WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION MEETING AGENDA DECEMBER 8, 2010

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: www.wccusd.net/Documents/Board/boardinformation.aspx

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 THE BOARD MEETINGS:

Television:

Live television broadcast of regularly scheduled Board meetings is available 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 broadcast 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.

Audio tapes of Board meetings are kept on file at the Administration Building, 1108 Bissell Avenue, Richmond, CA 94801 (510-231-1101).

The Board of Education would like to acknowledge Comcast, the cities of Pinole and Richmond, and WCCUSD staff for their generosity and efforts 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

5:30 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.

B. OPENING PROCEDURES

- **B.1** Swearing In of Board Members
- **B.2** Pledge of Allegiance
- **B.3** Welcome and Meeting Procedures
- **B.4** Annual Organization Meeting

Comment:

Board Bylaw 9100 governs the dimensions of the annual organization meeting. At this meeting, the Board shall:

Elect a president and a clerk from its members.

Appoint a secretary to the Board.

Authorize signatures.

Develop a schedule of regular meetings for the year.

Develop a Board calendar for the year.

Designate Board representatives.

Board policy does not detail procedure for nomination and election of Officers. The Brown Act precludes board members from discussing their vote outside of board meetings with more than one other board member. Nominations for the office of President will be made by any board member without requiring a second after which a roll call vote will be taken. Tie votes will be resolved by a run-off vote. Following the election of the President, the same procedure will be repeated for the office of Clerk.

Recommendation:

That the Board:

- 1. Elect a president and clerk;
- 2. That the Board use a separate motion to approve the following routine matters:

Appoint the Superintendent as Secretary to the Board as prescribed by law;

Authorize the President of the Board to sign documents for the Board and for the Clerk to sign documents in the absence of the President;

Affirm the previously adopted schedule of regular meetings in 2011 including: January 5, January 19, February 2, February 16, March 3, March 16, April 13, May 4, May 18, June 1, June 29, July 13, July 27; and

Adopt the following additional dates for meetings in 2011: August 17, September 7, September 21, October 5, October 19, November 2, November 16, December 7.

Establish a Board calendar for 2011 that includes:

Budget Hearing, June 1 Budget Adoption, June 29 Superintendent Evaluation, October 19 Annual Organization Meeting, December 7 3. That the Board make appointments for the committees listed below:

Board Facilities Subcommittee

Board Academic Subcommittee

Citizens Budget Advisory Committee

Citizens Bond Oversight Committee

District Safety Committee

Youth Commission

Fiscal Impact:

None

B.5 Roll Call

B.6 Presentation of Student Board Representative from Richmond High School

Comment:

A Student Board Representative from Richmond High School will attend the Board of Education meeting on December 8, 2010. We would like to recognize and commend their participation.

Recommendation:

For Information Only

Fiscal Impact:

None

- **B.7** Report/Ratification of Closed Session
- * B.8 Agenda Review and Adoption (Public Comment)
- * **B.9 Minutes:** November 17, 2010

C. <u>BUSINESS ITEMS</u>

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 Acceptance of Grants/Awards/Agreements

Comment:

Formal acceptance is requested from the Board of Education to accept the grants/awards/agreements, as detailed, dated December 8, 2010.

Recommendation:

Recommend Approval

Fiscal Impact:

As noted per grants summary

*CI C.2 Acceptance of Donations

Comment:

The District has received donations as detailed, dated December 8, 2010. Staff recommends acceptance of these donations.

Recommendation:

Recommend Approval

Fiscal Impact:

As noted per donations summary

*CI C.3 Approval of Fund-Raising Activities

Comment:

The planned fund-raising events for the 2010-11 school year are detailed, dated December 8, 2010.

Recommendation:

Recommend Approval

Fiscal Impact:

Additional revenue for schools

*CI C.4 Summary of Payroll Warrant Reports

Comment:

The summaries of payroll warrants issued during the month of November, 2010 are:

Total of payroll warrants: \$9,674,472.00

Recommendation:

Recommend approval of the payroll warrant reports

Fiscal Impact:

As noted above

*CI C.5 Adoption of Retiree Benefit (CalPERS) Resolutions No. 35-1011; 36-1011; 37-1011; 38-1011; and 39-1011

Comment:

Due to the complexity of last year's changes to retiree benefit programs CalPERS has requested resolutions clarifying the benefit rate status of retirees who are subject to the Blue Shield + 10% cap.

No. 35-1011: Unrepresented retiring January 1, 2007 – December 31, 2008

No. 36-1011: Confidentials retiring January 1, 2007 – June 30, 2010

No. 37-1011: Local 1 retiring January 1, 2007 – June 30, 2010

No. 38-1011: West Contra Costa Administrators Association retiring January 1, 2007 – June 30, 2010

No. 39-1011: School Supervisors Association retiring January 1, 2007 – June 30, 2010

All other resolutions for rates of employees and retirees are in place and require no further action at this time.

