

West Contra Costa Unified School District

District-wide School Consolidation / Closure Process

Adopted December 10, 2008

Goal: Prepare a recommendation for a public hearing at the Board of Education meeting on February 4, 2009 that meets the requirements for school closure from the adopted budget and as required by the Contra Costa County Office of Education and the California Department of Education.

November 12, 2008

Board and Board members elect discussed possible consolidation / closure criteria.

December 10, 2008

Board adopts criteria for consolidation / closure and approves the process for community and expert input. The Board authorizes the Superintendent to contract with an independent expert firm or group to review the data on enrollment, enrollment projections, school capacity, school site capacity, constraints for forming student attendance areas (railroad tracks, etc). This firm or group will provide a report including findings and recommendation on schools to be consolidated / closed by January 27, 2009. The Board also authorizes the Superintendent to contract with facilitator to lead the community meetings associated with the process.

December 11, 2008

The District will provide a community presentation on the background factors including enrollment information, projections, capacity analysis, and financial background. The meeting will include gathering community input and questions.

December 18, 2008

The District will, at a public meeting, present two consolidation / closure scenarios. The agenda for the meeting will include gathering community input and questions.

January 8, 12, 13, 14, 15, & 20 High School Attendance Area Meetings (see locations below)

Using an external facilitator, the District will present the two scenarios at public meetings at each of the six high school attendance areas to a committee (see below) representing the various interest groups in that high school attendance area. Each member of the committee would attend only one of the community meetings in the designated high school attendance area. The design for those meetings includes:

- Presentation of a summary of the school consolidation / closure background information
- Large group discussion of possible modifications
- Public Comment – time would be set aside in each meeting for public comment from community members not appointed to one of the groups.
- Each member (see membership list below) ranks each proposal based on Board adopted criteria.

January 27, 2008

Public presentation of data collected from community as well as expert panel findings / recommendations.

January 29, 2009

Public presentation of recommendations that will go to the Board for a Board hearing on February 4.

February 4, 2009

As part of the regular meeting, the Board holds a hearing on the recommendation for consolidation / closures.

February 11, 2009

Board approval of consolidation / closure plan for 2009-10 and 2010-11.

Board Charge to the Committee Members

1. Attend the meeting to which the member is appointed or make arrangements to attend an alternative meeting. Each appointee will act in the capacity of a committee member at one and only one meeting. Committee members are, of course, welcome to attend any or all of the other meetings but will participate as part of the committee only in one.
2. Review materials provided on the web site in advance of the meeting including the two scenarios for school consolidation / closure as well as the underlying enrollment projections, financial information, school capacity report, and the projection of attendance areas for each potential closure scenario.
3. Discuss possible alternative consolidation / closure scenarios that meet the requirements for financial savings for 2009-10 and 2010-11.
4. Based on the Board adopted criteria, complete the rating process to evaluate each of the two proposals and rank the order in which the schools will be closed. Only appointed committee members will complete the ratings and rankings during the meeting at which the appointed member was seated as a member of the committee.

Meeting Dates / Locations – all meetings 6:30 to 9:00 PM

January 8 – Hercules High School Cafeteria

January 12 – Pinole Valley High Cafeteria

January 13 – Crespi Middle School Multipurpose Room

January 14 – Helms Middle School Multipurpose Room

January 15 – Kennedy High School Cafeteria

January 20 – Portola Middle School Gymnasium

School Closure Committee Membership

- 5 high school students appointed by the ASB or Student Leadership who live in that attendance area
 - 1 parent appointed by the PTA or a parent representative on the site council from each elementary, middle and high school in the high school attendance area
 - 1 certificated staff appointed by the United Teachers of Richmond from each elementary, middle and high school in the high school attendance area
 - 2 members for Hercules group only appointed by Hercules Mayor
 - 2 members for Pinole Valley group only appointed by Pinole Mayor
 - 2 members for Richmond group only appointed by San Pablo Mayor
 - 2 members for El Cerrito group only appointed by El Cerrito Mayor
 - 2 members each for DeAnza, Richmond, Kennedy, Pinole Valley & El Cerrito appointed by the Richmond Mayor
 - 3 members to represent the County Supervisor (1 for each of three meetings)
 - 3 classified employees who work in the high school attendance area appointed by Local 1
 - 1 member appointed by the Special Education CAC
 - 1 member appointed by the District GATE Advisory Council
 - 1 member appointed by the Multilingual District Advisory Committee
 - 1 member of SSA appointed by SSA
 - 1 non school-based member of WCCAA appointed by WCCAA
 - 1 principal, (AP,VP or IS if principal not available) from each school in the high school attendance area
 - 1 realtor who lives / works in WCCUSD appointed by the Realtor's Association
 - 1 representative of Contra Costa Taxpayers association
 - 1 representative of Richmond Neighborhood Coordinating Council as appointed by the Chair
- Alternative schools (e.g. North Campus, Gompers, Vista High, Adult Education) will send a representative, either the principal or designee, to any *one* of the meetings *or* to the high school attendance area in which the alternative program is located)

