

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

BOARD OF TRUSTEES



MISSION STATEMENT

We provide the highest quality education to enable all students to make positive life choices, strengthen our community, and successfully participate in a diverse and global society.

We provide excellent learning and teaching experiences; safe, student-centered learning environments; and support for all students and employees. We develop and maintain productive community partnerships and individual and collective accountability.

MEETING OF
October 20, 2010

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
MEETING AGENDA
OCTOBER 20, 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 **5:00 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 from Hercules High School

Comment:

A Student Board Representative from Hercules High School will attend the Board of Education on October 20, 2010. We would like to recognize and commend their participation.

Recommendation:

For Information Only

Fiscal Impact:

None

B.5 Report/Ratification of Closed Session

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

* **B.7 Minutes:** October 6, 2010

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 Acceptance of Donations**

Comment:

The District has received donations as detailed, dated October 20, 2010. Staff recommends acceptance of these donations.

Recommendation:

Recommend Approval

Fiscal Impact:

As noted per donations summary

***CI C.2 Approval of Fund-Raising Activities**

Comment:

The planned fund-raising events for the 2010-11 school year are detailed, dated October 20, 2010.

Recommendation:

Recommend Approval

Fiscal Impact:

Additional revenue for schools

***CI C.3 Contracted Services**

Comment:

Permission is requested of the Board of Education to approve contracts for services as detailed, dated October 20, 2010.

Recommendation:

Recommend Approval

Fiscal Impact:

As noted per contracts summary

***CI C.4 Summary of Vendor Warrant Reports**

Comment:

The summaries of Payroll and Vendor Warrants issued during the month of September, 2010 are detailed:

Total of payroll warrants (August 2010):	\$ 8,521,066
Total of vendor warrants (September 2010):	\$29,462,788

Recommendation:

Recommend approval of the payroll and vendor warrant reports

Fiscal Impact:

As noted above

***CI C.5 Adoption of Resolution No. 28-1011: Replacement of Outdated Warrant**

Comment:

Government Code Section 298029(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 Kimberly Chamberlain. Staff recommends replacement of the stale dated warrant.

Recommendation:

Recommend approval to replace the outdated warrant

Fiscal Impact:

None

***CI C.6 Certificated Personnel Changes**

Comment:

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

Recommendation:
Recommend Approval

Fiscal Impact:
None

***CI C.7 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.8 Three (3) year Cooperative Contract between State of California, Department of Rehabilitation (DOR) and West Contra Costa Unified School District**

Comment:
This Cooperative Contract is designed to jointly serve the mutual clients of the Department of Rehabilitation (DOR) Greater East Bay District and the West Contra Costa Unified School District through the combining of Resources. Students with the most severe disabilities will be referred between their junior and senior year in high school. The intent of these services is to prepare and assist the individual(s) served to obtain and maintain meaningful employment. The partnership provides the following services:

- Intake - Employment Specialists complete DOR Service Application packets and collaborate with student/clients and DOR Counselors to develop Individual Plans for Employment.
- Employment Preparation – Employment Specialists provide job seeking skills training and preparation, either individually or in a group setting, to DOR student/clients prior to entering into a specific job search.
- Job Development and Placement – Employment Specialists assist job ready clients, both in school and out of school, to obtain employment by indentifying specific job openings, assisting in placing the student/clients in the job, orienting the student/clients to the job, and indentify specific ongoing support and resource needs.
- Employment Retention – Continued support provided upon student/client employment.
- Non-Supported Employment Job Coaching – The Job Coach provides individual student/client assistance and support, on or off the job, in activities that are employment related and needed to promote job adjustment and retention.

The partnership expects to achieve the following service outcomes for each of the three fiscal years covered by the contract:

- 181 DOR student/clients who receive employment preparation services
- 34 DOR student/clients who receive job development, placement and follow-up services
- 25 student/clients placed in employment consistent with the Individualized Plan for Employment
- 3-5 student/clients will receive job coaching services.
- Of the DOR student/clients who are placed in employment, 33 will result in a DOR case closure

Recommendation:

Recommend Approval

Fiscal Impact:

WCCUSD will receive up to \$738,474.00 to implement this collaborative contract

***CI C.9 Ratification and Approval of Negotiated Change Orders**

Comment:

Staff is seeking ratification of change orders on the following current District construction projects: Dover Elementary School New Campus; DeAnza High School Replacement Campus; DeAnza High School Baseball Field; and Portola Middle School Temporary Campus site work. 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: \$128,553.81

***CI C.10 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: \$114,005. Funding sources as noted

***CI C.11 Leadership Public Schools/Gompers Continuation High School Architectural Services Contract**

Comment:

At the meeting of October 6, 2010, the Board affirmed the direction to proceed with the design of the new campus at the Gompers site for the Leadership Public Schools High School and the Gompers Continuation

High School. The Board has previously authorized architectural services through Schematic Design for Beverly Prior Architects. The Architects have completed the Schematic Design package and the District has completed a cost estimate of the project. At this time it is appropriate to proceed to the next level and authorize preparation of full Construction Documents and Construction Administration Services for the project. This will allow the District to be ready for construction at the Gompers site beginning in 2011.

Recommendation:

Authorize Architectural Services Contract to Beverly Prior Architects

Fiscal Impact:

\$2,991,000. This is the net additional Construction Documents and Construction Administration fee. The Board has previously approved \$656,000 for Schematic Design. The total fee is \$3,647,000. Funded from the Measure J and Measure D 2010 Bonds.

***CI C.12 Purchase of State Re-locatable Buildings**

Comment:

The Board approved the purchase of 30 modular buildings from the Office of Public School Construction at the meeting of August 18, 2010. There are 5 additional buildings which need to be purchased, which were inadvertently left off of the previous purchase authorization.

The buildings are currently in use, it would be difficult and very costly to replace them. The current cost for purchase is \$12,000 per classroom. This is a competitive price, and lower than current market rates from private vendors. These buildings will have a useful service life of another 10 plus years and can be used as a part of our temporary housing strategy for the new Measure D 2010 projects.

Recommendation:

Ratify and approve purchase of modular buildings from the Office of Public School Construction.

Fiscal Impact:

Total for this action: \$60,000. Funded from the Measure J Bond

***CI C.13 Resolution No. 27-1011: Designation of Authorized Agent for Cal EMA, the Office of Emergency Services**

Comment:

The District has been working to close out funding grants received and pending from the California Office of Emergency Services, now called the California Emergency Management Agency or Cal EMA. This agency handles all disaster grants from the Federal Emergency Management Agency, EMA. The District has an open application for the flooding damage at Riverside Elementary School dating to the winter storms of 1996-97. The damage eventually resulted in the demolition of one building on the site. This approval of the authorized agent will expedite project closeout and result in the District receiving funding for which it has submitted claims. It is proposed that the Associate Superintendent for Operations, Mr. Bill Fay, be designated as the authorized agent.

Recommendation:

Approve Resolution No. 27-10-11: Designating the District's authorized agent as the Associate Superintendent for Operations, Mr. Bill Fay.

Fiscal Impact:

None

***CI C.14 Approval of Greenhouse Gas Reduction Grant Program Funding Agreement with Bay Area Air Quality Management District for Energy Efficiency Projects and Renewable Energy System at Hercules Middle High School**

Comment:

As part of a legal settlement related to the expansion of the Conoco Phillips Refinery in Rodeo, the Bay Area Air Quality Management District (“BAAQMD”) initiated a program to fund grants for projects to achieve verifiable, quantifiable reductions in Greenhouse Gas emissions. Priority for the projects is that they be located in the vicinity of the refinery. The West Contra Costa Unified School District submitted a number of grant applications. The District was successful in receiving two grants for Hercules Middle High School. They are as follows:

- | | |
|---|-------------|
| 1. Installation of non-incandescent light fixtures, lamps and ballasts. | \$ 25,980 |
| 2. Installation of a renewable energy system (Photovoltaic panels) | \$1,302,682 |

The lighting efficiency grant will be used to replace incandescent fixtures throughout the campus with new, energy-efficient fixtures. This will result in reductions in our energy usage at the site. The second grant will fund a major portion of the installation of a 340 kWp Photovoltaic system for the site which will generate an estimated 459,000 kWh sufficient electricity to offset up to 50% of the energy usage on the campus. The solar electric panels will be installed on the existing buildings which have been identified as appropriate for the system. The total project cost is estimated at \$2,181,667. This project will be eligible for rebates under the California Solar Initiative (CSI) which will provide approximately \$500,000 towards the project cost. In addition, the project will require District matching capital funds of approximately \$400,000.

Recommendation:

Recommend approval of the grant funding agreement with BAAQMD

Fiscal Impact:

\$400,000 from the Capital Facilities Fund. Lower operating utility costs from the General Fund for the site on a long-term basis.

D. AWARDS, RECOGNITIONS, AND REPORTS

*** D.1 Linked Learning Update**

Comment:

As the 2010-11 school year approaches the end of the first quarter, it's important to update the Board on the progress of the career academies in the WCCUSD high schools.

Recommendation:

For Information Only

Fiscal Impact:

None

* **D.2 Report Update 2009/10 – Food Service Department**

Comment:

The National School Meal Program supported the Food Services Department of West Contra Costa Unified School District to serve over 1,210,000 breakfasts, 3,500,000 lunches and almost 675,000 after school snacks to its students during the 2009/2010 school year. In our District's elementary schools 69 % of our students participate in our meal programs; our middle schools have a participation of 49% and at our high schools this participation is at 28.5%. The Food Service Department offers a breakfast program at 11 of the secondary sites and 27 elementary sites. The Food Services Department also plays a critical role in ensuring that many children get enough to eat during summer months and provided over 335,000 nutritious meals to children age 18 and below during this past Summer Feeding program.

The Food Services Department of WCCUSD has also been able to take advantage of Federal stimulus funds and updated 10 kitchen facilities providing the highest food safety and quality for our meals for our District students. The Food Service Department of WCCUSD also hosts the District's coordinated school health council that reinforces health literacy through health education, physical education and activity, health services, nutrition services, psychological and counseling services, health promotion for staff, a safe and healthy school environment, and parent/guardian and community involvement.

Recommendation:

For Information Only

Fiscal Impact:

None

* **D.3 Budget Update for 2010-11**

Comment:

Associate Superintendent Business Services will provide an update on the budget.

Recommendation:

For Information Only

Fiscal Impact:

None

* **D.4 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

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 agendaized, but may refer these to staff for response and/or placement on future agendas.

F. ACTION ITEMS

* **F.1 Approve the following reclassification, revised job descriptions**
Campus Security Officer- II
Campus Security Officer -I

Comment:

The job descriptions for Campus Security Officers I & II have been approved by Local One.

