

**Friday Memo**  
**February 12, 2016**

**Upcoming Events – Bruce Harter**

February 13: Annual Board Retreat, DeJean, 8:30 AM  
February 13: Search Firm Interviews, DeJean, 12:00 PM  
February 15-19: Presidents' Week Recess, Schools and Offices Closed  
February 18: AC Transit Public Hearing, El Cerrito Council Chambers, 6:00 PM  
February 22: Agenda Setting, Superintendent's Office, 4:30 PM  
February 22: Governance Subcommittee, Alvarado, 6:30 PM  
February 24: CBOC, FOC, 6:00 PM  
February 25: Safety & School Climate Committee, Greenwood Academy, 9:00 AM  
February 25: DLCAP Committee Training, Kennedy Library, 6:30 PM  
February 25: District Science Fair, CCC Knox Performing Arts Center, 7:00 PM  
February 27: Board of Education Workshop, DeJean, 9:00 AM

**Friday Memo Schedule – Bruce Harter**

The next Friday Memo will be distributed on Friday, February 26.

**Teachers on Special Assignment Going Back to Classroom for 2016 -17 School Year – Nia Rashidchi & Ken Whittemore**

With the shortage of teachers in the State of California, and our priority for having high quality teachers in every classroom on the first day of school for our students, all Program Assistants, Teachers on Special Assignment, Project Assistants, and Classroom Coaches were informed that they would be returning to the classroom for the 2016-17 school year.

It is important for the board to know that some union contractual guidelines and state, federal, and grant mandates require the return of some of these people to roles mentioned above. To be fair to all members, we are going to post each required position and allow all to apply for these limited number of jobs. This will ensure a fair process for all of our employees. To that end, we will be working with UTR as we replace the positions needed to meet the above-mentioned guidelines.

The Educational Services Department will continue to make sure the professional development needs of our teachers are met. Human Resources will continue to diligently recruit teaching staff to meet our demand and perhaps allow us to return more of the above mentioned positions (given they are a key element to improving outcomes for students). If you have any questions on this issue or process, please contact Nia or Ken.

**Caliber Prop 39 and Administrative Services – Lisa LeBlanc**

Beginning in the 2016-17 school year, Caliber Charter School will be utilizing the 900 wing at Kennedy High School. As a result, the staff serving students and parents in the 900 wing need to be relocated. Change often provides an opportunity, and in this case the intent is for the district to establish a full service student center in a more central location, joining the Student Service/Transfer Office at the Bissell Avenue location. The Educational Services Department and K-12 Operations Department will offer the following services at the Bissell Avenue location:

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Early Learning Department Services – Provides outreach, enrollment, and assessment services for preschool students, as well as offers referrals of support services to early learning (PreK and Transitional Kindergarten) families. The department also supports sites to implement transitional kindergarten and ensures compliance with State and Federal regulations.

- Centralized Enrollment Services
- Student Transfer Services
- Registration, Assessment, and Placement (RAP) Center Services

In order to accomplish this the Business Services Department will move into the building with the Facilities department. This will result in greater efficiency and synergy in pairing the accounts payable and budget departments with the highest use customer, the facilities department. It is anticipated that this move will take place in May.

**San Francisco Unified School District Salary Schedule - Ken Whittemore**

During the February 10, 2016 Board of Education Meeting, a question arose in regards to San Francisco Unified School District using parcel tax funds to augment teachers' salaries. I have provided an example below of their salary schedule and how they in fact use parcel tax dollars to augment salaries for their teachers. If you have any questions on this issue please contact me.

| Class Occupation              | Years of Service | July 1, 2014 |            | July 1, 2014        |          | January 1, 2015   |                            |
|-------------------------------|------------------|--------------|------------|---------------------|----------|-------------------|----------------------------|
|                               |                  | 184 Work Day | Parcel Tax | 184 Work Day Annual | 184 Work | Parcel Tax Add-on | 184 Work Day Annual Salary |
| Salary Schedule I             | 1                | 46,005       | 1,897      | 47,902              | 46,925   | 1,897             | 48,822                     |
|                               | 2                | 46,611       | 1,803      | 48,414              | 47,543   | 1,803             | 49,346                     |
|                               | 3                | 47,215       | 1,811      | 49,026              | 48,159   | 1,811             | 49,970                     |
| B6 Requirements For Placement | 4                | 47,823       | 1,915      | 49,738              | 48,779   | 1,915             | 50,694                     |
|                               | 5                | 48,428       | 2,022      | 50,450              | 49,397   | 2,022             | 51,419                     |
|                               | 6                | 49,031       | 2,130      | 51,161              | 50,012   | 2,130             | 52,142                     |
|                               | 7                | 49,637       | 2,236      | 51,873              | 50,630   | 2,236             | 52,866                     |
| Bachelor Degree               | 8                | 50,242       | 2,343      | 52,585              | 51,247   | 2,343             | 53,590                     |
|                               | 9                | 50,848       | 2,449      | 53,297              | 51,865   | 2,449             | 54,314                     |
|                               | 10               | 51,454       | 2,555      | 54,009              | 52,483   | 2,555             | 55,038                     |
|                               | 11               | 52,406       | 2,322      | 54,728              | 53,454   | 2,322             | 55,776                     |
|                               | 12               | 54,256       | 1,208      | 55,464              | 55,341   | 1,208             | 56,549                     |
|                               | 13               | 56,106       | 94         | 56,200              | 57,228   | 94                | 57,322                     |

