

**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**  
March 16, 2011

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
MEETING AGENDA  
MARCH 16, 2011**

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**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](http://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.

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**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.

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**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 **6:00 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.

**Order of Business:** **ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE.**

**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.

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"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 March 16, 2011. 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:** January 25, 2011; February 16, 2011; February 23, 2011; March 2, 2011

**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 Grants/Awards/Agreements**

Comment:

Formal acceptance is requested from the Board of Education to accept the grants/awards/agreements as detailed, dated March 16, 2011.

Recommendation:

Recommend Approval

Fiscal Impact:

As noted per grants summary

**\*CI C.2 Acceptance of Donations**

Comment:

The District has received donations as summarized, dated March 16, 2011.

Recommendation:

Recommend Approval

Fiscal Impact:

As noted per donations summary

**\*CI C.3 Approval of Fund-Raising Activities**

Comment:

The planned fund-raising events for the 2010-11 school years are summarized, dated March 16, 2011.

Recommendation:

Recommend Approval

Fiscal Impact:

Additional revenue for schools

**\*CI C.4 Contracted Services**

Comment:

Permission is requested of the Board of Education to approve the contracts for services, dated March 16, 2011

Recommendation:

Recommend Approval

Fiscal Impact:

As noted per contracts summary

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

Comment:

The summaries of Payroll and Vendor Warrants issued during the month of February 2011:

Total of payroll warrants (February 2011):	\$ 9,207,182.00
Total of vendor warrants (February 2011):	\$19,878,239.00

Recommendation:

Recommend approval of the payroll and vendor warrant reports

Fiscal Impact:

As per noted above

**\*CI C.6 Notification of Claims Rejected**

Comment:

The District has received a claim requesting compensation for personal injury. The District's risk management firm has investigated the claim and is requesting the School Board to ratify the authorized claim rejection.



Recommendation:

Ratify the rejection of claim

Fiscal Impact:

None

**\*CI C.7 Resolution No. 58-1011: Directing Preparation of Annual Report - MRAD**

Comment:

In order to make a determination of improvements and any substantial changes proposed to be made to the existing improvements of the District's public recreational facilities, a resolution directing preparation of an annual engineering report is required, including a list of schools for which the improvements will be made during the fiscal year 2011-2012.

Staff recommends approval of this resolution for purposes of the Maintenance Recreation and Assessment District (MRAD) in accordance with Sections 22565 et seq., of the Landscaping and Lighting Act of 1972, (Streets and Highways Code Section 22565 et seq.). Once the report has been completed, it will be presented to the Board for preliminary approval.

Recommendation:

Recommend approval of this resolution for MRAD

Fiscal Impact:

Revenue for MRAD Fund

**\*CI C.8 Certificated Provisional Internship Permit (PIP) Request(s)**

Comment:

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

Recommendation:

Recommend Approval

Fiscal Impact:

None

**\*CI C.9 Memorandum of Understanding with Solano County Office of Education**

Comment:

The Solano County Office of Education and the West Contra Costa Unified School District will enter into an agreement to provide Teacher Release time for teachers being served by the Solano/North Bay/Contra Costa Teacher Intern Program during the 2010-2011 academic year.

Recommendation:

Recommended Approval

Fiscal Impact:

None

**\*CI C.10 Coronado Elementary Architectural Services Bidding, Construction Administration, and Closeout Services Approval**

Comment:

The Board approved the architectural services contract for construction documents for the renovation / reconstruction of Coronado Elementary School at its regular meeting of October 21, 2009. WLC Architects was awarded a contract for this phase of services. The District did not award a contract to the architect for the construction phase services at that time because it was unclear whether funding would be available to complete the work. It is now appropriate to get the architect under contract for the bidding, construction administration, and closeout phase services. At this time they have completed work on the construction documents and have submitted to the Division of State Architect for approval.

The original architectural services contract award was for \$2,100,000. With this award the full contract for complete services will be \$2,800,000. This amount is consistent with other architectural contracts for multi-phase, temporary housing, full campus replacement projects in the District.

Recommendation:

Approve additional architectural services for bidding, construction administration, and closeout on the Coronado Elementary project.

Fiscal Impact:

\$700,000. Funded from the Measure J Bond, Coronado Elementary project budget.

**\*CI C.11 Lupine Hills and Verde Restroom Surface Repairs Projects Change Order Approval**

Comment:

The Lupine Hills and Verde Restroom Surface Repairs projects are the first of several projects which will replace the originally installed epoxy restroom wall surfaces with tile. The epoxy wall systems were the original District standard and were installed in numerous restrooms at the beginning of the Bond Construction Program. The original scope of work in these projects was to place the tile directly over the prepared existing surfaces. Unfortunately, the existing surfaces, even with the specified preparation procedures, did not achieve the required bonding with the tile. The District then initiated a change in the work to remove and replace all existing substrate and place the tile on the new substrate. This represents a significant change in the work, and came during the first phase at both campuses with multiple restrooms closed and partially demolished. Staff directed the contractor to complete the work on the Force Account basis with direct labor and materials costs tracked by the District. Staff has directed this work only on the first phase of restrooms already under construction and closed to students. The remaining phases of the work will be removed from the contract and issued as a new public bid.

These changes to the project have resulted in change orders in excess of Public Contract Code 10% limit. Staff is requesting Board approval of Change Orders, with the findings as noted below, on the project as follows:

<b>School</b>	<b>Original Contract</b>	<b>Proposed Change Orders</b>	<b>Adjusted Contract</b>
Lupine Hills	\$152,540	\$54,618.25	\$207,158.25
Verde	\$143,688	\$25,935.27	\$169,623.27

Approval is required by the Board, with special findings, because this is in excess of the Public Contract Code limit of 10% of the original contract value. In accordance with Public Contract Code 20118.4, the Board, by approving these change orders, finds that it would have been futile to publicly bid the work in question because of the tight time frames to complete this work without affecting the operations of the District, and that the public is best served by having this work completed by the contractor on the project.

Recommendation:

Adopt findings of futility and approve change order to CF Contracting.

Fiscal Impact:

Total for this action: \$80,553.52. Funded by the Measure J Bond, additional bond funded projects.

**\*CI C.12 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: **\$422,700**. Funding sources as noted

**\*CI C.13 Ratification and Approval of Negotiated Change Orders**

Comment:

Staff is seeking ratification of change orders on the following current District construction projects: DeAnza High School Baseball Field; Ford Elementary New School; King Elementary Construction and Demo; Helms Middle School Demolition; Pinole Middle School Modernization Ph. 2; Nystrom Elementary New Multi-Purpose Building; Dover Elementary New Campus; and DeAnza High School New Campus. 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: \$570,668.77

**\*CI C.14 Study Trip by students from Bayview and Grant Elementary to New York City for a poetry contest, April 9-12, 2011**

Comment:

America SCORES will host the 5<sup>th</sup> Annual Poetry Slam on April 11, 2011 at the Apollo Theater. Ten year-old poets Jannelyn Lagrimas (Bayview) and Christian Suarez (Grant) will represent West Contra Costa USD at the April event.

Recommendation:

Recommend Approval

Fiscal Impact:

Funded by America SCORES

**\*CI C.15 Purchase “Destiny Textbook and Library Manager Software” from Follett Software Company**

Comment:

Destiny Textbook Manager: It is estimated that 5-10% of textbooks in a typical school district are lost each year. Additional costs are incurred in staff time for tracking down books to meet unplanned needs and in over-ordering new replacement textbooks. Destiny Textbook manager addresses these challenges, providing a powerful, easy and practical approach to streamlining textbook management district wide.

Destiny Library Manager: This makes the library more engaging for students and easier to use for staff. This is a 100% browser-based system. It will help schools streamline tasks and improve resources access and availability through centralized library management, supporting and strengthening a collaborative, 21<sup>st</sup> century learning community.

Recommendation:

Recommend Approval

Fiscal Impact:

The District will purchase this software package for \$191,940.19 using ARRA Technology funds.

**\*CI C.16 Resolution No. 59-1011: Day of Recognition for César Chávez, March 31, 2011**

Comment:

This resolution is in recognition of César Chávez for his great leadership in bringing social justice to California’s migrant farm workers, providing a model of solving problems through non-violent, democratic actions and a life of service to others.

Recommendation:  
For Information Only

Fiscal Impact:  
None

**D. AWARDS, RECOGNITIONS, AND REPORTS**

**\* D.1 West Contra Costa Retired Educators Scholarship Program**

Comment:

Since 1977, scholarships totaling \$394,442 have been awarded to 377 WCCUSD graduates to assist them with their post-secondary education.

The scholarship program is funded through the volunteer efforts of retired District educators serving on the Scholarship Board. In 2010 nineteen scholarships of \$1500 were awarded.

These volunteers seek donations from District employees and the community at large to fund scholarships for graduating seniors. A key fundraiser is the Annual Scholarship Benefit Drawing. Participation in the drawing determines how many scholarships are awarded each year.

We thank the generous donors for their contributions to the drawing. Tickets are available for anyone who wishes to participate.

Recommendation:  
For Information Only

Fiscal Impact:  
None

**\* D.2 Recognition of Tyler Hester**

Comment:

In early December, Leadership High School English teacher started a book donation drive that not only gained regional and national recognition for its uniqueness but also resulted in the donation of more than 12,000 books to students in Richmond.

Recommendation:

That the Board recognize the contribution that Tyler Hester has made to students in our community.

Fiscal Impact:  
None

- \* **D.3 In Appreciation of Contra Costa Interfaith Supporting Community Organization (CCISCO) and Be A Mentor, Inc. for working collaboratively with WCCUSD to develop a mentoring program to serve the youth of John F. Kennedy High School**

Comment:

CCISCO, since 1996, has been organizing a voice for justice and equity in Contra Costa County. Along with Be A Mentor, Inc. founded in 1991 to help high-risk youth gain the skills and confidence to become productive and contributing citizens are working in collaboration at the John F. Kennedy High School. This partnership will establish a mentoring program for the students at the high school.

Recommendation:

For Information Only

Fiscal Impact:

None

- \* **D.4 Report Update TDAP – Tetanus, Diphtheria and Pertussis (Whooping Cough) Vaccine Booster Requirement**

Comment:

A new school immunization law requires all students entering 7th through 12th grades in the 2011-2012 school year in California to be immunized with a pertussis (whooping cough) vaccine booster called Tdap.

Recommendation:

For Information Only

Fiscal Impact:

None

- \* **D.5 Richmond Association of School Administrators (RASA) Award Winners**

Comment:

Each year the Richmond Association of School Administrators acknowledges exemplary administrators and participates in the Association of California School Administrator (ACSA) Administrator of the Year awards.

RASA is a chapter of ACSA Region VI. The RASA Board selects candidates based upon nominations by West Contra Costa Unified School District (WCCUSD) administrators and individual accomplishments within the District. The individuals selected from WCCUSD move on to the ACSA Region VI competition.

**Administrator of the Year awards for WCCUSD 2010-11 are:**

Barbara Penny-James, Principal, Elementary School  
Catherine VonHusen, Principal, Middle School  
Roxanne Brown-Garcia, Principal, High School  
Jennifer Bender, Co-Administrator, Secondary  
Marin Trujillo, Central Office Administrator  
Terry Massaro, Confidential

Recommendation:  
For Information Only

Fiscal Impact:  
None

\* **D.6 Standing Reports**

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

Academic Subcommittee	Public Employees Local 1
Bayside Parent Teacher Association	School Supervisors Association
Citizens’ Bond Oversight Committee	United Teachers of Richmond
Community Budget Advisory Committee	West Contra Costa Administrators Association
Facilities Subcommittee	
Ivy League Connection	
Linked Learning – Multiple Pathways	
Safety Committee	
Special Education Citizens Advisory Committee	
Youth Commission	

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

\* **E.1 Superintendent’s Report**

\* **E.2 WCCUSD Public Comment**

Members of the public are invited to speak to the Board about any matter that is not otherwise on the agenda and is related to issues affecting public education in the WCCUSD. **Approximately 30 minutes will be allocated for this item.** If there are more requests to speak than can be heard within this time limit, “WCCUSD Public Comment” will continue after Item G. Individuals wishing to speak must submit a “WCCUSD Public Comment” form prior to the beginning of this item on the agenda.

Depending on the number of persons who wish to speak, from one to three minutes will be allocated to each speaker at the discretion of the President of the Board in order to accommodate as many speakers as possible. The Board cannot dialogue on any issues brought before it by the public that have not been previously agendized, but may refer these to staff for response and/or placement on future agendas.

**F. ACTION ITEMS**

**\* F.1 Second Interim Report, 2010-11 / Financial Update**

Comment:

Provided is a summary of the District's Second Interim Report for 2010-11, which covers the financial and budgetary status of the District for the period ended January 31, 2011. The entire report, including state forms, is provided under separate cover and on the District's website at [www.wccusd.net](http://www.wccusd.net).

Education Code Section 42130 requires school districts to prepare interim financial reports each year. The First Interim Report covers the period ending October 31; the Second Interim Report covers the period ending January 31. These financial reports are subject to standards and criteria adopted by the State Board of Education to monitor the fiscal stability of local educational agencies.

The District shall certify whether it is able to meet its financial obligations for the current fiscal year and, based on current forecasts, for the two subsequent fiscal years. A positive certification shall be assigned when a district will meet its financial obligations for the current fiscal year and subsequent two fiscal years. A qualified certification shall be assigned when a district may not meet its financial obligations for the current fiscal year and subsequent two fiscal years. A negative certification shall be assigned when a district will be unable to meet its financial obligations for the remainder of the fiscal year.

The District will meet its financial obligations for the current year, and two subsequent years. It should be noted that in 2012-13 the projection includes deficit spending of over \$8 million. However, the 3% reserve for economic uncertainty is in place.

Recommendation:

Recommend approval of the Second Interim Report for 2010-2011

Fiscal Impact:

Positive Budget Certification

**\* F.2 Richmond College Prep K-5 Charter School**

Comment:

On January 18, 2011, the petitioner, Richmond College Prep K-5 Charter School, submitted to West Contra Costa Unified School District ("District") an addendum ("Addendum") to their charter ("Petition") to add a sixth grade to the independent charter school known as Richmond College Prep K-5 Charter School ("Charter School") beginning with the 2011-2012 school year. The Charter School previously petitioned for renewal in May 2010 and the renewal was conditionally approved by the District. The Charter School was notified by the District in December 2010 that they had satisfied the requisite conditions and the Petition was renewed for a term of five years. The Charter School is now proposing to add a sixth grade utilizing "an academic program that is aligned with the California Department of Education Standards and benchmarks." (Addendum, page 2.)

Pursuant to the Charter Schools Act of 1992 ("Act"), Education Code section 47600 *et seq.*, the Legislature has charged local school boards with the responsibility for reviewing and acting on petitions for renewal by charter schools. Material revisions to charter petitions are governed by the same standards



and criteria set out for charter petitions in Education Code section 47605. (Ed. Code, § 47607, subd. (a)(2).) A material revision of the provisions of the Petition may be made only with the approval of the authority that granted the charter. (Ed. Code, § 47607, subd. (a)(1).) The addition of a grade level, as proposed by the Addendum, constitutes a material revision to the Petition.

Staff and legal counsel have reviewed the Addendum and prepared the Staff Written Findings Regarding Richmond College Prep K-5 Charter School Addendum to the Charter Petition (“Findings”). Staff’s analysis of the Addendum includes a review of its educational program, financial plan, staffing and facilities, and measurable student outcomes and assessments.

Recommendation:

Staff recommends that the Board deny the Addendum to the Petition on the following grounds pursuant to Education Code section 47605:

1. The Addendum presents an unsound educational program for sixth grade students. (Ed. Code § 47605(b)(1).)
2. The Petitioners are demonstrably unlikely to successfully implement the sixth grade program set forth in the Addendum. (Ed. Code § 47605(b)(2).)
3. The Addendum does not contain reasonably comprehensive descriptions of certain required elements set forth in Education Code section 47605, subdivisions (b)(5)(A-P).

In order to deny the Addendum on the grounds set forth above, Education Code section 47605, subdivision (b) requires the Governing Board to make “written factual findings, specific to the particular material revision(s), setting forth specific facts to support one or more” of the grounds for denying the Addendum. Staff recommends that the Board adopt the proposed Findings as its own. Staff further recommends that the Board deny the Addendum.

Fiscal Impact:

None

\* **F.3 Building Educated Leaders for Life (BELL) K-8 Summer Partnership Program**

Comment:

At the February 16, 2011 and March 2, 2011 Board meetings, there were thorough discussions regarding Building Educated Leaders for Life (BELL) and Summer Learning in WCCUSD. BELL is a non-profit that exists to partner with districts to help transform the academic achievements, self-confidence, and life trajectories of children living in under-resourced, urban communities.

The BELL K-8 Summer Program offers day-long literacy and math instruction as well as enrichment (science, financial literacy, and youth development) courses to under-performing elementary and middle school students. The program also works to engage parents and positive adult role models from the community in the educational process, while working closely with school administration and faculty. Study trips and guest speakers are also part of the program.

BELL has a proven record of effectiveness that results in 3 or more months of academic growth in literacy and math. The BELL Summer program is a five-week summer learning experience that operates from

Monday through Friday for 6.5 hours per day. **The class size for the summer K – 8 classrooms will be 20 to 2 which is a tremendous improvement from previous summer schools where class size has been 27 to 1 (K-6th grade classrooms) and 38 to 1 (7<sup>th</sup> and 8<sup>th</sup> grade classrooms).**

BELL will also partner with WCCUSD by providing \$977,257 to support the 2011 summer learning program. This joint effort between BELL and WCCUSD fully funds a comprehensive summer learning program for 2,000 students.

Recommendation:

Recommend Approval

Fiscal Impact:

\$1,500,000.00 (Title I AARA categorical monies)

\* **F.4 Special Education Annual Service Plan / Special Education Annual Budget Plan**

Comment:

Assembly Bill AB602, Chapter 654, Statutes of 1997 added new requirements to the Special Education Local Plan. AB602 requires SELPAs to submit Annual Budget and Service plans. These plans must be adopted at public hearings. As required in Education Code (EC) Section 56205, these plans must identify expected expenditures and include a description of services and the physical location of these services. The Local Budget and Service Plans must demonstrate that all individuals with exceptional needs have access to services and instruction appropriate to meeting their needs as specified in their IEPs.

**Annual Service Plan:**

The Annual Service Plan must include a complete detailed description of special education services provided by each district and/or SELPA. This description must include:

- A. The nature of the services, including Related Services
- B. The physical location where the services are provided which may include:
  - 1. Alternative Schools
  - 2. Charter Schools
  - 3. Opportunity Day Schools operated by school districts
  - 4. Community Day Schools operated by the County Office of Education regardless of whether the district or County Office of Education participates in the Local Plan.
  - 5. Nonpublic Schools/agencies

The Service Plan description must demonstrate that all individuals with exceptional needs have access to services and instruction appropriate to meet their needs as specified in their individual education programs.

**Annual Budget Plan:**

The Annual Budget Plan identifies expected expenditures for all items listed below:

- A. Funds received in accordance with Chapter 7.2 (Special Education Funds)
- B. Administrative Costs of the Plan

- C. Special Education Services to pupils with severe disabilities as defined by IDEA 2004 including 'Low Incidence' Disabilities (deaf, hard of hearing, blind, visually impaired, and orthopedically handicapped students)
- D. Special Education services to pupils with non-severe disabilities as defined by IDEA 2004.
- E. Supplemental aids and services to meet the individual needs of pupils placed in regular classrooms and environments.
- F. Regionalized operations and services and direct instructional support by Program Specialists
- G. The use of property taxes allocated to special education pursuant to Section 2572.

The Annual Budget Plan may be revised during any fiscal year according to the policymaking process. Accordingly, the West Contra Costa Unified School District SELPA's Annual Service Plan and Annual Budget Plan have been updated and reviewed, as is required by California Department of Education.

Complete copies of the Local Plan and Budget Plan are available at [www.wccusd.net](http://www.wccusd.net) under the Special Education department website.

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 – April 13, 2011

**K. ADJOURNMENT**

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

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

**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

**March 16, 2011**

**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)**

**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**

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**To:** Board of Education

**Meeting Date:** March 16, 2011

**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 March 16, 2011. 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 \_\_\_\_\_

**Special Joint Meeting of the Richmond City Council /  
West Contra Costa Unified School District  
Minutes of the Meeting**

Agenda Item B.7

**Community Services Building  
440 Civic Center Plaza  
Richmond, CA 94804**

**January 25, 2011**

**A. OPENING PROCEDURES**

The Special Joint Meeting of the Richmond City Council / West Contra Costa Unified School District Board was called to order at 6:46 p.m. by Mayor Gayle McLaughlin.

**ROLL CALL**

**Councilmembers:** Nat Bates, Jovanka Beckles, Cortland Boozé, Jeff Ritterman, Jim Rogers, Vice Mayor Butt, and Mayor McLaughlin

**Board Members:** Madeline Kronenberg, Antonio Medrano, Tony Thurmond, and School Board Superintendent Bruce Harter.

**Absent:** School Boardmember Elaine Merriweather and School Board President Charles Ramsey

**B. STATEMENT OF CONFLICT OF INTEREST**

Vice Mayor Butt stated he would recuse himself for the entire meeting due to a conflict of interest with Items D-1, D-2, and D-3; his firm provides architectural services to the West Contra Costa Unified School District.