Recommendation:

Recommend Approval

Fiscal Impact:

None

G. DISCUSSION ITEMS

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 – November 3, 2010

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

October 20, 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

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: October 20, 2010

From: Wendell C. Greer
Associate Superintendent, K – Adult Operations

Agenda Item: B.4

Subject: Presentation of Student Board Representative from Hercules High School

Background Information:

A Student Board Representative from Hercules High School will attend the Board of Education on October 20, 2010. We would like to recognize and commend their participation.

Recommendation: For Information Only

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

**West Contra Costa Unified School District
Minutes of the Board of Education Meeting
Lovonya DeJean Middle School
3400 Macdonald Avenue
Richmond, CA 94805**

Agenda Item B.7

October 6, 2010

A. CLOSED SESSION

B. OPENING PROCEDURES

President Madeline Kronenberg called the meeting to order at 5:30 PM. The Board recessed into Closed Session. President Kronenberg called the Public Session to order at 6:31 PM.

B.1 Pledge of Allegiance

President Kronenberg led those in attendance in the pledge of allegiance.

B.2 Welcome and Meeting Procedures

President Kronenberg offered welcome to the public regarding the meeting.

B.3 Roll Call

Board Members Present: Madeline Kronenberg, Antonio Medrano, Charles Ramsey, Tony Thurmond arrived at 8:06 PM. Audrey Miles was absent due to illness.

Staff Present: Steve Collins, SELPA Director; Rosa Cornejo, Confidential Secretary; Otilia Espinosa, Interpreter; Bill Fay, Associate Superintendent for Operations; Luis Freese, Executive Director Maintenance and Operations; Sheri Gamba, Associate Superintendent for Business Services; Wendell Greer, Associate Superintendent K-Adult; Bruce Harter, Superintendent; Josh Herrera, Electronics Technician; Harlan Kerr, Coordinator Educational Services; Linda Jackson, Executive Director; Sue Kahn, Principal, Pinole Valley High; Joe Mayes, Maintenance Manager; Marin Trujillo, Coordinator Community Engagement; Nia Rashidchi, Assistant Superintendent Educational Services; Ann Reinhausen, Assistant Superintendent Human Resources; Bill Savidge, District Engineering Officer

B.4 Presentation of Student Representative Suzanna Tran from El Cerrito High School

Ms. Tran provided a report of activities at El Cerrito High School.

B.5 Report/Ratification of Closed Session

Superintendent Harter asked the Board to ratify the vote taken in Closed Session to expel six (6) students, suspending those expulsions for placement in the West Contra Costa Unified School District.

Motion: Mr. Ramsey moved approval of the expulsions and suspension for placement of six (6) students. Mr. Medrano seconded. Mr. Medrano, Mr. Ramsey, and President Kronenberg voted yes with no abstentions and Ms. Miles and Mr. Thurmond absent. Motion carried 3-0-0-2.

B.6 Agenda Review and Adoption

MOTION: Mr. Ramsey moved approval of the agenda. Mr. Medrano seconded. Mr. Medrano, Mr. Ramsey, Student Representative Suzanna Tran (advisory vote only) and President Kronenberg voted yes with no abstentions and Ms. Miles and Mr. Thurmond absent. Motion carried 3-0-0-2.

B.7 Minutes: September 15, 2010

MOTION: Mr. Ramsey moved approval the Minutes of September 15, 2010. Mr. Medrano seconded. Mr. Medrano, Mr. Ramsey, Student Representative Suzanna Tran (advisory vote only) and President Kronenberg voted yes with no abstentions and Ms. Miles and Mr. Thurmond absent. Motion carried 3-0-0-2.

C. BUSINESS ITEMS

C.1 Grants/Awards/Agreements

C.2 Acceptance of Donations

C.3 Approval of Fund-Raising Activities

C.4 Contracted Services

C.5 Adoption of Resolution No. 21-1011: Replacement of Outdated Warrant

- C.6 Acceptance of Contracts for Placement of Student Teachers
- C.7 Notices of Completion: Bid D06075 Helms New Construction, J068233 Portola Middle School Temp Housing Underground Utilities and Site Work Phase I, J068236 Portola Middle School Temp Housing Underground Utilities and Site Work Phase II, J068243 Richmond College Prep Portable Building Utility Installation & Site Work, J068193 El Cerrito Portable Building Utility Removal & Misc Site Work, E068213 Crespi Exterior Gymnasium Wall Project, W068214 Coronado MP Demolition, E068225 Adams Paving & General Site Work
- C.8 Resolution No. 25-1011: Local Agency Investment Fund
- C.9 Certificated Personnel Changes
- C.10 Routine Personnel Changes – Classified
- C.11 Certificated Provisional Internship Permit (PIP) Request(s)
- C.12 Resolution No. 22-1011: Red Ribbon Week
- C.13 Clarification of Board's Intention
- C.14 Resolution No. 24-1011: In Support of Efforts to Substantially Increase the Ability of Local School Districts to Deliver Content and Services Through the Use of Broadband Technology
- C.15 Citizens' Bond Oversight Committee (CBOC) Appointment: Frank Borg representing Citizens Advisory Committee on Special Education (CAC)
- C.16 Ratification and Approval of Negotiated Change Orders
- C.17 Ratification and Approval of Engineering Services Contracts
- C.18 2010 Developer Fee Justification Study
- C.19 Chavez Elementary Window and Door Replacement Project Contract Award
- C.20 Verde Elementary School and Lupine Hills Elementary School Tile Wall Repairs Projects Contract Award

MOTION: Mr. Ramsey moved approval of Consent Items C.1 – C.20. Mr. Medrano seconded. Mr. Medrano, Mr. Ramsey, Student Representative Suzanna Tran (advisory vote only) and President Kronenberg voted yes with no abstentions and Ms. Miles and Mr. Thurmond absent. Motion carried 3-0-0-2.

- C.21 Recommendations from Citizens Bond Oversight Committee ("CBOC") regarding the Annual Performance Audit

Public Comment:

Anton Junger

Board Comment:

Mr. Ramsey asked for clarification of this item. Superintendent Harter clarified that the Board is being asked to accept the report from the CBOC.

MOTION: Mr. Ramsey moved approval of Consent Item C.21 Recommendations from Citizens Bond Oversight Committee ("CBOC") regarding the Annual Performance Audit. Mr. Medrano seconded. Mr. Medrano, Mr. Ramsey, Student Representative Suzanna Tran (advisory vote only) and President Kronenberg voted yes with no abstentions and Ms. Miles and Mr. Thurmond absent. Motion carried 3-0-0-2.

D. AWARDS, RECOGNITIONS, AND REPORTS

- D.1 Contra Costa County Teacher of the Year (TOY), Michele Lamons

Ms. Radshidchi introduced Connor Miller and Lucas Brant, Pinole Valley High School students, to officially introduce Ms. Lamons. The Board and Cabinet members joined in recognition of Ms. Lamons. Ms. Lamons gave the speech she had given at the County Teacher of the Year Ceremony.

Public Comment:

None

Board Comment:

Mr. Ramsey commented on how Ms. Lamons has been a big part of the Ivy Connection and that he is thrilled that she is being recognized for her dedication, hard work and selflessness.

Mr. Medrano congratulated Ms. Lamons and wished her luck at the state level competition.

Ms. Kronenberg commended Ms. Lamons for her inspiration to students. She thanked her and wished Ms. Lamons luck in the state level competition.

D.2 Report on Volunteer Efforts in WCCUSD

Ms. Rashidchi introduced Marin Trujillo, Coordinator Community Engagement. Mr. Trujillo offered an update of volunteer efforts. He also provided a brief summary of volunteerism in the District.

Public Comment:

None

Board Comment:

President Kronenberg thanked Mr. Trujillo and recognized the growth of volunteers in the District.

D.3 Report on the Readiness and Emergency Management for Schools (REMS) Grant

Mr. Greer provided the Board with information on the REMS Grant and introduced Michael Wasilchin of Public Employees Union, Local One. He also recognized Mr. Freese and Dr. Abrego for their support.

Mr. Wasilchin gave an overview of the components of the REMS Grant. He also gave a presentation on the grant's coordination, funding and program implementation.

Public Comment:

None

Board Comment:

Mr. Medrano asked Mr. Wasilchin whether the cities of San Pablo, Pinole and El Cerrito are expected to participate.

Mr. Wasilchin responded that it will be collaborative effort.

Mr. Medrano asked about a sizeable earthquake knocking down the cell phone towers and landline communication.

Mr. Wasilchin gave an explanation regarding a standardized response plan of communication centralized throughout local jurisdictions using existing emergency response applications.

Ms. Kronenberg asked how many other bay area districts received a similar grant.

Mr. Greer shared that only one other district in Solano County was also awarded the grant this year.

D.4 Standing Reports

Bayside Council of PTAs. Christina Slamon gave an update of Bayside Council's participation in the Reflections & Art program with this year's theme of "Together We Can."

Ivy League Connection. Mr. Ramsey spoke about the visit from University of San Francisco's admissions officer to Pinole Valley High School and how the event was successful. He also gave an update on Brown University's preplanning meeting to identify eight district students for a mentor program. Mr. Ramsey announced future visits of college admission officers to the district.

Facilities Subcommittee. Mr. Medrano gave an update from the last meeting where they addressed two action items. The Facilities Subcommittee approved the recommendation to rescind the decision to relocate Gompers and Leadership Public School at the Kennedy High School site and confirm a new project for Gompers / LPS campus at the Gompers site. The second action item was to approve the recommendation of the master plan for the reconstruction of Pinole Valley High School. He reported that the committee also discussed updates on bonds sales, Nystrom Elementary classroom modernization project status, El Cerrito High School Field project and Coronado Elementary School's reconstruction status.

Mr. Ramsey informed the public that the Board had taken action on the consent agenda to approve the clarification of item C.13 Clarification of the Board's Intention regarding the Gompers / LPS project.

Academic Subcommittee. Ms. Rashidchi gave an update from the September 28th meeting where the discussion focused on the District's new District Advisory Committee. Discussions were also focused on the Writer's Coach Program at El Cerrito High and Civic Pride Annual "Knowledge is Power" Youth Leadership Forum on October 9.

Safety Committee. Mr. Greer gave an update from the September 22 meeting where discussion included goals and objectives for the new year. Representatives from District middle and high schools discussed issues and concerns. Ms. Kronenberg commented on their discussion of best practices and safety, and how each site approaches it differently. She said the REMS Grant was also discussed.

Mr. Medrano announced the City of San Pablo Youth Services division has started a new series of meetings to discuss youth violence. The next meeting will be held October 7 at Helms Middle School.