Recommendation:

Recommend approval of CalPERS resolutions

Fiscal Impact:

None

*CI C.6 Certificated Board Authorization - Education Code 44258

Comment:

Under Ed. Code 44258, a teacher who is authorized for single subject instruction may be assigned, with his consent, to teach any subject in his authorized fields at any grade level.

Recommendation:

Recommend Approval

Fiscal Impact:

None

*CI C.7 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.8 Routine Personnel Changes – Classified

Comment:

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

Recommendation:

For Information Only

Fiscal Impact:

None

*CI C.9 Certificated Provisional Internship Permit (PIP) Request(s)

Comment:

The Provisional Internship Permit (PIP) was created in response to the phasing out of emergency permits and became effective on July 1, 2005. It allows an employing agency to hire an individual who has not yet met the subject matter competence requirement needed to enter an internship program. Prior to requesting a PIP, the employing agency must verify that a diligent search has been made, and a fully credentialed teacher cannot be found. The PIP is issued for one (1) year and is renewable one time only provided the teacher has taken all appropriate subject matter examinations, but has not yet passed those tests.

Recommendation:

Recommend Approval

Fiscal Impact:

None

*CI C.10 Approval of the Following Reclassification and New Job Descriptions: Procurement and Training Technician

Disaster Preparedness/Safety Coordinator

Comment:

The job descriptions for Procurement and Training Technician and Disaster Preparedness/Safety Coordinator are presented. The job descriptions have been approved by Local One and SSA.

Recommendation:

Recommend Approval

Fiscal Impact:

None

*CI C.11 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: \$ 308,825. Funding sources as noted.

*CI C.12 Ratification and Approval of Negotiated Change Orders

Comment:

Staff is seeking ratification of change orders on the following current District construction projects: Ford Elementary New Campus; Dover Elementary New Campus; Grant Elementary Emergency Repair Program Renovations; Richmond College Prep Modulars; Nystrom Elementary New Multipurpose Building; King Elementary New Campus; Richmond HS Emergency Repair Project; and, Pinole Middle School Main Building Renovations. 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 negotiated Change Orders as noted

Fiscal Impact:

Total ratification and approval by this action: \$367,603.38

*CI C.13 Pinole Valley High School Architectural Services Contract

Comment:

At the meeting of October 6, 2010, the Board approved the Master Plan for the Reconstruction of Pinole Valley High School. This project has the strong support of the school and the City of Pinole. The plan has been presented to the city council and in a recent community meeting to project neighbors. The Board has previously authorized Master Planning services for WLC Architects as a part of the Measure J Bond program. WLC Architects has recently been reconfirmed as a qualified architectural firm for Measure D 2010 projects. It is recommended that WLC Architects be approved as the architect of record for this project.

At this time it is appropriate to proceed with the project and authorize preparation of full construction documents and construction administration services. This will allow the District to be ready for construction at the site beginning in 2013, in accordance with the preliminary project schedule approved as a part of the Master Plan.

The fee for architectural services is inclusive of phased construction. It includes document packages and construction phase services for five project increments: Temporary Housing Campus Utilities and Buildings; Demolition of Existing Campus; New Campus Construction; Removal of Temporary Campus; and Sports Fields, Parking and Courts. The proposed fee totals approximately 9% of the total construction cost of the project and is within the guidelines of the District for this time of project.

Recommendation:

Authorize Architectural Services Contract to WLC Architects.

Fiscal Services:

\$8,451,539. Funded from the Measure J Bonds.

*CI C.14 Approval of Contract for Furniture, Setup and Installation at M.L. King Elementary School

Comment:

The construction of the new campus at Martin Luther King Elementary School is nearly complete. The next step for the District is to purchase new furniture for the school. The District has prepared preliminary furnishing criteria with classroom configurations, specialty spaces including pre-school, special education, admin furnishings, library, offices and staff work areas. New furnishings will be comparable to those installed in our other completed elementary sites, most recently for Downer Elementary.

The District engaged in a public bid process, using its preliminary furnishing criteria, to select the vendor for this contract. Public bids were opened on November 30, 2010. Two vendors submitted bids. They are as follows: Young Office Solutions for \$254,024.49 and Contrax Furnishings for \$486,023.66. Young Office Solutions appears to be the lowest responsive, responsible bidder.

Recommendation:

Award contract to lowest responsive, responsible bidder for King Elementary School furniture, setup and installation.

Fiscal Services:

\$254,024.49. Funded by the Measure J Bond.

