

Friday Memo
March 20, 2013

Upcoming Events – Bruce Harter

March 21: Foster Youth Seminar, DeJean, 10:00 AM
March 21: Free Fix Computer Day, DeAnza, 11:00 AM
March 23-24: WASC Visitation, Kennedy HS
March 23: Agenda Setting, Superintendent's Office, 4:30 PM
March 23: Exchange Concert with Albany High School, ECHS Theater, 7:00 PM
March 25: Solutions Team, UTR, 1:00 PM
March 25: CBOC, FOC, 6:00 PM
March 26-29: Spring Musical *The Drowsy Chaperone*, Hercules HS Theater, 7:00 PM
March 26: Middle School Open House, Times Vary By Site
March 26: Community Budget Advisory Committee, Alvarado, 6:30 PM
March 27: End of 3rd Quarter
March 28: Ed Fund Road to College Workshop, DeJean, 1:00 PM

CCHS Dental Services at Kennedy High – Wendell Greer

CCHS will be adding dental services to Kennedy High on Tuesdays starting on March 31. Services will be provided from 8 am -12 pm. The services will include dental exams, cleanings, x-rays, fluoride varnish, sealants and fillings.

The dental clinic staff will include Dr. Harleen Sethi, DDS; Adrianna Duckett, RDA and Vanessa Najar-Ramirez, Community Health Worker/Registration. LaShonda Williams will orient Vanessa to the site and the Y-Team so she understands the process for pulling students out of class. LaShonda has been doing some outreach to students, and we already have a list of students who are interested. Students who want to receive dental services can fill out a clinic slip (just as they do for physical health services), and Vanessa will follow up with them.

School Improvement Grant (SIG) Information for DeAnza and Helms & Quality Education Investment Act (QEIA) Information for Helms – Nia Rashidchi

The 3-year federal School Improvement Grant (SIG) for both DeAnza and Helms will conclude this June 2015. The total SIG funding for Helms (\$5,665,428) and DeAnza (\$5,382,797) over 3 years has provided both schools the opportunity to increase programs and services for students, including:

- Extended school year (starting a week earlier than other district schools),
- Extended day (increased time for student instruction),
- Increased collaboration and professional development time (for the adults working with students)
- Increased support staff such as counselors, instructional coaches, and Instructional Specialists (Administration)
- Additional teaching staff

In addition, June 2015 marks the end of Helms' Quality Education Investment Act grant. The funding from this 7-year grant has been used to provide:

- High quality professional development time

West Contra Costa Unified School District
Office of the Superintendent

- Additional teachers to support the “house” model of instruction (middle school class size reduction)

At the end of this year, both schools will experience a reduction in staffing and services as a result of the conclusion of these grants. The following positions have been funded with the grants:

Helms - SIG		
Position	FTE Status	Cost
Teaching Positions	2.8 FTE	\$250,000
Extended Day Cost		\$580,000
Other TOSA Support	1.67 FTE	\$160,000
Admin Support (I.S.)	1.0 FTE	\$140,000
Grad Tutors	3.8 FTE	\$200,000
CSO	2.0 FTE	\$122,000
Clerk	.8 FTE	\$35,000

De Anza SIG		
Position	FTE Status	Cost
Teaching Positions	2.0 FTE	\$200,000
Extended Day Cost		\$640,000
Counselor	1.0 FTE	\$85,000
Admin Support (I.S.)	1.0 FTE	\$140,000
TOSA Coach	1.0 FTE	\$100,000
TOSA Project Asst.	.5 FTE	\$50,000
CSO	1.0 FTE	\$61,000
SCOW	.93 FTE	\$40,000

Helms - QEIA		
Position	FTE Status	Cost
Teaching Positions	9.31 FTE	\$710,000
Coach and Project Asst.	1.3 FTE	\$132,000

The draft 2015-16 LCAP proposes a soft landing over the next 3 years to phase out the loss of the grant funding. \$1,300,000 total LCFF supplemental/concentration dollars will be provided to the schools on a per pupil basis.

We are continuing to work with both sites to determine their final top priorities for the 2015-16 school year to improve student achievement and strategically allocate the additional LCFF monies, as well as site discretionary supplemental concentration monies (both sites) and title I and QEIA carryover (Helms only) dollars. We will keep the board updated on the progress of both schools as they complete this work.

Finally, it is important for the Board to know that any teacher at Helms and DeAnza whose position is eliminated because of lack of funding will be absorbed into our districtwide teaching positions and placed at another WCCUSD school.

