

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
MEETING AGENDA
NOVEMBER 18, 2009**

BOARD AGENDA PACKETS AND INFORMATION:

Complete Board meeting packets are available for review at the Administration Building, the District's six high schools, and at public libraries throughout West County.

Complete Board agendas and packets are available online at: http://www.wccusd.net/board/APM_index.shtml

Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection in the District office located at 1108 Bissell Avenue, Richmond, CA 94801 during normal business hours. In addition, such writings and documents may be posted on the District's website as noted above.

VIEWING AND LISTENING TO THE BOARD MEETINGS:

Television:

Live television broadcast of regularly scheduled Board meetings is temporarily suspended due to construction at the Richmond Civic Center. Board meetings will be rebroadcast by the City of Pinole on PCTV Channel 26/28, the City of Richmond KCRT Channel 28 and the City of Hercules Cable Channel 28. Please check the city websites for local listings of rebroadcast schedules.

You may also find the complete meeting available on a tape-delay basis through the Richmond City Web Page at: <http://www.kcrt.com> within a few days of the recording date.

Radio:

Radio broadcast of regularly scheduled Board meetings is temporarily suspended.

Audio tapes of Board meetings are kept on file in the Communications Office, Room 215, 1108 Bissell Avenue, Richmond, CA 94801 (510-231-1132). The Board of Education would like to acknowledge the cities of Pinole and Richmond for their generosity in helping to televise WCCUSD Board of Education meetings.

ATTENDING BOARD MEETINGS:

The public is warmly invited to attend and participate in all WCCUSD Board of Education meetings.

Location: **LOVONYA DEJEAN MIDDLE SCHOOL
3400 MACDONALD AVENUE
RICHMOND, CA 94805**

Time: The **Board of Education's Open Session meeting will begin at 6:30 PM.** The Board will convene at **5:00 PM** in the Multi-Purpose Room to receive comments from anyone wishing to address the Board regarding closed session items (Exhibit A). The Board will then adjourn to closed session and reconvene in open session to address the regular agenda (Exhibits B-G) at 6:30 PM.

Special Accommodations: Upon written request to the District, disability-related modifications or accommodations, including auxiliary aids or services, will be provided. Please contact the Superintendent's Office at 510-231-1101 at least 48 hours in advance of meetings.

"of children be more careful than anything."
e.e. cummings

B. OPENING PROCEDURES

B.1 Pledge of Allegiance

B.2 Welcome and Meeting Procedures

B.3 Roll Call

B.4 Presentation of Student Board Representative Jiaqi Fan, Pinole Valley High School

Comment:

Student Board Representative Jiaqi Fan will be representing Pinole Valley High School at the Board of Education meeting on November 18, 2009. We would like to recognize and commend her participation.

Recommendation: For Information Only

Fiscal: None

B.5 Report/Ratification of Closed Session

* **B.6 Agenda Review and Adoption** (Public Comment)

* **B.7 Minutes:** November 4, 2009

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.

*CI **C.1 Contracted Services**

Comment:

Permission is requested of the Board of Education to approve the contracts for services as detailed, dated November 18, 2009.

Recommendation: Recommend Approval

Fiscal Impact: As noted per contracts summary

*CI **C.2 Grants/Awards/Agreements**

Comment:

Formal acceptance is requested from the Board of Education to accept the grants/awards/agreements, as dated November 18, 2009.

Recommendation: Recommend Approval

Fiscal Impact: As noted per grants summary

***CI C.3 Acceptance of Donations**

Comment:

The District has received donations as summarized dated November 18, 2009. The estimated values for any non-cash donations (as indicated by an asterisk) are those provided by the donor.

Recommendation: Recommend Approval

Fiscal Impact: As noted per donations summary

***CI C.4 Approval of Fund-Raising Activities**

Comment:

The planned fund-raising events for the 2009-10 school year are summarized as dated November 18, 2009.

Recommendation: Recommend Approval

Fiscal Impact: Additional revenue for schools

***CI C.5 Summary of Payroll and Vendor Warrant Reports**

Comment:

The summaries of Payroll and Vendor Warrants issued during the month of October, 2009.

