

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
Monday
August 12, 2013

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
MEETING AGENDA
MONDAY, AUGUST 12, 2013**

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 Report/Ratification of Closed Session

* **B.5 Agenda Review and Adoption (Public Comment)**

B.6 Minutes: July 24, 2013

* **B.7 WCCUSD Public Comment**

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

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

* **B.8 Request to Address the Board – Billie Alexander**

Comment:

Mr. Billie Alexander has requested opportunity to address the Board regarding funding and children in Title I program schools.

Recommendation:

For Information Only

Fiscal Impact:

None

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 August 12, 2013.

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 August 12, 2013. 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 2013-2014 school year are summarized dated August 12, 2013.

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 July 2013 are:

Total of payroll warrants (July 2013):	\$ 3,742,479
Total of vendor warrants accrual (2012-2013):	\$ 13,789,722
Total of vendor warrants (July 2013):	\$ 11,066,341

Recommendation:

Recommend approval of the payroll and vendor warrant reports

Fiscal Impact:

As noted above

***CI C.5 Adoption of Resolution No. 28-1314: Replacement of Outdated Warrant**

Comment:

Government Code Section 298029(c) allows the governing board, by resolution, to order a replacement check be issued for a warrant that is stale dated. This resolution authorizes the issuance of a check to replace the outdated warrant for Rachel Zemach-Silva. Staff recommends replacement of the stale dated warrant.

Recommendation:

Recommend approval to replace the outdated warrant

Fiscal Impact:

None

***CI C.6 Contracted Services**

Comment:

Permission is requested of the Board of Education to approve contracts for services as detailed, dated August 12, 2013.

Recommendation:

Recommend Approval

Fiscal Impact:

As noted per contracts summary

***CI C.7 Agreements for Nonpublic, Nonsectarian School/Agency Services**

Comment:

Permission is requested of the Board of Education to approve the Master Contracts between the District and named schools/agencies for nonpublic, nonsectarian school/agency services for the period of July 1, 2013 through June 30, 2014.

Recommendation:

Recommend Approval

Fiscal Impact:

\$7,500,000.00 Budget in Special Education

***CI C.8 Notice of Completions: Bid 1121341-05 Coronado & Stege Elementary School Storm Drain Extension, 2141103-08 Portola Middle School Demolition of Existing Campus, Bid 1471390-00 Peres Elementary School Modernization I, and Bid 3601364-06 Kennedy High School Kitchen Flooring Replacement**

Comment:

Substantial completion notices has been received for: Bid 1121341-05, Bid 2141103-08, Bid 1471390-00, and Bid 3601364-06.

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:

Trinet Construction, Inc. Bid 1121341-05 Coronado & Stege Elementary School Storm Drain Extension
Alten Construction Bid 2141103-08 Portola Middle School Demolition of Existing Campus
Cal-Pacific Construction, Inc. Bid 1471390-00 Peres Elementary School Modernization I.
The Thompson Construction Group Bid 3601364-06 Kennedy High School Kitchen Flooring Replacement

Recommendation:

Recommend approval of these notices of completion

Fiscal Impact:

None

***CI C.9 Community Budget Advisory Committee Amended Member Ratification**

Comment:

The Community Budget Advisory Committee (CBAC) met on August 1, 2013. This is an amendment to reflect recent resignations and to add Mary Flanagan as a Teacher (voting member). The committee roster is subject to ratification by the School Board at a regular Board of Education meeting. Pending ratification, below is a complete list of the committee members and term dates.

COMMUNITY BUDGET ADVISORY COMMITTEE – MEMBERS			
MEMBER NAME	MEMBER TYPE	VOTING STATUS	TERM ENDING
Vacant	Business Leader	Voting	June 30, 2015
Vacant	Parent	Voting	June 30, 2015
Ken Ryan	Community Member	Voting	June 30, 2014
Mary Flanagan	Teacher	Voting	June 30, 2014
Charles Johnson	Classified	Voting	December 31, 2014
Paul Shatswell	Principal	Voting	December 31, 2014
Eduardo Martinez, Chair	Community Member	Voting	December 31, 2014
Antonio Medrano	Community Member Alternate	Voting	December 31, 2014
Todd Groves	Board	Non-Voting	
Sheri Gamba	Business Services	Non-Voting	
Germaine Quiter	Business Services	Non-Voting	

Recommendation:

Recommend Approval

Fiscal Impact:

