

**NOTICE OF SPECIAL MEETING  
WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**Monday  
April 6, 2009  
7:00 PM**

**Lovonya DeJean Middle School  
Multi-Purpose Room  
3400 Macdonald Avenue  
Richmond, CA 94805**

**AGENDA**

The **Board of Education's Open Session meeting will begin at 7:00 PM.** The Board will convene at **6:30 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-E) at 7:00 PM.

**B. Call to order**

\* **C. K-3 Class Size Reduction Program (CSR)**

Comment:

The 2009-10 Budget which was adopted by the State Legislature includes a major change in the K-3 Class Size Reduction Program (CSR). The new implementation language provides a window for alternative implementation of Class Size Reduction that still provides smaller class sizes than required by the Education Code, yet can save substantial money for cash strapped districts.

The Second Interim Report, financial statements as of January 31, 2009, indicates the district will be facing an estimated \$25.7 million deficit. This would render the district unable to meet the required reserve. Technically, this fact would cause the district to certify the financial statements as "negative". With the uncertainty surrounding the budget at that time we forged forward with a "qualified" statement. This was done with the knowledge that progress would need to be made to close the budget gap as we approached the Third Interim report and budget adoption for 2009-10.

A part of the solution for the severe revenue cuts imposed by the State has come imbedded in the same State budget. The State has made significant allowances for school boards to utilize restricted funding to backfill cuts (Tier III flexibility), and to modify the funding model of the K-3 Class Size Reduction program.

Due to the severity of fiscal issues facing the District, staff recommends the option with greatest savings.

Recommendation: Recommend Option Four

Fiscal Impact: Savings of \$4,000,000

\* **D. Resolution No. 78-0809: Authorization to Eliminate Classified Positions and Layoff Classified Employees**

Comment:

A lack of work and/or funds necessitates the elimination of the classified positions.

Recommendation: Recommend Approval

Fiscal Impact: \$463,300 Related to school closure (included in savings already projected)

\$155,300 Food Service Fund

\$162,300 Tier III Flexibility (included in transfer)

\$214,300 Adult Education Fund/Tier III Flexibility (included in transfer)

\$206,576 General Fund & Maintenance

\$205,400 Special Education-reduces contribution needed from General Fund

**E. Adjournment**

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

*The Governing Board welcomes and encourages public comment. Members of the public may comment on items included on this agenda; however, we ask that you limit your comments to 2 minutes so that as many as possible may be heard. The total time for public comment for each item is limited to no more than 30 minutes. (Education Code §35145.5, Government Code §54954.3)*

**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.*

**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 **7:00 PM**.

**EXHIBIT A**

(Government Code Section 54954.5)

**CLOSED SESSION AGENDA**

**April 6, 2009**

**1. 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

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
1108 Bissell Avenue  
Richmond, California 94801-3135  
Office of Superintendent of Schools

**ITEM REQUIRING ATTENTION---BOARD OF EDUCATION**

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**To:** Board of Education *dy* **Meeting Date:** April 6, 2009

**From:** Sheri Gamba, Assoc. Supt., Business Services **Agenda Item:** C.

**Subject:** K-3 Class Size Reduction Program (CSR)

**Background Information:** The 2009-10 Budget which was adopted by the State Legislature includes a major change in the K-3 Class Size Reduction Program (CSR). The new implementation language provides a window for alternative implementation of Class Size Reduction that still provides smaller class sizes than required by the Education Code, yet can save substantial money for cash strapped districts.

The Second Interim Report, financial statements as of January 31, 2009, indicates the district will be facing an estimated \$25.7 million deficit. This would render the district unable to meet the required reserve. Technically, this fact would cause the district to certify the financial statements as "negative". With the uncertainty surrounding the budget at that time we forged forward with a "qualified" statement. This was done with the knowledge that progress would need to be made to close the budget gap as we approached the Third Interim report and budget adoption for 2009-10.

A part of the solution for the severe revenue cuts imposed by the State has come imbedded in the same State budget. The State has made significant allowances for school boards to utilize restricted funding to backfill cuts (Tier III flexibility), and to modify the funding model of the K-3 Class Size Reduction program.

Due to the severity of fiscal issues facing the District, staff recommends the option with greatest savings.