**C. AGENDA REVIEW**

**D. STUDY AND DIRECTION TO STAFF SESSION**

The Richmond City Council and the West Contra Costa Unified School District received a presentation from Nystrom United Re-Vitalization Effort (NURVE) stakeholders on the status of NURVE projects and programs; and reviewed and commented on the proposed Memorandum of Understanding by and between the NURVE stakeholders outlining stakeholder responsibilities. The Nystrom United Revitalization Effort (NURVE) is a joint effort among the City of Richmond, the West Contra Costa School District, Richmond Community Foundation, Bay Area LISC, the National Park Service, the surrounding neighborhood councils, and a variety of other community entities to collaboratively and strategically find ways to address complex issues facing the area surrounding Nystrom Elementary School through local neighborhood based revitalization. City Manager Bill Lindsay gave an overview of the item. The following individuals contributed to a PowerPoint presentation on the status of NURVE projects and programs: Joan Davis, Executive Director, Richmond Community Foundation and Stephanie Forbes, Executive Director, Bay Area Local Initiatives Support Corporation briefly introduced the purpose, vision and background of the Nystrom United Revitalization Effort (NURVE); Bill Fay, Associate Superintendent for Operations, WCCUSD gave a presentation on the Nystrom Elementary School Project Site; Tim Jones, Executive Director, Richmond Housing Authority gave a status update on the Nystrom Village Revitalization Project and the Maritime Center; Jim Bissell, City of Richmond Engineering Project Manager gave an update on Phase 1 and Phase 2 of the Martin Luther King Park, briefly discussed the future plans for the recently demolished Martin Luther King Community Center, and shared plans for Sidewalk and Streetscape Improvements along Harbour Way and around the NURVE site; LaShonda Wilson, Management Analyst, City Manager's Office described the purpose of the memorandum of understanding by and among the NURVE stakeholders. The following individuals gave comments: Antwon Cloird, Myrna Lopez, Raymond Landry, Eduardo Martinez, Rhonda Harris, and McKinley Ross. The City Council and WCCUSD discussed the need to hire City of Richmond residents and local businesses and resources for projects located in the City of Richmond. Boardmember Medrano stated that the School Board would supply a report to the entire City Council that gives an actual breakdown of workers by percentages, wages earned in each county and school district. Mayor McLaughlin stated that the Parks and Recreation Commission requested to be added as a stakeholder. She will send suggested language to LaShonda Wilson to add to the MOU.

The Richmond City Council and the West Contra Costa Unified School District received a report and provided comments on the draft comprehensive joint use agreement for recreational and educational facilities by and between the City of Richmond and the West Contra Costa Unified School District. City Manager Bill Lindsay gave an overview of the item and introduced Program Analyst LaShonda Wilson who gave a PowerPoint presentation. The following individuals gave comments: Gelberg Rodriguez, Cesar Portillo, Antonio Cordova, Eduardo Martinez, Roberto Reyes, Juan Reardon, Simms Thompson, Bruce Greenlee, and Myrna Lopez. Councilmember Bates suggested that the joint use agreement be extended to the East Bay Regional Park District. Mayor McLaughlin suggested that the Joint Use Committee along with the community provide input on how teams could use the facilities at low to no cost.

The Richmond City Council and the West Contra Costa Unified School District received a report on current projects to renovate the Kennedy High School/Richmond Swim Center and to jointly rebuild and use the Martin Luther King Jr. Community Center, and discuss the feasibility to utilize District bond proceeds to fund a portion of these projects. Public Works Director Yader Bermudez introduced Mark Albertson of Architects who gave a PowerPoint presentation. The following individuals gave comments: Eduardo Martinez, Mike Peritz, Eleanor Thompson, and Kristen Pursley.

City Manager Bill Lindsay introduced Diane Aranda, Program Manager, with The California Endowment (TCE) to the Richmond City Council and the West Contra Costa Unified School District Board. Ms. Aranda gave a PowerPoint presentation on TCE's Building Healthy Communities Initiative in Richmond. The following individuals gave comments: Eduardo Martinez, Maria Alegria, and Amanda Elliott.

**E. ADJOURNMENT**

Councilmembers Boozé and Beckles reported that they attended the conference held by the League of California Cities New Mayors and Council Members Academy in Sacramento on January 19 to 21, 2011.

There being no further business, the meeting adjourned at 11:02 p.m. in memory of Julie Miles and Tyree Brown.

Minutes prepared by Richmond City Clerk Diane Holmes.



**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

**February 16, 2011**

**A. CLOSED SESSION**

**B. OPENING PROCEDURES**

President Charles Ramsey called the meeting to order at 5:45 PM. The Board recessed into Closed Session.  
President Ramsey called the Public Session to order at 6:32 PM.

**B.1 Pledge of Allegiance**

President Ramsey led the pledge of allegiance.

**B.2 Welcome and Meeting Procedures**

President Ramsey offered welcome to the public regarding the meeting.

**B.3 Roll Call**

**Board Members Present:** Madeline Kronenberg, Antonio Medrano, Elaine Merriweather, Charles Ramsey, Tony Thurmond

**Staff Present:** Sherri Bell, Coordinator; Steve Collins, SELPA Director; Rosa Cornejo, Staff Secretary; Cheryl Cotton, Madera Elementary Principal; Jose DeLeon, Helms Principal; Otilia Espinosa, Interpreter; Bob Evans, DeAnza Principal; Bill Fay, Associate Superintendent Operations; Luis Freese, Executive Director Maintenance and Operations; Sheri Gamba, Associate Superintendent for Business Services; Wendell Greer, Associate Superintendent K-Adult; Bruce Harter, Superintendent; Linda Jackson, Executive Director; David Luongo, Assistant Principal Kennedy; Ken McDaniel, Maintenance Supervisor; Joe Mayes, Maintenance Manager; Nia Rashidchi, Assistant Superintendent Educational Services; Ann Reinhausen, Assistant Superintendent Human Resources; Liz Torio, Coordinator; Marin Trujillo, Coordinator; Bill Savidge, District Engineering Officer; Eddie Scruggs-Smith, Stege Elementary Principal

**B.4 Presentation of Student Board Representative from Gompers High School**

Lourdes Muniz provided a report of activities at Gompers High School.

**B.5 Report/Ratification of Closed Session**

Superintendent Harter asked the Board to ratify the action taken in Closed Session regarding the recommendations of February 16, 2011 for expulsion cases #001, #002, #003, #004 and #005.

**Motion:** Mr. Medrano moved to ratify the action taken in Closed Session regarding the recommendations of February 16, 2011 for expulsion cases #001, #002, #003, #004 and #005. Ms. Kronenberg seconded. Ms. Kronenberg, Mr. Medrano and President Ramsey voted yes, with Mr. Thurmond and Ms. Merriweather abstaining and no absences. Motion carried 3-0-2-0.

Superintendent Harter asked the Board to ratify the action taken in Closed Session regarding the recommendation of charges against certificated staff.

**Motion:** Mr. Medrano moved to ratify the action taken in Closed Session regarding the recommendations of charges against certificated staff. Ms. Kronenberg seconded. Ms. Kronenberg, Mr. Medrano and President Ramsey voted yes, with Mr. Thurmond and Ms. Merriweather abstaining, and no absences. Motion carried 3-0-2-0.

**B.6 Agenda Review and Adoption**

Mr. Ramsey requested moving Items D.1 and D.4 to follow item B.6.

**MOTION:** Ms. Kronenberg moved approval of the agenda as amended. Mr. Medrano seconded. Ms. Kronenberg, Mr. Medrano, Ms. Merriweather, Mr. Thurmond, Student Representative Lourdes Muniz (advisory vote only) and President Ramsey voted yes with no abstentions and no absences. Motion carried 5-0-0-0.

**B.7 Minutes:** February 2, 2011

**MOTION:** Mr. Medrano moved approval the Minutes of February 2, 2011. Mr. Thurmond seconded. Ms. Kronenberg, Mr. Medrano, Ms. Merriweather, Mr. Thurmond, Student Representative Lourdes Muniz (advisory vote only) and President Ramsey voted yes with no abstentions and no absences. Motion carried 5-0-0.

**C. BUSINESS ITEMS**

This item moved to follow D.4.

**D. AWARDS, AND REPORTS**

**D.1 School Presentations to celebrate and validate African American History Month - February 2011**

Ms. Rashidchi introduced students and principals from Madera, Stege and Pinole Valley High Schools. Students performed poems from African American poets.

**Public Comment:**

None

**Board Comment:**

Mr. Ramsey thanked all the students for their presentations.

**D.4 Standing Reports**

**Youth Commission.** Mr. Thurmond introduced the current members of the Youth Commission. Members introduced themselves, sharing their ideas and goals with the Board. Mr. Thurmond reminded everyone that the installation of the Youth Commission will be held on March 2<sup>nd</sup>.

**Citizens' Bond Oversight Committee.** Robert Studdiford announced the next meeting scheduled for February 23, 2011 at 6:00 PM.

**Linked Learning.** Ms. Kronenberg reported on their ongoing meetings. She announced upcoming community based meetings in an effort to bring organizations and business together for better understanding of the importance of the linked learning concept.

**Safety Committee.** Mr. Thurmond announced the next meeting on March 3, 2011, 7:15 PM at El Cerrito High.

**Facilities Subcommittee.** Mr. Medrano gave an update on the February 8<sup>th</sup> meeting where the committee recommended the Helms field master plan and El Cerrito High fields phase one for Board action. The next meeting will be March 14, 2011.

**Academic Subcommittee.** Ms. Rashidchi announced the next meeting on March 1<sup>st</sup> at Helms Middle School.

**Ivy League Connection.** Ms. Kronenberg announced that the Ivy League Connection has completed the student selection process with 34 students planning to go to Brown, Columbia, Cornell, the University of Pennsylvania, Vanderbilt, and Yale. Mr. Ramsey was excited that seven WCCUSD high schools are participating this year.

**C. BUSINESS ITEMS**

**C.1 Acceptance of Grants/Awards/Agreements**

**C.2 Acceptance of Donations**

**C.3 Approval of Fund Raising Activities**

**C.4 Contracted Services**

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

**C.6 Notification of Claims Rejected**

**C.7 36 Month Purchase Option Lease of copiers for the following school sites: Bayview, Chavez, Coronado, Downer, Highland, Lincoln, Nystrom, Riverside, Stege, and DeJean**

**C.8 Routine Personnel Changes - Certificated**

- C.9 Routine Personnel Changes - Classified**
- C.10 Resolution No. 50-1011: Determination of Tie-Breaking Criteria for 2011-2012**
- C.11 Resolution No. 49-1011: Week of the School Administrator – March 6-12, 2011**
- C.12 Resolution No. 45-1011: Disabilities Awareness Month – March 2011**
- C.13 Resolution No. 46-1011: Arts in Education Month – March 2011**
- C.14 Resolution No. 47-1011: Women’s History Month – March 2011**
- C.15 Resolution No. 52-1011: Resolution to support the work of Healthy Richmond and exploration to expand and develop community schools in WCCUSD**
- C.16 Ratification and Approval of Engineering Services Contracts**
- C.17 Ratification and Approval of Negotiated Change Orders**
- C.18 El Cerrito High School Fields Phase II Architectural Services Contract**
- C.19 Resolution No. 53-1011: Resolution In Support of Placing a Revenue Extension Measure on the Ballot**
- C.20 2011 CSBA Delegate Assembly Election Ballot**

Mr. Ramsey pulled Consent Item C.18 El Cerrito High Fields Phase II Architectural Services Contract for discussion.  
Mr. Thurmond pulled Consent Item C.15 Resolution No. 52-10-11: Resolution to support the work of Healthy Richmond and exploration to expand and develop community schools in WCCUSD for discussion.

**MOTION: Mr. Medrano moved approval of Consent Items C.1 – C.14, C.16, C.17 and C.19 – C.20. Mr. Thurmond seconded. Ms. Kronenberg, Mr. Medrano, Ms. Merriweather, Mr. Thurmond, Student Representative Lourdes Muniz (advisory vote only) and President Ramsey voted yes with no abstentions and no absences. Motion carried 5-0-0-0.**

**MOTION: Mr. Medrano moved approval of Consent Item C.18 El Cerrito High School Fields Phase II Architectural Services Contract. Ms. Kronenberg seconded. Ms. Kronenberg, Mr. Medrano, Ms. Merriweather, Mr. Thurmond, Student Representative Lourdes Muniz (advisory vote only) and President Ramsey voted yes with no abstentions and no absences. Motion carried 5-0-0-0.**

Mr. Ramsey stated for the record that once the site ratifies this item there will be no impediment on starting the project. Mr. Savidge and Mr. Fay confirmed.

Mr. Thurmond introduced Ms. Aranda from the California Endowment who spoke briefly.

**MOTION: Mr. Thurmond moved approval of Consent Item C.15 Resolution No. 52-1011: Resolution to support the work of Healthy Richmond and exploration to expand and develop community schools in WCCUSD. Ms. Kronenberg seconded. Ms. Kronenberg, Mr. Medrano, Ms. Merriweather, Mr. Thurmond, Student Representative Lourdes Muniz (advisory vote only) and President Ramsey voted yes with no abstentions and no absences. Motion carried 5-0-0-0.**

#### **AWARDS AND REPORTS**

- D.1 School presentations to celebrate and validate African American History Month - February 2011**

This item was moved to follow B.7.

- D.2 K to College Recognition**

Mr. Trujillo and Ms. Jackson introduced Executive Director Benito Delgado and the nonprofit organization K to College which provided WCCUSD students with school supplies. Ms. Jackson presented Mr. Benito Delgado with a certificate of recognition. Mr. Delgado thanked everyone for the recognition.

#### **Public Comment:**

None

#### **Board Comment:**

None

- D.3 Budget Report Update**

Ms. Gamba gave an update on the Governor’s budget report. She talked about the different scenarios that could be implemented. She spoke about the proposed staff layoff order to protect the fiscal status of the District. She also talked about the recent community meetings.

**Public Comment:**

None

**Board Comment:**

Mr. Ramsey said he was not interested in modified class sizes.

Mr. Thurmond said he would like to see all the scenarios at the February 23<sup>rd</sup> meeting.

Ms. Merriweather said she would like to see real numbers for decision-making.

Ms. Kronenberg said she would like to see what the worst-case scenarios might look like.

Mr. Medrano agreed with Board members, saying he felt that the budget should be built on the worst case scenario.

**D.4 Standing Reports**

This item was moved to follow B.7

**D.5 In Memory of Members of the School Community**

Superintendent Harter recognized contributions of members of the community who have passed away.

**Public Comment:**

None

**Board Comment:**

None

**E. PUBLIC AND COMMITTEE COMMUNICATIONS**

(Education Code 35145.5; Government Code 54950 et seq.)

**E.1 Superintendent's Report**

Superintendent Harter provided a report of activities in the District.

**E.2 WCCUSD Public Comment**

**Public Comment:**

Alvin Herring, Diane Brown, Bea Lieberman

**F. ACTION ITEMS**

**F.1 Public Hearing - Quality Education Investment Act Waiver Request**

Ms. Rashidchi introduced Ms. Sonja Neely-Johnson, Coordinator Ed Services, who gave a brief summary of the Quality Education Investment Act Waiver request. She introduced staff from Helms, DeAnza and Kennedy.

President Ramsey opened the public hearing.

**Public Comment:**

None

President Ramsey closed the public hearing.

**Board Comment:**

None

**F.2 Quality Education Investment Act (QEIA) of 2006**

**Public Comment:**

None

**Board Comment:**

Mr. Thurmond asked for clarification on what each school would waive. Ms. Rashidchi and Mr. Greer clarified.

**MOTION: Mr. Thurmond moved approval of the Quality Education Investment Act (QEIA) waiver request. Mr. Medrano seconded. Ms. Kronenberg, Mr. Medrano, Ms. Merriweather, Mr. Thurmond, Student Representative Lourdes Muniz (advisory vote only) and President Ramsey voted yes with no abstentions and no absences. Motion carried 5-0-0-0.**

### **F.3 Special Meeting / Modification of Board Calendar**

**Public Comment:**

None

**Board Comment:**

Mr. Ramsey proposed to meet on February 23 and to move the March 16 meeting to March 9. Mr. Medrano agreed. Ms. Merriweather said she felt that the February 23<sup>rd</sup> meeting was needed to provide additional information but that she could not attend a March 9 meeting.

Mr. Thurmond agreed with the value of the meeting but would like to discuss the format. He suggested that the public, PTA members, employees and subcommittees be invited with a modified format.

Ms. Kronenberg supported moving the March 16<sup>th</sup> meeting to March 9<sup>th</sup>.

Mr. Thurmond said he would prefer to have one conversation when all Board members are present.

**MOTION: Mr. Thurmond moved to hold a special meeting on February 23, 2011 but keep the regularly scheduled meeting on March 16. Mr. Kronenberg seconded. Ms. Kronenberg, Mr. Medrano, Ms. Merriweather, Mr. Thurmond, Student Representative Lourdes Muniz (advisory vote only) and President Ramsey voted yes with no abstentions and no absences. Motion carried 5-0-0-0.**

### **G. DISCUSSION ITEMS**

#### **G.1 Building Educated Leaders for Life (BELL) Summer Program**

Ms. Rashidchi introduced Mr. Dean Bradley who gave an in depth presentation about the BELL Summer Program.

**Public Comment:**

Diane Brown, Mary Flanagan, Neil Collins, Eric Swabeck, Thomas Prather

**Board Comment:**

Mr. Medrano asked what the District's role would be in the hiring process and any violation of the UTR contract. Ms. Reinhausen responded that the summer program would be an exception to the contract. Mr. Medrano asked about the teacher salary rate. Ms. Rashidchi responded that the teachers will receive the same salary rate as previous summer schools. Mr. Medrano wanted to know what students would be served through the BELL program. Ms. Rashidchi responded that the same population of students that are at risk of retention would be served through the BELL program. Mr. Medrano asked what efforts had been made to raise funds and what the student demographic has been. Ms. Rashidchi said that she has had initial conversations but will not move forward until Board approval.

Ms. Kronenberg wanted clarification of the hiring process. Mr. Bradley responded that they will partner with the District. She asked about the past practice for hiring teachers for summer school. Mr. Greer responded that in the past bulletins were distributed and teachers applied for positions. She asked whether the application process could be mirrored by the BELL program. Mr. Bradley responded that they could take the District lead but would not be able to follow the District seniority practice. Ms. Kronenberg asked if the same supporters are to be asked for funding. Ms. Rashidchi responded.

Ms. Merriweather asked for clarification of whether the District would still offer a high school summer program and how to define a competent teacher. Ms. Rashidchi responded that the District would still run a high school summer program as well as a Special Education summer program. Mr. Bradley responded that they use professional recruiters. Ms. Merriweather also asked about cost and professional development. Mr. Bradley and Ms. Rashidchi clarified. Mr. Bradley further explained that the teachers would have on-line training and two days of classroom training.

Mr. Thurmond expressed concern for pursuing a program that has no funding. Ms. Rashidchi responded that if unable to fund for 3,400 students, that they would at least serve 2,000 students. The District currently has enough funding to serve 2,000 students. Mr. Bradley said that teachers would be hired for morning and afternoon sessions and for enrichment. Mr. Greer clarified that summer school programs are to be housed at Title I sites using eight to ten schools ranging from 150-400 students per site.

Mr. Ramsey requested that the Academic Subcommittee review the BELL program.

Ms. Kronenberg asked for clarification that the District has enough funding for 2,000 students. Ms. Rashidchi confirmed. Mr. Ramsey asked Mr. Bradley to confirm that BELL will contribute \$1.17 million. Mr. Bradley stated that the \$1.17 million contribution is based on serving 2,500 but would have to check on the exact contribution for 2,000 students.

Dr. Harter said that he heard direction from the Board to look at pilot programs and alternative models. Mr. Thurmond asked whether the District could run a program with competent teachers to offer the students the programs needed. Dr. Harter explained that if the District runs the summer school program it would have to operate under the UTR contract.

Mr. Ramsey said he would like to see a change in the summer school program and would like to see it come back after the Academic Subcommittee review on March 1.

**G.2 Board Priority Strategy 2011**

Superintendent Harter gave a brief summary of the Board Priority Strategy for 2011 and asked for feedback.

**Public Comment:**

Diane Brown, Robert Studdiford

**Board Comment:**

None

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

None

**I. COMMENTS OF THE BOARD OF EDUCATION AND SUPERINTENDENT**

Mr. Medrano commented on plans for the Cinco de Mayo celebration on April 30<sup>th</sup>.

Ms. Kronenberg announced Black History celebrations at Washington Elementary school and Pinole Valley High School.

Ms. Merriweather announced the Richmond PAL annual luncheon on February 24, inviting all Board members.

Mr. Ramsey reminded everyone that Hercules NAACP was hosting a Black History Month celebration on February 28<sup>th</sup> at Hercules High.

Mr. Ramsey adjourned the meeting in memory of Dave MacDiarmid, a former member of the Richmond City Council who recently passed away, offering condolences to family and friends.

**J. THE NEXT SCHEDULED BOARD OF EDUCATION MEETING**

Lovonya DeJean Middle School – March 2, 2011

**K. ADJOURNMENT**

President Ramsey adjourned the meeting at 10:40 PM.