None

- *CI C.10 CalPERS Retiree Health Care Resolutions – for those retiring prior to January 1, 2007**
Resolution No. 17-1314 – Unrepresented Classified Confidential
Resolution No. 18-1314 – Public Employees Union (Local One)
Resolution No. 19-1314 – School Supervisors Association (SSA)
Resolution No. 20-1314 – Unrepresented Management
Resolution No. 21-1314 – United Teachers of Richmond (UTR)
Resolution No. 22-1314 – West Contra Costa Administrators' Association (WCCAA)

Comment:

Each year, since adopting CalPERS as the District's health benefits provider, the Board has been required to adopt resolutions acknowledging rates and contributions. Employees who retired prior to January 1, 2007 were offered "a fully paid HMO plan" which is based on the higher of the Blue Shield Bay Area or Kaiser Bay Area premium rates.

As of January 2014, the Blue Shield Bay Area premium exceeds the Kaiser premium for ALL plans, therefore the District's 2014 cap for retirees who retired prior to January 1, 2007 will be based on the Blue Shield Bay Area premium rates by plan.

Recommendation:

Recommend Approval

Fiscal Impact:

None – Retiree benefits already budgeted

- *CI C.11 CalPERS Retiree Benefit Resolutions – for those retiring after December 31, 2006 and before July 1, 2010**
Resolution No. 23-1314: Unrepresented Classified Confidential
Resolution No. 24-1314: Public Employees Union (Local 1)
Resolution No. 25-1314: School Supervisors Association (SSA)
Resolution No. 26-1314: Unrepresented Management
Resolution No. 27-1314: West Contra Costa Administrators Association (WCCAA)

Comment:

Each year, since adopting CalPERS as the District's health benefits provider, the Board has been required to adopt resolutions acknowledging rates and contributions. Permission is requested of the Board of Education to approve the following resolutions setting the employer's contribution for retiree medical benefits for those who retired after December 31, 2006 and before July 1, 2010. These new rates will be effective January 1, 2014.

Recommendation:

Recommend Approval

Fiscal Impact:

None - Retiree benefits already budgeted

***CI C.12 Certificated Board Authorization - Education Code 44258.3**

Comment:

Ed Code 44258.3 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.13 Certificated Provisional Internship Permit (PIP) Request(s)**

Comment:

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

Recommendation:

Recommend Approval

Fiscal Impact:

None

***CI C.14 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:

Ratification and Approve Certificated Personnel Changes

Fiscal Impact:

None

***CI C.15 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:

Approve Classified Personnel Changes

Fiscal Impact:

None

***CI C.16 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 August 12, 2013.

Recommendation:

Recommend Approval

Fiscal Impact:

None

***CI C.17 Approve the following New Salary Schedules: Helms Middle School, De Anza High School, Cameron School**

This new salary schedules are created to reflect the number of days teachers at Helms Middle School and DeAnza High School actually work. This salary schedule was developed and agreed upon by UTR and the District to meet SIG guidelines. This salary schedules are in effect as long as SIG funding is available.

Cameron School teachers currently work beyond the 184 work days and in years past have been time carded for the work. This is formalizing the current structure. The new salary schedule will be aligned to the number of days actually worked by Employee.

Both salary schedules will go into effect on July 1, 2013.

Recommendation:

Recommend Approval

Fiscal Impact:

None to the general fund. This will not change current practice.

***CI C.18 Approve the following Reclassifications and New Job Descriptions effective July 1, 2013**

Comment:

The Reclassification Process involves the impartial and in depth review of requests for a ‘desk audit’ of classified positions as outlined in Article 25 of our contract with Local One, Article 3.1 of our contract with SSA and the WCCAA classification and job description were part of a negotiated process. Recommendations regarding reclassification are based on a thorough investigation that may result in an upgrade of a position to a higher classification as a result of a gradual and complex increase tasks, duties and responsibilities being performed by the incumbent in such a position.

The District has met all Education Code and contractual requirements in negotiating all of the job classifications, job descriptions and commensurate salaries with the unions. The results of this process have concluded all outstanding desk audit requests and union negotiations for the past three to four years.

Recommendation:

Recommend Approval

Fiscal Impact:

General Fund:	\$36,025
Categorical:	\$62,500
Grant:	\$156,212
Food Service, non-General Fund:	\$145,345

***CI C.19 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

Fiscal Impact:

Total for this action: \$892,935. Funding sources Measure J Bond, Measure D-2010 Bond, and Measure E-2012.