Citizen's Budget Advisory Committee. Ms. Gamba gave an update from the last meeting where an overview of the unaudited actuals was reviewed. She said the next meeting is scheduled for October 28, 2010, 6:30 p.m. at Alvarado Adult School.

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

E.1 Superintendent's Report

Superintendent Harter reported on activities in the District and in the community.

E.2 WCCUSD Public Comment

Public Comment:

Anton Junger, Mike Mahoney, Judi Jung

F. ACTION ITEMS

F.1 Public Hearing: Grades K-12 Textbook and Instructional Materials Compliance for Fiscal Year 2010-2011

Ms. Rashidchi informed the Board that every District school has been checked for sufficiency and have met the State requirements for sufficiency in terms of "Williams". The District is 100% textbook sufficient with "Williams" requirements and Education Code 60119.

President Kronenberg opened the public hearing.

Public Comment:

Giorgio Cosentino

Board Comment:

None

President Kronenberg closed the public hearing.

F.2 Adoption of Resolution No. 26-1011: Grades K-12 Textbook and Instructional Materials Compliance for Fiscal Year 2010-2011

Public Comment:

None

Board Comment:

None

MOTION: Mr. Ramsey moved approval of Adoption of Resolution No. 26-1011: Grades K-12 Textbook and Instructional Materials Compliance for Fiscal Year 2010-2011. Mr. Medrano seconded. Mr. Medrano, Mr. Ramsey, Student Representative Suzanna Tran (advisory vote only) and President Kronenberg voted yes with no abstentions and with Ms. Miles and Mr. Thurmond absent. Motion carried 3-0-0-2.

F.3 Pinole Valley High School Reconstruction Site Master Plan and Architectural Services Contract

Mr. Savidge presented the Master Plan for the reconstruction of Pinole Valley High and Board approval. He introduced Sue Kahn, Pinole Valley High Principal, and Kevin MacQuarrie, WLC Architect. Ms. Khan gave a brief summary of the Site Committee meetings and announced the next meeting will be held next Wednesday at 5:00 p.m. at Pinole Valley High.

Mr. MacQuarrie presented the Master Plan for the reconstruction of Pinole Valley High School.

Public Comment:

None

Board Comment:

Mr. Ramsey recognized Jackie Bassman, the lead WLC architect for the Pinole Valley plan. Mr. Ramsey congratulated all parts of the District for showing willingness to cooperate and vote to improve other schools in the District.

Mr. Medrano said he was very pleased and excited with the progress.

Ms. Kronenberg said she had only two words; “promises kept”. She looks forward attending the ribbon cutting.

Mr. Thurmond arrived at 8:06 p.m. due to a work emergency.

MOTION: Mr. Ramsey moved approval of the Pinole Valley High School Reconstruction Site Master Plan and Architectural Services Contract. Mr. Medrano seconded. Mr. Medrano, Mr. Ramsey, Mr. Thurmond, Student Representative Suzanna Tran (advisory vote only) and President Kronenberg voted yes with no abstentions and Ms. Miles absent. Motion carried 4-0-0-1.

G. DISCUSSION ITEMS

G.1 Alvarado Unity High Charter School

Executive Director, Linda Jackson introduced Mr. Tsang, Executive Director of Unity High School and their Charter School petition. Mr. Tsang introduced Mr. Sam Brewer, Assistant Principal, and Daniel Zarazua, Social Studies Teacher, to present their charter school petition.

Public Comment:

None

Board Comment:

Mr. Ramsey commented on the lack of a facility plan. He recommended that they be comprehensive when they submit the petition.

Mr. Medrano asked about the population and ethnic makeup of Unity High School in Oakland. Mr. Tsang provided a response.

Mr. Thurmond asked about the timeline for opening a school in West Contra Costa Unified School District and about their estimated budget and fundraising. Mr. Tsang clarified the source of their budget. Mr. Thurmond expressed his concerns how some charters school applicants with have no ability to raise funds for themselves, and his desire to be transparent when the petition comes back for approval. Mr. Thurmond also asked about their advisory concept and how it is managed and funded. Mr. Zarazua offered further information. Mr. Thurmond said he would like to visit Unity High and learn more about the advisor process.

G.2 Review of Board Policy 5145.7 – Sexual Harassment

Mr. Greer provided the Board with an update on the District’s Sexual Harassment Policy.

Public Comment:

None

Board Comment:

None

G.3 Status Reports – Facilities Planning and Construction

Mr. Savidge gave a brief report on the facilities projects in the District.

Public Comment:

None

Board Comment:

Mr. Ramsey asked for an update of DeAnza’s misapplication of the coating. Mr. Savidge responded. He also asked for clarification of the agreement with the City of Pinole for the Pinole Middle School field project. Mr. Savidge clarified. Mr. Ramsey asked about the budget for the bathroom project and how many projects will be completed.

Mr. Savidge provided information.

Mr. Medrano had questions about the position of the fencing at Richmond High School. Mr. Savidge clarified.

Ms. Kronenberg asked for clarification regarding the new cafeteria at DeAnza High School. Mr. Savidge responded.

H. UNFINISHED REQUESTS TO ADDRESS THE BOARD (continued from Item E)
None

I. COMMENTS OF THE BOARD OF EDUCATION AND SUPERINTENDENT

Mr. Medrano shared what he learned at the California Latino School Board Association meeting he recently attended in Los Angeles. He provided information on ESL student placement in ESL classes in high school as well as placement in regular English classes. He said he will provide copies of the documentation he received to share with the Board members.

Mr. Thurmond announced that the Youth Commission will meet October 11, 2010, 6:00 p.m. at the RYSE Center in Richmond. He also announced Safety Committee will meet at Richmond High School this month to review the progress with the fencing, lighting and cameras. The meeting will take place October 27, 2010, 6:00 at Richmond High School.

Ms. Kronenberg thanked everyone for the prompt response regarding the DeAnza High School fire. She said she is proud of the model response and applauded everyone and the community. She reminded the audience of the importance of Measure M and joining the support efforts.

J. THE NEXT SCHEDULED BOARD OF EDUCATION MEETING
Lovonya DeJean Middle School – October 20, 2010

K. ADJOURNMENT
President Kronenberg adjourned the meeting at 8:49 PM.

Motion vote count order: Yes-No-Abstain-Absent


BH:rc

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 20, 2010

From: Sheri Gamba 
Associate Superintendent Business Services

Agenda Item: CI C.1

Subject: Acceptance of Donations

Background Information: The District has received donations as summarized on the attached sheet dated October 20, 2010. The estimated values for any non-cash donations (as indicated by an asterisk) are those provided by the donor. Staff recommends acceptance of these donations.

Recommendation: Recommend Approval

Fiscal Impact: As noted per donations summary.

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

West Contra Costa Unified School District
October 20, 2010 Board Meeting

<u>Donor Name</u>	<u>Description or Purpose</u>	<u>Estimated Value</u>	<u>Receiving School or Department</u>
Chiemi Nakamura	Donation towards a Copy Machine	\$250.00	Chavez Elementary School
Edward M. Downer Jr. Scholarship Fund	Study Trips	\$5,000.00	Downer Elementary School
Joe L. Campbell	New Back Packs, Supplies, Envelopes	*\$260.00	Fairmont Elementary School
Joe L. Campbell	Art School Supplies	*\$100.00	Fairmont Elementary School
Chris & Sally Tong	Dell Computer and Monitor	*\$100.00	Fairmont Elementary School


*Estimated values for the non-cash donations are provided by the donor
Donation Précis 102010

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 20, 2010

From: Sheri Gamba 
Associate Superintendent Business Services

Agenda Item: CI C.2

Subject: Approval of Fund-Raising Activities

Background Information: The planned fund-raising events for the 2010-11 school year are summarized on the attached sheet dated October 20, 2010.

Recommendation: Recommend Approval

Fiscal Impact: Additional revenue for schools

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

West Contra Costa Unified School District
October 20, 2010 Board Meeting

APPROVAL OF FUND-RAISERS

<u>School</u>	<u>Fund-Raising Activity</u>	<u>Activity Sponsor</u>
Chavez Elementary School	Season of Wonder Catalog Sale	Chavez Elementary School
Chavez Elementary School	Family Favorites Cookie Dough Sale	Chavez Elementary School
DeAnza High School	Barnes & Noble's Online Book Fair	De Anza PTSA
Ellerhorst Elementary School	Otis Spunkmeyer Cookie Dough Sales	Ellerhorst Elementary PTA
Juan Crespi Middle School	Student Store Sales	Juan Crespi Middle School
		Leadership Class 2010-2011
Mira Vista Elementary School	Chocolate Bar Sales	Mira Vista Elementary PTA
Mira Vista Elementary School	Catalog Sales, Candy, Gifts and Wrapping Paper	Mira Vista Elementary PTA
Mira Vista Elementary School	Fall Festival	Mira Vista Elementary PTA
Mira Vista Elementary School	Family Dinner Nights at Rubio's, Pasta Pomodoro, Panda Express, and Mountain Mike's	Mira Vista Elementary PTA
Mira Vista Elementary School	Spelling Bee Sponsorship	Mira Vista Elementary PTA
Mira Vista Elementary School	Book Fairs	Mira Vista Elementary PTA
Mira Vista Elementary School	Spring Dinner/Dance	Mira Vista Elementary PTA
Mira Vista Elementary School	Bowling	Mira Vista Elementary PTA
Mira Vista Elementary School	E-Scrip	Mira Vista Elementary PTA
Mira Vista Elementary School	Raider ticket Sales	Mira Vista Elementary PTA
Mira Vista Elementary School	Macy's Shop for the Cause Coupons Sales	Mira Vista Elementary PTA
Pinole Middle School	Haunted Hallway	Pinole Middle Student Council
Pinole Middle School	Scholastic Book Fair	Pinole Middle Student Council
Pinole Middle School	Jamba Juice In-Store Card Fundraiser	Pinole Middle School PTSA
Pinole Middle School	Lucy/Sav-on Supermarket Cards	Pinole Middle School PTSA
Pinole Middle School	Chipotle In-Restaurant Dinner	Pinole Middle School PTSA
Pinole Middle School	Pillow Pets Online Fundraiser	Pinole Middle School PTSA
Pinole Middle School	Candy /Paper Catalog Sales 2/1-2/10/11	Pinole Middle School PTSA
Pinole Middle School	Little Caesar's In-Restaurant Dinner	Pinole Middle School PTSA
Pinole Middle School	Apple Bee's In-Restaurant Dinner	Pinole Middle School PTSA
Pinole Middle School	Panda Express In-Restaurant Dinner	Pinole Middle School PTSA
Pinole Middle School	Candy /Paper Catalog Sales 3/15-3/20/2011	Pinole Middle School PTSA
Pinole Middle School	Papa Murphy's In-Restaurant Dinner	Pinole Middle School PTSA
Pinole Middle School	Walk-a-thon Fundraiser	Pinole Middle School PTSA