*CI C.15 Resolution No. 40-1011: Authorizing Repairs to Fire Damage at DeAnza High School Without Competitive Bidding

Comment:

The DeAnza High School suffered extensive fire damage. This has placed undue burden on the school site, the staff, and the students of the district. Staff has determined that the bidding requirements of Public Contract Code Section 20111 will significantly delay the repairs of the school site.

Recommendation:

Recommend approval of Resolution No. 40-1011

Fiscal Impact:

Insurance Funds

*CI C.16 Citizens' Bond Oversight Committee (CBOC) Appointment: Charlene Raines Appointed by Board Member Ramsey

Comment:

Under the current administrative regulations governing the Citizens Bond Oversight Committee, there is a CBOC member appointed by each school board member. Board member Ramsey's position is vacant. Mr. Ramsey has forwarded a recommendation that Charlene Raines, former city council member from Hercules be appointed to the Citizens Bond Oversight Committee.

Recommendation:

Approve appointment as noted

Fiscal Services:

None

*CI C.17 Citizens' Bond Oversight Committee (CBOC) Appointment: Brant Fetter Appointed by the Superintendent

Comment:

Under the current administrative regulations governing the Citizens' Bond Oversight Committee, there is a CBOC member appointed by the Superintendent. Superintendent Harter has forwarded a recommendation that Brant Fetter, parent / guardian, be appointed to the Citizens Bond Oversight Committee.

Recommendation:

Recommend Approval

Fiscal Impact:

None

*CI C.18 Resolution No. 34-1011: Certificate of Signatures

Comment:

School districts are required to hold an annual organizational meeting in December to adopt a new Certification of Signatures. The effective period of the resolution should be the date of the organizational meeting per Educational Code Sections: K-12 Districts 42632, 42633, and 44843.

Recommendation:

Recommend Approval

Fiscal Services:

None

*CI C.19 LEA Plan Implementation with Napa/Solano/Contra Costa County Educational Collaborative

Comment:

The Napa/Solano/Contra Costa County Educational Collaborative is partnering with the District to help continue monitoring the full implementation of WCCUSD's Local Educational Agency (LEA) Plan. The collaborative will help 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 Services:

\$62,498 in categorical monies

*CI C.20 Approval of Resolution No. 33-1011 In Support of Full State Funding of County Mental Health Services for Children with Disabilities (AB 3632)

Comment:

The West Contra Costa Unified School District supports appropriate state and federal funding for the costs to school districts to provide special education services to children with disabilities in accordance with state and federal mandates. In recent years, special education funding has not kept pace with the escalating costs. Since special education services are an entitlement for each child with a disability, local districts must utilize general fund revenues to meet the excess costs.

The Governor's recent veto of funding to provide county mental health services consistent with AB 3632 to our children with disabilities will mean even greater increased costs to school districts if not reversed.

The proposed resolution for the Board's consideration urges the Governor and State Legislature to provide full funding for AB 3632 mental health services for children with disabilities.

Recommendation:

Recommend Approval

Fiscal Services:

\$500,000 - \$700,000 if services must be provided by the District

D. <u>AWARDS, RECOGNITIONS, AND REPORTS</u>

* D.1 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
Bayside Parent Teacher Association
Citizens' Bond Oversight Committee
Community Budget Advisory Committee
Facilities Subcommittee
Ivy League Connection
Linked Learning – Multiple Pathways
Safety Committee
Special Education Citizens Advisory Committee
Youth Commission

Public Employees Local 1 School Supervisors Association United Teachers of Richmond West Contra Costa Administrators Association

* D.2 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.

Barbara Chriss worked for the District from 1970 through 2006 and passed away on November 6, 2010. She served as principal of Kensington Elementary and later a director in the academic and instruction department. She left the District in 1994 to take a principal position in Sausalito but returned a few years later as an administrator in the special education department. Upon retirement, she worked part time as a speech therapist until 2010.

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. <u>ACTION ITEMS</u>

* F.1 First Interim Report, 2010-2011

Comment:

Presented is the District's First Interim Report for 2010-2011, which covers the financial and budgetary status of the District for the period ended October 31, 2010.

Education Code Section 4230 requires school districts to prepare interim financial reports each year. The First Interim Report covers the period ending October 31; the Second Interim Report covers the period ending January 31. These financial reports are subject to standards and criteria adopted by the State Board of Education to monitor the fiscal stability of local educational agencies.

The District shall certify whether it is able to meet its financial obligations for the current fiscal year and, based on current forecasts, for the two subsequent fiscal years. A positive certification shall be

assigned when a district will meet its financial obligations for the current fiscal year and subsequent two fiscal years. A qualified certification shall be assigned when a district may not meet its financial obligations for the current fiscal year and subsequent two fiscal years. A negative certification shall be assigned when a district will be unable to meets its financial obligations for the remainder of the fiscal year.

