executive Director Maintenance/Operations; Sheri Gamba, Associate Superintendent for Business Services; Wendell Greer, Associate Superintendent K-Adult Schools; Bruce Harter, Superintendent; Debbie Haynie, Executive Secretary; Joe Mayes, Maintenance Manager; Ken McDaniel, Building Maintenance Supervisor; Emily Millar, Employee Relations Director; Reyna Ortiz de Touriel, Interpreter; Nia Rashidchi, Assistant Superintendent, Education Services; Teonna Thompson, Senior Account Clerk; Mike Wasilchin, Human Resources Director Classified; Ken Whittemore, Assistant Superintendent Human Resources; Guy Zakrevsky, Director

B.4 Presentation of Student Board Representative from Kennedy School

Ms. Karriana McClure provided a report of activities at Kennedy High School.

B.5 Report/Ratification of Closed Session

None

B.6 Agenda Review and Adoption

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

B.7 Minutes: November 14, 2012

MOTION: Ms. Kronenberg moved approval of the Minutes of October 24, 2012. Mr. Medrano seconded. Ms. Kronenberg, Mr. Medrano, Ms. Merriweather, Mr. Thurmond, Student Board Representative Karriana McClure (advisory vote only) and President Ramsey voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

C. BUSINESS ITEMS

C.1 Grants/Awards/Agreements

C.2 Acceptance of Donations

C.3 Approval of Fund-Raising Activities

C.4 Notification of Claims Rejected

C.5 Notification of Claim Rejected

C.6 Routine Personnel Changes – Classified

- C.7 Ratification of Manzanita Charter Middle School Memorandums of Understanding**
- C.8 Ratification and Approval of Engineering Services Contracts**
- C.9 Ratification and Approval of Negotiated Change Orders**
- C.10 Ratification of Staff Awarded Contract: CCS at Downer School Project**
- C.11 Ratification of Staff Awarded Contract: Vista High School Portables Tech Lab 1&2 Project**
- C.12 Resolution No. 51-1213: Human Rights Day**

Board Comment:

Mr. Medrano spoke about working in the field of Human Rights and the Universal Declaration of Human Rights. He read several points from the Declaration, describing these as tools to educate the community.

Ms. Merriweather spoke about the importance of putting this resolution on the agenda to commemorate December 10, 2012 as Human Rights Day. She said she is proud of the efforts started in the District with anti-bullying education and recognizing differing cultures. She said the purpose is to get information out to high schools about Human Rights Day.

MOTION: Mr. Medrano moved approval of Consent Items C.1 – C.12. Ms. Kronenberg seconded. Ms. Kronenberg, Mr. Medrano, Ms. Merriweather, Mr. Thurmond, Student Board Representative Karriana McClure (advisory vote only) and President Ramsey voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

President Ramsey passed the gavel to Mr. Medrano and left the dais for a brief time.

D. AWARDS, RECOGNITIONS, AND REPORTS

- D.1 Resolution No. 52-1213: Honoring Tony Thurmond for Four Years of Service on the Board of Education**
Superintendent Harter recognized the service of Mr. Thurmond and his efforts to raise the consciousness of the District with work on the Youth Commission, the Safety Committee, and in reduction of suspensions and expulsions. Dr. Harter presented Mr. Thurmond with a plaque.

President Ramsey return to the dais and resumed the gavel.

Mr. Thurmond thanked the Board and Dr. Harter for the recognition and also thanked the people for allowing him to serve over the last four years. He spoke about the challenges faced during his term and the work still to be done. He urged the Board to be bold in its endeavors. He commented on the pleasure working with students and staff in the District.

Public Comment:

None

Board Comment:

Board members individually thanked Mr. Thurmond for his service and recalled particular areas of service.

- D.2 Resolution No. 53-1213: Honoring Antonio Medrano for Four Years of Service on the Board of Education**
Superintendent Harter recognized Mr. Medrano for his service and his accomplishments including Chair of Facilities Subcommittee, working with the bond program seeking equity for children to have deserved facilities deserve. Mr. Medrano was also a leader on the Select Committees on High Schools and also was the voice for English language learners in the District.

Mr. Medrano spoke about his term of office and his other commitments through out the state. He congratulated the voters for their passage of Proposition 30 and the newly the elected board members, Randall Enos and Todd Groves. He thanked staff and students for working so hard. He spoke about his upcoming work with a human rights commission in Mexico as well as his work in the Contra Costa County.

Public Comment:

Pamela Mirabella

Board Comment:

Board members individually expressed appreciation for Mr. Medrano's service and commitment to the District.

D.3 Recognition & Celebration of the Volunteers for Measures E and G

Superintendent Harter asked the Board to celebrate and appreciate the volunteers who supported the successful election campaigns of Measures E and G. The many volunteers in the audience were recognized with certificates of appreciation.

Public Comment:

Tony Santana, Marcus Hibser, Ken Yamauchi, Andrew Butt, Sandra Falk, Kevin MacQuarrie, Grace Murphy-Jenkins, Sally Swanton, Aquacena Lopez, Joanna Pace, John Payne, Rene Flores, Pamela Mirabella, Kerry Moriarty, Cheryl Lentini, Fred Powell, Wally Gordon, Herman Blackmon, Ben Steinberg

Board Comment:

Board members thanked the volunteers and donors for their time and generosity in supporting Measures E and G.

Student Representative Karrison McClure left the meeting for the evening.

D.4 Global Youth Service Day

Dr. Harter introduced Ms. Bertha Romo who is a graduate of the Richmond High. She went on to attend the University of Pennsylvania and graduated from the University of California, Berkeley. Ms. Romo is now an intern in the Richmond City Manager's Office. Ms. Romo presented information about a service learning initiative to engage students in volunteer service. She said the City of Richmond is reaching out to Kennedy and Richmond High students to submit logo designs for the Cities of Service Coalition. The platform for engaging youth will launch with the Global Youth Service Day, April 26-28, 2013, where 600 or more youth will engage in service in the months leading up to these dates. Students will identify needs and develop service projects in the community. She is seeking participation of high school leadership classes to coordinate these events in Richmond schools.

Public Comment:

None

Board Comment:

Board members spoke in support of the efforts to engage students in the service learning initiative. The Youth Commission and the community group Concilio Latino were suggested as avenues to reach out to areas of the community. Ms. Romo concluded by saying that they would also reach out to the community college to involve students in the larger community.

D.5 Standing Reports

Safety Committee. Ms. Merriweather said the next meeting is scheduled for December 13th at North Campus, 9:00 AM. Discussion will include review of plans from schools and alternative suspension programs.

Youth Commission. Ms. Kronenberg reported on the recent meeting where discussion included establishing bylaws, standing committee appointments and upcoming elections for officers.

Academic Subcommittee. Ms. Rashidchi announced the next meeting for December 11, 2012, 6:30 PM at Helms Middle School.

Citizens' Bond Oversight Committee. President Ramsey reported that the committee will review a debt limit waiver resolution at its December 5 meeting.

Community Budget Advisory Committee. Ms. Gamba announced the next meeting for December 6, 2012 at the Alvarado Adult Education campus.

College and Career Readiness. Mr. Greer reported that secondary principals will attend the District Leadership Advisory meeting in Southern California December 4th and 5th. He spoke of the participants and their efforts on behalf of students.

Ivy League Connection. President Ramsey reported that six applications had been received for the Yale summer program. He said he would like to see more students interested in applying to this and other programs.

Facilities Subcommittee. Mr. Medrano reported on the November 13th meeting where action items included approval of window shades for Helms and Ford schools. The Richmond High campus schematic design was also approved.

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 Request to Address the Board on School Gardens

Ms. Graciella Rossi and Ms. Joanna Pace spoke to the Board about the Growing West County School Gardens Collaborative and their work in schools since 2007. They emphasized the need to incorporate garden education in student learning.

Public Comment:

None

Board Comment:

None

E.3 WCCUSD Public Comment

Susan Ruiz, Alicia Jackson

F. ACTION ITEMS

F.1 Reducing Suspensions for 2012-13

Mr. Greer read an amendment to this item in to the record with the following italicized text:

AB 1729 (effective January 1, 2013) requires that the District utilize other means of correction prior to using suspension as a disciplinary consequence for non-violent offenses.

Recommendation:

Consistent with AB 1729, that the Board adopt a goal of reducing out-of school suspensions in middle and high schools by 25/5m by using other means of correction for non-violent offenses.

Mr. Greer introduced Assistant Principal Jessica Smith-Kennan of Kennedy High and Principal Jen Bender of Hercules Middle High who spoke about reducing suspension for all students at their respective sites.

Public Comment:

None

Board Comment:

Mr. Thurmond commented on the schools setting high goals for suspension reduction. He asked questions about the efforts to use the Restorative Justice program and needed support from the District. Ms. Kennan-Smith spoke about the need for an in-house suspension room to provide intervention without sending students off campus. Mr. Thurmond further asked about next steps to expand a partnership with the Cha Program regarding substance abuse counseling. Mr. Greer responded and further commented about work with the school health centers and community based organizations.

Ms. Kronenberg had questions about community tutors who might be of support to the school. Ms. Kennan-Smith spoke about the number of groups offering support on campus.

Ms. Merriweather thanked staff for seeing the vision to reduce the suspensions of over 4000 students this year. She said that if students aren't in school, they won't learn, so it is important to change the thinking about student discipline.

Mr. Medrano said he is excited about the work happening at Hercules and Kennedy.

Mr. Thurmond spoke about the “kick back” effect from involved people as a result of changing behavior. He asked what could be done to support Hercules in making the changes. Ms. Bender responded about building relationships and trust to make change effective.

President Ramsey spoke of the importance of the work and the resolve to make a change. He commented that the Restorative Justice program was a topic of conversation at the recent California School Boards Association meetings.

MOTION: Mr. Medrano moved approval of the recommendation to reduce suspensions for 2012-13. Ms. Merriweather seconded. Ms. Kronenberg, Mr. Medrano, Ms. Merriweather, Mr. Thurmond, and President Ramsey voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

F.2 Presentation and Public Hearing of Initial Bargaining Proposal – Public Employees Union, Local One

President Ramsey opened public hearing.

Public Comment:
None

President Ramsey closed the public hearing.

Board Comment:
None

MOTION: Mr. Medrano moved approval of the Initial Bargaining Proposal – Public Employees Union, Local One. Mr. Thurmond seconded. Ms. Kronenberg, Mr. Medrano, Ms. Merriweather, Mr. Thurmond, and President Ramsey voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

F.3 Presentation and Public Hearing of Initial Bargaining Proposal – School Supervisors Association

President Ramsey opened public hearing.

Public Comment:
None

President Ramsey closed the public hearing.

Board Comment:
None

MOTION: Mr. Medrano moved approval of the Initial Bargaining Proposal – School Supervisors Association. Ms. Kronenberg seconded. Ms. Kronenberg, Mr. Medrano, Ms. Merriweather, Mr. Thurmond, and President Ramsey voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

F.4 Presentation and Public Hearing of Initial Bargaining Proposal – United Teachers of Richmond

President Ramsey opened public hearing.

Public Comment:
None

President Ramsey closed the public hearing.

Board Comment:
None

MOTION: Mr. Medrano moved approval of the Initial Bargaining Proposal – United Teachers of Richmond. Ms. Merriweather seconded. Ms. Kronenberg, Mr. Medrano, Ms. Merriweather, Mr. Thurmond, and President Ramsey voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

G. DISCUSSION ITEMS
None

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

I. COMMENTS OF THE BOARD OF EDUCATION AND SUPERINTENDENT

Mr. Thurmond spoke of the honor to serve West Contra Costa over the last 4 years. He said that public service is hard, particularly in entities like school boards. He spoke of his experience and serving with a great staff who provided financial stability to the District. He concluded with wishing the new board members well and happy holidays to the community.

Ms. Merriweather announced the Human Rights Day celebration on December 10th, 6:00 PM at the Richmond City Council meeting. She said the public is invited to come out and celebrate. District students will be participating as well. She thanked the volunteers who worked so hard on the passage of Measures E and G. She concluded with thanks to Mr. Thurmond and Mr. Medrano for their service.

Ms. Kronenberg commented on the various groups and individuals that supported the successful passage of Measures E and G. She offered her thanks to Mr. Medrano and Mr. Thurmond for their years of service during a remarkable time in the District's history.

Mr. Medrano thanked his fellow Board members for working together as a team, making difficult decisions together. He spoke of his pride in the community for passing the tax measures and his plans to recruit community members to serve as Board members.

Superintendent Harter thanked Mr. Medrano and Mr. Thurmond for their leadership and the pleasure of working with them over the last four years. He expects to work with each of them in future endeavors.

President Ramsey said this is his final meeting as Board President. He thanked the Board for their confidence in him to lead during a difficult year. He expressed his appreciation to the Board for its focus on core matters, particularly retaining local control in governance. He concluded by saying it was a pleasure to serve with Mr. Medrano and Mr. Thurmond and that their work has made a difference in the community.

J. THE NEXT SCHEDULED BOARD OF EDUCATION MEETING
Lovonya DeJean Middle School – December 12, 2012

K. ADJOURNMENT
President Ramsey adjourned the meeting in memory of his mother and in honor of his daughters at 10:02 P.M.

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

BH:dh

**West Contra Costa Unified School District
Minutes of the Special Board of Education Meeting
Lovonya DeJean Middle School
Music Room G112
3400 Macdonald Ave.
Richmond, CA 94805**

December 3, 2012

A. OPENING PROCEDURES

President Ramsey asked Clerk Antonio Medrano to preside and call the meeting to order at 4:03 P.M.

A.1 Pledge of Allegiance

Clerk Medrano led the pledge of allegiance.

A.2 Welcome and Meeting Procedures

Clerk Medrano offered welcome and instructions to the public regarding the meeting.

A.3 Roll Call

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

Board Members Absent: Elaine Merriweather

Staff Present: Bill Fay; Associate Superintendent Operations; Bruce Harter, Superintendent; Debbie Haynie, Executive Secretary, Attorney Cate Boskoff

San Pablo City Representatives Present: Mayor Cecilia Valdez, City Council Member, Genoveva Galloway, City Manager Matt Rodriguez, Attorney Luis A. Rodriguez

B. ACTION ITEMS

B.1 Amended and Restated Ground Lease Agreement Between the District And The City Of San Pablo Regarding The Construction And Use Of A Community Center At Helms Middle School And Related Documents

Superintendent Harter said this item has been brought to the Board for approval to celebrate the partnership regarding the Helms property lease agreement with the City of San Pablo to build a community center. The 2010 approval is to be amended as the city seeks refinancing of construction costs after the demise of the Redevelopment Agency. With approval of the amended ground lease agreement, the City is ready to begin construction.