<u>School</u>	<u>Fund-Raising Activity</u>	<u>Activity Sponsor</u>
Pinole Middle School	Jamba Juice Fundraiser at Open House	Pinole Middle School PTSA
Pinole Middle School	Spirit Wear (Sweatshirts, T-Shirts, Bracelets, etc.)	Pinole Middle School PTSA
Pinole Middle School	Book Fair 2/7-2/11/2011	Pinole Middle School PTSA
Pinole Middle School	Family Fun Night	Pinole Middle School PTSA
Riverside Elementary School	Used Ink jet Cartridges Collections	Riverside Elementary School Faculty and Parent Group
Riverside Elementary School	Fall Catalog Fund Raiser	Riverside Elementary School Faculty and Parent Group
Riverside Elementary School	Spelling Bee	Riverside Elementary School Faculty and Parent Group
Riverside Elementary School	Scholastic Book Sales	Riverside Elementary School Faculty and Parent Group
Riverside Elementary School	Carnival	Riverside Elementary School Faculty and Parent Group
Riverside Elementary School	T-Shirt Sales	Riverside Elementary School Faculty and Parent Group
Riverside Elementary School	Raley's Quality of Life Scrip Program	Riverside Elementary School Faculty and Parent Group
Riverside Elementary School	Box Tops for Education	Riverside Elementary School Faculty and Parent Group
Riverside Elementary School	Direct Donation Drive	Riverside Elementary School Faculty and Parent Group
Riverside Elementary School	Recycling	Riverside Elementary School Faculty and Parent Group
Riverside Elementary School	Jump Rope for Heart	Riverside Elementary School Faculty and Parent Group
Riverside Elementary School	Peak CFL Light Bulb Fundraiser	Riverside Elementary School Faculty and Parent Group
Riverside Elementary School	Rubio's Night	Riverside Elementary School Faculty/Parent Group

<u>School</u>	<u>Fund-Raising Activity</u>	<u>Activity Sponsor</u>
Riverside Elementary School	Chevy's Night	Riverside Elementary School Faculty and Parent Group
Riverside Elementary School	One Cause /Schoolpop.com	Riverside Elementary School Faculty and Parent Group
Riverside Elementary School	Cerrito Theater Night Fundraiser	Riverside Elementary School Faculty and Parent Group
Riverside Elementary School	Office Depot 5% Back to Schools Program	Riverside Elementary School Faculty and Parent Group
Riverside Elementary School	Avon	Riverside Elementary School Faculty and Parent Group
Riverside Elementary School	SchoolStore.com	Riverside Elementary School Faculty and Parent Group
Riverside Elementary School	E-Scrip	Riverside Elementary School Faculty and Parent Group
Riverside Elementary School	SHARES Program	Riverside Elementary School Faculty and Parent Group
Riverside Elementary School	Pennies for Patients	Riverside Elementary School Faculty and Parent Group
Riverside Elementary School	Target	Riverside Elementary School Faculty and Parent Group
Riverside Elementary School	Chocolate/Candy Sales	Riverside Elementary School Faculty and Parent Group
Riverside Elementary School	Family Events	Riverside Elementary School Faculty and Parent Group
Tara Hills Elementary School	Tara Hills Fall Fun Fest	Tara Hills VIP, Teachers and Community Members
Valley View Elementary School	Used Uniform Sales	Valley View Elementary
Valley View Elementary School	Logo Sweat Shirt Sales	Valley View Elementary
Valley View Elementary School	Otis Cookie Dough Sales	Valley View Parents' Club
Valley View Elementary School	World Finest Chocolate Bars Sale	Valley View Parents' Club
Washington Elementary School	Family /Student Portraits	Washington School PTA

<u>School</u>	<u>Fund-Raising Activity</u>	<u>Activity Sponsor</u>
Washington Elementary School	Logo Items and Uniform Sales	Washington School PTA
Washington Elementary School	Book Fairs	Washington School PTA
Washington Elementary School	Catalog Sales, Candy, Cookies, Paper, Gifts, etc	Washington School PTA
Washington Elementary School	Walk-a-thon Fundraiser	Washington School PTA
Washington Elementary School	School Fair/Carnival	Washington School PTA
Washington Elementary School	Silent Auction	Washington School PTA
Washington Elementary School	Student Art Card Sales	Washington School PTA
Washington Elementary School	Family Movie Night	Washington School PTA
Washington Elementary School	Free Market Day	Washington School PTA
Washington Elementary School	Candy Sales	Washington School PTA
Washington Elementary School	Coupon Book Sales	Washington School PTA
Washington Elementary School	Raffles (PTA only)	Washington School PTA
Washington Elementary School	Penny Drive	Washington School PTA
Washington Elementary School	Scrip	Washington School PTA
Washington Elementary School	Posta Night	Washington School PTA
Washington Elementary School	Talent Show	Washington School PTA
Washington Elementary School	Participation in Local Farmers Market	Washington School PTA
Washington Elementary School	Popsicle Sales	Washington School PTA
Washington Elementary School	Grocery Sales	Washington School PTA
Washington Elementary School	Restaurant Night	Washington School PTA
Washington Elementary School	Direct Donation Drive	Washington School PTA

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 20, 2010

From: Sheri Gamba *SG*
Associate Superintendent Business Services

Agenda Item: CI C.3

Subject: Contracted Services

Background Information: Permission is requested of the Board of Education to approve the following contracts for services as detailed on the attached sheets dated October 20, 2010.

Recommendation: Recommend Approval

Fiscal Impact: As noted per contracts summary

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

CONTRACTED SERVICES

The following professional consultant services are recommended for approval.

<u>DEPARTMENT</u>	<u>DATE OF SERVICE</u>	<u>CONSULTANT NAME</u>	<u>COST & FUNDING</u>	<u>PURPOSE</u>
Curriculum Federal Projects	10/21/10 Thru 6/30/11	YMCA of the East Bay R23155	\$26,918 21 st Century ASSETS	Increase existing contract of \$101,000 to provide additional administration support of the Pinole Middle School After School Program, including academic and homework help, enrichment and recreational activities. The recreation activities will include: various team sports, dance, organized play and other active games. Enrichment activities will include arts and crafts, science and nature activities, cultural awareness, cooking nutrition and health education. In addition to the academic and homework help, YMCA will work with the school in the coordination and participation of students in the academic intervention programs at the school.

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education 

Meeting Date: October 20, 2010

From: Sheri Gamba, Assoc. Supt., Business Services

Agenda Item: CI C.4

Subject: Summary of Vendor Warrant Reports

Background Information: Attached are the summaries of Payroll and Vendor Warrants issued during the month of September, 2010.

Total of payroll warrants (August 2010):	\$8,521,066
Total of vendor warrants (September 2010):	\$29,462,788

Recommendation: Recommend approval of the payroll and vendor warrant reports

Fiscal Impact: As noted above

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

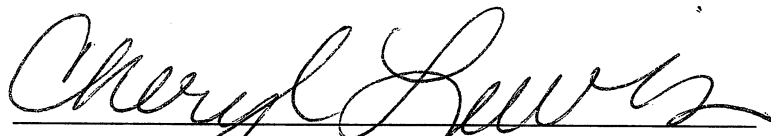
Approved _____ Not Approved _____ Tabled _____

West Contra Costa Unified School District

Month of : September 2010

Payrolls	Warrant From	Numbers To	Total Warrants Current	Total Warrants Previous	Total Warrants To Date
Regular	605577	606474	2,182,536	20,989,454	23,171,990
Variable	605009	605438	295,971	11,616,753	11,912,725
Special	605439	605576	51,589	1,140,721	1,192,310
Reg. EFT	275603	277433	5,558,650	59,854,038	65,412,688
Var. EFT	274985	275602	429,642	11,847,586	12,277,228
Special EFT				3,619,780	3,619,780
Typed	297106	297116	21,813	183,487	205,300
BENEFITS	577523	577791		130,698	130,698
Cancelled	Various	Various	(19,135)	(193,158)	(212,293)
Totals			8,521,066	109,189,359	117,710,425

Salary detail is available upon request in the Payroll office.


Cheryl Lewis, Payroll Supervisor

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT
2010-2011

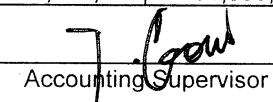
PAYMENT

DATE: September 1, 2010

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FUND#	FUND DESCRIPTION	WARRANT FROM	NUMBERS TO	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	429668	429853	6,302,152	9,436,767	15,738,919
7706	CAFETERIA	429733	429834	1,009	330,421	331,430
7707	CHILD DEVELOPMENT	429726	429726	110	10,231	10,341
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY	429677	429792	88,289	2,469,000	2,557,289
7710	BUILDING	429674	429857	2,772,232	3,809,260	6,581,492
7711	CAPITAL FACILITIES	429768	429828	5,423	501,687	507,110
7712	SELF INSURANCE PROPERTY & LIABILITY	429683	429851	56,497	1,320,964	1,377,461
7713	STATE SCHOOL LEASE/PURCHASE				0	0
7714	COUNTY SCHOOL FACILITIES				0	0
7715	SPECIAL RESERVE FOR NON-CAPITAL OUTLAY				0	0
7719	CHARTER SCHOOL				0	0
7725	MRAD				0	0
7728	DEBT SERVICE				0	0
7744	RETIREE BENEFITS	429689	429850	7,803	71,432	79,235
7770	ADULT EDUCATION	429706	429834	37,864	8,226	46,090
7785	DEFERRED MAINTENANCE	429812	829812	1,352	1,145	2,497
7701	PAYROLL REVOLVING				4,364,113	4,364,113
	TOTALS			9,272,731	22,323,246	31,595,977


Prepared By


Accounting Supervisor

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT
2010-2011

PAYMENT

DATE: September 9, 2010

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FUND#	FUND DESCRIPTION	WARRANT FROM	NUMBERS TO	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	429858	430014	603,780	15,738,919	16,342,699
7706	CAFETERIA	429869	430009	141,491	331,430	472,921
7707	CHILD DEVELOPMENT				10,341	10,341
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY	429865	429978	46,761	2,557,289	2,604,050
7710	BUILDING	429866	430012	246,788	6,581,492	6,828,280
7711	CAPITAL FACILITIES	429995	430012	8,639	507,110	515,749
7712	SELF INSURANCE PROPERTY & LIABILITY	429874	430012	263,324	1,377,461	1,640,785
7713	STATE SCHOOL LEASE/PURCHASE				0	0
7714	COUNTY SCHOOL FACILITIES				0	0
7715	SPECIAL RESERVE FOR NON-CAPITAL OUTLAY				0	0
7719	CHARTER SCHOOL				0	0
7725	MRAD				0	0
7728	DEBT SERVICE				0	0
7744	RETIREE BENEFITS				79,235	79,235
7770	ADULT EDUCATION	429860	430000	9,353	46,090	55,443
7785	DEFERRED MAINTENANCE				2,497	2,497
7701	PAYROLL REVOLVING				4,364,113	4,364,113
	TOTALS			1,320,136	31,595,977	32,916,113