Total of payroll warrants:	\$ 9,885,003
Total of vendor warrants:	\$19,778,732

Recommendation: Recommend approval of the payroll and vendor warrant reports

Fiscal Impact: As noted above

***CI C.6 Adoption of Resolution No. 52-0910 Replacement of Outdated Warrant**

Comment:

Government Code Section 29802(c) allows the governing board, by resolution, to order a replacement check be issued for a warrant that is stale dated. This resolution authorizes the issuance of a check to replace the outdated warrant for Michael Sumrall. Staff recommends replacement of the stale dated warrant.

Recommendation: Recommend approval to replace the outdated warrant

Fiscal Impact: No impact

***CI C.7 Notice of Completions: Bid E068186 Crespi Play Yard Resurfacing, J068164 DeAnza Portable Utility Installation, E068170 Coronado Window Replacement**

Comment:

A substantial Completion Notice has been received for:

Bid E068186, J068164, E068170.

Major construction projects are subject to acceptance by the governing board before a Notice of Completion can be processed, and final payment of the contract made. (BP 7470)

Staff recommends acceptance of the work completed by the following contractors:

OC Jones and Sons, Inc. E068186 Crespi Play yard Resurfacing
Bay Cities Paving & Grading, Inc. J068164 DeAnza Portable Utility Installation
Pinguelo Construction, Inc. E068170 Coronado Window Replacement

Recommendation: Recommend approval of these notices of completions

Fiscal Impact: None

***CI C.8 Acceptance of Contracts for Placement of Student Teachers**

Comment:

Teachers in this District provide supervision and evaluation for students seeking credentials to teach in California public school classrooms. These arrangements are made between the institution of higher education and the individual classroom teacher at no cost to the District.

Recommendation: Recommend Approval

Fiscal Impact: None

***CI C.9 Grant Application funded through the American Recovery and Reinvestment Act (ARRA) federal program and Resolution No. 50-0910 for ARRA**

Comment:

ARRA funds are time-limited and intended to enhance services to individuals in accordance with the ARRA principles of:

- a) Advancing California and local economic recovery through the maintenance and creation of jobs;
- b) Transparency in reporting and fiscal accountability; and
- c) One time investment in community projects with long term sustainable results.

This case service contract is designed to provide services through the West Contra Costa Unified School District-Transition Partnership Program (WCCUSD-TPP) to shared consumers of WCCUSD and the Department of Rehabilitation (DOR), Greater East Bay District, as an adjunct and enhancement to the

services already provided as part of the WCCUSD-TPP cooperative program. The intent of these services is to prepare and assist the individual(s) served to obtain and maintain meaningful employment.

Recommendation: Recommend Approval

Fiscal Impact: Grant Award of \$53,755.00

***CI C.10 Routine Personnel Changes - Certificated**

Comment:

Routine personnel changes include actions to hire, promote, or terminate certificated employees in accord with appropriate laws, established policies and procedures.

Recommendation: For Information Only

Fiscal Impact: None

***CI C.11 Approval of Superintendent and Board Members Attending California School Boards Association Annual Education Conference**

Comment:

Board Bylaw 9250 stipulates members of the board shall be reimbursed for allowable expenses incurred in attending any meetings or in making any trips on official business of the school district when so authorized in advance by the Board of Education. (Education Code 35044). Superintendent Harter and Board members have expressed interest in attending the California School Boards Association (CSBA) Annual Education Conference, to be held in San Diego. The conference dates are December 3 through 5, 2009 at the San Diego Convention Center. Expenses including registration, travel, food and lodging are estimated to total approximately \$1530.00 per person. Funds for Board travel and conference are budgeted and there is sufficient funding within that budget.

Recommendation: That the Board authorizes attendance at the CSBA Annual Education Conference 2009.

