

**WEST CONTRA COSTA
UNIFIED SCHOOL DISTRICT**

BOARD OF TRUSTEES



MISSION STATEMENT

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

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

MEETING OF
October 10, 2012

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
MEETING AGENDA
OCTOBER 10, 2012**

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.

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

VIEWING THE BOARD MEETINGS:

Television:

Live television broadcast of regularly scheduled Board meetings is available by the City of Pinole on PCTV Channel 26/28, the City of Richmond KCRT Channel 28 and the City of Hercules Cable Channel 28. Please check the city websites for local listings of broadcast schedules.

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

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

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

ATTENDING BOARD MEETINGS:

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

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

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

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.

"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 El Cerrito High School

B.5 Report/Ratification of Closed Session

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

* **B.7 Minutes: September 19, 2012**

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 Grants/Awards/Agreements**

Comment:

Formal action is requested from the Board of Education to accept the grants/awards/agreements, as detailed dated October 10, 2012.

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 October 10, 2012. Staff recommends acceptance of these donations.

Recommendation:

Recommend Approval

Fiscal Impact:

As noted per donations summary

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

Comment:

The planned fund-raising events for the 2012-13 school year are summarized dated October 10, 2012.

Recommendation:
Recommend Approval

Fiscal Impact:
Additional revenue for schools

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

Comment:
The summaries of Payroll and Vendor Warrants issued during the month of September are provided:

Total of payroll warrants (September 2012): \$ 9,179,976
Total of vendor warrants (September 2012): \$ 20,687,448

Recommendation:
Recommend approval of the payroll and vendor warrant reports

Fiscal Impact:
As noted above

***CI C.5 Notice of Completions: Bid J068310 Pinole Middle School Miscellaneous Repairs, Bid J068294 Pinole Middle School Portable Demo, Bid J068298 Richmond High School Fiber Optics Project, Bid J068266 Kennedy High School Restrooms and Field Lighting, Bid J068267 El Cerrito High School Multi-Use Sports Fields, Bid 1121341-02 Kennedy High School Replacement Softball Field, and Bid J068317 Pinole Valley High School Digital Surveillance System**

Comment:
Substantial completion notices have been received for: Bid J068310, Bid J068294, Bid J068298, Bid J068266, Bid J068267, Bid 1121341-02, and Bid J068317.

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

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

AM Woo Construction, Bid J068310 Pinole Middle School Miscellaneous Repairs.
Thomas D Eychner, Bid J068294 Pinole Middle School Portable Demo.
Nema Construction, Bid J068298 Richmond High School Fiber Optics Project.
B-Side Inc., Bid J068266 Kennedy High School Restrooms and Field Lighting.
Michael Paul Co., Bid J068267 El Cerrito High School Multi-Use Sports Fields.
Lemings Irrigation, Inc., Bid 1121341-02 Kennedy High School Replacement Softball Field.
Walsh Electronics Systems Corp., Bid J068317 Pinole Valley High School Digital Surveillance System.

Recommendation:
Recommend approval of these notices of completion.

Fiscal Impact:

None

***CI C.6 Disposal of Obsolete and Damaged District Personal Property for the School Year 2012-13**

Comment:

Per Board Policy BP 3279 Sale and Disposal of Books, Equipment and Supplies (Personal Property) and Administrative Regulation AR 3270 the Governing Board recognizes that the District may own personal property which is unusable, obsolete, or no longer needed by the district. The Purchasing Department shall arrange for the sale or disposal of District personal property in accordance with Board policy and the requirements of state law.

Recommendation:

Recommend approval

Fiscal Impact:

No cost to the District

***CI C.7 Procurement Contracts for the School Year 2012-13**

Comment:

Under Public Contract Code Section 20118 (K-12) our District is able to utilize the following procurement contracts which have been publicly bid, or negotiated for the use by other public entities. These contracts will be utilized during the school year 2012-13. The contracts will allow the District to procure classroom and teacher materials and supplies, along with computers, equipment, and services at a discounted rate saving the District time and money.

Alameda County Corporate Purchasing Agreement
Alameda County Office of Education Cooperative Purchasing Program
Apple Computer, Inc
Val Verde USD Bid #09/10-001 (Southwest School and Office Supplies)
California Multiple Award Schedules (CMAS)
CalSave
County of Los Angeles #43469
Microsoft Academic SLP #SLP-07-70-0025G
National Joint Powers Alliance (NJPA)
NJPA Emergency Response Equipment #032509-CDWG
School Specialty California Educational Resource Program Contract #V-4
Toshiba America Business Solutions, Inc. (TABS) Glendale USD Contract #P-12
The Cooperative Purchasing Network (TCPN)
US Communities Government Purchasing Alliance
Western States Contracting Alliance (WSCA) Master Agreement #A63307 (Dell)
Western States Contracting Alliance (WSCA) Agreement #7-08-70-13 (Cisco)
Western States Contracting Alliance (WSCA) Agreement #S1523 (Sprint)

Recommendation:

Recommend approval to utilize the above contracts

Fiscal Impact:

None

***CI C.8 Certificated Board Authorization - Education Code 44285.3**

Comment:

Ed Code 44285.3 allows the Governing Board of a school district to authorize the holder of a multiple subject, standard elementary, single subject or standard secondary, credential with his or her consent, to teach departmental classes in grades K-12 provided the teacher has adequate knowledge of subject matter.

Recommendation:

Recommend Approval

Fiscal Impact:

None

***CI C.9 Routine Personnel Changes - Certificated**

Comment:

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

Recommendation:

For Information Only

Fiscal Impact:

None

***CI C.10 Routine Personnel Changes – Classified**

Comment:

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

Recommendation:

For Information Only

Fiscal Impact:

None

***CI C.11 Acceptance of Contracts for Placement of Student Teachers**

Comment:

Teachers in this district provide supervision and evaluation for student teachers seeking credentials to teach in California public school classrooms. These arrangements are made between the institution of higher education and the individual classroom teacher.

Staff requests approval from the Board of Education to accept Contracts for Placement of Student Teachers as detailed, dated October 10, 2012.

Recommendation:
Recommend Approval

Fiscal Impact:
None

***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: \$200,633. 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: Collins ES Fire Alarm, Kennedy HS Field Lighting, Ohlone Phase 1 Campus Replacement, De Anza HS Replacement Campus, Coronado ES Interim Campus, Pinole Valley HS Video Surveillance System, El Cerrito HS Multi-Use Sport Fields, and Nystrom Interim Housing/Site Package. 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.

In addition to normal ratification, approval of the noted Change Orders for the Kennedy HS Field Lighting, and El Cerrito Multi-Use Sports Fields projects is required by the Board, with special findings as noted below, because these projects are 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 and ratifying 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:
Ratify negotiated Change Orders as noted

Fiscal Impact:
Total ratification and approval by this action: \$692,070.23

***CI C.14 Resolution No. 24-1213: Level I Developer Fees**

Comment:

Government Code Sections 65995 regarding School Facilities fees requires an analysis for School Facilities to be conducted annually to determine the amount charged for developer fees for Level I residential construction. Due to student generation factors and site acquisition costs, the Level I fee will increase from \$2.97 per square foot to \$3.20 per square foot for residential construction, and \$.51 per square foot for commercial and industrial construction. The mini-storage category of commercial/industrial construction will increase from \$0.03 per square foot to \$0.05. The new fee will go into effect December 10, 2012, if approved by the Board. If not approved by the Board, the District would be eligible to collect Level I fees at the current Level I rates of \$2.97 per square foot for residential construction, \$0.47 per square foot for commercial and industrial construction and \$0.03 for the mini-storage category. Level I fees would be charged for new residential construction as well as for additions. This analysis was conducted according to State guidelines.

A copy of the School Facilities analysis is available for review by the public in the Facilities Planning and Construction Department.

Recommendation:

Recommend approval of Resolution No. 24-1213: Level I Developer Fees

Fiscal Impact:

Increase in Level I Developer Fees of \$.23 cents per square foot of residential construction. Increase in \$.04 cents per square foot of commercial/industrial construction. Increase in \$.02 cents in mini storage category of commercial and industrial construction.

***CI C.15 Changes to Current Local Business Capacity Program for the District's Bond Construction Projects**

Comment:

The District's Bond Construction Program currently has Local Hiring and Local Business Utilization programs in place to ensure that bonds support local businesses and encourage hiring local residents.

On September 15, 2010, urged by community members, the Board approved a mandatory program based on capacity on a project by project basis. Over the last two years, and after extensive review of the capacity available in our community and analyzing history of bid results, staff documented challenges of the mandatory local capacity program, as well as fiscal impact on our bond program. A presentation was made on September 11, 2012 to the Facilities Subcommittee recommending that we revert to using the previous good faith language for all upcoming projects, based on the lack of capacity by local firms to meet the minimum standards. The members of the Facilities Subcommittee voted and approved the recommendation.

Recommendation:

Approve the September 11, 2012 Facilities Subcommittee approved recommendation to revert to the previously used good faith language.

Fiscal Impact:

None

***CI C.16 Williams Lawsuit Complaints Quarterly Report**

Comment:

The Williams Lawsuit requires that a quarterly report be brought before the Board of Education reflecting the number of complaints filed with any school in the district during a particular quarter. This report reflects the time period from July 1, 2012 through September 30, 2012.

Recommendation:

Recommend Approval

Fiscal Impact:

None

***CI C.17 Approval of Revised 2011-2012 School Level Title-I Parental Involvement Policies for Bayview Elementary, Helms Middle School, Kennedy High and Richmond High**

Comment:

In 2011-2012, CDE conducted a Federal Program Monitoring (FPM) Review of WCCUSD. The school level Title-I Parental Involvement Policies for Bayview, Helms, Kennedy High and Richmond High were found to be noncompliant due to missing key language. Schools rewrote their policies and redistributed them to families in May of 2012. The law requires the Governing Board to certify the policies and any subsequent revision.

Recommendation:

Approve the updated policies

Fiscal Impact:

Information Only

***CI C.18 2012-13 Consolidated Application for Funding**

Comment:

The Consolidated Application is the vehicle used by the California Department of Education to gather routine district data regarding categorical programs and compliance with NCLB requirements.

The Consolidated Application includes basic information about student demographics which is used to report and calculate state and federal allocations for Title I, Title II, Title III, Title III – Immigrant, and Economic Impact Aid for Limited English Proficient and State Compensatory Education (EIA-LEP and SCE).

A copy of the Consolidated Application is available at the Administration Building, 1108 Bissell Avenue, Richmond, CA; and at Educational Services, Vista Learning Center, 2625 Barnard Road, San Pablo, CA.

Recommendation:

Recommend Approval

Fiscal Impact:

Categorical Revenue

***CI C.19 Richmond Charter Academy Middle School Material Revision of the Charter Petition**

Comment:

On February 8, 2012, West Contra Costa Unified School District received a charter petition (“Petition”) from Lead Petitioner Jorge Lopez proposing a charter school to be known as Richmond Charter Academy Middle School (“Charter School”). (Petitioners originally submitted a petition to establish the Charter School on November 29, 2011; however it was withdrawn prior to consideration by the District’s Governing Board (“Board”).)

According to the California Education Code, a school district governing board considering whether to grant a charter petition “shall be guided by the intent of the Legislature that charter schools are and should become an integral part of the California educational system and that establishment of charter schools should be encouraged.” (Ed. Code, § 47605(b).) With this legislative intent in mind, the governing board must grant a charter “if it is satisfied that granting the charter is consistent with sound educational practice.” (Ed. Code, § 47605(b).)

Upon receipt, components of the Petition were assigned to various staff members of the District for review and analysis based on individual areas of expertise.

Staff and legal counsel reviewed the Petition and prepared the *Staff Written Findings Regarding Richmond Charter Academy Middle School Petition* (“Findings”). The Findings also include Staff’s Recommendation to the Board to approve the Petition with conditions.

A public hearing before the Board was scheduled to consider the level of support for the Petition. This Board meeting was held March 7, 2012. The Petitioner requested that the Board waives his right to a public presentation in accordance to Education Code section 47605(b). The Board honored the Petitioner's request.

On March 21, 2012, the Board adopted the Staff’s Recommendation and granted a conditional approval dependent upon execution of an operational MOU and special education MOU between the Charter School and the District within 60 days. Conditions of the Petition approval were met on June 21, 2012.

As presented in the Petition, the Charter School will be governed by a nonprofit public benefit corporation, but the District will be responsible for oversight of the Charter School. The Charter School expects to serve approximately 75 students in grades 6 and 7 in its first year of operation (2012-2013 school year), increasing to a maximum of 175 students at full implementation in year five (2016-2017 school year).

Petitioners intend the Charter School to achieve a student population from underserved, low-income students in the South, Central Richmond areas, in particular, those that would typically attend De Jean Middle School, the established West Contra Costa Unified School District middle school in the South Richmond area. (Petition, p. 18.)

On September 21, 2012, the District received a request for the Board to approve a Material Revision (“Revision”) to the recently-approved Petition. The Revision intends “to reconcile the lottery procedures to conform to both state and federal law for the submission of the Public Charter School Grant Program” by modifying the Admission Requirements for the Charter School.

Specifically, the Revision provides additional detail regarding the lottery process to be implemented when the number of applicants exceeds capacity for any grade level. Should such a situation exist at the end of the Charter School's open enrollment period, the Revision proposes a single random public lottery for admission. Children of Charter School founders and teaching staff (not to exceed 10% of total enrollment), and siblings of students already enrolled or admitted during the course of the random public lottery will be exempt from the lottery. In addition, a 2:1 preference will be granted to District residents in the form of two lottery numbers and cards instead of one. Once the student lists for each grade level is set, students still wishing to enroll will be placed on a rank-ordered wait list should space become available.

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 by charter schools. Revisions made to a charter petition 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 changed Admission Requirements, as proposed by the Revision, constitutes a Material Revision to the Petition requiring Board approval.

Upon receipt, the Revision was assigned to various staff members of the District for review and analysis based on individual areas of expertise. Review of the proposed Revision was allocated as follows: Lyn Potter, Director of Educational Services; Steve Collins, Director of Special Education; Sonja Neely-Johnson, Coordinator of Educational Services; Nicole Joyner, Administrator; Linda Jackson, Executive Director, Emeritus; Legal/Operational, Shawn Olson-Brown and William F. Schuetz, Jr. Fagen Friedman & Fulfrost Attorneys at Law.

Staff have reviewed the Revision and prepared the *Staff Written Finding Regarding Richmond Charter Academy* revision to the Charter Petition ("Finding"), which is provided.

Recommendation:

Staff recommends that the Board approve the Charter School Material Revision and adopt the proposed Finding as its own.

Fiscal Impact:

Ongoing loss of student average daily attendance as a result of WCCUSD students attending a new charter school.

***CI C.20 Resolution 27-1213: Full Service Community Schools**

Comment:

The West Contra Costa Unified School District envisions a future in which all district students are healthy, highly educated and confident as they successfully pursue their postsecondary education and/or career. The Safety Committee has worked in collaboration with the City of San Pablo to improve the Health/Wellness, access and outcomes for WCCUSD students and San Pablo residents. Over the past two years, the Healthy Richmond collaborative has been meeting to think through how to best provide health and wellness services in Richmond. As with other initiatives within the community, WCCUSD schools are seen as places where the needs of young people and opportunities to provide services in the community can come together. The Safety Committee has reviewed and discussed the direction of the

full service community schools initiatives and is bringing a recommendation to the Board for adopting such a resolution. The resolution emphasizes creating schools to develop sets of general principles to guide their work and the work of WCCUSD in implementing Full Service Schools.

Recommendation:

Recommend Approval

Fiscal Impact:

None

***CI C.21 Red Ribbon Week Board Resolution No. 26-1213**

Comment:

Our District has been involved in Red Ribbon Week for the past twenty years. Congress officially proclaimed the first National Red Ribbon Week October 23 – 31, 1988. The Red Ribbon has now become a symbol for drug-free environments.

This resolution represents the West Contra Costa Unified School District's support of the Red Ribbon Campaign October 23 – 31, 2012. Red Ribbon Week may be celebrated one week during the year, but its effects last throughout the year.

This year, some of the school activities will include prevention curriculum lessons, poster/essay/decoration contests, wear-red days, letter writing, school assemblies, etc. The focus of this week is not only on drug-free youth but also on safe and healthy communities.

Recommendation:

Formal Recognition

Fiscal Impact:

None

D. AWARDS, RECOGNITIONS, AND REPORTS

*** D.1 Employee Service Anniversary Recognition**

Comment:

The West Contra Costa Unified School District employs 2,844 full and part-time staff members. Tonight the district honors its veteran employees who have reached milestone years for their service. It is with great honor and gratitude that we recognize these individuals by presenting them with service anniversary pins in the following categories:

- the 35-Year Service Pin Award to 5 staff;
- the 30-Year Service Pin Award to 11 staff;
- the 25-Year Service Pin Award to 25 staff;
- the 20-Year Service Pin Award to 40 staff.

It is ultimately the students who benefit from the relationships we have with our veteran staff members. Collectively this group represents more than 1,930 years of experience in serving the students.

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

Recommendation:

Recognition; for board and public information

Fiscal Impact:

None

* **D.2 Update on Anti-Bullying Efforts in WCCUSD**

Comment:

Schools in West Contra Costa have been proactive in their anti-bullying efforts. This report will include information about the special anti-bullying activities that are taking place during the month of October.

Recommendation:

For Information Only

Fiscal Impact:

None

* **D.3 WCCUSD Counseling Services Update**

Comment:

Among the key components of sustaining and enhancing a college going culture in the District are the services that counselors provide. This report to the Board and community will highlight how counselors provide essential services to students in preparing for post-secondary education.

Recommendation:

For Information Only

Fiscal Impact:

None

* **D.4 Standing Reports**

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

Academic Subcommittee
Bayside Parent Teacher Association
Citizens' Bond Oversight Committee
Community Budget Advisory Committee
Facilities Subcommittee
Ivy League Connection
Linked Learning – Multiple Pathways

Public Employees Local 1
Safety Committee
School Supervisors Association
Select Committee on High Schools
United Teachers of Richmond
Youth Commission

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

- * **E.1 Superintendent's Report**
- * **E.2 Request to Address the Board – Alicia Jackson**
- * **E.3 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 Public Hearing: Grades K-12 Textbook and Instructional Materials Compliance for Fiscal Year 2012-2013**

Comment:

California Education Code Section 60119 guidelines require the governing board of each California school district to hold a public hearing after which the Board will determine, through a resolution, as to whether each pupil in each school in the District has sufficient textbooks and instructional materials that are aligned with the academic content standards and are consistent with the content and cycles of the curriculum framework adopted by the State Board of Education in these subjects:

English/Language Arts, including English Language Development
Mathematics
Science
History/Social Science
Foreign Language (if the student is enrolled in a Foreign Language course)
Health (if the student is enrolled in a Health course)

The governing board shall also determine the availability of science laboratory equipment as applicable to science laboratory courses in Grades 9 through 12.

Immediately after this hearing, as a separate action item, the Board is requested to approve Resolution No. 25-1213: Grades K-12 Textbook and Instructional Materials Compliance for Fiscal Year 2012-2013.

Recommendation:

The Board conducts the hearing in compliance with the Education Code of the State of California

Fiscal Impact:

None

* **F.2 Adoption of Resolution No. 25-1213: Grades K-12 Textbook and Instructional Materials Compliance for Fiscal Year 2012-2013**

Comment:

The proposed resolution is required under Education Code Section 60119 in order for the District to allocate funding from any state sources for the purchase of instructional materials.

In addition to the proposed resolution, the Board is being asked to verify continued approval of the accompanying list of currently adopted texts for the District. Prior to adopting this resolution, the Board will hold a public hearing to discuss textbook sufficiency for all district schools.

Recommendation:

Approve Resolution No. 25-1213: Grades K-12 Textbook and Instructional Materials Compliance for Fiscal Year 2012-2013.

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 – October 24, 2012

K. ADJOURNMENT

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

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

A. CLOSED SESSION

A.1 CALL TO ORDER

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

A.3 RECESS TO CLOSED SESSION AS SCHEDULED

See Exhibit A

(Government Code Section 54954.5)

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

EXHIBIT A

(Government Code Section 54954.5)

CLOSED SESSION AGENDA

October 10, 2012

1. CONFERENCE WITH REAL PROPERTY NEGOTIATOR

2. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
[Government Code Section 54956.9(a)]

- a. WCCUSD v. Orrick
- b. Srago v. WCCUSD

3. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED/POTENTIAL LITIGATION
[Government Code Section 54956.9(b)]

Four cases

4. LIABILITY CLAIMS (Government Code Section 54956.95)

5. CONFERENCE WITH LABOR NEGOTIATORS

- a. Superintendent/Dr. Bruce Harter
- b. Employee Organizations
 - UTR
 - Local One
 - School Supervisors Association
 - WCCAA

- c. Unrepresented Employees
 - Confidential and Management

6. PUBLIC EMPLOYEE APPOINTMENT

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

8. STUDENT DISCIPLINE (Education Code Section 35146)

Expulsions

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

Certificated / Classified Employee Dismissal

10. REPORT OF CLOSED SESSION ACTIONS

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 10, 2012

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

Agenda Item: B.4

Subject: Presentation of Student Board Representative from El Cerrito High School

Background Information:

A Student Board Representative from El Cerrito High School will attend the Board of Education on October 10, 2012. 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 _____

**Minutes of the Board of Education Meeting
Lovonya DeJean Middle School
3400 Macdonald Avenue
Richmond, CA 94805**

Agenda Item B.7

September 19, 2012

A. CLOSED SESSION

B. OPENING PROCEDURES

President Ramsey called the meeting to order at 6:00 P.M. The Board recessed into Closed Session.
President Ramsey called the Public Session to order at 6:38 P.M.

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 Absent: Elaine Merriweather, Tony Thurmond

Staff Present: Magdy Abdalla, Engineering Officer; Steve Collins, SELPA Director; Martin Coyne, Executive Director Bond Finance; Bill Fay; Associate Superintendent Operations; Luis Freese, Executive Director Maintenance and Operations; Keith Holtslander, Director Facilities and Construction; Sheri Gamba, Associate Superintendent for Business Services; Wendell Greer, Associate Superintendent K-Adult Schools; Bruce Harter, Superintendent; June Kalfsbeek, Confidential Administrative Secretary; Ken McDaniel, Electronics Technician Supervisor; Joe Mayes, Maintenance Manager; Nia Rashidchi, Assistant Superintendent, Education Services; Ken Whittemore, Assistant Superintendent Human Resources, Reyna Ortiz de Toureil, Translator

B.4 Presentation of Student Board Representative from Middle College High School

None

Mr. Thurmond and Ms. Merriweather arrived at 6:39 p.m.

B.5 Report/Ratification of Closed Session

Dr. Harter asked the Board to ratify the appointment of Linda Delgado as the Coordinator of Educational Services.

MOTION: Mr. Medrano moved approval of the appointment of Linda Delgado as the Coordinator of Education Services. Ms. Kronenberg 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.

President Ramsey asked the Board to consider moving items D.1 and D.2 on the agenda to follow B.7.