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT
2010-2011

PAYMENT

DATE: September 10, 2010

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FUND#	FUND DESCRIPTION	WARRANT FROM	NUMBERS TO	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL				18,702,038	18,702,038
7706	CAFETERIA				884,178	884,178
7707	CHILD DEVELOPMENT				65,360	65,360
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY				3,528,280	3,528,280
7710	BUILDING				16,344,046	16,344,046
7711	CAPITAL FACILITIES				840,334	840,334
7712	SELF INSURANCE PROPERTY & LIABILITY				1,778,443	1,778,443
7713	STATE SCHOOL LEASE/PURCHASE				0	0
7714	COUNTY SCHOOL FACILITIES				0	0
7715	SPECIAL RESERVE FOR NON-CAPITAL OUTLAY				0	0
7719	CHARTER SCHOOL				0	0
7725	MRAD				0	0
7728	DEBT SERVICE				0	0
7744	RETIREE BENEFITS				79,801	79,801
7770	ADULT EDUCATION				73,366	73,366
7785	DEFERRED MAINTENANCE				2,497	2,497
7701	PAYROLL REVOLVING	430015	430032	614,726	4,364,113	4,978,839
	TOTALS			614,726	46,662,456	47,277,182

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT
2010-2011

PAYMENT

DATE: September 15, 2010

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FUND#	FUND DESCRIPTION	WARRANT FROM	NUMBERS TO	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	430188	430092	904,800	16,342,699	17,247,499
7706	CAFETERIA	430189	430036	132,180	472,921	605,101
7707	CHILD DEVELOPMENT	430061	430061	8,281	10,341	18,622
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY	430130	430131	675,727	2,604,050	3,279,777
7710	BUILDING	430150	430115	6,315,532	6,828,280	13,143,812
7711	CAPITAL FACILITIES	430139	430177	274,190	515,749	789,939
7712	SELF INSURANCE PROPERTY & LIABILITY	430185	430115	29,019	1,640,785	1,669,804
7713	STATE SCHOOL LEASE/PURCHASE				0	0
7714	COUNTY SCHOOL FACILITIES				0	0
7715	SPECIAL RESERVE FOR NON-CAPITAL OUTLAY				0	0
7719	CHARTER SCHOOL				0	0
7725	MRAD				0	0
7728	DEBT SERVICE				0	0
7744	RETIREE BENEFITS				79,235	79,235
7770	ADULT EDUCATION	430162	430037	2,204	55,443	57,647
7785	DEFERRED MAINTENANCE				2,497	2,497
7701	PAYROLL REVOLVING				4,364,113	4,364,113
	TOTALS			8,341,933	32,916,113	41,258,046

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT
2010-2011

PAYMENT

DATE: September 22, 2010

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FUND#	FUND DESCRIPTION	WARRANT FROM	NUMBERS TO	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	430218	430400	538,812	17,247,499	17,786,311
7706	CAFETERIA	430229	430396	129,557	605,101	734,658
7707	CHILD DEVELOPMENT	430239	430388	45,056	18,622	63,678
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY	430221	430369	246,141	3,279,777	3,525,918
7710	BUILDING	430219	430401	660,615	13,143,812	13,804,427
7711	CAPITAL FACILITIES	430263	430263	48,235	789,939	838,174
7712	SELF INSURANCE PROPERTY & LIABILITY	430266	430300	11,773	1,669,804	1,681,577
7713	STATE SCHOOL LEASE/PURCHASE				0	0
7714	COUNTY SCHOOL FACILITIES				0	0
7715	SPECIAL RESERVE FOR NON-CAPITAL OUTLAY				0	0
7719	CHARTER SCHOOL				0	0
7725	MRAD				0	0
7728	DEBT SERVICE				0	0
7744	RETIREE BENEFITS				79,235	79,235
7770	ADULT EDUCATION	430276	430391	4,437	57,647	62,084
7785	DEFERRED MAINTENANCE				2,497	2,497
7701	PAYROLL REVOLVING				4,364,113	4,364,113
	TOTALS			1,684,626	41,258,046	42,942,672

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT
2010-2011

PAYMENT

DATE: September 29, 2010

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FUND#	FUND DESCRIPTION	WARRANT FROM	NUMBERS TO	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	430403	430619	915,727	17,786,311	18,702,038
7706	CAFETERIA	430415	430602	149,520	734,658	884,178
7707	CHILD DEVELOPMENT	430588	430588	1,682	63,678	65,360
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY	430492	430587	2,362	3,525,918	3,528,280
7710	BUILDING	430402	430620	2,539,619	13,804,427	16,344,046
7711	CAPITAL FACILITIES	430562	430562	2,160	838,174	840,334
7712	SELF INSURANCE PROPERTY & LIABILITY	430459	430465	96,866	1,681,577	1,778,443
7713	STATE SCHOOL LEASE/PURCHASE				0	0
7714	COUNTY SCHOOL FACILITIES				0	0
7715	SPECIAL RESERVE FOR NON-CAPITAL OUTLAY				0	0
7719	CHARTER SCHOOL				0	0
7725	MRAD				0	0
7728	DEBT SERVICE				0	0
7744	RETIREE BENEFITS	430518	430518	566	79,235	79,801
7770	ADULT EDUCATION	430413	430594	11,282	62,084	73,366
7785	DEFERRED MAINTENANCE				2,497	2,497
7701	PAYROLL REVOLVING				4,364,113	4,364,113
	TOTALS			3,719,784	42,942,672	46,662,456

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT
2010-2011

PAYMENT

DATE: September 30, 2010

PAGE-7

FUND#	FUND DESCRIPTION	WARRANT FROM	NUMBERS TO	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL				18,702,038	18,702,038
7706	CAFETERIA				884,178	884,178
7707	CHILD DEVELOPMENT				65,360	65,360
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY				3,528,280	3,528,280
7710	BUILDING				16,344,046	16,344,046
7711	CAPITAL FACILITIES				840,334	840,334
7712	SELF INSURANCE PROPERTY & LIABILITY				1,778,443	1,778,443
7713	STATE SCHOOL LEASE/PURCHASE				0	0
7714	COUNTY SCHOOL FACILITIES				0	0
7715	SPECIAL RESERVE FOR NON-CAPITAL OUTLAY				0	0
7719	CHARTER SCHOOL				0	0
7725	MRAD				0	0
7728	DEBT SERVICE				0	0
7744	RETIREE BENEFITS				79,801	79,801
7770	ADULT EDUCATION				73,366	73,366
7785	DEFERRED MAINTENANCE				2,497	2,497
7701	PAYROLL REVOLVING	430621	430677	4,508,852	4,978,839	9,487,691
	TOTALS			4,508,852	47,277,182	51,786,034

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Date: October 20, 2010

From: Sheri Gamba
Associate Superintendent Business Services

Agenda Item: CI C.5

Subject: Adoption of Resolution No. 28-1011 Replacement of Outdated Warrant

Background Information: Government Code Section 298029(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 Kimberly Chamberlain. Staff recommend replacement of the stale dated warrant.

Recommendation: Recommend approval to replace the outdated warrant

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

BOARD OF EDUCATION
WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
RESOLUTION NO.28-1011
REPLACEMENT OF OUTDATED WARRANT
October 20, 2010

WHEREAS Government Code Section 29802(c) allows the governing board, by resolution, to order that a replacement check be issued for a warrant that is stale dated.

BE IT RESOLVED, by the Board of Education of the West Contra Costa Unified School District, that we issue a check to replace the following stale dated check:

Type:	Payroll Check
Payee:	Kimberly Chamberlain
Check No.:	384304
Amount:	\$108.33
Issue Date:	May 23, 1997

PASSED AND ADOPTED on the 20th day of October, 2010, at a regular meeting of the Board of Education by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

I hereby certify that the foregoing is a full, true and correct copy of a resolution passed at a meeting of the Board of Education, of the West Contra Costa Unified School District.

Bruce Harter
Secretary, Board of Education

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: October 20, 2010

From: Ann Reinhausen,
Assistant Superintendent Human Resources

Agenda Item: CI C.6

Subject: Certificated Personnel Changes

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

Recommendation: Recommend Approval

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

October 20, 2010

	Site	Assignment
<u>Waivers</u>		
John Arpad Miszti	Richmond High	Social Science - Bilingual

Definition: Variable term waivers provide applicants with additional time to complete the requirements for the credential that authorizes the service or provide employing agencies with time to fill the assignment with an individual who either holds an appropriate credential or qualifies under one of the assignment options. (Assignment pending fingerprint clearance when applicable)

Consent

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: October 20, 2010

From: Ann Reinhausen,
Assistant Superintendent Human Resources

Agenda Item: CI C.7

Subject: Routine Personnel Changes – Classified

Background Information:

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

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

WEST CONTRA COST UNIFIED SCHOOL DISTRICT

October 20, 2010

FOR INFORMATION ONLYClassified Personnel Changes

NEW HIRES			
ADILI, PETER MICHAEL	MAINTENANCE DISTRICTWIDE	GLAZIER	9/7/2010

PROMOTION			
KIBBY, CHARLENE T	SPECIAL ED	CASEMIS CA SP ED MANG INFO TEC	9/17/2010
BACA, RAYLENE D	PORTOLA MIDDLE	CAFETERIA COOK / MANAGER	9/1/2010
DUNN, DIONNE MARIE	OHLONE	GRADUATE TUTOR	8/23/2010
MOORE III, ALLEN	DEJEAN MIDDLE	SCH COMMUNITY WORKER	9/10/2010
BASSI, ELIZABETH O	LUPINE	SCHOOL SECRETARY I	9/22/2010
WILLIAMSON, RHONDA M.	WASHINGTON	INST ASSISTANT SP ED	9/3/2010
AGUILAR, NATALIE ALICE	CHILD DEVELOPMENT ALL PROGRAMS	SCHOOL SECRETARY I	9/15/2010
GALLEA, IRMA C	SPECIAL ED INFANTS & PRESCHOOL	TYPIST CLERK II BILINGUAL	9/17/2010
BELLANTI, CATHERINE	DOVER	GRADUATE TUTOR	9/7/2010
ANDREWS, ASHANNA A	DOVER	GRADUATE TUTOR	8/23/2010

TERMINATIONS			
TUCKER, SANDRA K	SCHOOL LUNCH CASHIER	RESIGNATION	06/11/2010
BERNAL, GUILLERMINA	SCHOOL LUNCH WORKER I	DECEASED	8/17/2010
WILLIAMS, MOHANIA	INST ASSISTANT SP ED	TERMINATION	8/20/2010
BARRON, ANABEL	SPECIAL EDUCATION ASSISTANT	RESIGNATION	6/11/2010
BOISSEVAIN, ALLISON	OCCUPATIONAL THERAPIST	RESIGNATION	9/17/2010

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: October 20, 2010

From: Steve Collins
SELPA Director

Agenda Item: CI C.8

Subject: Three (3) year Cooperative Contract between State of California, Department of Rehabilitation (DOR) and West Contra Costa Unified School District.