Summary Committee Membership Table

Members	DeAnza	El Cerrito	Hercules	Kennedy	Pinole	Richmond	Total
Students	5	5	5	5	5	5	30
Parents	8	8	5	10	8	12	51
Teachers	8	8	5	10	8	12	51
Classified	3	3	3	3	3	3	18
Community Reps (includes representatives from Mayors and Supervisor)	4	5	3	4	5	6	27
CAC	1	1	1	1	1	1	6
MDAC	1	1	1	1	1	1	6
GATE	1	1	1	1	1	1	6
SSA	1	1	1	1	1	1	6
WCCAA	1	1	1	1	1	1	6
Principals	8	8	4	10	8	12	50
RNCC	1	1	1	1	1	1	6
Taxpayers	1	1	1	1	1	1	6
Realtors	1	1	1	1	1	1	6
Alternative Schools	1	1	0	1	1	0	4
Total	45	46	33	51	46	58	279

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Adopted School Consolidation Criteria

Essential Assumptions about School Consolidation in WCCUSD

- A. Student redistricting will be included in scenarios and if logistically possible will be adopted by the Board at the time of approving the closure plan.
- B. The timeline for decision-making cannot be extended.
- C. Closed facilities will be placed on the market for sale to pay off the District's debts dating back to the early 1990's – state loan, COPS loan, voluntary integration, IBM.
- D. State Budget crisis will push closures toward maximum number.
- E. School closure is Categorically Exempt from CEQA. But CEQA studies must be completed when, as a result of enrollment shifts, a school needs to add 10 classrooms or increases capacity by 25% - whichever is less.
- F. The District must add student enrollment capacity in order to close other schools – i.e. district must increase school size averages.

The criteria below are factors that the community committees and the expert group will use to evaluate proposals for consolidating and / or closing schools.

1. **Facility Condition.** Conditions include all items of the physical plant, playgrounds, accessibility and grounds. Only school facilities not previously modernized or recently constructed will be considered for closure. This would include the facilities in the various planning stages of Measure J.
2. **Enrollment.** School enrollment, current and projected, will serve one criteria. Board Policy 5116 establishes guidelines for school sizes below. Schools that are larger than minimum size at each level may also be considered for consolidation / closure.
 - a. Elementary: 450-800
 - b. Middle: 900-1200
 - c. High School: 1200-1800
3. **Low Capacity Utilization.** Site enrollment, current and projected, below optimal utilization will be one criterion for consolidation / closure. Schools considered for consolidation will be ranked using enrollment as a percent of student capacity of the facility.
4. **Available Capacity Within Family or Adjacent Family.** Schools considered for consolidation should be adjacent to other sites with available capacity. Adjacent sites must be expandable (have available land / space for classrooms), using modular building installations.
5. **Special Schools / Programs.** Where possible, special programs or schools will be consolidated into regular schools, program, or classes. For special education, this means moving more rapidly toward more inclusive practices. Alternative programs such as continuation schools, necessary small schools, pre-school and adult education

will be considered for consolidation into other buildings. Funding for QEIA and the transferability of those funds will also be a consideration.

6. **Grade Configurations.** In order to maximize the number of consolidations / closures, alternate grade configurations in addition to current grade configurations will be considered including K-8 and 6-12. Configuration changes must be cost neutral to the operating budget.
7. **Geographic Equity.** To the degree possible, consolidation / closure proposals will allow the district to operate schools / programs to serve the geographic areas of the district. Equity considerations include the distance from school, geographical limitations and safe paths to schools.
8. **Academic Performance.** Academic performance including API Scores and API Growth will be criteria in the consolidation / closure process. The faculty / staff of a high performing school that was closed could replace or augment the staff at a low performing school that remained open (subject to statute and collective bargaining agreement limitations). These decisions for school reconstitution would follow the decision of which school would be closed.
9. **Improved Conditions for Students / Student Mobility.** To the degree possible, school closure plans will include moving students from non-renovated to new or recently renovated facilities. Plans will be evaluated for the number of students moved.
10. **Financial Advantage.** Since school closure is one aspect of the overall financial solvency plan, closing schools on properties that will bring a greater market value will be a factor.