Public Comment:

Cecilia Valdez, Mayor City of San Pablo

Board Comment:

Mr. Thurmond, Ms. Kronenberg, Mr. Ramsey and Mr. Medrano asked questions relating to the ground lease, tax credits and school leasing. Attorney Cate Boskoff, Attorney Luis A. Rodriguez, and City Manager Matt Rodriguez were available to address questions.

MOTION: Mr. Medrano moved approval of the Amended and Restated Ground Lease Agreement Between the District And The City Of San Pablo Regarding The Construction And Use Of A Community Center At Helms Middle School And Related Documents. Ms. Kronenberg seconded. Ms. Kronenberg, Mr. Medrano, Mr. Thurmond and President Ramsey voted yes with no abstentions and Ms. Merriweather absent. Motion carried 4-0-0-1.

C. THE NEXT SCHEDULED BOARD OF EDUCATION MEETING

Lovonya DeJean Middle School – December 12, 2012

D. ADJOURNMENT

Clerk Medrano adjourned the meeting at 4:42 P.M.

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

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: December 12, 2012

From: Sheri Gamba
Associate Superintendent Business Services

Agenda Item: CI C.1

Subject: Acceptance of Donations

Background Information: The District has received donations as summarized on the attached sheet dated December 12, 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
 December 12, 2012 Board Meeting

<u>Donor Name</u>	<u>Description or Purpose</u>	<u>Estimated Value</u>	<u>Receiving School or Department</u>
Baldwin Elementary School PTA	Supplies	\$600.00	Chavez Elementary
Mrs. S.D. Battis	Supplies	\$175.93	Ellerhorst Elementary
Target Take Charge of Education	Supplies	\$401.20	Ohlone Elementary
eScript	Supplies	\$2.17	Verde Elementary
Mr. Robert Thompson	Materials and Supplies	\$350.00	State Preschool
Mypiggybacker, Inc	Supplies	\$362.61	Pinole Valley High
Ms. Sharon Taylor	Supplies	*\$125.00	Adult Education

*Estimated values for the non-cash donations are provided by the donor
 Donation Précis 121212

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: December 12, 2012

From: Sheri Gamba
Associate Superintendent Business Services

Agenda Item: CI C.2

Subject: Approval of Fund-Raising Activities

Background Information: The planned fund-raising events for the 2012-13 school year are summarized on the attached sheet dated December 12, 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
December 12, 2012 Board Meeting

APPROVAL OF FUND-RAISERS

<u>School</u>	<u>Fund-Raising Activity</u>	<u>Activity Sponsor</u>
Mira Vista Elementary	1/10/13 Family Dinner at Pizza Kitchen	Mira Vista PTA
Mira Vista Elementary	1/24/13 Walk-a-Thon	Mira Vista PTA
De Anza High	Sale of Cookies	De Anza Shimada Club
El Cerrito High	Talent Show	ECHS Illusionist Club
El Cerrito High	Holiday Gift Wrap	ECHS Leadership of 2014
Hercules Middle High	Poetry Reading	Hercules High Teachers
Hercules Middle High	Sale of Candy Grams	Hercules High Students
Hercules Middle High	On 12/5/12, L&L Hawaiian BBQ will donate 20% of sales with corresponding fundraising flyer to the Hercules High Badminton Club	Hercules High Badminton Club

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: December 12, 2012

From: Sheri Gamba *SG*
Associate Superintendent Business Services

Agenda Item: CI C.3

Subject: Summary of Payroll and Vendor Warrant Reports

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

Total of payroll warrants (November 2012): \$ 9,474,260

Total of vendor warrants (November 2012): \$ 24,111,415

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 : November 2012

Payrolls	Warrant From	Numbers To	Total Warrants Current	Total Warrants Previous	Total Warrants To Date
Variable	654495	655521	616,521	2,050,410	2,666,931
Regular	655522	656213	1,558,923	5,223,540	6,782,463
Special				19,167	19,167
Variable EFT	362876	364414	810,170	4,172,378	4,982,548
Regular EFT	364415	366661	6,478,670	20,448,087	26,926,757
Special EFT				0	0
Typed	297555	297579	14,624	44,781	59,405
BENEFITS				0	0
Cancelled	Various	Various	(4,648)	(35,926)	(40,574)
Totals			9,474,260	31,922,437	41,396,697

Salary detail is available in the Payroll office upon request.



Patti Ramos-Baker, Payroll Supervisor


WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT
2012-2013

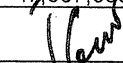
PAYMENT

DATE: November 7, 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	457836	458065	4,312,286	21,488,628	25,800,914
7706	CAFETERIA	457854	458060	186,763	1,118,615	1,305,378
7707	CHILD DEVELOPMENT	457877	458033	28,933	13,713	42,646
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY				19,376	19,376
7710	BUILDING	457847	458059	361,806	13,613,426	13,975,232
7711	CAPITAL FACILITIES				122,215	122,215
7712	SELF INSURANCE PROPERTY & LIABILITY				1,366,962	1,366,962
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	457866	458057	4,316	113,435	117,751
7770	ADULT EDUCATION	457845	458039	5,950	49,678	55,628
7785	DEFERRED MAINTENANCE				36,000	36,000
7790	BOND INTEREST & REDEMPTN				0	0
7701	PAYROLL REVOLVING				9,125,010	9,125,010
	TOTALS			4,900,054	47,067,058	51,967,112


Prepared By


Accounting Supervisor

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT
2012-2013

PAYMENT

DATE: November 15, 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	458090	458331	1,393,498	25,800,914	27,194,412
7706	CAFETERIA	458110	458327	249,040	1,305,378	1,554,418
7707	CHILD DEVELOPMENT	458316	458316	1,280	42,646	43,926
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY	458172	458172	23,668	19,376	43,044
7710	BUILDING	458093	458330	2,970,679	13,975,232	16,945,911
7711	CAPITAL FACILITIES				122,215	122,215
7712	SELF INSURANCE PROPERTY & LIABILITY	458132	458288	10,712	1,366,962	1,377,674
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				117,751	117,751
7770	ADULT EDUCATION	458097	458316	6,251	55,628	61,879
7785	DEFERRED MAINTENANCE				36,000	36,000
7790	BOND INTEREST & REDEMPTN				0	0
7701	PAYROLL REVOLVING				9,125,010	9,125,010
	TOTALS			4,655,128	51,967,112	56,622,240

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT
2012-2013

PAYMENT

DATE: November 21, 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	458332	458412	2,313,005	27,194,412	29,507,417
7706	CAFETERIA	458349	458544	43,331	1,554,418	1,597,749
7707	CHILD DEVELOPMENT				43,926	43,926
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY	458409	458532	56,195	43,044	99,239
7710	BUILDING	458336	458563	5,491,112	16,945,911	22,437,023
7711	CAPITAL FACILITIES	458495	458495	9,547	122,215	131,762
7712	SELF INSURANCE PROPERTY & LIABILITY				1,377,674	1,377,674
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				117,751	117,751
7770	ADULT EDUCATION	458403	458526	2,427	61,879	64,306
7785	DEFERRED MAINTENANCE				36,000	36,000
7790	BOND INTEREST & REDEMPTN				0	0
7701	PAYROLL REVOLVING				9,125,010	9,125,010
	TOTALS			7,915,617	56,622,240	64,537,857

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT
2012-2013

PAYMENT

DATE: November 29, 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	458564	458764	477,441	29,507,417	29,984,858
7706	CAFETERIA	458575	458756	191,794	1,597,749	1,789,543
7707	CHILD DEVELOPMENT				43,926	43,926
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY				99,239	99,239
7710	BUILDING	458569	458740	462,066	22,437,023	22,899,089
7711	CAPITAL FACILITIES				131,762	131,762
7712	SELF INSURANCE PROPERTY & LIABILITY	458761	458761	7,286	1,377,674	1,384,960
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	458591	458755	15,780	117,751	133,531
7770	ADULT EDUCATION	458759	458760	2,699	64,306	67,005
7785	DEFERRED MAINTENANCE				36,000	36,000
7790	BOND INTEREST & REDEMPTN				0	0
7701	PAYROLL REVOLVING				9,125,010	9,125,010
	TOTALS			1,157,066	64,537,857	65,694,923

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT
2012-2013

PAYMENT

DATE: November 9, 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				29,984,858	29,984,858
7706	CAFETERIA				1,789,543	1,789,543
7707	CHILD DEVELOPMENT				43,926	43,926
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY				99,239	99,239
7710	BUILDING				22,899,089	22,899,089
7711	CAPITAL FACILITIES				131,762	131,762
7712	SELF INSURANCE PROPERTY & LIABILITY				1,384,960	1,384,960
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				133,531	133,531
7770	ADULT EDUCATION				67,005	67,005
7785	DEFERRED MAINTENANCE				36,000	36,000
7790	BOND INTEREST & REDEMPN				0	0
7701	PAYROLL REVOLVING	458066	458088	978,036	9,125,010	10,103,046
	TOTALS			978,036	65,694,923	66,672,959

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT
2012-2013

PAYMENT

DATE: November 30, 2012

PAGE-6

FUND#	FUND DESCRIPTION	WARRANT FROM	NUMBERS TO	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL				29,984,858	29,984,858
7706	CAFETERIA				1,789,543	1,789,543
7707	CHILD DEVELOPMENT				43,926	43,926
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY				99,239	99,239
7710	BUILDING				22,899,089	22,899,089
7711	CAPITAL FACILITIES				131,762	131,762
7712	SELF INSURANCE PROPERTY & LIABILITY				1,384,960	1,384,960
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				133,531	133,531
7770	ADULT EDUCATION				67,005	67,005
7785	DEFERRED MAINTENANCE				36,000	36,000
7790	BOND INTEREST & REDEMPTN				0	0
7701	PAYROLL REVOLVING	458765	458824	4,505,514	10,103,046	14,608,560
	TOTALS			4,505,514	66,672,959	71,178,473

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: December 12, 2012

From: Sheri Gamba *sg*
Associate Superintendent Business Services

Agenda Item: CI C.4

Subject: Contracted Services

Background Information: Permission is requested of the Board of Education to approve the following contracts for services as detailed on the attached sheets dated December 12, 2012.

Recommendation: Recommend Approval

Fiscal Impact: As noted per contracts summary

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

West Contra Costa Unified School District
 December 12, 2012 Board Meeting

CONTRACTED SERVICES

The following professional consultant services are recommended for approval.


<u>DEPARTMENT</u>	<u>DATE OF SERVICE</u>	<u>CONSULTANT NAME</u>	<u>COST & FUNDING</u>	<u>PURPOSE</u>
Business Services	12/12/12 Thru 6/30/13	Banks and Watson R39207	\$500,000 Bond	Increase existing \$500,000 contract to provide additional legal services relating to the Orrick litigation matter. This will impact students and staff throughout the West Contra Costa Unified School District.
Associate Superintendent K-12	11/15/12 Thru 6/30/13	Greater Richmond Inter-Faith Program (GRIP) R39610	\$65,860 Title I-Homeless	Provide an equitable education under the McKinney-Vento act through the expedition of school enrollment, case management and outreach programs for the homeless children and their families. The Greater Richmond Interfaith Program in collaboration with the West Contra Costa School District shall coordinate services with group homes and local shelters to ensure the identification and aid of homeless children and youth in the district.
Curriculum-Federal Project	10/8/12 Thru 6/30/13	YMCA R38500	\$120,000 S3 Grant	Provide oversight of the S3 grant (Safe and Supportive Schools Grant). The YMCA of the East bay will provide administrative support, full time coordination, and a wellness counselor to implement the work plan that was approved by CDE. Oversight will include a/an: mentoring program, tutoring program, academic and youth support program which will target incoming 9 th graders, college/career awareness, community service projects and conflict mediation/violence prevention programs.
Human Resources	6/1/12	Contra Costa County of Education (CCCOE)	\$20,000 General Fund	The CCCOE will partner with West Contra Costa Unified School District, in conducting an induction program to support Education Specialists in clearing their Professional Clear Education Specialist Credential that meets all state requirements for BTSA Induction programs.

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: December 12, 2012

From: Sheri Gamba 
Associate Superintendent Business Services

Agenda Item: CI C.5

Subject: Notice of Completions: Bid 1551223-20/1421223-19/1391223-18 Sheldon Elementary School/Murphy Elementary School/Mira Vista Elementary School Restroom Renovations, Bid 1441205-09 Nystrom Elementary School Interim Campus.

Background Information:

Substantial completion notices have been received for: Bid 1551223-20/1421223-19/1391223-18 and Bid 1441205-09.

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 contractors:

AM Woo Bid 1551223-20/1421223-19/1391223-18 Sheldon Elementary School/Murphy Elementary School/Mira Vista Elementary School Restroom Renovations.
Alten Construction, Inc. Bid 1441205-09 Nystrom Elementary School Interim Campus.

Recommendation: Recommend approval of these notices of completion.

Fiscal Impact: None.

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO

NAME WEST CONTRA COSTA
UNIFIED SCHOOL DISTRICT

STREET
ADDRESS 1108 BISSELL AVENUE

CITY &
STATE RICHMOND, CALIF 94801

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion. The completion of work is deemed to be the date of such acceptance by the Governing Board of the District (civil code 3086)

Notice is hereby given that:

1. The undersigned is owner of the property hereinafter described:
2. The full name of the owner is: Governing Board, West Contra Costa Unified School District.
3. The full address of the owner is: 1108 Bissell Avenue, Richmond, Calif. 94801.
4. A work of improvement on the property hereinafter described was completed and accepted on December 12, 2012.
5. The work done was: Project 1551223-20/1421223-19/1391223-18 Sheldon, Murphy, Mira Vista Elementary Schools Restroom Renovations.
6. The name and address of the contractor for such work of improvement was AM Woo, 11040 Bollinger Canyon Road, Suite E508, San Ramon, CA 94582 Date of Contract: 06/13/12
7. The name of the Bonding Company that provided Surety for said contractor relative to work to be performed is: Aegis Security Insurance Company
8. The property on which said work of improvement was completed is located within the West Contra Costa Unified School District, County of Contra Costa, State of California, and is described and located as follows: Sheldon Elementary 2601 May Rd Richmond, CA 94803, Murphy Elementary 4350 Valley View Rd Richmond, CA 94803, Mira Vista Elementary 6397 Hazel Ave Richmond, CA 94805.

Dated: December 12, 2012

Director, General Services
West Contra Costa USD

VERIFICATION

I, the undersigned, say: I am the Director, General Services the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on December 12, 2012, at Richmond, California.