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

BH:rc

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

Agenda Item B.7

February 23, 2011

**A. Opening Procedures**

Clerk Madeline Kronenberg called the meeting to order at 6:37 PM

**A.1 Pledge of Allegiance**

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

**A.3 Roll Call**

**Board Members Present:** Madeline Kronenberg, Antonio Medrano, Elaine Merriweather, Charles Ramsey, Tony Thurmond

**Staff Present:** Steve Collins, SELPA Director; Martin Coyne, Director Internal Audits; Otilia Espinoza, Interpreter; Lisa Erwin, Executive Director Business Services; Sheri Gamba, Associate Superintendent for Business Services; Wendell Greer, Associate Superintendent for Secondary Schools; Bruce Harter, Superintendent; Debbie Haynie, Executive Secretary; Josh Herrera, Electronics Technician; Lyn Potter, Director Categorical and Instructional Support Services; Nia Rashidchi, Assistant Superintendent Educational Services; Ann Reinhausen, Assistant Superintendent for Human Resources

**B. Action Item**

**B.1 Helms Middle School Fields Master Plan Approval and Architectural Services Contract**

Superintendent Harter introduced Mr. Jose Vilar, architect for the Helms Middle School project. Mr. Vilar provided a presentation regarding the master planning and architectural services for the completion of the fields and associated site work, utilities and landscaping at the campus.

**Public Comment:**

None

**Board Comment:**

President Ramsey asked about a timeline for the design process. Mr. Vilar responded that the project is expected to be ready for bid and with construction beginning in the spring 2012.

Mr. Medrano said he was pleased with the plans. He asked Mr. Vilar for clarification of the diagram of the gym and other areas noted. Mr. Vilar responded. Discussion continued about the construction of the proposed community center, restrooms and water fountains.

**MOTION:** Mr. Medrano moved approval of the Helms Middle School Fields Master Plan Approval and Architectural Services Contract. Mr. Thurmond seconded. Ms. Kronenberg, Mr. Medrano, Ms. Merriweather, Mr. Thurmond and President Ramsey voted yes with no abstentions and no absences. Motion carried 5-0-0-0.

**C. Discussion Item**

**C.1 Budget Discussion and Planning 2011-2012**

Ms. Gamba introduced John Gray of School Services of California for a presentation regarding the financial impact from a state perspective. Mr. Gray explained California's education spending compared to other states in the nation. He presented scenarios for the proposed tax extension by voters in June.

**Board Comment:**

President Ramsey asked questions about the March 16 date for the ballot deadline. Mr. Gray responded that the proposed election would be set for June 7. President Ramsey asked about the proposed multiple budget scenarios. Mr. Gray discussed the projected loss of revenue whether or not the ballot measure is passed by the electorate. Mr. Ramsey further talked about the District's position with the required layoff notices scheduled for March.

Ms. Kronenberg asked about the county office of education and the Governor's two proposals. Mr. Gray explained that the county office of education will ask the District to base budget decisions on the lower amount incorporating the expected loss of \$349 per ADA.

President Ramsey asked about legislation regarding adult education and its potential impact. Ms. Gamba responded that it is not yet clear how the bill will protect adult education funding. Further discussion was held regarding legislatively reduced penalties for class size reduction.

Ms. Merriweather asked about dipping into reserve funds. Mr. Gray responded with information about the minimum reserve requirements.

Mr. Medrano had questions about flexibility options. Ms. Gamba responded.

Mr. Thurmond spoke about the impact of shifting mental health service funds as the county prepares for the impact of the realignment. He said that he would like to discuss solutions to the budget crisis.

President Ramsey spoke of the federal stimulus funding and federal lobbying. Mr. Gray talked about the American Recovery and Reinvestment Act and federal jobs funds. He explained that efforts at lobbying the federal government are not viewed optimistically.

Ms. Gamba provided a presentation regarding previous Board actions, financial data, overview of the state budget scenarios and District level budget planning. Ms. Reinlagen spoke about the potential certificated employee layoffs with the March 15 statutory deadline building on the financial worst case scenario. Ms. Gamba further provided information about funding models for K-3 class size reduction in best and worst case scenarios.

**Public Comment:**

Christina Tworek, Kristen Pursley, Gayle Louie, Janet Johnson, Toni Favila, Cindy Kihm, Ellen Hartigan-O'Connor, Tammy Campbell

**Board Comment:**

Mr. Medrano asked questions about the use of bond funds for pay off of long-term debt. Ms. Gamba responded with information about language in the 2010 Measure D allowing payoff of Certificates of Participation (COPs). She elaborated all the steps necessary before possible Board action, including approval of a waiver request pending before the State Board of Education. Mr. Medrano asked questions about the Voluntary Integration grant funding repayment and the definition of Certificates of Participation. Ms. Gamba provided clarification and President Ramsey elaborated on the details regarding COPs. Mr. Medrano asked for clarification of the legally required number of school days. Ms. Gamba said that the law requires 175 days of instruction while the District is currently teaching 180 days with furlough days outside of the school year.

Mr. Ramsey asked Mr. Gray for his opinion about the worst case scenario of an expected budget loss. Mr. Gray responded.

Mr. Thurmond asked questions about middle college high school, and any discussion about the closure of the campus. Ms. Gamba responded that there is no plan to close Middle College High School. He continued with questions about a local fund balance sweep of reserve funds. Ms. Gamba referred to the 2010-2011 First Interim Report statements for clarification and net change in fund balance as contingency funds to aid in offsetting expenses next year. Mr. Ramsey suggested using those funds over a three year period for contingencies. Mr. Thurmond further asked about deferred furlough days for employees. Mr. Ramsey mentioned required contract negotiations. Ms. Gamba said this could be a difficult item to build into a budget, as the negotiation process is required. Mr. Thurmond continued with discussion about deferring payments to other entities in order to free funds for more necessary expenses. Ms. Kronenberg spoke about the restricted timeline and opening the District to possible litigation or challenge for failure to pay financial obligations. She said that she did not think that the bargaining units would agree to reopen contract negotiations. She said she is in favor of going forward with the information currently before the Board.

Superintendent Harter spoke about negotiations with IBM regarding scheduled payments.

Ms. Merriweather asked about the amount currently held in reserve accounts. Ms. Gamba responded with information about the 3% reserve and ending fund balance of \$18.1 million. She further spoke about only 30% of that ending fund



balance in cash. Ms. Merriweather further asked about savings of \$4.4 million through employee sacrifices reflected in proposed budgets. Ms. Gamba responded that this amount was reflected in this year's budget.

Mr. Medrano asked about tapping into reserve funds. Ms. Gamba responded for clarification. President Ramsey spoke about his reluctance of spending reserves on ongoing capital projects. He then made a recommendation that the 2012 payment for the Voluntary Integration audit finding be justified by using reserves to pay off as a one-time payment. This would free funds to be used to support class size reduction.

Mr. Medrano asked about the IBM debt balance. Ms. Gamba responded that the principal balance is \$3.7 million.

Mr. Thurmond spoke about bond funds to pay off COPs, preserving class size and School Resource Officer (SRO) contracts.

Ms. Gamba said that K-3 class size reduction was financed with grant funds this year. She suggested using any available funds for adult education and SRO contracts, and supporting class size reduction at Title I schools to leverage state funding.

Ms. Kronenberg said she would support class size reduction in Title I schools. Ms. Gamba spoke about the K-3 staffing ratio of 28-1 at non-Title I schools. Ms. Kronenberg spoke about also finding funding to support middle schools. She continued to speak about state funding for adult education.

Ms. Merriweather talked about \$2 million to support SRO contracts and adult education. She said she supports finding funds to keep these programs going. She was in favor of using reserves over the required 3%. Discussion continued about taking reserves down below the required limit. Ms. Gamba pointed out that several one-time options are proposed for next year with Ed Jobs funds and the local fund balance sweep. She reiterated that it is important to keep reserve funds in place because the District is in a financial crisis.

Ms. Gamba restated that she heard direction from the Board to maintain K-3 class size reduction at Title I schools, that the Board is comfortable with the local fund balance sweep concept, and support for debt service relief of COPs and voluntary integration program. She also stated that she understood the Board's direction for SRO contracts and the adult education program can be more fine-tuned with further budget development with the second interim report.

Mr. Thurmond asked for clarity about the proposed staff reductions and preserving class size reductions. Ms. Gamba responded with financial figures. Mr. Thurmond said he would support preservation of the K-3 class size reduction program and teaching staff.

Mr. Medrano, Ms. Merriweather, and Ms. Kronenberg each had further comment regarding teaching and making jobs a priority through class size reduction. Discussion continued.

Superintendent Harter spoke about layoff notices as giving the Board maximum flexibility for budget decisions. Ms. Gamba said she will rework the numbers regarding 26 rather than 85 layoffs.

Ms. Merriweather said she liked the idea of partnering with the cities, but still believes that the District can find the necessary \$2 million to maintain programs.

Ms. Kronenberg had an additional question about the reserve balance. Ms. Gamba said the required legal statute of 3% is about \$9 million. Ms. Kronenberg said she was comfortable using funds for class size reduction costs. Mr. Ramsey spoke further about using one time funds for ongoing expenses. He was opposed to spending reserves, preferring to save for use over the next few years. Discussion took place about spending practices in preparation for the future.

Superintendent Harter gave final comments about the many uncertainties and the steps by the Board to set priorities. He said he had concerns about the debt service, the legal opinion, the approval of the waiver application and the ability to sell bonds to pay off the debt.

President Ramsey thanked staff and adjourned the meeting.

**D. Next Scheduled Board Of Education Meeting**  
Lovonya DeJean Middle School – March 2, 2011

**E. Adjournment**

The meeting adjourned the meeting at 9:34 p.m.

BH:dh  
Min sp 2-23-11

**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

**March 2, 2011**

**A. CLOSED SESSION**

**B. OPENING PROCEDURES**

President Charles Ramsey called the meeting to order at 5:30 PM. The Board recessed into Closed Session. President Ramsey called the Public Session to order at 6:32 PM.

**B.1 Pledge of Allegiance**

President Ramsey led the pledge of allegiance.

**B.2 Welcome and Meeting Procedures**

President Ramsey offered welcome and instructions to the public regarding the meeting.

**B.3 Roll Call**

**Board Members Present:** Madeline Kronenberg, Antonio Medrano, Charles Ramsey. Board Members Elaine Merriweather and Tony Thurmond arrived after opening procedures.

**Staff Present:** Patricia Calvert, Director Human Resources; Steve Collins, SELPA Director; Susan Dunlap, Coordinator, Ed Services; Otilia Espinosa, Interpreter; Bill Fay, Associate Superintendent Operations; Haidee Foust, Principal North Campus High School; Luis Freese, Executive Director Maintenance and Operations; Sheri Gamba, Associate Superintendent for Business Services; Wendell Greer, Associate Superintendent K-Adult; Bruce Harter, Superintendent; Debbie Haynie, Executive Secretary; Harlan Kerr, Coordinator Ed Services; Ken McDaniel, Maintenance Supervisor; Nia Rashidchi, Assistant Superintendent Educational Services; Ann Reinhausen, Assistant Superintendent Human Resources; Bill Savidge, District Engineering Officer, Marin Trujillo, Coordinator Community Engagement, Mike Wasilchin, Coordinator Disaster Preparedness

**B.4 Presentation of Student Board Representative from North Campus High School**

This item followed D.1 due to the lateness of Ms. Douillard.

**B.5 Report/Ratification of Closed Session**

Superintendent Harter asked the Board to ratify the action taken in Closed Session regarding the recommendations of March 2, 2011 for expulsion cases #001, #002, and #003.

**Motion:** Mr. Medrano moved to ratify the action taken in Closed Session regarding the recommendations of March 2, 2011 for expulsion cases #001, #002, and #003. Ms. Kronenberg seconded. Ms. Kronenberg, Mr. Medrano, and President Ramsey voted yes. Ms. Merriweather and Mr. Thurmond were absent for that portion of Closed Session. Motion carried 3-0-0-2.

**Reassignment of Administrators / Non-Reelection of Probationary Certificated Employees / Release of Temporary Certificated Employees**

Superintendent asked the Board to ratify the action taken in Closed Session to reassign 46 administrative positions, non-reelect 15 probationary teachers, and release 159 temporary teachers.

**Motion:** Ms. Kronenberg moved to ratify the action taken in Closed Session regarding the reassignment of administrators, non-reelection of probationary teachers, and release of temporary teachers. Mr. Medrano seconded. Ms. Kronenberg, Mr. Medrano, and President Ramsey voted yes. Ms. Merriweather and Mr. Thurmond were absent for that portion of Closed Session. Motion carried 3-0-0-2.

**B.6 Agenda Review and Adoption**

**MOTION:** Mr. Thurmond moved approval of the agenda with moving items D.1 and F.1 to follow B.7. Mr. Medrano seconded. Ms. Kronenberg, Mr. Medrano, Ms. Merriweather, Mr. Thurmond, and President Ramsey voted yes with no abstentions and no absences. Motion carried 5-0-0-0.

**B.7 Minutes: February 9, 2011**

**MOTION:** Ms. Kronenberg moved approval of the minutes of February 9, 2011. Mr. Medrano seconded. Ms. Kronenberg, Mr. Medrano, Ms. Merriweather, Mr. Thurmond, and President Ramsey voted yes with no abstentions and no absences. Motion carried 5-0-0-0.

**D.1 Installation of Youth Commission**

Mr. Greer introduced the Youth Commission students for installation. Each student received a certificate of recognition and was congratulated by members of the Board. Mr. Thurmond asked each student to speak about a particular project or interest they plan pursue during the year as part of the Youth Commission.

Ms. Drouillard arrived at the meeting at 6:47 PM.

**B.4 Presentation of Student Board Representative from the North Campus High School**

Ms. Danielle Drouillard commented about the environment and activities at North Campus High School.

**F.1 Resolution No. 56-10-11: Resolution of Intention to Reduce or Eliminate Particular Kinds of Services**

Ms. Reinhausen presented the recommendation to reduce or eliminate particular kinds of services. She recapped the discussion from the previous meeting regarding reductions in categorical funding and staffing ratios.

**Public Comment:**

Tammy Campbell, Diane Brown, Jerome Smith, Janet Johnston

**Board Comment:**

Mr. Ramsey spoke about budget scenarios, retaining class size reduction, and the revision of the number of pink slips to be issued.

Ms. Kronenberg asked about state's position on class size reduction. Ms. Gamba responded that the state is currently allowing the program to be run as an optional program. Ms. Gamba said there is an opinion that the state will retain the current program. She spoke about the District's class size reduction program funded with parcel tax funds, Title I and Title II funds, and federal stimulus funds.

Mr. Thurmond asked about the estimated savings for the proposed action. Ms. Gamba responded that the majority of this recommendation is in categorical programs while the general fund portion was \$1.3 million. Mr. Thurmond said he appreciated that the Board took a position to retain class size reduction. He further spoke of creating a week of deferred furloughs as a strategy to provide time and leeway in anticipation of state funding.

Mr. Medrano asked about reductions to adult education over the past years and closure of some of the centers. Ms. Gamba responded by saying that this action does not concern adult education and that no discussion has taken place to close centers.

Mr. Ramsey said he was glad to have budget meeting last week because it provided opportunity to look for other funding. He reminded Board members that this action is in preparation for a worst case scenario and keeping the District solvent. He said he wants to be able to continue looking for funding to support adult education and safety officers.

Ms. Merriweather asked about the number of lay off positions that directly support classroom instruction. Mr. Ramsey responded. She continued to discuss the worst case scenario and the June ballot measure's passage. She said she is of the mind that the District can find the funds for 2011-12 since teachers and support staff have sacrificed significantly.

**MOTION:** Ms. Kronenberg moved approval of Resolution No. 56-10-11: Resolution of Intention to Reduce or Eliminate Particular Kinds of Services. Mr. Medrano seconded. A roll call vote was taken with Ms. Kronenberg, Mr. Medrano, Student Representative Danielle Drouillard (advisory vote only) and President Ramsey voting yes, Ms. Merriweather and Mr. Thurmond voting no, with no abstentions and no absences. Motion carried 3-2-0-0.

**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 Community Budget Advisory Committee Amended Member Ratification**

**C.6 Resolution No. 54-1011: California Adult Education Week – March 15-19, 2011**

**Public Comment:**

Jerome Smith

**Board Comment:**

Mr. Medrano read the resolution aloud.

- C.7 Ratification and Approval of Engineering Services Contracts**
- C.8 Portola Middle School Temporary Campus Additional Site Work Award of Contract**
- C.9 Approval of Pre-Qualified Hazardous Materials Consulting Firms for Measure D 2010 Projects**
- C.10 Resolution No. 57-1011: Read Across America – March 2, 2011**

**MOTION:** Ms. Kronenberg moved approval of Consent Items C.1 – C.10. Mr. Thurmond seconded. Ms. Kronenberg, Mr. Medrano, Ms. Merriweather, Mr. Thurmond, Student Representative Danielle Drouillard (advisory vote only) and President Ramsey voted yes with no abstentions and no absences. Motion carried 5-0-0.

**D. AWARDS, RECOGNITIONS, AND REPORTS**

**D.1 Installation of Youth Commission**

This item was moved to follow B.7.

**D.2 More Inclusive Practices**

SELPA Director Steve Collins and Special Education Director Ora Anderson joined other staff in providing an update on the more inclusive practices initiative in general education settings in the District. Michele Harrison, autistic spectrum disorder inclusion teacher; Cathy Sanchez-Corea, itinerant full inclusion teacher at Harding and El Cerrito High; and April Nicolas, DeJean RSP teacher provided an overview of services provided to students in the inclusion model.

**Public Comment:**

None

**Board Comment:**

Mr. Thurmond asked how special needs are supported around social skills building. Mr. Collins responded that psychologists and behaviorists work in classrooms with students regarding social skills training, as well as providing annual training for teachers. Ms. Harrison added that high students have a tutorial and work daily on social skills in the classroom. In addition, lunch bunch classes and groups at elementary, middle, and high schools during recess and lunch provide opportunity to work with individual students while interacting with general education students.

**D.3 Budget Report Update**

Ms. Gamba provided a presentation on budget planning and recapped direction from the Board at the February 23rd budget planning meeting. She said that staff was focusing on worst case scenarios with budget planning.

**Public Comment:**

Kristen Pursley, Tammy Campbell, Maria Alegria, Shannon Elizondo

**Board Comment:**

Mr. Thurmond asked for clarification of the proposed Board's action. Ms. Gamba responded regarding direction from the February 23rd meeting on budget development, but said that no action has been taken at this time.

Mr. Medrano asked for clarification of the Voluntary Integration Program repayment. Ms. Gamba said that the state controller determined that program dollars had not been used properly and this is a repayment of those funds to the state. Mr. Medrano also asked for clarification of Certificates of Participation (COPs). Ms. Gamba said that this is a debt service issue and that COPs is another word for a loan taken out in 1988. Mr. Medrano spoke about the District still paying off debt from 20 years ago.

Mr. Thurmond asked when the final budget approval will be brought to Board for action. Ms. Gamba responded with information regarding the potential June election and actions in the coming months necessary to prepare the budget in coming months.

Ms. Merriweather asked when the District budget is due to the state. Ms. Gamba responded with information for the June 22 meeting for Board action, with the budget due to the state by July 1, and a 45 day revision period following the legislations adoption of the state budget.

Ms. Douillard left the meeting.

#### **D.4 Standing Reports**

**Community Advisory Committee.** Jeanine Bishop spoke of the annual You Make a Difference award ceremony, March 10, to honor those in the community for service to students with special needs. She announced the names of awards recipients.

**United Teachers of Richmond.** Diane Brown spoke about the BELL summer program, saying that teachers of this District want to be responsible for its own summer program.

**Public Employees Union, Local 1.** Richard Leung spoke about the BELL summer program and a recent meeting with representatives. He expressed concern about administration of the program and assignment of management staff.

**Academic Subcommittee.** Ms. Rashidchi spoke about the recent meeting where the District Advisory Committee was discussed as well as an in depth presentation and conversation about all of summer programs in the District.

**Linked Learning.** Ms. Kronenberg spoke about recent meetings, teachers learning new approaches to teaching, an upcoming conference in Sacramento, and meeting with business partners to bring in funding from a variety of sources to restore programs. Mr. Medrano talked about the community organization meeting for community partners to tie the direction of the academies with the linked learning experience. He spoke of an additional meeting for local businesses to participate, mentor and sit on advisory teams.

**Safety Committee.** Mr. Thurmond announced the next meeting, March 3<sup>rd</sup> at El Cerrito High School, which will include a review of a resolution in support of a mentoring program at Kennedy High School.

**Facilities Subcommittee.** Mr. Medrano announced the next meeting for March 14.

**Ivy League Connection.** Ms. Kronenberg said that the committee is in process of students awaiting acceptance to Ivy League summer programs. She said that students are blogging about their experiences. Mr. Ramsey mentioned upcoming events with alumni in Bay Area in the spring.