MOTION: Mr. Medrano moved approval of items D.1 and D.2 to follow B.7. Ms. Kronenberg 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.6 Agenda Review and Adoption

MOTION: Mr. Medrano moved approval of the agenda. Ms. Kronenberg 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: September 5, 2012

MOTION: Ms. Kronenberg moved approval of the Minutes of September 5, 2012. 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. AWARDS, RECOGNITIONS, AND REPORTS

D.1 Resolution No. 21-1213: Hispanic Heritage Month, September 15, 2012 – October 15, 2012

Ms. Rashidchi introduced Stephanie Sequiera, the co-chair for the Multilingual District Advisory committee to provide a report on the Hispanic Heritage Month. Ms. Sequiera invited Board members, parents and the public to attend their first meeting on October 25, 2012 at Helms Elementary School.

Mr. Kibby Kleiman from Richmond High School introduced the students performing the Latino heritage dances.

President Ramsey asked the Board to consider moving item G.1 on the agenda to follow D.2.

MOTION: Mr. Medrano moved approval of items G.1 to follow D.2. Ms. Kronenberg 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.2 Report on the College Board Initiatives in West Contra Costa Unified School District

Mr. Greer introduced Sandra Williams-Hamp, Executive Director for the College Board. Ms. Williams-Hamp provided a report on success and opportunities through the College Board initiatives in the District. For more than one hundred years this is an organization has connected students to college success and is known for the SAT, AP, and PSAT. When students take the PSAT exam they have access to powerful resources for their entire high school career through “My Road” and “My College Quick Start”. Students are able to build their resumes, search for careers, research scholarships and support the District’s effort around career opportunities. The “Ready Step” assessment will begin this school year 2012-13 for the eighth graders transitioning from to ninth grade.

West Contra Costa Unified School District is one of nine hundred districts partnered across the nation with a focus on the four components of Assessments, College and Career Readiness Resources, Advanced Placement and Professional Development. The College Board recognizes that these tools are needed to assist students to think about college early on.

Public Comment:

Lawrence Pang, Ladejah Dillard, Junare Hernandez

Board Comment:

Mr. Medrano asked for a definition of NMSQT. Ms. Williams-Hamp responded that the acronym stands for National Merit Scholarship Qualifying Test. Students that take the exam in their junior year are able to compete for scholarships across the nation. The National Merit Scholarship Qualifying Test uses the PSAT as the exam which determines students’ scholarships.

Ms. Merriweather asked how students were recruited for the program. Ms. Williams-Hamp responded the Advance placement (AP) teacher and AP potential data would send letters to the students and their families to suggest that the student to see their school counselors.

Mr. Thurmond thanked Ms. Williams-Hamp for the excellent work from staff, teachers and professors in this AP program, and requested more details about AP and the relationship with the District.

Ms. Kronenberg asked if the College Board initiatives are part of the College Access Network. Ms. Williams-Hamp responded.

President Ramsey thanked the staff for their presentation. President Ramsey requested to have the system available to every student, not just the affluent, and to make a new paradigm.

G. DISCUSSION ITEMS

G.1 Full Service Community Schools Resolution

Mr. Greer introduced Mr. Leonard McNeil, Vice Mayor of City of San Pablo and instructor at Contra Costa College. In December 2012 Mr. McNeil will be speaking on a panel at the California School Board Association to address local efforts in creating full service community schools.

The West Contra Costa Unified School District envisions a future in which all District students are healthy, highly educated and confident as they successfully pursue their postsecondary education and/or career. The Safety Committee has worked in collaboration with the City of San Pablo to improve the Health/Wellness, access and outcomes for West Contra Costa Unified School District students and San Pablo residents. Over the past two years, the Healthy Richmond collaborative has been meeting to think through how to best provide health and wellness services in Richmond. As with other initiatives within the community, West Contra Costa Unified School District schools are seen as places where the needs of young people and opportunities to provide services in the community can come together. The Safety Committee has reviewed and discussed the direction of the full service community schools initiatives and is bringing a recommendation to the Board for adopting such a resolution. The resolution emphasizes creating schools to develop sets of general principles to guide their work and the work of the District in implementing Full Service Schools.

Public Comment:

None

Board Comment:

Mr. Thurmond said the innovation for the District is to have full service community schools and assist in removing barriers for academic achievement for our students.

Ms. Kronenberg thanked Mr. McNeil for championing the Full Service Community Schools resolution and the opportunity to collaborate.

Ms. Merriweather said in times of such reduced funding that full service community schools are even more important for bringing our stakeholders together for our students.

President Ramsey stated education is our hope and aspiration for the future of our young people and our community. The City Council and City of Richmond partnership has assisted the District in services for students. The resolution will be on the agenda for the next Board of Education meeting October 10, 2012.

D.1 Resolution No. 21-1213: Hispanic Heritage Month, September 15, 2012 – October 15, 2012

This item moved to follow B.7.

D.2 Report on the College Board initiatives in West Contra Costa Unified School District

This item moved to follow B.7.

D.3 Standing Reports

Youth Commission. Mr. Thurmond said the Commission will hold an orientation meeting on September 26, 6:00 p.m. at RYSE Center in Richmond. Dr. Harter said notices will be sent to all high schools.

Safety Committee. Ms. Merriweather reported suspensions in the District were reviewed and found to be high. The committee and administrators are implementing a plan to decrease the suspensions and provide an alternative plan for this year. The suspension form is in the process of becoming standardized among the schools. The next meeting will be October 4, 2012 at El Cerrito High School.

Academic Subcommittee. Ms. Rashidchi reported that a representation from every school in the District attends the Academic Subcommittee meetings. The agenda at the September 11 meeting focused on the semester action plan in transitioning to the California Common Core State Standards and the assessments that will be used to measure progress. The next meeting will be October 9, 2012 from 6:30 – 8:00 p.m.

Bayside Parent Teacher Association. President Ramsey reported that Measure E and Measure G were endorsed.

Community Budget Advisory Committee. Ms. Gamba announced that the next meeting will be September 27, 2012 at Alvarado School.

Facilities Subcommittee. Mr. Medrano announced a special meeting is set for September 25, 2012 at the Facilities Operations Center at 4:00 - 6:00 p.m. The topics will include Helms Middle School, Portola Middle School and Harding Elementary School.

President Ramsey reported that the Local Capacity topic was a recent agenda item. Mr. Medrano and President Ramsey requested bringing “local capacity” as an action item at the October 10, 2012 Board meeting with Jake Sloan’s presentation. The “baseball diamond” agenda item was tabled until the next Facility Subcommittee meeting on October 9, 2012 when Marcia Vallier of Vallier Design and Associates will be present; Wilson Elementary School agenda item will be on the agenda for the Special Facility meeting on September 25, 2012.

President Ramsey reported that there will be a ribbon cutting ceremony for the Peres Elementary School Dental Clinic at 9:00 a.m. on September 28, 2012.

Ivy League Connection. President Ramsey reported they had a successful event held at La Strada with forty five students and parents to meeting with the head of the admissions office for Brown University. Other events with the Wesleyan University, University of Chicago and Boston College were held at the Harding Auditorium. Events for the University of Pennsylvania and Yale University will be held in the coming weeks.

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
None

F. ACTION ITEMS

F.1 Approval of the 2011-2012 Unaudited Actuals Financial Report
Ms. Gamba reported that by September 15 of each year, the District must file the Unaudited Actuals Financial Report for the prior year with the Contra Costa County Office of Education and the California Department of Education. This report reflects the financial activities of the District by major object of revenue and expense for each fund operated in the District.

Ms. Gamba presented an overview of the financial activity and its impact on the ending balance. Included in the Unaudited Actuals was a summary of the General Fund and all funds.

Ms. Gamba reported the District’s cash position at year end closing there was a positive \$7 million cash balance due to inter-fund borrowing of \$23.5 million. The Board previously authorized the inter-fund borrowing as part of the year end closing process which was needed. The State of California has a deferral program. The net cash for the general fund in the District including restricted and unrestricted was \$28 million. The District’s accounts receivable was \$57 million for the general fund, this was owed to the District from granting agencies in the State of California. On the January 9, 2013 Board meeting the Annual Audit report will be provided.

Public Comment:
None

Board Comment:
President Ramsey requested clarification for legal fees. Ms. Gamba responded.

Ms. Kronenberg requested to have an updated budget for Proposition 30 to assist the voters’ decision.

MOTION: Ms. Kronenberg moved approval of Approval of the 2011-2012 Unaudited Actuals Financial Report. Ms. Merriweather 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. BUSINESS ITEMS

- C.1 Grants/Awards/Agreements**
- C.2 Acceptance of Donations**
- C.3 Approval of Fund-Raising Activities**
- C.4 Summary of Payroll and Vendor Warrant Reports**
- C.5 Notice of Completions: Bid 3881366-02 Gompers/Leadership Public Schools Soil Removal and Site Work, Bid 3761356-01 Hercules Middle School Solar / Photovoltaic System, Bid J068218 Nystrom Elementary School Multi-Purpose Room, Bid J068313 Lupine Hills Elementary School Restroom Repairs, Lupine Hills, Bid J068302 Lupine Hills Elementary School Windows, walls and Roof Repairs, and Bid J068312 Verde Elementary School Restroom Surface Repairs**
- C.6 Resolution No. 22-1213: Adoption of Gann Limit, 2012-2013**
- C.7 Mandated Cost Block Grant**
This item was pulled for discussion.
- C.8 Certificated Board Authorization - Education Code 44285.3**
- C.9 Routine Personnel Changes – Classified**
- C.10 Approve the following New Job Description: Theater Technician Manager**
- C.11 Revised 2012-2013 Designation of California Interscholastic Federation (CIF) Representatives to the League**
- C.12 Ratification and Approval of Engineering Services Contracts**
- C.13 Ratification and Approval of Negotiated Change Orders**
- C.14 Approval of Pinole Valley High School Replacement Campus Revised Design Fees**
- C.15 Citizens' Bond Oversight Committee (CBOC) Appointment: Tom Waller appointed by Richmond Chamber Commerce Board**
- C.16 Approval of Board Member to Attend Conference**
- C.17 Resolution No. 20-1213: Resolution to Support Contra Costa County Fire Protection District Measure Q on the November 2012 Election Ballot**

- C.7 Mandated Cost Block Grant**
Mr. Medrano requested clarification from the Board of item C.7. Ms. Gamba responded.

MOTION: Mr. Thurmond moved approval of Consent Items C.7 Mandated Cost Block Grant. 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.

MOTION: Mr. Thurmond moved approval of Consent Items C.1 – C.6. and C.8 – C.17. 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.

G. DISCUSSION ITEMS

- G.1 Full Service Community Schools Resolution**
This item was moved to follow item D.2.

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

I. COMMENTS OF THE BOARD OF EDUCATION AND SUPERINTENDENT

Mr. Thurmond requested staff to make access available to the "My Road" planning system in order to assist all students. Dr. Harter shared that this plan has been engaged by the District and an update is planned for a future Board meeting.

Mr. Thurmond thanked Ms. Merriweather and Ms. Kronenberg for their participation on the Safety Committee.

Ms. Kronenberg confirmed initiatives for the voters are critical for Proposition 30.

Ms. Merriweather said she was excited regarding the Full Service Community Schools. Education is the center and the key is a strong core instructional program.

Mr. Medrano spoke about the Contra Costa College California Community Linked Learning Initiative. The action team leadership met last week. Contra Costa College, under the leadership of the new president Dr. Denise Noldon and the new grant coordinator Donna De Ruso, are bringing down the silos between their English teachers, math

teachers, and the District's English teachers and math teachers. They would like to continue to reach District junior and senior students in keeping this program.

Mr. Medrano reviewed the Deferred Action plan of President Obama. Mr. Marin Trujillo is able to assist families with this matter in the Community Engagement Office.

President Ramsey congratulated El Cerrito High School's football team on its success so far this season. On October 3, 2012 Pinole Valley High School will have a community meeting at 5:30 p.m. regarding the status of Pinole Valley High School project for DSA approval of Phase I & II for the 2013 summer projects. There will be an outreach to the neighbors of the school as well as parents and other community members.

President Ramsey reported that Dr. Harter attended the recent graduation of the Mock Trial event involving two of the District's high schools. Fourteen students which began the first day of the program. President Ramsey asked about a coordinator to assist in this program's success. Mr. Thurmond suggested the coordinator also support the Youth Leadership program. Dr. Harter summarized the request to assign support to Youth Leadership Development and include the Mock Trial Program and the Youth Commission and bring back to the Board for approval. Ms. Merriweather clarified the request to also fund an FTE to support students and coordinate representatives from the law academies also.

Mr. Medrano requested Dr. Harter bring a report regarding the new pre-school charges to parents as a discussion item at the next meeting.

President Ramsey asked about the process for finger printing. Dr. Harter reported that the process is continuing with the finger printing for volunteers through the Be A Mentor program. Ms. Rashidchi will send information to Board members regarding the finger printing process.

President Ramsey announced that there will be a Middle School Open House on September 20, 2012. He concluded the meeting in the name of the founder of public schools, Mr. Horace Mann.

J. THE NEXT SCHEDULED BOARD OF EDUCATION MEETING
Lovonya DeJean Middle School – October 10, 2012

K. ADJOURNMENT
President Ramsey adjourned the meeting at 9:20 P.M.

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

BH:rjk

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 10, 2012

From: Sheri Gamba 
Associate Superintendent Business Services

Agenda Item: CI C.1

Subject: Grants/Awards/Agreements

Background Information: Formal action is requested from the Board of Education to accept the grants/awards/agreements, as detailed on the attached sheet dated October 10, 2012.

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
21st Century Community Learning Centers - Core	\$393,750	California Department of Education - After School Division	After School Learning Centers Formula Award - Elementary/ Middle Schools
Resource # 4124	7/1/12 - 12/31/13		PCA # 14349-7A
QUEST - Playworks Contract for Lincoln	\$27,500	QUEST	Provide a full time Playworks coordinator to Increase student's physical activity
Resource # 9594	8/6/12 - 6/7/13		

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 10, 2012

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 October 10, 2012. The estimated values for any non-cash donations (as indicated by an asterisk) are those provided by the donor. Staff recommends acceptance of these donations.

Recommendation: Recommend Approval

Fiscal Impact: As noted per donations summary.

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

West Contra Costa Unified School District
October 10, 2012 Board Meeting

<u>Donor Name</u>	<u>Description or Purpose</u>	<u>Estimated Value</u>	<u>Receiving School or Department</u>
Target Take Charge of Education	Special Administrative Account	\$376.09	Hanna Ranch Elementary
PG & E Corporation Foundation	Special Administrative Account	\$202.00	Hanna Ranch Elementary
PG & E Corporation Foundation	Special Administrative Account	\$190.00	Hanna Ranch Elementary
PG & E Corporation Foundation	Special Administrative Account	\$190.00	Hanna Ranch Elementary
Kaiser Permanente Community Giving Campaign	Special Administrative Account	\$10.00	Hanna Ranch Elementary
Mr. Trent Ernst	Water Polo	\$300.00	Hercules Middle/High
Ms. Selena Sakdikul	Water Polo	\$135.00	Hercules Middle/High
Mr. & Mrs. John & Mika Chisaki	Culinary Class	\$100.00	Hercules Middle/High
Ms. Angela Manalastas	Culinary Class	\$100.00	Hercules Middle/High
Mr. Hipolito Ortega	Culinary Class	\$100.00	Hercules Middle/High
Mr. Michael Blake	Culinary Class	\$100.00	Hercules Middle/High
Mr. & Mrs. James & Brenda Hudson	Culinary Class	\$100.00	Hercules Middle/High
PG & E Corporation Foundation	Material & Supplies	\$499.00	Hercules Middle/High
Margaret Perry Trust	Science Department	\$186,400.08	Portola Middle
Kaiser Permanente Community Giving Campaign	Special Administrative Account	\$60.00	Portola Middle
Target Take Charge of Education	Special Administrative Account	\$218.31	Portola Middle
Chevron Products Company	Robotics	\$50,000.00	Richmond High
Mr. Robert Thompson	Material & Supplies	\$300.00	State Pre-School
Bay Area After School All-Stars	Office Supplies	\$1,939.64	After School Program
Bay Area After School All-Stars	Office Supplies	\$290.18	After School Program

*Estimated values for the non-cash donations are provided by the donor
Donation Précis 101012

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 10, 2012

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 2012-13 school year are summarized on the attached sheet dated October 10, 2012.

Recommendation: Recommend Approval

Fiscal Impact: Additional revenue for schools

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

West Contra Costa Unified School District
October 10, 2012 Board Meeting

APPROVAL OF FUND-RAISERS

<u>School</u>	<u>Fund-Raising Activity</u>	<u>Activity Sponsor</u>
Ellerhorst Elementary	Walk-A-Thon	Ellerhorst School and PTA
Ellerhorst Elementary	Sales of Cookie Dough	Ellerhorst School and PTA
Fairmont Elementary	Sales of T-Shirt/Uniform	Fairmont School and PTA
Fairmont Elementary	Sales of classroom Planner	Fairmont School and PTA
Fairmont Elementary	Treat Sales	Fairmont School and PTA
Fairmont Elementary	Pizza Kits	Fairmont School and PTA
Fairmont Elementary	Book Fair	Fairmont School and PTA
Fairmont Elementary	Fundraisers at various Restaurants such as Rubio's, Chevy's, Pasta Pomodoro, Chuck E. Cheese	Fairmont School and PTA
Fairmont Elementary	Arts & Crafts Sales	Fairmont School and PTA
Fairmont Elementary	Wrapping Paper Catalog Sales	Fairmont School and PTA
Fairmont Elementary	Pumpkin Patch Carnival	Fairmont School and PTA
Fairmont Elementary	Rummage Sale	Fairmont School and PTA
Fairmont Elementary	Spell -a- Thon	Fairmont School and PTA
Fairmont Elementary	Read -a- Thon	Fairmont School and PTA
Fairmont Elementary	Walk-A-Thon	Fairmont School and PTA
Fairmont Elementary	Sales of Cookie Dough, Yankee Candle, Novelty Items, Plant and Reusable Bag	Fairmont School and PTA
Fairmont Elementary	Movie Night	Fairmont School and PTA
Fairmont Elementary	Sports Day	Fairmont School and PTA
Fairmont Elementary	Oakland A's Baseball Tickets	Fairmont School and PTA
Fairmont Elementary	Talent Show	Fairmont School and PTA
Fairmont Elementary	Silent Auction	Fairmont School and PTA
Fairmont Elementary	School Dance	Fairmont School and PTA
Fairmont Elementary	Benefit Concert	Fairmont School and PTA
Fairmont Elementary	Raffle, Donations, Campbell's Labels and Desserts	Fairmont School and PTA
Fairmont Elementary	Pi Day	Fairmont School and PTA
Fairmont Elementary	Olympics	Fairmont School and PTA
Fairmont Elementary	Worlds Famous Chocolates	Fairmont School and PTA
Madera Elementary	Pizza & Movie Night	Teachers, Parents and Students
Olinda Elementary	Educational Enrichment Fund Drive	Olinda PTA

Olinda Elementary	Fall Fun Festival	Olinda PTA
Olinda Elementary	Spring Fun Festival	Olinda PTA
Shannon Elementary	Scholastic Book Fair	Shannon PTA
Lovonya DeJean Middle	Scholastic Book Fair	Staff and Students
El Cerrito High	Dinner at Rubio's	Class of 2014
El Cerrito High	Multicultural Food Sale	El Cerrito High Staff and Students
Pinole Middle	Book Fair at Barnes and Noble	Pinole Middle School and PTSA
Pinole Middle	Sale of Jamba Juice	Pinole Middle School and PTSA
Pinole Middle	Obtain Sponsors	Pinole Middle School and PTSA
Pinole Middle	Sale of See's Candies	Pinole Middle School and PTSA
Pinole Middle	Family Fun Night	Pinole Middle School and PTSA
Pinole Middle	Scholastic Book Fair	Pinole Middle School and PTSA
Pinole Middle	Sale of T-Shirt and Sweatshirts	Pinole Middle School and PTSA
Pinole Middle	Dinner at Local Restaurants	Pinole Middle School and PTSA
Pinole Valley High	Sale of Candy Canes	Class of 2013
Pinole Valley High	Sale of Chocolate Roses	Class of 2013
Pinole Valley High	Sale of Christmas Grams	Music Department
Pinole Valley High	Sale of Popcorn	Music Department
Pinole Valley High	Sale of Chocolate Bars and Jelly Beans	Forensics Department

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 10, 2012

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

Agenda Item: CI C.4

Subject: Summary of Payroll and Vendor Warrant Reports

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

Total of payroll warrants (September 2012): \$ 9,179,976

Total of vendor warrants (September 2012): \$ 20,687,448

Recommendation: Recommend approval of the payroll and vendor warrant reports

Fiscal Impact: As noted above

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

West Contra Costa Unified School District

Month of : September 2012

Payrolls	Warrant From	Numbers To	Total Warrants Current	Total Warrants Previous	Total Warrants To Date
Variable	651704	652171	284,787	1,151,344	1,436,131
Regular	652172	652857	1,579,888	2,083,158	3,663,046
Special				19,167	19,167
Variable EFT	356105	357127	893,476	2,538,132	3,431,608
Regular EFT	357128	359315	6,418,276	7,597,997	14,016,273
Special EFT				0	0
Typed	297541	297550	8,981	25,564	34,545
BENEFITS				0	0
Cancelled	Various	Various	(5,432)	(20,221)	(25,653)
Totals			9,179,976	13,395,141	22,575,117

Salary detail is available in the Payroll office upon request.