Fiscal Impact: General Fund

***CI C.12 Certification of Athletic Coaches – Fall Sports**

Comment:

Under California Education Code Section 5593, all athletic team coaches are required to be certified annually. Topics covered during the training include first aid, CPR, coaching techniques, adolescent psychology (as it relates to sports participation), and ethics. The lists of coaches from each of the high school for fall sports are provided.

Recommendation: Recommend Approval

Fiscal Impact: None

***CI C.13 LEA Plan Implementation with Contra Costa County Office of Education (CCCOE)**

Comment:

The Contra Costa County Office of Education (CCCOE) is partnering with the District to help monitor the full implementation of WCCUSD's Local Educational Agency (LEA) Plan. CCCOE will create monitoring tools, train district staff on the use of those tools, carry out site observations, gather data, help facilitate meetings with varied stakeholders, and provide feedback and recommendations for meeting state expectations.

Recommendation: Recommend Approval

Fiscal Impact: \$60,000 in categorical monies

***CI C.14 Ratification and Approval of Engineering Services Contracts**

Comment:

Contracts have been initiated by staff using previously qualified consulting, engineering, architectural, or landscape architectural firms to assist in completion of the referenced projects. Many of the firms are already under contract and the staff-initiated work may be an extension of the firm's existing contract with the District. Public contracting laws have been followed in initially qualifying and selecting these professionals.

Recommendation: Ratify and approve contracts as noted.

Fiscal Impact: Total for this action: \$53,000. Funding sources as noted

***CI C.15 Ratification and Approval of Negotiated Change Orders**

Comment:

Staff is seeking ratification of Change Orders on the following current District construction projects: Dover Elementary New Campus and Ford Elementary Demolition and Sitework. Change Orders are fully executed by the District upon signature by the Superintendent's designee. Board ratification is the final step required under state law in order to complete payment and contract adjustment.

Recommendation: Ratify and approve negotiated Change Orders as noted.

Fiscal Impact: Total ratification and approval by this action: (\$58,327).

***CI C.16 Compliance with the California Environmental Quality Act: Adopt Resolution No. 51-0910 Authorizing Adoption of a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Plan for and Approval of the Kennedy High School Fields Lighting Project**

Comment:

District staff retained PMC to prepare a study under the California Environmental Quality Act ("CEQA") to evaluate the possible environmental impact of the proposed Kennedy High School Athletic Field Lighting Project. PMC prepared and issued an Initial Study October 5, 2009. As part of the Initial Study the consultants completed a traffic impact analysis, noise impact analysis, and air quality impact analysis. The District held a public input meeting on April 23, 2009. The District has thoroughly

analyzed the environmental checklist to determine that the potential impacts from the Project could be mitigated to less than significant. The District issued the Notice of Intent to Adopt a Mitigated Negative Declaration and to hold a public hearing on November 18, 2009. The 30-day Public Comment period ended on November 4, 2009. The District has received one written comment to date, and no edits to the Initial Study were necessary to address the comment. In the event that the District receives any further written comments, the written comments and District's written responses to the comments, if any, will be made a part of the record at the Board meeting.

The Board recommendation includes the Initial Study, the Mitigated Negative Declaration, and responses to comments. Together these documents form the final Mitigated Negative Declaration, which is being provided under separate cover to the Board and will be available for viewing by the public on the District's website.

Recommendation: Adopt Resolution No.51-0910, Authorizing Adoption of a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Plan for and Approval of the John F. Kennedy High School Athletic Field Lighting Project.

Fiscal Impact: Full fiscal impact not known. Future projects will be presented for award. Projects will be funded from the Measure J Bond Fund.

D. AWARDS, RECOGNITIONS, AND REPORTS

*** D.1 Recognition of Margarita Vargas**

Comment:

On the night of October 24, 2009, WCCUSD Adult Education student and community resident Margarita Vargas, call 9-1-1 about the sexual assault that was taking place on the Richmond High School campus.

Recommendation:

That the Board recognize Margarita Vargas for standing up for what is right by calling 9-1-1 to report a crime taking place.