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

##### **E.1 Superintendent's Report** Superintendent Harter provided a report of activities in the District.

##### **E.2 WCCUSD Public Comment**

Mei Ying, Carol Nausin, Lupita Perez, James Haynes, Maria Elena Buitron, Diega Hernandez, Mario A. Moya, Carlos Rullier, Kip Arnold, Maricela Morales, Alene Deyein, Derek Smith, Gayle Louie, Cecilia Ornelas, Karen Wilairat, Tammy Campbell, Cindy Kihm, Vivienne Luke, Nathalie van Finder, Glenn Corley, Inocencia Dacumos, Ken Ryan, Kristen Pursley, Robert Studdiford, Josefina Barcenias, Mark Bell, Dennis Hartigan-O'Connor, Lucie Stott, Jill Sprague, Mary Shaughnessy, Carmen Hernandez, Steffi Kaiser, Mel Collins, Susan Billings, Marge Essel

#### **F. ACTION ITEMS**

##### **F.1 Resolution No. 56-10-11: Resolution of Intention to Reduce or Eliminate Particular Kinds of Services** This item was moved to follow D.1.

##### **F.2 Building Educated Leaders for Life (BELL) K-8 Summer Program** Ms. Rashidchi provided information about the proposed K-8 summer program and existing summer learning opportunities for students. Ms. Rashidchi introduced Carol Prest from Building Educated Leaders for Life (BELL) who was available to address questions of the Board.

**Public Comment:**

Diane Brown, Richard Leung, Marcus Mitchell, Mel Collins, Margaret Browne, Mary Flanagan, Karen VanWinkle, Thomas Prather, Amanda Henderson, Mary Flanagan, Eric Swabeck, Jennifer Peck, Jerome Smith

Ms. Prest addressed the Board and many of the public comments. She spoke of BELL being a non-profit organization that does not make money on partnerships. She explained that matching funds come from major foundations and philanthropic groups interested in assisting school systems. She said her organization is willing to spend as much time as needed to converse with interested parties to work toward a successful program to benefit children.

**Board Comment:**

Ms. Merriweather asked about the number of academic instructors to be hired. Ms. Prest spoke about a morning academic program and afternoon enrichment program with 100 academic teachers, 100 enrichment teachers supported by 100 teaching assistants. Ms. Prest explained the rationale behind teaching assistants with bachelor degrees and the classroom ratio of 20 to 1. Ms. Merriweather asked about custodial and food service support. Ms. Rashidchi explained that these support services are incorporated in the budget. She also explained the prioritization for students at risk of retention or not making necessary progress according to benchmark standards.

Mr. Medrano asked about the financing of computer technology. Ms. Prest said the cost of all technology and curriculum is built into the budget. Mr. Medrano asked about middle school students. Ms. Rashidchi explained the proposed special outreach to students, parents, counselors, teachers and principals at the middle schools. He also asked about teacher/parent outreach. Ms. Prest spoke about parent ambassadors approaching parents, as well as a parent orientation, telephone phone contact, field trips, parent/teacher conferences and closing ceremony celebrations.

Ms. Kronenberg asked what the District summer school program would be like without the BELL program. Ms. Rashidchi responded and discussion continued around the comparables. Ms. Prest spoke of the cost of computer equipment for site management, software, and curriculum being defrayed over the future should the program continue year to year. Ms. Kronenberg further asked about teaching aides staffing. Ms. Prest spoke about the filling the 100 slots with people who will serve as role models and support to the certificated teachers.

Mr. Thurmond expressed concern about the level of academic rigor. Ms. Prest responded. He continued with questions about computer purchases. Ms. Prest explained that seven laptops would be purchased for management of the seven sites and use by administrators, loaded with BELL software. He further asked about the hiring practice for teaching assistants. Ms. Prest and Ms. Rashidchi responded with clarification.

Superintendent Harter responded to the concern about the level of commitment by the District with high expectation for outcomes. He continued to say that oversight and implementation will be coordinated with BELL but that the District will handle hiring of staff and principals. He said that the District is committed to spending as much time as in any previous year to ensure a successful program.

Mr. Thurmond asked whether any other students would be served by summer school. Ms. Rashidchi spoke about the high school program, special education programs and at risk students.

The question was asked about delaying this vote to the next meeting. Ms. Rashidchi expressed concern about a delay in the timeline, which would include outreach with teachers, principals, families. She stressed that ongoing conversations will continue with unions and formalizing the benchmark outcomes.

**MOTION: Mr. Thurmond moved to delay a vote on this item to March 16, 2011. The motion failed for lack of second.**

**MOTION: Ms. Kronenberg moved approval of the Building Educated Leaders for Life (BELL) K-8 Summer Program. Mr. Medrano seconded.**

Discussion continued. Ms. Kronenberg said she thought that BELL representatives have already given the District the set of measurements for student success and did not feel that additional time will make a difference. Ms. Prest spoke about measures of average month gains and parent/teacher satisfaction scores can be available in the next few days.

Mr. Thurmond asked maker of motion to reconsider delaying action to allow BELL to frame proposed outcomes and allow employee groups additional time for their questions to be answered.

**MOTION:** Ms. Kronenberg retracted her original motion and moved to table this item until March 16, 2011. Mr. Medrano seconded. A roll call vote was taken with Ms. Kronenberg, Mr. Medrano, Ms. Merriweather and Mr. Thurmond voting yes, President Ramsey voting no, with no abstentions and no absences. Motion to table the item carried 4-1-0-0.

**G. DISCUSSION ITEMS**

**G.1 Community Roots Academy Charter School**

President Ramsey opened public hearing.

**Public Comment:**

None

President Ramsey closed public hearing.

**G.2 Project Status Report – Facilities Planning and Construction**

Mr. Savidge provided update to District construction projects.

President Ramsey had questions about Harding and the second phase. Mr. Savidge responded with information about moisture intrusion and repair work, architectural design. Mr. Ramsey also asked about restroom projects for Verde and Lupine Hills. Mr. Savidge offered details.

Mr. Medrano asked for a full schedule for the next facilities subcommittee meeting. He also asked about windows at Richmond High. Discussion continued regarding interim housing at Nystrom, ribbon cutting ceremonies, and the DeAnza industrial arts building. Mr. Savidge responded.

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

**I. COMMENTS OF THE BOARD OF EDUCATION AND SUPERINTENDENT**

Ms. Kronenberg spoke of the March for Peace at El Cerrito High School.

Mr. Medrano announced the dedication of Nevin Community Center.

Mr. Thurmond encouraged attendance for Assembly member Nancy Skinner's Woman of the Year Program.

Mr. Ramsey thanked the city councils, bargaining groups and the community for support of the District's bond measure debt limit waiver request pending with the State Board of Education.

**J. THE NEXT SCHEDULED BOARD OF EDUCATION MEETING**

Lovonya DeJean Middle School – March 16, 2011

**K. ADJOURNMENT**

President Ramsey adjourned the meeting at 11:03 PM.

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

BH:dh




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:** March 16, 2011

**From:** Sheri Gamba   
Associate Superintendent Business Services

**Agenda Item:** CI C.1

**Subject:** Grants/Awards/Agreements

**Background Information:** Formal acceptance is requested from the Board of Education to accept the grants/awards/agreements, as detailed on the attached sheet dated March 16, 2011.

**Recommendation:** Recommend Approval

**Fiscal Impact:** As noted per grants summary

DISPOSITION BY BOARD OF EDUCATION

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

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

GRANT / AWARD / AGREEMENT NOTIFICATIONS

Project Name	Project Amount for Budget Period	Funding Agency	Comments
DOR - ARRA	\$16,127 Amendment	State of California Department of Rehabilitation	Additional ARRA Funds
Resource # 4810	7/1/09 - 6/30/11		Agreement # 27460A


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:** March 16, 2011

**From:** Sheri Gamba   
Associate Superintendent Business Services

**Agenda Item:** CI C.2

**Subject:** Acceptance of Donations

**Background Information:** The District has received donations as summarized on the attached sheet dated March 16, 2011. 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  
March 16, 2011 Board Meeting

<u>Donor Name</u>	<u>Description or Purpose</u>	<u>Estimated Value</u>	<u>Receiving School or Department</u>
BP Fabric of America Fund	Baseball Supplies	\$300.00	Pinole Valley High School
Ms. Linda Price	Supplies	\$778.95	Olinda Elementary
Wells Fargo Foundation	Supplies	\$100.00	Pinole Valley High School
Mr. & Mrs. Glenn C. Voyles	Close-Up Going to Washington	\$5,000.00	John F. Kennedy High
Kaiser Permanente Community Giving Campaign	Special Administrative Fund	\$30.00	Hanna Ranch Elementary
Wells Fargo Community Support Campaign	Special Administrative Fund	\$240.00	Hanna Ranch Elementary
The Ed Fund	Close-Up Going to Washington	\$500.00	John F. Kennedy High
Mr. Paul Rose	Girls Basketball Supplies	*\$700.00	John F. Kennedy High
Ms. Linda E. Sindelar	Close-Up Going to Washington	\$100.00	John F. Kennedy High
Mr. Tim Ortiz	Supplies	\$30.00	Cameron School
Mr. & Mrs. Luis & Maria Hernandez	Supplies	\$30.00	Cameron School
Mr. Denise Logsdon & Ryan Peachee	Supplies	\$30.00	Cameron School
Cartridges for Kids	Supplies & Teacher Appreciation	\$11.04	Cameron School
Mr. & Mrs. Luis & Maria Hernandez	Supplies	\$30.00	Cameron School

\*Estimated values for the non-cash donations are provided by the donor  
Donation Précis 031611


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:** March 16, 2011

**From:** Sheri Gamba   
Associate Superintendent Business Services

**Agenda Item:** CI C.3

**Subject:** Approval of Fund-Raising Activities

**Background Information:** The planned fund-raising events for the 2010-11 school years are summarized on the attached sheet dated March 16, 2011.

**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  
March 16, 2011 Board Meeting

APPROVAL OF FUND-RAISERS

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<b><u>School</u></b>	<b><u>Fund-Raising Activity</u></b>	<b><u>Activity Sponsor</u></b>
De Anza High School	Rummage Sale	Parents Teachers Students Association
El Cerrito High School	Jewelry Sale	Student Body, Teachers & Staff
El Cerrito High School	School Dance	Robert Fabini
El Cerrito High School	Penny Drive	Louise Zara
Sheldon Elementary School	Shark Fest, Games, Music	Sheldon PTA, Parents & Teachers

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:** March 16, 2011

**From:** Sheri Gamba  
Associate Superintendent Business Services

**Agenda Item:** CI C.4

**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 March 16, 2011.

**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.

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<u>DEPARTMENT</u>	<u>DATE OF SERVICE</u>	<u>CONSULTANT NAME</u>	<u>COST &amp; FUNDING</u>	<u>PURPOSE</u>
Curriculum Federal Project State Project	3/17/11 Thru 6/30/11	Hatchuel Tabernik & Associated	\$70,125 ASES 21 <sup>st</sup> Century	Hatchuel, Tabernik and Associates (HTA) will evaluate 24 Elementary, 5 middle, One K-7, One K-8, and two High School after school programs. The evaluation is a compliance oriented evaluation that provides assistance with instrumentation, data collection (archival and original survey data), data analysis, and reporting for both after school education and safety (ASES) and 21st century community learning center programs. In addition to the mandatory reports, HTA will also provide the district with site profile reports which will be used for local planning and program improvement. This evaluation will also include district data collection and analysis, survey data collection and analysis, site visitations/observations and analysis, site visitation/observation and survey result output, and a comprehensive summary report. An evaluation will be completed for the following schools: Bayview, Chavez, Coronado, Dover, Downer, Fairmont, Ford, Grant, Harding, Highland, King, Lake, Lincoln, Montalvin, Murphy, Nystrom, Peres, Riverside, Sheldon, Stege, Tara Hills, Verde, Washington, and Wilson. K-7: Mira Vista, K-8: Stewart Middle Schools: Crespi, DeJean, Helms, Pinole Middle, Portola High Schools: El Cerrito and Kennedy




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:** March 16, 2011

**From:** Sheri Gamba   
Associate Superintendent Business Services

**Agenda Item:** CI C.5

**Subject:** Summary of Payroll and Vendor Warrant Reports

**Background Information:** Attached are the summaries of Payroll & Vendor Warrants issued during the month of February 2011.

Total of payroll warrants (February 2011):	\$ 9,207,182.00
Total of vendor warrants (February 2011):	\$19,878,239.00

**Recommendation:** Recommend approval of the payroll and vendor warrant reports

**Fiscal Impact:** As per noted above

DISPOSITION BY BOARD OF EDUCATION

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


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

## West Contra Costa Unified School District

Month of : February 2011

Payrolls	Warrant From	Numbers To	Total Warrants Current	Total Warrants Previous	Total Warrants To Date
Regular	616294	617120	1,930,951	30,931,805	32,862,756
Variable	615175	616293	583,509	15,553,564	16,137,074
Special				1,336,747	1,336,747
Reg. EFT	291658	293712	6,177,000	89,452,159	95,629,160
Var. EFT	290530	291657	508,279	15,229,097	15,737,376
Special EFT				3,619,780	3,619,780
Typed	297200	297213	23,046	306,900	329,946
BENEFITS				130,698	130,698
Cancelled	Various	Various	(15,603)	(256,808)	(272,411)
Totals			9,207,182	156,303,942	165,511,125

Salary detail is available upon request in the Payroll office.



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Cheryl Lewis, Payroll Supervisor

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

PAYMENT

DATE: February 2, 2011

PAGE-1

FUND#	FUND DESCRIPTION	WARRANT FROM	NUMBERS TO	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	434463	434683	4,801,775	49,518,087	54,319,862
7706	CAFETERIA	434484	434666	120,313	2,670,294	2,790,607
7707	CHILD DEVELOPMENT	434513	434655	1,068	107,511	108,579
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY	434469	434595	105,728	4,411,875	4,517,603
7710	BUILDING	434473	434682	1,862,011	49,954,964	51,816,975
7711	CAPITAL FACILITIES	434602	434602	544	1,190,752	1,191,296
7712	SELF INSURANCE PROPERTY & LIABILITY	434478	434478	66,290	2,454,406	2,520,696
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	434494	434675	6,098	101,336	107,434
7770	ADULT EDUCATION	434486	434676	3,562	166,603	170,165
7785	DEFERRED MAINTENANCE				2,497	2,497
7701	PAYROLL REVOLVING				31,813,341	31,813,341
	TOTALS			6,967,389	142,391,666	149,359,055

Prepared By

Accounting Supervisor

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

PAYMENT

DATE: February 9, 2011

PAGE-2

FUND#	FUND DESCRIPTION	WARRANT FROM	NUMBERS TO	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	434685	434900	635,783	54,319,862	54,955,645
7706	CAFETERIA	434697	434862	63,793	2,790,607	2,854,400
7707	CHILD DEVELOPMENT	434712	434892	69,887	108,579	178,466
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY	434787	434859	107,996	4,517,603	4,625,599
7710	BUILDING	434684	434899	494,180	51,816,975	52,311,155
7711	CAPITAL FACILITIES	434738	434899	23,665	1,191,296	1,214,961
7712	SELF INSURANCE PROPERTY & LIABILITY	434693	434757	170,614	2,520,696	2,691,310
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				107,434	107,434
7770	ADULT EDUCATION	434701	434825	5,256	170,165	175,421
7785	DEFERRED MAINTENANCE				2,497	2,497
7701	PAYROLL REVOLVING				31,813,341	31,813,341
	TOTALS			1,571,174	149,359,055	150,930,229

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

PAYMENT

DATE: February 17, 2011

PAGE-3

FUND#	FUND DESCRIPTION	WARRANT FROM	NUMBERS TO	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	434926	435260	1,084,992	54,955,645	56,040,637
7706	CAFETERIA	434946	435237	229,700	2,854,400	3,084,100
7707	CHILD DEVELOPMENT	434950	435213	4,912	178,466	183,378
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY	434967	435190	149,302	4,625,599	4,774,901
7710	BUILDING	434932	435257	4,290,972	52,311,155	56,602,127
7711	CAPITAL FACILITIES	435120	435223	73,585	1,214,961	1,288,546
7712	SELF INSURANCE PROPERTY & LIABILITY	434943	435250	152,975	2,691,310	2,844,285
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				107,434	107,434
7770	ADULT EDUCATION	434941	435210	10,179	175,421	185,600
7785	DEFERRED MAINTENANCE				2,497	2,497
7701	PAYROLL REVOLVING				31,813,341	31,813,341
	TOTALS			5,996,617	150,930,229	156,926,846

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

PAYMENT

DATE: February 10, 2011

PAGE-4

FUND#	FUND DESCRIPTION	WARRANT FROM	NUMBERS TO	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL				56,040,637	56,040,637
7706	CAFETERIA				3,084,100	3,084,100
7707	CHILD DEVELOPMENT				183,378	183,378
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY				4,774,901	4,774,901
7710	BUILDING				56,602,127	56,602,127
7711	CAPITAL FACILITIES				1,288,546	1,288,546
7712	SELF INSURANCE PROPERTY & LIABILITY				2,844,285	2,844,285
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				107,434	107,434
7770	ADULT EDUCATION				185,600	185,600
7785	DEFERRED MAINTENANCE				2,497	2,497
7701	PAYROLL REVOLVING	434901	434925	732,853	31,813,341	32,546,194
	TOTALS			732,853	156,926,846	157,659,699

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

PAYMENT

DATE: February 28, 2011

PAGE-5

FUND#	FUND DESCRIPTION	WARRANT FROM	NUMBERS TO	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL				56,040,637	56,040,637
7706	CAFETERIA				3,084,100	3,084,100
7707	CHILD DEVELOPMENT				183,378	183,378
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY				4,774,901	4,774,901
7710	BUILDING				56,602,127	56,602,127
7711	CAPITAL FACILITIES				1,288,546	1,288,546
7712	SELF INSURANCE PROPERTY & LIABILITY				2,844,285	2,844,285
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				107,434	107,434
7770	ADULT EDUCATION				185,600	185,600
7785	DEFERRED MAINTENANCE				2,497	2,497
7701	PAYROLL REVOLVING	435261	435323	4,610,236	32,546,194	37,156,430
	TOTALS			4,610,236	157,659,699	162,269,935


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

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

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**To:** Board of Education

**Date:** March 16, 2011

**From:** Sheri Gamba   
Associate Superintendent Business Services

**Agenda Item:** CI C.6

**Subject:** Notification of Claims Rejected

**Background Information:** The District has received a claim requesting compensation for personal injury. The District's risk management firm has investigated the claim and is requesting the School Board to ratify the authorized claim rejection.

**Recommendation:** Ratify the rejection of claim

**Fiscal Impact:** None

DISPOSITION BY BOARD OF EDUCATION

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

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



West Contra Costa Unified School District  
March 16, 2011

2010-2011 CLAIM REJECTED

<u>School or Department</u>	<u>Date of Occurrence</u>	<u>Claimant</u>	<u>Type of Loss</u>	<u>Disposition of Settlement</u>
Mira Vista Elementary	8/24/10	District Student	Personal Injury	Rejected


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:** March 16, 2011

**From:** Sheri Gamba   
Associate Superintendent Business Services

**Agenda Item:** CI C.7

**Subject:** Resolution #58-1011 Directing Preparation of Annual Report - MRAD

**Background Information:** In order to make a determination of improvements and any substantial changes proposed to be made to the existing improvements of the district's public recreational facilities, a resolution directing preparation of an annual engineering report is required, including a list of schools for which the improvements will be made during the fiscal year 2011-2012.

Staff recommends approval of this resolution for purposes of the Maintenance Recreation and Assessment District in accordance with Sections 22565 et seq., of the Landscaping and Lighting Act of 1972, (Streets and Highways Code Section 22565 et seq.). Once the report has been completed, it will be presented to the Board for preliminary approval.

**Recommendation:** Recommend approval of this resolution for MRAD

**Fiscal Impact:** Revenue for MRAD Fund

DISPOSITION BY BOARD OF EDUCATION

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

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

BOARD OF EDUCATION  
WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 58-1011

A RESOLUTION DIRECTING PREPARATION OF ANNUAL REPORT

MARCH 16, 2011

West Contra Costa Unified School District  
Maintenance and Recreation Assessment District

RESOLVED, by the Board of Education (the "Board") of the West Contra Costa Unified School District (the "District"), County of Contra Costa, State of California, that

1. On August 3, 1994, this Board ordered the formation of and levied the first assessment within the West Contra Costa Unified School District Maintenance and Recreation Assessment District (the "Maintenance District") pursuant to the provisions of the Landscaping and Lighting Act of 1972 (commencing at Section 22500 of the California Streets and Highways Code) (hereinafter the "Act"). (All section numbers herein refer to the California Streets and Highways Code.)
2. Sections 22620 et seq., of the Act provide for the levy of annual assessments after formation of the Maintenance District.
3. Within the Maintenance District, the existing and proposed improvements and any substantial changes proposed to be made to the existing improvements are generally as described on Exhibit "A" attached and by this reference made a part of this Resolution.
4. SCI Consulting Group, having been designated as Engineer of Work for purposes of the Maintenance District, is hereby ordered to prepare and file an annual report in accordance with Section 22565 et seq., of the Act.

