

**Friday Memo**  
**June 16, 2017**

**Upcoming Events – Matthew Duffy**

June 17: Juneteenth Parade and Festival, Cutting & Marina Way, 10:00 AM  
June 19: Summer School Begins  
June 19: Working Group on Defiance Suspensions, Kennedy Library, 12:00 PM  
June 19: Agenda Setting, Superintendent's Office, 3:30 PM  
June 19: Governance Subcommittee Meeting, Alvarado, 6:00 PM  
June 20: Solutions Team, UTR, 1:00 PM  
June 20: Facilities Subcommittee, FOC, 4:00 PM  
June 21: CBOC, FOC, 6:00 PM  
June 25: Young Scholars Black Tie Event, Richmond Country Club, 6:00 PM  
June 27: DBEC, Pinole Middle, 6:30 PM  
June 28: Board of Education Meeting, DeJean, 6:30 PM

**Bond Refunding – Sheri Gamba**

Staff has continued to work on the concept of refunding certain district bonds to achieve taxpayer savings and tax rate stabilization on the Measure J outstanding debt. To that end the Bond Finance Team has met and worked on an updated schedule for accomplishing the task. Attached is the schedule. KNN will provide information at an upcoming Facility Subcommittee meeting and Board meeting.

**Pinole Valley High School Update on Health Center – Nia Rashidchi**

During the June 14 Board meeting, there was a question posed about whether or not the PVHS Health Center was going to have staffing reductions for the 2017-18 school year.

We have checked in with Principal Kibby Kleiman and Assistant Principal Ryan Kolb. Both administrators confirm that there are no plans to reduce staffing at their Health Center.

**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.



## West Contra Costa Unified School District

2017 General Obligation Refunding Bonds

(June 12, 2017)

June 2017							July 2017							August 2017							September 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3						1			1	2	3	4	5						1	2	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30	31	24	25	26	27	28	29	30			
							30	31																			

Date	Activity	Responsibility
October 18 <sup>th</sup> & 19 <sup>th</sup> , 2016	<p><i>Presentation to Facilities and Finance Subcommittee regarding 2016 Refunding &amp; Restructuring Annual Report.</i></p> <p><i>Presentation to Board of Education regarding 2016 Refunding &amp; Restructuring Annual Report.</i></p>	All
November 16 <sup>th</sup> , 2016	<i>Board of Education provides direction to proceed and appoints financing team for proposed 2017 GO Refunding Bond issuance.</i>	All
March 28 <sup>th</sup> & 29 <sup>th</sup> , 2017	<p><i>Presentation to Facilities and Finance Subcommittee regarding Underwriter selection and update for 2017 GO Refunding Bonds.</i></p> <p><i>Presentation to Board of Education regarding Underwriter selection and update for 2017 GO Refunding Bonds.</i></p>	All
Friday, June 9 <sup>th</sup>	Financing Team Meeting	All
Week of June 26 <sup>th</sup>	Circulate drafts of preliminary official statement ("POS"), authorizing resolution and legal documents.	BC/DC
June - July 2017	Preparation of rating presentation.	MA
Tuesday, July 4 <sup>th</sup>	<i>Holiday: Independence Day (District Closed)</i>	D
Friday, July 7 <sup>th</sup>	Comments due on drafts of POS, authorizing resolution and legal documents.	All
Week of July 10 <sup>th</sup>	Circulate updated drafts of POS, authorizing resolution and legal documents.	BC/DC

<b>Date</b>	<b>Activity</b>	<b>Responsibility</b>
Week of July 17 <sup>th</sup>	Circulate draft rating presentation.  Schedule conference call to discuss rating strategy/key points of focus for upcoming rating meetings.	MA
<i>Tuesday, July 18<sup>th</sup>, 2017</i>	<i>Presentation to Facilities and Finance Subcommittee providing update for 2017 GO Refunding Bonds and financing timeline.</i>	<i>MA</i>
<i>Wednesday, July 19<sup>th</sup>, 2017</i>	<i>Presentation to Board of Education providing update for 2017 GO Refunding Bonds and financing timeline.</i>	<i>MA</i>
Monday, July 24 <sup>th</sup>	Précis and “near final” financing documents due for District Board meeting on August 9 <sup>th</sup> .	D/BC
<i>July 25<sup>th</sup> or July 26<sup>th</sup></i>	<i>Meetings with rating agencies.</i>	<i>All</i>
<i>Wednesday, August 9<sup>th</sup></i>	<i>Board of Education approves authorizing resolution, legal documents and POS.</i>	<i>All</i>
Wednesday, August 9 <sup>th</sup>	Receive ratings.	D, MA
Wednesday, August 9 <sup>th</sup>	Distribute near-final draft of POS.	DC
Thursday, August 10 <sup>th</sup>	Due Diligence call to review near-final draft of POS.	All
Friday, August 11 <sup>th</sup>	Post preliminary official statement.	D, DC
Week of August 14 <sup>th</sup>	Investor Outreach.	All
Tuesday, August 22 <sup>nd</sup>	Pre-pricing.	All
Wednesday, August 23 <sup>rd</sup>	Pricing.	All
<i>Monday, September 4<sup>th</sup></i>	<i>Holiday: Labor Day (District Closed)</i>	<i>D</i>
<i>Wednesday, September 6<sup>th</sup></i>	<i>Closing.</i>	<i>All</i>

---

District	=	West Contra Costa Unified School District
County	=	Contra Costa County
MA	=	(Municipal Advisor) KNN Public Finance
BC	=	(Bond Counsel) Nixon Peabody
DC	=	(Disclosure Counsel) Nixon Peabody
UW	=	(Underwriters) JP Morgan and Piper Jaffray
UWC	=	(Underwriter’s Counsel) Stradling Yocca Carlson & Rauth
PA	=	(Paying Agent) Bank of New York Mellon Trust
All	=	Working Group

**Public Records Request Log 2016 - 2017**  
**Week Ending June 15, 2017**

	<b>Date of Receipt</b>	<b>Requestor</b>	<b>Requested Records/Information</b>	<b>Current Status</b>
29	9/14/16	Matt Cagle American Civil Liberties Union	Surveillance Technology and Digital Searches beginning January 1, 2013 – Present	12/2/16 Documents sent via email 3/31/17 Documents sent via email 5/5/17 Documents sent via email  Gathering/Reviewing additional DOCs Response due by 6/9/2017
65	2/7/17	Casey Hazelhofer Law Offices of Young, Minney & Corr. LLP	All WCCUSD Elementary & Middle Schools Student Data, Enrollment, School Site Data	3/31/17 Documents sent via email  Gathering / Reviewing Additional DOCs
87	5/12/17	Dennis Clay	2006 Facilities Master Plan / 2000 Facilities Master Plan / Appendix Long Range Master Plan for WCCUSD	Gathering/Reviewing Documents
88	5/31/17	Simone Aponte KTVU News	Uniform Complaint Procedures Data	6/14/17 Documents sent via email  Gathering/Reviewing Additional DOCs Response due 6/19/17
90	6/6/17	George Aradi Fair Political Practices Comm.	Board Members Records	Gathering Documents
91	6/9/17	Mike Smith	Hillview School / El Sobrante – Last School Day in June of 1967	6/12/17 Response mailed No responsive records <b>COMPLETED</b>