***CI C.20 Ratification and Approval of Negotiated Change Orders**

Comment:

Staff is seeking ratification of Change Orders on the following current District construction projects: Nystrom ES Abatement & Selective Demolition; Ohlone ES Phase I West Campus; New Gompers CHS & LPS. 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 accordance with Public Contract Code 20118.4, the Board, by 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: \$245,033.92

***CI C.21 Ratification of Staff Awarded Contract (CUPCCAA): Kennedy High School Temporary Science Classroom Fume Hood Installation**

Comment:

Plans and specifications provided by Powell & Partners Architects. Scope of work includes removal/demolition of duct enclosure above existing fume hood, relocation of fume hood unit from room 406 to room 605, demolition of casework, repairing and color match wall finishes, demolition of semi-recessed fire extinguisher cabinet, repairing wall with two new blocking gypsum board and paint to matching, new opening at roof for exhaust duct through from fume hood, and providing new duct work and repairs as indicated.

The Superintendent's designee has approved and executed a contract for the project to A & E Emaar, \$39,040. All contracts approved by District staff must be ratified or, in some cases, reviewed by the District's Board. (CUPCCAA Resolution # 90-0809 (2009); Educ. Code § 22034).

Recommendation:

Ratify staff award of the contract to A & E Emaar

Fiscal Impact:

\$39,040

***CI C.22 Ratification of Staff Awarded Contract (CUPCCAA): Kennedy High School Temporary Science Classroom Emergency Shower Installation**

Comment:

Plans and specifications provided by Powell & Partners Architects. Scope of work includes disconnection and capping of all utility lines and pipes, removing and salvaging the existing drinking fountain, installation of emergency eyewash and shower including all utilities and connecting new cold water to existing faucet.

The Superintendent's designee has approved and executed a contract for the project to ERA Construction, \$35,800. All contracts approved by District staff must be ratified or, in some cases, reviewed by the District's Board. (CUPCCAA Resolution # 90-0809 (2009); Educ. Code § 22034).

Recommendation:

Ratify staff award of the contract to ERA Construction

Fiscal Impact:
\$35,800

***CI C.23 Kennedy High School Science Building Renovation Award of Contract**

Comment:

Powell and Partners Architects prepared the drawing and specifications for the project. Scope of work includes removal of all hazardous material, removal of all interior finishes, interior walls, ceilings, saw cutting and removal of portions of the concrete floor, mechanical, plumbing and electrical systems. Work also includes installation of new interior finishes, new doors and frames, patching of concrete slab, new casework, new mechanical, plumbing, and electrical system and fixtures.

The District conducted a public bid process for the project. Bids were received on July 31, 2013. Eight contractors submitted bids. They are as follows: BHM Construction, \$4,142,779; Alten Construction, \$4,195,018.08; Vila Construction, \$4,207,999.50; D.L. Falk Construction, \$4,357,907; Roebblen Contracting \$4,381,476; Arntz Builders \$4,339,845; Cal Pacific Construction \$4,741,314; Pacific Mountain Contracting \$4,930,572.17. The apparent low bidder is BHM Construction.

Recommendation:

Award contract to BHM Construction.

Fiscal Impact:

\$4,142,779. Project will be funded from Measure J.

***CI C.24 Ratification of Staff Awarded Contract: Dover ES MPR Demolition**

Comment:

HY Architects, Inc. has prepared plans and specifications for the project. Scope of work includes removal of hazardous material and lead-based paint, demolition of the existing multi-purpose building, demolition of site utilities including domestic water and fire lines/meters, sanitary sewer and storm drain lines, demolition of existing power and low voltage systems including intrusion, data and fire alarm. Work also includes coordinating with PG&E for removal of utility services, providing erosion control measures and grading the site.

The District conducted a public bid process for the project. Bids were received on July 11, 2013. Six contractors submitted bids. They are as follows: Evans Brothers, Inc. \$109,600; V.E.M. General Engineering \$135,675; Unlimited Engineering, Inc. \$172,078; ERA Construction \$236,283.50; Arthulia, Inc. \$349,985; WR Forde Associates \$477,000. Evans Brothers withdrew their bid due to mathematical errors. The apparent low bidder is V.E.M. General Engineering.

Recommendation:

Ratify the award to V.E.M. General Engineering.