PASSED AND ADOPTED on March 16, 2011, at a regular meeting of the Board of Education by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

## EXHIBIT A

### WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT Maintenance and Recreation Assessment District

The improvements consist of the installation, maintenance and servicing of public recreational facilities, including but not limited to landscaping, playgrounds, basketball courts, tennis courts, sprinkler systems, swimming pools, running tracks and turf areas, as applicable, at each of the following locations:

Bayview Elementary	3001 - 16 <sup>th</sup> St	San Pablo
Cameron	7140 Gladys Ave	El Cerrito
Castro Elementary	7125 Donal Ave	El Cerrito
Cesar E Chavez Elementary	960 - 17 <sup>th</sup> St	Richmond
Collins Elementary	1224 Pinole Valley Rd	Pinole
Coronado Elementary	2001 Virginia Ave	Richmond
Dover Elementary	1871 - 21 <sup>st</sup> St	San Pablo
Downer Elementary	1777 Sanford Ave	San Pablo
El Sobrante Elementary	1060 Manor Rd	El Sobrante
Ellerhorst Elementary	3501 Pinole Valley Rd	Pinole
Fairmont Elementary	724 Kearney St	El Cerrito
Ford Elementary	2711 Maricopa Ave	Richmond
Grant Elementary	2400 Downer Ave	Richmond
Hanna Ranch Elementary	2480 Refugio Valley Rd	Hercules
Harbour Way Elementary	214 So 11 <sup>th</sup> St	Richmond
Harding Elementary	7230 Fairmount Ave	El Cerrito
Lupine Hills Elementary	1919 Lupine Rd	Hercules
Highland Elementary	2829 Moyers Rd	Richmond
Kensington Elementary	90 Highland Blvd	Kensington
King Elementary	234 So 39 <sup>th</sup> St	Richmond
Lake Elementary	2700 - 11 <sup>th</sup> St	San Pablo
Lincoln Elementary	29 - 6 <sup>th</sup> St	Richmond
Madera Elementary	8500 Madera Dr	El Cerrito
Mira Vista Elementary	6397 Hazel Ave	Richmond
Montalvin Elementary	300 Christine Dr	San Pablo
Murphy Elementary	4350 Valley View Rd	Richmond
Nystrom Elementary	230 Harbour Way	Richmond
Ohlone Elementary	1616 Pheasant Dr	Hercules
Olinda Elementary	5855 Olinda Rd	El Sobrante
Peres Elementary	719 - 5 <sup>th</sup> St	Richmond
Riverside Elementary	1300 Amador St	San Pablo
Shannon Elementary	685 Marlesta Rd	Pinole

Sheldon Elementary	2601 May Rd	Richmond
Stege Elementary	4949 Cypress Ave	Richmond
Stewart Elementary	2040 Hoke Dr	Pinole
Tara Hills Elementary	2300 Dolan Way	San Pablo
Valley View Elementary	3416 Maywood Dr	Richmond
Verde Elementary	2000 Giaranita St	Richmond
Washington Elementary	565 Wine St	Richmond
Wilson Elementary	629 - 42 <sup>nd</sup> St	Richmond
Adams Middle	5000 Patterson Circle	Richmond
Crespi Middle	1121 Allview Ave	El Sobrante
DeJean Middle	3400 Macdonald Ave	Richmond
Helms Middle	2500 Road 20	San Pablo
Pinole Middle	1575 Mann Dr	Pinole
Portola Middle	1021 Navellier St	El Cerrito
De Anza High	5000 Valley View Rd	Richmond
El Cerrito High	540 Ashbury Ave	El Cerrito
Hercules Middle/High	1900 Refugio Valley Rd	Hercules
Kennedy High	4300 Cutting Blvd	Richmond
Pinole Valley High	2900 Pinole Valley Rd	Pinole
Richmond High	1250 - 23 <sup>rd</sup> St	Richmond
Gompers Continuation	157 - 9 <sup>th</sup> St	Richmond
North Campus	2465 Dolan Way	San Pablo
Vista High	2600 Moraga Way	San Pablo
Adult Education	6028 Ralston Ave	Richmond
Alvarado	5626 Sutter Ave	Richmond
Seaview	2000 Southwood Dr	San Pablo
Vista Hills	2625 Barnard Rd	Richmond
Harmon Center	2853 Groom Dr	Richmond
Knolls Center	2867 Groom Dr	Richmond
Central District	1108 Bissell Ave	Richmond
Nutrition Center	750 Bissell Ave	Richmond
Electronics	2336 Welcome Ave	Richmond
Facilities Operations Center	1300 Potrero Ave	Richmond
Gardeners Warehouse	2550 Moraga Ave	San Pablo
Kerry Hills (PSC)	2465 Dolan Way	San Pablo
Maintenance & Operations	125 So 8 <sup>th</sup> St	Richmond
Paint & Glaziers	800 Bissell Ave	Richmond
Vehicle Garage	260 So 23 <sup>rd</sup> St	Richmond
Warehouse-Furniture	600 So. 6 <sup>th</sup> St	Richmond
Warehouse-Stores	810 Ohio Ave	Richmond

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

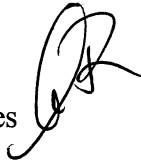
**ITEM REQUIRING ATTENTION---BOARD OF EDUCATION**

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**To:** Board of Education

**Meeting Date:** March 16, 2011

**From:** Ann Reinhausen,  
Assistant Superintendent Human Resources



**Agenda Item:** CI C.8

**Subject:** Certificated Provisional Internship Permit (PIP) Request(s)

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

**Recommendation:** Recommend Approval

**Fiscal Impact:** None

**DISPOSITION BY BOARD OF EDUCATION**

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

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

Approved \_\_\_\_\_

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

Tabled \_\_\_\_\_

**March 16, 2011**

**Action Taken**

**PIP**

Jonathan Ward

**SITE**

Kennedy High School

**ASSIGNMENT**

Social Science

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:** March 16, 2011

**From:** Ann Reinhausen,  
Assistant Superintendent Human Resources

**Agenda Item:** CI C.9

**Subject:** Memorandum of Understanding with Solano County Office of Education

**Background Information:**

The Solano County Office of Education and the West Contra Costa Unified School District enter into this agreement to provide Teacher Release time for teachers being served by the Solano/North Bay/Contra Costa Teacher Intern Program during the 2010-2011 academic year.

**Recommendation:** Recommended Approval.

**Fiscal Impact:** None

**DISPOSITION BY BOARD OF EDUCATION**

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

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

Approved \_\_\_\_\_

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

Tabled \_\_\_\_\_



**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**SOLANO COUNTY OFFICE OF EDUCATION**  
**AND**  
**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT**  
**2010 - 2011**

The Solano County Office of Education (SCOE) and the West Contra Costa Unified School District (DISTRICT) enter into this agreement to provide Teacher Release time for teachers being served by the Solano/North Bay/Contra Costa Teacher Intern Program (PROGRAM) during the 2010-2011 academic year.

**SCOE AGREES TO:**

- Provide DISTRICT with a fully executed copy of this MOU.
- Reimburse DISTRICT for the actual cost of substitute time for one (1) day of classroom observation for each Teacher Intern and one (1) day of classroom observation for each Mentor Coach in the PROGRAM up to maximum of \$125.00 per day.
- Provide reimbursement promptly upon receipt of District Invoice accompanied with back-up documentation of release dates, substitute name and payment.

**DISTRICT:**

- Will sign and return this MOU.
- Agrees to release each Mentor Coach in the PROGRAM for one (1) day and each Teacher Intern in the PROGRAM for one (1) day.
- Agrees to Invoice SCOE prior to June 15, 2011, for substitute time, providing back-up documentation to include the release date, the substitute name and payment to substitute.

**ELIGIBLE TEAM(S):**

Tara Anderson (Intern)  
Blanca Carrillo (Intern); Summerlynn Sigler (Coach)  
Maia Carriveau (Intern); Rich Cohen (Coach)  
Mariel Perlow (Intern)  
Aaron Peterson (Intern)  
Misha Ross (Intern)  
Matthew Sloan (Intern); Glenda Escanellas (Coach)  
Cuthbert Storm (Intern); Vicky Guiterrez (Coach)

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District Representative

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Lisette Estrella-Henderson  
Assistant Superintendent  
Solano County Office 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:** March 16, 2011  
**From:** Bill Fay **Agenda Item:** CI C.10  
Associate Superintendent for Operations  
**Subject:** Coronado Elementary Architectural Services Bidding, Construction Administration, and  
Closeout Services Approval

**Background Information:**

The Board approved the architectural services contract for construction documents for the renovation/reconstruction of Coronado Elementary School at its regular meeting of October 21, 2009. WLC Architects was awarded a contract for this phase of services. The District did not award a contract to the architect for the construction phase services at that time because it was unclear whether funding would be available to complete the work. It is now appropriate to get the architect under contract for the bidding, construction administration, and closeout phase services. At this time they have completed work on the construction documents and have submitted to the Division of State Architect for approval.

The original architectural services contract award was for \$2,100,000. With this award the full contract for complete services will be \$2,800,000. This amount is consistent with other architectural contracts for multi-phase, temporary housing, full campus replacement projects in the District.

**Recommendation:** Approve additional architectural services for bidding, construction administration, and closeout on the Coronado Elementary project.

**Fiscal Impact:** \$700,000. Funded from the Measure J Bond, Coronado Elementary project budget.

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:** March 16, 2011

**From:** Bill Fay  
Associate Superintendent for Operations

**Agenda Item:** CI C.11

**Subject:** Lupine Hills & Verde Restroom Surface Repairs Projects Change Order Approval

**Background Information:**

The Lupine Hills and Verde Restroom Surface Repairs projects are the first of several projects which will replace the originally installed epoxy restroom wall surfaces with tile. The epoxy wall systems were the original District standard and were installed in numerous restrooms at the beginning of the Bond Construction Program. The original scope of work in these projects was to place the tile directly over the prepared existing surfaces. Unfortunately, the existing surfaces, even with the specified preparation procedures, did not achieve the required bonding with the tile. The District then initiated a change in the work to remove and replace all existing substrate and place the tile on the new substrate. This represents a significant change in the work, and came during the first phase at both campuses with multiple restrooms closed and partially demolished. Staff directed the contractor to complete the work on the Force Account basis with direct labor and materials costs tracked by the District. Staff has directed this work only on the first phase of restrooms already under construction and closed to students. The remaining phases of the work will be removed from the contract and issued as a new public bid.

These changes to the project have resulted in change orders in excess of Public Contract Code 10% limit. Staff is requesting Board approval of Change Orders, with the findings as noted below, on the project as follows:

School	Original Contract	Proposed Change Orders	Adjusted Contract
Lupine Hills	\$152,540	\$54,618.25	\$207,158.25
Verde	\$143,688	\$25,935.27	\$169,623.27

Approval is required by the Board, with special findings, because this is in excess of the Public Contract Code limit of 10% of the original contract value. In accordance with Public Contract Code 20118.4, the Board, by approving these change orders, finds that it would have been futile to publicly bid the work in question because of the tight time frames to complete this work without affecting the operations of the District, and that the public is best served by having this work completed by the contractor on the project.

**Recommendation:** Adopt findings of futility and approve change order to CF Contracting.

**Fiscal Impact:** Total for this action: **\$80,553.52**. Funded by the Measure J Bond, additional bond funded projects.

**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**

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**To:** Board of Education **Meeting Date:** March 16, 2011  
**From:** Bill Fay **Agenda Item:** CI C.12  
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: **\$422,700.** 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**

<b>Project/Funding</b>	<b>Dates</b>	<b>Firm</b>	<b>Contract Cost</b>	<b>Reference</b>
Grant Elementary Floor Replacement  Emergency Repair Program/Measure J Bond	Retroactive	RGA Environmental	\$4,895	Hazardous materials abatement on-site monitoring.
Leadership Public Schools/Gompers High School New Campus  Measure J Bond	March 2011 thru May 2011	Ninyo and Moore	\$30,500	Final Geotechnical Engineering report and Geologic Hazards assessment
Nystrom Elementary School Temporary Campus  Measure J Bond	March 2011 thru October 2011	Interactive Resources	\$300,000	Architectural & engineering services for temporary campus to house students during renovation of main building.
El Cerrito High School Phase I Fields Project  Measure J Bond	March 2011 thru September 2011	Alan Kropp & Associates	\$44,930	Geotechnical Engineering Construction phase services.
Instructional Technology Dept. Relocation to Facilities Operations Center  Special Reserve for Capital Facilities Fund 40	March 2011 thru May 2011	Burks Toma Architects	\$15,485	Space needs assessment and programming.
Crespi Middle School Gym Flooring Replacement  Deferred Capital Projects Measure J Bond	March 2011 thru September 2011	HMR Architects	\$17,750	Architectural & engineering services
Stewart Elementary Restroom Wall Surface Repair Project  Measure J Bond	March 2011 thru August 2011	Interactive Resources	\$9,140	Architectural & engineering services

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

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

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**To:** Board of Education **Meeting Date:** March 16, 2011  
**From:** Bill Fay **Agenda Item:** CI C.13  
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: DeAnza High School Baseball Field; Ford Elementary New School; King Elementary Construction and Demo; Helms Middle School Demolition; Pinole Middle School Modernization Ph. 2; Nystrom Elementary New Multi-Purpose Building; Dover Elementary New Campus; and DeAnza High School New Campus. 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: **\$570,668.77.**

DISPOSITION BY BOARD OF EDUCATION

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Tabled \_\_\_\_\_

**March 16, 2011 Change Order Ratification Summary**

					Items Pending Board Action		Total CO's	CO Percent of Original Contract	Adjusted New Contract	Change Order Numbers
	Project	Company	Original Contract	Previously Approved CO's	CO's Pending Ratification	CO's Pending Approval				
1	De Anza HS Baseball Field Improvements	Bay Cities Paving & Grading	\$1,350,000.00	\$76,225.92	\$7,680.00	\$0.00	\$83,905.92	6.22%	\$1,433,905.92	6
2	Ford ES School Building	Alten Construction, Inc.	\$16,734,206.00	\$682,751.00	\$280,119.00	\$0.00	\$962,870.00	5.75%	\$17,697,076.00	15, 16
3	King ES	West Bay Builders	\$15,595,000.00	\$371,352.16	\$87,415.00	\$0.00	\$458,767.16	2.94%	\$16,053,767.16	9
4	Helms MS Demo	Evans Brothers, Inc.	\$2,442,000.00	\$0.00	\$26,814.00	\$0.00	\$26,814.00	1.10%	\$2,468,814.00	1
5	Pinole MS Modernization Phase 2	Alpha Bay Builders	\$9,570,735.00	\$815,918.00	\$71,785.98	\$0.00	\$887,703.98	9.28%	\$10,458,438.98	8
6	Nystrom ES Multipurpose Room	John Plane Construction	\$5,240,107.00	\$0.00	\$37,811.79	\$0.00	\$37,811.79	0.72%	\$5,277,918.79	2, 3
7	Dover ES New School	Alten Construction, Inc.	\$21,491,000.00	\$330,809.50	-\$19,441.00	\$0.00	\$311,368.50	1.45%	\$21,802,368.50	11
8	De Anza HS Replacement Campus	Wright Contracting, Inc.	\$62,508,000.00	\$197,161.00	\$78,484.00	\$0.00	\$275,645.00	0.44%	\$62,783,645.00	5

Pending Board Actions	Ratifications	\$570,668.77
	Approvals	\$0.00
	Total Board Action	\$570,668.77

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:** March 16, 2011

**From:** Nia Rashidchi  
Assistant Superintendent, Educational Services

**Agenda Item:** CI C.14

**Subject:** Study Trip by students from Bayview and Grant Elementary to New York City for a poetry contest, April 9-12, 2011

**Background Information:**

America SCORES will host the 5<sup>th</sup> Annual Poetry Slam on April 11, 2011 at the Apollo Theater. Ten year-old poets Jannelyn Lagrimas (Bayview) and Christian Suarez (Grant) will represent West Contra Costa USD at the April event.

**Recommendation:** Recommend Approval

**Fiscal Impact:** Funded by America SCORES

**DISPOSITION BY BOARD OF EDUCATION**

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

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

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



**WCCUSD STUDY TRIP REQUEST FORM (Form must be typed)**

<b>SCHOOL:</b> <u>Bayside</u> ✓	<b>Date of Submission:</b> <u>3/2/11</u>
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**TYPE OF TRIP:** Please indicate the type of trip.      ☐ DAY TRIP      ☒ OVERNIGHT TRIP Out of State ✓

Submissions must be received in the Executive Director's office by the following timeline:

<input type="checkbox"/> Chartered Transportation (Bus reservations via district Transportation Office)	25 school days prior to trip date
<input checked="" type="checkbox"/> Automobile <u>to airport</u> Driving to destination ✓	15 school days prior to trip date
<input type="checkbox"/> Public Transportation (BART, bus, Amtrak, etc)	15 school days prior to trip date
<input type="checkbox"/> Walking	15 school days prior to trip date

**TRIP AND CHAPERONE INFORMATION:** Adult to Student Ratio: K-3 1:5 & 4-12 1:10    Short Term Insurance: K-3 1:4 & 4-12 1:8

Date of Trip: <u>4-9-11 - 4/12/11</u>	Time Leave: <u>5:00am</u> Return: <u>8:00pm</u>	Grade/Group: <u>4th</u>	Total number of students participating: <u>(7)</u>
Trip Destination: (Include Address/phone) <u>Radisson Hotel</u> <u>222 E. 5th St.</u> <u>North Platte, NE 68101</u>	Teacher in Charge of Group: (Name, phone, e-mail) <u>David Flores</u> <u>dflores@wccusd.net</u>		Other Teachers Accompanying Group:
Number of chaperones accompanying the group: <u>1</u>		<input checked="" type="checkbox"/> Names of Chaperones and Position/Title form attached	
Student Study Trip Insurance: The following study trips require insurance: <input type="checkbox"/> Trips around/near water (including trips near creeks, ponds, etc, trips on boats, to hatcheries, hiking, etc) <input type="checkbox"/> Trips where students will be swimming <input checked="" type="checkbox"/> Trips with an overnight stay		<input checked="" type="checkbox"/> Insurance form attached <input checked="" type="checkbox"/> Check attached/account code listed <input checked="" type="checkbox"/> List of student names attached	

**TRANSPORTATION ARRANGEMENTS:**

<b>Chartered Transportation</b>	<b>CHARTERED TRANSPORTATION REQUEST FORM.</b> All requests using district funds must be booked through the Transportation Office. Completed Chartered Transportation request must be attached to study trip request.  <b>FUNDING SOURCE</b> Requests using other funding sources (i.e. PTA) must be booked by trip organizer and paid for at the site level. Funding source MUST be indicated.  <b>COMPANY</b> Must be from District approved list as indicated on Bulletin. Attach confirmation from chartered transportation company.	<input type="checkbox"/> Completed form attached. (Funding Source Account Code indicated on form)  FUNDING SOURCE ACCOUNT CODE  COMPANY NAME AND CONTACT:
<b>Automobile</b>	<b>AUTOMOBILE TRANSPORTATION FORM</b> Form must be completed with driver's information attached. Valid California Drivers license and insurance requirements are mandatory.	<input type="checkbox"/> Completed form attached. <input checked="" type="checkbox"/> Valid driver's license and insurance attached
<b>Public Transportation</b>	<b>TYPE OF PUBLIC TRANSPORTATION (BART, BUS, AMTRAK, FERRY)</b> Funding source required if transportation tickets/arrangements are to be purchased using District funds. Funding source MUST be indicated if applicable.	Funding Source Account Code:  Bitech Purchase Order #
<b>Admission Fees</b>	<b>FEES TO DESTINATION, I.E., ZOO, THEATER, MUSEUM, ETC.</b> Funding source required if tickets are to be purchased using District funds. Funding source MUST be indicated if applicable. Purchase requisitions should be initiated three weeks in advance of the trip.	Funding Source Account Code:  Bitech Purchase Order #

**EDUCATIONAL VALUE**

Must include standards reference number and a brief explanation of how the trip relates to the classroom activity. Standards Number(s): <u>Standard 7 listening and speaking strategies</u> <u>Students deliver focused content presentations that convey ideas clearly and relate to background interests of the audience</u>		
Substitute(s) Requested	FOR SECONDARY SITES ONLY, SUBSTITUTES NEEDED FOR TEACHERS ON STUDY TRIPS.	Funding Source Account Code:  Substitutes Needed for _____ paid periods

LAST DATE FOR SUBMISSION OF STUDY TRIP: **APRIL 15, 2011** (3<sup>RD</sup> Friday in April)  
 LAST DATE FOR STUDY TRIP TO BE TAKEN: **JUNE 3, 2011** (1<sup>ST</sup> Friday in June)

\* No late requests will be accepted. Study trips should not be scheduled during testing periods.

STUDY TRIP REQUEST FORM MUST HAVE PRINCIPAL SIGNATURE AND FUNDING SOURCE INDICATED BEFORE SENDING TO THE EXECUTIVE DIRECTOR'S OFFICE. INCOMPLETE STUDY TRIP REQUESTS WILL BE RETURNED AND MAY RESULT IN DELAY IN PROCESSING OR DENIAL OF REQUEST. APPROVALS WILL BE SENT BACK VIA EMAIL TO SECRETARY/OFFICE MANAGER AND PRINCIPAL.