Public Records Log – Marcus Walton

Included in this week’s memo is the log of public records requests received by the district. If you have any questions, please contact me.

Board of Education Meeting Procedures – Sheri Gamba

Per a request from Madeline Kronenberg to share meeting procedures provided to the public at meetings and included in every packet, please see below as well as the enclosure in both English and Spanish.

Printed in every board packet:

* **B.8 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.

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.

Public Records Request Log 2014-2015
Week Ending March 19, 2015

	Date of Receipt	Requestor	Requested Records/Information	Current Status
21	8/14/14	Theresa Harrington	All email or correspondence regarding bond refinancing between Jan. 1, 2009 and present	14 Day Extension Email Sent – 8/21/2014 On Hold / Pending Legal Review
87	11/18/14	Fatima Alleyne	Washington School Budget / SSC SY 2009 -to- 2013	In Progress Data being collected
89	11/18/14	Anton Jungherr	Access to review all CBOC files from 2001 to 10/31/2014	Need clarification of request M. Walton
135	1/8/15	Bay Area News Group	2014 Employees' Compensations	3/19/15 Sent via email COMPLETED
142	1/15/15	Alison Schoenbeck CA Charter Schools Assoc.	Prop 39 / Charter School Information	In Progress 14 Day Extension Invoked Gathering/Reviewing Documents
143	1/15/15	Ron Beller Caliber Schools	Caliber Schools-Beta Academy Information	3/13/15-Letter sent requesting fees Information received 14 Day Extension Invoked Reviewing remaining Documents
149	1/28/15	Anton Jungherr	Nixon Peabody LLP Invoices Funding / Agreement	In Progress Acknowledgement letter sent
153	2/9/15	Alissa Mack	District's check registry and Credit Card statements for 2013-14 / All Contracts with Pacific Ed. Group	3/3/2015-Letter sent requesting fees Information received
157	2/13/15	Anton Jungherr	Emails received and/or sent by Board Members and/or Staff RE. Anton Jungherr's nomination to the CBOC	3/19/15 Letter mailed COMPLETED
167	2/23/15	Anton Jungherr	Nixon Peabody LLP Agreement / Bond MCDC and IRS Audit	In Progress Acknowledgement letter sent
170	2/26/15	Mike Razavi	Pinole Valley High School- Construction Documents from January, 1965 through December, 1970	In Progress Acknowledgement email sent
171	3/2/15	MB Public Affairs	Prop 39 Use of Funds Payments/Contracts with various Companies	3/16/2015-Letter sent requesting fees Information received
173	3/3/15	Wan Yan Ling Attorneys for Northern CA Plasterers Trust	Gompers High School & Richmond LPS Projects J.F. McCray Plastering / Certified Payroll Records	3/16/2015-Letter sent requesting fees Information received
174	3/10/15	Cathy Travlos	GATE Identification Procedure(s)	In Progress Acknowledgement letter sent
175	3/16/15	Jessica Scott CC Electrical Compliance	Kennedy High / Health Clinic Project Streamline – Fringe Benefit Statements Electrician Certification Statements	In Progress Acknowledgement letter sent

Board of Education - Meeting Procedures

Updated March 2011

General Information

1. Regular Board of Education meeting dates are posted on the District website. Dates are subject to change. Additional regular or special meetings may also be scheduled. The public meetings convene at **6:30 p.m.** in the Lovonya DeJean Middle School, 3400 Macdonald Avenue, Richmond, CA, unless time and place are otherwise noted. Special meetings may be called at the discretion of the President of the Board or by majority vote of Board members.
2. Agendas will be posted on the District website and at the District office the Friday before each meeting, and in a public area of each school site the Monday before each meeting. Background information on specific agenda items is available on the District website and at the District office.
3. Meetings of the Board are routinely tape recorded so there is an adequate record of the proceedings. All speakers are asked to use the microphones provided for this purpose.
4. Regular Board meetings shall be adjourned at 10:30 p.m. unless extended to a specific time determined by a majority of the Board. The meeting shall be extended no more than once and subsequently may be adjourned to a later date.

Public information

Agenda Items

The order of business may be changed without notice.