**Recommendation:** Recommend Option Four

**Fiscal Impact:** Savings of \$4,000,000

DISPOSITION BY BOARD OF EDUCATION

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Tabled \_\_\_\_\_

West Contra Costa Unified School District  
 K-3 Class Size Reduction Program  
 April 6, 2009

The 2009-10 Budget which was adopted by the State Legislature includes a major change in the K-3 Class Size Reduction Program (CSR). The new implementation language provides a window for alternative implementation of Class Size Reduction that still provides smaller class sizes than required by Education Code, yet can save substantial money for cash strapped districts.

The K-3 CSR program is considered a Tier I program, meaning that the funding is not scheduled to be reduced, nor can it be used for other purposes. The difference between it and the other programs in Tier I resides in the implementation language now in law. The enactment of this new K-3 CSR language is embedded in the budget act specifically because of the funding cuts that districts are facing. By taking advantage of the alternative implementation models, the District can save substantial funds which help to offset the deficit spending in 2009-10.

Under the previous program implementation language, penalties were applied as follows

<u>Class Size</u>	<u>Reduction (Penalty) %</u>
20.45 to 20.94	20%
20.95 to 21.44	40%
21.45 to 21.84	80%
21.85 and over	100%

The new program provides the following

<u>Class Size</u>	<u>Reduction (Penalty) %</u>
20.45 to 21.44	5%
21.45 to 22.44	10%
22.45 to 22.94	15%
22.95 to 24.94	20%
24.95 or more	30%

Based upon enrollment estimates for the 2009-10 school year, savings can be captured by implementing Class Size Reduction using the following options. Staff recommends implementing Class Size Reduction reflected in Option Four of the table below.

	<u>Implementation Levels</u>	<u>Savings</u>	<u>FTE</u>
Option One	Grades K through 3 at 24:1	\$1,840,000	84.0
Option Two	Grades K, 1 and 2 at 20:1, Grade 3 at 28:1	\$2,200,000	43.0
Option Three	Grade K at 24:1, Grades 1 and 2 at 20:1, Grade 3 at 28:1	\$2,950,000	67.0
Option Four	Grades K and 3 at 28:1, Grades 1 and 2 at 20:1	\$4,000,000	94.0

West Contra Costa Unified School District  
1108 Bissell Avenue  
Richmond, California 94801  
Office of the Superintendent

**ITEM REQUIRING ATTENTION---BOARD OF EDUCATION**

**To:** Board of Education

**Meeting Date:** April 6, 2009

**From:** Jessica R. Romeo,  
Assistant Superintendent Human Resources

**Agenda Item:** D.

**Subject:** Resolution No. 78-0809: Authorization to Eliminate Classified Positions and Layoff Classified Employees

**Background Information:**

A lack of work and/or funds necessitates the elimination of the attached classified positions.

See attachment "A".

**Recommendation:** Recommend Approval

**Fiscal Impact:** \$463,300 Related to school closure (included in savings already projected)  
\$155,300 Food Service Fund  
\$162,300 Tier III Flexibility (included in transfer)  
\$214,300 Adult Education Fund/Tier III Flexibility (included in transfer)  
\$206,576 General Fund & Maintenance  
\$205,400 Special Education – reduces contribution needed from General Fund