Cheryl Lewis, Payroll Supervisor


WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT
2012-2013

PAYMENT

DATE: September 6, 2012

PAGE-1

FUND#	FUND DESCRIPTION	WARRANT FROM	NUMBERS TO	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	455900	456072	4,112,966	13,306,159	17,419,125
7706	CAFETERIA	455912	456057	129,702	313,698	443,400
7707	CHILD DEVELOPMENT				12,078	12,078
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY				13,782	13,782
7710	BUILDING	455903	456069	1,636,966	5,945,706	7,582,672
7711	CAPITAL FACILITIES	456010	456010	2,369	20,129	22,498
7712	SELF INSURANCE PROPERTY & LIABILITY				1,307,568	1,307,568
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	455916	456067	2,563	109,311	111,874
7770	ADULT EDUCATION	456013	456065	11,404	32,064	43,468
7785	DEFERRED MAINTENANCE				0	0
7790	BOND INTEREST & REDEMPTN				0	0
7701	PAYROLL REVOLVING				3,394,284	3,394,284
	TOTALS			5,895,970	24,454,779	30,350,749


Prepared By


Accounting Supervisor

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT
2012-2013

PAYMENT

DATE: September 11, 2012

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FUND#	FUND DESCRIPTION	WARRANT FROM	NUMBERS TO	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	456093	456247	717,799	17,419,125	18,136,924
7706	CAFETERIA	456101	456238	154,268	443,400	597,668
7707	CHILD DEVELOPMENT				12,078	12,078
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY	456092	456228	30,607	13,782	44,389
7710	BUILDING	456095	456246	840,114	7,582,672	8,422,786
7711	CAPITAL FACILITIES				22,498	22,498
7712	SELF INSURANCE PROPERTY & LIABILITY	456148	456241	3,384	1,307,568	1,310,952
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				111,874	111,874
7770	ADULT EDUCATION	456138	456220	4,554	43,468	48,022
7785	DEFERRED MAINTENANCE	456200	456200	12,975	0	12,975
7790	BOND INTEREST & REDEMPN				0	0
7701	PAYROLL REVOLVING				3,394,284	3,394,284
	TOTALS			1,763,701	30,350,749	32,114,450

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT
2012-2013

PAYMENT

DATE: September 19, 2012

PAGE-3

FUND#	FUND DESCRIPTION	WARRANT FROM	NUMBERS TO	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	456248	456472	1,190,114	18,136,924	19,327,038
7706	CAFETERIA	456274	456455	229,788	597,668	827,456
7707	CHILD DEVELOPMENT	456435	456457	5,388	12,078	17,466
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY				44,389	44,389
7710	BUILDING	456253	456473	2,448,752	8,422,786	10,871,538
7711	CAPITAL FACILITIES	456389	456408	38,189	22,498	60,687
7712	SELF INSURANCE PROPERTY & LIABILITY				1,310,952	1,310,952
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				111,874	111,874
7770	ADULT EDUCATION	456258	456444	4,787	48,022	52,809
7785	DEFERRED MAINTENANCE	456268	456364	26,770	12,975	39,745
7790	BOND INTEREST & REDEMPTN				0	0
7701	PAYROLL REVOLVING				3,394,284	3,394,284
	TOTALS			3,943,788	32,114,450	36,058,238

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT
2012-2013

PAYMENT

DATE: September 26, 2012

PAGE-4

FUND#	FUND DESCRIPTION	WARRANT FROM	NUMBERS TO	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	456474	456671	891,107	19,327,038	20,218,145
7706	CAFETERIA	456489	456651	183,732	827,456	1,011,188
7707	CHILD DEVELOPMENT				17,466	17,466
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY	456636	456636	18,663	44,389	63,052
7710	BUILDING	456476	456669	2,541,065	10,871,538	13,412,603
7711	CAPITAL FACILITIES				60,687	60,687
7712	SELF INSURANCE PROPERTY & LIABILITY	456537	456537	43,875	1,310,952	1,354,827
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				111,874	111,874
7770	ADULT EDUCATION	456503	456665	9,736	52,809	62,545
7785	DEFERRED MAINTENANCE	456493	456493	13,600	39,745	53,345
7790	BOND INTEREST & REDEMPTN				0	0
7701	PAYROLL REVOLVING				3,394,284	3,394,284
	TOTALS			3,701,778	36,058,238	39,760,016

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT
2012-2013

PAYMENT

DATE: September 10, 2012

PAGE-5

FUND#	FUND DESCRIPTION	WARRANT FROM	NUMBERS TO	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL				20,218,145	20,218,145
7706	CAFETERIA				1,011,188	1,011,188
7707	CHILD DEVELOPMENT				17,466	17,466
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY				63,052	63,052
7710	BUILDING				13,412,603	13,412,603
7711	CAPITAL FACILITIES				60,687	60,687
7712	SELF INSURANCE PROPERTY & LIABILITY				1,354,827	1,354,827
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				111,874	111,874
7770	ADULT EDUCATION				62,545	62,545
7785	DEFERRED MAINTENANCE				53,345	53,345
7790	BOND INTEREST & REDEMPN				0	0
7701	PAYROLL REVOLVING	456073	456091	900,023	3,394,284	4,294,307
	TOTALS			900,023	39,760,016	40,660,039

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT
2012-2013

PAYMENT

DATE: September 28, 2012

PAGE-6


FUND#	FUND DESCRIPTION	WARRANT FROM	NUMBERS TO	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL				20,218,145	20,218,145
7706	CAFETERIA				1,011,188	1,011,188
7707	CHILD DEVELOPMENT				17,466	17,466
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY				63,052	63,052
7710	BUILDING				13,412,603	13,412,603
7711	CAPITAL FACILITIES				60,687	60,687
7712	SELF INSURANCE PROPERTY & LIABILITY				1,354,827	1,354,827
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				111,874	111,874
7770	ADULT EDUCATION				62,545	62,545
7785	DEFERRED MAINTENANCE				53,345	53,345
7790	BOND INTEREST & REDEMPTN				0	0
7701	PAYROLL REVOLVING	456672	456732	4,482,188	4,294,307	8,776,495
	TOTALS			4,482,188	40,660,039	45,142,227

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 10, 2012

From: Sheri Gamba 
Associate Superintendent Business Services

Agenda Item: CI C.5

Subject: Notice of Completions: Bid J068310 Pinole Middle School Miscellaneous Repairs, Bid J068294 Pinole Middle School Portable Demo, Bid J068298 Richmond High School Fiber Optics Project, Bid J068266 Kennedy High School Restrooms and Field Lighting, Bid J068267 El Cerrito High School Multi-Use Sports Fields, Bid 1121341-02 Kennedy High School Replacement Softball Field, and Bid J068317 Pinole Valley High School Digital Surveillance System.

Background Information:

Substantial completion notices have been received for: Bid J068310, Bid J068294, Bid J068298, Bid J068266, Bid J068267, Bid 1121341-02, and Bid J068317.

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

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

AM Woo Construction, Bid J068310 Pinole Middle School Miscellaneous Repairs.
Thomas D Eychner, Bid J068294 Pinole Middle School Portable Demo.
Nema Construction, Bid J068298 Richmond High School Fiber Optics Project.
B-Side Inc., Bid J068266 Kennedy High School Restrooms and Field Lighting.
Michael Paul Co., Bid J068267 El Cerrito High School Multi-Use Sports Fields.
Lemings Irrigation, Inc., Bid 1121341-02 Kennedy High School Replacement Softball Field.
Walsh Electronics Systems Corp., Bid J068317 Pinole Valley High School Digital Surveillance System.

Recommendation: Recommend approval of these notices of completion.

Fiscal Impact: None.

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO
NAME WEST CONTRA COSTA
UNIFIED SCHOOL DISTRICT
STREET
ADDRESS 1108 BISSELL AVENUE
CITY &
STATE RICHMOND, CALIF 94801

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion. The completion of work is deemed to be the date of such acceptance by the Governing Board of the District (civil code 3086)

Notice is hereby given that:

1. The undersigned is owner of the property hereinafter described:
2. The full name of the owner is: Governing Board, West Contra Costa Unified School District.
3. The full address of the owner is: 1108 Bissell Avenue, Richmond, Calif. 94801.
4. A work of improvement on the property hereinafter described was completed and accepted on October 10, 2012.
5. The work done was: Project J068310 Pinole Middle Miscellaneous Repairs
6. The name and address of the contractor for such work of improvement was AM Woo Construction 110400 Bollinger Canyon Rd, Ste. E508, San Ramon, CA 94582 Date of Contract: 11/16/11
7. The name of the Bonding Company that provided Surety for said contractor relative to work to be performed is: Aegis Security Insurance Company
8. The property on which said work of improvement was completed is located within the West Contra Costa Unified School District, County of Contra Costa, State of California, and is described and located as follows: Pinole Middle School 1575 Mann Dr. Pinole, CA 94564.

Dated: October 10, 2012

Director, General Services
West Contra Costa USD

VERIFICATION

I, the undersigned, say: I am the Director, General Services the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on October 10, 2012, at Richmond, California. _____
Director, General Services
West Contra Costa USD

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO
NAME WEST CONTRA COSTA
UNIFIED SCHOOL DISTRICT
STREET
ADDRESS 1108 BISSELL AVENUE
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STATE RICHMOND, CALIF 94801

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Notice is hereby given that:

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2. The full name of the owner is: Governing Board, West Contra Costa Unified School District.
3. The full address of the owner is: 1108 Bissell Avenue, Richmond, Calif. 94801.
4. A work of improvement on the property hereinafter described was completed and accepted on October 10, 2012.
5. The work done was: Project J068294 Pinole Middle Portable Demo
6. The name and address of the contractor for such work of improvement was Thomas D Eychner
PO Box 6367 San Pablo, CA 94806 Date of Contract: 1/05/12
7. The name of the Bonding Company that provided Surety for said contractor relative to work to be performed is: Western Surety Company
8. The property on which said work of improvement was completed is located within the West Contra Costa Unified School District, County of Contra Costa, State of California, and is described and located as follows: Pinole Middle School 1575 Mann Dr. Pinole, CA 94564.

Dated: October 10, 2012

Director, General Services
West Contra Costa USD

VERIFICATION

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I declare under penalty of perjury that the foregoing is true and correct.

Executed on October 10, 2012, at Richmond, California. _____

Director, General Services
West Contra Costa USD

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO
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STATE RICHMOND, CALIF 94801

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Notice is hereby given that:

1. The undersigned is owner of the property hereinafter described:
2. The full name of the owner is: Governing Board, West Contra Costa Unified School District.
3. The full address of the owner is: 1108 Bissell Avenue, Richmond, Calif. 94801.
4. A work of improvement on the property hereinafter described was completed and accepted on October 10, 2012.
5. The work done was: Project J068298 Richmond High School Fiber Optics Project
6. The name and address of the contractor for such work of improvement was Nema Construction 1185 Solano Ave. #126 Albany, CA 94706 Date of Contract: 9/28/11
7. The name of the Bonding Company that provided Surety for said contractor relative to work to be performed is: Merchants Bonding Company (Mutual)
8. The property on which said work of improvement was completed is located within the West Contra Costa Unified School District, County of Contra Costa, State of California, and is described and located as follows: Richmond High School 1250 23rd St Richmond, CA 94804.

Dated: October 10, 2012

Director, General Services
West Contra Costa USD

VERIFICATION

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I declare under penalty of perjury that the foregoing is true and correct.

Executed on October 10, 2012, at Richmond, California. _____

Director, General Services
West Contra Costa USD

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO
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STATE RICHMOND, CALIF 94801

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Notice is hereby given that:

1. The undersigned is owner of the property hereinafter described:
2. The full name of the owner is: Governing Board, West Contra Costa Unified School District.
3. The full address of the owner is: 1108 Bissell Avenue, Richmond, Calif. 94801.
4. A work of improvement on the property hereinafter described was completed and accepted on October 10, 2012.
5. The work done was: Project J068266 Kennedy High School Restrooms & Field Lighting
6. The name and address of the contractor for such work of improvement was B-Side Inc. 1940 Union Street #9, Oakland, CA 94607 Date of Contract: 02/03/11
7. The name of the Bonding Company that provided Surety for said contractor relative to work to be performed is: SureTec Insurance Company
8. The property on which said work of improvement was completed is located within the West Contra Costa Unified School District, County of Contra Costa, State of California, and is described and located as follows: Kennedy High School 4300 Cutting Blvd. Richmond, CA 94804.

Dated: October 10, 2012

Director, General Services
West Contra Costa USD

VERIFICATION

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Executed on October 10, 2012, at Richmond, California.

Director, General Services
West Contra Costa USD

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO
NAME WEST CONTRA COSTA
UNIFIED SCHOOL DISTRICT
STREET
ADDRESS 1108 BISSELL AVENUE
CITY &
STATE RICHMOND, CALIF 94801

SPACE ABOVE THIS LINE FOR RECORDER'S USE

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Notice is hereby given that:

1. The undersigned is owner of the property hereinafter described:
2. The full name of the owner is: Governing Board, West Contra Costa Unified School District.
3. The full address of the owner is: 1108 Bissell Avenue, Richmond, Calif. 94801.
4. A work of improvement on the property hereinafter described was completed and accepted on October 10, 2012.
5. The work done was: Project 1121341-02 Kennedy High School Replacement Softball Field
6. The name and address of the contractor for such work of improvement was Lemings Irrigation, Inc. 2760 Cloverdale Avenue Concord, CA 94518 Date of Contract: 04/17/12
7. The name of the Bonding Company that provided Surety for said contractor relative to work to be performed is: Developers Surety and Indemnity Company
8. The property on which said work of improvement was completed is located within the West Contra Costa Unified School District, County of Contra Costa, State of California, and is described and located as follows: Kennedy High School 4300 Cutting Blvd. Richmond, CA 94804.

Dated: October 10, 2012

Director, General Services
West Contra Costa USD

VERIFICATION

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I declare under penalty of perjury that the foregoing is true and correct.

Executed on October 10, 2012, at Richmond, California. _____

Director, General Services
West Contra Costa USD

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO
NAME WEST CONTRA COSTA
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STATE RICHMOND, CALIF 94801

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Notice is hereby given that:

1. The undersigned is owner of the property hereinafter described:
2. The full name of the owner is: Governing Board, West Contra Costa Unified School District.
3. The full address of the owner is: 1108 Bissell Avenue, Richmond, Calif. 94801.
4. A work of improvement on the property hereinafter described was completed and accepted on October 10, 2012.
5. The work done was: Project J068267 El Cerrito High School Multi-Use Sports Fields
6. The name and address of the contractor for such work of improvement was Michael Paul Co. 1200 Casa Grande Rd. Petaluma, CA 94954 Date of Contract: 01/20/11
7. The name of the Bonding Company that provided Surety for said contractor relative to work to be performed is: International Fidelity Insurance Company
8. The property on which said work of improvement was completed is located within the West Contra Costa Unified School District, County of Contra Costa, State of California, and is described and located as follows: El Cerrito High School 540 Ashbury Avenue El Cerrito, CA 94530.

Dated: October 10, 2012

Director, General Services
West Contra Costa USD

VERIFICATION

I, the undersigned, say: I am the Director, General Services the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on October 10, 2012, at Richmond, California. _____

Director, General Services
West Contra Costa USD

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO
NAME WEST CONTRA COSTA
UNIFIED SCHOOL DISTRICT
STREET
ADDRESS 1108 BISSELL AVENUE
CITY &
STATE RICHMOND, CALIF 94801

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion. The completion of work is deemed to be the date of such acceptance by the Governing Board of the District (civil code 3086)

Notice is hereby given that:

1. The undersigned is owner of the property hereinafter described:
2. The full name of the owner is: Governing Board, West Contra Costa Unified School District.
3. The full address of the owner is: 1108 Bissell Avenue, Richmond, Calif. 94801.
4. A work of improvement on the property hereinafter described was completed and accepted on October 10, 2012.
5. The work done was: Project J068317 Pinole Valley High School Digital Surveillance System
6. The name and address of the contractor for such work of improvement was Walsh Electronics Systems Corporation PO Box 414 Cayucos, CA 93430 Date of Contract: 02/02/12
7. The name of the Bonding Company that provided Surety for said contractor relative to work to be performed is: SureTec Insurance Company
8. The property on which said work of improvement was completed is located within the West Contra Costa Unified School District, County of Contra Costa, State of California, and is described and located as follows: Pinole Valley 2900 Pinole Valley Road, Pinole CA 94564.

Dated: October 10, 2012

Director, General Services
West Contra Costa USD

VERIFICATION

I, the undersigned, say: I am the Director, General Services the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on October 10, 2012, at Richmond, California. _____

Director, General Services
West Contra Costa USD

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 10, 2012

From: Sheri Gamba 
Associate Superintendent Business Services

Agenda Item: CI C.6

Subject: Disposal of Obsolete and Damaged District Personal Property for the
School Year 2012-13

Background Information: Per Board Policy BP 3279 Sale and Disposal of Books, Equipment and Supplies (Personal Property) and Administrative Regulation AR 3270 the Governing Board recognizes that the District may own personal property which is unusable, obsolete, or no longer needed by the district. The Purchasing Department shall arrange for the sale or disposal of District personal property in accordance with Board policy and the requirements of state law.

Recommendation: Recommend approval.

Fiscal Impact: No cost to the District

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 10, 2012

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

Agenda Item: CI C.7

Subject: Procurement Contracts for the School Year 2012-13

Background Information: Under Public Contract Code Section 20118 (K-12) our District is able to utilize the following procurement contracts which have been publicly bid, or negotiated for the use by other public entities. These contracts will be utilized during the school year 2012-13. The contracts will allow the District to procure classroom and teacher materials and supplies, along with computers, equipment, and services at a discounted rate saving the District time and money.

Alameda County Corporate Purchasing Agreement
Alameda County Office of Education Cooperative Purchasing Program
Apple Computer, Inc
Val Verde USD Bid #09/10-001 (Southwest School and Office Supplies)
California Multiple Award Schedules (CMAS)
CalSave
County of Los Angeles #43469
Microsoft Academic SLP #SLP-07-70-0025G
National Joint Powers Alliance (NJPA)
NJPA Emergency Response Equipment #032509-CDWG
School Specialty California Educational Resource Program Contract #V-4
Toshiba America Business Solutions, Inc. (TABS) Glendale USD Contract #P-12
The Cooperative Purchasing Network (TCPN)
US Communities Government Purchasing Alliance
Western States Contracting Alliance (WSCA) Master Agreement #A63307 (Dell)
Western States Contracting Alliance (WSCA) Agreement #7-08-70-13 (Cisco)
Western States Contracting Alliance (WSCA) Agreement #S1523 (Sprint)

Recommendation: Recommend approval to utilize the above contracts.

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____


Approved _____ Not Approved _____ Tabled _____

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 10, 2012

From: Kenneth L. Whittemore, 
Assistant Superintendent Human Resources

Agenda Item: CI C.8

Subject: Certificated Board Authorization - Education Code 44285.3

Background Information:

Ed Code 44285.3 allows the Governing Board of a school district to authorize the holder of a multiple subject, standard elementary, single subject or standard secondary, credential with his or her consent, to teach departmental classes in grades K-12 provided the teacher has adequate knowledge of subject matter.

Recommendation: Recommend Approval

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

October 10, 2012

Waivers

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

Consent

<u>Name</u>	<u>Site</u>	<u>Assignment</u>
Pawan Mann	Crespi Middle School	Social Science
Jacqueline Ryan	Helms Middle School	Health Science
Richard Volberg	Helms Middle School	Gateway to Technology Science
Jacqueline Huerta	Helms Middle School	Gateway to Technology Science
Shireen Ellis	Hercules Middle School	AVID
Robert Parks	Hercules Middle School	Leadership
Melissa Filbin	DeJean Middle School	Read 180
John Iwawaki	DeJean Middle School	Yearbook
Nathan Jackson	DeJean Middle School	Leadership
Charles Maher	DeJean Middle School	MESA
Dennis Brammer	Pinole Middle School	Computers
Alison Dallich	Pinole Middle School	Leadership
Edward Dunn	Pinole Middle School	Yearbook
Eric Crowe	Pinole Middle School	Wood
Gerald Belleto	Community Day	Opportunity
Ana Fe Manaois	North Campus	Chemistry
Estella Morris	North Campus	English
Carol Palmer	North Campus	Art
Jeffrey Koutz	North Campus	Skills for Success
Cynthia Breedlove	North Campus	Read 180
Gretchen Borg	Gompers	Urban Ecology
Jared Butler	Gompers	Skills for Success
Michael Hersh	Gompers	Skills for Success
Daryl M. Hyun	Gompers	Skills for Success
Lisa Kerman	Gompers	Skills for Success
Tiffani Neal	Gompers	Chemistry, Skills for Success
Amalia Ojeda	Gompers	Spanish, Skills for Success
Ronald Olson	Gompers	Skills for Success
Sonya Blevins	Vista	Self Contained
Gregory Brooks	Vista	Self Contained

Consent – cont.

<u>Name</u>	<u>Site</u>	<u>Assignment</u>
Catherine Druck	Vista	Self Contained
Dyann Easton Brown	Vista	Self Contained
Caroline King	Vista	Self Contained
Janet Kraus	Vista	Self Contained
Margaret Love	Vista	Self Contained
Carolyn Muth	Vista	Self Contained
Eunice O'Neill	Vista	Self Contained
Cheryl Patterson	Vista	Self Contained
Carol N. Robinson	Vista	Self Contained
Rebecca Robinson	Vista	Self Contained
Mary B Zolly	Vista	Self Contained

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 10, 2012

From: Kenneth L. Whittemore *kw*
Assistant Superintendent Human Resources

Agenda Item: CI C.9

Subject: Routine Personnel Changes - Certificated

Background Information:

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

Recommendation: For Information Only

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

West Contra Costa Unified School District**October 10, 2012****For Information Only****Certificated Board Changes****New Hire/Re Hire/Transfer**

<u>First Name</u>	<u>Last Name</u>	<u>Site</u>	<u>Position</u>	<u>Status</u>	<u>Hire Date</u>
Corrine	Derosa	Helms Middle	SH Autistic	New Hire	8/3/2012
Elora Ashley	Henderson	Lincoln	RSP SEI	New Hire	8/3/2012
Rachel	McLachlan	Mira Vista	K SEI Job Share	Rehire	8/16/2012
Catherine	Collett	Dover	6th Gr. SEI	Rehire	8/16/2012
Laurie	Herron	Stewart	1st Gr SEI JShare	Rehire	8/16/2012
Alexander	Azarmi	Portola Middle	RSP SEI	New Hire	8/16/2012
Nicole	Backhaus	Washington	RSP SEI	New Hire	8/16/2012
Suzanne	Balmaceda	PS Center	Visual Impaired	New Hire	8/16/2012
Tyler	Chuck	Richmond High	RSP SEI	New Hire	8/16/2012
Mikayla	Czajkowski	DeJean Middle	Science SEI	New Hire	8/16/2012
Shireen	Ellis	Hercules High	Soc Science SEI	New Hire	8/16/2012
Stephanie	Fitch	El Cerrito High	English SEI	New Hire	8/16/2012
Jonathan	Fogarty	Portola Middle	NSH TEP SEI	New Hire	8/16/2012
Anna	Kamerow	DeJean Middle	English SEI	New Hire	8/16/2012
Karen	Kemp	Washington	5th/6th SEI	Rehire	8/16/2012
Daniel	Levintow	Pinole Middle	NSH SEI	New Hire	8/16/2012
Alison	Li	Hanna Ranch	RSP SEI	New Hire	8/16/2012
Molly	Lin	Kensington	RSP SEI	New Hire	8/16/2012
Charles	Maher	DeJean Middle	Science SEI	New Hire	8/16/2012
Carol	Murayama	Ohlone	K SEI Job Share	Rehire	8/16/2012
Alexander	Peck	Dover	6th Grade SEI	Rehire	8/16/2012
Kelli	Schultz	Richmond High	ELD SEI	New Hire	8/16/2012
Suzanne	Schultz	Crespi Middle	SH SEI	New Hire	8/16/2012
Samuel	Seider	Richmond High	Chemistry SEI	New Hire	8/16/2012
Tyler	Sussman	Bayview	6th Grade SEI	Rehire	8/16/2012
Catherine	Thompson	King	SH Autistic	New Hire	8/16/2012
Bethany	Tipton	Ellerhorst	NSH SEI	New Hire	8/16/2012
Steven	Topoozian	Hercules High	English SEI	New Hire	8/16/2012
Ayumi	Furusawa-Meng	Stege	SH Preschool	New Hire	8/16/2012
Nicole	Zektser	Verde	Math Coach	Rehire	8/20/2012
Paul	Tucker	De Anza High	French/Eng SEI	New Hire	8/22/2012
Daniel	Guy	El Cerrito High	RSP SEI	New Hire	8/24/2012
Amanda	Tran	Ford	Preschool	New Hire	8/24/2012
Andrea	Poirier	Mira Vista	Speech Therapist	New Hire	8/28/2012
Susan	Binder	Kennedy High	NSH SEI	Rehire	8/29/12
Douglas	Frew	Pinole Valley High	Computers SEI	New Hire	9/5/2012
Nicholas	Anastassiou	Pinole Valley High	NSH SEI	New Hire	9/6/2012