Fiscal Impact: None

*** D.2 Employee Service Anniversary Recognition**

Comment:

The West Contra Costa Unified School District employs 3,019 full and part-time staff members. Tonight the District honors its veteran employees who have reached milestone years for their service. It is with great honor and gratitude that we recognize these individuals by presenting them with service anniversary pins in the following categories:

- the 35-Year Service Pin Award to 9 staff;
- the 30-Year Service Pin Award to 28 staff,
- the 25-Year Service Pin Award to 29 staff,
- the 20-Year Service Pin Award to 64 staff.

It is ultimately the students who benefit from the relationships we have with our veteran staff members. Collectively this group represents more than 3,160 years of experience in serving the students.

Our school communities and the District are indeed fortunate to benefit from our veteran employees' wisdom and accumulated experience, which guide and inform our current and future work. Their dedication, caring, creativity, ingenuity, and resilience are an important part of what makes our District special.

Recommendation: Recognition; for board and public information

Fiscal Impact: None

* **D.3 2009 Adequate Yearly Progress (AYP) – Recognition of Schools**

Comment:

The No Child Left Behind Act of 2001 is Federal legislation that established an accountability program including AYP for all schools and Local Educational Agencies beginning with the 2002-2003 school year.

In order for a school to make AYP, it must achieve all of the schoolwide targets as well as targets for all numerically significant subgroups. AYP targets are set by the California Department of Education (CDE) for participation rate, percent proficient in English Language Arts and Math, Academic Performance Index (API) and graduation rate. A school may have as many as 46 AYP targets. A numerically significant subgroup is defined by CDE as any subgroup for which there are 100 valid scores or 50 valid scores comprising at least 15% of the valid scores for a school. Possible numerically significant subgroups include: African American, American Indian, Asian, Filipino, Hispanic, Pacific Islander, White, Socioeconomically Disadvantaged, English Learners and Students with Disabilities.

Tonight we recognize schools that met all subgroup and schoolwide AYP targets. The schools are:

Castro	Community Day	Fairmont	Gompers	Hanna Ranch	Kensington
Lake	Madera	Middle College	Montalvin	Murphy	Omega
Peres	Richmond	Riverside	Stege	Washington	

Recommendation: School Board recognition of schools meeting all 2009 AYP criteria.

Fiscal Impact: None

* **D.4 2009 Academic Performance Indices Growth (API) Targets – Recognition of Schools**

Comment:

The California Department of Education (CDE) sets API growth targets for all public schools annually and has computed Academic Performance Indices (APIs) for all public schools since 1999. California draws achievement information from state assessments to calculate one number called the API.

Seventeen of West Contra Costa Unified School District's schools increased their schoolwide API and met all of their subgroup and schoolwide growth targets.

In order for a school to make its API, it must achieve its schoolwide target as well as targets for all numerically significant subgroups. Any subgroup for which there are 100 valid scores or 50 valid scores

comprising at least 15% of the valid scores for a school is identified by CDE as a numerically significant subgroup. Possible numerically significant subgroups include: African American, American Indian, Asian, Filipino, Hispanic, Pacific Islander, White, Socioeconomically Disadvantaged, English Learners, and Students with Disabilities. Meeting the comparable improvement target means that each student subgroup in the school met its individual achievement goals.

Tonight we recognize the following schools:

Adams	Bayview	Coronado	Crespi	Dover
Downer	Grant	Hanna Ranch	Kensington	Lake
Madera	Middle College	Mira Vista	Montalvin	Stege
Stewart	Richmond			

Recommendation: Special recognition of schools on the California Department of Education’s Academic Performance Indices (API) for 2009.

Fiscal Impact: None

* **D.5 Awarding the Ed. Fund 2009-2010 Grants**

Comment:

Each fall, The Ed. Fund awards grants totaling nearly \$40,000 to teachers, principals, and other staff or community leaders in WCCUSD who have creative ideas for their schools. These grant recipients are leaders who go above and beyond the call of duty to serve our students. Projects range in content from poetry programs, after school video clubs, garden projects and debate teams, as well as more traditional literacy and math programs. No matter what the subject, each grant supports the standards and learning goals the District considers essential. With fresh ideas and innovative programs, these professionals ensure that the children in our community thrive.