A "public hearing" will be held after each agenda item marked with an asterisk (*) at both regular and special meetings [Government Code 54954.3(a)]. This is an opportunity for the public to give its input to the Board. Individuals wishing to speak to an item must submit a "Request to Address the Board" form prior to the beginning of the "public hearing" on that item. When individuals approach the podium, they should state their name and city of residence. No "yielding of time" is permitted. Individual speakers shall be allowed up to three minutes to address the Board on each agenda item. Following the "public hearing," the Board will have its deliberation. The audience will not be allowed to address the Board at this time.

Public Participation

Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. So as not to inhibit public participation, persons attending Board meetings shall not be requested to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting.

In order to conduct district business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

1. The Board shall give members of the public an opportunity to address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board, either before or during the Board's consideration of the item. (Education Code 35145.5, Government Code 54954.3)
2. At a time so designated on the agenda at a regular meeting, members of the public may bring before the Board matters that are not listed on the agenda. The Board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law. (Education Code 35145.5, Government Code 54954.2)

3. At the end of Public Comment on items not on the agenda and without taking action, Board members or district staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board or staff member may ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities. (Government Code 54954.2)

Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda. (Government Code 54954.2)

4. The Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the Board determines that the item has been substantially changed since the committee heard the item, the Board shall provide an opportunity for the public to speak. (Government Code 54954.3)

5. A person wishing to be heard by the Board shall first be recognized by the President and shall then proceed to comment as briefly as the subject permits.

Individual speakers shall be allowed up to three minutes to address the Board on each agenda item or once during the time allotted for public comment on items not on the agenda. Individuals who wish to speak a second time must wait until the time near the end of the agenda for "Unfinished Requests to Address the Board." The Board shall limit the total time for public input on each item to 30 minutes. With Board consent, the President may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. Requests must be submitted prior to the beginning of the agenda item. The President may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. As a general rule, the Board will allow three minutes each for up to 15 speakers. If there are more than 15 speakers, the Board will allow one minute for as many speakers who have submitted a request to address the Board by the beginning of that agenda item. When translation of the comments of a speaker is required, the President may allow a reasonable amount of time for a translator to summarize the comments of the speaker. The time for translation will not exceed the amount of time allowed to the speaker.

6. The Board President may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the President may indicate the time and place when it should be presented.

The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts, or omissions. (Government Code 54954.3) In addition, the Board may not prohibit public criticism of district employees.

Whenever a member of the public initiates specific complaints or charges against an employee, the Board President shall inform the complainant that in order to protect the employee's right to adequate notice before a hearing of such complaints and charges, and also to preserve the ability of the Board to legally consider the complaints or charges in any subsequent evaluation of the employee, it is the policy of the Board to hear such complaints or charges in closed session unless otherwise requested by the employee pursuant to Government Code 54957. The Board President shall also encourage the complainant to file a complaint using the appropriate district complaint procedure.

7. The Board President shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group shall be grounds for the President to terminate the privilege of addressing the Board. The Board has the power under the Brown Act to clear the meeting room and continue in session if a situation arises where the meeting is so willfully interrupted that order cannot be restored by removing those individuals responsible for the conduct. Non-disruptive media personnel have the right to come back and attend the meeting. Based on the disruptive behavior that has interrupted the Board's ability to conduct its business, the meeting may be temporarily suspended. The Board will reconvene in a separate room to continue this meeting. Non-disruptive media personnel will be admitted. When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda. (Government Code 54957.9)

Mesa Directiva de Educación - Procedimiento de la Reunión

Actualizado en marzo de 2011

Información general

1. Las fechas de las reuniones regulares de la Mesa Directiva de Educación se publican en la página de Internet del Distrito. Las fechas están sujetas a cambio. También se pueden fijar reuniones adicionales aparte de las reuniones regulares. Las reuniones abiertas al público se realizan a las **6:30 p.m.** en la Escuela Intermedia Lovonya DeJean, 3400 Macdonald Avenue, Richmond, CA, a menos que se estipule otro lugar y horario. Las reuniones especiales se realizan a discreción del presidente de la Mesa Directiva o con la aprobación de la mayoría de los miembros de la Mesa Directiva a través de una votación.
2. Las agendas serán publicadas en la página de Internet del Distrito y en la Oficina del Distrito el día viernes antes de cada reunión y en un área pública de cada establecimiento escolar el día lunes antes de que se realice cada reunión. Información y antecedentes sobre puntos específicos de la agenda se encuentran disponibles en la página de Internet del Distrito y en la Oficina del Distrito.
3. Las reuniones de la Mesa Directiva rutinariamente se graban de manera que exista un registro adecuado de los procedimientos. A todos los oradores se les pide que usen los micrófonos que se proporcionan para este propósito.
4. Las reuniones regulares de la Mesa Directiva deberán darse por finalizadas a las 10:30 p.m. a menos que se extiendan hasta una hora específica determinada por la mayoría de los miembros de la Mesa Directiva. El tiempo de duración de la reunión se debe extender no más de una vez y subsiguientemente se puede finalizar en una fecha más adelante.