Fiscal Impact:

\$135,675

***CI C.25 Ratification of Staff Awarded Contract: Dover ES Building A Security Camera Upgrade**

Comment:

HY Architects, Inc. has prepared plans and specifications for the project. Scope of work includes complete removal of existing analog CCTV system including all cameras, cabling, recorder and other associated devices and supports; reuse of existing conduit, installation of new cameras for a digital security system at interior locations; installation of new cameras at exterior rooftop locations to include coverage of mechanical equipment; roof penetrations and patching of roof membrane for watertight performance, interior patching and painting as necessary for cabling within the building.

The District conducted a public bid process for the project. Bids were received on July 16, 2013. Two contractors submitted bids. They are as follows: Arthulia, Inc. \$198,000; VAS Security Systems, Inc. \$294,785. The apparent low bidder is Arthulia, Inc.

Recommendation:

Ratify the award to Arthulia, Inc.

Fiscal Impact:

\$198,000

***CI C.26 Citizens' Bond Oversight Committee (CBOC) Appointment: Dennis Hicks appointed by Building Trades Council**

Comment:

Mr. Feere, CEO, of the Contra Costa Building and Construction Trades Council has recommended Mr. Dennis Hicks be appointed to the Citizens' Bond Oversight Committee.

Recommendation:

Approve appointment as noted

Fiscal Impact:

None

***CI C.27 Travel to the 9th Annual International Fab Lab Conference August 20 – 27 in Japan**

Comment:

WCCUSD has been chosen by the Fab Foundation as the next public school system to develop a FabLab (to be known as FabLab Richmond). The FabLab will be housed at Kennedy High School. FabLab Richmond will serve the K-12 Kennedy community through during school, after school, evening and weekend classes, technical training, and open labs, further developing the ability of Kennedy High School to function as a full service community school.

In addition, the development of FabLab Richmond will greatly enhance our Linked Learning, Common Core, and overall STEM work with a focus on project-based learning and worldwide collaboration through the international FabLab Network. The development of FabLab Richmond will create completely new and unprecedented opportunities for our students, teachers, and broader community, and it is an honor to have been selected as a fab lab site.

FabLab Richmond is aligned with 5 of 6 WCCUSD Strategic Plan Key Priorities (#1 High Expectations, #2 Support Quality Instruction, #3 Embrace Collective Ownership, #4 Invest in the Whole Child, and #6 Innovate).

The Fab Foundation has invited Nia Rashidchi, Phil Gonsalves, and Drew Kravin to attend the International Fab Lab Conference in Japan from August 20 – August 27. The WCCUSD team will begin to develop our Fab lab capacity and bring back key learnings to the district, from the experts, for the implementation of FabLab Richmond.

Recommendation:
Recommend Approval

Fiscal Impact:
Funds for both the Fab Lab and the travel are provided by grants and the Fab Lab Foundation.

D. AWARDS, RECOGNITIONS, AND REPORTS

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

*** E.1 Standing Reports**

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

Academic Subcommittee	Public Employees Local 1
Bayside Parent Teacher Association	Safety Committee
Citizens’ Bond Oversight Committee	School Supervisors Association
College and Career Readiness Academies	Technology Committee
Community Budget Advisory Committee	United Teachers of Richmond
Facilities Subcommittee	Youth Commission
Ivy League Connection	

*** E.2 Superintendent’s Report**

F. ACTION ITEMS

*** F.1 Staff Recommendation, Summit Schools**

Comment:
On Friday, June 14th, 2013, Summit Public Schools (“SPS”) submitted a charter petition (“Petition”) to the West Contra Costa Unified School District (“District”) for a school that will serve 6 grade levels from 7th through 12th to be located in the District and referred to as SPS: K2. At the Board’s regular meeting on July 10, 2013, SPS presented their Petition to the Board during a public hearing.

According to the Petition, the founding group, a charter management organization previously focused on Silicon Valley, plans to open in the fall of 2014 with 120 students in 7th grade. They plan to expand to 220

students in the 2015-2016 academic year, and then continue upward expansion to 355, 465, 563, 663, in each subsequent academic year, culminating with 677 students from 7th to 12th grades in the 2020-2021 academic year.

The proposed charter school's mission statement says: "SPS: K2's mission is to prepare a heterogeneous student population for success in college and to be thoughtful, contributing members of society. The school aims to provide a personalized learning experience that affords each and every student the opportunity to achieve their academic goals regardless of their previous preparation and background. To this end, SPS: K2 seeks to develop educators that are trained and skilled in best practices that enhance achievement for all students. The school aspires to serve as a model for middle and high schools endeavoring to prepare all students for post-secondary academic pursuits" (p. 18, SPS K2 Charter Petition, 2013).