Background Information:

This Cooperative Contract is designed to jointly serve the mutual clients of the Department of Rehabilitation (DOR) Greater East Bay District and the West Contra Costa Unified School District through the combining of Resources. Students with the most severe disabilities will be referred between their junior and senior year in high school. The intent of these services is to prepare and assist the individual(s) served to obtain and maintain meaningful employment. The partnership provides the following services:

- Intake - Employment Specialists complete DOR Service Application packets and collaborate with student/clients and DOR Counselors to develop Individual Plans for Employment.
- Employment Preparation – Employment Specialists provide job seeking skills training and preparation, either individually or in a group setting, to DOR student/clients prior to entering into a specific job search.
- Job Development and Placement – Employment Specialists assist job ready clients, both in school and out of school, to obtain employment by indentifying specific job openings, assisting in placing the student/clients in the job, orienting the student/clients to the job, and indentify specific ongoing support and resource needs.
- Employment Retention – Continued support provided upon student/client employment.
- Non-Supported Employment Job Coaching – The Job Coach provides individual student/client assistance and support, on or off the job, in activities that are employment related and needed to promote job adjustment and retention.

The partnership expects to achieve the following service outcomes for each of the three fiscal years covered by the contract:

- 181 DOR student/clients who receive employment preparation services
- 34 DOR student/clients who receive job development, placement and follow-up services
- 25 student/clients placed in employment consistent with the Individualized Plan for Employment
- 3-5 student/clients will receive job coaching services.
- Of the DOR student/clients who are placed in employment, 33 will result in a DOR case closure

Recommendation: Board Approval

Fiscal Impact: WCCUSD will receive up to \$738,474.00 to implement this collaborative contract.

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

FULL Name of Corporation or Public Agency

West Contra Costa Unified School District

WHEREAS, the Board of Directors or Board of Trustees of the above-named corporation or public agency has read the proposed agreement between State of California, Department of Rehabilitation (DOR), and above-named corporation or public agency and said Board of Directors or Board of Trustees acknowledges the benefits and responsibilities to be shared by both parties to said agreement.

NOW, THEREFORE, BE IT RESOLVED that said Board of Directors or Board of Trustees does hereby authorize the following person/position

Name/Position of Person Authorized to Sign Agreement

of the above-named corporation or public agency on behalf of the corporation or public agency to sign and execute any and all documents required by DOR to effectuate the execution of contracts and/or amendments except to increase the financial liability of said corporation or public agency. This authorization shall remain in effect until the expiration of the contract and shall automatically expire at that time, unless earlier revoked or extended by the Board of Directors.

CERTIFICATION

I, the Recording Secretary named below, hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors or Board of Trustees of above-named corporation or public agency at a meeting of said Board regularly called and convened at which a quorum of said Board of Directors or Board of Trustees was present and voting, and that said resolution was adopted by a vote of the majority of all Directors or Trustees present at said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand as Recording Secretary of said corporation or public agency.

Address Where Board Meeting Held


Date of Board Meeting	Signature of Recording Secretary	Date Signed
		

EXHIBIT A: SCOPE OF WORK

COOPERATIVE CONTRACT WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT TRANSITION PARTNERSHIP PROGRAM (TPP)

SCOPE OF WORK

I. Introduction

This Cooperative Contract is designed to jointly serve the mutual clients of the Department of Rehabilitation (DOR) Greater East Bay District and the West Contra Costa Unified School District) through the combining of resources. Students with the most severe disabilities will be referred by their teachers and family at some time between their junior and senior year in high school. This decision is determined on a case-by-case basis with an expectation that Transition Partnership Program (TPP) services will be provided in accordance with this contractual agreement.

TPP staff will work closely with the DOR counselor throughout the referral, eligibility and planning processes to ensure coordinated service provision that will lead to a successful employment outcome.

The vocational rehabilitation services identified in this cooperative program constitute a unique pattern of service exclusively for DOR clients/applicants. These contracted services are not mandated or otherwise provided by the contracting agency.

During fiscal year 2010-2011, there will be a total of 181 unduplicated students/DOR clients who shall receive services through this cooperative program.

- Open 81 new cases (status 02)
- Develop 78 new Individual Plans for Employment (IPE)
- Close 33 cases successfully (status 26)
-

During fiscal year 2011-2012, there will be a total of 181 unduplicated students/DOR clients who shall receive services through this cooperative program.

- Open 81 new cases (status 02)
- Develop 78 new Individual Plans for Employment (IPE)
- Close 33 cases successfully (status 26)
-

During fiscal year 2012-2013, there will be a total of 181 unduplicated students/DOR clients who shall receive services through this cooperative program.

- Open 81 new cases (status 02)
- Develop 78 new Individual Plans for Employment (IPE)
- Close 33 cases successfully (status 26)

SERVICES TO BE PROVIDED

A. Employment Services

1. Description of Service

- Intake
- Employment Preparation – The Employment Specialists will provide job seeking skills training and preparation, either individually or in a group setting, to DOR student/clients prior to entering into a specific job search. Activities include:
 - Instruction of individuals and/or groups regarding techniques for obtaining and maintaining employment, such as:
 - Interviewing techniques
 - Resume development
 - Application preparation
 - Appropriate work behaviors
 - Relevant work practices
 - Appropriate grooming and hygiene
 - Assistance in becoming knowledgeable regarding the impact of employment on a client's disability and benefits, as well as providing information on accessing such benefits.
- Job Development and Placement– The Employment Specialists will assist job ready clients, both in school and out-of-school, obtain employment in the community by identifying specific job openings that are appropriate for each student/client, assisting in placing the student/client in the job, orient the student/client to the job, and identify specific ongoing support and resource needs. Activities include:
 - Contact employers and build networks to develop and/or identify job opportunities
 - Work site analysis, as needed
 - Job site consultation to identify or modify barriers
 - Negotiate job carving or other job accommodations
 - Maintain an organized system of current job openings
 - Assisting student/clients to find jobs which match their Individual Plan for Employment vocational goal

- **Employment Retention**

Upon student/client acceptance of employment of a job that is consistent with the IPE goal and meets the needs for hours, wages, and benefits, the following Employment Retention activities will be provided for at least 90 days:

- Assisting a student/client become knowledgeable regarding the conditions of their employment, such as:
 - Job description
 - Name of immediate supervisor
 - Responsibilities of the employee
 - Wage payment practices
 - Benefits
 - Conflict resolution procedures
 - Health and safety practices
- A limited amount of contact with the student/client and/or their employer to ensure job satisfaction.

- **Non-Supported Employment Job Coaching (on-the-job-supports)** – The Job Coach will provide individual client assistance and support on or off-the-job, in activities that are employment-related and needed to promote job adjustment and retention. Services may be time-limited or ongoing depending upon individual client need. Activities include:

- Job orientation
- Job destination/transportation training
- Teaching job tasks
- Supervision at the worksite
- Coworker/supervisor consultation
- Assistance with integrating into the work environment or with changes in the work environment
- Assistance with public support agencies
- Family and residential provider consultation
- Ongoing contact with the student/client and/or employer to ensure continued job satisfaction

Service Outcomes/Number to be served:

During fiscal year 2010/2011, it is expected that:

- There shall be 181 DOR student/clients who receive employment preparation services;
- 34 DOR student/clients who receive job development, placement and follow-up services;
- 25 student/clients placed in employment consistent with the IPE

- 3-5 students/clients will receive job coaching services.
- Of the DOR student/clients who are placed in employment, 33 will result in a DOR 26 closure.

During fiscal year 2011/2012, it is expected that:

- There shall be 50 shall be 181 DOR student/clients who receive employment preparation services;
- 34 DOR student/clients who receive job development, placement and follow-up services;
- 25 student/clients placed in employment consistent with the IPE
- 3-5 students/clients will receive job coaching services.
- Of the DOR student/clients who are placed in employment, 33 will result in a DOR 26 closure.

During fiscal year 2012/2013, it is expected that:

- There shall be 50 shall be 181 DOR student/clients who receive employment preparation services;
- 34 DOR student/clients who receive job development, placement and follow-up services;
- 25 student/clients placed in employment consistent with the IPE
- 3-5 students/clients will receive job coaching services.
- Of the DOR student/clients who are placed in employment, 33 will result in a DOR 26 closure.

B. Work Experience

TPP contract staff will assist DOR student/clients in completing the paperwork necessary to gain work experience and school credits. TPP contract staff will work together to secure work experience placements both on and off campus and monitor the student/clients performance in work experiences. DOR student/clients may participate in more than one work experience situation. Work experiences are expected to develop the following: vocational direction; appropriate work attitudes, ethics, interpersonal skills, speed, accuracy, and occupational skills.

DOR student/clients may participate in paid or unpaid work experience. Any non-paid experiential activities will be in compliance with the Department of Labor regulations. All paid work experiences will be at least minimum wage. Work Experience supervisors will evaluate DOR students/clients and submit written reports to the DOR counselor on a monthly basis.

Service Outcomes/Number to be Served:

During fiscal year 2010/2011, it is expected that:

125 TPP DOR student/clients will participate in at least 1 work experience

50 DOR student/clients will complete one or more work experiences and move on to Employment Services to seek a permanent job placement.

During fiscal year 2011/2012, it is expected that:

125 TPP DOR student/clients will participate in at least 1 work experience

50 DOR student/clients will complete one or more work experiences and move on to Employment Services to seek a permanent job placement.

During fiscal year 2012/2013, it is expected that:

125 TPP DOR student/clients will participate in at least 1 work experience

50 DOR student/clients will complete one or more work experiences and move on to Employment Services to seek a permanent job placement.