Director, General Services
West Contra Costa USD

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO
NAME WEST CONTRA COSTA
UNIFIED SCHOOL DISTRICT
STREET
ADDRESS 1108 BISSELL AVENUE
CITY &
STATE RICHMOND, CALIF 94801

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion. The completion of work is deemed to be the date of such acceptance by the Governing Board of the District (civil code 3086)

Notice is hereby given that:

1. The undersigned is owner of the property hereinafter described:
2. The full name of the owner is: Governing Board, West Contra Costa Unified School District.
3. The full address of the owner is: 1108 Bissell Avenue, Richmond, Calif. 94801.
4. A work of improvement on the property hereinafter described was completed and accepted on December 12, 2012.
5. The work done was: Project 1441205-09 Nystrom Interim Campus.
6. The name and address of the contractor for such work of improvement was Alten Construction, Inc. 720-12th Street Richmond, CA 94801 Date of Contract: 04/25/12
7. The name of the Bonding Company that provided Surety for said contractor relative to work to be performed is: Fidelity and Deposit Company of Maryland
8. The property on which said work of improvement was completed is located within the West Contra Costa Unified School District, County of Contra Costa, State of California, and is described and located as follows: Nystrom Elementary School 230 Harbour Way South Richmond, CA 94804.

Dated: December 12, 2012

Director, General Services
West Contra Costa USD

VERIFICATION

I, the undersigned, say: I am the Director, General Services the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on December 12, 2012, at Richmond, California.

Director, General Services
West Contra Costa USD

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: December 12, 2012

From: Kenneth L. Whittlemore, *KLW*
Assistant Superintendent Human Resources

Agenda Item: CI C.6

Subject: Routine Personnel Changes - Certificated

Background Information:

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

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

December 12, 2012

For Information Only

Certificated Board Changes

New Hire/Re Hire/Transfer

<u>First Name</u>	<u>Last Name</u>	<u>Site</u>	<u>Position</u>	<u>Status</u>	<u>Hire Date</u>
Malinda	Hopkins	Helms Middle	English SEI	New Hire	10/11/2012
Dulce	Bird	Pinole Middle	SH	New Hire	10/23/2012
Christopher	Pierce	Ed Services	Project Assistant	New Hire	11/14/2012
Catherine	Whitridge	PSC	School Nurse	New Hire	11/14/2012
Iris	Wesselmann	Ed Services	Project Assistant	New Hire	11/19/2012
Karen	Kelley	Highland	Sp. Ed Assistive Tech	New Hire	11/21/2012
Julia	Marshall	Fairmont	SH	New Hire	11/21/2012

Terminated/Retired

<u>First Name</u>	<u>Last Name</u>	<u>Site</u>	<u>Position</u>	<u>Status</u>	<u>Term Date</u>
Steven	Topoozian	Hercules High	English SEI	Resigned	11/9/2012

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: December 12, 2012

From: Kenneth L. Whittemore, *KW*
Assistant Superintendent Human Resources

Agenda Item: CI C.7

Subject: Certificated Board Authorization - Education Code 44258.3

Background Information:

Ed Code 44258.3 allows the Governing Board of a school district to authorize the holder of a multiple subject, standard elementary, single subject or standard secondary, credential with his or her consent, to teach departmental classes in grades K-12 provided the teacher has adequate knowledge of subject matter.

Recommendation: Recommend Approval

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

December 12, 2012

Waivers

Definition: Variable term waivers provide applicants with additional time to complete the requirements for the credential that authorizes the service or provide employing agencies with time to fill the assignment with an individual who either holds an appropriate credential or qualifies under one of the assignment options.
(Assignment pending fingerprint clearance when applicable)

Consent

<u>Name</u>	<u>Site</u>	<u>Assignment</u>
Dana Schurr	DeAnza High School	Math/English CAHSEE
William Turner	DeAnza High School	Marching Band
Louise Zara	El Cerrito High School	Leadership

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:** December 12, 2012
From: Kenneth L. Whittemore, Assistant Superintendent Human Resources **Agenda Item:** CI C.8
Subject: Acceptance of Contracts for Placement of Student Teachers

Background Information:

Teachers in this district provide supervision and evaluation for student teachers seeking credentials to teach in California public school classrooms. These arrangements are made between the institution of higher education and the individual classroom teacher.

Staff requests approval from the Board of Education to accept Contracts for Placement of Student Teachers as detailed on the attached sheet dated December 12, 2012.

Recommendation: Recommended Approval.

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

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

West Contra Costa Unified School District
December 12, 2012

ACCEPTANCE OF CONTRACTS FOR PLACEMENT OF STUDENT TEACHERS

The following institution of higher education has submitted a contract with West Contra Costa Unified School District. This institution intends to place student teachers in the West Contra Costa Unified School District schools.

Contra Costa County Office of Education – Memorandum of Understanding (MOU) – BTSA Induction Program for Education Specialists

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:** December 12, 2012
From: Kenneth L. Whittemore, *KLW* **Agenda Item:** CI C.9
Assistant Superintendent Human Resources
Subject: Presentation of Joint Initial Bargaining Proposal from West Contra Costa Unified School District and West Contra Costa Administrators Association

Background Information:

Pursuant to the Educational Employment Relations Act, the initial proposal for negotiations by school districts and labor unions must be submitted at a public meeting of the governing board. The joint initial proposal of the West Contra Costa Unified School District and West Contra Costa Administrators Association is presented tonight as an information item. At the next regularly scheduled board meeting this item will come back for public hearing and adoption by the Board of Education.

Recommendation: The Board of Education accept the joint initial bargaining proposal with West Contra Costa Administrators Association as an information item.

Fiscal Impact: To be determined

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

**THE WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT'S
JOINT INITIAL PROPOSAL WITH THE WEST CONTRA COSTA ADMINISTRATORS
ASSOCIATION FOR 2012-2015 CONTRACT NEGOTIATIONS**

The following articles are the joint initial bargaining reopeners between the West Contra Costa Unified School District and West Contra Costa Administrators Association are:

Article 1-Agreement

Article 2-Recognition

Article 3-Salary

Article 4-Maintenance of Benefits

Article 5-Organizational Security

Article 6-Grievance Procedures

Article 7-Prohibited Activities

Article 8-Leaves

Article 11-Term of Agreement

Article 12-Benefits

Article 13-Transfer

Article 15-Evaluation

Article 16-Reduced work year

Appendix B

We agreed to discuss the following items as they pertain to the contract: Job Security, Safety, Discipline, Work Day/Work Year, Nondiscrimination, Desk Audits and Job Sharing.

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:** December 12, 2012
From: Bill Fay **Agenda Item:** CI C.10
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: \$40,361.50. 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
Lake Elementary School Fire Alarm Project Measure D-2010 Bond (PID: 1341612-00)	November 2012 through December 2012	Millennium Consulting Associates	\$9,545.50	Environmental engineering services to conduct Hazardous material survey and prepare Specification / Drawings.
Grant Elementary School Fire Alarm Project Measure D-2010 Bond (PID: 1251612-00)	November 2012 through December 2012	Millennium Consulting Associates	\$11,139.50	Environmental engineering services to conduct Hazardous material survey and prepare Specification / Drawings.
Olinda Elementary School Fire Alarm Project Measure D-2010 Bond (PID: 1451612-00)	November 2012 through December 2012	Millennium Consulting Associates	\$7,316.50	Environmental engineering services to conduct Hazardous material survey and prepare Specification / Drawings.
Shannon Elementary School Fire Alarm Project Measure D-2010 Bond (PID: 1541223-00)	November 2012 through December 2012	Millennium Consulting Associates	\$6,660.00	Environmental engineering services to conduct Hazardous material survey and prepare Specification / Drawings.
Ohlone Elementary School Replacement Campus Project Measure J Bond (PID: 1461206-04)	December 2012 through January 2012	Powell & Partners Architects	\$5,700.00	Additional architectural and engineering services for IT scope changes.

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:** December 12, 2012
From: Bill Fay **Agenda Item:** CI C.11
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: Dover ES Increment 2 New School, De Anza HS Replacement Campus, Ohlone ES Phase I Campus Replacement. 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: **\$606,280.00**

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

December 12, 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	Dover ES - Increment 2 New School	Alten Construction, Inc.	\$21,491,000.00	\$995,755.00	\$49,086.00	\$0.00	\$1,044,841.00	4.86%	\$22,535,841.00	25
2	De Anza HS - Replacement Campus	Wright Contracting, Inc.	\$62,508,000.00	\$3,833,643.00	\$358,074.00	\$0.00	\$4,191,717.00	6.71%	\$66,699,717.00	25,26
3	Ohlone ES - Phase 1 Campus Replacement	Zovich Construction	\$16,961,000.00	\$459,914.96	\$199,120.00	\$0.00	\$659,034.96	3.89%	\$17,620,034.96	19, 22 - 33

Pending Board Actions	Ratifications	\$606,280.00
	Approvals	\$0.00
	Total Board Action	\$606,280.00

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:** December 12, 2012
From: Bill Fay **Agenda Item:** CI C.12
Associate Superintendent for Operations
Subject: Designation of Citizen Bond Oversight for Measure E 2012

Background Information:

Proposition 39, approved by California voters in the November 6, 2000, general election, provides that the Governing Board of a school district may pursue the authorization and issuance of bonds by 55 percent vote of the electorate. As a result of the passage of Proposition 39, language was added to the Education Code requiring school districts passing a bond designated as a Proposition 39 bond election to establish a Citizens' Oversight Committee ("Committee") to actively review and report on the use of bond proceeds whenever the district passes a Proposition 39 bond.

When a Proposition 39 bond is passed, the Board shall establish a Committee to actively review and report on the use of bond proceeds to ensure they are spent only on school and classroom improvements and not for any other purpose. The Committee shall be established within sixty (60) days of the date that the Board enters the election results in its minutes.

At the December 5, 2012, regular meeting of the CBOC, unanimous action was taken to recommend the addition of the oversight for the Measure E 2012 bond program to the existing responsibilities of the CBOC. Staff recognizes the valuable service and commitment that the committee provides for the benefit of the community and the district and supports their recommendation.

Recommendation:

That the Board approve the designation of the Citizens Bond Oversight Committee to provide oversight for the Measure E 2012.

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:** December 12, 2012
From: Bill Fay **Agenda Item:** CI C.13
Associate Superintendent for Operations
Subject: Citizens' Bond Oversight Committee (CBOC) Appointments

Background Information:

Mr. Charley Cowen has served one term on the Citizens' Bond Oversight Committee (CBOC) as the appointee of Board member Elaine R. Merriweather. Ms. Merriweather has forwarded a recommendation that Mr. Cowen be reappointed for an additional two (2) year term.

Mr. Brant Fetter has served one term as the Parent Representative on the CBOC. Superintendent Bruce Harter has forwarded a recommendation that Mr. Fetter be reappointed for an additional two (2) year term.

Recommendation:

Approve appointments 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: December 12, 2012

From: Wendell Greer
Associate Superintendent, K – Adult Education

Agenda Item: CI C.14

Subject: Certification of Athletic Coaches – Fall Sports

Background Information:

Under California Education Code Section 5593, all athletic team coaches are required to be certified annually. Topics covered during the training include first aid, CPR, coaching techniques, adolescent psychology (as it relates to sports participation), and ethics. Attached are the lists of coaches from each of the high school for fall sports.

Recommendation: Approval

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

Certification of Coaches Form

X Fall Winter Spring

I certify that the following individuals are fully qualified and have met all requirements listed in CCR, Section 5593

	NAME	SPORT
1	Alex Ramos	Volleyball
2	Sharon Ramos-Quintos	Volleyball
3	Lauren Dempsey	Cross Country
4	Jim Klaczak	Football
5	Richard Gaskell	Football
6	Carl Carlson	Football
7	William Kiser	
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18		
19		
20		

Principal: Robert Evans

School: De Anza HS

Signature: _____

Date: _____

Certification of Coaches Form

X Fall Winter Spring

I certify that the following individuals are fully qualified and have met all requirements listed in CCR, Section 5593

	NAME	SPORT
1	Abee, Jerry	Tennis
2	Austin, George	Football
3	Davis, Donny	Football
4	Harder, Richard	Football
5	Johnson, Tim.	Football
6	Kahn, Kenneth	Football
7	Robinson, Ralph	Football
8	McBride, Joseph	Football
9	Smith, Robert Dwayne	Football
10	Keough, Ian	Football
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17		
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19		
20		

Principal: David Luongo

School: El Cerrito HS

Signature: _____

Date: _____

Certification of Coaches Form

X Fall Winter Spring

I certify that the following individuals are fully qualified and have met all requirements listed in CCR, Section 5593

	NAME	SPORT
1	<u>Jason Strickland</u>	<u>Water Polo/AD</u>
2	<u>Donald Richardson</u>	<u>Water Polo</u>
3	<u>Gerald Montgomery</u>	<u>Football</u>
4	<u>Gerald Montgomery II</u>	<u>Football</u>
5	<u>Louis Montgomery</u>	<u>Football</u>
6	<u>Alcus Bill Jr.</u>	<u>Football</u>
7	<u>Kyle Whitmore</u>	<u>Football/Cross Country</u>
8	<u>George Jackson</u>	<u>Football</u>
9	<u>Thomas Manglona</u>	<u>Girls Volleyball</u>
10	<u>Karen Rose</u>	<u>Girls Volleyball</u>
11	<u>Andrew Ting</u>	<u>Girls Golf</u>
12	<u>Michael Harris</u>	<u>Girls Tennis</u>
13	<u>Janine Shaheed</u>	<u>Cheer</u>
14	<u>Justine Brooks</u>	<u>Cheer</u>

Principal: Jen Bender

School: HMHS

Signature: _____

Date: 10/19/12

Certification of Coaches Form

 x Fall Winter Spring

I certify that the following individuals are fully qualified and have met all requirements listed in CCR, Section 5593

	NAME	SPORT
1	Jason Burnell	Football
2	Mack Carminer	Football
3	Ryan Nash	Football
4	Lisa Schaaf	Volleyball
5	Daniel Shaughnessy	Football
6	Carl Sumler	Cross Country
7	Carlisa Cook	Cheerleading
8	Timothy Logan	Football
9		
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18		
19		
20		

Principal: Phillip Johnson

School: Kennedy HS

Signature: _____

Date: _____

Certification of Coaches Form

 x Fall Winter Spring

I certify that the following individuals are fully qualified and have met all requirements listed in CCR, Section 5593

	NAME	SPORT
1	Lucas Bodwin	Football
2	Ron Elkin	Football
3	Anthony Geddis	Football
4	Jeff Flores	Football
5	Marvin Jones	Football
6	Eric Chandler	Football
7	David Johnson	Football
8	Ezequiel Pacheco	Football
9	Chris Smith-McLen	Football
10	Jeff Wright	Volleyball
11	Daisy Ban	Volleyball
12	Tiffany Valdehueza- Goode	Cross Country
13	Dave Mclean	Cross Country
14	Peter Cassman	Tennis
15	Jim Ulversoy	Waterpolo
16	Jennifer Porter	Waterpolo
17	Ryan Choy-Arioli	Waterpolo
18		
19		
20		

Principal: Sue Kahn

School: Pinole Valley HS

Signature: _____

Date: 10/19/12

Certification of Coaches Form

 X Fall Winter Spring

I certify that the following individuals are fully qualified and have met all requirements listed in CCR, Section 5593

	NAME	SPORT
1	Tashaka Merriweather	Football
2	Clyde Byrd	Football
3	Marlyn Johnson	Football
4	Derrick Lee	Football
5	Gregory Morris	Football
6	Andrew Odisio	Football
7	Saeng Zoi Phan	Volleyball
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

Principal: Julio Franco

School: Richmond HS

Signature: _____

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: December 12, 2012

From: Bruce Harter
Superintendent

Agenda Item: CI C.15

Subject: Certification of November 6, 2012 Election Results – Bond Measure E and Parcel Tax Measure G

Background Information:

Stephen L. Weir, County Clerk of Contra Costa County has certified the statements of votes cast for Bond Measure E and Parcel Tax Measure G. Included with this item are the official certificates of the County Clerk. Measure E gained a supporting vote from 64.4% of the electorate and Measure G received 75.0%.