New Hire/Re Hire/Transfer

<u>First Name</u>	<u>Last Name</u>	<u>Site</u>	<u>Position</u>	<u>Status</u>	<u>Hire Date</u>
Jean	Dewitt	Bayview	5th SEI	New Hire	9/7/2012
Javon-Demetrius	Cogmon	Pinole Valley High	Computers SEI	New Hire	9/11/2012
Ruthe	Ashley	De Anza High	Law SEI	New Hire	9/12/2012
Yuk Shan	Ching	De Anza High	Math SEI	New Hire	9/12/2012
Dana	Schurr	De Anza High	Soc Science SEI	Rehire	9/12/2012
Sharree	Taylor	King	4th SEI	New Hire	9/12/2012
Julia	Goren	Montalvin	SH	New Hire	9/14/2012
Myron	Berkman	Richmond High	IS Rdng/ELDCoach	New Hire	9/17/2012
David	Coons	Stege	5th SEI	New Hire	9/17/2012

Terminated/Retired


<u>First Name</u>	<u>Last Name</u>	<u>Site</u>	<u>Position</u>	<u>Status</u>	<u>Hire Date</u>
Jonathan	Catolico	Stege	5th SEI	Resigned	8/31/2012

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 10, 2012

From: Kenneth L. Whittemore, 
Assistant Superintendent Human Resources

Agenda Item: CI C.10

Subject: Routine Personnel Changes – Classified

Background Information:

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

Recommendation: For Information Only

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

October 10, 2012

FOR INFORMATION ONLY

Classified Personnel Changes

PROMOTION			
ALLISON, IVAN	DE ANZA HIGH	CUSTODIAL SUPV SR HIGH SCHOOL	9/4/2012
ESTRELLA, HEIDI MARIE	DE ANZA HIGH	ATTENDANCE CLERK	10/1/2012
GUZMAN, JESSICA	GRANT	INST ASSISTANT SP ED	9/19/2012
HAWLEY, REBECCA IRENE	COLLINS	SPECIAL EDUCATION ASSISTANT	9/18/2012
JONES, CARLA	KENSINGTON	CLASSROOM SUPPORT AIDE	9/25/2012
JONES, KEVIN PARNELL	PINOLE MIDDLE	CUSTODIAN	8/29/2012
KERR JR, GAYLON JAMES	HERCULES HIGH	CAMPUS SECURITY OFFICER I	9/17/2012
LILES, SUSAN HIROKO	ADMIN-FOOD SERV	AREA SUPERVISOR FOOD SERVICE	9/10/2012
MAYFIELD, MAE V	RIVERSIDE	CLASSROOM SUPPORT AIDE	10/1/2012
MONTES VILLALVAZO, LUIS R	STEGE	SPECIAL EDUCATION ASSISTANT	9/24/2012
SAETEURN, STEPHANIE	STEGE	SPECIAL EDUCATION ASSISTANT	9/25/2012
SERHAN, SOPHIA	CRESPI JUNIOR	INST AIDE BILINGUAL	9/17/2012
SHAVENS, KITA	KENSINGTON	CLASSROOM SUPPORT AIDE	9/26/2012
SUAREZ, LUIS	DOWNER	GRADUATE TUTOR BILINGUAL	9/27/2012
VILLALVAZO, LUIS	STEGE	SPECIAL EDUCATION ASSISTANT	9/24/2012
VITE, BERTILDE T	DOWNER	GRADUATE TUTOR BILINGUAL	9/26/2012

NEW HIRE			
BRADFORD, JILLIAN S	FISCAL SERVICES	PRINCIPAL ACCOUNTANT	9/10/2012
MELAS, STEVE	CENTRAL KITCHEN	FOOD PRODUCTION SUPERVISOR	9/17/2012

NEW ASSIGNMENT			
ASHBAUGH, SUSAN	WILSON	SCH COMMUNITY WORKER	9/19/2012
SWAN, BRIDGET SPONG	SHELDON	SPECIAL EDUCATION ASSISTANT	9/24/2012

LEAVE			
SMITH, KENDRA Y	HERCULES HIGH	CLASSROOM SUPPORT AIDE	9/1/2012
VERDIN, MARIA DOLORES	RICHMOND HIGH	SCH COMMUNITY WORKER BILINGUAL	9/10/2012

RETURN FROM LEAVE			
SMITH, KENDRA Y	HERCULES HIGH	CLASSROOM SUPPORT AIDE	9/24/2012
VERDIN, MARIA DOLORES	RICHMOND HIGH	SCH COMMUNITY WORKER BILINGUAL	9/24/2012

RETIREMENT			
GARLAND, PEGGY	DE ANZA	ATTENDANCE CLERK	9/6/2012
HAWKINS, LEON	VERDE	HEAD CUSTODIAN	9/15/2012

EXHAUSTION OF LEAVE			
GERAN, JO ANN	CENTRAL KITCHEN	POT WASHER	9/17/2012
JOHNSON-MAHER, MYRIS	FISCAL SERVICES	SENIOR ACCOUNT CLERK	7/5/2012

RESIGNATION			
DEVERS, VICKIE	RICHMOND HIGH	INST. ASST. SPEC. ED.	9/7/2012
DROUILLARD, CHRISTINE	PINOLE VALLEY HIGH	INST. ASST. SPEC. ED.	8/27/2012
FLEMING, ERIN	HUMAN RESOURCES	DIRECTOR OF CLASSIFIED PERSONNEL	9/7/2012
GAFNI, SIGAL	SPECIAL EDUCATION	OCCUPATIONAL THERAPIST	9/7/2012
LUERA, ALBERT	FORD	UPPER DIVISION TUTOR	6/8/2012
POSEY, DANIELLE	SPECIAL EDUCATION	OCCUPATIONAL THERAPIST	9/25/2012
RUIZ, ERIKA	BAYVIEW	TYPIST CLERK 1 BILINGUAL	6/30/2012
SANCHEZ, JUAN	GENERAL SERVICES	OFFICE MACHINE REPAIR WORKER	9/18/2012
WILLIAMSON, EVELYN	HARDING	FOOD SERVICE AIDE/CLERK	9/5/2012

TERMINATIONS			
JACKSON, BRONWYN	PINOLE MIDDLE	INST. ASST. SPEC. ED.	9/21/2012

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 10, 2012

From: Kenneth L. Whittemore, *KW*
Assistant Superintendent Human Resources

Agenda Item: CI C.11

Subject: Acceptance of Contracts for Placement of Student Teachers

Background Information:

Teachers in this district provide supervision and evaluation for student teachers seeking credentials to teach in California public school classrooms. These arrangements are made between the institution of higher education and the individual classroom teacher.

Staff requests approval from the Board of Education to accept Contracts for Placement of Student Teachers as detailed on the attached sheet dated October 10, 2012.

Recommendation: Recommended Approval.

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

West Contra Costa Unified School District
October 10, 2012

ACCEPTANCE OF CONTRACTS FOR PLACEMENT OF STUDENT TEACHERS

The following institution of higher education has submitted a contract with West Contra Costa Unified School District. This institution intends to place student teachers in the West Contra Costa Unified School District schools.

Saint Mary's College – Memorandum of Understanding and Internship Agreement
Mills College –Practice Teaching Agreement

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education **Meeting Date:** October 10, 2012
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: \$ 200,633. Funding sources as noted.

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

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

ENGINEERING & ARCHITECTURAL SERVICES CONTRACTS

Project/Funding	Dates	Firm	Contract Cost	Reference
Coronado Elementary School Replacement Campus Project Measure D-2010 Bond (PID: 1121341-00)	September 2012	Applied Water Resources Corporation	\$3,500	Additional geophysical survey services pertaining to demolition project.
Portola Middle School at Castro Elementary School Project Measure D-2010 Bond (PID: 2141103-06)	October 2012 through November 2012	Applied Water Resources Corporation	\$29,500	Geotechnical services and documents associated with removal of underground storage tank.
Bond Program Management Measure J & D-2010 Bonds (PID: 6151396-01)	September 2012 through June 2013	School Facility Consultants	Not to Exceed, \$50,000	Additional services to assist in securing charter school, seismic, ORG, and modernization funds.
Valley View Elementary School Campus Replacement Project Measure D-2010 Bond (PID: 1601382)	October 2012	BKF Engineers	\$1,700	Additional survey services to explore potential new sewer line.
Dover Elementary School Reconstruction Project Measure J Bond (PID: 1151201-01)	April 2012 through May 2012	HY Architects, Inc.	\$4,760	Additional design services to conduct in-progress building envelope review with onsite waterproofing consultant.

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

ENGINEERING & ARCHITECTURAL SERVICES CONTRACTS

Portola Middle School at Castro Elementary School Project Measure D-2010 Bond (PID: 2141103-06)	October 2012 through November 2012	Water Rock Restoration	\$38,500	Geotechnical services and documents associated with removal of underground storage tank.
Olinda Elementary School Roof Maintenance Project Measure D-2010 Bond (PID: 1451612-08)	May 2012 through June 2012	Allana Buick & Bers, Inc.	\$3,350	Engineering services to provide remedial repairs to existing roof.
Kennedy High School ADA Upgrades Project Measure J Bond (PID: 3601211)	March 2012 through August 2012	Powell & Partners Architects	\$19,323	Additional Construction Administration services.
Local Capacity Outreach Measure J & Measure D-2012 Bonds	July 2012 through June 2013	J Majors & Associates, LLC	\$50,000	Additional community outreach 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

To: Board of Education **Meeting Date:** October 10, 2012
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: Collins ES Fire Alarm, Kennedy HS Field Lighting, Ohlone Phase 1 Campus Replacement, De Anza HS Replacement Campus, Coronado ES Interim Campus, Pinole Valley HS Video Surveillance System, El Cerrito HS Multi-Use Sport Fields, and Nystrom Interim Housing/Site Package. 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.

In addition to normal ratification, approval of the noted Change Orders for the Kennedy HS Field Lighting, and El Cerrito Multi-Use Sports Fields projects is required by the Board, with special findings as noted below, because these projects are 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 and ratifying 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: Ratify negotiated Change Orders as noted.

Fiscal Impact: Total ratification and approval by this action: **\$692,070.23**

DISPOSITION BY BOARD OF EDUCATION

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

October 10, 2012 Change Order Ratification Summary

	Project	Company	Original Contract	Previously Approved CO's	Items Pending Board Action		Total CO's	CO Percent of Original Contract	Adjusted New Contract	Change Order Numbers
					CO's Pending Ratification	CO's Pending Approval				
1	Collins ES Fire Alarm	Watson Electric, Inc.	\$239,788.00	\$0.00	\$22,523.00	\$0.00	\$22,523.00	9.39%	\$262,311.00	1
3	Kennedy HS Field Lighting	B Side Inc.	\$990,000.00	\$244,866.12	\$0.00	\$41,088.50	\$285,954.62	28.88%	\$1,275,954.62	4, 6, 7
5	Ohlone - Phase 1 Campus Replacement	Zovich Construction	\$16,961,000.00	\$391,287.00	\$42,038.96	\$0.00	\$433,325.96	2.55%	\$17,394,325.96	13 - 18
6	De Anza HS Replacement Campus	Wright Contracting, Inc.	\$62,508,000.00	\$3,411,952.00	\$260,000.00	\$0.00	\$3,671,952.00	5.87%	\$66,179,952.00	23
7	Coronado ES Interim Campus	Vila Construction	\$1,890,000.00	\$0.00	\$99,470.88	\$0.00	\$99,470.88	5.26%	\$1,989,470.88	1 - 5
8	Pinole Valley HS Digital Surveillance System	Walsh Electric Systems Corp.	\$303,422.60	\$0.00	\$19,346.07	\$0.00	\$19,346.07	6.38%	\$322,768.67	1
9	El Cerrito HS Multi-Use Sport Fields	Michael Paul Company, Inc.	\$3,749,000.00	\$505,721.06	\$0.00	\$69,961.82	\$575,682.88	15.36%	\$4,324,682.88	8
10	Nystrom Interim Housing/Site Package	Alten Construction, Inc.	\$1,811,307.00	\$18,388.00	\$137,641.00	\$0.00	\$156,029.00	8.61%	\$1,967,336.00	4 - 13

Pending Board Actions	Ratifications	\$581,019.91
	Approvals	\$111,050.32
	Total Board Action	\$692,070.23

Note: the proposed Board Action is to Ratify all Change Orders below ten percent (10%) of the Contract Value; the change order amounts pending Board Approval is the portion of the Change Order(s) above 10%.

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education **Meeting Date:** October 10, 2012
From: Bill Fay **Agenda Item:** CI C.14
Associate Superintendent for Operations
Subject: Resolution No. 24-1213: Level I Developer Fees

Background Information:

Government Code Sections 65995 regarding School Facilities fees requires an analysis for School Facilities to be conducted annually to determine the amount charged for developer fees for Level I residential construction. Due to student generation factors and site acquisition costs, the Level I fee will increase from \$2.97 per square foot to \$3.20 per square foot for residential construction, and \$.51 per square foot for commercial and industrial construction. The mini-storage category of commercial/industrial construction will increase from \$0.03 per square foot to \$0.05. The new fee will go into effect December 10, 2012, if approved by the Board. If not approved by the Board, the District would be eligible to collect Level I fees at the current Level I rates of \$2.97 per square foot for residential construction, \$0.47 per square foot for commercial and industrial construction and \$0.03 for the mini-storage category. Level I fees would be charged for new residential construction as well as for additions. This analysis was conducted according to State guidelines.

A copy of the School Facilities analysis is available for review by the public in the Facilities Planning and Construction Department.

Recommendation: Recommend approval of Resolution No. 24-1213: Level I Developer Fees

Fiscal Impact: Increase in Level I Developer Fees of \$.23 cents per square foot of residential construction. Increase in \$.04 cents per square foot of commercial/industrial construction. Increase in \$.02 cents in mini storage category of commercial and industrial construction.

DISPOSITION BY BOARD OF EDUCATION

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

**RESOLUTION NO. 24-1213 (October 10, 2012, Regular Meeting)
A RESOLUTION OF THE GOVERNING BOARD OF THE
WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
INCREASING SCHOOL FACILITIES FEES AS AUTHORIZED BY
GOVERNMENT CODE SECTION 65995 (b) 3**

WHEREAS, Statute AB 2926 (Chapter 887/Statutes of 1986) authorizes the governing board of any school district to levy a fee, charge, dedication or other form of requirement against any development project for the reconstruction of school facilities; and,

WHEREAS, Government Code Section 65995 establishes a maximum amount of fee that may be charged against such development projects and authorizes the maximum amount set forth in said section to be adjusted for inflation every two years as set forth in the state-wide cost index for Class B construction as determined by the State Allocation Board at its January meeting; and,

WHEREAS, at its January 27, 2012, meeting, the State Allocation Board maintained the maximum fee authorized by Education Code Section 17620 to \$3.20 per square foot of residential construction described in Government Code Section 65995(b)(1) and \$.51 per square foot against commercial and industrial construction described in Government Code Section 65995(b)(2); and,

WHEREAS, the purpose of this Resolution is to approve and adopt fees on residential projects in the amount of \$3.20 per square foot as authorized by Education Code Section 17620; and,

WHEREAS, the purpose of this Resolution is to approve and adopt fees on commercial and industrial development projects in the amount of \$.51 per square foot as described in Government Code Section 65995(b)(2). The mini-storage category of commercial/industrial justification has less impact than the statutory \$.51 per square foot commercial/industrial justification and should be collected at the justified rate of \$0.05 per square foot.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Governing Board of the West Contra Costa Unified School District as follows:

1. Procedure. This Board hereby finds that prior to the adoption of this Resolution, the Board conducted a public hearing at which oral and written presentations were made, as part of the Board's regularly scheduled October 10, 2012, meeting. Notice of the time and place of the meeting, including a general explanation of the matter to be considered, has been published twice in a newspaper in accordance with Government Code Section 54994.1, and a notice, including a statement that the data required by Government Code Section 54992 was available, was mailed at least 14 days prior to the meeting to any interested party who had filed a written request with the District for mailed notice of the meeting on new fees or service charges within the period specified by law. Additionally, at least 10 days prior to the meeting, the District made available to the public, data indicating the amount of the cost, or estimated cost, required to provide the service for which the fee or service charge is to be adjusted pursuant to this Resolution, and the revenue sources anticipated to provide this service. By way of such public meeting, the Board received oral and written presentations by District staff which are summarized and contained in the District's Developer Fee Implementation Study dated September 7, 2012, (hereinafter referred to as the "Plan") and which formed the basis for the action taken pursuant to this Resolution.
2. Findings. The Board has reviewed the Plan as it relates to proposed and potential development, the resulting school facilities needs, the cost thereof, and the available sources of revenue including the fees provided by this Resolution, and based thereon and upon all other written and oral presentations to the Board, hereby makes the following findings:

- A. Additional development projects within the District, whether new residential construction or residential reconstruction involving increases in assessable area greater than 500 square feet, or new commercial or industrial construction will increase the need for reconstruction of school facilities.
 - B. Without reconstruction of present school facilities, any further residential development projects or commercial or industrial development projects within the District will result in a significant decrease in the quality of education presently offered by the District;
 - C. The fees proposed in the Plan and the fees implemented pursuant to this Resolution are for the purposes of providing adequate school facilities to maintain the quality of education offered by the District;
 - D. The fees proposed in the Plan and implemented pursuant to this Resolution will be used for the reconstruction of school facilities as identified in the Plan;
 - E. The uses of the fees proposed in the Plan and implemented pursuant to this Resolution are reasonably related to the types of development projects on which the fees are imposed;
 - F. The fees proposed in the Plan and implemented pursuant to this Resolution bear a reasonable relationship to the need for reconstructed school facilities created by the types of development projects on which the fees are imposed;
 - G. The fees proposed in the Plan and implemented pursuant to this Resolution do not exceed the estimated amount required to provide funding for the reconstruction of school facilities for which the fees are levied; and in making this finding, the Board declares that it has considered the availability of revenue sources anticipated to provide such facilities, including general fund revenues;
 - H. The fees imposed on commercial or industrial development bear a reasonable relationship and are limited to the needs of the community for schools and are reasonably related and limited to the need for reconstructed school facilities caused by the development;
 - I. The fees will be collected for school facilities for which an account has been established and funds appropriated and for which the district has adopted a reconstruction schedule and/or to reimburse the District for expenditures previously made.
3. Fee. Based upon the foregoing findings, the Board hereby increases the previously levied fee to the amount of \$3.20 per square foot for assessable space for new residential construction and for residential reconstruction to the extent of the resulting increase in assessable areas; and to the amount of \$.51 per square foot for new commercial or industrial construction. The mini-storage category of commercial/industrial justification has less impact than the statutory \$.51 per square foot commercial/industrial justification and should be collected at the justified rate of \$.05 per square foot.
4. Fee Adjustments and Limitation. The fees adjusted herewith shall be subject to the following:
- A. The amount of the District's fees as authorized by Education Code Section 17620 shall be reviewed every two years to determine if a fee increase according to the adjustment for inflation set forth in the statewide cost index for Class B construction as determined by the State Allocation Board is justified.
 - B. Any development project for which a final map was approved and construction had commenced on or before September 1, 1986, is subject only to the fee, charge, dedication or other form of requirement in existence on that date and applicable to the project.

C. The term "development project" as used herein is as defined by Section 65928 of the Government Code.

5. Additional Mitigation Methods. The policies set forth in this Resolution are not exclusive and the Board reserves the authority to undertake other or additional methods to finance school facilities including but not limited to the Mello-Roos Community Facilities Act of 1982 (Government Code Section 53311, et seq.) and such other funding mechanisms. This Board reserves the authority to substitute the dedication of land or other property or other form of requirement in lieu of the fees levied by way of this Resolution at its discretion, so long as the reasonable value of land to be dedicated does not exceed the maximum fee amounts contained herein or modified pursuant hereto.
6. Implementation. For residential, commercial or industrial projects within the District, the Superintendent, or the Superintendent's designee, is authorized to issue Certificates of Compliance upon the payment of any fee levied under the authority of this Resolution.
7. California Environmental Quality Act. The Board hereby finds that the implementation of Developer Fees is exempt from the California Environmental Quality Act (CEQA).
8. Commencement Date. The effective date of this Resolution shall be December 8 which is 60 days following its adoption by the Board.
9. Notification of Local Agencies. The Secretary of the Board is hereby directed to forward copies of this Resolution and a Map of the District to the Planning Commission and Board of Supervisors of Contra Costa County and to the Planning Commission and City Council of the Cities of Hercules, Pinole, Richmond, El Cerrito and San Pablo.
10. Severability. If any portion of this Resolution is found by a Court of competent jurisdiction to be invalid, such finding shall not affect the validity of the remaining portions of this Resolution. The Board hereby declares its intent to adopt this Resolution irrespective of the fact that one or more of its provisions may be declared invalid subsequent hereto.

APPROVED, PASSED and ADOPTED by the Governing Board of the West Contra Costa Unified School District this 10th day of October, 2012, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

President, Governing Board
West Contra Costa Unified School District

ATTEST:

Secretary, Governing Board
West Contra Costa Unified School District

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

ITEM REQUIRING ATTENTION --- BOARD OF EDUCATION

To: Board of Education **Meeting Date:** October 10, 2012
From: Bill Fay **Agenda Item:** CI C.15
Associate Superintendent for Operations
Subject: Changes to Current Local Business Capacity Program for the District's Bond
Construction Projects

Background information: The District's Bond Construction Program currently has Local Hiring and Local Business Utilization programs in place to ensure that bonds support local businesses and encourage hiring local residents.

On September 15, 2010, urged by community members, the Board approved a mandatory program based on capacity on a project by project basis. Over the last two years, and after extensive review of the capacity available in our community and analyzing history of bid results, staff documented challenges of the mandatory local capacity program, as well as fiscal impact on our bond program. A presentation was made on September 11, 2012 to the Facilities Subcommittee recommending that we revert to using the previous good faith language for all upcoming projects, based on the lack of capacity by local firms to meet the minimum standards. The members of the Facilities Subcommittee voted and approved the recommendation.

Recommendation: Approve the September 11, 2012 Facilities Subcommittee approved recommendation to revert to the previously used good faith language.

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

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

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education **Meeting Date:** October 10, 2012
From: Bill Fay **Agenda Item:** CI C.16
Associate Superintendent of Operations
Subject: Williams Lawsuit Complaints Quarterly Report

Background Information

The Williams Lawsuit requires that a quarterly report be brought before the Board of Education reflecting the number of complaints filed with any school in the district during a particular quarter. This report reflects the time period from July 1, 2012 through September 30, 2012.