Recommendation:

Recommend approval of the First Interim Report for 2010-2011

Fiscal Impact:

Positive Budget Certification

* F.2 Single Plans for Student Achievement (SPSAs)

Comment:

The Single Plan for Student Achievement serves as a vehicle for communicating information about a school's vision, initiatives to improve academic achievement, as well as a description of how supplemental categorical funds from the Consolidated Application are used to support these efforts. School plans describe legally-mandated requirements and comprehensive programmatic information that includes:

- a description of how parents are involved in the school program;
- Adequate Yearly Progress (AYP) data analysis and assessment of student learning;
- an action plan for improving student achievement and closing the achievement gap;
- a plan to improve attendance; and
- a plan to promote a safe, welcoming and disciplined learning environment.

Training and support are provided to assist schools in using the template, analyzing data and completing the SPSAs. The plans are developed and approved by the School Site Councils (SSCs). The plans are available for review on the District website and at the Educational Services Department located at the Vista Campus.

Recommendation:

Recommend Approval

Fiscal Impact:

Categorical revenue

* F.3 Call for Nominations for California School Boards Association (CSBA) Delegate Assembly

Comment:

The California School Boards Association is accepting nominations for its Delegate Assembly. Delegates will serve a two-year term beginning April 1, 2011 through March 31, 2013 and are required to attend two meetings each year. There are two delegates in Region 7, Sub-Region 7-A, whose terms expire in 2011.

Recommendation:

To discuss and ascertain if the West Contra Costa Unified School District (WCCUSD) Board of Education will nominate additional delegates for the CSBA Delegate Assembly.

Fiscal Impact:

None

G. <u>DISCUSSION ITEMS</u>

* G.1 Student Reassignment for Lake and Shannon Elementary Schools

Comment:

In February 2009, the Board approved a comprehensive school closure plan. Over the previous six years, enrollment in WCCUSD had declined by more than 5,000 students and the District could no long afford to operate as many schools as it had in the past. The closure plan included a phased closure for schools. Shannon Elementary was scheduled to be closed at the end of the 2010-11 school year. The City of San Pablo contributed operating funds to keep Lake Elementary open for both the 2009-10 and 2010-11 school years.

WCCUSD staff has developed reassignment plans for both schools. Students who currently attend Lake and live in the Lake attendance area would be assigned to one of three schools, Bayview Elementary, Highland Elementary or Dover Elementary. Students who currently attend Shannon and who live in the Shannon attendance area would be reassigned to Collins Elementary, Tara Hills Elementary or Montalvin Manor Elementary. Students who have transferred into either Lake or Shannon would be reassigned to their home attendance area schools.

In order to develop the best reassignment plans possible, District staff held parent meetings at both Lake and Shannon schools and invited parents from those schools as well as the schools where those students will be transferred. Staff provided information about the new proposed attendance areas and solicited feedback from parents as well as provided information about the timeline for the intradistrict transfer process.

Staff will use the information gathered from parents to revise the student assignments plans and bring those plans back to the Board for final approval on January 5, 2011.

Recommendation:

That the Board reviews the initial reassignment plans for Lake and Shannon.

Fiscal Impact:

Estimated net savings of \$600,000 annually as a result of closing Lake and Shannon.

* G.2 Shining Crescent Charter School, K-8

Comment:

Shining Crescent Charter School submitted a petition to West Contra Costa Unified School District (WCCUSD) on November 18, 2010 to establish an independent charter school. Pursuant to the Charter School Act of 1992 (the "Act"), Education Code Section 47600 et seq., the Legislature has charged local school boards with the responsibility of reviewing and acting on petitions for charter schools.

Education Code section 47605(b) requires the Board, within 30 days of submission of the petition, to hold a public hearing to receive public comment on the Petition. That is the purpose of this agenda item.

The Act also requires the Board to either grant or deny the Petition within 60 days of submission. Staff and legal counsel are receiving and analyzing information related to the Petition, as well as the operation and potential effects of the proposed charter school, and will make a recommendation as to the petition at a subsequent board meeting.

Recommendation:

Public hearing only at this time

Fiscal Services:

To be determined

- 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 – January 5, 2011

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 (*).

Agenda Item: A

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

EXHIBIT A

(Government Code Section 54954.5) CLOSED SESSION AGENDA

December 8, 2010

- 1. CONFERENCE WITH REAL PROPERTY NEGOTIATOR
- 2. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION [Government Code Section 54956.9(a)]
 - 1. Srago v. WCCUSD
 - 2. WCCUSD v. Orrick
- 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. Certificated employee dismissal
- 10. REPORT OF CLOSED SESSION ACTIONS