Recommendation:

Recommend acceptance of the certifications for Bond Measure E and Parcel Tax Measure G

Fiscal Impact:

None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

dh

CERTIFICATE OF COUNTY CLERK
AS TO THE RESULT OF THE CANVASS OF THE
WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
BOND MEASURE MEASURE E
11/06/12 PRESIDENTIAL GENERAL ELECTION

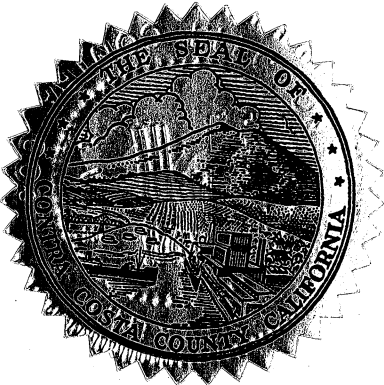
State of California)
)
County of Contra Costa) ss.

I, STEPHEN L. WEIR, County Clerk of Contra Costa County, State of California, do hereby certify that I did canvass the returns of the votes cast at the November 6, 2012, **WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT, BOND MEASURE, MEASURE E**, Election. I further certify that the statement of the votes cast, to which this certificate is attached, shows the whole number of votes cast in said County, and the whole number of votes cast for and against the measure in said County and in each respective precinct therein, and that the totals of the respective columns and the totals as shown for and against the measure are full, true and correct.

WITNESS my hand and Official Seal this 3rd day of December, 2012.

STEPHEN L. WEIR, County Clerk

By Rosa Mena
Rosa Mena, Deputy Clerk



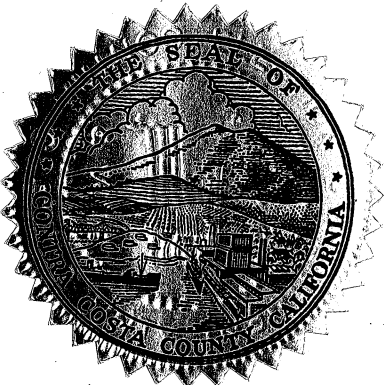
CERTIFICATE OF COUNTY CLERK
AS TO THE RESULT OF THE CANVASS OF THE
WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
PARCEL TAX MEASURE G
11/06/12 PRESIDENTIAL GENERAL ELECTION

State of California)
)
County of Contra Costa) ss.

I, STEPHEN L. WEIR, County Clerk of Contra Costa County, State of California, do hereby certify that I did canvass the returns of the votes cast at the November 6, 2012, **WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT, PARCEL TAX, MEASURE G**, Election. I further certify that the statement of the votes cast, to which this certificate is attached, shows the whole number of votes cast in said County, and the whole number of votes cast for and against the measure in said County and in each respective precinct therein, and that the totals of the respective columns and the totals as shown for and against the measure are full, true and correct.

WITNESS my hand and Official Seal this 3rd day of December, 2012.

STEPHEN L. WEIR, County Clerk



By Rosa Mena
Rosa Mena, Deputy Clerk

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: December 12, 2012

From: Bruce Harter
Superintendent

Agenda Item: CI C.16

Subject: Certification of November 6, 2012 Election Results – Election to the Office of the West Contra Costa Unified School District Board of Education

Background Information:

Stephen L. Weir, County Clerk of Contra Costa County has certified the statements of votes cast for the election of Todd Alan Groves and Randall (Randy) Enos to full terms of four years commencing on December 7, 2012 and ending on December 2, 2016.

Recommendation:

Recommend acceptance of the certifications for the election of the Board of Education

Fiscal Impact:

None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

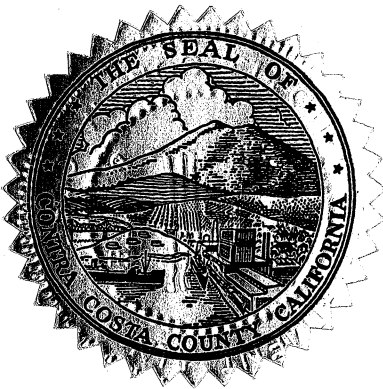
dh

**CERTIFICATE OF ELECTION
AND OATH OF OFFICE**

State of California)
) ss.
County of Contra Costa)

I, Stephen L. Weir, Registrar of Voters of Contra Costa County, State of California, do hereby certify that, at an election held on the 6th day of November, 2012, **TODD ALAN GROVES** was elected to the office of the **West Contra Costa Unified School District**, of Contra Costa County, California, for a full term of four years commencing on December 7, 2012, and ending December 2, 2016, as shown in the official record of the results of said election on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my hand and official seal this 3rd day of December, 2012.



Stephen L. Weir, County Clerk

By Rosa Meria
Rosa Meria, Deputy

State of California)
) ss.
County of Contra Costa)

I, **TODD ALAN GROVES**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

(Candidate Signature)

Subscribed and sworn to (or affirmed) before me, this ____ day of _____, 20__.

(Signature of Person Administering Oath)

Title

**CERTIFICATE OF ELECTION
AND OATH OF OFFICE**

State of California)
) ss.
County of Contra Costa)

I, Stephen L. Weir, Registrar of Voters of Contra Costa County, State of California, do hereby certify that, at an election held on the 6th day of November, 2012, **RANDALL (RANDY) ENOS** was elected to the office of the **West Contra Costa Unified School District**, of Contra Costa County, California, for a full term of four years commencing on December 7, 2012, and ending December 2, 2016, as shown in the official record of the results of said election on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my hand and official seal this 3rd day of December, 2012.



Stephen L. Weir, County Clerk

By Rosa Mena
Rosa Mena, Deputy

State of California)
) ss.
County of Contra Costa)

I, **RANDALL (RANDY) ENOS**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

(Candidate Signature)

Subscribed and sworn to (or affirmed) before me, this ____ day of _____, 20__.

(Signature of Person Administering Oath)

Title

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: December 12, 2012

From: Wendell Greer
Associate Superintendent, K- Adult Education

Agenda Item: D.1

Subject: Religious/Cultural Celebration

Background Information:

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

Below are links to pages that contain background information and ideas on 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

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:** December 12, 2012
From: Bruce Harter **Agenda Item:** D.3
Subject: In Memory of Members of the School Community

Background Information:

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.

Clifton C. Erickson passed away recently. Mr. Erickson spent 42 years in the District as a teacher, counselor, vice principal and principal.

Elijah Collor recently passed away. Mr. Collor was a custodian at Portola Middle School. He had worked at Richmond High and Pinole Valley High Schools as well.

Denice Staubus passed away recently. Ms. Staubus began working for the District in 1997. She held various classified positions including typist clerk and school cashier. Ms. Staubus retired in 2009 as school secretary at Washington Elementary.

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

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: December 12, 2012

From: Bruce Harter

Agenda Item: E.2

Subject: Request to Address the Board – Robinson Weeks Scholarship Fund

Background Information:

Ms. Roburta Burroughs will highlight the Robinson Weeks Scholarship Foundation's program and scholarships as a part of assisting college bound students in the District.

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 94801-3135
Office of Superintendent of Schools

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: December 12, 2012

From: Sheri Gamba, 
Associate Superintendent Business Services

Agenda Item: F.1

Subject: First Interim Report, 2012-2013

Background Information: Enclosed is the District's First Interim Report for 2012-2013, which covers the financial and budgetary status of the district for the period ended October 31, 2012.

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 2012-2013

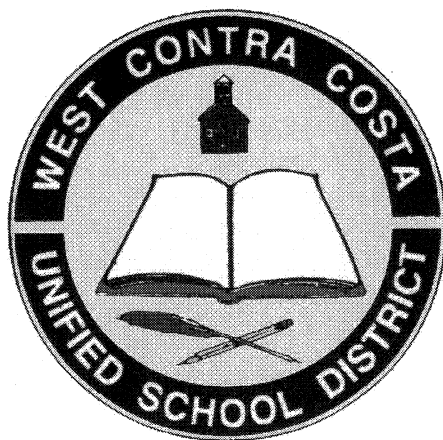
Fiscal Impact: Positive Budget Certification

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

**West Contra Costa
Unified School District**



**2012-13
Executive Summary
First Interim Report
October 31, 2012**

West Contra Costa Unified School District 2012-13 First Interim Report

First 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 First 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) First 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, 2013. 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 2014-15 fiscal year.

State Budget Impact on District Planning

For the fourth consecutive year the District struggled with a budget adopted by the State that did not realistically solve its major deficit. The State Budget signed by Governor Brown included revenues generated by the outcome of Proposition 30 in the November election. The downside was, that if the election failed "trigger language" would have been automatically implemented which would have caused a \$12 million loss of revenue to the District in the 2012-13 school year and ongoing. The West Contra Costa Unified School District Board adopted a short term contingency plan in case Proposition 30 failed; it would have meant using the funding that had been set aside in the Special Reserve fund to offset revenue cuts in the current year and working on a plan for the subsequent years to reduce expenses.

The Board adopted budget for 2012-13 assumed that Proposition 30 would pass. This approach was taken to provide stability during the school year for programs, with the understanding that subsequent years would see major cuts if Proposition 30 failed. Since Proposition 30 was successful the District's original operating budget remains largely unchanged with the exception of typical adjustments for staffing and carryovers that are typical for each school year.

2012-13 General Budget Information

The original adopted budget is included in the state forms for the First Interim Report. These original figures remain in place, as originally adopted by the Board in June. Since the June adoption of the 2012-13 budget several areas of the budget have been adjusted to reflect changes in funding received as well as expenditure adjustments to reflect more accurate 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) funding that drives the funding or "Revenue Limit" 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.

The West Contra Costa Unified School District has been considered a declining enrollment district. As such the Revenue Limit funding is based mainly on the prior year 11-12 Average Daily Attendance. This provision is considered a "hold harmless" for districts as they adjust to the decline. The enrollment for the District is stabilizing, so the hold harmless provision may or may not be in place depending upon the average daily attendance that is compiled by next April. Student attendance is estimated to generate \$148,268,106 of which \$7,698,915 is restricted. The balance of \$140,569,191 is 83.9% of the District's General Fund unrestricted revenues for the 2012-13 fiscal year.

While the district is held harmless as it relates to ADA, or per pupil funding, it is still subject to the cuts and deficits to revenue per ADA that the State has passed as a part of the overall budget cuts since 2007-08. The District's current per pupil funding is still below the 2007-08 level by \$493 per pupil. In 2007-08 the per pupil amount funded was \$5,798, it is now \$5,305. If the State were to provide funding at 2007-08 levels the District's revenues would improve by over \$13 million per year.

Fund Balance

After three fiscal years of decline the unrestricted ending fund balance increased in 2011 and 2012 based upon the unaudited actual financial reports ending each year. The following table illustrates the unrestricted ending fund balance for each year end closing.

June 2007	June 2008	June 2009	June 2010	June 2011	June 2012
\$28,936,748	\$21,567,077	\$20,049,661	\$15,439,421	\$18,438,898	23,376,077
Net Increase	(\$7,369,671)	(\$1,517,416)	(\$4,610,240)	\$2,999,477	4,937,179

(Decrease):					
-------------	--	--	--	--	--

During the 2011-12 fiscal year the fund balance increase was largely due to a one-time pay back to the General Fund from the Bond fund in the amount of \$4.5 million, for a legal settlement and legal fees related to a bond matter. It was determined that those costs, which were incurred since 2009, were properly charged to the bond program. The District's 2012-13 projected unrestricted ending fund balance is \$19,336,241. This balance has certain required funding designations including the State required designation for economic uncertainty.

<u>Designations</u>	
Revolving Cash	\$ 70,000
Stores	\$ 230,000
Economic Uncertainty 3%	<u>\$ 8,594,592</u>
Total Designations	\$ 8,892,592
Unappropriated Balance	<u>\$10,441,649</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 in Other State Revenue based upon the receipt of the Mandated Cost Block Grant in the amount of \$770,000. Local Revenue consists of interest earnings, support from the City of Richmond and other miscellaneous revenues.

Expenditure Summary

The projections reflected in the First 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 or due to added staffing. The certificated staffing budget has been increased due a slight increase in staffing and to an account code change from Special Education to General Fund, this was necessary due to an analysis of duties. The general fund contribution to the Special Education program was reduced so the net general fund cost is zero.

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 funding agency or for a designated purpose.

Restricted revenue funding is recognized in two different ways. For funding subject to deferred revenue, the revenue is only recognized once it is spent. 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 First Interim Report includes the carryover of prior year funds through the update in restricted fund balance and the posting of deferred revenue from 11/12 into the books for 12/13. This carryover is then appropriated to the expenditure accounts according to grant guidelines and school site plans. These entries result in increased budget amounts for specific programs in 12/13. In addition, new funding letters are received continually throughout the year adjusting and awarding various grants. As of October 31, 2012 through carry over and grant adjustments the restricted expenditures have been adjusted up by \$17 million.

Multi Year Projection

The multi-year projection for the First Interim Report utilizes the County Office recommended assumptions published by School Services of California for the development of revenue projections. 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.