Recommendation: For approval

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

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



Quarterly Uniform Complaint Form

[Education Code 35186]

District: West Contra Costa Unified School District

Person completing this form: Bill Fay Title: Associate Superintendent

Quarterly Report Submission Date: *(check one)*

- ☐ April 30, 2012 (Jan-Mar 2013)
☐ July 31, 2012 (Apr-Jun 2013)
☒ October 31, 2012 (Jul-Sep 2012)
☐ January 31, 2013 (Oct-Dec 2012)

Date for information to be reported publicly at governing board meeting: October 10, 2012

Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

Area of Complaint	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0	0	0
Teacher Vacancy or Misassignment	0	0	0
Facilities Conditions	0	0	0
TOTALS	0	0	0

Dr. Bruce Harter

Print Name of District Superintendent

Signature of District Superintendent

Date

Please return completed form to Peggy Marshburn, Chief Communications Officer
CCCOE – 77 Santa Barbara Rd. Pleasant Hill, CA 94523
FAX: (925) 942-3454 E-MAIL: pmarshburn@cccoe.k12.ca.us

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education **Meeting Date:** October 10, 2012
From: Nia Rashidchi, Assistant Superintendent **Agenda Item:** CI C.17
Educational Services
Subject: Approval of Revised 2011-2012 School Level Title-I Parental Involvement Policies
for Bayview Elementary, Helms Middle School, Kennedy High and Richmond High

Background Information:

In 2011-2012, CDE conducted a Federal Program Monitoring (FPM) Review of WCCUSD. The school level Title-I Parental Involvement Policies for Bayview, Helms, Kennedy High and Richmond High were found to be noncompliant due to missing key language. Schools rewrote their policies and redistributed them to families in May of 2012. The law requires the Governing Board to certify the policies and any subsequent revision.

Recommendation: Approve the updated policies

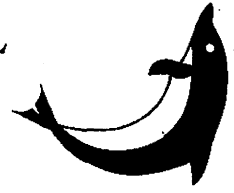
Fiscal Impact: Information only

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
BAYVIEW ELEMENTARY SCHOOL
1998 CALIFORNIA DISTINGUISHED SCHOOL



3001 -- 16TH STREET
SAN PABLO, CALIFORNIA 94806
TEL. (510) 231-1401 ext. 22000 FAX (510) 215-6681

Humphrey Kiuruwi, Principal

Bayview Elementary School
Title I School-Level Parental Involvement Policy

Bayview Elementary School has developed a written Title I parental involvement policy with input from Title I parents. The policy was developed through parent and staff collaboration at SSC, ELAC and parent meetings. Bayview has distributed the policy to parents of Title I students. The policy is sent home with students. The policy describes the means for carrying out the following Title I parental involvement requirements. *[Title I Parental Involvement, 20 USC 6318(a)-(f)]*

Involvement of Parents in the Title I Program

Bayview Elementary School does the following:

1. Convenes an annual meeting to inform parents of Title I students of Title I requirements and their rights to be involved in the Title I program
 - Parents are invited by sending flyers home and sending out autodialed Connect Ed message to come to the meetings that reviews the Title I program using a power point presentation.

Items that are provided to all parents at this meeting will include:

- **A directory of resources and services available at the school**
 - **A directory of all opportunities for parents to participate in advisory and decision making at our school.**
 - **A clear description of how and what T-I funds pay for.**
 - **A calendar of parent teacher conferences dates.**
 - **A copy of parent-school compact.**
 - **A copy of the grade level standards.**
2. Offers a flexible number of meetings and may provide, with funds provided under this part, transportation, child care or home visits as such services relate to parental involvement. Elements of the Title 1 Parent Meeting agenda is further discussed during our:

- Monthly Colorin Colorado Trainings
 - Family Nights
 - Principal's Coffee Chats
3. Involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of its Title I programs and the Title I parental involvement policy.
 - Our Title I parents participate in the ongoing development and monitoring of T-I funds through our School Site Council (SSC). The SSC is composed of T-I parents who are elected by their peers as well as Title I teachers and Title I classified staff. The SSC follows a district wide process for the development and monitoring of all academic strategies that impact students at our school.
 4. Provides parents of Title I students with timely information about Title I programs
 - At Title I parent meeting
 - Principal's Coffee Chats
 5. Provides parents of Title I students with an explanation of the curriculum, assessments, and proficiency levels students are expected to meet
 - The I CAN standards are distributed at Back-to-School Night
 - Principal's Coffee Chats
 - At annual Title I Meeting
 6. Provides parents of Title I students, if requested, with opportunities for regular meetings to participate in decisions relating to the education of their children
 - Principal's Coffee Chats
 - SSC meetings
 - ELAC meetings

School-Parent Compact

Bayview Elementary School has jointly developed with and distributed to parents of Title I students a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It also describes how the school and parents will develop a partnership to help children reach proficiency on the California content standards. The school-compact describes the following items in addition to items added by parents of Title I students:

1. The school's responsibility to provide high-quality curriculum and instruction
2. The parents' responsibility to support their children's learning
3. The importance of ongoing communication between parents and teachers through, at least, annual conferences, reports on student progress, access to staff, and opportunities to volunteer and participate in and observe the educational program

The compact was developed through parent and staff collaboration at SSC, ELAC and parent meetings and the SSC approved on 6/3/2011. The compact was sent home with every student in the "Welcome Back to a New School Year!" packet.

Building Capacity for Involvement

Bayview Elementary School engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school does the following:

1. Assists Title I parents in understanding academic content standards, assessments, and how to monitor and improve the achievement of their children.
 - Teachers present I CAN standards at Back-to-School Night.
 - Title I parent meeting
2. Provides materials and training to help Title I parents work with their children to improve their children's achievement.
 - Present I CAN standards at Back-to-School Night
 - Family Involvement Nights
 - Monthly parent meetings
3. Educates staff, with the assistance of Title I parents, in the value of parent contributions and how to work with parents as equal partners.
 - Review of KEYS survey
 - Through ongoing work with ILT/Equity Team
 - At in-service meetings centering on parent teacher conferences given by principal
 - At Faculty Meetings
4. Coordinates and integrates the Title I parental involvement program with other programs and conducts other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

- Send parent participants to the annual California Association for Bilingual Educators (CABE) conference.
 - School-wide use of Accelerated Reader
 - Family Nights
5. Distributes to Title I parents information related to school and parent programs, meetings, and other activities in a form and language that the parents understand.
- Monthly Calendar (English and Spanish)
 - All parent communication sent home in English and Spanish
 - All parent meetings conducted in English and Spanish. Translation is provided.
6. Provides support for parental involvement activities requested by Title I parents.
- Parental involvement in CABE
 - Bayview solicits ideas for the improvement of our academic program through the SSC Meetings, ELAC Meetings, and at monthly Principal's Coffee Chats.

Accessibility

Bayview Elementary provides opportunities for all Title I parents to participate, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. This includes providing information and school reports in a form and language parents understand.

- Translation provided in meetings
- Bilingual office staff
- Parent communication provided in English and Spanish

This section describes the means for carrying out the parent involvement program elements mandated by California Education Code (Section 11503) for schools receiving Title I funding.

Bayview Elementary School receives Title I funds so it provides a parent involvement program that contains at least the following elements:

- (a) Procedures to ensure that parents are consulted and participate in the planning, design, implementation, and evaluation of the program. [see Involvement of Parents #3]**
- (b) Regular and periodic programs throughout the school year that provide for training, instruction, and information on all of the following:**
 - a. Parental ability to directly affect the success of their children's learning through the support they give their children at home and at school.**
 - b. Home activities, strategies, and materials that can be used to assist and enhance the learning of children both at home and at school.**
 - c. Parenting skills that assist parents in understanding the development needs of their children and in understanding how to provide positive discipline for, and build healthy relationships with, their children.**
 - d. Parental ability to develop consistent and effective communications between the school and the parents concerning the progress of the children in school and concerning school programs.**
- (c) An annual statement identifying specific objectives of the program.**
- (d) An annual review and assessment of the program's progress in meeting those objectives. Parents shall be made aware of the existence of this review and assessment through regular school communications mechanisms and shall be given a copy upon the parent's request.**

This policy was adopted by Bayview Elementary on 05/18/2012 and will be in effect for the period of 2 years. The school will distribute this policy to all parents of participating Title I, Part A children on or before 05/19/2012. It will be made available to the local community on or before 05/19/2012.

(Signature of Authorized Official)

(Date)



West Contra Costa Unified School District
Walter T. Helms Middle School
2500 Road 20, San Pablo, CA 94806
510 231-1423 ° Fax 234-5977

Bruce Harter, Ph.D., Superintendent

José A. De León, Principal

Title I School-Level Parental Involvement Policy

Helms Middle School has developed a written Title I parental involvement policy with input from Title I parents. The Title 1 Policy has reviewed in SSC and ELAC meeting, where Title parent participate as formal members. It has distributed the policy to parents of Title I students via Camp Cougar orientation. The policy describes the means for carrying out the following Title I parental involvement requirements. *[Title I Parental Involvement, 20 USC 6318(a)-(f)]*

Involvement of Parents in the Title I Program

Helms Middle School does the following:

1. Convenes an annual meeting to inform parents of Title I students of Title I requirements and their rights to be involved in the Title I program

The Title 1 meeting will be conducted annually along with being covered during the Monthly Principal's meeting held at night and followed up during the weekly Parent Coffee Club meeting.

Items that are provided to all parents at this meeting will include:

- **A directory of resources and services available at the school**
 - **A directory of all opportunities for parents to participate in advisory and decision making at our school.**
 - **A clear description of how and what T-I funds pay for.**
 - **A calendar of parent teacher conferences dates.**
 - **A copy of parent-school compact.**
 - **A copy of the grade level standards**
2. Offers a flexible number of meetings and may provide, with funds provided under this part, transportation, child care or home visits as such services relate to parental involvement. Elements of the Title 1 Parent Meeting agenda is further discussed during our:
 - ***Monthly Principal's Meeting***
 - ***Weekly Parent Coffee Club***

3. Involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of its Title I programs and the Title I parental involvement policy.

- Our Title I parents participate in the ongoing development and monitoring of T-I funds through our School Site Council (SSC). The SSC is composed of T-I parents who are elected by their peers as well as Title I teachers and Title I classified staff. The SSC follows a district wide process for the development and monitoring of all academic strategies that impact students at our school.

4. Provides parents of Title I students with timely information about Title I programs

During Camp Cougar orientation parents are provided with handouts of Title 1 funded after school tutoring programs open to all students.

Teachers provide information on after school programs for students' academic support via parent meetings and After School Program handouts

5. Provides parents of Title I students with an explanation of the curriculum, assessments, and proficiency levels students are expected to meet

Via presentation during the Coffee Club and Principal's meetings parents have the opportunity to discuss curriculum, assessments, and what the CST mean to students.

6. Provides parents of Title I students, if requested, with opportunities for regular meetings to participate in decisions relating to the education of their children

The SSC and ELAC meeting are open to the public. Parents cannot vote but they have an ability to give input. Also, concerns can be brought up in the Weekly Coffee Club and Monthly Principal meeting.

School-Parent Compact

Helms Middle School has jointly developed with and distributed to parents of Title I students a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It also describes how the school and parents will develop a partnership to help children reach proficiency on the California content standards. The school-compact describes the following items in addition to items added by parents of Title I students:

1. The school's responsibility to provide high-quality curriculum and instruction
2. The parents' responsibility to support their children's learning

3. The importance of ongoing communication between parents and teachers through, at least, annual conferences, reports on student progress, access to staff, and opportunities to volunteer and participate in and observe the educational program

Parents have the opportunity to give input in the SSC and ELAC meeting on the compact.

Building Capacity for Involvement

Helms Middle School engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school does the following:

1. Assists Title I parents in understanding academic content standards, assessments, and how to monitor and improve the achievement of their children.

Presentations during:

Weekly Parent Coffee Club

Monthly Principal's Parent meeting

2. Provides materials and training to help Title I parents work with their children to improve their children's achievement.
3. Educates staff, with the assistance of Title I parents, in the value of parent contributions and how to work with parents as equal partners.

Professional Development on parent participation and Culturally Responsive Pedagogy.

4. Coordinates and integrates the Title I parental involvement program with other programs and conducts other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

Parents room and community workers are available to support parents on setting up meeting with counselors, teachers and other staff.

5. Distributes to Title I parents information related to school and parent programs, meetings, and other activities in a form and language that the parents understand.

Calls on the Connect Ed autodialer

Post on the school marquee

Weekly/Monthly meetings

Power School

6. Provides support for parental involvement activities requested by Title I parents.

Community workers work with parent to participate in school activities such as parent patrol, library assistant, organizing events on campus. Additionally, Helms provides ELD classes and workshops on parenting skills.

Accessibility

Helms Middle School provides opportunities for all Title I parents to participate, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. This includes providing information and school reports in a form and language parents understand.

Helms Middle School provides information to parents Spanish/English on handouts and communications.

This section describes the means for carrying out the parent involvement program elements mandated by California Education Code (Section 11503) for schools receiving Title I funding.

Richmond High School receives Title I funds so it provides a parent involvement program that contains at least the following elements:

- (a) Procedures to ensure that parents are consulted and participate in the planning, design, implementation, and evaluation of the program. [see Involvement of Parents #3]
- (b) Regular and periodic programs throughout the school year that provide for training, instruction, and information on all of the following:
 - a. Parental ability to directly affect the success of their children's learning through the support they give their children at home and at school.
 - b. Home activities, strategies, and materials that can be used to assist and enhance the learning of children both at home and at school.
 - c. Parenting skills that assist parents in understanding the development needs of their children and in understanding how to provide positive discipline for, and build healthy relationships with, their children.
 - d. Parental ability to develop consistent and effective communications between the school and the parents concerning the progress of the children in school and concerning school programs.
- (c) An annual statement identifying specific objectives of the program.
- (d) An annual review and assessment of the program's progress in meeting those objectives. Parents shall be made aware of the existence of this review and assessment through regular school communications mechanisms and shall be given a copy upon the parent's request.

This policy was adopted by the **Helms Middle School** on **May 22nd, 2012** and will be in effect for the period of **(2 of years)**. The school will distribute this policy to all parents of participating Title I, Part A children on or before **May 23rd, 2012**. It will be made available to the local community on or before **May 23rd, 2012**.

(Signature of Authorized Official)

(Date)



JOHN F. KENNEDY HIGH SCHOOL

*West Contra Costa Unified School District
4300 Cutting Blvd
Richmond, California 94804
Phone (510) 231-1433 Fax (510) 235-1915*

Roxanne Brown-Garcia
Principal

Bruce Harter, Ph. D.
Superintendent

John F. Kennedy High School Title I School-Level Parental Involvement Policy

John F. Kennedy High School has developed this written Title I parental involvement policy with input from Title I parents. Kennedy developed the policy with Title 1 parents over the course of years while we were in PI-5 status. The policy has been distributed to parents of Title I students. We distribute the policy to all Kennedy students' parents at the annual Title 1 meeting which is held at Kennedy in the fall. When Title 1 parents are not in attendance, we send them a copy of the policy. The policy describes the means for carrying out the following Title I parental involvement requirements. [20 USC 6318(a)-(f)]

Involvement of Parents in the Title I Program

John F. Kennedy High School does the following:

- 1. Convenes an annual meeting to inform parents of Title I students of Title I requirements and their rights to be involved in the Title I program**
 - **Announce on the daily announcements that we will be holding a Title 1 annual meeting, and invite everyone to come.**
 - **Offer incentives such as extra credit to students bringing a parent, prizes given away at the meeting, and dinner to all in attendance.**
 - **Send home fliers with students to inform parents.**
 - **Use the auto-dialer to call all families informing them of the meeting.**

Items that are provided to all parents at this meeting will include:

- **A directory of resources and services available at the school**
- **A directory of all opportunities for parents to participate in advisory and decision making at our school.**
- **A clear description of how Title I funds are used at the school.**
- **A calendar of parent- teacher conferences dates**
- **A copy of the parent-school compact**
- **A copy of the grade-level standards**

HOME OF THE EAGLES!



JOHN F. KENNEDY HIGH SCHOOL

*West Contra Costa Unified School District
4300 Cutting Blvd
Richmond, California 94804
Phone (510) 231-1433 Fax (510) 235-1915*

Roxanne Brown-Garcia
Principal

Bruce Harter, Ph. D.
Superintendent

2. Offers a flexible number of meetings and may provide, with funds provided under this part, transportation, child care or home visits as such services relate to parental involvement.
3. Involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of its Title I programs and the Title I parental involvement policy.
 - Our Title I parents participate in the ongoing development and monitoring of T-I funds through our School Site Council (SSC). The SSC is composed of T-I parents who are elected by their peers as well as Title I teachers and Title I classified staff. The SSC follows a district wide process for the development and monitoring of all academic strategies that impact students at our school.
4. Provides parents of Title I students with timely information about Title I programs, such as after school programs, tutoring, free and reduced priced meals, orientations, walk thrus, Back to School Night and Open House. Parents are informed by:
 - Mail
 - Phone
 - Flyers
 - Auto Dialer
5. Provides parents of Title I students with an explanation of the curriculum, assessments, and proficiency levels students are expected to meet
6. Provides parents of Title I students, if requested, with opportunities for regular meetings to participate in decisions relating to the education of their children. All parents are more than welcome to attend any ELAC and/or SSC meeting, which are held several times during the school year. Sometimes as much as once a month. Invitations are sent out to families by school announcements, fliers, and auto-dialer phone messages.

School-Parent Compact

John F. Kennedy High School has jointly developed with and distributed to parents of Title I students a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It also describes how the school and parents will develop a partnership to help children reach proficiency on the California content

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JOHN F. KENNEDY HIGH SCHOOL

*West Contra Costa Unified School District
4300 Cutting Blvd
Richmond, California 94804
Phone (510) 231-1433 Fax (510) 235-1915*

Roxanne Brown-Garcia
Principal

Bruce Harter, Ph. D.
Superintendent

standards. The school-compact describes the following items in addition to items added by parents of Title I students:

1. The school's responsibility to provide high-quality curriculum and instruction
2. The parents' responsibility to support their children's learning
3. The importance of ongoing communication between parents and teachers through, at least, annual conferences, reports on student progress, access to staff, and opportunities to volunteer and participate in and observe the educational program

This policy was established with the input of parents at SSC meetings, ELAC meetings, and Back to School Night. If parents want a copy of the policy, a notice is posted on the school bulletin board directing them to see the office for a copy of the Parental Involvement Policy, and the compact of the policy.

Building Capacity for Involvement

John F. Kennedy High School engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school does the following:

1. Assists Title I parents in understanding academic content standards, assessments, and how to monitor and improve the achievement of their children. Parents are invited to all SSC, ELAC meetings, and Back to School Night, where they are informed about academic standards and curriculum content. Parents may also request meetings with their child's counselor, administrators and teachers to discuss their academic achievement.
2. Provides materials and training to help Title I parents work with their children to improve their children's achievement. Information is provided to parents about how they can monitor their child's progress and assignments on the Power School Program for Parents. A username and password is provided to each student. A copy is mailed home to parents. The information may be accessed by internet on their computers. John F. Kennedy also provides the use of a computer to parents in our school library. Parents are told in all our parent meetings and announcements that teachers, counselors and administrators are willing to meet with them during or after school if they have questions or concerns about their children either academically or socially.
3. Educates staff, with the assistance of Title I parents, in the value of parent contributions and how to work with parents as equal partners. John F. Kennedy staff

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JOHN F. KENNEDY HIGH SCHOOL

*West Contra Costa Unified School District
4300 Cutting Blvd
Richmond, California 94804
Phone (510) 231-1433 Fax (510) 235-1915*

Roxanne Brown-Garcia
Principal

Bruce Harter, Ph. D.
Superintendent

attends weekly meetings with their immediate supervisors where such topics are discussed. Staff is also encouraged to attend all educational trainings provided by our school district.

4. Coordinates and integrates the Title I parental involvement program with other programs and conducts other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children. We have programs at John F. Kennedy, such as the Y-Team Health Center and Bay Area Peacekeepers that encourages students to come visit during or after school. They provide students with life skill classes, afterschool programs and tutoring to name a few. Parents are given information during our SSC, ELAC meetings, Back to School and Open House to let them know that they can visit our school to see what programs are around for students. Also, parents are welcomed to visit their children in the library and teachers rooms.
5. Distributes to Title I parents information related to school and parent programs, meetings, and other activities in a form and language that the parents understand. All of our announcements via auto-dialer that informs parents of any programs that are offered are in English and Spanish, which accounts for 98% of all students/families. For those who don't speak either English or Spanish, we have access to interpreters through our district's RAP center who can translate.
6. Provides support for parental involvement activities requested by Title I parents. We provide translators for any parent who wants to attend a Title 1 meeting, ELAC, SSC, or Back to School Night activity at Kennedy.

Accessibility

John F. Kennedy High School provides opportunities for all Title I parents to participate, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. This includes providing information and school reports in a form and language parents understand. We are flexible when we offer times to meet with families. We try to accommodate people with the time that will benefit the most. In all our meetings we provide information and resources available to students and their families that are offered through our school and/or our school district. We also, let families know that translators are available if they would like to request one. Currently we have a couple of Spanish translators on campus. For other languages, we use our district's RAP center.

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JOHN F. KENNEDY HIGH SCHOOL

*West Contra Costa Unified School District
4300 Cutting Blvd
Richmond, California 94804
Phone (510) 231-1433 Fax (510) 235-1915*

Roxanne Brown-Garcia
Principal

Bruce Harter, Ph. D.
Superintendent

This section describes the means for carrying out the parent involvement program elements mandated by California Education Code (Section 11503) for schools receiving Title I funding.

John F. Kennedy receives Title I funds so it provides a parent involvement program that contains at least the following elements:

- (a) Procedures to ensure that parents are consulted and participate in the planning, design, implementation, and evaluation of the program. [see Involvement of Parents #3]
- (b) Regular and periodic programs throughout the school year that provide for training, instruction, and information on all of the following:
 - a. Parental ability to directly affect the success of their children's learning through the support they give their children at home and at school.
 - b. Home activities, strategies, and materials that can be used to assist and enhance the learning of children both at home and at school.
 - c. Parenting skills that assist parents in understanding the development needs of their children and in understanding how to provide positive discipline for, and build healthy relationships with, their children.
 - d. Parental ability to develop consistent and effective communications between the school and the parents concerning the progress of the children in school and concerning school programs.
- (c) An annual statement identifying specific objectives of the program.
- (d) An annual review and assessment of the program's progress in meeting those objectives. Parents shall be made aware of the existence of this review and assessment through regular school communications mechanisms and shall be given a copy upon the parent's request.

This policy was adopted by John F. Kennedy High School on **8/20/2012** and will be in effect for the period of **1year**. The school will distribute this policy to all parents of participating Title I, Part A children on or before **9/3/2012**. It will be made available to the local community on or before **9/3/2012**.

(Signature of Authorized Official)

(Date)

———— **HOME OF THE EAGLES!** ————



JOHN F. KENNEDY HIGH SCHOOL

West Contra Costa Unified School District
4300 Cutting Blvd
Richmond, California 94804
Phone (510) 231-1433 Fax (510) 235-1915

Roxanne Brown-Garcia
Principal

Bruce Harter, Ph. D.
Superintendent

This section describes the means for carrying out the parent involvement program elements mandated by California Education Code (Section 11503) for schools receiving Title I funding.

John F. Kennedy receives Title I funds so it provides a parent involvement program that contains at least the following elements:

- (a) Procedures to ensure that parents are consulted and participate in the planning, design, implementation, and evaluation of the program. [see Involvement of Parents #3]
- (b) Regular and periodic programs throughout the school year that provide for training, instruction, and information on all of the following:
 - a. Parental ability to directly affect the success of their children's learning through the support they give their children at home and at school.
 - b. Home activities, strategies, and materials that can be used to assist and enhance the learning of children both at home and at school.
 - c. Parenting skills that assist parents in understanding the development needs of their children and in understanding how to provide positive discipline for, and build healthy relationships with, their children.
 - d. Parental ability to develop consistent and effective communications between the school and the parents concerning the progress of the children in school and concerning school programs.
- (c) An annual statement identifying specific objectives of the program.
- (d) An annual review and assessment of the program's progress in meeting those objectives. Parents shall be made aware of the existence of this review and assessment through regular school communications mechanisms and shall be given a copy upon the parent's request.