**DISPOSITION BY BOARD OF EDUCATION**

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Approved \_\_\_\_\_

Not Approved \_\_\_\_\_

Tabled \_\_\_\_\_

<b>School Closure Positions</b>	<b>FTE</b>	<b>Estimated Savings</b>
Attendance Clerk	1	\$48,000
Custodial Supervisor/Jr. High	1	\$63,000
Information Literacy Asst.	1	\$52,000
Office Manager/Middle School	1	\$59,000
School Secretary I	2	\$101,000
Secondary Site Supervisor	.53	\$21,000
Student Supervisor	1	\$47,300
Typist Clerk I	.54	\$30,000
Typist Clerk II Bilingual	1	\$42,000
Total		\$463,300.00
	<b>9.07</b>	These savings are included in the net school closure estimates.
<b>Food Service Workers</b>		
Cafeteria Cook/Manager	1	\$44,800
School Lunch Cashier	.47	\$11,900
School Lunch Worker I	2.28	\$61,900
Food Service Aide/Clerk	.84	\$22,800
Food Service Aide	.40	\$13,900
		\$155,300.00
	<b>4.99</b>	Savings are in the Food Service Fund – no general fund impact.
<b>Tier III Reduction</b>		
School Community Outreach	<b>4</b>	\$162,300
		Savings are in Tier III Flex Transfer
<b>Adult Ed. Program (Tier III)</b>		
Administrative Office Mgr.	1	\$54,500
Attendance Clerk	1	\$41,600
Typist Clerk I Bilingual	1	\$39,400
Typist Clerk II	2	\$78,800
		\$214,300.00
	<b>5</b>	Savings are in Tier III Flex Transfer
<b>Budget Reduction</b>		
Receptionist	1	\$52,600
Sr. Administrative Asst.	1	\$76,000
Typist Clerk III	1	\$19,700
Electrical Supervisor	1	\$69,200
Asst. Supervisor Veh. Garage	1	\$65,000
	<b>5</b>	\$206,576.00
		<b>Savings to General Fund</b>
<b>Special Education</b>		
Instructional Aide	.40	\$9,300
Instructional Assistant SpEd	4.40	\$103,200
Special Education Asst.	2.66	\$92,900
	<b>7.46</b>	\$205,400.00
		<b>Savings in Special Education</b>

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
RESOLUTION NO. 78-0809  
AUTHORIZATION TO ELIMINATE CLASSIFIED POSITIONS  
AND LAY OFF CLASSIFIED EMPLOYEES**

WHEREAS, it is necessary, because of lack of work and/or funds, to eliminate certain classified positions of the District; and

WHEREAS, certain services performed by a classified employees are being eliminated;

NOW, THEREFORE, BE IT RESOLVED that the following positions should be eliminated as of June 30, 2009:

**Eliminate:**

Attendance Clerk	2.00 FTE
Cafeteria Cook/Manager	1.00 FTE
Information Literacy Assistant	1.00 FTE
Custodial Supervisor, Jr. High	1.00 FTE
Office Manager/Middle School	1.00 FTE
School Lunch Cashier	.47 FTE
School Lunch Worker I	2.28 FTE
School Secretary I	2.00 FTE
Secondary Site Supervisor	.53 FTE
Student Supervisor	1.00 FTE
Typist Clerk II Bilingual	1.00 FTE
Food Service Aide/Clerk	.84 FTE
Food Service Aide	.40 FTE
Typist Clerk I	.54 FTE
Employment Spe. Ed Specialist	1.20 FTE
Administrative Office Manager	1.00 FTE
School Community Outreach	4.00 FTE
Asst. Supervisor, Vehicle Garage	1.00 FTE
Electrical Supervisor	1.00 FTE
Communication System Operator/ Receptionist	1.00 FTE
Typist Clerk III	.50 FTE
Typist Clerk II	2.00 FTE
Typist Clerk I Bilingual	1.00 FTE
Instructional Aide	.40 FTE
Instructional Assistant Sp. Ed	4.40 FTE
Special Education Assistant	2.66 FTE

BE IT FURTHER RESOLVED that the Superintendent hereby authorizes a notice of lay off to affected employees as required by law.

BE IT ALSO RESOLVED that the positions enumerated above being eliminated effective June 30, 2009.

**AND**



WHEREAS, it is necessary, because of lack of work and/or funds, to eliminate certain classified positions of the District; and

WHEREAS, certain services performed by a classified employees are being eliminated;

NOW, THEREFORE, BE IT RESOLVED that the following position should be eliminated as of July 24, 2009:

**Eliminate:**

Senior Administrative Secretary                      1.00 FTE

BE IT FURTHER RESOLVED that the Superintendent hereby authorizes a notice of lay off to affected employees as required by law.

BE IT ALSO RESOLVED that the position enumerated above being eliminated effective July 24, 2009.

PASSED AND ADOPTED on this 6th day of April 2009, by the Board of Education of the West Contra Costa Unified School District, County of Contra Costa, State of California, by the following vote:

AYES:

NOES:

ABSENT:

I HEREBY CERTIFY that the foregoing resolution was duly and regularly introduced, passed, and adopted by the members of the Governing Board of the West Contra Costa Unified School District at a public meeting of said Board held on April 6, 2009.

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Bruce Harter, Ph.D.  
Secretary, Board of Education