2013-14 Assumptions

- Funded ADA: 27,432
- Revenue Limit COLA: 2.00%
- Revenue Limit Deficit: 22.272%
- Estimated Supplies Increase/California CPI: 2.3%
- Step and Column: 1.0%
- Active Health Benefits: 0%
- Retiree Health Benefits: 5%
- Special Reserve Transfer \$3.8 million

2014-15 Assumptions

- Funded ADA: 27,320
- Revenue Limit COLA: 2.3%
- Revenue Limit Deficit: 22.272%
- Estimated Supplies Increase: 1%
- Step and Column: .50%
- Active Health Benefits: 0%
- Retiree Health Benefits: 5%
- Special Reserve Transfer \$6.8 million
- Elimination of State Class Size Reduction Flexibility

The multi-year projection using the current assumptions for 2012-13 indicates that the District will have planned deficit spending over the course of this year and the next two years. In addition to the reduction in general fund balance the District is planning to use Special Reserve funds to continue to operate programs at their current level. For 2012-

13 the District is using \$4 million in general fund balance and \$2.8 million in Special Reserves.

Cash Flow

The current cash flow projections indicate that the general fund may have to implement and inter-fund borrowing transaction in May of 2013 in the amount of \$7 million. Staff will be monitoring cash on a monthly basis and, if necessary, will provide a resolution to the Board for inter-fund borrowing in March. The borrowing would occur from the Special Reserve Fund to the Unrestricted General Fund and would be repaid in June of 2013.

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 Tier III categorical flexibility. 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 underfunding of Education for the District. The following is a summary of various program focus areas the Board has discussed over the past year.

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 2012, is accounted for in a locally restricted account and is subject to the review by the Citizens Budget Advisory Committee. The parcel tax was passed with an overwhelming majority of 75%, illustrating the level of commitment for educational programs shared by this community. The current parcel tax expires in 2018-19. The following table illustrates a summary of estimated funding levels for programs in the 2012-13 school year. The District expects to collect \$9.8 in 2012-13, the following chart includes carryover from 2011-12.

Library and athletic programs	\$	3,186,089
*Reduced class sizes for Kindergarten through third grade	\$	2,300,000
Textbooks and teaching materials	\$	1,265,000
Teachers and counselors	\$	3,322,252
Custodial support - Facilities clean and in good condition	\$	563,357
Grand Total (includes carry over from 11-12)	\$	10,636,698

* Parcel tax funding pays to reduce class sizes from 31 to 28 in grades K-3

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 2012-13 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, 2011-12 and 2012-13 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 2012-13 First Interim budget includes the continued use of Tier III funding in the estimated amount of \$14.5 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 additional 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, 2013-14 and 2014-15 school years.

The Tier III funding resolution can be found at the end of this Executive Summary (appendix A) and was adopted by the Board in May 2012.

Deficit Spending

During budget development it is important to plan toward eliminating deficit spending if deficits are anticipated in the coming years. Deficit spending can be tracked by monitoring the ending fund balance each year. Strictly speaking it is the comparison of current year revenues to current year expenses. It is reflected in the State reports and is described as the net decrease in fund balance.

During the 2009 and 2010 fiscal years the unrestricted ending fund balance declined. While this is not a desirable trend, the fund balance had been carefully monitored to make sure the appropriate funds are in place for a 3% reserve. The following table illustrates the unrestricted ending fund balance for each year end closing plus the projections for fund balance which are included in the multi-year projection.

Fund Balance Summary				
Jun-08	Jun-09	Jun-10	Jun-11	Jun-12
\$21,567,077	\$20,049,661	\$15,439,421	\$18,438,898	\$23,376,077
Net Increase (Decrease):	(\$1,517,416)	(\$4,610,240)	\$2,999,477	\$4,937,179
Multi-Year Projection		Jun-13	Jun-14	Jun-15
		projected	projected	projected
Fund Balance		\$19,336,241	\$16,571,848	\$12,190,880
Net Increase (Decrease):		(\$4,039,836)	(\$2,764,393)	(\$4,380,968)

The Board has set in place a plan to narrow the budget gap, or deficit spending, for 2012-13 year using Special Reserve funds. Absent the planned use of fund balance and Special Reserve funds the District's deficit is \$6.8 million. According to current projections it will be necessary to utilize \$3.8 million of the Special Reserve plus \$2.7 million in unrestricted general fund balance in 2013-14. In 2014-15 it is projected that the District will utilize \$4.3 million in unrestricted fund balance and \$6.8 million in Special Reserves. There is \$13.5 million in Special Reserve, which would be depleted by the end of 2014-15 under the current projection. (See Special Reserve Section)

In order to close the operational deficit (use of reserves for ongoing operations) the Board may need to identify reductions unless State revenues improve for the 2015-16 school year.

Why is the District projecting deficit spending?

The Board has made commitments to provide the maximum educational and safety support to the students of our District. In addition, we are honoring the commitments to employees to restore furloughs and related pay.

- Maintained a full 180 day instructional calendar for K-1 2 students – current law requires only 175/ Cost: \$3.9 million per year
- Kept schools open, Shannon and Lake Elementary/Cost: \$600,000 per year
- Continued funding for School Resource Officers/Cost: \$2.0 million per year
- Provided Educational Services for Adult Learners/Cost: \$1.5 million per year
- Restored furlough days and related pay/Cost: \$2.5 million per year

Costs are increasing and Class Size Reduction revenues are impacted in projections.

- Increased health care costs for retirees: \$1 million estimated per year
- Employees estimated incremental pay increases (years of service): \$ 1.6 million over two years
- Cost of utilities, materials and supplies go up \$500 thousand over two years
- Class Size Reduction Flexibility expires in 2014-15 loss of revenue: \$6.9 million

Special Reserve Fund

Over the course of the past two years the Board has managed the impending threat of State cuts. With each budget plan and revision the Board has diligently set aside funding to prepare for the State's newly announced cuts. The Special Reserve fund has been used to house the reserves set aside by the Board for the "Mid-Year Triggers"

threatened by the State. By the end of 2012 the Board had set aside \$13.5 million in Special Reserve. The following chart indicates the planned use of these reserves over the next three years.

Special Reserve Fund - 17	Adopted Budget & Multi Year
Estimated Balance June 30, 2012	\$ 13,500,000
2012-13	\$ (2,800,000)
2013-14	\$ (3,800,000)
2014-15	\$ (6,800,000)
Special Reserve Fund Balance Projection	\$ 100,000

K-3 Class Size Reduction

The State budget includes the continued flexibility for the class size reduction program. The flexibility is designed to provide financial relief and flexibility to school districts during these difficult times. In accordance with State funding flexibility, the Board has adopted a modified class size reduction program. Class size targets have been set at 28 for Kindergarten through Third grade. Parcel tax funding is provided in the amount of \$2.3 million toward this program, which is equivalent to the cost of 31 teachers. Class sizes in grades K-3 are set in 2012-13 using only parcel tax funding to reduce class sizes. The multi-year projection includes funding K-3 Class Size reduction using the parcel tax for 2013-14 and 2014-15. Class size flexibility legislation expires in June of 2014. Therefore, the District's unrestricted flexibility funding is projected to be cut by \$6.9 million in 2014-15, absent corrective legislative action in the State budget.

School Resource Officers

The following table represents the contracts and costs associated with the School Resource Officer program. 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.

School Resource Officers Chart

City	Total # of Officers	# paid by City	Contract Amount	Coverage
Hercules	1	0	\$160,000	Hercules Family Schools
San Pablo	1	1	\$0	San Pablo Family Schools
CC Sheriff	1	0	\$227,175	Unincorporated, North Campus, Crespi
El Cerrito	3	0	\$420,000	El Cerrito Family Schools
Richmond	7	1	\$876,000	Richmond, Kennedy and DeAnza Family Schools
Pinole	3	1	\$320,000	Pinole Family
Total	16	3	\$2,003,175	

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 45" liability was \$495 million. Had the program not been amended the GASB 45 liability would have grown to \$550 million. With the implementation of new retiree benefit provisions the 2012 actuarial study indicates the GASB 45 liability is now \$364 million, resulting in long term savings to the District of \$186 million. While this change has stabilized the program and protected the District from increases in costs for future retirees it has not changed the fact that the District has a pay-as-you go program where costs are escalating for those who retired prior to July of 2010.

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.

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 2012-13 budget and ongoing. 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, ongoing.

Long Term Debt

The District has made enormous progress toward eliminating the burden long term debt that originated in the 1990's. The Certificates of Participation (COPS) are the one outstanding debt from that period. The COP was refunded in 2005 and included a "make whole" provision which means that in order to pay the debt off early the District must pay interest guaranteed to investors when the debt was refunded.

Long Term Debt Table	Principal June 2012	12-13 Payment	Pay off year
COPS	\$ 8,415,000	\$ 924,967	2024
State Emergency Loan	-0-	-0-	2012 (was 2018) *
Voluntary Integration	-0-	-0-	2012
IBM	-0-	-0-	2012 (was 2015) **
Total	\$ 8,415,000	\$ 924,967	
* Paid off using site sale debt service fund deposits			
** Paid off using one-time fund balance in 2012			

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.

Approved in March 7, 2012 by the California State Board of Education, the Common Core State Standards (CCSS) have now come to the forefront and require the adoption of new curriculum and the deployment of technology. The District is developing its own local plan for CCSS systems implementation based on local needs and resources. As the plan develops it will be important to identify the funding sources for the various activities and purchases required.

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 we add 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.

Communication and collaboration with community groups, employees, federal, local and state government as well as corporate supporters can help the District improve its overall image and leverage fundraising and grant funding support. 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 needs as well as the good news on our efforts to serve students and community.

Next Steps

The Board has reacted and responded to extraordinary budget cuts imposed by the State over the course of several years. In doing so, the Board has addressed many of the ongoing fiscal issues pointed out in recovery plans and management studies. Unfortunately, the State's economy has been slow to recover and funding for schools has been volatile, at best. For that reason, the Board must continue to be diligent in planning for the District as new funding models and State and Federal budgets are developed and communicated. In addition, the Board must be mindful of the additional problem of short term fixes that have been implemented by the State and the use of fund balances within the District. Staff will provide the Board with budget information as it becomes available as we move into budget planning for 2013-14.

APPENDIX A

BOARD OF EDUCATION
WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
Resolution 113-1112

TIER III CATEGORICAL FLEXIBILITY

WHEREAS as added and amended by SBX3 4, ABX4 2, and SB 70, Education Code 42605 grants districts flexibility in "Tier III" categorical programs and authorizes districts to use these funds for "any educational purpose, to the extent permitted by federal law." For the 2008-09 fiscal year to the 2014-15 fiscal year, inclusive, local educational agencies that use the flexibility provision of this section shall be deemed to be in compliance with the program and funding requirements contained in statutory, regulatory, and provisional language.

WHEREAS as a condition of receipt of the funds, the governing board is required, at a regularly scheduled open public hearing, to take testimony from the public, discuss, and approve or disapprove the proposed use of funding and to make explicit the purposes for which the funding will be used.

WHEREAS Assembly Bill (AB) 189, became effective January 1, 2012, and requires the Tier III public hearing to be held prior to and independent of a meeting at which the budget is adopted. AB 189 also requires a governing board to identify in the notice of the public hearing, any Tier III program that is proposed to be closed.

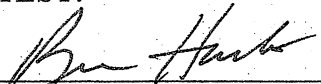
WHEREAS attached to this resolution is a list of specific programs, the estimated funding amounts, and the proposed activities for which the funds are to be expended identified by SACS function code.

THEREFORE, BE IT RESOLVED that, following a public hearing in which public testimony was taken, discussion regarding the proposed uses of the funds took place, and programs proposed to be closed were identified, the West Contra Costa Unified School District adopts this Resolution approving the proposed uses of the funds as shown on the attached list.

PASSED AND ADOPTED this 23rd Day of May 2012 by the following vote:

Ayes:	5
Noes:	0
Abstained:	0
Absent:	0

ATTEST:



Secretary, Board of Trustees

NOTICE OF PUBLIC HEARING
West Contra Costa Unified School District

Date: **May 23, 2012**
 Location: **Lovonya DeJean Middle School**

Purpose:

A public hearing will be held for the purpose of taking testimony from the public, discussing the proposed receipt and use of the Tier III categorical funds, identifying closed programs, and approve or disapprove the proposed use of funding from the 39 programs identified in E.C. 42605.

Budget Item	Resource Code	Program Description	Available Funding	Function Code - Use of Funding	Active	Partial	Closed
6110-144-0001	7325	Staff Development: Administrator Training	\$ 33,945.00	1000-2999 Instruction and Instruction-Related Services			X
6110-156-0001	6390	Adult Education Program	\$ 1,000,000.00	1000-2999 Instruction and Instruction-Related Services		X	
6110-240-0001	0000	Advanced Placement Fee Waiver Program	\$ 2,088.00	1000-2999 Instruction and Instruction-Related Services			X
6360-101-0001	6260/6262/ 6263	Alternative Credentialing	\$ 190,975.00	1000-2999 Instruction and Instruction-Related Services		X	
6110-265-0001	6760	Arts & Music Block Grant	\$ 420,824.00	1000-2999 Instruction and Instruction-Related Services			X
6110-204-0001	7055	California High School Exit Exam	\$ 271,761.00	1000-2999 Instruction and Instruction-Related Services	X		
6110-267-0001	7276	Certificated Staff Mentoring Program	\$ 147,779.00	1000-2999 Instruction and Instruction-Related Services			X
6110-190-0001	2430	Community Day Schools	\$ 96,343.00	1000-2999 Instruction and Instruction-Related Services	X		
6110-188-0001	6205	Deferred Maintenance Apportionment	\$ 1,000,000.00	8000-8999 Plant Services		X	
6110-124-0001	7140	Gifted and Talented Education	\$ 190,715.00	1000-2999 Instruction and Instruction-Related Services		X	
6110-189-0001	7156	Instructional Materials Realignment	\$ 1,664,783.00	1000-2999 Instruction and Instruction-Related Services	X		
6110-137-0001	7294/7296	Staff Development: Math & Reading/ English Learner	\$ 223,463.00	1000-2999 Instruction and Instruction-Related Services			X
6110-108-0001	7080	Supplemental School Counseling	\$ 779,939.00	1000-2999 Instruction and Instruction-Related Services			X
6110-195-0001	6267	Teaching Standards Certification Incentive Program	\$ 13,416.00	1000-2999 Instruction and Instruction-Related Services	X		
6110-268-0001	0000	Oral Health Assessment Program	\$ 18,568.00	1000-2999 Instruction and Instruction-Related Services	X		
6110-260-0001	6258	Physical Education Teacher Incentive Grants	\$ 410,910.00	1000-2999 Instruction and Instruction-Related Services			X
6110-193-0001	7271/7275/ 7295	Peer Assistance & Review/ Staff Development	\$ 122,949.00	1000-2999 Instruction and Instruction-Related Services		X	
6110-245-0001	7393	Professional Development Block Grant	\$ 1,297,889.00	1000-2999 Instruction and Instruction-Related Services			X
6110-243-0001	7390	Pupil Retention Block Grant	\$ 1,162,036.00	1000-2999 Instruction and Instruction-Related Services			X
6110-247-0001	7395	School & Library Improvement Block Grant	\$ 1,955,450.00	1000-2999 Instruction and Instruction-Related Services			X
6110-228-0001	6405	School Safety & Violence Prevention, Gr. 8-12	\$ 188,673.00	8000-8999 Plant Services	X		
6110-246-0001	7394	Targeted Instructional Improvement Block Grant	\$ 2,787,535.00	1000-2999 Instruction and Instruction-Related Services			X
6110-244-0001	7392	Teacher Credentialing Block Grant	\$ 580,534.00	1000-2999 Instruction and Instruction-Related Services		X	
Total Tier III Funding			\$ 14,560,575.00				

Active means that while the program is technically in the Tier III sweep category, the unrestricted general fund has continued to support the services required of the former grant funding.