This policy was adopted by John F. Kennedy High School on **8/20/2012** and will be in effect for the period of **1 year**. The school will distribute this policy to all parents of participating Title I, Part A children on or before **9/3/2012**. It will be made available to the local community on or before **9/3/2012**.


Roxanne Brown-Garcia, Principal

5/17/12

Date

— **HOME OF THE EAGLES!** —



Richmond High School

Title I School-Level Parental Involvement Policy

Richmond High School has developed this written Title I parental involvement policy with input from Title I parents at our annual Title 1 parent meeting on November 16, 2011 and at a parent meeting held on May 18, 2012. The policy has been distributed to parents of Title I students through the Student Handbook, which is given to all students. The policy describes the means for carrying out the following Title I parental involvement requirements. [20 USC 6318(a)-(f)]

Involvement of Parents in the Title I Program

Richmond High School does the following:

1. Convenes an annual meeting to inform parents of Title I students of Title I requirements and their rights to be involved in the Title I program. The RHS annual Title I Parent Meeting will be announced via Connect Ed phone calls made to all homes and through school announcements.

Items that are provided to all parents at this meeting will include:

- **A directory of resources and services available at the school**
 - **A directory of all opportunities for parents to participate in advisory and decision making at our school**
 - **A clear description of how Title I funds are used at the school**
 - **A calendar of parent- teacher conferences dates**
 - **A copy of the parent-school compact**
 - **A copy of the grade-level standards**
2. Offers a flexible number of meetings and may provide, with funds provided under this part, transportation, child care or home visits as such services relate to parental involvement. Elements of the Title 1 Parent Meeting agenda is further discussed at weekly parent meetings run by our bilingual school community worker.
 3. Involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of its Title I programs and the Title I parental involvement policy.
 - Our Title I parents participate in the ongoing development and monitoring of T-I funds through our School Site Council (SSC). The SSC is composed of T-I parents who are elected by their peers as well as Title I teachers and Title I classified staff. The SSC follows a district wide process for the development and monitoring of all academic strategies that impact students at our school.

4. Provides parents of Title I students with timely information about Title I programs. At RHS Title 1 parents are provided with timely information at all SCC, ELAC, and Parent Club meetings and through Connect ED.
5. Provides parents of Title I students with an explanation of the curriculum, assessments, and proficiency levels students are expected to meet. RHS provides ample opportunities for parents to understand the academic expectations by
 - Reviewing the assessments and expectations at the annual Title 1 parent meeting
 - The bilingual community worker presents workshops on CAHSEE, understanding the CSTs, high school graduation requirements, attendance, truancy, and other topics at weekly parent meetings.
6. Provides parents of Title I students, if requested, with opportunities for regular meetings to participate in decisions relating to the education of their children. At RHS counselors, teachers, administrators and community workers regularly communicate with Title 1 parents regarding their children's education. Monthly SSC and ELAC meetings allow for general input from parents and community members. Individual requests from parents are addressed at weekly Coffee Club meetings.

School-Parent Compact

Richmond High School has jointly developed with and distributed to parents of Title I students a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It also describes how the school and parents will develop a partnership to help children reach proficiency on the California content standards. The school-compact describes the following items in addition to items added by parents of Title I students:

1. The school's responsibility to provide high-quality curriculum and instruction
2. The parents' responsibility to support their children's learning
3. The importance of ongoing communication between parents and teachers through, at least, annual conferences, reports on student progress, access to staff, and opportunities to volunteer and participate in and observe the educational program

The RHS School-Parent Compact was discussed at a faculty meeting and approved by the School Site Council in 2011-12. (Document attached).

Building Capacity for Involvement

Richmond High School engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to

improve student academic achievement. To help reach these goals, the school does the following:

1. Assists Title I parents in understanding academic content standards, assessments, and how to monitor and improve the achievement of their children.

At RHS teachers discuss academic content standards and assessments at Back to School Night. Title 1 parents are given suggestions for how to monitor and improve the achievement of their children at weekly parent workshops provided by the bilingual community worker.

2. Provides materials and training to help Title I parents work with their children to improve their children's achievement.
 - RHS provides workshops for parents, which include suggestions for how parents can help their children achieve.
 - RHS actively identify and partner with local non-profits such as Familias Unidas, Contra Costa Community College, the Latina Center, and participate in Sergeant Alvarez' Proyecto de Padres through the City of San Pablo, to train parents in how to relate to and help their children.
 - RHS will host with the support of the Mexican Consulate in San Francisco, a Plaza Comunitaria to increase RHS parent capacity.
3. Educates staff, with the assistance of Title I parents, in the value of parent contributions and how to work with parents as equal partners. At RHS parents contribute as equal partners through our SSC, ELAC, and WASC meetings.
4. Coordinates and integrates the Title I parental involvement program with other programs and conducts other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children. At RHS the Title I parent involvement program is an important element of the ongoing weekly parent meetings and workshops. Our Parent Room is equipped with computers and other parent resources and open daily.
5. Distributes to Title I parents information related to school and parent programs, meetings, and other activities in a form and language that the parents understand. RHS sends home bilingual flyers and Connect Ed phone calls; display posters in the school, and make daily bilingual PA announcements.
6. Provides support for parental involvement activities requested by Title I parents. RHS will ensure that all requests for parental involvement support are met by hiring a Bilingual Community Worker that will organize activities and act as a liaison between the parents and the school. The Community Worker will hold weekly Coffee Club meetings to receive input from parents.

Accessibility

Richmond High School provides opportunities for all Title I parents to participate, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. This includes providing information and school reports in a form and language parents understand. At RHS all information for parents is provided in English and Spanish. Translation in other languages is provided through interpreters upon request.

This section describes the means for carrying out the parent involvement program elements mandated by California Education Code (Section 11503) for schools receiving Title I funding.

Richmond High School receives Title I funds so it provides a parent involvement program that contains at least the following elements:

- (a) Procedures to ensure that parents are consulted and participate in the planning, design, implementation, and evaluation of the program. [see Involvement of Parents #3]
- (b) Regular and periodic programs throughout the school year that provide for training, instruction, and information on all of the following:
 - a. Parental ability to directly affect the success of their children's learning through the support they give their children at home and at school.
 - b. Home activities, strategies, and materials that can be used to assist and enhance the learning of children both at home and at school.
 - c. Parenting skills that assist parents in understanding the development needs of their children and in understanding how to provide positive discipline for, and build healthy relationships with, their children.
 - d. Parental ability to develop consistent and effective communications between the school and the parents concerning the progress of the children in school and concerning school programs.
- (c) An annual statement identifying specific objectives of the program.
- (d) An annual review and assessment of the program's progress in meeting those objectives. Parents shall be made aware of the existence of this review and assessment through regular school communications mechanisms and shall be given a copy upon the parent's request.

This policy was adopted by Richmond High School on May 21, 2012 and will be in effect for the period of 2 years. The school will distribute this policy to all parents of participating Title I, Part A children on or before the August Walk Through. It will be made available to the local community on or before the August Walk Through.

Julio Franco, RHS Principal

May 21, 2012

Accessibility

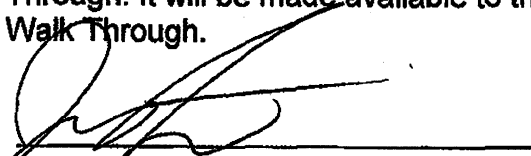
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Julio Franco, RHS Principal

May 21, 2012

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 10, 2012

From: Nia Rashidchi
Assistant Superintendent, Educational Services

Agenda Item: CI C.18

Subject: 2012-13 Consolidated Application for Funding

Background Information:

The Consolidated Application is the vehicle used by the California Department of Education to gather routine district data regarding categorical programs and compliance with NCLB requirements.

The Consolidated Application includes basic information about student demographics which is used to report and calculate state and federal allocations for Title I, Title II, Title III, Title III – Immigrant, and Economic Impact Aid for Limited English Proficient and State Compensatory Education (EIA-LEP and SCE).

A copy of the Consolidated Application is available at the Administration Building, 1108 Bissell Avenue, Richmond, CA; and at Educational Services, Vista Learning Center, 2625 Barnard Road, San Pablo, CA.

Recommendation: Recommend Approval

Fiscal Impact: Categorical Revenue

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

California Department of Education**Consolidated Application**

West Contra Costa Unified (07 61796 0000000)

Status: Certified
Saved by: Lillian Gilpatrick
Date: 8/9/2012 9:56 AM**2012-13 Certification of Assurances**

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <http://www.cde.ca.gov/fg/fo/r5/ca11assurances.asp>.

CDE Program Contact:Anne Daniels, Education Data Office, adaniels@cde.ca.gov, 916-319-0640**LEA Plan**

An LEA that receives Title III funds or any LEA that receives Title I funds and is in Program Improvement corrective action must certify that its LEA Plan, including any Addenda to the Plan, is current and provide the local online web address for their LEA Plan.

State Board of Education approval date	7/11/2003
LEA Plan Web Site	http://www.wccusd.net/cms/lib03/CA01001466/Centricity/Domain/85/WC_CUSD_LEA_Plan_March_14_2009_final_as_of_5-4-09.pdf

Consolidated Application Certification Statement

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to have the use of these funds reviewed and/or audited according to the standards and criteria set forth in the California Department of Education's Categorical Program Monitoring (CPM) Manual. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this page are on file.

Authorized Representative's Full Name	Lyn Potter
Authorized Representative's Title	Director of Educational Services
Authorized Representative Signature Date	06/18/2012

California Department of Education

West Contra Costa Unified (07 61796 0000000)

Consolidated ApplicationStatus: Certified
Saved by: Lyn Potter
Date: 8/28/2012 1:07 PM**2012-13 Protected Prayer Certification**

ESEA Section 9524(b) specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

CDE Program Contact:

Franco Rozic, Title I Monitoring & Support, frozic@cde.ca.gov, 916-319-0269
Mary Payne, District Improvement Office, MPayne@cde.ca.gov, 916-319-0379

Protected Prayer Certification Statement

The LEA hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Nia Rashidchi
Authorized Representative Title	Assistant Superintendent
Authorized Representative Signature Date	07/27/2012
Comment If the LEA is not able to certify at this time an explanation must be provided in the Comment field.	

California Department of Education

West Contra Costa Unified (07 61796 0000000)

Consolidated Application

Status: Draft
 Saved by: Lillian Gilpatrick
 Date: 9/17/2012 10:01 AM

2012-13 Application for Funding**CDE Program Contact:**Anne Daniels, Education Data Office, adaniels@cde.ca.gov, 916-319-0640**Local Governing Board Approval**

The LEA is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	10/10/2012
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District English Learner Advisory Committee (DELAC) Review

Per Title 5 of the California Code of Regulations Section 11308, if your district has more than 50 English learners the district must establish a District English Learner Advisory Committee (DELAC) and involve them in the application for funding for programs that serve English learners.

DELAC representative's full name	Raul Morales
DELAC review date	10/10/2012
Meeting minutes web address Please enter the web address of DELAC review meeting minutes. If a web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee.	
DELAC comment If an advisory committee refused to approve the application, or if DELAC approval is not applicable, enter a comment.	

Application for Categorical Programs

To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

Economic Impact Aid EC 54000 SACS 7090, 7091	Yes
Title I Part A (Basic Grant) ESEA Sec. 1111 et seq. SACS 3010	Yes
Title I Part D (Delinquent) ESEA Sec. 1401 SACS 3025	No
Title II Part A (Teacher Quality) ESEA Sec. 2101 SACS 4035	Yes
Title III Part A LEP	Yes

California Department of Education

West Contra Costa Unified (07 61796 0000000)

Consolidated Application

Status: Draft
Saved by: Lillian Gilpatrick
Date: 9/17/2012 10:01 AM

2012-13 Application for Funding

CDE Program Contact:

Anne Daniels, Education Data Office, adaniels@cde.ca.gov, 916-319-0640

ESEA Sec. 3102 SACS 4203	
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California Department of Education

West Contra Costa Unified (07 61796 0000000)

Consolidated Application

Status: Draft

Saved by: Lillian Gilpatrick

Date: 8/21/2012 1:29 PM

2012-13 Title III, Part A LEP Proposed Obligations

This data collection captures proposed expenditures for the coming year, based on the projected entitlement amount.

CDE Program Contact:Patty Stevens, Language Policy & Leadership Office, pstevens@cde.ca.gov, 916-323-5838

Proposed entitlement:	\$1,024,548
Object Code - Activity	
1000-1999 Proposed certificated personnel salaries	\$600,000
2000-2999 Proposed classified personnel salaries	\$30,000
3000-3999 Proposed employee benefits	\$120,000
4000-4999 Proposed books and supplies	\$54,458
5000-5999 Proposed services and other operating expenditures	\$200,000
Proposed administrative and indirect costs	\$20,090
Total proposed obligations	\$1,024,548

2012-13 Other ESEA Nonprofit Private School Participation

The LEA must provide equitable services that address the needs of nonprofit private school students and staff under the programs listed below.

CDE Program Contact:

Laura Nelson, Title II Leadership, lnelson@cde.ca.gov, 916-319-0229

Patty Stevens, Language Policy & Leadership Office, pstevens@cde.ca.gov, 916-323-5838

Note: The programs displayed below may vary based on Application for Funding selections.

School Name	School Code	Enrollment	Title II Part A	Title II Part D 2009-10 Carryover Funds	Title III Part A LEP
A Better Chance	7100456	28	N	N	N
Arlington Christian School	7077894	36	N	N	N
Bethel Christian Academy	6967608	47	N	N	N
Calvary Christian Academy	6933287	43	N	N	Y
Crestmont School	6972319	61	N	N	N
East Bay Waldorf School	6918619	134	Y	N	N
El Sobrante Christian School	6972335	290	Y	N	Y
Elim Christian School	7097413	18	N	N	N
La Cheim School-Richmond	7012172	20	N	N	N
Montessori Family School	7103161	107	N	N	N
Salesian High School	6933493	527	Y	N	N
St. Cornelius Elementary	6969927	174	Y	N	Y
St. David's Elementary	6972442	127	Y	N	Y
St. Jerome Catholic Elementary	6972467	161	Y	N	Y

2012-13 Other ESEA Nonprofit Private School Participation

The LEA must provide equitable services that address the needs of nonprofit private school students and staff under the programs listed below.

School Name	School Code	Enrollment	Title II Part A	Title II Part D 2009-10 Carryover Funds	Title III Part A LEP
St. John the Baptist	6967699	229	Y	N	Y
St. Joseph Elementary	6972475	298	Y	N	N
St. Paul School	6972483	168	Y	N	Y
Vista Christian School	6910582	90	N	N	N
Williams-Brown Academy	7094741	6	Y	N	Y

California Department of Education

West Contra Costa Unified (07 61796 0000000)

Consolidated Application

Status: Draft

Saved by: Lillian Gilpatrick

Date: 8/15/2012 8:20 AM

2012-13 Title I, Part A Nonprofit Private School Participation**CDE Program Contact:**Jyoti Singh, Title I Policy & Program Guidance, jsingh@cde.ca.gov, 916-319-0372Laura Nelson, Title II Leadership, lnelson@cde.ca.gov, 916-319-0229**Note:**

The LEA of residence is responsible for providing Title I Part A services to all eligible students who reside in the LEA's Title I attendance area but attend a private non-profit school. This includes students would attend nonprofit private schools outside the LEA's boundaries. The school list below includes all nonprofit private schools within the LEA's attendance area, to add a nonprofit private school outside of the LEA's boundaries, click on Add a School below.

School Name	School Code	Enrollment	Participating	Affirmation On File	Low Income Student Count	Direct Services	Contract Services	School Added
A Better Chance	7100456	28	N	N		N	N	N
Arlington Christian School	7077894	36	N	N		N	N	N
Bethel Christian Academy	6967608	47	N	N		N	N	N
Calvary Christian Academy	6933287	43	N	N		N	N	N
Crestmont School	6972319	61	N	N		N	N	N
East Bay Waldorf School	6918619	134	N	N		N	N	N
El Sobrante Christian School	6972335	290	N	N		N	N	N
Elim Christian School	7097413	18	N	N		N	N	N
La Cheim School-Richmond	7012172	20	N	N		N	N	N
Montessori Family School	7103161	107	N	N		N	N	N
Salesian High School	6933493	527	Y	Y	199	Y	N	N

Report Date: 9/17/2012

Page 1 of 2

California Department of Education

West Contra Costa Unified (07 61796 0000000)

Consolidated Application

Status: Draft

Saved by: Lillian Gilpatrick

Date: 8/15/2012 8:20 AM

2012-13 Title I, Part A Nonprofit Private School Participation

School Name	School Code	Enrollment	Participating	Affirmation On File	Low Income Student Count	Direct Services	Contract Services	School Added
St. Cornelius Elementary	6969927	174	Y	Y	156	Y	N	N
St. David's Elementary	6972442	127	Y	Y	79	Y	N	N
St. Jerome Catholic Elementary	6972467	161	N	N		N	N	N
St. John the Baptist	6967699	229	Y	Y	156	Y	N	N
St. Joseph Elementary	6972475	298	N	N		N	N	N
St. Paul School	6972483	168	Y	Y	114	Y	N	N
Vista Christian School	6910582	90	N	N		N	N	N
Williams-Brown Academy	7094741	6	Y	Y	6	Y	N	N

2012-13 Economic Impact Aid School Funding Plan

Based on information provided in the School Student Counts Projected data collection, the table below provides eligibility and ranking information.

CDE Program Contact:

Geoffrey Ndirangu, EIA / LEP, gndirang@cde.ca.gov, 916-323-5831
Mark Klinesteker, EIA / SCE, mklinesteker@cde.ca.gov, 319-319-0420

District Advisory Committee (DAC) Review

Per Title 5 of the California Code of Regulations section 4423(c) and Education Code section 54420, once a school district or county office with juvenile court schools is deemed eligible for Economic Impact Aid (EIA) and designates EIA funds for State Compensatory Education (SCE) then the LEA must give the DAC the opportunity to give or offer advice regarding compensatory education programs.

DAC representative's full name

Madeline
Kronenberg

DAC review date

Meeting minutes web address

Please enter the web address of DAC review meeting minutes.

DAC comment

If the advisory committee did not review, describe consulting procedures:

Group schools by grade span

No

Funding method

SCE/LEP

NOTE: If the LEA has selected to fund LEP Only, no additional action or data entry is required for the EIA School Allocation Plan. The Plan should be saved in order to certify the data collection.

SCE Ranking Method

Percent

School Name	School Code	Grade Span Group	Projected Enrollment	Projected Low Income Students	Low Income %	Projected LEP Students	LEP %	Projected EDY Students	EDY %	Projected SCE Students	SCE %	Ranking	SCE Eligible	SCE Fund
Edward M. Downer Elementary	6057210	1	679	679	100.00	484	71.28	571	84.09	1734	255.38	1	Y	Y
Lincoln Elementary	6004832	1	438	438	100.00	261	59.59	372	84.93	1071	244.52	2	Y	Y
Lake Elementary	6004824	1	403	403	100.00	241	59.80	333	82.63	977	242.43	3	Y	Y
Bayview Elementary	6004600	1	628	628	100.00	337	53.66	546	86.94	1511	240.61	4	Y	Y

2012-13 Economic Impact Aid School Funding Plan

Based on information provided in the School Student Counts Projected data collection, the table below provides eligibility and ranking information.

School Name	School Code	Grade Span Group	Projected Enrollment	Projected Low Income Students	Low Income %	Projected LEP Students	LEP %	Projected EDY Students	EDY %	Projected SCE Students	SCE %	Ranking	SCE Eligible	SCE Fund
Grant Elementary	6004774	1	605	605	100.00	395	65.29	452	74.71	1452	240.00	5	Y	Y
Nystrom Elementary	6004881	1	436	436	100.00	214	49.08	385	88.30	1035	237.39	6	Y	Y
Dover Elementary	6004691	1	716	639	89.25	488	68.16	567	79.19	1694	236.59	7	Y	Y
Ford Elementary	6004766	1	393	393	100.00	248	63.10	267	67.94	908	231.04	8	Y	Y
Harbour Way Elementary Community Day	6114086	1	13	12	92.31	5	38.46	13	100.00	30	230.77	9	Y	Y
Cesar E. Chavez Elementary	6114094	1	677	603	89.07	423	62.48	531	78.43	1557	229.99	10	Y	Y
Verde Elementary	6005011	1	321	321	100.00	174	54.21	243	75.70	738	229.91	11	Y	Y
Montalvin Manor Elementary	6004865	1	417	417	100.00	236	56.59	271	64.99	924	221.58	12	Y	Y
Peres Elementary	6004907	1	528	528	100.00	305	57.77	306	57.95	1139	215.72	13	Y	Y
King Elementary	6004915	1	474	427	90.08	194	40.93	381	80.38	1002	211.39	14	Y	Y
Helms Middle	6057228	2	907	825	90.96	371	40.90	650	71.66	1846	203.53	15	Y	Y
Coronado Elementary	6004667	1	451	451	100.00	210	46.56	255	56.54	916	203.10	16	Y	Y
Steger Elementary	6004972	1	339	298	87.91	68	20.06	314	92.63	680	200.59	17	Y	Y
Wilson Elementary	6005045	1	561	468	83.42	270	48.13	370	65.95	1108	197.50	18	Y	Y
Riverside Elementary	6004931	1	421	353	83.85	211	50.12	237	56.29	801	190.26	19	Y	Y
Lovonya DeJean Middle	6120885	2	633	544	85.94	211	33.33	443	69.98	1198	189.26	20	Y	Y
Richmond High	0735902	3	1573	1243	79.02	730	46.41	942	59.89	2915	185.31	21	Y	Y
Highland Elementary	6004741	1	484	420	86.78	207	42.77	245	50.62	872	180.17	22	Y	Y
Tara Hills Elementary	6004998	1	550	373	67.82	200	36.36	415	75.45	988	179.64	23	Y	Y
Kennedy High	0733659	3	883	694	78.60	329	37.26	528	59.80	1551	175.65	24	Y	Y
Washington Elementary	6005037	1	453	305	67.33	172	37.97	296	65.34	773	170.64	25	Y	Y
Shannon Elementary	6004956	1	295	200	67.80	90	30.51	202	68.47	492	166.78	26	Y	Y
Fairmont Elementary	6004758	1	555	376	67.75	216	38.92	305	54.95	897	161.62	27	Y	Y

2012-13 Economic Impact Aid School Funding Plan

Based on information provided in the School Student Counts Projected data collection, the table below provides eligibility and ranking information.