| Class Occupation              | Years of Service | July 1, 2014      |                   | July 1, 2014               |                   | January 1, 2015   |                            |
|-------------------------------|------------------|-------------------|-------------------|----------------------------|-------------------|-------------------|----------------------------|
|                               |                  | 184 Work Day Base | Parcel Tax Add-on | 184 Work Day Annual Salary | 184 Work Day Base | Parcel Tax Add-on | 184 Work Day Annual Salary |
| Salary Schedule II            | 1                | 46,611            | 4,303             | 50,914                     | 47,543            | 4,303             | 51,846                     |
|                               | 2                | 47,215            | 4,461             | 51,676                     | 48,159            | 4,461             | 52,620                     |
|                               | 3                | 47,823            | 4,615             | 52,438                     | 48,779            | 4,615             | 53,394                     |
| B7 Requirements For Placement | 4                | 48,428            | 4,772             | 53,200                     | 49,397            | 4,772             | 54,169                     |
|                               | 5                | 49,031            | 4,930             | 53,961                     | 50,012            | 4,930             | 54,942                     |
|                               | 6                | 49,637            | 5,086             | 54,723                     | 50,630            | 5,086             | 55,716                     |
|                               | 7                | 50,415            | 4,824             | 55,239                     | 51,423            | 4,824             | 56,247                     |
| BA Plus 30 Units              | 8                | 52,419            | 3,359             | 55,778                     | 53,467            | 3,359             | 56,826                     |
|                               | 9                | 54,422            | 2,145             | 56,567                     | 55,510            | 2,145             | 57,655                     |
|                               | 10               | 56,427            | 1,179             | 57,606                     | 57,556            | 1,179             | 58,735                     |
|                               | 11               | 58,430            | 716               | 59,146                     | 59,599            | 716               | 60,315                     |
|                               | 12               | 60,434            | 751               | 61,185                     | 61,643            | 751               | 62,394                     |
|                               | 13               | 60,434            | 751               | 61,185                     | 61,643            | 751               | 62,394                     |
|                               | 14               | 60,434            | 751               | 61,185                     | 61,643            | 751               | 62,394                     |
|                               | 15               | 60,434            | 751               | 61,185                     | 61,643            | 751               | 62,394                     |

West Contra Costa Unified School District  
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**County Office of Education AB1200 Approval for UTR – Sheri Gamba**

The Contra Costa County Office of Education has reviewed and approved the settlement for our districts agreement with UTR in accordance with AB1200. The letter from the County Superintendent of Schools, Deputy Superintendent, is enclosed for your review.

**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.



February 9, 2016

Bruce Harter, Ph.D., Superintendent  
West Contra Costa Unified School District  
1108 Bissell Avenue  
Richmond, CA 94801

Dear Dr. Harter:

Our office has reviewed your district's Negotiated Salary Settlement Disclosure documents that provide the details for the tentative agreement with the West Contra Costa Unified School District's United Teachers of Richmond (UTR) bargaining unit for the July 1, 2015 – June 30, 2018 fiscal years.

We agree with the district's certification that it will be able to provide the necessary funding for the 6.0% salary increase (on-going) effective 02/01/2016, the 3.0% salary increase (on-going) effective 07/01/2016, the 3.0% salary increase (on-going) effective 01/01/2017. Based on our analysis of the disclosure documents, it appears the agreement will result in an increase in costs of \$25,500,000 to the District for fiscal years 15/16, 16/17, and 17/18. The District will utilize its general fund, special reserves, and other funds. We agree with the District's assessment on affordability at this point in time, but based on the MYP (3 year), approximately \$5 million in reductions need to be made in 16/17 to fund this increase and maintain the District's targeted reserve. The District has made a list of potential reductions that will be presented to their Board for decisions. We encourage the District to be conservative in their spending and future salary negotiations.

We wish to thank your staff for the concise and complete disclosure packet that was submitted for our review. If you have any questions, please feel free to contact me at 925-942-3418.

Sincerely,

A handwritten signature in black ink that reads "Bill Clark".