Partial means that the program has been reduced, but that the unrestricted general fund or other funds continue to fund a portion of the services provided by the former grant funding.

Closed means that the program is effectively closed or, in some cases, certain services were absorbed into existing grant funds (requiring cut backs in those grants) in order to continue high stakes work.

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
2012-13 FIRST INTERIM
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

	GENERAL FUND		SPECIAL REVENUE FUNDS Schedule 2	CAPITAL OUTLAY FUNDS Schedule 3	OTHER FUNDS Schedule 4	DISTRICT TOTALS
	UNRESTRICTED	RESTRICTED				
REVENUES						
Revenue Limit Sources	\$ 140,569,191	\$ 7,698,915	\$ 148,268,106	\$ -	\$ -	\$ 148,268,106
Federal Revenues	0	31,535,474	31,535,474	-	-	44,309,698
Other State Revenues	24,463,052	34,439,089	58,902,141	11,599,844	-	77,755,543
Other Local Revenues	2,420,398	18,786,896	21,207,294	1,500,040	21,684,417	45,816,798
Total Revenues	167,452,641	92,460,374	259,913,015	13,099,884	21,684,417	316,150,145
EXPENDITURES						
Certificated Salaries	71,814,468	35,675,055	107,489,523	-	-	109,832,272
Classified Salaries	20,786,732	20,982,935	41,769,667	1,061,204	70,181	48,495,854
Employee Benefits	40,963,537	22,510,218	63,473,755	444,322	36,592	66,985,065
Books and Supplies	3,656,607	9,805,834	13,462,441	4,477,481	2,500	24,084,483
Services and Other Operating Expenditures	10,635,061	44,886,962	55,522,023	8,758,836	22,096,029	87,559,232
Capital Outlay	957,166	3,469,603	4,426,769	142,915,109	-	147,641,878
Other Outgo	974,967	-	974,967	-	-	974,967
Direct/Indirect Support Costs	(1,687,411)	1,054,658	(632,753)	-	-	-
Total Expenditures	148,101,127	138,385,265	286,486,392	157,656,952	22,205,302	485,573,751
INCREASE OF (DECREASE) IN FUND BALANCE RESULTING FROM OPERATIONS	19,351,514	(45,924,891)	(26,573,377)	(144,557,068)	(520,885)	(169,423,606)
OTHER FINANCING SOURCES AND (USES)						
Interfund Transfers In	5,779,684	-	5,779,684	-	-	5,779,684
Interfund Transfers Out	-	-	-	-	(900,000)	(5,779,684)
Other Sources	-	-	-	70,000,000	-	70,000,000
Other Uses	-	-	-	-	-	-
Contributions To Restricted Programs	(29,171,034)	29,171,034	-	-	-	-
Total Other Financing Sources and Uses	(23,391,350)	29,171,034	5,779,684	70,000,000	(900,000)	70,000,000
NET CHANGE IN FUND BALANCE	(4,039,836)	(16,753,857)	(20,793,693)	(74,557,068)	(1,420,885)	(99,423,606)
BEGINNING FUND BALANCE, JULY 1, 2012	23,376,077	26,055,436	49,431,513	130,049,705	63,397,953	263,372,879
PROJECTED ENDING FUND BALANCE JUNE 30, 2013	\$ 19,336,241	\$ 9,301,579	\$ 28,637,820	\$ 55,492,637	\$ 61,977,068	\$ 163,949,273

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
2012-13 FIRST INTERIM
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	ADULT EDUCATION	CHILD DEVELOPMENT	CAFETERIA	DEFERRED MAINTENANCE	SPECIAL RESERVE	TOTAL SPECIAL REVENUE FUNDS
REVENUES						
Revenue Limit Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Federal Revenues	364,091	504,737	11,905,396	-	-	12,774,224.00
Other State Revenues	3,287,923	2,012,360	860,000	1,093,275	-	7,253,558
Other Local Revenues	381,387	87,660	920,000	6,000	30,000	1,425,047
Total Revenues	4,033,401	2,604,757	13,685,396	1,099,275	30,000	21,452,829
EXPENDITURES						
Certificated Salaries	1,405,215	937,534	-	-	-	2,342,749
Classified Salaries	606,667	709,508	4,278,627	-	-	5,594,802
Employee Benefits	539,577	666,245	1,824,574	-	-	3,030,396
Books and Supplies	114,649	272,212	5,755,200	-	-	6,142,061
Services and Other Operating Expenditures	247,233	65,074	670,037	200,000	-	1,182,344
Capital Outlay	-	-	300,000	-	-	300,000
Other Outgo	-	-	-	-	-	-
Direct/Indirect Support Costs	123,087	67,979	441,687	-	-	632,753
Total Expenditures	3,036,428	2,718,552	13,270,125	200,000	-	19,225,105
INCREASE OF (DECREASE) IN FUND BALANCE RESULTING FROM OPERATIONS	996,973	(113,795)	415,271	899,275	30,000	2,227,724
OTHER FINANCING SOURCES AND (USES)						
Interfund Transfers In	-	-	-	-	-	-
Interfund Transfers Out	(1,000,000)	-	-	(1,000,000)	(2,879,684)	(4,879,684)
Other Sources	-	-	-	-	-	-
Other Uses	-	-	-	-	-	-
Contributions To Restricted Programs	-	-	-	-	-	-
Total Other Financing Sources and Uses	(1,000,000)	-	-	(1,000,000)	(2,879,684)	(4,879,684)
NET CHANGE IN FUND BALANCE	(3,027)	(113,795)	415,271	(100,725)	(2,849,684)	(2,651,960)
BEGINNING FUND BALANCE, JULY 1, 2012	2,055,110	113,795	3,524,980	1,296,996	13,502,827	20,493,708
PROJECTED ENDING FUND BALANCE JUNE 30, 2013	\$ 2,052,083	\$ -	\$ 3,940,251	\$ 1,196,271	\$ 10,653,143	\$ 17,841,748

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
2012-13 FIRST INTERIM
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	-	-	-	-	-
Other State Revenues	-	-	11,599,844	-	11,599,844
Other Local Revenues	550,000	160,000	10,000	780,040	1,500,040
Total Revenues	550,000	160,000	11,609,844	780,040	13,099,884

EXPENDITURES					
Certificated Salaries	-	-	-	-	-
Classified Salaries	1,061,204	-	-	-	1,061,204
Employee Benefits	444,322	-	-	-	444,322
Books and Supplies	4,410,334	1,000	-	66,147	4,477,481
Services and Other Operating Expenditures	7,181,551	372,400	-	1,204,885	8,758,836
Capital Outlay	142,313,256	387,000	-	214,853	142,915,109
Other Outgo	-	-	-	-	-
Direct/Indirect Support Costs	-	-	-	-	-
Total Expenditures	155,410,667	760,400	-	1,485,885	157,656,952

INCREASE OF (DECREASE) IN FUND BALANCE RESULTING FROM OPERATIONS	(154,860,667)	(600,400)	11,609,844	(705,845)	(144,557,068)
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OTHER FINANCING SOURCES AND (USES)					
Interfund Transfers In	-	-	-	-	-
Interfund Transfers Out	-	-	-	-	-
Other Sources	70,000,000	-	-	-	70,000,000
Other Uses	-	-	-	-	-
Contributions To Restricted Programs	-	-	-	-	-
Total Other Financing Sources and Uses	70,000,000	-	-	-	70,000,000

NET CHANGE IN FUND BALANCE	(84,860,667)	(600,400)	11,609,844	(705,845)	(74,557,068)
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BEGINNING FUND BALANCE, JULY 1, 2012	105,967,989	1,309,957	15,861,336	6,910,423	130,049,705
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PROJECTED ENDING FUND BALANCE JUNE 30, 2013	\$ 21,107,322	\$ 709,557	\$ 27,471,180	\$ 6,204,578	\$ 55,492,637
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**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
2012-13 FIRST INTERIM
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	-	-	-	2,130,000	19,554,417	21,684,417
Total Revenues	-	-	-	2,130,000	19,554,417	21,684,417
EXPENDITURES						
Certificated Salaries	-	-	-	-	-	-
Classified Salaries	-	-	-	70,181	-	70,181
Employee Benefits	-	-	-	36,592	-	36,592
Books and Supplies	-	-	-	2,500	-	2,500
Services and Other Operating Expenditures	-	-	-	2,493,780	19,602,249	22,096,029
Capital Outlay	-	-	-	-	-	-
Other Outgo	-	-	-	-	-	-
Direct/Indirect Support Costs	-	-	-	-	-	-
Total Expenditures	-	-	-	2,603,053	19,602,249	22,205,302
INCREASE OF (DECREASE) IN FUND BALANCE RESULTING FROM OPERATIONS	-	-	-	(473,053)	(47,832)	(520,885)
OTHER FINANCING SOURCES AND (USES)						
Interfund Transfers In	-	-	-	-	-	-
Interfund Transfers Out	-	-	(900,000)	-	-	(900,000)
Other Sources	-	-	-	-	-	-
Other Uses	-	-	-	-	-	-
Contributions To Restricted Programs	-	-	-	-	-	-
Total Other Financing Sources and Uses	-	-	(900,000)	-	-	(900,000)
NET CHANGE IN FUND BALANCE	-	-	(900,000)	(473,053)	(47,832)	(1,420,885)
BEGINNING FUND BALANCE, JULY 1, 2012	46,794,342	1,042,373	920,373	1,820,990	12,819,875	63,397,953
PROJECTED ENDING FUND BALANCE JUNE 30, 2013	\$ 46,794,342	\$ 1,042,373	\$ 20,373	\$ 1,347,937	\$ 12,772,043	\$ 61,977,068

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: December 12, 2012

From: Sheri Gamba
Associate Superintendent for Business Services

Agenda Item: F.2

Subject: Notice of Public Hearing Regarding Request for Bond Waiver

Background Information:

Notice is Hereby given the Board of Education ("Board") of the West Contra Costa Unified School District ("District") at a Public Hearing to be held on December 12, 2012 at 6:30 p.m., or as soon thereafter as the matter may be heard, at Lovonya DeJean Middle School Multipurpose Room, 3400 Macdonald Avenue, Richmond, California 94805, on December 12, 2012 will review and consider adoption of a resolution of the Board to authorize a request for waiver from State Board of Education relative to statutory requirements on general obligation bond debt limitations, as applicable to the District, as provided by section 15106 of the Education code.

The purpose of the Public Hearing to be held on December 12, 2012, is to invite public testimony and comment on this matter. The draft of the request for waiver is on file and available for public review at the District's office located at West Contra Costa Unified School District, 1108 Bissell Avenue, Richmond, CA 94801, and is herein incorporated by reference. To receive a copy of the draft request for waiver, or if you have questions on this matter, please contact Ms. Sheri Gamba, Associate Superintendent for Business Services, at telephone (510) 231-1170.

The Public Hearing of the District will be held on December 12, 2012 at the location set forth above. This matter will be considered at such time as this agenda item is considered by the Board of the District.

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:** December 12, 2012
From: Sheri Gamba **Agenda Item:** F.3
Associate Superintendent for Business Services
Subject: Resolution No. 55-1213: Intent to Seek Debt Limit Waiver from State Board of Education for Sale of remaining General Obligation Bonds as approved by voters under Measure E 2012

Background Information:

In order to complete the Bond program school renovation and reconstruction projects which are allocated under Measure E 2012, the District will need to sell the bonds approved under that measure. The District does not currently have sufficient bonding capacity to issue any of the \$360 million in voter-authorized Measure E 2012 Bonds. Based on the 2012-2013 assessed valuation, the District's current bonding capacity is \$591 million. The District currently has \$797 million in outstanding debt, with no remaining bonding capacity for Measure E 2012. In order to keep the bond program on track and finish current projects, staff is recommending that the District apply for a waiver of the bonding capacity limits from the State Board of Education. Approval of the District's request for a ten year increase in its bonding capacity from 2.5% of assessed valuation to 6.0% of assessed valuation will allow the District to issue the full \$360 million of the voter authorized Measure E 2012 bonds. Because of tax rate limitations and other factors, the District plans to issue these bonds in series over time. The bond language for Measure E 2012 includes reference to the need for a potential waiver of the bonded indebtedness limit. Voters approved Measure E 2012 with 64.4% in favor of the bond measure.

The Department of Education requires that a request for waiver be filed by December 15, 2012, in order to be considered at the State Board of Education meeting March 13, and 14, 2013. In order to be considered by the State Board of Education, the West Contra Costa Unified School District Board of Education must hold a public hearing and approve the request. In addition, the District will meet and consult with, and seeks the support of, its bargaining units including: UTR, Local 1, SSA and WCCAA. The District will present the proposed waiver to the Facilities Subcommittee and has the support of the Citizens Bond Oversight Committees for their review. The District will also seek support for the debt limit waiver from each of the five City Councils including El Cerrito, Hercules, Pinole, Richmond and San Pablo. Staff will begin this process upon approval of this intent resolution.

Recommendation: Seek debt Limit Waiver from State Board of Education for Sale of remaining General Obligations Bonds as approved by voters under Measure E 2012.

Fiscal Impact: Direct costs limited to costs of preparation and presentation of waiver request.