APPROVALS:

<u>Ramona Riche</u> Principal Signature	<u>2/20/11</u> Date
<u>[Signature]</u> Signature	<u>3/2/11</u> Date
<u>[Signature]</u> Funding Authorization Dept.	Date
<u>[Signature]</u> Executive Director	Date

**EXECUTIVE DIRECTOR OFFICE USE ONLY:**

Received:
Approval Sent: <u>MAY 8 2011</u>
By: _____
Date: _____

**APPROVED**

**WCCUSD STUDY TRIP REQUEST FORM (Form must be typed)**

<b>SCHOOL:</b> <u>Cast</u>	<b>Date of Submission:</b> <u>3/2/11</u>
----------------------------	--

**TYPE OF TRIP:** Please indicate the type of trip. ☐ DAY TRIP ☒ OVERNIGHT TRIP Out of State

Submissions must be received in the Executive Director's office by the following timeline:

<input type="checkbox"/> Chartered Transportation (Bus reservations via district Transportation Office)	25 school days prior to trip date
<input checked="" type="checkbox"/> Automobile <u>to airport</u> (Driving to destination)	15 school days prior to trip date
<input type="checkbox"/> Public Transportation (BART, bus, Amtrak, etc)	15 school days prior to trip date
<input type="checkbox"/> Walking	15 school days prior to trip date

**TRIP AND CHAPERONE INFORMATION:** Adult to Student Ratio: K-3 1:5 & 4-12 1:10 Short Term Insurance: K-3 1:4 & 4-12 1:8

<b>Date of Trip:</b> <u>4-9-11-4/12/11</u>	<b>Time:</b> <u>5:00am</u> <u>8:00pm</u> <b>Grade/Group:</b> <u>5th</u>	<b>Total number of students participating:</b> <u>(1)</u>
<b>Trip Destination:</b> (Include Address/phone) <u>Radisson Tangle Hotel</u> <u>222 East Street</u> <u>Northport, NY 10616</u>	<b>Teacher in Charge of Group:</b> (Name, phone, e-mail) <u>David Flores</u> <u>dflores@wccusd.net</u>	<b>Other Teachers Accompanying Group:</b>
<b>Number of chaperones accompanying the group:</b> <u>1</u>		<input checked="" type="checkbox"/> <b>Names of Chaperones and Position/Title form attached</b>
<b>Student Study Trip Insurance:</b> The following study trips require insurance: <input type="checkbox"/> Trips around/near water (including trips near creeks, ponds, etc, trips on boats, to hatcheries, hiking, etc) <input type="checkbox"/> Trips where students will be swimming <input checked="" type="checkbox"/> Trips with an overnight stay		<input checked="" type="checkbox"/> Insurance form attached <input checked="" type="checkbox"/> Check attached/account code listed <input checked="" type="checkbox"/> List of student names attached

**TRANSPORTATION ARRANGEMENTS:**

<b>Chartered Transportation</b>	<b>CHARTERED TRANSPORTATION REQUEST FORM.</b> All requests using district funds must be booked through the Transportation Office. Completed Chartered Transportation request must be attached to study trip request.  <b>FUNDING SOURCE</b> Requests using other funding sources (i.e. PTA) must be booked by trip organizer and paid for at the site level. Funding source MUST be indicated.  <b>COMPANY</b> Must be from District approved list as indicated on Bulletin. Attach confirmation from chartered transportation company.	<input type="checkbox"/> Completed form attached. (Funding Source Account Code indicated on form).  <b>FUNDING SOURCE ACCOUNT CODE</b>  <b>COMPANY NAME AND CONTACT:</b>
<b>Automobile</b>	<b>AUTOMOBILE TRANSPORTATION FORM</b> Form must be completed with driver's information attached. Valid California Drivers license and insurance requirements are mandatory.	<input type="checkbox"/> Completed form attached. <input checked="" type="checkbox"/> Valid driver's license and insurance attached
<b>Public Transportation</b>	<b>TYPE OF PUBLIC TRANSPORTATION (BART, BUS, AMTRAK, FERRY)</b> Funding source required if transportation tickets/arrangements are to be purchased using District funds. Funding source MUST be indicated if applicable.	<b>Funding Source Account Code:</b>  <b>Bitech Purchase Order #</b>
<b>Admission Fees</b>	<b>FEES TO DESTINATION, I.E., ZOO, THEATER, MUSEUM, ETC.</b> Funding source required if tickets are to be purchased using District funds. Funding source MUST be indicated if applicable. Purchase requisitions should be initiated three weeks in advance of the trip.	<b>Funding Source Account Code:</b>  <b>Bitech Purchase Order #</b>

**EDUCATIONAL VALUE**

Must include standards reference number and a brief explanation of how the trip relates to the classroom activity. Standards Number(s): <u>Standard 7 listening and speaking strategies</u> <u>Students deliver focused content presentations that convey ideas clearly and relate to background interests of the audience</u>		
<b>Substitutes Requested</b>	<b>FOR SECONDARY SITES ONLY, SUBSTITUTES NEEDED FOR TEACHERS ON STUDY TRIPS.</b>	<b>Funding Source Account Code:</b>  <b>Substitutes Needed for</b> _____ <b>paid periods</b>

**LAST DATE FOR SUBMISSION OF STUDY TRIP:** APRIL 15, 2011 (3<sup>RD</sup> Friday in April)  
**LAST DATE FOR STUDY TRIP TO BE TAKEN:** JUNE 3, 2011 (1<sup>ST</sup> Friday in June)

\* No late requests will be accepted. Study trips should not be scheduled during testing periods.

STUDY TRIP REQUEST FORM MUST HAVE PRINCIPAL SIGNATURE AND FUNDING SOURCE INDICATED BEFORE SENDING TO THE EXECUTIVE DIRECTOR'S OFFICE. INCOMPLETE STUDY TRIP REQUESTS WILL BE RETURNED AND MAY RESULT IN DELAY IN PROCESSING OR DENIAL OF REQUEST. APPROVALS WILL BE SENT BACK VIA EMAIL TO SECRETARY/OFFICE MANAGER AND PRINCIPAL.

<b>APPROVALS:</b>  <u>No ASD Funding</u> <b>Funding Authorization Dept.</b> <u>M. Haskedell</u> <b>Executive Director</b>	<b>Principal Signature</b> <u>[Signature]</u> <b>Signature</b> <u>[Signature]</u> <b>Date</b> <u>3/3/11</u>	<b>EXECUTIVE DIRECTOR OFFICE USE ONLY:</b> <b>Received:</b> <u>3/2/11</u> <b>Approval Sent:</b> <b>By:</b> _____ <b>Date:</b> _____
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**APPROVED**

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:** March 16, 2011  
**From:** Wendell Greer **Agenda Item:** CI C.15  
Associate Superintendent, K-12 Adult School  
**Subject:** Purchase "Destiny Textbook & Library Manager Software" from Follett Software Company

**Background Information:**

**Destiny Textbook Manager:** It is estimated that 5-10% of textbooks in a typical school district are lost each year. Additional costs are incurred in staff time for tracking down books to meet unplanned needs and in over-ordering new replacement textbooks. Destiny Textbook manager addresses these challenges, providing a powerful, easy and practical approach to streamlining textbook management district wide.

**Destiny Library Manager:** This makes the library more engaging for students and easier to use for staff. This is a 100% browser-based system. It will help schools streamline tasks and improve resources access and availability through centralized library management, supporting and strengthening a collaborative, 21<sup>st</sup> century learning community.

**Recommendation:**  
Recommend Approval

**Fiscal Impact:**  
The District will purchase this software package for \$191,940.19 using ARRA Technology funds.

DISPOSITION BY BOARD OF EDUCATION

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Tabled \_\_\_\_\_

# Destiny Library and Textbook Manager™

## Proposal

West Contra Costa Unified School District

Quote # 262733-3

Richmond, CA

February 11, 2011

Thank you for your interest in Follett Software Company and our information management solutions.

The following proposal for a centralized inventory management solution includes software licensing, training, system installation and project management support, data processing, and ongoing yearly support.

These prices are valid until March 23, 2011, after which they are subject to change by Follett Software Company.

Estimated sales tax is included in this Quote. However, you remain responsible for actual tax fees included in your Invoice, as required by law.

<i>Destiny Resource Management Solution Summary</i>		
	<b>List Price</b>	<b>\$396,468.27</b>
	<b>Less Discount Credit</b>	<b>(\$207,761.97)</b>
	<b>Customer Price</b>	<b>\$188,706.30</b>
	<b>Tax</b>	<b>\$2,952.88</b>
	<b>Shipping and Handling</b>	<b>\$281.01</b>
	<b>Final Price</b>	<b>\$191,940.19</b>
<b>Product #</b>	<b>Software License</b>	
<b>62705B</b>	<ul style="list-style-type: none"> <li>▪ <b>Destiny Library Manager™ - Student Engagement Package for forty-seven (47) location(s)</b> <ul style="list-style-type: none"> <li>○ Alliance Plus</li> <li>○ Destiny Quest</li> <li>○ TitlePeek</li> <li>○ Online documentation and Help</li> <li>○ Note: Library Manager is designed specifically as a Library management tool</li> </ul> </li> </ul>	
<b>46703A</b>	<ul style="list-style-type: none"> <li>▪ <b>Destiny Textbook Manager™ for forty-six (46) location(s)</b> <ul style="list-style-type: none"> <li>○ Online access to over 300,000 textbook title records</li> <li>○ Online documentation and Help</li> <li>○ Note: Textbook Manager is designed specifically as a tool for District/School textbook management</li> </ul> </li> </ul>	
<b>Product #</b>	<b>Implementation Services</b>	
	<ul style="list-style-type: none"> <li>▪ <b>Project Management:</b> includes a central point of contact during the implementation of the Destiny Resource Management Solution, and an on-site Planning Meeting.</li> <li>▪ <b>Textbook Management Process Analysis:</b> includes an in-depth analysis of the district's current processes and policies, with up to two, 90-minute meetings to cover topics specific to the district's needs.</li> </ul>	

<p>74372A</p> <p>74373A</p>	<ul style="list-style-type: none"> <li>▫ Centralized System Integration: includes on-site installation and configuration of Destiny Resource Management software and initial data load.</li> <li>▫ Technology Training: consists of on-site Destiny Resource Management technology training. For the most optimal learning experience, we recommend no more than twelve (12) participants.</li> <li>▫ <u>Library Manager Understanding Roles and Assigning Permissions:</u> This interactive Webinar explains the Destiny user hierarchy and the importance of access levels and permissions as they relate to tasks users are able to perform in the software. Customers may have up to a maximum of twelve (12) participants.</li> <li>▫ <u>Library Manager Managing Your Catalog at the District Level (optional):</u> This interactive Webinar discusses the tasks involved in centrally managing your library catalog at the district level. Customers may have up to a maximum of twelve (12) participants.</li> <li>▫ District Essentials Webinar for Textbook Manager: includes live, instructor-led, Web-based Training focused on supporting textbook management across the district. Customers may have up to a maximum of twelve (12) participants.</li> <li>▫ Library Manager On-Site Training: Conveniently delivered by one of our training experts at your location, this two-day instructor-led training session covers the fundamentals so that you can start using Destiny Library Manager immediately. Customers may have up to a maximum of twenty (20) participants.</li> <li>▫ Textbook Manager On-Site Training: Conveniently delivered by one of our training experts at your location, this one-day training will focus on teaching school staff the essential school-level capabilities of textbook management. Customers may have up to a maximum of twenty (20) participants.</li> </ul>	
<p><b>Product #</b></p>	<p><b>Barcodes and Labels</b></p>	
<p>77550T</p>	<ul style="list-style-type: none"> <li>▫ Thirty-five thousand (35,000) Polythermal Labels (black &amp; white sheet)</li> </ul>	
<p>77560X</p>	<ul style="list-style-type: none"> <li>▫ One hundred ten thousand (110,000) Polythermal Labels (black &amp; white roll)</li> </ul>	
<p><b>Product #</b></p>	<p><b>Additional Training</b></p>	
<p>74361E</p>	<ul style="list-style-type: none"> <li>▫ Destiny Library Manager On-Site Training – additional two (2) consecutive day(s)</li> </ul>	
<p>74362E</p>	<ul style="list-style-type: none"> <li>▫ Destiny Textbook Manager On-Site Training – additional two (2) consecutive day(s)</li> </ul>	

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:** March 16, 2011

**From:** Nia Rashidchi, Assistant Superintendent

**Agenda Item:** CI C.16

**Subject:** Resolution 59-1011: Day of Recognition for César Chávez, March 31, 2011

**Background Information:** This resolution is in recognition of César Chávez for his great leadership in bringing social justice to California's migrant farm workers, providing a model of solving problems through non-violent, democratic actions and a life of service to others.

**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**  
**Resolution No. 59-1011**  
**César Chávez Day of Recognition**  
**March 31, 2011**

**WHEREAS**, the State of California celebrates César Chávez's birthday, March 31<sup>st</sup>, as an official Day of Recognition in our public schools; and

**WHEREAS**, César Chávez was a significant civil rights leader who led the historic labor movement to gain social justice for California's agricultural workers; and

**WHEREAS**, César Chávez's legacy shows that even the poorest and most powerless people in our society can overcome grievous wrongs through non-violent, democratic means; and

**WHEREAS**, César Chávez's life portrayed great dignity, courage, and humanity through living a life of service to others; and

**WHEREAS**, César Chávez serves as a role model for all students through his determination to improve society as a whole and conditions for the poor, disadvantaged, and ethnically oppressed in particular; and

**WHEREAS**, today's students should learn about the life, values, sacrifices and contributions that César Chávez made to his community, his state, and his country; and

**WHEREAS**, the State Board of Education provides an internet-based model César Chávez curriculum guide available for use by all public schools;

**NOW THEREFORE, BE IT RESOLVED**, that the Governing Board of the West Contra Costa Unified School District does hereby proclaim Thursday, March 31, 2011 as an official Day of Recognition of the life and work of César Chávez, encouraging all teachers to make use of the Model Curriculum and other supplemental César Chávez resources in their teaching presentations on that day.

**PASSED AND ADOPTED** BY THE Board of Education of the West Contra Costa Unified School District on the sixteenth day of March 2011 by the following vote:

AYES \_\_\_\_\_ NOES \_\_\_\_\_ ABSENT \_\_\_\_\_ ABSTAIN \_\_\_\_\_

**I HEREBY CERTIFY** that the foregoing resolution was duly introduced, passed, and adopted by the Board of Education at a meeting held on March 16, 2011.

---

Madeline Kronenberg, Clerk of the Board

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:** March 16, 2011

**From:** Bruce Harter  
Superintendent

**Agenda Item:** D.1

**Subject:** West Contra Costa Retired Educators Scholarship Program

**Background Information:**

Since 1977, scholarships totaling \$394,442 have been awarded to 377 WCCUSD graduates to assist them with their post-secondary education.

The scholarship program is funded through the volunteer efforts of retired District educators serving on the Scholarship Board. In 2010 nineteen scholarships of \$1500 were awarded.

These volunteers seek donations from District employees and the community at large to fund scholarships for graduating seniors. A key fundraiser is the Annual Scholarship Benefit Drawing. Participation in the drawing determines how many scholarships are awarded each year.

We thank the generous donors for their contributions to the drawing. Tickets are available for anyone who wishes to participate.

**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:** March 16, 2011

**From:** Bruce Harter  
Superintendent

**Agenda Item:** D.2

**Subject:** Recognition of Tyler Hester

**Background Information:**

In early December, Leadership High School English teacher started a book donation drive that not only gained regional and national recognition for its uniqueness but also resulted in the donation of more than 12,000 books to students in Richmond.

**Recommendation:**

That the Board recognize the contribution that Tyler Hester has made to students in our community.

**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:** March 16, 2011

**From:** Wendell Greer, **Agenda Item:** D.3  
Associate Superintendent, K - Adult Operations

**Subject:** In Appreciation of Contra Costa Interfaith Supporting Community Organization (CCISCO) and Be A Mentor, Inc. for working collaboratively with WCCUSD to develop a mentoring program to serve the youth of John F. Kennedy High School

**Background Information:**

CCISCO, since 1996, has been organizing a voice for justice and equity in Contra Costa County. Along with Be A Mentor, Inc. founded in 1991 to help high-risk youth gain the skills and confidence to become productive and contributing citizens are working in collaboration at the John F. Kennedy High School. This partnership will establish a mentoring program for the students at the high school.

**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:** March 16, 2011

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

**Agenda Item:** D.4

**Subject:** Report Update TDAP – Tetanus, Diphtheria and Pertussis (Whooping Cough) Vaccine Booster Requirement

**Background Information:**

A new school immunization law requires all students entering 7th through 12th grades in the 2011-2012 school year in California to be immunized with a pertussis (whooping cough) vaccine booster called Tdap.

**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:** March 16, 2011

**From:** Steve Collins  
SELPA Director

**Agenda Item:** D.5

**Subject:** Richmond Association of School Administrators (RASA) Award Winners

**Background Information:**

Each year the Richmond Association of School Administrators acknowledges exemplary administrators and participates in the Association of California School Administrator (ACSA) Administrator of the Year awards.

RASA is a chapter of ACSA Region VI. The RASA Board selects candidates based upon nominations by West Contra Costa Unified School District (WCCUSD) administrators and individual accomplishments within the district. The individuals selected from WCCUSD move on to the ACSA Region VI competition.

**Administrator of the Year awards for WCCUSD 2010-11 are:**

Barbara Penny-James, Principal, Elementary School  
Catherine VonHusen, Principal, Middle School  
Roxanne Brown-Garcia, Principal, High School  
Jennifer Bender, Co-Administrator, Secondary  
Marin Trujillo, Central Office Administrator  
Terry Massaro, Confidential

**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:** March 16, 2011

**From:** Sheri Gamba *sg*  
Associate Superintendent Business Services

**Agenda Item:** F.1

**Subject:** Second Interim Report, 2010-11 / Financial Update

**Background Information:** Attached is a summary of the District's Second Interim Report for 2010-11, which covers the financial and budgetary status of the District for the period ended January 31, 2011. The entire report, including state forms, is provided under separate cover and on the District's website at [www.wccusd.net](http://www.wccusd.net).

Education Code Section 42130 requires school districts to prepare interim financial reports each year. The First Interim Report covers the period ending October 31; the Second Interim Report covers the period ending January 31. These financial reports are subject to standards and criteria adopted by the State Board of Education to monitor the fiscal stability of local educational agencies.

The District shall certify whether it is able to meet its financial obligations for the current fiscal year and, based on current forecasts, for the two subsequent fiscal years. A positive certification shall be assigned when a district will meet its financial obligations for the current fiscal year and subsequent two fiscal years. A qualified certification shall be assigned when a district may not meet its financial obligations for the current fiscal year and subsequent two fiscal years. A negative certification shall be assigned when a district will be unable to meet its financial obligations for the remainder of the fiscal year.

The District will meet its financial obligations for the current year, and two subsequent years. It should be noted that in 2012-13 the projection includes deficit spending of over \$8 million. However, the 3% reserve for economic uncertainty is in place.