Bill Clark

Associate Superintendent  
Business Services

BC:bf

cc: Sheri Gamba, Associate Superintendent, Business Services  
Christopher Raymundo, District Advisor, District Business Services, CCCOE

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**Public Records Request Log 2015-2016**  
**Week Ending February 11, 2016**

|    | <b>Date of Receipt</b> | <b>Requestor</b>                               | <b>Requested Records/Information</b>  | <b>Current Status</b>   |
|----|------------------------|--|---|---|
| 32 | 10/12/15               | Fatima Alleyne                                 | Lozano Smith Attorneys / All Invoices, Contracts and Expenses paid beginning January 1, 2014 – December 31, 2014  | <b>Available documents ready for review</b>   |
| 38 | 10/16/15               | Fatima Alleyne                                 | Parcel Tax Measure D for 2012-2013 School Year / All financial and bank statements, invoices, receipts and salaries   | <b>Available documents ready for review</b>   |
| 40 | 10/23/15               | Fatima Alleyne                                 | Parcel Tax Measure D for 2009-2010 School Year / All financial and bank statements, invoices, receipts and salaries   | <b>Available documents ready for review</b>   |
| 41 | 10/26/15               | Fatima Alleyne                                 | Parcel Tax Measure D for 2008-2009 School Year / All financial and bank statements, invoices, receipts and salaries   | <b>Available documents ready for review</b>   |
| 43 | 11/1/15                | Fatima Alleyne                                 | All Contracts, Invoices and Expenditures for Legal services paid by the District for the 2013-14 School Year  | <b>Available documents ready for review</b>   |
| 48 | 11/10/15               | Fatima Alleyne                                 | Job Descriptions for all Superintendents' positions   | <b>Available documents ready for review</b>   |
| 56 | 11/30/15               | Fatima Alleyne                                 | 2015-16 Legal Services Contracts / Lozano Smith Attorneys- Ramsey & Ehrlich- Bragg Coffin Lewis & Trapp- and Swanson & McNamara   | <b>Available documents ready for review</b>   |
| 57 | 11/30/15               | Fatima Alleyne                                 | Superintendent's Contract and 2014-15 and 2015-16 Goals   | <b>Available documents ready for review</b>   |
| 60 | 12/8/15                | Steve Chamberlin                               | Design Capacity in Number of Students – Various School sites  | <b>COMPLETED</b>  |
| 65 | 12/21/15               | Lillian Chen<br>Public Counsel Law Center      | Student arrests, Law Enforcement referrals, Suspensions, Expulsions, and School Resource Officers and/or Campus Safety Officers for 2012-13, 2013-14 and 2014-15 School Years | <b>PARTIAL COMPLETION – Additional records to be provided no later than 2/26/2016</b>   |
| 69 | 1/4/16                 | Bay Area News Group                            | WCCUSD 2015 Employees' Compensations  | <b>Gathering Records Extension Invoked</b>  |
| 72 | 1/15/16                | Ivette Ricco<br>CBOC Chairperson               | Clay Investigation Subcommittee / Audio Recording of 1/11/2016 Meeting  | <b>Acknowledgement email sent</b><br><br>Requestor informed that recording may not be available until Meeting Minutes are approved at next schedule meeting |
| 73 | 1/15/16                | Ivette Ricco<br>CBOC Chairperson               | Facilities Subcommittee / Audio Recording of 1/12/2016 Meeting  | <b>Acknowledgement email sent</b><br><br>Requestor informed that recording may not be available until Meeting Minutes are approved at next schedule meeting |
| 74 | 1/26/16                | Alison Schoenbeck<br>CA Charter Schools Assoc. | Charter School Records for 2015-16 and 2016-17 School Years   | <b>Gathering Records Extension Invoked</b>  |
| 75 | 1/26/16                | Dan Borenstein<br>Bay Area News Group          | Bond Measure (Possible) for Parcel Tax Extension or Increase in 2016 Ballot   | <b>Gathering Records</b>  |
| 76 | 1/26/16                | Steve Chamberlin                               | 2007 Board Adoption of CHPS and HPI Standards   | <b>Gathering Records</b>  |
| 77 | 1/27/16                | Ray Lemming                                    | Pinole Valley High School Project / Specifications and Addendums  | <b>Gathering Records</b>  |
| 78 | 2/2/16                 | Arthur Lopez<br>Work Preservation Fund         | DeAnza High School / Linked Learning Building Project   | <b>Acknowledgement letter sent</b>  |

|           | <b>Date of Receipt</b> | <b>Requestor</b>                   | <b>Requested Records/Information</b>   | <b>Current Status</b> |
|-----------|------------------------|------------------------------------|--|-----------------------|
| <b>79</b> | 2/5/16                 | Elliot Haspel<br>Education Matters | Potential 2016 Parcel Tax Poll / Full results of polling conducted for voters support for such a tax | <b>COMPLETED</b>      |