School Name	School Code	Grade Span Group	Projected Enrollment	Projected Low Income Students	Low Income %	Projected LEP Students	LEP %	Projected EDY Students	EDY %	Projected SCE Students	SCE %	Ranking	SCE Eligible	SCE Fund
Gompers (Samuel) Continuation	0733253	3	166	137	82.53	53	31.93	75	45.18	265	159.64	28	Y	Y
Sheldon Elementary	6004964	1	416	275	66.11	107	25.72	245	58.89	627	150.72	29	Y	Y
Pinole Middle	6057236	2	671	424	63.19	118	17.59	430	64.08	972	144.86	30	Y	Y
Murphy Elementary	6004873	1	490	290	59.18	142	28.98	274	55.92	706	144.08	31	Y	Y
Mira Vista Elementary	6004857	1	567	317	55.91	141	24.87	312	55.03	770	135.80	32	Y	Y
Crespi Junior High	6061170	2	578	406	70.24	88	15.22	271	46.89	765	132.35	33	Y	Y
Portola Junior High	6057244	2	472	306	64.83	85	18.01	231	48.94	622	131.78	34	Y	Y
Collins Elementary	6004659	1	395	203	51.39	92	23.29	219	55.44	514	130.13	35	Y	Y
De Anza Senior High	0732164	3	855	522	61.05	165	19.30	384	44.91	1071	125.26	36	Y	Y
North Campus Continuation	0730275	3	164	100	60.98	46	28.05	46	28.05	192	117.07	37	Y	Y
Pinole Valley High	0735316	3	1459	691	47.36	232	15.90	772	52.91	1695	116.18	38	Y	Y
Stewart Elementary	6004980	1	506	207	40.91	81	16.01	280	55.34	568	112.25	39	Y	Y
Lupine Hills Elementary	6097141	1	404	161	39.85	85	21.04	202	50.00	448	110.89	40	Y	Y
Ohlone Elementary	6099717	1	398	135	33.92	82	20.60	214	53.77	431	108.29	41	Y	Y
Ellerhorst Elementary	6004733	1	418	157	37.56	81	19.38	213	50.96	451	107.89	42	Y	Y
El Cerrito Senior High	0732941	3	1314	682	51.90	170	12.94	520	39.57	1372	104.41	43	Y	Y
Harding Elementary	6004782	1	372	142	38.17	76	20.43	160	43.01	378	101.61	44	Y	Y
Hercules Middle	6119515	2	767	335	43.68	62	8.08	332	43.29	729	95.05	45	Y	Y
Valley View Elementary	6005003	1	347	120	34.58	36	10.37	161	46.40	317	91.35	46	Y	Y
Olinda Elementary	6004899	1	301	82	27.24	81	26.91	110	36.54	273	90.70	47	Y	Y
Hanna Ranch Elementary	6112015	1	473	123	26.00	96	20.30	193	40.80	412	87.10	48	Y	Y
Hercules High	0730598	3	1001	356	35.56	107	10.69	395	39.46	858	85.71	49	Y	Y
Vista High (Alternative)	0730325	3	258	0	0.00	39	15.12	162	62.79	201	77.91	50	Y	Y

2012-13 Economic Impact Aid School Funding Plan

Based on information provided in the School Student Counts Projected data collection, the table below provides eligibility and ranking information.

School Name	School Code	Grade Span Group	Projected Enrollment	Projected Low Income Students	Low Income %	Projected LEP Students	LEP %	Projected EDY Students	EDY %	Projected SCE Students	SCE %	Ranking	SCE Eligible	SCE Fund
Middle College High	0730291	3	285	130	45.61	0	0.00	35	12.28	165	57.89	51	Y	Y
Madera Elementary	6004840	1	527	99	18.79	79	14.99	79	14.99	257	48.77	52	N	N
Kensington Elementary	6004808	1	560	39	6.96	37	6.61	72	12.86	148	26.43	53	N	N
WCCUSD Community Day School Program	0118539	3	0	0	0.00	0	0.00	0	0.00	0	0.00	54	N	N

California Department of Education

West Contra Costa Unified (07 61796 0000000)

Consolidated Application

Status: Draft

Saved by: Lillian Gilpatrick

Date: 8/15/2012 8:27 AM

2012-13 Title I, Part A Planned School Allocations

Based on information provided in the School Student Counts data collection, the table below provides eligibility and ranking information. For school

CDE Program Contact:Larry Boese, Title I Monitoring & Support, lboese@cde.ca.gov, 916-319-0257Monique Moton, Title I Monitoring & Support, mmoton@cde.ca.gov, 916-319-0733

If an exception to funding is needed, enter an Exception Reason. Use lower case only.

Allowable Exception Reasons

- a - Meets 35% Low Income Requirement
- b - Magnet School
- c - Funded by Other Allowable Sources
- d - Desegregation Waiver on File
- e - Grandfather Provision
- f - Feeder Pattern

Group Schools by Grade Span

No

District-wide Low Income %

67.31%

Grade Span 1 Low Income %

71.27%

Grade Span 2 Low Income %

70.51%

Grade Span 3 Low Income %

57.24%

School Name	School Code	Grade Span Group	Projected Enrollment	Projected Low Income Students	Low Income %	Eligible	Funding Required	Ranking	Fund Flag	Exception Reason	Comment
Bayview Elementary	6004600	1	628	628	100.00	Y	Y	1	Y		
Coronado Elementary	6004667	1	451	451	100.00	Y	Y	2	Y		
Edward M. Downer Elementary	6057210	1	679	679	100.00	Y	Y	3	Y		
Ford Elementary	6004766	1	393	393	100.00	Y	Y	4	Y		
Grant Elementary	6004774	1	605	605	100.00	Y	Y	5	Y		

Report Date: 9/17/2012

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California Department of Education

West Contra Costa Unified (07 61796 0000000)

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Based on information provided in the School Student Counts data collection, the table below provides eligibility and ranking information. For school

School Name	School Code	Grade Span Group	Projected Enrollment	Projected Low Income Students	Low Income %	Eligible	Funding Required	Ranking	Fund Flag	Exception Reason	Comment
Lake Elementary	6004824	1	403	403	100.00	Y	Y	6	Y		
Lincoln Elementary	6004832	1	438	438	100.00	Y	Y	7	Y		
Montalvin Manor Elementary	6004865	1	417	417	100.00	Y	Y	8	Y		
Nystrom Elementary	6004881	1	436	436	100.00	Y	Y	9	Y		
Peres Elementary	6004907	1	528	528	100.00	Y	Y	10	Y		
Verde Elementary	6005011	1	321	321	100.00	Y	Y	11	Y		
Harbour Way Elementary Community Day	6114086	1	13	12	92.31	Y	Y	12	Y		
Helms Middle	6057228	2	907	825	90.96	Y	Y	13	Y		
King Elementary	6004915	1	474	427	90.08	Y	Y	14	Y		
Dover Elementary	6004691	1	716	639	89.25	Y	Y	15	Y		
Cesar E. Chavez Elementary	6114094	1	677	603	89.07	Y	Y	16	Y		
Stege Elementary	6004972	1	339	298	87.91	Y	Y	17	Y		
Highland Elementary	6004741	1	484	420	86.78	Y	Y	18	Y		
Lovonya DeJean Middle	6120885	2	633	544	85.94	Y	Y	19	Y		
Riverside Elementary	6004931	1	421	353	83.85	Y	Y	20	Y		
Wilson Elementary	6005045	1	561	468	83.42	Y	Y	21	Y		
Gompers (Samuel) Continuation	0733253	3	166	137	82.53	Y	Y	22	Y		
Richmond High	0735902	3	1573	1243	79.02	Y	Y	23	Y		

California Department of Education

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2012-13 Title I, Part A Planned School Allocations

Based on information provided in the School Student Counts data collection, the table below provides eligibility and ranking information. For school

School Name	School Code	Grade Span Group	Projected Enrollment	Projected Low Income Students	Low Income %	Eligible	Funding Required	Ranking	Fund Flag	Exception Reason	Comment
Kennedy High	0733659	3	883	694	78.60	Y	Y	24	Y		
Crespi Junior High	6061170	2	578	406	70.24	Y	N	25	Y		
Tara Hills Elementary	6004998	1	550	373	67.82	Y	N	26	Y		
Shannon Elementary	6004956	1	295	200	67.80	Y	N	27	Y		
Fairmont Elementary	6004758	1	555	376	67.75	Y	N	28	Y		
Washington Elementary	6005037	1	453	305	67.33	Y	N	29	Y		
Sheldon Elementary	6004964	1	416	275	66.11	N	N	30	Y	a	
Portola Junior High	6057244	2	472	306	64.83	N	N	31	Y	a	
Pinole Middle	6057236	2	671	424	63.19	N	N	32	Y	a	
De Anza Senior High	0732164	3	855	522	61.05	N	N	33	Y	a	
North Campus Continuation	0730275	3	164	100	60.98	N	N	34	Y	a	
Murphy Elementary	6004873	1	490	290	59.18	N	N	35	N		
Mira Vista Elementary	6004857	1	567	317	55.91	N	N	36	N		
El Cerrito Senior High	0732941	3	1314	682	51.90	N	N	37	N		
Collins Elementary	6004659	1	395	203	51.39	N	N	38	N		
Pinole Valley High	0735316	3	1459	691	47.36	N	N	39	N		
Middle College High	0730291	3	285	130	45.61	N	N	40	N		
Hercules Middle	6119515	2	767	335	43.68	N	N	41	N		
Stewart Elementary	6004980	1	506	207	40.91	N	N	42	N		

2012-13 Title I, Part A Planned School Allocations

Based on information provided in the School Student Counts data collection, the table below provides eligibility and ranking information. For school

School Name	School Code	Grade Span Group	Projected Enrollment	Projected Low Income Students	Low Income %	Eligible	Funding Required	Ranking	Fund Flag	Exception Reason	Comment
Lupine Hills Elementary	6097141	1	404	161	39.85	N	N	43	N		
Harding Elementary	6004782	1	372	142	38.17	N	N	44	N		
Ellerhorst Elementary	6004733	1	418	157	37.56	N	N	45	N		
Hercules High	0730598	3	1001	356	35.56	N	N	46	N		
Valley View Elementary	6005003	1	347	120	34.58	N	N	47	N		
Ohlone Elementary	6099717	1	398	135	33.92	N	N	48	N		
Olinda Elementary	6004899	1	301	82	27.24	N	N	49	N		
Hanna Ranch Elementary	6112015	1	473	123	26.00	N	N	50	N		
Madera Elementary	6004840	1	527	99	18.79	N	N	51	N		
Kensington Elementary	6004808	1	560	39	6.96	N	N	52	N		
Vista High (Alternative)	0730325	3	258	0	0.00	N	N	53	N		
WCCUSD Community Day School Program	0118539	3	0	0	0.00	N	N	54	N		

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 10, 2012

From: Wendell Greer
Associate Superintendent, K – Adult Operations

Agenda Item: CI C.19

Subject: Richmond Charter Academy Middle School Material Revision of the Charter Petition

Background Information:

On February 8, 2012, West Contra Costa Unified School District received a charter petition ("Petition") from Lead Petitioner Jorge Lopez proposing a charter school to be known as Richmond Charter Academy Middle School ("Charter School"). (Petitioners originally submitted a petition to establish the Charter School on November 29, 2011; however it was withdrawn prior to consideration by the District's Governing Board ("Board").)

According to the California Education Code, a school district governing board considering whether to grant a charter petition "shall be guided by the intent of the Legislature that charter schools are and should become an integral part of the California educational system and that establishment of charter schools should be encouraged." (Ed. Code, § 47605(b).) With this legislative intent in mind, the governing board must grant a charter "if it is satisfied that granting the charter is consistent with sound educational practice." (Ed. Code, § 47605(b).)

Upon receipt, components of the Petition were assigned to various staff members of the District for review and analysis based on individual areas of expertise.

Staff and legal counsel reviewed the Petition and prepared the *Staff Written Findings Regarding Richmond Charter Academy Middle School Petition* ("Findings"). The Findings also include Staff's Recommendation to the Board to approve the Petition with conditions.

A public hearing before the Board was scheduled to consider the level of support for the Petition. This Board meeting was held March 7, 2012. The Petitioner requested that the Board waives his right to a public presentation in accordance to Education Code section 47605(b). The Board honored the Petitioner's request.

On March 21, 2012, the Board adopted the Staff's Recommendation and granted a conditional approval dependent upon execution of an operational MOU and special education MOU between the Charter School and the District within 60 days. Conditions of the Petition approval were met on June 21, 2012.

As presented in the Petition, the Charter School will be governed by a nonprofit public benefit corporation, but the District will be responsible for oversight of the Charter School. The Charter School expects to serve approximately 75 students in grades 6 and 7 in its first year of operation (2012-2013 school year), increasing to a maximum of 175 students at full implementation in year five (2016-2017 school year).

Petitioners intend the Charter School to achieve a student population from underserved, low-income students in the South, Central Richmond areas, in particular, those that would typically attend De Jean Middle School, the established West Contra Costa Unified School District middle school in the South Richmond area. (Petition, p. 18.)

On September 21, 2012, the District received a request for the Board to approve a Material Revision ("Revision") to the recently-approved Petition. The Revision intends "to reconcile the lottery procedures to conform to both state and federal law for the submission of the Public Charter School Grant Program" by modifying the **Admission Requirements** for the Charter School.

Specifically, the Revision provides additional detail regarding the lottery process to be implemented when the number of applicants exceed capacity for any grade level. Should such a situation exist at the end of the Charter School's open enrollment period, the Revision proposes a single random public lottery for admission. Children of Charter School founders and teaching staff (not to exceed 10% of total enrollment), and siblings of students already enrolled or admitted during the course of the random public lottery will be exempt from the lottery. In addition, a 2:1 preference will be granted to District residents in the form of two lottery numbers and cards instead of one. Once the student lists for each grade level is set, students still wishing to enroll will be placed on a rank-ordered wait list should space become available.

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 by charter schools. Revisions made to a charter petition 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 changed **Admission Requirements**, as proposed by the Revision, constitutes a Material Revision to the Petition requiring Board approval.

Upon receipt, the Revision was assigned to various staff members of the District for review and analysis based on individual areas of expertise. Review of the proposed Revision was allocated as follows: Lyn Potter, Director of Educational Services; Steve Collins, Director of Special Education; Sonja Neely-Johnson, Coordinator of Educational Services; Nicole Joyner, Administrator; Linda Jackson, Executive Director, Emeritus; Legal/Operational, Shawn Olson-Brown and William F. Schuetz, Jr. Fagen Friedman & Fulfrost Attorneys at Law.

Staff have reviewed the Revision and prepared the *Staff Written Finding Regarding Richmond Charter Academy* revision to the Charter Petition ("Finding"), which is attached.

Recommendation:

Staff recommends that the Board approve the Charter School Material Revision and adopt the proposed Finding as its own.

Fiscal Impact: Ongoing loss of student average daily attendance as a result of WCCCUSD students attending a new charter school.

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

Staff Written Findings Regarding Richmond Charter Academy Middle School Material Revision to the Charter Petition

Brief Summary

On February 8, 2012, West Contra Costa Unified School District received a charter petition ("Petition") from Lead Petitioner Jorge Lopez ("Petitioner") proposing a charter school to be known as Richmond Charter Academy Middle School ("Charter School"). (Petitioner originally submitted the petition to establish the Charter School on November 29, 2011; however it was withdrawn prior to consideration by the District's Governing Board ("Board").)

On March 21, 2012 the Board adopted the Staff's Recommendation and granted a conditional approval dependent upon execution of an operational MOU and special education MOU between the Charter School and the District within 60 days. Conditions of the Petition approval were met on June 21, 2012.

On September 21, 2012, the District received a request for the Board approve a Material Revision ("Revision") to the recently-approved Petition. The Revision intends "to reconcile the lottery procedures to conform to both state and federal law for the submission of the Public Charter School Grant Program" by modifying the **Admission Requirements** for the Charter School.

Specifically, the Revision provides additional detail regarding the lottery process to be implemented when the number of applicants exceed capacity for any grade level. Should such a situation exist at the end of the Charter School's open enrollment period, the Revision proposes a single random public lottery for admission. Children of Charter School founders and teaching staff (not to exceed 10% of total enrollment), and siblings of students already enrolled or admitted during the course of the random public lottery will be exempt from the lottery. In addition, a 2:1 preference will be granted to District residents in the form of two lottery numbers and cards instead of one. Once the student lists for each grade level is set, students still wishing to enroll will be placed on a rank-ordered wait list should space become available.

According to the California Education Code, a material revision should receive the same consideration as a newly submitted petition.

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 Addendum Approval

The District Governing Board shall grant a charter material revision for the operation of a school if it is satisfied that granting the charter is consistent with sound educational practice. (Ed. Code, § 47605, subd.(b).) The Staff has reviewed the proposed Revision to the Petition and finds it to be consistent with sound educational practice. Staff recommends that the Board approve the Charter School Material Revision and adopt the proposed Finding as its own.



Amethod Public Schools

Honor Hard Work

RICHMOND CHARTER ACADEMY MIDDLE SCHOOL

**A PUBLIC CHARTER SCHOOL PETITION SUBMITTED TO THE
WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT (WCCUSD)**

SUBMITTED BY AMETHOD PUBLIC SCHOOLS

February 5, 2012

Required Signatures [Education Code Section 47605(a)]:

The attached charter petition merits consideration. We are hereby petitioning the Governing Board of the West Contra Costa County (WCCUSD) to grant approval of the charter pursuant to Education Code 4605 to enable the function of Richmond Charter Academy Middle School (RCA).

Amethod Public Schools agrees to operate the school, Richmond Charter Academy, pursuant to the terms of the Charter School Act and the provisions of the school's charter. The petitioners listed on the next page certify that they are teachers who are meaningfully interested in teaching at RCA. The organization's Executive Director will be authorized to negotiate any amendments to the attached charter in order to secure approval by the West Contra Costa Unified School District's Governing Board.

Required Affirmations [Education Code Section 47605(d) (1)]:

Richmond Charter Academy will be nonsectarian in its programs, admission policy, employment practices and all other operations. It will not charge tuition, nor will it discriminate against any pupil based on ethnicity, national origin, race, gender, gender identity, sexual orientation, or disability.

Please direct any questions regarding this charter to me at (510) 899-4806.

Respectfully,

Jorge Lopez
Lead Petitioner
Richmond Charter Academy

(See Emergency Guidebook as Attachment L in Appendix Section)

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records, which can be in writing, print; or in the form of a video, or audio recording, film, microfilm, or microfiche. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Generally, the school must have written permission from the parent or eligible student in order to release any information from a student's education record. The school will use best judgment in accordance with the law on a case by case basis in regards to student information and written requests. Moreover, schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

ELEMENT VII: RACIAL AND ETHNIC BALANCE

Governing Law - *The means by which the school will achieve a racial and ethnic balance among its pupils that is reflective of the general population residing within the territorial jurisdiction of the school district to which the charter petition is submitted ,*
CA Education Code 47605 (b) (5) (G).

RCA shall strive to achieve a student population from South, Central Richmond, and the greater WCCUSD area that recognizes and values the schools mission and vision statements and is committed to the instructional and operational philosophy. No test or assessment shall be administered to students prior to acceptance and enrollment into the charter school.

As previously noted, students will be considered for admission without regard to ethnicity, national origin, gender, disability, sexual orientation, race, gender identity or achievement level. Recruitment strategy will be carried out throughout various communities to provide families with the opportunity to participate in the school. Richmond Charter Academy will work with various community organizations, churches, stores, merchant associations, bay area charter schools, and public schools within the West Contra Costa Unified School District boundaries to recruit a student population that reflects the community.

The application process is comprised of the following:

- Completion of a student interest form, which includes basic student and family identification information for the purposes of entry into public random drawing
- Upon selection for admission pursuant to public random drawing, the registration process will include the following:

- *Student enrollment form which contains student name, address, and other identifying and demographic information*
- *Proof of Immunization*
- *Home Language Survey*
- *Completion of Emergency Medical Information Form*
- *Proof of minimum age requirements, e.g. birth certificate*

Recruiting and Marketing

The school acknowledges that recruitment of students is the responsibility of the charter school. In compliance with federal law, the recruitment efforts of the school to target all populations within the area, regardless of race, disability, ethnicity, or gender. The school will explore as many avenues of outreach as possible to guarantee a broad spectrum of exposure during its recruitment process.

The school will implement a recruitment strategy that includes, but is not necessarily limited to, the following elements or strategies which focus on achieving and maintaining a racial and ethnic balance among students that is reflective of the general population residing within the territorial jurisdiction of West Contra Costa Unified School District.

The school will reach out to students and parents through a variety of methods, including:

- Attending elementary school, and middle school option fairs;
- Meeting with local Athletic Teams and leagues;
- Hosting open houses at the school and partnering campuses;
- Press releases and other communications with local news media;
- Posting of notices or banners in libraries and other public buildings and spaces, as well as with local businesses and religious institutions.
- Working with community organizations to reach families in the local area;
- Word of mouth among parents in the community; and
- Speaking or distributing flyers at local churches, recreation centers, and groups working with families

Outreach efforts and materials will be provided in Spanish, Vietnamese, Lao, Mien and Mandarin languages as needed. General information sheets, and other key documents, including the school vision and mission statement will be provided in the multiple languages as well. The goal is to have the majority of students enrolled by April 25th of the first school year. Summer school session will be set in coordination with charter petition timelines, and local elementary school schedules. Richmond Charter Academy will also host at minimum, two (2) community events to promote the opening of the school and to disperse applications and school informational.

The charter school shall maintain an accurate accounting of the ethnic and racial balance of students enrolled in the school, along with documentation of the efforts the school has made to achieve racial and ethnic balance in accordance with the charter petition and standards of charter legislation. Parents are responsible for completing a preliminary enrollment form and

submitting it before the set deadline. If the enrollment form is completed and turned in by the deadline, this will secure conditional acceptance. The enrollment phase will then begin and will be explained in the following section.

ELEMENT VIII: STUDENT ADMISSION REQUIREMENTS

Governing Law - Admission Requirements, if applicable

—California Education Code Section 47605(b) (5) (H)

It is the policy of Richmond Charter Academy (RCA) to be nonsectarian in its programs, curriculum, admission policies, employment practices, and all other operations. RCA shall not charge tuition, and shall not discriminate against any pupil on the basis of ethnicity, national origin, gender, sex, religion, race or disability.

RCA will comply with the McKinney Vento Homeless Assistance Act for homeless children and ensure that each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education as provided to other children and youths.

The school also recognizes its responsibility to enroll and support students with disabilities who can benefit from its programs and who otherwise qualify for enrollment. All students will be given equal access to the school, regardless of disabilities, and the school will not discriminate against any students based on his or her disabilities

Enrollment Process

Formal recruitment of incoming students begins in the winter each year for the following school year. The proposed campus will have an open enrollment period extending from March 10 through March 25, 2012, or as appropriate within the approval of petition. Prior to this time, the school will advertise and host open houses to inform families in the community about the opportunities and expectations for prospective students and parents.

Enrollment/ Registration to the school require:

1. Completed 1-page application questionnaire.
2. School data card (family or guardian contact information).
3. Copy of student immunization records.
4. Signed copy of RCA student contract and agreement to participate and abide by school guidelines.
5. Attendance to Family Orientation Meeting.
6. Completed Enrollment/Registration forms and documents.

(See Sample Application Form as Attachment M in Appendix Section)

As per California Education Code, Richmond Charter Academy will determine enrollment based on a random public lottery should the number of pupils who **submitted completed application packets during the open enrollment period and wish to attend RCA exceed capacity for any grade, and a waitlist of applicants at each grade level will also be**

established to fill vacancies. After the first year of RCA's operations, existing students of RCA are not subject to the random public lottery.