III. TRANSPORTATION OF DOR APPLICANTS/CLIENTS:

Transportation of DOR applicants/clients will be not provided under this contract.

IV. LINKAGES TO OTHER COMMUNITY AGENCIES:

The West Contra Costa Unified School District has developed an extensive network of partnerships with education liaisons, employers, community organizations, service provider agencies, and businesses. While the School-To-Career (STC) Administrator is the key person interfacing with these partnerships, the TPP staff continues to seek out new opportunities with these businesses and community organizations in an effort to better serve our student/DOR applicants/clients.

One particularly successful resource in the community is Richmond Works and the One Stop Centers. It is a committee of service providers who meet once a month to discuss employment issues supported by the City of Richmond's Employment and Training Department. The Employment Specialist, in cooperation with the DOR Counselor, will make referrals to the appropriate agencies such as: Employment Development Department (EDD), Department of Mental Health, Regional Center, California

Community Colleges, various Adult Education Agencies, Social Security Administration, Department of Motor Vehicles, Temporary Assistance to Needy Families, and adult supported agencies. Also in place to assist with community linkages is the School-To-Career Partnership Board.

V. IN-SERVICE TRAINING:

In-service trainings will be conducted to cross-train in each agency's mission, services, policies, procedures and professional approaches.

VI. Contract Administrator/Program Coordinator

Department of Rehabilitation

John McDonnell, Contract
Administrator

1485 Enea Ct, Suite 1100

Concord, CA 94520

925 – 817-9983

fax: 925-689-1797

jmcdonne@dor.ca.gov

West Contra Costa Unified School District

Ken Talken, Administrator

Special Education

2625 Barnard St.

Richmond, CA 94806

510-231-1432

fax: 510-222-8354

ktalken@wccusd.net

West Contra Costa Unified School District
1108 Bissell Avenue
Richmond, California 94801-3135
Office of Superintendent of Schools

ITEM REQUIRING ATTENTION --- BOARD OF EDUCATION

To: Board of Education **Meeting Date:** October 20, 2010
From: Bill Fay **Agenda Item:** CI C.9
Associate Superintendent for Operations
Subject: Ratification and Approval of Negotiated Change Orders

Background information:

Staff is seeking ratification of change orders on the following current District construction projects: Dover Elementary School New Campus; DeAnza High School Replacement Campus; DeAnza High School Baseball Field; and Portola Middle School Temporary Campus site work. 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: **\$128,553.81.**

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____
Approved _____ Not Approved _____ Tabled _____

October 20, 2010 Change Order Ratification Summary

	Project	Company	Original Contract	Previously Approved CO's	Items Pending Board Action		Total CO's	CO Percent of Original Contract	Adjusted New Contract	Change Order Numbers
					CO's Pending Ratification	CO's Pending Approval				
1	Dover ES New School	Alten Construction, Inc.	\$21,491,000.00	\$230,045.00	\$22,236.50	\$0.00	\$252,281.50	1.17%	\$21,743,281.50	8
2	De Anza HS Replacement Campus	Wright Contracting, Inc.	\$62,508,000.00	\$0.00	\$87,652.00	\$0.00	\$87,652.00	0.14%	\$62,595,652.00	1
3	De Anza HS Baseball Field Improvements	Bay Cities Paving & Grading, Inc.	\$1,350,000.00	\$60,859.61	\$15,366.31	\$0.00	\$76,225.92	5.65%	\$1,426,225.92	5
4	Portola MS Site Work	B Brothers Construction, Inc.	\$1,357,000.00	\$126,929.77	\$3,299.00	\$0.00	\$130,228.77	9.60%	\$1,487,228.77	3

Pending Board Actions	Ratifications	\$128,553.81
	Approvals	\$0.00
	Total Board Action	\$128,553.81

Note: The proposed Board action is to ratify all change orders below ten percent (10%) of the contract value; the change order amounts pending Board approval is the portion of the change order(s) above 10%.

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:** October 20, 2010
From: Bill Fay **Agenda Item:** CI C.10
Associate Superintendent for Operations
Subject: Ratification and Approval of Engineering Services Contracts

Background Information:

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: **\$114,005.** Funding sources as noted

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
FACILITIES PLANNING AND CONSTRUCTION**

ENGINEERING & ARCHITECTURAL SERVICES CONTRACTS

Project/Funding	Dates	Firm	Contract Cost	Reference
Portola Temporary Campus Measure J Bond	August 2010 thru November 2010	HY Architects	\$22,365	Additional services architectural and engineering for added scope to complete temp. campus
Harding Elementary Waterproofing Repairs Design Measure J Bond	October 2010 thru January 2011	Grossman Design Group	\$74,640	Design services for crawl space moisture intrusion repairs, window and shading system long-term repairs
Richmond College Prep Additional Modular Classrooms Measure J Bond	June 2010 thru October 2010	Interactive Resources	\$17,000	Additional services for bidding and construction administration, not included in original fee.

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:** October 20, 2010
From: Bill Fay **Agenda Item:** CI C.11
Associate Superintendent for Operations
Subject: Leadership Public Schools/Gompers Continuation High School Architectural Services Contract

Background Information:

At the meeting of October 6, 2010, the Board affirmed the direction to proceed with the design of the new campus at the Gompers site for the Leadership Public Schools High School and the Gompers Continuation High School. The Board has previously authorized architectural services through Schematic Design for Beverly Prior Architects. The Architects have completed the Schematic Design package and the District has completed a cost estimate of the project. At this time it is appropriate to proceed to the next level and authorize preparation of full Construction Documents and Construction Administration Services for the project. This will allow the District to be ready for construction at the Gompers site beginning in 2011.

Recommendation: Authorize Architectural Services Contract to Beverly Prior Architects.

Fiscal Impact: \$2,991,000. This is the net additional Construction Documents and Construction Administration fee. The Board has previously approved \$656,000 for Schematic Design. The total fee is \$3,647,000. Funded from the Measure J and Measure D 2010 Bonds.

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____
Approved _____ Not Approved _____ Tabled _____

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: October 20, 2010

From: Bill Fay
Associate Superintendent for Operations

Agenda Item: CI C.12

Subject: Purchase of State Re-locatable Buildings

Background Information:

The Board approved the purchase of 30 modular buildings from the Office of Public School Construction at the meeting of August 18, 2010. There are 5 additional buildings which need to be purchased, which were inadvertently left off of the previous purchase authorization.

The buildings are currently in use, it would be difficult and very costly to replace them. The current cost for purchase is \$12,000 per classroom. This is a competitive price, and lower than current market rates from private vendors. These buildings will have a useful service life of another 10 plus years and can be used as a part of our temporary housing strategy for the new Measure D 2010 projects.

Recommendation:

Ratify and approve purchase of modular buildings from the Office of Public School Construction.

Fiscal Impact: Total for this action: **\$60,000**. Funded from the Measure J Bond.

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

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:** October 20, 2010
From: Bill Fay **Agenda Item:** CI C.13
Associate Superintendent for Operations
Subject: Resolution No. 27-1011: Designation of Authorized Agent for Cal EMA, the Office of
Emergency Services.

Background Information:

The District has been working to close out funding grants received and pending from the California Office of Emergency Services, now called the California Emergency Management Agency or Cal EMA. This agency handles all disaster grants from the Federal Emergency Management Agency, EMA. The District has an open application for the flooding damage at Riverside Elementary School dating to the winter storms of 1996-97. The damage eventually resulted in the demolition of one building on the site. This approval of the authorized agent will expedite project closeout and result in the District receiving funding for which it has submitted claims. It is proposed that the Associate Superintendent for Operations, Mr. Bill Fay, be designated as the authorized agent.

Recommendation:

Approve Resolution No. 27-1011: Designating the District's authorized agent as the Associate Superintendent for Operations, Mr. Bill Fay.

Fiscal Impact: None.

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 27-1011

DESIGNATION OF APPLICANT'S AGENT RESOLUTION

BE IT RESOLVED BY THE Board of Education of the West Contra Costa Unified School District

THAT Mr. Bill Faye, Associate Superintendent for Operations

is hereby authorized to execute for and in behalf of the West Contra Costa Unified School District, a public entity established under the laws of the State of California, this application and to file it in the Office of Emergency Services for the purpose of obtaining certain federal financial assistance under P.L. 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the Natural Disaster Assistance Act.

THAT the West Contra Costa Unified School District, a public entity under the laws of the State of California, hereby authorizes its agent(s) to provide the State Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

PASSED AND ADOPTED this 20th day of October, 2010, at a regular meeting of the Board of Education by the following vote:

AYES _____ NOES _____ ABSTAIN _____ ABSENT _____

Madeline Kronenberg, President

Antonio Medrano, Clerk

I HEREBY CERTIFY that the foregoing resolution above is a true and correct copy of a resolution regularly introduced, passed, and adopted by the Board of Education of the West Contra Costa Unified School District, Contra Costa County, at meeting of the Board on October 20, 2010.

Bruce Harter
Board Secretary

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:** October 20, 2010

From: Bill Fay **Agenda Item:** CI C.14
Associate Superintendent for Operations

Subject: Approval of Greenhouse Gas Reduction Grant Program Funding Agreement with Bay Area Air Quality Management District for Energy Efficiency Projects and Renewable Energy System at Hercules Middle High School.

Background Information:

As part of a legal settlement related to the expansion of the Conoco Phillips Refinery in Rodeo, the Bay Area Air Quality Management District ("BAAQMD") initiated a program to fund grants for projects to achieve verifiable, quantifiable reductions in Greenhouse Gas emissions. Priority for the projects is that they be located in the vicinity of the refinery. The West Contra Costa Unified School District submitted a number of grant applications. The District was successful in receiving two grants for Hercules Middle High School. They are as follows:

- | | |
|---|-------------|
| 1. Installation of non-incandescent light fixtures, lamps and ballasts. | \$25,980 |
| 2. Installation of a renewable energy system (Photovoltaic panels) | \$1,302,682 |

The lighting efficiency grant will be used to replace incandescent fixtures throughout the campus with new, energy-efficient fixtures. This will result in reductions in our energy usage at the site. The second grant will fund a major portion of the installation of a 340 kWp Photovoltaic system for the site which will generate an estimated 459,000 kWh sufficient electricity to offset up to 50% of the energy usage on the campus. The solar electric panels will be installed on the existing buildings which have been identified as appropriate for the system. The total project cost is estimated at \$2,181,667. This project will be eligible for rebates under the California Solar Initiative (CSI) which will provide approximately \$500,000 towards the project cost. In addition, the project will require District matching capital funds of approximately \$400,000.

Recommendation: Approve the grant funding agreement with BAAQMD.

Fiscal Impact: \$400,000 from the Capital Facilities Fund. Lower operating utility costs from the General Fund for the site on a long-term basis.