Información pública

Asuntos de la agenda

El orden de los asuntos a tratar en la agenda puede ser cambiado sin notificación previa.

Se realizará una "audiencia pública" después de cada asunto a tratar en la agenda que esté marcado con un asterisco (*) tanto en las reuniones regulares como en las especiales [Código Gubernamental 54954.3(a)]. Esta es una oportunidad para que el público proporcione sus impresiones a la Mesa Directiva. Los individuos que deseen hablar sobre un tema determinado deben someter un formulario de "Petición para Dirigirse a la Mesa Directiva" antes del comienzo de la "audiencia pública" para referirse a este punto determinado. Cuando los individuos se encuentren en el podio, ellos deben decir su nombre y la ciudad en que residen. No se permite transferir el periodo de tiempo asignado ni substituir al orador. A los oradores se les permitirá hasta tres minutos para que se dirijan a la Mesa Directiva por cada punto de la agenda. Después de la "audiencia pública" la Mesa Directiva hará sus deliberaciones. A la audiencia no se le permitirá dirigirse a la Mesa Directiva en ese entonces.

Participación del público

A los miembros del público se les recomienda que asistan a las reuniones y que se dirijan a la Mesa Directiva sobre cualquier asunto de la agenda o sobre cualquier tema que se encuentre dentro de la jurisdicción de la Mesa Directiva. De manera de no inhibir la participación del público, a las personas que asisten a las reuniones de la Mesa Directiva no se les pedirá que firmen para constatar su asistencia, que completen cuestionarios, o que de otra manera proporcionen sus nombres u otra información como condición para asistir a la reunión.

Con el objeto de conducir los asuntos del Distrito de manera ordenada y eficiente, la Mesa Directiva requiere que las presentaciones del público a la Mesa Directiva cumplan con el siguiente procedimiento:

1. Se dará la oportunidad a los miembros del público para que se dirijan a la Mesa Directiva sobre cualquier asunto de interés del público que se encuentre dentro de los temas sobre los cuales la Mesa Directiva tenga jurisdicción, ya sea antes o durante la instancia en que la Mesa Directiva considere dicho asunto. (Código de Educación 35145.5, Código Gubernamental 54954.3)
2. En una reunión regular en el momento asignado en la agenda, los miembros del público pueden presentar ante la Mesa Directiva asuntos que no figuran en la agenda. La Mesa Directiva no tomará resoluciones o discutirá ningún asunto que no figure en la agenda, excepto los autorizados por ley. (Código de Educación 35145.5, Código Gubernamental 54954.2)

3. Al final de los comentarios del público sobre asuntos que no figuran en la agenda y sin tomar una determinación sobre estos, los miembros de la Mesa Directiva o los miembros del personal del Distrito pueden responder brevemente a las declaraciones realizadas o a las preguntas planteadas por el público sobre asuntos que no figuran en la agenda. Además, bajo su propia iniciativa y en respuesta a las preguntas planteadas por el público, un miembro de la Mesa Directiva o del personal puede hacer preguntas para clarificar, hacer un anuncio breve o dar un breve reporte sobre su propia información o actividades relacionadas con el tema. (Código Gubernamental 54954.2)

Además, la Mesa Directiva o un miembro de la Mesa Directiva pueden hacer referencia al personal o a otros recursos para información factual, pedir al personal que presente nuevamente su reporte concerniente a cualquier asunto en reuniones subsiguientes, o puede tomar la determinación de pedir al personal que se incluya este asunto en una agenda futura. (Código Gubernamental 54954.2)

4. La Mesa Directiva no permite que el público se refiera a cualquier asunto que ya ha sido considerado por el comité compuesto exclusivamente por miembros de la Mesa Directiva en una reunión pública, donde el público ya tuvo la oportunidad de dirigirse al comité para referirse a ese asunto. Sin embargo, si la Mesa Directiva considera que este asunto ha cambiado substancialmente desde que el comité escuchó acerca de este tema, la Mesa Directiva proporcionará la oportunidad de que el público se refiera a este asunto. (Código Gubernamental 54954.3)

5. Una persona que desee ser escuchada por la Mesa Directiva, primero deberá ser reconocida por el presidente y luego procederá a hacer sus comentarios tan brevemente como el asunto lo permita.