**Recommendation:** Recommend approval of the Second Interim Report for 2010-2011

**Fiscal Impact:** Positive Budget Certification

DISPOSITION BY BOARD OF EDUCATION

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

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

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT**

Schedule 1

**2010-11 SECOND INTERIM**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

	GENERAL FUND			SPECIAL REVENUE FUNDS Schedule 2	CAPITAL OUTLAY FUNDS Schedule 3	OTHER FUNDS Schedule 4	DISTRICT TOTALS
	UNRESTRICTED	RESTRICTED	TOTAL				
<b>REVENUES</b>							
Revenue Limit Sources	\$ 139,776,055	\$ 6,999,787	\$ 146,775,842	\$ -	\$ -	\$ -	\$ 146,775,842
Federal Revenues	25,453	49,293,961	49,319,414	9,953,583	-	-	59,272,997
Other State Revenues	26,472,755	36,543,583	63,016,338	7,440,715	7,481,800	-	77,938,853
Other Local Revenues	3,108,505	19,141,539	22,250,044	2,554,769	2,215,000	20,155,895	47,175,708
Total Revenues	169,382,768	111,978,870	281,361,638	19,949,067	9,696,800	20,155,895	331,163,400
<b>EXPENDITURES</b>							
Certificated Salaries	69,612,683	39,935,661	109,548,344	2,418,003	-	-	111,966,347
Classified Salaries	18,551,094	21,142,330	39,693,424	5,241,987	850,728	-	45,786,139
Employee Benefits	35,660,744	22,657,101	58,317,845	2,714,270	314,710	-	61,346,825
Books and Supplies	1,789,524	22,977,423	24,766,947	5,254,836	4,204,752	291,635	34,518,170
Services and Other Operating Expenditures	9,058,945	41,070,907	50,129,852	782,617	15,424,922	23,153,869	89,491,260
Capital Outlay	113,955	3,024,630	3,138,585	202,352	113,794,223	-	117,135,160
Other Outgo	4,447,610	-	4,447,610	97,525	1,600,000	-	6,145,135
Direct/Indirect Support Costs	(1,923,138)	1,209,408	(713,730)	713,730	-	-	-
Total Expenditures	137,311,417	152,017,460	289,328,877	17,425,320	136,189,335	23,445,504	466,389,036
<b>INCREASE OF (DECREASE) IN FUND BALANCE RESULTING FROM OPERATIONS</b>	32,071,351	(40,038,590)	(7,967,239)	2,523,747	(126,492,535)	(3,289,609)	(135,225,636)
<b>OTHER FINANCING SOURCES AND (USES)</b>							
Interfund Transfers In	-	-	-	3,339,820	9,575,411	-	12,915,231
Interfund Transfers Out	-	-	-	(3,339,820)	(9,575,411)	-	(12,915,231)
Other Sources	-	-	-	-	-	-	-
Other Uses	-	-	-	-	(316,868)	-	(316,868)
Contributions To Restricted Programs	(29,491,148)	29,491,148	-	-	-	-	-
Total Other Financing Sources and Uses	(29,491,148)	29,491,148	-	-	(316,868)	-	(316,868)
<b>NET CHANGE IN FUND BALANCE</b>	2,580,203	(10,547,442)	(7,967,239)	2,523,747	(126,809,403)	(3,289,609)	(135,542,504)
<b>BEGINNING FUND BALANCE, JULY 1, 2010</b>	15,439,421	25,612,526	41,051,947	11,205,585	203,242,260	23,823,612	279,323,403
<b>PROJECTED ENDING FUND BALANCE JUNE 30, 2011</b>	\$ 18,019,624	\$ 15,065,084	\$ 33,084,708	\$ 13,729,332	\$ 76,432,857	\$ 20,534,003	\$ 143,780,899

## WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

Schedule 2

## 2010-11 SECOND INTERIM

## STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

## SPECIAL REVENUE FUNDS

	ADULT EDUCATION	CHILD DEVELOPMENT	CAFETERIA	DEFERRED MAINTENANCE	SPECIAL RESERVE	TOTAL SPECIAL REVENUE FUNDS
<b>REVENUES</b>						
Revenue Limit Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Federal Revenues	363,357	263,393	9,326,833	-	-	9,953,583
Other State Revenues	3,058,890	2,459,600	825,129	1,097,096	-	7,440,715
Other Local Revenues	524,192	295,397	1,695,180	5,000	35,000	2,554,769
Total Revenues	3,946,439	3,018,390	11,847,142	1,102,096	35,000	19,949,067
<b>EXPENDITURES</b>						
Certificated Salaries	1,274,720	1,143,283	-	-	-	2,418,003
Classified Salaries	484,959	757,617	3,999,411	-	-	5,241,987
Employee Benefits	456,642	653,397	1,604,231	-	-	2,714,270
Books and Supplies	119,277	454,259	4,681,300	-	-	5,254,836
Services and Other Operating Expenditures	240,357	25,231	517,029	-	-	782,617
Capital Outlay	-	-	201,000	1,352	-	202,352
Other Outgo	-	97,525	-	-	-	97,525
Direct/Indirect Support Costs	87,835	119,184	506,711	-	-	713,730
Total Expenditures	2,663,790	3,250,496	11,509,682	1,352	-	17,425,320
<b>INCREASE OF (DECREASE) IN FUND BALANCE RESULTING FROM OPERATIONS</b>	1,282,649	(232,106)	337,460	1,100,744	35,000	2,523,747
<b>OTHER FINANCING SOURCES AND (USES)</b>						
Interfund Transfers In	-	-	-	1,339,820	2,000,000	3,339,820
Interfund Transfers Out	(1,000,000)	-	-	(2,339,820)	-	(3,339,820)
Other Sources	-	-	-	-	-	-
Other Uses	-	-	-	-	-	-
Contributions To Restricted Programs	-	-	-	-	-	-
Total Other Financing Sources and Uses	(1,000,000)	-	-	(1,000,000)	2,000,000	-
<b>NET CHANGE IN FUND BALANCE</b>	282,649	(232,106)	337,460	100,744	2,035,000	2,523,747
<b>BEGINNING FUND BALANCE, JULY 1, 2010</b>	1,675,092	232,105	1,890,146	1,105,244	6,302,998	11,205,585
<b>PROJECTED ENDING FUND BALANCE JUNE 30, 2011</b>	\$ 1,957,741	\$ (1)	\$ 2,227,606	\$ 1,205,988	\$ 8,337,998	\$ 13,729,332

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT**

Schedule 3

**2010-11 SECOND INTERIM**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

**CAPITAL OUTLAY FUNDS**

**REVENUES**

	<b>BUILDING</b>	<b>CAPITAL FACILITIES</b>	<b>COUNTY SCHOOL FACILITIES</b>	<b>SPECIAL RESERVE FOR CAPITAL OUTLAY</b>	<b>TOTAL CAPITAL OUTLAY FUNDS</b>
Revenue Limit Sources	\$ -	\$ -	\$ -	\$ -	\$ -
Federal Revenues	-	-	-	-	-
Other State Revenues	-	-	-	7,481,800	7,481,800
Other Local Revenues	600,000	615,000	-	1,000,000	2,215,000
Total Revenues	600,000	615,000	-	8,481,800	9,696,800

**EXPENDITURES**

Certificated Salaries	-	-	-	-	-
Classified Salaries	823,078	-	-	27,650	850,728
Employee Benefits	310,760	-	-	3,950	314,710
Books and Supplies	3,891,332	10,000	-	303,420	4,204,752
Services and Other Operating Expenditures	6,135,955	656,253	-	8,632,714	15,424,922
Capital Outlay	112,803,327	770,236	-	220,660	113,794,223
Other Outgo	1,600,000	-	-	-	1,600,000
Direct/Indirect Support Costs	-	-	-	-	-
Total Expenditures	125,564,452	1,436,489	-	9,188,394	136,189,335

**INCREASE OF (DECREASE) IN FUND BALANCE**

<b>RESULTING FROM OPERATIONS</b>	(124,964,452)	(821,489)	-	(706,594)	(126,492,535)
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**OTHER FINANCING SOURCES AND (USES)**

Interfund Transfers In	7,818,341	-	-	1,757,070	9,575,411
Interfund Transfers Out	(8,806,536)	-	-	(768,875)	(9,575,411)
Other Sources	-	-	-	-	-
Other Uses	(316,868)	-	-	-	(316,868)
Contributions To Restricted Programs	-	-	-	-	-
Total Other Financing Sources and Uses	(1,305,063)	-	-	988,195	(316,868)

**NET CHANGE IN FUND BALANCE**

(126,269,515)	(821,489)	-	281,601	(126,809,403)
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**BEGINNING FUND BALANCE, JULY 1, 2010**

192,385,790	4,725,449	46,508	6,084,513	203,242,260
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**PROJECTED ENDING FUND BALANCE**

**JUNE 30, 2011**

\$ 66,116,275	\$ 3,903,960	\$ 46,508	\$ 6,366,114	\$ 76,432,857
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**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT**

Schedule 4

**2010-11 SECOND INTERIM**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

**OTHER FUNDS**

<b>CORPORATION DEBT SERVICE</b>	<b>DEBT SERVICE</b>	<b>SELF INSURANCE</b>	<b>RETIREE BENEFITS</b>	<b>TOTAL OTHER FUNDS</b>
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**REVENUES**

Revenue Limit Sources	\$ -	\$ -	\$ -	\$ -	\$ -
Federal Revenues	-	-	-	-	-
Other State Revenues	-	-	-	-	-
Other Local Revenues	-	35,000	3,390,000	16,730,895	20,155,895
Total Revenues	-	35,000	3,390,000	16,730,895	20,155,895

**EXPENDITURES**

Certificated Salaries	-	-	\$ -	\$ -	-
Classified Salaries	-	-	\$ -	\$ -	-
Employee Benefits	-	-	\$ -	\$ -	-
Books and Supplies	-	-	\$ 291,635	\$ -	291,635
Services and Other Operating Expenditures	-	-	\$ 3,721,140	\$ 19,432,729	23,153,869
Capital Outlay	-	-	\$ -	\$ -	-
Other Outgo	-	-	\$ -	\$ -	-
Direct/Indirect Support Costs	-	-	\$ -	\$ -	-
Total Expenditures	-	-	\$ 4,012,775	\$ 19,432,729	23,445,504

**INCREASE OF (DECREASE) IN FUND BALANCE  
RESULTING FROM OPERATIONS**

-	35,000	\$ (622,775)	\$ (2,701,834)	(3,289,609)
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**OTHER FINANCING SOURCES AND (USES)**

Interfund Transfers In	-	-	\$ -	\$ -	-
Interfund Transfers Out	-	-	\$ -	\$ -	-
Other Sources	-	-	\$ -	\$ -	-
Other Uses	-	-	\$ -	\$ -	-
Contributions To Restricted Programs	-	-	\$ -	\$ -	-
Total Other Financing Sources and Uses	-	-	\$ -	\$ -	-

**NET CHANGE IN FUND BALANCE**

-	35,000	\$ (622,775)	\$ (2,701,834)	(3,289,609)
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**BEGINNING FUND BALANCE, JULY 1, 2010**

1,286,991	8,978,644	\$ 1,758,844	\$ 11,799,133	23,823,612
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**PROJECTED ENDING FUND BALANCE  
JUNE 30, 2011**

\$ 1,286,991	\$ 9,013,644	\$ 1,136,069	\$ 9,097,299	20,534,003
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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:** March 16, 2011

**From:** Wendell Greer  
Associate Superintendent

**Agenda Item:** F.2

**Subject:** Richmond College Prep K-5 Charter School

**Background Information**

On January 18, 2011, the petitioner, Richmond College Prep K-5 Charter School, submitted to West Contra Costa Unified School District ("District") an addendum ("Addendum") to their charter ("Petition") to add a sixth grade to the independent charter school known as Richmond College Prep K-5 Charter School ("Charter School") beginning with the 2011-2012 school year. The Charter School previously petitioned for renewal in May 2010 and the renewal was conditionally approved by the District. The Charter School was notified by the District in December 2010 that they had satisfied the requisite conditions and the Petition was renewed for a term of five years. The Charter School is now proposing to add a sixth grade utilizing "an academic program that is aligned with the California Department of Education Standards and benchmarks." (Addendum, page 2.)

Pursuant to the Charter Schools Act of 1992 ("Act"), Education Code section 47600 *et seq.*, the Legislature has charged local school boards with the responsibility for reviewing and acting on petitions for renewal by charter schools. **Material revisions** to charter petitions are governed by the same standards and criteria set out for charter petitions in Education Code section 47605. (Ed. Code, § 47607, subd. (a)(2).) A material revision of the provisions of the Petition may be made only with the approval of the authority that granted the charter. (Ed. Code, § 47607, subd. (a)(1).) The addition of a grade level, as proposed by the Addendum, constitutes a material revision to the Petition.

Staff and legal counsel have reviewed the Addendum and prepared the Staff Written Findings Regarding Richmond College Prep K-5 Charter School Addendum to the Charter Petition ("Findings"), which are attached. Staff's analysis of the Addendum includes a review of its educational program, financial plan, staffing and facilities, and measurable student outcomes and assessments.

**Recommendation**

Staff recommends that the Board deny the Addendum to the Petition on the following grounds pursuant to Education Code section 47605:

1. The Addendum presents an unsound educational program for sixth grade students. (Ed. Code § 47605(b)(1).)
2. The Petitioners are demonstrably unlikely to successfully implement the sixth grade program set forth in the Addendum. (Ed. Code § 47605(b)(2).)

3. The Addendum does not contain reasonably comprehensive descriptions of certain required elements set forth in Education Code section 47605, subdivisions (b)(5)(A-P).

In order to deny the Addendum on the grounds set forth above, Education Code section 47605, subdivision (b) requires the Governing Board to make “written factual findings, specific to the particular material revision(s), setting forth specific facts to support one or more” of the grounds for denying the Addendum. Staff recommends that the Board adopt the proposed Findings as its own. Staff further recommends that the Board deny the Addendum.

**Fiscal Impact:** None

DISPOSITION BY BOARD OF EDUCATION

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

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

Approved \_\_\_\_\_

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

Tabled \_\_\_\_\_

# **STAFF WRITTEN FINDINGS REGARDING RICHMOND COLLEGE PREP K-5 CHARTER SCHOOL ADDENDUM TO THE CHARTER PETITION**

## **Background**

In June 2010, the Governing Board of the West Contra Costa Unified School District (“District”) granted conditional approval to a renewal charter petition (“Renewal Petition”) submitted by Richmond College Prep K-5 Charter School (“Charter School”), subject to the Charter School’s satisfaction of several conditions set out by the Board. These conditions were not adequately resolved by the Charter School until late November 2010. Pursuant to the Renewal Petition, the Charter School opened a fifth grade for the 2010-2011 school year. On January 18, 2010, the Charter School submitted an *Addendum to Charter Petition* (“Addendum”) to the District requesting that the Governing Board approve an addendum to the recently-approved Renewal Petition, permitting the Charter School to serve sixth graders.

## **Brief Summary**

Staff has reviewed the Addendum proposing to add a sixth grade to the Charter School. If granted, the Addendum would permit the Charter School to add a sixth grade class beginning in the 2011-2012 school year.

At the outset, Staff notes that Petitioners did not submit their proposal to add a sixth grade to the Charter School at the same time they requested renewal of the Petition, raising a concern as to Petitioners’ lack of foresight and planning. Staff are further concerned that Petitioners’ failure to include the proposed roll-out of a new grade level so soon after submission of request for renewal may indicate that the Charter School intends to use a “piece meal” approach to roll-out subsequent grade levels while circumventing the thorough analysis necessary to establish the impact that such an expansion would have on the Charter School’s educational program and operation, and on the District’s responsibilities as the chartering authority.

The Charter School’s Operational Memorandum of Understanding (“MOU”) contains a non-exhaustive list of amendments that constitute material revisions to the charter petition, including “Adding or deletion of grades or grade levels to be served.” (MOU, section 19, subsection (d).) As such, the Addendum constitutes a material revision to the Renewal Petition. As explained below, material revisions to charter petitions are held to the same standards and criteria as initial and renewal charter petitions. Thus, the Addendum should properly include a discussion and proposed revision to each of the elements of the Renewal Petition that will be affected or otherwise altered by the addition of a sixth grade class. Instead, Petitioners have submitted a brief six-page document that fails to describe how the addition of a new grade level will affect the operation of the charter school with regard to such essential items as its operating budget, staffing, and curriculum.

Due to concerns described in this report, District staff recommends that the Addendum be denied, because: (1) the Addendum presents an unsound educational program for the proposed sixth grade; (2) the Petitioners are demonstrably unlikely to successfully implement the proposed sixth grade program set forth in the Addendum; and (3) the Addendum does not contain reasonably comprehensive descriptions of certain required elements, as described below. Finally, the Addendum does not adequately describe the impact that the addition of a sixth grade program may have on the District. With regard to these deficiencies, Staff believes that the Addendum, if granted, would not provide the District with adequate information needed to monitor the Charter School's compliance with the terms of the Renewal Petition or the Addendum, and would hinder the District's ability to fulfill its own oversight obligations pursuant to the law.

### **Material Revisions to Charter Petitions**

Material revisions to charter petitions are governed by the same standards and criteria set out for charter petitions in Education Code section 47605. (Ed. Code, § 47607, subd. (a)(2).) A material revision of the provisions of the Petition may be made only with the approval of the authority that granted the charter. (Ed. Code, § 47607, subd. (a)(1).) The governing board may not deny a material revision to the Petition unless it sets forth specific facts to support one, or more, of the following five findings in section 47605, subdivision (b):

- (1) The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
- (2) The charter school presents an unsound educational program for the students to be enrolled in the charter school.
- (3) The petition does not contain the number of signatures required by Education Code section 47605, subdivision (a)(1)(A) or (a)(1)(B). Specifically, subdivision (a)(1)(A) requires that the petition be signed by a number of parents or guardians of students equal to at least one-half the number of students that the charter school estimates will enroll in the charter school for its first year of operation. In the alternative, subdivision (a)(1)(B) requires that the petition be signed by a number of teachers that is equivalent to at least one-half of the number of teachers that the charter school estimates will be employed at the school during the first year of operation.
- (4) The petition does not contain an affirmation of certain specific conditions set forth in Education Code section 47605, subdivision (d), including that the Charter School: (1) will be nonsectarian in its admission policies, employment practices, and all other operations; (2) will not charge tuition; and (3) will not discriminate against any student on the basis of the characteristics set forth in Education Code section 220.

- (5) The petition does not contain reasonably comprehensive descriptions of the following elements set forth in Education Code section 47605, subdivision (b)(5)(A-P), which constitute sixteen separate elements that must be addressed in every charter petition.
- (A) A description of the educational program of the school, designed, among other things, to identify those whom the school is attempting to educate, what it means to be an “educated person” in the 21st century, and how learning best occurs. The goals identified in that program shall include the objective of enabling students to become self-motivated, competent, and lifelong learners.
  - (B) The measurable student outcomes identified for use by the charter school. “Student outcomes” means the extent to which all students of the school demonstrate that they have attained the skills, knowledge, and attitudes specified as goals in the school’s educational program.
  - (C) The method by which student progress in meeting those student outcomes is to be measured.
  - (D) The governance structure of the school, including, but not limited to, the process to be followed by the school to ensure parental involvement.
  - (E) The qualifications to be met by individuals to be employed by the school.
  - (F) The procedures that the school will follow to ensure the health and safety of students and staff.
  - (G) The means by which the school will achieve a racial and ethnic balance among its students that is reflective of the general population residing within the territorial jurisdiction of the school district to which the charter petition is submitted.
  - (H) Admission requirements, if applicable.
  - (I) The manner in which annual, independent, financial audits will be conducted, which will employ generally accepted accounting principles, and the manner in which audit exceptions and deficiencies will be resolved to the satisfaction of the chartering authority.
  - (J) The procedures by which students can be suspended or expelled.

- (K) The manner by which staff members of the charter schools will be covered by the State Teachers' Retirement System, the Public Employees' Retirement System, or federal social security.
- (L) The public school attendance alternatives for students residing within the school district who choose not to attend charter schools.
- (M) A description of the rights of any employee of the school district upon leaving the employment of the school district to work in a charter school, and of any rights of return to the school district after employment at a charter school.
- (N) The procedures to be followed by the charter school and the entity granting the charter to resolve disputes relating to provisions of the charter.
- (O) A declaration whether or not the charter school will be deemed the exclusive public school employer of the employees of the charter school for the purposes of the Educational Employment Relations Act ("EERA" or "Rodda Act").
- (P) A description of the procedures to be used if the charter school closes. These procedures must ensure a final audit of the school to determine the disposition of all assets and liabilities of the charter school, including plans for disposing of any net assets and for the maintenance and transfer of student records.

Material revisions to a charter petition are also required to include discussion of the impact on the chartering district, including, the facilities to be utilized by the school, the manner in which administrative services will be provided, potential civil liabilities for the school district, and a three year projected operational budget. (Ed. Code, § 47605, subd.(g).)

### **Recommended Grounds for Denying Addendum**

While the Addendum is not required to include a comprehensive description of every element in section 47605, subdivision (b)(5) for purposes of its proposed material revision, the Addendum should reasonably include a comprehensive description of those elements that will be impacted by the addition of a sixth grade. However, the Addendum lacks a comprehensive description of any of the elements contained in section 47605, subdivision (b)(5), and fails to comply with sections 47605 and 47607. Staff recommends that the Board deny the Addendum on the following grounds, pursuant to Education Code sections 47605 and 47607:

1. The Charter School presents an unsound educational program for the proposed sixth grade program. (Ed. Code, § 47605, subd. (b)(1).)
2. The Petitioners are demonstrably unlikely to successfully implement the sixth grade program set forth in the Addendum. (Ed. Code, § 47605, subd. (b)(2).)
3. The Addendum does not contain reasonably comprehensive descriptions of certain required elements set forth in Education Code section 47605, subdivisions (b)(5)(A-P).

In order to deny the Addendum on the grounds set forth above, Education Code section 47605, subdivision (b), requires the Governing Board to make “written factual findings, specific to the Addendum, setting forth specific facts to support one or more” of the grounds for denying the material revision to the Petition of adding a sixth grade to the Charter School. Staff recommends that the Board adopt the proposed findings of fact, set forth below, as its own findings.

The following proposed findings of fact have been grouped for convenience under the aforementioned grounds for denial of the Addendum; however, certain findings of fact may support more than one ground for denial.

### **Proposed Findings of Fact**

#### **Finding 1: Richmond College Prep K-5 Presents an Unsound Educational Program for the Proposed Sixth Grade Program**

- A. The Addendum does not sufficiently describe the proposed sixth grade curriculum or teaching methods to be employed at the Charter School.
  - B. The Addendum does not address how the Charter School’s educational program will serve additional special education students and English Language Learners (“ELL”) at the sixth grade level.
  - C. The Addendum fails to adequately describe the impact the addition of a sixth grade program will have on the District.
- A. The Addendum does not sufficiently describe the proposed curriculum or teaching methods for the proposed sixth grade.

The Addendum presents an unsound educational program regarding the proposed curriculum or teaching methods for the proposed sixth grade. In fact, there is no comprehensive description of the proposed sixth grade program at all. Although the Addendum acknowledges awareness of the responsibilities that adding a sixth grade will entail, there is no specific information in the Addendum that indicates that Petitioners have a clear understanding of what those additional responsibilities actually entail. (Addendum, p. 2.)



For example, the Addendum fails to address the unique social, emotional, and academic needs of maturing sixth graders, as opposed to K-5 students. Petitioners do not seem to have considered the need for additional counselors or advisors, or opportunities for sixth graders to explore and familiarize themselves with middle school, high school, and college resources.