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

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: October 20, 2010

From: Wendell Greer
Associate Superintendent K-Adult Schools

Agenda Item: D.1

Subject: Linked Learning Update

Background Information:

As the 2010-11 school year approaches the end of the first quarter, it's important to update the Board on the progress of the career academies in the WCCUSD high schools.

Recommendation:

For Information Only

Fiscal Impact:

None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

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:** October 20, 2010
From: Bill Fay **Agenda Item:** D.2
Associate Superintendent for Operations
Subject: Report Update 2009/10 – Food Service Department

Background Information:

The National School Meal Program supported the Food Services Department of West Contra Costa Unified School District to serve over 1,210,000 breakfasts, 3,500,000 lunches and almost 675,000 after school snacks to its students during the 2009/2010 school year. In our District's elementary schools 69 % of our students participate in our meal programs; our middle schools have a participation of 49% and at our high schools this participation is at 28.5%. The Food Service Department offers a breakfast program at 11 of the secondary sites and 27 elementary sites. The Food Services Department also plays a critical role in ensuring that many children get enough to eat during summer months and provided over 335,000 nutritious meals to children age 18 and below during this past Summer Feeding program.

The Food Services Department of WCCUSD has also been able to take advantage of Federal stimulus funds and updated 10 kitchen facilities providing the highest food safety and quality for our meals for our District students. The Food Service Department of WCCUSD also hosts the District's coordinated school health council that reinforces health literacy through health education, physical education and activity, health services, nutrition services, psychological and counseling services, health promotion for staff, a safe and healthy school environment, and parent/guardian and community involvement.

Recommendation: For information only

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION


Motion by: _____ Seconded by: _____
Approved _____ Not Approved _____ Tabled _____

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 20, 2010

From: Sheri Gamba 
Associate Superintendent Business Services

Agenda Item: D.3

Subject: Budget Update for 2010-11

Background Information: Associate Superintendent Business Services will provide an update on the budget.

Recommendation: For Information Only

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

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: October 20, 2010

From: Ann Reinhausen,
Assistant Superintendent Human Resources

Agenda Item: F.1

Subject: Approve the following reclassification, revised job descriptions

Campus Security Officer- II
Campus Security Officer -I

Background Information:

Attached are the job descriptions for Campus Security Officers I & II. The job descriptions have been approved by Local One.

Recommendation: Recommend Approval

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

CAMPUS SECURITY OFFICER II

PRIMARY FUNCTIONS:

Under the direction of an assigned administrator, take a leadership role in the safety of the school campus. Patrol and supervise campus activities to assure the well-being and safety of students and staff in non-classroom activities; assure student compliance with school and District policies and regulations. Perform a variety of day-to-day coordination, communication and training in support of the district's safety and disaster preparedness plans.

MAJOR DUTIES AND RESPONSIBILITIES:

Patrol and supervise assigned areas of campus, assuring students are safe, orderly, and within supervised areas; assure students on campus are authorized visitors; monitor lunch areas, walkways, restrooms and parking lots.

Enforce school and district rules, regulations and procedures; investigate and report unusual, suspicious or criminal activities; prevent or break up student conflicts and fights; inspect property for and report graffiti and vandalism; write referrals and detention slips as necessary.

Notify supervisor, as appropriate, of gang activities on or near campus and communicates with school staff via portable radio; report hazards or unsafe conditions on school property to principal or designee.

Provide guidance and leadership to Campus Security Officer I's by communicating critical site safety issues and enforcing district wide safety protocols.

Escort and direct authorized visitors to desired destinations; escort delinquent students to and from administration offices; and retrieve students as requested by administrators.

Communicate with students, parents, administrators and staff concerning student behavior, attendance and assigned activities; report incidents involving students, personnel and the public to school and District administrators and local law enforcement agencies.

Operate and respond to calls on two-way radio and follow district protocols.

Participate with administration on coordinating, training staff and conducting disaster preparedness and related safety drills.

Prepare and maintain various logs, records and reports related to daily activities, events and incidents.

Unlock and lock gates, hallway doors or bathrooms as assigned.

Administer basic first aid to students and staff as necessary. Ensure defibrillator(s) or other first aid equipment is in working order.

May assist with student detention system by reporting attendance issues to administration.

Maintain regular and prompt attendance in the workplace.

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Basic methods of individual and group supervision.
- Basic interests, attitudes and emotional development of adolescents.

- Oral and written communication skills.
- Health and safety regulations.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping and report preparation techniques.
- Basic first aid and CPR procedures.
- School and District policies, rules and regulations
- PROACT or current restraint training specified by the District

Ability to:

- Patrol and supervise campus activities to assure the well-being and safety of students and staff in non-classroom activities.
- Assure student compliance with school and District policies and regulations.
- Assist in the Investigation of property damage and suspicious or criminal activity.
- Learn, interpret, apply and explain laws, rules and regulations.
- Learn District organization, operations, policies and objectives.
- Learn to operate a two-way radio and other assigned equipment.
- Prevent or break up student conflicts and fights.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written instructions.
- Maintain routine records and prepare incident reports.
- Determine appropriate action within clearly defined guidelines.
- Communicate effectively both orally and in writing.
- Observe health and safety regulations.
- Administer first aid and CPR.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

EDUCATION AND EXPERIENCE:

Completion of a four year degree from a college or university with an emphasis in a social or behavioral science; or completed a minimum of four (4) POST certified courses; and Guard Card

Four years paid experience of supervision of students in a school setting.

In Accordance with Education Code 38001.5, a certificate of completion of a 24-hour "School Security Guard Training" course must be provided at the time of application.

Licenses or certificates:

- Valid First Aid card
- Valid Drivers License
- Cardiopulmonary Resuscitation (CPR) Certificate, which includes defibrillator training
- Must complete PROACT or current restraint training specified by the district by the end of the probation

PHYSICAL EFFORT/WORK ENVIRONMENT:

Environment:

- Indoor and outdoor environment.
- Seasonal heat and cold or adverse weather conditions.
- Driving a vehicle to conduct work.

Physical Abilities:

Employees in this position must have/be able to:

- Lift and/or carry up to 40 lbs at waist height for short distances.
- Occasionally lift and/or carry up to 150 lbs at waist height for short distances.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.

- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Push/pull up to 150 lbs for short distances.
- Standing and walking for extended periods of time.
- Seeing to monitor student activities.
- Dexterity of hands and fingers to operate assigned equipment.
- Physical agility and stamina.
- Running

Hazards:

Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior.

Contact with combative and/or aggressive individuals.

SALARY:

Schedule: 10

Salary Range: 58

Work year/days: 208

Approved by the Human Resources Division

Approved by the Board of Education _____.

CAMPUS SECURITY OFFICER I

PRIMARY FUNCTIONS:

Under the direction of an assigned administrator, patrol and supervise campus activities to assure the well-being and safety of students and staff in non-classroom activities; assure student compliance with school and District policies and regulations.

MAJOR DUTIES AND RESPONSIBILITIES:

Patrol and supervise assigned areas of campus, assuring students are safe, orderly, and within supervised areas; assure students on campus are authorized visitors; monitor lunch areas, walkways, restrooms and parking lots.

Enforce school and district rules, regulations and procedures; investigate and report unusual, suspicious or criminal activities; prevent or break up student conflicts and fights; inspect property for and report graffiti and vandalism; write referrals and detention slips as necessary.

Notify supervisor, as appropriate, of gang activities on or near campus and communicates with school staff via portable radio; report hazards or unsafe conditions on school property to principal or designee.

Escort and direct authorized visitors to desired destinations; escort delinquent students to and from administration offices; and retrieve students as requested by administrators.

Communicate with students, parents, administrators and staff concerning student behavior, attendance and assigned activities; report incidents involving students, personnel and the public to school and District administrators and local law enforcement agencies.

Operate and respond to calls on two-way radio and follow district protocols.

Prepare and maintain various logs, records and reports related to daily activities, events and incidents.

Unlock and lock gates, hallway doors or bathrooms as assigned.

Administer basic first aid to students and staff as necessary.

May assist with student detention system by reporting attendance issues to administration.

Maintain regular and prompt attendance in the workplace.

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Basic methods of individual and group supervision.
- Basic interests, attitudes and emotional development of adolescents.
- Oral and written communication skills.
- Health and safety regulations.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping and report preparation techniques.
- Basic first aid and CPR procedures.
- School and District policies, rules and regulations.
- PROACT or current restraint training specified by the District.

Ability to:

- Patrol and supervise campus activities to assure the well-being and safety of students and staff in non-classroom activities.
- Resolve conflicts via mediation or utilize other resources
- Assure student compliance with school and District policies and regulations.
- Assist in the Investigation of property damage and suspicious or criminal activity.
- Learn, interpret, apply and explain laws, rules and regulations.
- Learn District organization, operations, policies and objectives.
- Learn to operate a two-way radio and other assigned equipment.
- Prevent or break up student conflicts and fights.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written instructions.
- Maintain routine records and prepare incident reports.
- Determine appropriate action within clearly defined guidelines.
- Communicate effectively both orally and in writing.
- Observe health and safety regulations.
- Administer first aid and CPR.
- Develop and maintain cooperative and positive working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

EDUCATION AND EXPERIENCE:

Completion of two years at an accredited college or university with an emphasis in a social or behavioral science, or equivalent training and two years paid experience of supervision of students in a school setting; and Guard Card. Additional years of relevant experience may be substituted for the required education.

In Accordance with Education Code 38001.5, a certificate of completion of a 24-hour "School Security Guard Training" course must be provided at the time of application.

Licenses or certificates:

- Valid First Aid card
- Valid drivers license
- Cardiopulmonary Resuscitation (CPR) Certificate, which includes defibrillator training
- Must complete PROACT or current restraint training specified by the district by the completion of probation
- School Security Guard Training Certificate

PHYSICAL EFFORT/WORK ENVIRONMENT:**Environment:**

- Indoor and outdoor environment.
- Seasonal heat and cold or adverse weather conditions.
- Driving a vehicle to conduct work.

Physical Abilities:

Employees in this position must have/be able to:

- Lift and/or carry up to 40 lbs at waist height for short distances.
- Occasionally lift and/or carry up to 150 lbs at waist height for short distances.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
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- Standing and walking for extended periods of time.

- Seeing to monitor student activities.
- Dexterity of hands and fingers to operate assigned equipment.
- Physical agility and stamina.
- Running

Hazards:

Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior.
Contact with combative and/or aggressive individuals.

SALARY:

Schedule: 10

Salary Range: 49

Work year/days: 11 months 208 days

Approved by the Human Resources Division

Approved by the Board of Education _____.