Lottery Procedures

- Each applicant's name will be assigned a **number (or in the case of the preference described below, two numbers).**
- Each number will be put on a card.
- Each card will be equal in size and shape.
- The card will then be put into a container or lottery device that will randomly mix all cards.
- A random drawing will occur, and the first numbers **chosen for available seats by grade level are accepted to the school.**
- Once the student list has been set, a **rank-ordered** waiting list will be developed for those students still wishing to enroll should space become available.

Waitlist ranking

The student waitlist will be assigned in the order selected. Two separate observers will collect lottery cards and enter into an electronic database the results. The database will be double checked to the physical cards to ensure accuracy. The database will be made public as soon as practically possible, both online at Amethod Public Schools website and posted in public locations at the school site. Letters and follow up phone calls to families on the waiting list will also be made.

All lottery cards and databases will be kept on file by the school or at Amethod Public Schools headquarters.

During the school year if vacancies should arise, the school will notify families on the wait list to see if they would like to enroll. Typically 3 separate calls on 3 different days are made, with accompanying documentation; if families do not respond within 7 days, they are removed from the wait list and the next family is contacted.

Richmond Charter Academy anticipates that the open enrollment period will occur during the winter and spring of each year with the lottery taking place (if necessary), no later than June 30th. The lottery will be held at the school or a large community center, church, auditorium, or any public venue capable of seating all applicants comfortably. The lottery will take place on a weekday evening or weekend morning to ensure all interested parties will be able to attend.

RCA reserves the right to select more than 75 students for admission at the discretion of the School Director or Executive Director to ensure the school's overall enrollment is stable. For instance, if the RCA experiences greater than usual attrition in its upper grades, the director may elect to enroll 10 more 6th grade students, bringing the total incoming 6th grade class to 70 students. Should the Director elect to enroll greater than 75 students in the 6th-7th grade, an announcement will be made at the lottery and additional students will be enrolled based the lottery and the methods described above. Once admitted, registration forms for students who are admitted will also gather the following: proof of immunization; home language survey;

completion of emergency medical information form; proof of maximum age requirements, e.g. birth certificate; and release of records from previous school.

If the number of applicants, by grade level, exceeds the enrollment capacity for such grade level(s) at the end of the open enrollment period, a single random public lottery will be used for admission. Children of RCA founders and RCA teaching staff members will be exempt from the lottery and the sum of the students receiving these exemptions will not exceed 10% of total enrollment. Siblings of students already enrolled at RCA, or admitted during the course of the random public lottery, will be also exempt from the lottery. In addition, a 2:1 preference will be granted to in-district students (upon proof of residence); in other words, such in-district students will receive two numbers and cards. If a lottery is deemed necessary, the date of the lottery will be announced on the school website at the completion of the first enrollment phase. Neither student nor other family members are required to be present at the random selection drawing to secure a spot. The families of students that are selected to attend RCA by the lottery will be notified by phone and mail and asked to confirm enrollment within two weeks of notice.

ELEMENT IX: ANNUAL AUDIT

Governing Law: *The manner in which an annual, independent financial audit shall be conducted, which shall employ generally accepted accounting principles, and the manner in which audit exceptions and deficiencies shall be resolved to the satisfaction of the chartering authority—California Education Code Section 47605(b)(5)(I).*

The Governance Board and appointed Audit committee members shall oversee the selection of a state approved, reputable independent auditor and the completion of an annual audit of the schools financial books and records, including attendance. The Charter School audit committee will review the audit and report to the Charter Governance Board any deficiencies and recommendations on how to correct them. The Governance Board will report out any deficiencies that occurred and how they will be resolved.

This audit will be conducted in accordance with the applicable Generally Accepted Accounting Principles (GAAP), and will verify the accuracy of the schools financial statements (including their Balance Sheets, Income Statements and Cash Flow Statements), attendance and enrollment accounting practices, and review internal controls. To the extent required by law, the scope of this audit will be expanded to include any relevant items or processes identified by the Office of Management and Budget.

It is anticipated that annual audits will be completed within five months of the close of each school year, and consistent with AB 1994; a copy of the auditor's findings will then be forwarded to WCCUSD, Contra County Office of Education (CCOE), the State Controller's Office and the California Department of Education (CDE) by December 15th of the pending year. The Audit Committee, which is made up of Board members and community members will act upon these recommendations, and report its actions to the appropriate office in accordance to law. Exceptions and deficiencies will be resolved to the satisfaction of all parties

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 10, 2012

From: Wendell C. Greer
Assistant Superintendent K-Adult Operations

Agenda Item: CI C.20

Subject: Resolution 27-1213: Full Service Community Schools

Background Information:

The West Contra Costa Unified School District envisions a future in which all district students are healthy, highly educated and confident as they successfully pursue their postsecondary education and/or career. The Safety Committee has worked in collaboration with the City of San Pablo to improve the Health/Wellness, access and outcomes for WCCUSD students and San Pablo residents. Over the past two years, the Healthy Richmond collaborative has been meeting to think through how to best provide health and wellness services in Richmond. As with other initiatives within the community, WCCUSD schools are seen as places where the needs of young people and opportunities to provide services in the community can come together. The Safety Committee has reviewed and discussed the direction of the full service community schools initiatives and is bringing a recommendation to the Board for adopting such a resolution. The resolution emphasizes creating schools to develop sets of general principles to guide their work and the work of WCCUSD in implementing Full Service Schools.

Recommendation: Recommend Approval

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
RESOLUTION 27-1213
FULL SERVICE COMMUNITY SCHOOLS**

WHEREAS the Board of Education is committed to the following goals:

- ◆ Student achievement
- ◆ Accountability
- ◆ Stewardship
- ◆ Safety
- ◆ Equity
- ◆ Community engagement

WHEREAS the West Contra Costa Unified School District (“WCCUSD”) envisions a future in which ALL district students are healthy, highly educated and confident as they successfully pursue their postsecondary education and/or career;

WHEREAS many of the students of WCCUSD confront barriers to achieving this vision, including poverty, immigration/citizenship status, exposure to violence, homelessness, lack of health care access, racism, language and cultural barriers, negative peer pressure, and lack of accurate information and support for college and career;

WHEREAS there are many public and philanthropic organizations committed to eradicating poverty and other barriers to the success of children, youth and families;

WHEREAS there is ample evidence that Full Service Community Schools (“FSCS”) provide the comprehensive, coordinated, holistic and integrated services that are necessary to build on the assets and strengths of our children, youth, families and communities while effectively removing barriers to wellbeing and academic/career success;

WHEREAS FSCS effectively support the following conditions for student and family success:

- ◆ Early childhood development programs that nurture learning and development
- ◆ Qualified teachers, challenging curriculum, high standards, and high expectations in every school and every classroom
- ◆ Students are motivated and engaged
- ◆ Physical, social, and emotional needs are met for youth and families
- ◆ Collaboration and respect characterize the relationship between families and schools staff
- ◆ Community is engaged with the school

WHEREAS achieving these conditions for learning requires districts and their public, nonprofit and community partners to fundamentally shift their practices, breaking down internal and external programmatic silos and shifting policies to create comprehensive and integrated services that support children and youth to be physically and emotionally healthy, academically successful, and responsible members of their community;

WHEREAS Full Service Community Schools are built on evidence-based practices in youth development, Preschool to higher education, community development, preventive health and family support in order to ensure optimal outcomes for children, youth and families;

THEREFORE, WCCUSD hereby resolves to create the policy and practice environment in the district that supports collaboration with county, city, community based and faith based organizations, and effective implementation of the Full Service Community Schools approach in the District, with the ultimate goal of becoming a Full Service Community Schools District that supports all children and families to be successful by:

- ◆ Working closely with Contra Costa County, West County Cities, higher education, and other backbone agencies to create an inclusive governance process that informs institutional policies and practices across the entire service spectrum;
- ◆ Developing a long term strategic plan that establishes the road map for transformation into a Full Service Community School District;
- ◆ Utilizing the Office of the Associate Superintendent K-12 Operations / or community partners to support deep and effective community partnerships that honor the primary role of parents in the education and guidance of their children;
- ◆ Creating shared governance approaches that empower students, parents/caregivers and community to provide guidance and support for the FSCS strategy and to collectively share the goals and outcomes being sought by WCCUSD;
- ◆ Creating and funding an Director of Student Support Services that works to integrate the wide variety of student and family support services across the district;
- ◆ Promoting and supporting effective strategies within the Full Service Community School linkages of school and community resources and alignment of those resources with student learning and the identified needs of students and families.
- ◆ Building on and honoring the early adopter(s) Full Service Community School efforts already underway in WCCUSD;
- ◆ Increasing collaboration and mutually accountable partnerships with community based organizations, public agencies, the business community, institutions of higher learning, and faith based organizations that are dedicated to effective services and supports for children, youth and families;
- ◆ Working with partners to make WCCUSD facilities and resources available to become community service hubs that operate during the school day and out-of-school time in a manner that is responsible and sustainable;
- ◆ Working effectively with partners to develop data sharing agreements that protect the confidentiality of students and families while ensuring effective and efficient delivery of needed services and supports;
- ◆ Supporting and encouraging longitudinal strategies that ensure that all students are known as unique individuals by caring adults and receive the encouragement and support from WCCSUD and its partners to attend school regularly and be successful in transitioning from grade to grade and across the grade span;
- ◆ Provide district staff, principals, teachers and other school staff with the professional development, supervision and professional learning communities that reduce staff turnover, ensure high quality instruction in every classroom, with special emphasis on achieving equity for traditionally underserved students in low-income schools.

PASSED AND ADOPTED by the Board of Education of the West Contra Costa Unified School District on this tenth day of October 2012, by the following vote:

AYE's _____ NO's _____ ABSENT _____ ABSTAIN _____

I HEREBY CERTIFY that the foregoing resolution was duly and regularly introduced, passed, and adopted by the Board of Education of the West Contra Costa Unified School District, Contra Costa County, at a meeting of said Board on the 10th of October 2012.

President of the Board of Education

Secretary of the Board of Education

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 10, 2012

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

Agenda Item: CI C.21

Subject: Red Ribbon Week Board Resolution No. 26-1213

Background Information:

Our District has been involved in Red Ribbon Week for the past twenty years. Congress officially proclaimed the first National Red Ribbon Week October 23 – 31, 1988. The Red Ribbon has now become a symbol for drug-free environments.

This resolution represents the West Contra Costa Unified School District's support of the Red Ribbon Campaign October 23 – 31, 2012. Red Ribbon Week may be celebrated one week during the year, but its effects last throughout the year.

This year, some of the school activities will include prevention curriculum lessons, poster/essay/decoration contests, wear-red days, letter writing, school assemblies, etc. The focus of this week is not only on drug-free youth but also on safe and healthy communities.

Recommendation: Formal recognition

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 26-1213
RED RIBBON WEEK
October 23 - October 31, 2012 — National
October 23 – 26, 2012 – WCCUSD

WHEREAS, tobacco, alcohol and other drug use and abuse has reached pandemic stages in California and in the United States; and,

WHEREAS, it is imperative that community members launch unified and visible tobacco, alcohol, and other drug prevention education programs and activities to eliminate the demand for these substances; and,

WHEREAS, Californians for Drug-Free Youth, Inc. (CADFY) coordinates the California Red Ribbon Celebration in cooperation with the National Family Partnership and the California Parent Teacher Association to offer our citizens the opportunity to demonstrate their commitment to healthy, drug-free and alcohol abuse-free lifestyles; and,

WHEREAS, The Red Ribbon Celebration will be observed across America during RED RIBBON WEEK, October 23 - 31, 2012; and, in WCCUSD, October 23 - 26, 2012; and,

WHEREAS, Parents, Youth, Government, Business, Law Enforcement, Schools, Religious Institutions, Service Organizations, Social Services, Health Services, Media, and the General Public will demonstrate their commitment to drug-free communities by wearing and displaying red ribbons during this week-long celebration; and,

WHEREAS, the community of the West Contra Costa Unified School District further commits its resources to ensure the success of the RED RIBBON CELEBRATION and **year-round** tobacco, alcohol, and other drug prevention efforts; and,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the West Contra Costa Unified School District does hereby support RED RIBBON WEEK, and encourages all citizens to participate in tobacco, alcohol, and other drug prevention programs and activities, making a visible statement and commitment that we are strongly committed to healthy, safe and drug-free communities in which to raise a generation of safe and drug-free youth; and,

BE IT FURTHER RESOLVED, that the Board of Education of the West Contra Costa Unified School District encourages all members of the West Contra Costa Unified School District including staff, faculty, and students and their families to personally pledge: **"NO USE OF ILLEGAL DRUGS AND NO ILLEGAL USE OF LEGAL DRUGS!"**

Ayes _____ Noes _____ Absent _____ Abstain _____

I hereby certify that the foregoing resolution was duly and regularly introduced, passed, and adopted by the Board of Education of the West Contra Costa Unified School District, Contra Costa County, at a meeting of said Board on the 10th of October, 2012.

Clerk of the Board of Education

Secretary of the Board of Education

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 10, 2012

From: Kenneth L. Whittemore,
Assistant Superintendent Human Resources

Agenda Item: D.1

Subject: Employee Service Anniversary Recognition

Background Information:

The West Contra Costa Unified School District employs 2,844 full and part-time staff members. Tonight the district honors its veteran employees who have reached milestone years for their service. It is with great honor and gratitude that we recognize these individuals by presenting them with service anniversary pins in the following categories:

- the 35-Year Service Pin Award to 5 staff;
- the 30-Year Service Pin Award to 11 staff;
- the 25-Year Service Pin Award to 25 staff;
- the 20-Year Service Pin Award to 40 staff.

It is ultimately the students who benefit from the relationships we have with our veteran staff members. Collectively this group represents more than 1,930 years of experience in serving the students.

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

Recommendation: Recognition; for board and public information

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 10, 2012

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

Agenda Item: D.2

Subject: Update on Anti-Bullying Efforts in WCCUSD

Background Information:

Schools in West Contra Costa have been proactive in their anti-bullying efforts. This report will include information about the special anti-bullying activities that are taking place during the month of October.

Recommendation: For Information Only

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 10, 2012

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

Agenda Item: D.3

Subject: WCCUSD Counseling Services Update

Background Information:

Among the key components of sustaining and enhancing a college going culture in the District are the services that counselors provide. This report to the Board and community will highlight how counselors provide essential services to students in preparing for post secondary education.

Recommendation: For Information Only

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 10, 2012

From: Bruce Harter

Agenda Item: E.2

Subject: Request to Address the Board - Alicia Jackson

Background Information:

Ms. Jackson has requested opportunity to address the Board regarding bullying rules and regulations.

Recommendation: For Information Only

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education **Meeting Date:** October 10, 2012
From: Nia Rashidchi
Assistant Superintendent, Educational Services **Agenda Item:** F.1
Subject: Public Hearing: Grades K-12 Textbook and
Instructional Materials Compliance for Fiscal Year 2012-2013

Background Information:

California Education Code Section 60119 guidelines require the governing board of each California school district to hold a public hearing after which the Board will determine, through a resolution, as to whether each pupil in each school in the District has sufficient textbooks and instructional materials that are aligned with the academic content standards and are consistent with the content and cycles of the curriculum framework adopted by the State Board of Education in these subjects:

English/Language Arts, including English Language Development
Mathematics
Science
History/Social Science
Foreign Language (if the student is enrolled in a Foreign Language course)
Health (if the student is enrolled in a Health course)

The governing board shall also determine the availability of science laboratory equipment as applicable to science laboratory courses in Grades 9 through 12.

Immediately after this hearing, as a separate action item, the Board is requested to approve Resolution No. 25-1213: Grades K-12 Textbook and Instructional Materials Compliance for Fiscal Year 2012-2013.

Recommendation: The Board conducts the hearing in compliance with the Education Code of the State of California.

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

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

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education **Meeting Date:** October 10, 2012
From: Nia Rashidchi
Assistant Superintendent Educational Services **Agenda Item:** F.2
Subject: Adoption of Resolution No. 25-1213: Grades K-12 Textbook and
Instructional Materials Compliance for Fiscal Year 2012-2013

Background Information:

The proposed resolution is required under Education Code Section 60119 in order for the District to allocate funding from any state sources for the purchase of instructional materials.

In addition to the proposed resolution, the Board is being asked to verify continued approval of the accompanying list of currently adopted texts for the District. Prior to adopting this resolution, the Board will hold a public hearing to discuss textbook sufficiency for all district schools.

Recommendation:

Approve Resolution No. 25-1213: Grades K-12 Textbook and Instructional Materials Compliance for Fiscal Year 2012-2013.

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

Textbook and Instructional Materials Elementary Adopted Core Curriculum Programs

The following table lists the currently adopted core curriculum programs in West Contra Costa Unified School District for grades K-6. These textbooks were adopted by the WCCUSD Board of Education from the California Department of Education approved materials lists, and are the designated tools for addressing the core content standards and curriculum as delineated in the California State Curriculum Frameworks for each subject area.

Elementary Textbook Adoptions including 6th Grade at K-8 Schools

Grade Level	RLA	Math	Science	Social Science
Kindergarten through 5th Grade	Open Court Reading 2002 SRA	Everyday Math Wright Group Macmillan McGraw Hill	California Science Scott Foresman-Pearson Prentice Hall	California Vistas McMillan McGraw Hill
Alternative Programs	Foro Abierto SRA *TBE K-3 *DI K-4	Everyday Math Spanish Edition TBE K-1 DI K-6	California Ciencias Spanish Edition TBE K-3 DI K-4	California Vistas Spanish Edition TBE K-3 DI K-5
6th Grade	Prentice Hall Literature: Timeless Voices Timeless Themes; Copper Level Pearson/Prentice Hall Everyday Spelling Pearson/Prentice Hall	Everyday Math Wright Group Macmillan McGraw Hill	California Science Scott Foresman-Pearson Prentice Hall	California Vistas McMillan McGraw Hill History Alive: Ancient World TCI

*TBE: Transitional Bilingual Education

* DI: Dual Immersion Program

Supplemental Programs

The following programs are the approved supplemental materials for use in conjunction with the adopted program materials to deliver English Language Development in elementary schools:

K-5 Grades: Moving Into English Publisher: Houghton Mifflin/Harcourt
6th Grade: WRITE Project Publisher: WRITE Project

Middle School Adopted Core Curriculum Programs

The following table lists the currently adopted core curriculum programs in West Contra Costa Unified School District for Middle School. These textbooks were adopted by the WCCUSD Board of Education from the California Department of Education approved materials lists, and are the designated tools for addressing the core content standards and curriculum as delineated in the California State Curriculum Frameworks for each subject area.

Middle Textbook Adoptions

Grade/ELD Level	RLA	Math	Science	Social Science
6th Grade	Prentice Hall Literature: Timeless Voices Timeless Themes; Copper Level Pearson/Prentice Hall Everyday Spelling Pearson/Prentice Hall	Everyday Math Wright Group Macmillan McGraw Hill	Focus on Science: Earth Science Pearson Prentice Hall	History Alive: Ancient World TCI
7 th Grade	Prentice Hall Literature: Timeless Voices Timeless Themes; Bronze Level Pearson/Prentice Hall Everyday Spelling Pearson/Prentice Hall	Prentice Hall Pre-Algebra Pearson Prentice Hall	Focus on Science: Life Science Pearson Prentice Hall	History Alive: Medieval World and Beyond TCI
8 th Grade	Prentice Hall Literature: Timeless Voices Timeless Themes; Silver Level Pearson/Prentice Hall Everyday Spelling Pearson/Prentice Hall	Algebra 1 California Mathematics McDougal Littell	Focus on Science: Physical Science Pearson Prentice Hall	History Alive: The United States Through Industrialism TCI
ELD 1-3	High Point Hampton Brown			

High School Adopted Core Curriculum Programs

The following table lists the currently adopted core curriculum programs in West Contra Costa Unified School District for High School. These textbooks were adopted by the WCCUSD Board of Education from the California Department of Education approved materials lists, and are the designated tools for addressing the core content standards and curriculum as delineated in the California State Curriculum Frameworks for each subject area.

High Textbook Adoptions

RLA	Math	Science	Social Science	ELD	World Language
Prentice Hall Literature , Pearson Prentice Hall	Algebra 1 , Pearson Prentice Hall Discovering Geometry , Key Curriculum Press Advanced Algebra , Key Curriculum Press Advanced Mathematical Concepts: Pre-Calculus with Applications , Glencoe	Biology , McDougal Littell Chemistry , Pearson Prentice Hall Foundations of Physics , CPO	World Geography and Cultures , Glencoe (9 th grade) The Americans , McDougal Littell (11 th grade) Modern World , McDougal Littell (10 th grade) Magruder's American Government , Pearson Prentice Hall (12 th grade) Economics , McDougal Littell, (12 Grade)	Keys to Learning , Pearson Longman (ELD 1) Building Bridges , Pearson Longman (ELD 1) Keystone levels D-F , Pearson Longman (ELD 2-4)	Bon Voyage , Glencoe, McGraw Hill (French) Realidades , Prentice Hall (Spanish) Komm Mit , Holt Rinehart, (German) Learn Japanese , Mirai, University of Hawaii (Japanese) Ecce Romani , Prentice Hall (Latin)

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 25-1213**

**RESOLUTION FOR GRADES K-12 TEXTBOOK AND INSTRUCTIONAL MATERIALS
COMPLIANCE FOR FISCAL YEAR 2012-2013**

WHEREAS, the governing board, in order to comply with the requirements of Education Code Section 60119, is required to hold a public hearing at which the governing board shall encourage participation by parents, teachers, members of the community, and bargaining unit leaders and;

WHEREAS, the governing board is required to make a determination through resolution, as to whether each student, including English Learners, has sufficient textbooks, instructional materials, or both, aligned to the academic content standards in Mathematics, Science, History-Social Science, and English/Language Arts, including the English Language Development component of an adopted program, aligned to the academic content standards consistent with the cycles and content of the curriculum frameworks, and;

WHEREAS, the definition of "sufficient textbooks or instructional materials" means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

WHEREAS, the governing board is required to make a determination as to whether sufficient textbooks or instructional materials were provided to each pupil enrolled in Foreign Language or Health courses, consistent with the cycles and content of the curriculum frameworks, and;

WHEREAS, the governing board is required to determine the availability of laboratory science equipment for science laboratory classes offered in grades 9-12, inclusive;

WHEREAS, all necessary textbooks for meeting the requirements of this resolution and the associated Ed. Code have been purchased by the district.

THEREFORE, be it resolved that for the 2012-2013 school year, the West Contra Costa Unified School District held a public hearing on October 10, 2012, the public was noticed at least ten days in advance, and it was determined that the District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in each of the areas described above and that sufficient laboratory science equipment is available to students in grades 9-12.

PASSED AND ADOPTED by the Board of Education of the West Contra Costa Unified School District on this, 10th day of October 2012 by the following vote:

AYE's _____ NO's _____ ABSENT _____ ABSTAIN _____

I HEREBY CERTIFY that the foregoing resolution was duly and regularly introduced, passed, and adopted by the Board of Education of the West Contra Costa Unified School District, Contra Costa County, at a meeting of said Board on the 10th day of October 2012.

President of the Board of Education

Secretary of the Board of Education