The Ed. Fund is pleased to present to the Board of Education the recipients for the 2009-2010 school year.

Recommendation: For Information Only

Fiscal Impact: Benefit to the District

D.6 Standing Reports

Representatives of the following committees and employee unions are invited to provide a brief update to the Board. Representatives from these groups need to sign up to speak prior to the beginning of this item on the agenda by submitting a “Request to Address the Board” form. Five minutes may be allowed for each subcommittee or group listed below:

Academic Subcommittee	Public Employees Local 1
Bayside Parent Teacher Association	School Supervisors Association
Citizens’ Bond Oversight Committee	United Teachers of Richmond
Community Budget Advisory Committee	West Contra Costa Administrators Association
Facilities Subcommittee	
Ivy League Connection	

Safety Committee
Special Education Citizens Advisory Committee
Youth Commission

* **D.7 In Memory of Members of the School Community**

Comment:

The District would like to take time to recognize the contributions of members of our school community who have passed away. The District requests the community to submit names to be reported as a regular part of each agenda.

Sheryl Barksdale, secretary at Dover Elementary, passed way on November 2, 2009. Ms. Barksdale began working for the District in 1973 as a parent tutor. Most of her 36 years of service were at Dover Elementary where she held various classified positions and became the school secretary in 2006.

Our thoughts go out to the family and friends in the loss of their loved one.

Recommendation: For Information Only

Fiscal Impact: None

E. PUBLIC AND COMMITTEE COMMUNICATIONS
(Education Code 35145.5; Government Code 54950 et seq.)

* **E.1 Superintendent's Report**

* **E.2 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 agendized, but may refer these to staff for response and/or placement on future agendas.

F. ACTION ITEMS

* **F.1 Approval of Agreement with Local One (Part Two)**

Comment:

District and Local One Collective bargaining proposals were sunshined for the 2008-09 year. Tentative Agreement has been reached with representatives of Local One and was brought forward on October 21, 2009 for ratification by the Board. However, the Tentative Agreements regarding Article 16, Hiring Procedures, and Article 23, Reassignment, were inadvertently omitted from the packet. These provisions are now presented to the Board of Education for ratification.

School districts are required to publicly disclose the provisions of all collective bargaining agreements before they ratify an agreement. This ensures that the public is aware of the details associated with a tentative collective bargaining agreement before it becomes binding on the district

The Board will receive public comment on the proposed contract changes before the Board votes to ratify the Agreement.

We want to take this occasion to thank the representatives of both groups for their time and effort in reaching this accord.

Recommendation: Recommend that the Board of Education ratify the Tentative Agreements between the West Contra Costa Unified School District and Local One.

Comment: None

G. DISCUSSION ITEMS

* G.1 Review of Updated Seismic Vulnerability Study and Recommendation for Temporary Relocation of Portola Middle School

Comment:

Staff and consultant teams have studied the Portola Middle School site intensively over the last four years. The Portola Middle School upper campus area is underlain by historic landslide debris, which is potentially unstable in the event of a major earthquake. The California Geologic Survey has concurred with findings that an “earthquake-induced landslide hazard” exists at the site. The Division of State Architect (DSA) has notified the District that “The potential for landslide is such that the health and safety of the students is at risk and must be corrected.”

As part of the preparation of the District’s application for state funding under the Seismic Mitigation Program, DSA requested that the District complete an updated seismic evaluation using the procedures outlined in the ASCE-31 standards. The District retained Thornton Tomasetti, Inc. Structural Engineers to complete the updated study. **“Seismic Vulnerability Study: Portola Middle School Main Classroom Building,”** has been provided to the Board and is available for public review. The study confirms original student safety concerns and indicates potential collapse areas of the building in the event of a severe earthquake.

For several years the District has been actively working towards a permanent relocation of Portola Middle School and has completed Environmental Reviews of the proposed Castro site as the future home of the school. Full construction completion is not expected for 2-3 years for the Portola/Castro project. There is also a lawsuit pending under the California Environmental Quality Act challenging the decision to locate the middle school on the Castro site.

