

Friday Memo
March 27, 2015

Upcoming Events – Bruce Harter

March 28: Road to College, DeJean, 1:00 – 2:30 PM
March 29: White Pony Express Free General Store, Downer, 11:00 AM
March 30 – April 3: Middle College High Spring Recess
March 31: 4th Quarter Begins
March 31: District LCLAP Committee, Kennedy Library, 6:30 PM
March 31: Hercules Area Music Festival, Hercules High Gym, 7:30 PM
April 1: Board of Education Meeting, DeJean, 6:30 PM
April 2: High School Open House, Times Vary by Sites
April 3: Ribbon Cutting, Montalvin, 10:00 AM
April 6 – 10: Spring Recess, No School
April 6: District Holiday, District Offices Closed

Closed Session for April 1 – Bruce Harter

Closed session for Wednesday's meeting will begin at **5:00 PM**.

Parent Meeting El Cerrito High School – Bruce Harter

ECHS parents are invited to a special meeting on Thursday, April 2 at 6:00 PM in the theatre to provide information and answer questions about the shooting incident and lockdown that occurred at the school last Friday. Principal David Luongo will share the emergency protocols that were used and invite feedback from parents. The El Cerrito police will be there as well.

Manzanita Charter Petition Review – Wendell Greer

Manzanita Charter Middle submitted a petition to WCCUSD in 1999 to open in the year 2000 for a term of five years. The charter was renewed for five years in March 2005, and again in March of 2010. The organization submitted a renewal petition, and stemming from requests for further information from staff, has decided to defer the decision hearing initially scheduled for April 1, 2015. The renewal decision hearing will take place during the regularly scheduled Board meeting of April 22, 2015.

New Change Order Procedure – Lisa LeBlanc

In response to the Board requesting additional information relating to change orders, a new change order procedure is being established. All change orders which cause a project's contract cost to exceed 10%, or are of an individual value of \$250,000 or more, will be considered for ratification by an action item containing more detail on the change after review by the Facilities Subcommittee. Change Orders No. 3, 4 and 5 for the Ohlone ES playground and parking lot project will be an action item for the Board on the April 1, 2015 agenda. The new procedure will be fully implemented commencing with the April 14, 2015 Facilities Subcommittee meeting.

CA Uniform Public Construction Cost Accounting Act (“CUPCAA”) – Lisa LeBlanc

On the April 1, 2015 Board consent agenda, the Board is being requested to ratify staff awarded projects. As background for this item, the Board previously approved Resolution #90-0809 on May 20, 2009, to become subject to CUPCAA. The acceptance of this resolution benefits the

West Contra Costa Unified School District
Office of the Superintendent

District in many ways identified by the State Controller's Office including: access to informal bidding procedures; streamlined awards process; and improved timeliness of project completion and simplified administration. CUPCCAA requires the District to follow established bidding procedures and accounting guidelines set forth under Public Contracts Code Section 22000 through 22045. The maximum informal bid limit is currently \$175,000. The informal bid requirements include yearly notice inviting all licensed contractors to submit required information for inclusion on the qualified bidders list and a notice inviting bids at least 10 days before bids are due to all specified trade journals. CUPCCAA also allows the Governing Board to delegate authority to award informal contracts to specific staff members: Superintendent, Superintendent's designee.

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.

Public Records Request Log 2014-2015
Week Ending March 26, 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 |
| 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 | 3/25/15 Documents mailed COMPLETED |
| 153 | 2/9/15 | Alissa Mack | District's check registry and Credit Card statements for 2013-14 / All Contracts with Pacific Ed. Group | 3/3/15-Letter sent requesting fees Information received |
| 167 | 2/23/15 | Anton Jungherr | Nixon Peabody LLP Agreement / Bond MCDC and IRS Audit | 3/26/15 Documents mailed COMPLETED |
| 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 | 3/26/15 Documents mailed COMPLETED |
| 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 and Payment Bond | 3/23/15 Documents mailed COMPLETED |
| 174 | 3/10/15 | Cathy Travlos | GATE Identification Procedure(s) | 3/25/15 Documents mailed COMPLETED |
| 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 |
| 176 | 3/23/15 | Michael Strub Jr. Irell & Manella LLP | CA Healthy Kids Survey / CA School Climate Survey / CA Student Survey / LCAP / Student Information / Suspensions / Expulsions / Employment Information | In Progress Acknowledgement letter sent |
| 177 | 3/25/15 | Wan Yan Ling Attorneys for Northern CA Plasterers Trust | Gompers High School & Richmond LPS Projects SMP Plastering / Certified Payroll Records and Payment Bond | In Progress Acknowledgement letter sent |