DISPOSITION BY BOARD OF EDUCATION

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

RESOLUTION NO. 55-1213

RESOLUTION OF THE BOARD OF EDUCATION OF THE WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT AUTHORIZING REQUEST FOR WAIVER FROM THE STATE BOARD OF EDUCATION RELATIVE TO STATUTORY GENERAL OBLIGATION BOND DEBT LIMITATIONS AS PROVIDED BY SECTION 15106 OF THE EDUCATION CODE

WHEREAS, the issuance of up to \$360,000,000, principal amount, of general obligation bonds of the West Contra Costa Unified School District (the "District") State of California, was authorized at an election held within the District on November 6, 2012, the proceeds of which are to be used to acquire, construct, repair and equip school facilities as described in Measure E and as approved by the voters (the "Authorization"); and

WHEREAS, Section 15106 of the Education Code provides that a California unified public school district with authorized general obligation bonds may only issue such bonds in an amount not to exceed 2.50% of the assessed value of property within the District; and

WHEREAS, based on the current amount of outstanding bonded indebtedness of the District, the District has a need to issue and sell authorized general obligation bonds in an amount in excess of the limitation set forth in Section 15106 of the Education Code, in order to finance needed school facilities within the District; and

WHEREAS, Section 33050 of the Education Code allows the State Board of Education ("SBE") to waive any provisions of the Education Code, following public hearing on the matter, except for those provisions therein specified as not being subject to such a General Waiver ("Waiver"), which are not applicable hereto; and

WHEREAS, the provisions of Education Code Section 15106 are subject to a Waiver by the SBE; and

WHEREAS, pursuant to SBE requirements for a Waiver, the District must consult with the exclusive representatives of employees, including the United Teachers of Richmond, the Public Employees Union Local 1, the School Supervisors Association and the Administrators Association (together, the "Exclusive Representatives of Employees"), and invite participation in the development of the Waiver prior to a public hearing on the matter; and

WHEREAS, prior to a public hearing on the Waiver, the District consulted with the Exclusive Representatives of Employees of the District;

WHEREAS, prior to the public hearing on the Waiver, the District consulted with appropriate councils or advisory committees, including the District's Independent Citizens' Bond Oversight Committee; and

WHEREAS, the District determined that each of the consulted councils and advisory committees were supportive of the Waiver request; and

WHEREAS, the District placed prior notice on November 28 and December 5, 2012, in the West Contra Costa Times, providing notice of a public hearing to be held on December 12, 2012, and inviting public comment on the Waiver; and

WHEREAS, a public hearing on the Waiver was held on December 12, 2012.

NOW, THEREFORE, THE BOARD OF EDUCATION OF THE WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1. The foregoing recitals are true and correct and are hereby incorporated by this reference.

Section 2. That the District provided proper notice by advertisement in a newspaper of general circulation within the District stating the time, place and date of the public hearing to be held on December 12, 2012, and the notice specifically invited public comment on the Waiver.

Section 3. A public hearing was held on December 12, 2012, at which time all persons desiring to be heard on all matters pertaining to the Waiver were heard and all information was duly considered.

Section 4. That the District contacted the Exclusive Representatives of Employees of the District to inform them of the District's intent to seek the waiver.

Section 5. That the District contacted appropriate councils or advisory committees, including the District's Independent Citizens' Bond Oversight Committee and determined that their position on the Waiver is supportive.

Section 6. That the District has satisfied all applicable procedural requirements necessary to submit a Waiver to the SBE.

Section 7. That the District Superintendent, or a designee, is directed to cause a Waiver to be submitted to the California Department of Education Waiver Office for consideration in regard to authorizing the District to exceed the statutory general obligation bond debt limitation set forth in Section 15106 of the Education Code such that bonds of the Authorization may be issued so long as the current bonded indebtedness of the District not exceed 6% of the assessed value of property within the District.

Section 8. All actions heretofore taken by officers and consultants of the District with respect to the within-referenced Waiver are hereby approved, confirmed and ratified, and the Superintendent, Associate Superintendent, or designee(s) are hereby authorized and directed to execute all documents and to take all actions necessary to cause or facilitate the within-referenced Waiver.

ADOPTED, SIGNED AND APPROVED this 12th day of December, 2012 by the Board of Education of the West Contra Costa Unified School District.

BOARD OF EDUCATION OF THE WEST
CONTRA COSTA UNIFIED SCHOOL DISTRICT

President

Attest:

Clerk of the Board of Education

STATE OF CALIFORNIA)
)ss
COUNTY OF CONTRA COSTA)

I, _____, do hereby certify that the foregoing is a true and correct copy of Resolution No. _____, which was duly adopted by the Board of Education of the West Contra Costa Unified School District at meeting thereof held on the 12th day of December, 2012, and that it was so adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

By _____
 Clerk of the Board of Education
 of the West Contra Costa Unified School District

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education **Meeting Date:** December 12, 2012
From: Kenneth L. Whittemore *KLW* **Agenda Item:** F.4
Assistant Superintendent Human Resources
Subject: Public Hearing and Adoption of Initial Bargaining Proposal from Local One to the West Contra Costa Unified School District

Background Information: Pursuant to the Educational Employment Relations Act, the initial proposal for negotiations by school district and labor unions must be submitted at a public meeting of the governing board. The initial proposal of Public Employees Union, Local One will be presented, at which time the public is allowed to comment on this proposal. A copy of the proposal is attached to this precis and is provided in the Board meeting packet which is available at the District's Administration Building, six high schools and online at the District's webpage.

Recommendation: That the Board of Education hold a public hearing on the Public Employees Local One's initial bargaining proposal to West Contra Costa Unified School District for the 2012-2015 successor agreement.

Board Adoption of Initial Bargaining Proposal

Background Information: Following the public hearing on its initial bargaining proposal, the Board of Education will be asked to adopt the Public Employees Local One's proposal to West Contra Costa Unified School District for the 2012-2015 successor agreement.

Recommendation: That the Board of Education adopt the initial bargaining proposal for labor negotiations with the Public Employees Local One.

Fiscal Impact: To be determined

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



Public Employees Union, Local One

THE UNION FOR PUBLIC EMPLOYEES
ORGANIZED 1941

Mailing Address: 4197 Lakeside Drive, Suite 170 Richmond, CA 94806
Phone: (510) 222-5012 ♦ Fax: (510) 222-8858
www.peu1.org ♦ info@peu1.org

Date: October 31, 2012

To: West Contra Costa Unified School District Board of Education

RE: Public notice of Local One Proposals for the Successor Contractual Agreement between Local One and WCCUSD Expiring on December 31, 2012

Noticed: WCCUSD Board of Education Meeting November 14, 2012

In accordance with Article 4, Section 2 of the contract between Public Employees Union, Local One (Local One) and EERA Section 3547, Public Employees Union, Local One, as the exclusive representative for non-supervisory classified employees in WCCUSD is providing formal notice of our intent to negotiate the successor contractual agreement presently in force through December 31, 2012.

The following articles and proposed changes are presented by Local One for public review and comment to the Board of Education:

Article 1

Three and one-half year term for this successor contract January 1, 2013 to June 30, 2016

Article 2

The Unit identified as *West Contra Costa School Police Service* changed to *West Contra Costa School Safe Services*

Article 4

Increase to 14 negotiators due to changes in article 2

Article 8

Change section 3.3 from *Division Head* to *Assistant Superintendent, Human Resources or designee*

Article 11

Add *Paid Family Leave (PFL)* to section 9, subsection 1 and *California Family Rights Act (CFRA)* to all section where *FMLA* appears

Article 14

Add to section 6 procedure for immediate reporting of threats to personal safety

Article 15

Change to District obligation full coverage up to the 2013 Kaiser Family Rate for all Local One members working at least minimum qualifying hours per the Education Code.

Increase cash-in-lieu to \$400.00 per month

Adjust retiree benefit to reflect changes for active employees.

Article 16

Remove sections 9 (c) a, and replace with the following:

Section 9: Salary Adjustments:

- (a) Effective January 1, 2013, there shall be a 3% increase in the salary schedule. The district salary schedules are set forth in Exhibit ___.
- (b) Effective July 1, 2013, there shall be a 2% increase in the salary schedule. The district salary schedules are set forth in Exhibit ___.
- (c) Effective July 1, 2014, there shall be a 2% increase in the salary schedule. The district salary schedules are set forth in Exhibit ___.

Add additional language for equity adjustments for various classifications in all units.

Article 25

Add to Section 1 requirement to Meet and Negotiate with Local One prior to reclassification

Article 26

Add language requiring equal opportunity for rotation of training

Supplement 1

Change language to reflect impact of all changes to contract

Supplement 2

Change language to reflect impact of all changes to contract

Supplement 3

Change language to reflect impact of all changes to contract

Supplement 4

Change language to reflect impact of all changes to contract

Supplement 5

Change language to reflect impact of all changes to contract

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: December 12, 2012

From: Kenneth L. Whittemore *(Signature)*
Assistant Superintendent Human Resources

Agenda Item: F.5

Subject: Public Hearing and Adoption of Initial Bargaining Proposal – School Supervisors Association

Background Information:

Pursuant to the Educational Employment Relations Act, the initial proposal for negotiations by school district and labor unions must be submitted at a public meeting of the governing board. The initial proposal of the School Supervisors Association will be presented, at which time the public is allowed to comment on this proposal. A copy of the proposal is attached to this precis and is provided in the Board meeting packet which is available at the District's Administration Building, six high schools and online at the District's webpage.

Recommendation: That the Board of Education hold a public hearing on the School Supervisors Association's (SSA) initial bargaining proposal to the District for the 2012-2015 successor agreement.

Board Adoption of Initial Bargaining Proposal

Background Information: Following the public hearing on its initial bargaining proposal, the Board of Education will be asked to adopt the School Supervisors Association's proposal to the District for the 2012-2015 successor agreement.

Recommendation: That the Board of Education adopt the initial bargaining proposal for labor negotiations with the School Supervisors Association.

Fiscal Impact: To be determined

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

=====

School Supervisors Association (SSA) is presenting the following proposals for contractual negotiations for the contract period beginning January 1, 2013. These are our initial proposal, subject to Good Faith Bargaining between the District and SSA in accordance with PERB regulations.

ARTICLE 1.1 RECOGNITION

Update to reflect added or revised job titles

ARTICLE 3 WORK SCHEDULE

Section 3002.01

Update to reflect Area Supervisor, Food Services as twelve month employees

Section 3003

Delete

ARTICLE 3.1 SALARY

Effective January 1, 2013 The Salary schedule for each classification in the SSA unit shall be increased by the total of the CPI Cola Index for the period 2008 – 2012 plus 4 percent. In addition inequity range increase adjustments shall be made to specific job classification which shall be indentified during the negotiations process.

Section 3101.01 Supervisor/subordinate Pay Ratio

Modify section to restore language providing The pay range of each supervisor covered by this contract shall not be less than seven (7) pay ranges [replacing five] above the highest paid employee directly supervised.

Section 3111 Longevity

The Longevity Pay shall be increased by \$25 per month to each of the levels, effective January 1, 2013.

ARTICLE 3.3 ADMINISTRATIVE POSITIONS

Section 3300 shall be updated and revised to reflect all position titles in this category.

ARTICLE 5, BENEFITS

5001 Medical Benefits: Modify to provide that effective January 1, 2013 the District shall pay the full premium cost for medical health insurance premiums for all unit members.

5001.01 Cash In Lieu: Cash in Lieu Payments shall be increased to \$450, effective January 1, 2013.

5004 Vision Plan: The District shall continue to pay the full premium cost for the Vision Service Plan (VSP) for all unit members.

5007 Retiree Health Benefits.: For employees hired prior to January 1, 2007, who attain five continuous years of service with WCCUSD (as defined by PERS) Modify from \$450 to \$550, effective January 1, 2013

a) For employees who have attained twenty (20) years of continuous service with WCCUSD as defined by PERS, The District shall pay the full cost of health, dental and vision insurance for employee and one dependent

2. Ten Years Service, Modify from \$450 to \$650

3. Delete paragraph one

3. a) Modify For employees hired on or after July 15, 2009 who do not attain twenty years service, The District shall pay the cost of health insurances for the employee only, and the employee shall have the option to pay for additional dependent coverage.

Add: The policy regarding dental benefit eligibility for retirees, using the formula of "75" (age plus years of service) shall be included in the contract.

ARTICLE 5008 EMPLOYEE PERSONAL PROPERTY

5008.02 Increase amount to \$600

5009 Retirement Modify: All employees who work half-time or more become... Delete "per day"

ARTICLE 5.1 VACATION

5100 Add Section 5100.04 Modify: For employees with twenty years or more service, one additional day of vacation per year of service beyond twenty shall be added to the vacation accrual, to a maximum of 5 weeks annually.

ARTICLE 5.5 UNPAID LEAVES

5504 Family and Medical Leave: This section shall be revised and updated to comply with any revised State and Federal regulations and to include the Personal Family Leave act.

ARTICLE 6 SUSPENSION, DEMOTION OR DISMISSAL

Section 6007.01 Procedures

1.) Modify to state: The District and SSA shall mutually agree upon a Hearing Officer

ARTICLE 7 GRIEVANCE

Section 7001 Informal Procedure: Modify The informal discussion must be requested within thirty work days of the alleged violation (Modify "five days" to **thirty** work days)

ARTICLE 8 EVALUATION

8001 & 8006 Objectives and Evaluation Form: SSA and the District shall revise the Evaluation Form to provide additional Rating options and language to improve the process regarding Recommendations for Improvement, Procedures, Goals and Objectives.

ARTICLE 10 ENTIRE AGREEMENT

10001 Term of Agreement The term of the agreement shall be determined through the negotiations process.

ARTICLE 11 MISCELLANEOUS PROVISIONS

11002 Seminars, Workshops and Training

Add Paragraph: The District supports Staff and Career Development for SSA Unit Members. Professional Growth for SSA unit members shall be encouraged by the District. Each unit member shall be entitled to utilize three (3) days per year of paid leave to attend professional growth or career development seminars, classes, training or workshops, provided that such training is related to the employee's job or career enhancement. Employees must apply for such leave at least ten work days in advance. The paid time off may be used as individual days off or in a block of time. In addition, employees in the unit shall be entitled to utilize an additional five (5) days per year to attend job related, career enhancing classes, workshops or training seminars and may use either unpaid leave or personal necessity leave, provided that approval must be requested at least ten days in advance.

10003 Subcommittees Revise and update

11008 Delete this Section

11009 Review and Revise this Section

Add New Sections

NEW ARTICLE PERSONNEL FILES

(Reference Education Code Section 44031) The District and SSA shall negotiate a provision reflective of the standard provisions, protections and practices regarding Employee Personnel Files.