In February 2009, the Board approved the relocation of Portola to a temporary campus at El Cerrito High School where the temporary housing that was used during the reconstruction of ECHS remains. The Board approved a “mitigated negative declaration” approach to satisfy requirements under CEQA. In May 2009, staff brought a recommendation to extend the CEQA review to the level of a full Environmental Impact Review (EIR). The Board rejected that recommendation and directed to staff to further engage the

El Cerrito community. Two additional meetings were held during which community members and representatives from the City of El Cerrito expressed concern about the environmental impact of having the Portola students moved onto the El Cerrito High School campus. City officials advised the district that the potential impacts of the temporary relocation project would be challenged. The staff elicited opinions from our legal counsel that confirmed the low threshold of the fair argument standard, that if a lead agency is presented with opposition to a project they may have significant effect on the environment, that it shall prepare an EIR. The CEQA consultant, PMC, has recommended that the Board will need to authorize and complete a full EIR to accomplish the temporary relocation of the Portola students on the El Cerrito High School campus. The EIR process affords the district to weigh the impacts and the need to relocate Portola's campus, and make a finding of overriding consideration, to move the project forward.

Given the significant impacts of that approach, the high level of community resistance, and the time it will take to complete a full EIR, it is recommended that the Board consider the alternative of moving Portola students to the lower pad at the current Portola site. Staff has prepared updated cost estimates and timelines. These have been reviewed with the Board's Facilities Subcommittee and are attached.

Recommendation: That the Board review and discuss the temporary relocation of Portola students away from the current building and that Board agree to make a decision on where that temporary relocation will be at the December 9, 2009 meeting.

Fiscal Impact: Estimated costs for construction and leases will be determined by the decision made by the Board on December 9, 2009. Funded by the Measure J Bond.

H. UNFINISHED REQUESTS TO ADDRESS THE BOARD (continued from Item E)

I. COMMENTS OF THE BOARD OF EDUCATION AND SUPERINTENDENT

J. THE NEXT SCHEDULED BOARD OF EDUCATION MEETING

Lovonya DeJean Middle School – December 9, 2009

K. ADJOURNMENT

At 10:00 PM, any items remaining on the agenda that require immediate attention will be moved to this time. All other items will be tabled to another or the following Board meeting in order to make fair and attentive decisions. The meeting will adjourn at 10:30 PM. The meeting may be extended by a majority vote of the Board of Education.

The public may address items which are marked with an asterisk (*).

A. CLOSED SESSION

A.1 CALL TO ORDER

A.2 DISCLOSURE OF ITEMS TO BE DISCUSSED IN CLOSED SESSION
(Government Code 54957.7)

A.3 RECESS TO CLOSED SESSION AS SCHEDULED

See Exhibit A

(Government Code Section 54954.5)

The **Open Session** will resume at the end of the **Closed Session** in the Multi-Purpose Room at approximately **6:30 PM**.

EXHIBIT A

(Government Code Section 54954.5)

CLOSED SESSION AGENDA

November 18, 2009

1. CONFERENCE WITH REAL PROPERTY NEGOTIATOR

2. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

[Government Code Section 54956.9(a)]

1. WCCUSD v. RDS Architects
2. Srago v. WCCUSD

3. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED/POTENTIAL LITIGATION

[Government Code Section 54956.9(b)]

Four cases

4. LIABILITY CLAIMS (Government Code Section 54956.95)

5. CONFERENCE WITH LABOR NEGOTIATORS

a. Superintendent/Dr. Bruce Harter

b. Employee Organizations

- UTR
- Local One
- School Supervisors Association
- WCCAA

- c. Unrepresented Employees
 - Confidential and Management

6. PUBLIC EMPLOYEE APPOINTMENT

7. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)

8. STUDENT DISCIPLINE (Education Code Section 35146)

- a. Expulsions

9. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT
(Government Code Section 54957)

- a. Classified employee termination

10. REPORT OF CLOSED SESSION ACTIONS