A los oradores individuales que se presentan ante la Mesa Directiva se les permitirá hasta tres minutos por cada asunto incluido en la agenda o en el caso de asuntos que no se encuentran en la agenda, una vez durante el tiempo asignado para los comentarios del público. Los individuos que desean hablar una segunda vez deben esperar hasta que se acerque el final de la agenda para hacer "una petición para dirigirse a la Mesa Directiva y tratar asuntos inconclusos". La Mesa Directiva deberá limitar el total de tiempo en que el público presenta sus impresiones a 30 minutos por cada asunto. Con el consentimiento de la Mesa Directiva, el presidente de la Mesa Directiva puede aumentar o disminuir el tiempo permitido para la presentación del público, dependiendo del tópico y del número de personas que desean ser escuchadas. Las peticiones deben ser sometidas antes de que se comience a tratar el asunto en la agenda. El presidente puede hacer una encuesta con los presentadores para determinar quién está a favor o en contra de un asunto en particular y puede pedir que las personas hablen solamente si tienen algo nuevo que agregar. Como una regla general, la Mesa Directiva permitirá tres minutos por cada orador hasta un total de 15 individuos. Si hubiese más de 15 oradores, la Mesa Directiva permitirá un minuto por cada orador que sometió una petición para dirigirse a la Mesa Directiva antes de tratar dicho asunto en la agenda. Cuando se requiere traducción de los comentarios de un orador, el presidente puede permitir una cantidad razonable de tiempo para que el traductor haga un resumen de los comentarios del orador. El tiempo de la traducción no debe exceder la cantidad de tiempo otorgada al orador.

6. El presidente de la Mesa Directiva puede determinar si un tópico determinado es apropiado. Si fuese apropiado tratar el tema en otra ocasión, el presidente puede indicar el lugar y el horario en que debería ser presentado.

La Mesa Directiva no prohibirá que el público critique sus reglamentos, procedimientos, programas, servicios, actos ni omisiones. (Código Gubernamental 54954.3). Además, la Mesa Directiva no puede prohibir la crítica pública de empleados del distrito.

Siempre que un miembro del público inicie una alegación específica o presente cargos en contra de un empleado, el presidente de la Mesa Directiva informará al reclamante que con el objeto de cumplir con el derecho del empleado de ser notificado adecuadamente antes de escuchar dichas alegaciones y cargos, y también para preservar la capacidad de la Mesa Directiva de considerar legalmente las quejas o cargos en cualquier evaluación subsecuente del empleado, es parte del reglamento de la Mesa Directiva escuchar dichas alegaciones o cargos en sesiones cerradas, a menos que de otra manera sea solicitado por el empleado de acuerdo al Código Gubernamental 54957. El presidente de la Mesa Directiva también aconsejará al reclamante que presente sus alegaciones usando el procedimiento apropiado del distrito para presentar una queja.

7. El presidente de la Mesa Directiva no permitirá ningún desorden o interrupciones intencionales en las reuniones de la Mesa Directiva. La insistencia en provocar desorden por cualquier individuo o grupo, constituirá el motivo para que el presidente deje de otorgar el privilegio de dirigirse a la Mesa Directiva. Bajo la ley de Brown, la Mesa Directiva tiene el poder de hacer salir al público del salón y luego continuar con la sesión, en caso de que exista una situación en que la reunión sea interrumpida intencionalmente de tal manera que no se pueda establecer el orden sacando del lugar a los individuos responsables de dicha conducta. Personal de los medios de comunicación que no están interrumpiendo la sesión tienen el derecho de reintegrarse a la reunión. Basándose en las conductas perturbadoras que han interrumpido la habilidad de la Mesa Directiva de tratar sus asuntos, la reunión se podría suspender temporalmente. En dicho caso, la Mesa Directiva se volverá a reunir en un salón diferente para continuar con la sesión. Se admitirá al personal de los medios de comunicación que no interrumpan la sesión. Cuando se le pide a la audiencia que se retire debido a disturbios, la Mesa Directiva procederá refiriéndose solamente a asuntos que se encuentran en la agenda. (Código Gubernamental 54957.9)