NEW ARTICLE CATASTROPHIC SICK LEAVE

Add the District policy regarding Catastrophic Sick Leave to the contract.

NEW ARTICLE LAYOFF, PROCEDURES, NOTICE AND BUMPING RIGHTS

Layoff, Seniority, Bumping Rights and Reemployment rights shall be no less than that as defined by California Education Code. Layoff shall only occur following Board action and shall only be due to lack of work or lack of funds. Advance notice of at least fifteen work days prior to any proposed Board action of layoff of unit members shall be provided to SSA.

The District and SSA agree that when layoff within the unit is anticipated, the parties shall meet in advance of layoff action to explore alternatives to layoff and to conduct impact bargaining.

The District and SSA shall negotiate a provision addressing Layoff, Seniority, Bumping, Transfer and Reemployment rights and procedures in accordance with the Education Code protections and the standard practices of the District.

Attachments to the Contract: Attachments shall include all Salary Schedules, the revised Evaluation Form, and the Classified School Calendar.

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:** December 12, 2012
From: Wendell Greer **Agenda Item:** G.1
Associate Superintendent, K – Adult Operations
Subject: Modification to the Kennedy High School Attendance Boundaries

Background Information:

The physical location for Kennedy High School is within the El Cerrito High School attendance area. Thus, students who live next to KHS are assigned to attend high school at ECHS. Currently approximately 110 students are in the area surrounding Kennedy High School and thus are assigned to ECHS. This change would expand the KHS boundaries to Wall Street on the North, the I-80 Freeway on the East, Potrero Avenue on the South and Carlson Blvd on the West. The change would become effective with the current 8th graders, Class of 2017, who live in that area.

Recommendation:

That the Board discuss a change to the Kennedy High attendance area that would expand the Kennedy High attendance to include Study Areas 333, 334, 335 and 336 beginning with the Class of 2017.

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:** December 12, 2012
From: Bill Fay **Agenda Item:** G.2
Associate Superintendent for Operations
Subject: Project Status Report

Background Information:

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 – Verbal Presentation
- Construction Status Reports – Current Construction Projects

Recommendation: For information only

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

PROJECT STATUS REPORT

De Anza High School - Replacement Campus

Period Ending: 11/28/2012

Scope: Replacement Campus

Construction Status:

Architect: DLM Architects
 Project Manager: Jose Chapa, SGI Construction Management
 Project Engineer: Marc Alojepan, SGI Construction Management
 Contractor: Wright Contracting Inc.
 Inspector: Steve Cayson
 WCCUSD Mgr: Eduardo Donoso

Contract Status:

Notice to Proceed:	05/17/2010		
		Original	Approved
Construction Schedule (days):	1,080	52	1,132
Original Completion Date:	05/01/2013		
Projected Completion:	6/22/2013		

Buildings:

Building 1	Administration & Library
Building 2 & 3	Theater & Arts/Delta School
Building 4	Special Education
Building 5	Science
Building 6 & 7	Classrooms
Building 8	Gymnasium
Building 9	Cafeteria
Building 11, 12, & 13...	Lobby, Breezeway, & Entrance Structure/Portico

Progress This Period:

- Building 1, 2, 3, 4, 5, 6, 7, 8, 9, & 11--Punch-list Inspection.
- Building 1, 2, 3, 4, 5, 6, 7, 8, 9, & 11--Punch-list Back-Check.
- Building 2--Install Theater Lighting & Equipment.
- Building 8 & 12--Install Roof/Canopy Panels.
- Building 12, 13, & 14--Install Exterior Lath/Plaster & Roofing System.
- Building 12, 13, & 14--Install Brick Tile Veneer.
- Building 13--Install Translucent Skylight Panels.
- Site Work--Fine Grade, Ornamental Fencing, Perimeter Wall, Site Structures, Concrete Flatwork, Signage, Landscaping & Irrigation System, and Asphalt Concrete Paving.
- PV System--Install Racking System, & PV Panels.

Anticipated Progress Next Period:

- Building 1, 2, 3, 4, 5, 6, 7, 8, 9, & 11--Punch-list Back-Check.
- Building 1, 8, & 9--HVAC, EMS, & Lighting Controls Commissioning.
- Building 2--Install Theater Lighting & Equipment.
- Building 8 & 12--Install Roof/Canopy Panels.
- Building 12, 13, & 14--Install Exterior Lath/Plaster & Roofing System.
- Building 12, 13, & 14--Install Brick Tile Veneer.
- Building 13--Install Translucent Skylight Panels.
- Site Work--Ornamental Fencing, Site Structures, Concrete Flatwork, Signage, Landscaping & Irrigation System, and Asphalt Concrete Paving.
- PV System--Install Racking System, & PV Panels.

Schedule Assessment/Update:

Construction Duration (Calendar Days):	1,132
Construction Calendar Days Elapsed:	926
Construction Calendar Days Remaining:	206
Percent of Contract Calendar Days Elapsed:	81%
Percent of Construction Completed:	95%

Percentage of Work Done **95%** **Total Project**

Proposed Changes:

General Comment:

Progress Photos: 11/28/2012



Building No. 8--Gymnasium Canopy Panels



Courtyard Landscaping



Site Work--Concrete Flatwork

PROJECT STATUS REPORT

Dover Elementary School -

Period Ending: 11/28/2012

Scope: Increment 3 - Hazmat & demo of (E) kindergarten building, construction of new covered walkway, play area & site work.

Construction Status:

Architect: HY Architects, Inc.
 Project Manager: Eddie Law, SGI Construction Management
 Project Engineer:
 Contractor: Alten Construction, Inc.
 Inspector: Kris Gilbert
 WCCUSD Mgr: Eduardo Donoso

Contract Status:

Notice to Proceed: 06/15/2009

	Original	Approved	Projected
Construction Schedule (days):	1,110	208	1,318
Original Completion Date:	06/29/2012		
Projected Completion:	1/23/2013		

Buildings:

Building A Main Admin. Building & Classrooms - COMPLETED
 Building B Pre-School/Kindergarten - COMPLETED
 Building C Multi Purpose Room Building - COMPLETED
 Site Work Site Work and Covered Walkway - IN PROGRESS

Progress This Period:

- Site Work:
- Main play area asphalt paving.
 - Covered walkway lath and plaster.
 - Form and concrete pour soccer field perimeter curbs and planters.
 - Remove temporary construction fence, install ornamental fence and chain link fence.
 - Landscaping - irrigation lines, soil amendment and planting.
 - Install playground equipment and play structure.
 - Habitat garden grading and water feature.

Anticipated Progress Next Period:

- Site work:
- Walkway sprinkler heads, lighting and final paint.
 - Ornamental and chain-link fencing and gates.
 - Landscaping, irrigation lines, soil amendment at planters and soccer field.
 - Install playground equipment, AC paint coloring and striping.

Schedule Assessment/Update:

Construction Duration (Calendar Days):	1,318
Construction Calendar Days Elapsed:	1,262
Construction Calendar Days Remaining:	56
Percent of Contract Calendar Days Elapsed:	95%
Percent of Construction Completed:	98%

Percentage of Work Done 98% Total Project

Phase 1 -- Demolition & Site Work	Increments 1 & 1A	100%
Phase 2 -- Building "A"	Increment 2	100%
Phase 3 -- Building "B" & "C"	Increment 3	99%
Phase 4 -- Site Work & Playground	Increment 3	80%

Proposed Changes:

General Comment:

- Adverse weather may impact site scheduled work.

Progress Photos: 11/28/2012



Landscaping at Dover Avenue



Playground Equipment Install



Walkway Canopy Color Coat

PROJECT STATUS REPORT

Ellerhorst Elementary School - Re-Roofing Repairs

Period Ending: 11/28/2012

Scope: Re-Roofing

Construction Status:

Architect: Grossman Design Group
 Project Manager: Willie Robinson, WJR, Inc.
 Project Engineer:
 Contractor: Alcal Specialty Contracting, Inc.
 Inspector:
 WCCUSD Mgr: Eduardo Donoso

Contract Status:

Notice to Proceed:	08/01/2012		
	Original	Approved	Projected
Construction Schedule (days):	60	60	121
Original Completion Date:	08/17/2012		
Projected Completion:	12/7/2012		

Buildings:

K	85% Complete
C	87% Complete
A	90% Complete
M	90% Complete

Progress This Period:

- Building K - Completed application of base layer of Parapro.
- Building C - Completed application of base layer of Parapro, and installed skylight curb flashing.
- Building A - Completed application of base layer of Parapro.
- Building M - Completed application of base layer of Parapro.

Anticipated Progress Next Period:

- Install aggregate in field.
- Complete installation of walk pads.
- Stucco repair.
- Skylight installation.

Schedule Assessment/Update:

Construction Duration (Calendar Days):	60
Construction Calendar Days Elapsed:	119
Construction Calendar Days Remaining:	-59
Percent of Contract Calendar Days Elapsed:	198%
Percent of Construction Completed:	79%

Percentage of Work Done **79%** **Total Project**

Proposed Changes:

- Request to extend the contract completion due to lead time on materials specified in the contract, adverse weather conditions, and limited work hours.

General Comment:

Progress Photos: 11/28/2012



Building C



Buildings A & M - Walkway Canopies



Buildings K & C - Walkway Canopies

PROJECT STATUS REPORT

Ohlone Elementary School - West Campus

Period Ending: 11/28/2012

Scope: West Campus

Construction Status:

Architect: Powell & Partners
 Project Manager: Sonya Perkins, SGI Construction Management
 Project Engineer: Paul Orr, SGI Construction Management
 Contractor: Zovich Construction
 Inspector: Mark Eriksen
 WCCUSD Mgr: Eduardo Donoso

Contract Status:

Notice to Proceed:	08/01/2011		
		Original	Approved
Construction Schedule (days):	780		
Original Completion Date:	7/20/2013		
Projected Completion:	09/19/2013		

Buildings:

Bldg. A Admin/Library/Classrooms
 Bldg. B Classrooms

Progress This Period:

- MEP/Fire sprinkler rough-in continues, bituminous roofing on Bldg. A, installation of windows at clerestory.
- PG&E to install gas line and power, roof venting, install sheet metal flashings, site lighting.
- USGS conduit installation, insulation, continue to work on stand alone mock up for approval.

Anticipated Progress Next Period:

- MEP/ Fire Sprinkler Rough-in continues, finalize all sheet metal flashing for buildings.
- Complete roof systems with scuppers, gutters, rain water leaders, install wall penetration flashings, lathe, insulation, drywall, roofing venting.
- Continue to work on stand alone mock up for approval.

Schedule Assessment/Update:

Construction Duration (Calendar Days):	780
Construction Calendar Days Elapsed:	485
Construction Calendar Days Remaining:	295
Percent of Contract Calendar Days Elapsed:	62%
Percent of Construction Completed:	48%

Percentage of Work Done **48%** **Total Project**

Proposed Changes:

ASI #60 Projectors & Electrical Boxes, ASI #65 Change Conductor Head Size, ASI #66 Utility Yard Reconfiguration, ASI #68 Electrical Box Flashing

General Comment:

Progress Photos: 11/28/2012



Clerestory Window Installation on Bldg. B



PG&E Joint Trench for Gas & Power



Ductwork in Bldg. A

PROJECT STATUS REPORT

Portola Middle School - BLDG Demo & Site Work

Period Ending: 11/28/2012

Scope: Demolition of the Original Portola Middle School with attending Environmental Waste Management and Materials Salvage.

Construction Status:

Architect: HY Architects
 Project Manager: Toby Black, SGI Construction Management
 Project Engineer:
 Contractor: Alten Construction
 Inspector:
 WCCUSD Mgr: Andrew Mixer

Contract Status:

Notice to Proceed:	5/9/2012	Original	Approved	Projected
Construction Schedule (days):	225			
Original Completion Date:	12/20/2012			
Projected Completion:	1/19/2013			

Buildings:

Mobilization	Fencing, Trailers, Temporary Utilities & Facilities
Start-Up	Salvaging, 3rd Party Contractors/Vendors
Abatement	Buildings and Portables
Demolition	Site, Buildings and Portables
Completion	Grading, Hydroseeding, Fencing and Demobilization

Progress This Period:

- Demolition of Main Classroom Building.
- Soft Demolition of Main Classroom Building Interior
- Removal of UST tank.
- Demolition of Gym superstructure and foundation.
- Demolition of 400 Building foundation.
- Demolition of Shop Building foundation.
- Off haul of Metal, Wood, and Concrete Debris from site.

Anticipated Progress Next Period:

- Removal of Concrete Stairs at the Gymnasium.
- Grubbing of vegetation between temp campus and project site.
- Begin grading of site.
- Continue to Off Haul Metal, Wood Debris and Concrete from the site.

Schedule Assessment/Update:

Construction Duration (Calendar Days):	225
Construction Calendar Days Elapsed:	951
Construction Calendar Days Remaining:	-726
Percent of Contract Calendar Days Elapsed:	422%
Percent of Construction Completed:	80%

Percentage of Work Done	80%	Total Project
--------------------------------	------------	----------------------

Mobilization		100%
Start-Up		100%
Abatement		100%
Demolition		80%
Completion		0%

Proposed Changes:

General Comment:

Progress Photos: 11/28/2012



Main Classroom Building- Exterior Demolition



Main Classroom Building- Exterior Demolition



Main Classroom Building-Complete Demolition

PROJECT STATUS REPORT

Gompers and LPS Richmond Schools - New Construction

Period Ending: 11/28/2012

Scope: New Construction

Construction Status:

Architect: HMC Architects
 Project Manager: Tim Peel, SGI Construction Management
 Project Engineer: Gail Suarez, SGI Construction Management
 Contractor: Lathrop Construction Associates
 Inspector: Roy Moreno
 WCCUSD Mgr: Andrew Mixer

Contract Status:

Notice to Proceed:	08/20/2012		
		Original	Approved
Construction Schedule (days):	1,090		
Original Completion Date:	08/15/2015		
Projected Completion:	08/15/2015		

Buildings:

Building A	Leadership Public Schools
Building B	Shared Gymnasium
Building C	Gompers High School

Progress This Period:

- Drilled piers and foundation in progress.
- Underground utilities in progress.

Anticipated Progress Next Period:

- Piers, underground, and grade beams.

Schedule Assessment/Update:

Construction Duration (Calendar Days):	1,090
Construction Calendar Days Elapsed:	100
Construction Calendar Days Remaining:	990
Percent of Contract Calendar Days Elapsed:	9%
Percent of Construction Completed:	7%

Percentage of Work Done	7%	Total Project
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Proposed Changes:

General Comment:

Progress Photos: 11/28/2012