Moreover, the proposed instructional program lacks detail. The extent of the curriculum described in the Addendum is a list of subjects and the name of the particular instructional materials and programs that will be used. For example, Language Arts will be taught using the Open Court Curriculum and Mathematics will be taught with Harcourt Math curricular materials and supplemental manipulatives. (Addendum, pages 3-4.) No sixth grade lesson plans or sample thematic units are provided. The brief overview of subject areas to be covered in sixth grade does not indicate how English Language Development (“ELD”) strategies will be incorporated at the sixth grade level. Additionally, Petitioners represent that they intend to utilize an instructional program that is “aligned with the California Department of Education Standards and benchmarks” (Addendum, p.2); however, other than a cursory listing of State standards and the particular instructional materials Petitioners intend to use, there is no indication as to how these standards will be integrated across the sixth-grade curriculum.

Further, the Addendum does not include a daily schedule for sixth graders that describes how a sixth grader’s school day will be broken down by period and number of instructional minutes. The Addendum also fails to indicate whether sixth-graders will participate in Physical Education or Visual and Performing Arts and if so, what standards or instructional program will be followed.

As discussed in greater detail below, the Renewal Petition indicates that the Charter School serves students in small classrooms with a maximum of 22 students, with a teacher and instructional aide assigned to each classroom. (Renewal Petition, p. 18.) However, the Addendum notes that the Charter School intends to enroll 24 sixth graders for the 2011-2012 school year. (Addendum, p.4.) It is not clear whether Petitioners intend to meet this student/staffing ratio by opening two sixth grade classrooms with 12 students each, or whether they are intending to raise this ratio for their sixth grade program. As an additional concern, Petitioners do not explain how they propose to provide computer instruction to 24 sixth graders in a Computer Lab that has only 22 computers. (Addendum, p. 4.)

Petitioners also fail to include any updated data in the Addendum regarding grade levels and the Charter School’s projected enrollment at each grade level for the five-year term of the Renewal Petition. (Renewal Petition, p.14.) Specifically, it is not clear whether Petitioners intend the sixth grade to remain at a total enrollment of 24 through the term of the Renewal Petition, or whether Petitioners have considered how the Charter School intends to accommodate growth at that grade level over the next five years. Petitioners do not indicate what effect the addition of a sixth grade program is expected to have on

the Charter School's projected total enrollment of 264 students for the 2014-2015 school year.

In sum, the instructional program described in the Addendum does not provide the District with sufficient information to adequately evaluate the soundness of the Charter School's proposed sixth grade program.

B. The Addendum does not address how the Charter School's educational program will serve special education and ELL students at the sixth grade level.

The Addendum's only reference to special education students at the sixth grade level is one sentence referencing the Special Education MOU that was signed by the District and the Charter School on November 17, 2010. (Addendum, p. 6.) There is no indication in the Addendum that Petitioners have considered that the addition of a new grade level may also result in an increase in the number of Charter School students eligible for special education and related services. Because the Charter School remains a public school of the District for the purposes of special education (Ed. Code § 47641(b)), the District retains ultimate responsibility for ensuring that Charter School students receive a free appropriate public education ("FAPE"). Without adequate information as to how the addition of a sixth grade may affect the Charter School's plan for special education, the District cannot appropriately monitor the Charter School's compliance with the Renewal Petition and the Special Education MOU executed on November 17, 2010. Further, the District runs the risk that it may be found liable in a due process hearing for the Charter School's failure to provide a student with a FAPE.

Additionally, there is nothing in the Addendum referencing how the Charter School intends to accommodate the addition of English Language Learners ("ELL students") at the sixth grade level. At present, approximately 25% of the Charter School's students are receiving ELL services. In order to adequately evaluate the effect that the addition of a new grade level will have on the Charter School's ability to appropriately serve even larger numbers of ELL students, the District must have information describing how many additional ELL students the Charter School anticipates serving as a result of the added grade level; how and when direct ELL services be provided to sixth-graders; and whether an increase in ELL students will require any increase in staff qualified to provide ELL services.

C. The Addendum fails to adequately describe the impact the addition of a sixth grade program will have on the District.

The Charter School is required to include in the Addendum a discussion of the proposed material revision's impact on the District, including, the facilities to be utilized by the school, the manner in which administrative services will be provided, potential civil liabilities for the school district, and a three year projected operational budget. (Ed. Code, § 47605, subd.(g).) In 2010-2011, the Charter School added a fifth grade. Now, Petitioners are seeking to add a sixth grade for the 2011-2012 school year. As noted above, this "piece meal" approach suggests that the Charter School may be attempting to

use this “addendum” process to add a new grade every year up to the 8th or 12th grade level, while avoiding its obligations to thoroughly address the impacts of program expansion in a comprehensive petition or renewal petition. This piece-meal rolling out of grade levels is likely to have a significant impact on the District, particularly when the Petitioners fail to provide any documentation or data to support their proposals.

In sum, the Addendum presents an unsound educational program for educating special education and ELL students.

**Finding 2: The Petitioners are Demonstrably Unlikely to Successfully Implement the Sixth Grade Program Set Forth in the Addendum**

Based upon the information provided in the Addendum, the Petitioners are demonstrably unlikely to successfully implement the proposed educational program for sixth grade for the following reasons:

- A. The Addendum lacks a financial and operational plan for the proposed sixth grade program.
  - B. The Addendum fails to demonstrate how it will achieve Adequate Yearly Progress in the proposed sixth grade.
  - C. The Addendum presents insufficient information concerning staff who will serve the sixth grade program.
  - D. The Addendum lacks specificity as to how the sixth grade program will be accommodated in the Charter School’s existing facilities.
- A. The Addendum lacks a financial and operational plan for the proposed sixth grade.

The six-page Addendum proposing to add a new grade level to the Charter School fails to provide any information regarding the costs of rolling out a sixth grade program. The Addendum does not make reference to any costs associated with hiring additional staff to teach the sixth grade, additional expenses for serving special education and ELL students, transportation costs, food costs, increased classroom materials or technology costs, or any other costs associated with adding a new grade level.

The Addendum does not provide any financial or budget information whatsoever for the proposed sixth grade. The failure to provide any information or documentation concerning a budget for the additional grade level clearly demonstrates an inadequate and unrealistic financial and operational plan for the proposed sixth grade. Again, without this information, the District may not be able to fulfill its oversight responsibilities as the chartering authority.

B. The Addendum fails to demonstrate how the Charter School will meet its API and AYP goals in the proposed sixth grade.

The Addendum does not specify how the Charter School intends to achieve the necessary academic performance goals achievements in API and AYP for the proposed sixth grade. When the Charter School submitted its original Renewal Petition in 2010, it was required to provide evidence of its academic performance, as specified in Section 47607(b). The Renewal Petition also restated the Charter School's stated goals of meeting its API targets and meeting or exceeding AYP goals.

In the July 2010 staff written findings and report ("Staff Report") conditionally approving the Renewal Petition, the District staff noted that the Charter School's academic performance was lacking when compared to other District schools that the Charter School's students could attend. In approving the renewal petition in 2010, the WCCUSD Board required that the Charter School "shall meet or exceed the schoolwide average API scores of Nystrom, Coronado, Peres and Lincoln Elementary Schools by the end of 2010-11 school year and attain an API score that places Richmond College Prep at the 75<sup>th</sup> percentile of the API's of those four schools by the end of the 2011-12 school year. While the Charter School met its 2010 API target of 696, it did not exceed that projected goal, and other comparable District schools, including Coronado and Peres, continue to outperform the Charter School. When compared with the four WCCUSD schools in the same geographical vicinity, the Charter School ranks 3<sup>rd</sup> in API behind Coronado (788), Peres (769) and ahead of Lincoln (659) and Nystrom (639). With an API of 696 the Charter School is 18 API points below the average of the other four schools in the area.

It is also important to note that the Charter School set the following internal goal for student outcomes during the renewal term: "Students will exceed the average performance levels of students in schools with similar demographics in the district in English-Language Arts and Mathematics as measured school wide by the CST after five years of operation." (Renewal Petition, p. 44.) However, review of the 2010 CST mean scale scores indicate that the Charter School has not yet met this goal. After five years of operation, District Staff would expect to see the Charter School perform on par with similar District schools prior to the expiration of the five-year renewal.

In sum, concerns regarding the Charter School's academic performance, as noted in the Staff Report, continue to be troubling to the District. This concern is heightened considerably with the prospect of adding a new grade level when the Charter School has not yet demonstrated that it can meet its performance goals for the K-5 grade levels it presently serves.

C. The Addendum presents insufficient information concerning staffing requirements for the proposed sixth grade program.

As stated previously, the Addendum provides no information regarding the additional staffing that may be necessary to successfully implement the proposed sixth grade

program. As noted above, the Charter School uses an educational model that stresses “small class sizes (22 students maximum per class), with a teacher and instructional aide for each class, a 1:10 adult-to-child ratio to further personalize learning.” (Renewal Petition, p. 18.) However, the Addendum states that the sixth grade class for the 2011-2012 school year will be composed of 24 students. Assuming that the Charter School intends to serve the sixth grade using the same “small class size” model delineated in the Renewal Petition, this would require two classes, two teachers, and two instructional aides. However, the Addendum makes no reference to the need to hire additional staff, or how the Charter School intends to budget for additional staffing needs. Moreover, the Addendum does not address potential staffing needs with regard to the increase in its special education and ELL populations.

D. The Addendum lacks specificity as to how the sixth grade program will be accommodated in the Charter School’s existing facilities.

Education Code section 47605, subdivision (g) requires that “the Petitioners provide information regarding the proposed operation and potential effects of the school, including, but not limited to, the facilities to be utilized by the school.” The Addendum states that the Charter School will be able to accommodate the 24 sixth grade students in its current facilities and will not need to request additional space from the District. (Addendum, p. 4.) However, the District has no way of knowing whether the Charter School has taken into account that there will need to be two classrooms for sixth grade students if it intends to maintain a maximum class size of 22 students. The Addendum provides no details as to how the Charter School will utilize its existing facilities to serve a sixth grade, nor does it address what other additional facilities, such as computer labs, playing fields, and lunch rooms may be required to serve a larger student population. Particularly troubling is the Addendum’s failure to provide any information regarding the projected growth and enrollment targets for the proposed sixth grade program over the five-year term of the Renewal Petition. Without this information, the District cannot adequately predict what its facilities obligations to the Charter School may be in the future.

**Finding 3: The Addendum Does Not Contain Reasonably Comprehensive Descriptions of Certain Required Elements**

As previously discussed, the Addendum should reasonably have included a comprehensive description and revision of those elements of the Renewal Petition that will be impacted by the rolling out of a sixth grade program. The Addendum does not contain reasonably comprehensive descriptions of certain elements set forth in Education Code section 47605, subdivisions (b)(5)(A-P), that specifically relate to the proposed addition of a sixth grade, as set forth below.

Element A: Educational Program Description

As stated previously, the Addendum fails to adequately describe the educational program, curriculum, course of study, and instructional day for the proposed sixth grade.

Moreover, Petitioners do not address how additional special education or ELL students will impact the Charter School's educational program. The Addendum fails to account for additional staffing needs, classroom materials, technology costs, and the overall and incremental costs of adding an entire new grade level to the Charter School.

#### Elements B and C: Measurable Student Outcomes/Methods of Assessment

The Addendum fails to provide a comprehensive description of the measurable student outcomes and methods of assessment for the sixth grade program. This deficiency has been an area of continuing concern for the District since the Charter School submitted its Renewal Petition in May 2010, and these concerns were noted by the District in its subsequent Staff Report. While some of the District's concerns were addressed by Petitioners in the revised Renewal Petition submitted in September 2010, those issues related the Charter School's academic achievement remain unresolved. The District Staff continue to express significant apprehension about the Charter School's plan to roll out a new grade level while struggling to make academic achievements consistent with other schools in the District. The dearth of information in the Addendum addressing academic achievement and methods of assessment demonstrates a lack of compliance with sections 47605(b)(5)(B) and (C).

#### **Recommendation of Denial of Addendum**

Based on the foregoing, Staff makes the following recommendations:

1. That the Addendum be denied for reasons including, but not limited to, the failure of the Petitioners to present a sound educational program. Specifically, 1) the Addendum does not sufficiently describe the proposed curriculum or teaching methods to be employed for the sixth grade; 2) the Addendum does not address how the Charter School will modify its educational program to educate ELL students at the sixth grade level; 3) the Addendum does not address how the Charter School's educational program will serve the increase in special education students as a result of adding another grade; and the Addendum fails to discuss the significant impact the addition of a sixth grade may have on the District. Therefore, the proposed Addendum presents an unsound educational program for students to be enrolled at the Charter School.
2. That the Addendum be denied for reasons including, but not limited to: 1) the lack of any budget or financial analysis for the proposed sixth grade; 2) the failure to specify how the Charter School intends to address its insufficient API, particularly in light of adding a sixth grade to the curriculum; 3) the lack of any information concerning the Charter School's staffing needs to adequately implement the proposed curriculum; and 4) the failure to provide specific information to support Petitioners' assertion that 24 additional sixth grade students can be adequately accommodated in the Charter School's existing facilities. Therefore, it is demonstrably unlikely that the Petitioners will successfully implement the program set forth in the Addendum.

3. That the Addendum be denied because, as described above, it does not contain reasonably comprehensive descriptions of certain items required by Education Code section 47605, subdivision (b)(5) that are specifically impacted by the addition of a sixth grade to the existing curriculum.

In order to deny the Addendum on the grounds set forth above, Education Code section 47605, subdivision (b), requires the Governing Board to make “written factual findings, specific to the particular petition, setting forth specific facts to support one or more” grounds for denying the Addendum. District staff recommends that the Board adopt these final findings of fact as its own, should the Board decide to deny the Addendum.

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:** March 16, 2011

**From:** Nia Rashidchi, Assistant Superintendent **Agenda Item:** F.3  
Educational Services

**Subject:** Building Educated Leaders for Life (BELL) K-8 Summer Partnership Program

**Background Information:**

At the February 16, 2011 and March 2, 2011 Board meetings, there were thorough discussions regarding Building Educated Leaders for Life (BELL) and Summer Learning in WCCUSD. Bell is a non-profit that exists to partner with districts to help transform the academic achievements, self-confidence, and life trajectories of children living in under-resourced, urban communities.

The BELL K-8 Summer Program offers day-long literacy and math instruction as well as enrichment (science, financial literacy, and youth development) courses to under-performing elementary and middle school students. The program also works to engage parents and positive adult role models from the community in the educational process, while working closely with school administration and faculty. Study trips and guest speakers are also part of the program.

BELL has a proven record of effectiveness that results in 3 or more months of academic growth in literacy and math. The BELL Summer program is a five-week summer learning experience that operates from Monday through Friday for 6.5 hours per day. **The class size for the summer K – 8 classrooms will be 20 to 2 which is a tremendous improvement from previous summer schools where class size has been 27 to 1 (K-6th grade classrooms) and 38 to 1 (7<sup>th</sup> and 8<sup>th</sup> grade classrooms).**

BELL will also partner with WCCUSD by providing \$977,257 to support the 2011 summer learning program. This joint effort between BELL and WCCUSD fully funds a comprehensive summer learning program for 2,000 students.

**Recommendation:**

Approve recommendation

**Fiscal Impact:**

\$1,500,000.00 (Title I AARA categorical monies)

**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**

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**To:** Board of Education

**Meeting Date:** March 16, 2011

**From:** Steve Collins  
SELPA Director

**Agenda Item:** F.4

**Subject:** Special Education Annual Service Plan / Special Education Annual Budget Plan

**Background Information:**

Assembly Bill AB602, Chapter 654, Statutes of 1997 added new requirements to the Special Education Local Plan. AB602 requires SELPAs to submit Annual Budget and Service plans. These plans must be adopted at public hearings. As required in Education Code (EC) Section 56205, these plans must identify expected expenditures and include a description of services and the physical location of these services. The Local Budget and Service Plans must demonstrate that all individuals with exceptional needs have access to services and instruction appropriate to meeting their needs as specified in their IEPs.

**Annual Service Plan:**

The Annual Service Plan must include a complete detailed description of special education services provided by each district and/or SELPA. This description must include:

- A. The nature of the services, including Related Services
- B. The physical location where the services are provided which may include:
  - 1. Alternative Schools
  - 2. Charter Schools
  - 3. Opportunity Day Schools operated by school districts
  - 4. Community Day Schools operated by the County Office of Education regardless of whether the district or County Office of Education participates in the Local Plan.
  - 5. Nonpublic Schools/agencies

The Service Plan description must demonstrate that all individuals with exceptional needs have access to services and instruction appropriate to meet their needs as specified in their individual education programs.

**Annual Budget Plan:**

The Annual Budget Plan identifies expected expenditures for all items listed below:

- A. Funds received in accordance with Chapter 7.2 (Special Education Funds)
- B. Administrative Costs of the Plan
- C. Special Education Services to pupils with severe disabilities as defined by IDEA 2004 including 'Low Incidence' Disabilities (deaf, hard of hearing, blind, visually impaired, and orthopedically handicapped students)
- D. Special Education services to pupils with non-severe disabilities as defined by IDEA 2004.
- E. Supplemental aids and services to meet the individual needs of pupils placed in regular classrooms and environments.
- F. Regionalized operations and services and direct instructional support by Program Specialists
- G. The use of property taxes allocated to special education pursuant to Section 2572.

The Annual Budget Plan may be revised during any fiscal year according to the policymaking process. Accordingly, the West Contra Costa Unified School District SELPA’s Annual Service Plan and Annual Budget Plan have been updated and reviewed, as is required by California Department of Education.

Complete copies of the Local Plan and Budget Plan are available at [www.wccusd.net](http://www.wccusd.net) under the Special Education department website.

**Recommendation:** Board Approval

**Fiscal Impact:** None

DISPOSITION BY BOARD OF EDUCATION		
Motion by: _____	Seconded by: _____	
Approved _____	Not Approved _____	Tabled _____

**CERTIFICATION OF ANNUAL BUDGET PLAN**  
**FISCAL YEAR: 2010-11**

1. Check one, as applicable:

☒ **Single District**

☐ **Multiple District**

☐ **District/County**

CDS Code / SELPA Code <b>0761796/0712</b>	SELPA Name <b>West Contra Costa SELPA</b>	Application Date <b>March 16, 2011</b>
SELPA Address <b>2465 Dolan Way</b>	SELPA City <b>San Pablo</b>	SELPA Zip <b>94806</b>
Name SELPA Director (Print) <b>Steve Collins, SELPA Director</b>		SELPA Director's Telephone Number <b>( 510 ) 741-2801</b>

2. CERTIFICATION BY AGENCY DESIGNATED AS ADMINISTRATIVE AND FISCAL AGENCY FOR THIS PROGRAM (Responsible Local Agency (RLA) or Administrative Unit (AU))

RLA/AU Name <b>West Contra Costa SELPA</b>	Name/Title of RLA Superintendent (Type) <b>Bruce Harter, Superintendent</b>	Telephone Number <b>( 510 ) 231-1101</b>
RLA/AU Street Address <b>1108 Bissell Avenue</b>	RLA/AU City <b>Richmond</b>	RLA/AU Zip <b>94801</b>
Date of Governing Board Approval <b>March 16, 2011</b>		

**Certification of Approval of Annual Budget Plan pursuant to Education Code Section 56205(b).**

I certify that the Annual Budget Plan was developed according to the SELPA's local plan governance and policy making process. Notice of this public hearing was posted in each school within the SELPA at least 15 days prior to the hearing.

The Annual Budget Plan was presented for Public Hearing on March 16, 2011.

Adopted this 16th day of March, 2011.

Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_

Signed: \_\_\_\_\_  
RLA / AU Superintendent

## CERTIFICATION OF ANNUAL SERVICE PLAN

1. Check one, as applicable:

☒ **Single District**

☐ **Multiple District**

☐ **District/County**

CDS Code / SELPA Code <i>0761796/0712</i>	SELPA Name <i>West Contra Costa SELPA</i>	Application Date <i>March 16, 2011</i>
SELPA Address <i>2465 Dolan Way</i>	SELPA City <i>San Pablo</i>	SELPA Zip <i>94806</i>
Name SELPA Director (Print or type) <i>Steve Collins, SELPA Director</i>		SELPA Director's Telephone Number <i>( 510) 741-2801</i>

2. CERTIFICATION BY AGENCY DESIGNATED AS ADMINISTRATIVE AND FISCAL AGENCY FOR THIS PROGRAM (Responsible Local Agency (RLA) or Administrative Unit (AU))

RLA/AU Name <i>West Contra Costa SELPA</i>	Name/Title of RLA Superintendent (type) <i>Bruce Harter, Superintendent</i>	Telephone Number <i>( 510) 233-1101</i>
RLA/AU Street Address <i>1108 Bissell Avenue</i>	RLA/AU City <i>Richmond</i>	RLA/AU Zip <i>94801</i>
Date of Governing Board Approval <i>March 16, 2011</i>		

3. Certification of Approval of Annual Service Plan pursuant to Education Code Section 56205(b).

This certifies that the Annual Service Plan was developed according to the SELPA's local plan governance and policy making process. Notice of this public hearing was posted in each school district within the SELPA at least 15 days prior to the hearing.

Adopted this 16<sup>th</sup> day of March, 2011.

Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_

Signed: \_\_\_\_\_  
RLA/AU Superintendent

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FOR CALIFORNIA DEPARTMENT OF EDUCATION USE ONLY

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Received by the Superintendent of Public Instruction: Date: \_\_\_\_\_ By: \_\_\_\_\_