The Petition states that they will educate the following students: "The students' primary interest should be preparing for acceptance to and success in college. The students' backgrounds should represent the heterogeneity found in the population of the West Contra Costa Unified School District, and in particular the area in which the school is eventually located" (p. 19, SPS K2 Charter Petition, 2013).

California Education Code Section 47605(b) requires the Board to either grant or deny the Petition within 60 days of submission. Staff and legal counsel for the District have received information related to the Petition, and submitted responses to the information provided. District staff identified some concerns, which were shared with the charter school's founding staff over two meetings with Dr. Linda Delgado. These included:

1. Inadequate information on structured language development for English Language Learners.
2. Inadequate descriptions concerning the process for student discipline.
3. Concern that only 20 signatures reflecting individual *student* interest in enrolling on the intended start date were submitted by SPS. In addition, most or all of these included addresses in the hills, posing concerns that the stated heterogeneous enrollment targets were unrepresented.

Toward answering the concerns, SPS offered the following responses:

1. The founders described their language support in greater detail, and showed sections of the petition that indicated methods are in place for Language Learners, such as tutoring after school and during intercessions. They also pointed to statistical means of measuring gains.
2. Assurances were offered that the SPS schools seek to avoid all unnecessary disciplinary actions, and seek always to help students stay enrolled, and in school. Assurances were offered that the SPS disciplinary statistics mirror those of the surrounding districts in which they are currently doing business.
3. They have significant financial backing, and they have hired an experienced principal who has initiated outreach, using strategies and methods suggested by other local charter schools.

Recommendation:

To grant the Petition pending execution of a Memorandum of Understanding that resolves the identified concerns and other operational issues.

Fiscal Impact:

If approved, this petition will represent ongoing loss of student average daily attendance of 677 students by the 2020-2021 academic year from 7th to 12th grades as a result of District students attending SPS: K2.

G. DISCUSSION ITEMS

*** G.1 Project Status Report**

Comment:

The following are provided for review of Facilities Planning and Construction in the District's Bond Program and for information regarding individual projects:

- Engineering Officer's Report – Verbal Presentation
- Construction Status Reports – Current Construction Projects

Recommendation:

For Information Only

Fiscal Impact:

None

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 –September 11, 2013

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

August 12, 2013

1. CONFERENCE WITH REAL PROPERTY NEGOTIATOR

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

- a. WCCUSD v. Orrick
- b. Palmer and Pollack v. WCCUSD
- c. American Standards Properties 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

Assistant Principal
Elementary Principal
Coordinator Educational Services
Executive Director K-12

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

Agenda Item B.6

July 24, 2013

A. CLOSED SESSION

B. OPENING PROCEDURES

President Kronenberg called the meeting to order at 5:30 P.M. The Board recessed into Closed Session.
President Kronenberg called the Public Session to order at 6:33 P.M.

B.1 Pledge of Allegiance

President Kronenberg led the pledge of allegiance.

B.2 Welcome and Meeting Procedures

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

B.3 Roll Call

Board Members Present: Randall Enos, Todd Groves, Madeline Kronenberg, Elaine Merriweather, Charles Ramsey

Staff Present: Gerardo Browne, Translator; Steve Collins, SELPA Director; Martin Coyne, Executive Director Bond Finance; Bill Fay, Associate Superintendent Operations; Sheri Gamba, Associate Superintendent for Business Services; Wendell Greer, Associate Superintendent K-Adult Schools; Bruce Harter, Superintendent; Debbie Haynie, Executive Secretary; Joshua Herrera, Electronics Technician; Keith Holtslander, Director of Facilities; Joe Mayes, Maintenance Manager; Mary Phillips, Chief Technology Officer, Nia Rashidchi, Assistant Superintendent Educational Services; Adam Taylor, Executive Director K-12; Ken Whittemore, Assistant Superintendent Human Resources

B.4 Report/Ratification of Closed Session

Superintendent Harter asked the Board to ratify action taken in Closed Session to appoint administrators:

Kibby Kleiman – Principal at Pinole Valley High School
Tracie Manipis – Principal at Collins Elementary
Peter Aloo – Principal at Stewart
Wendy Forrest – Coordinator Educational Services
Eric Verprauskus - Assistant Principal at DeJean
Katherine Acosta – Principal at Montalvin
Darlene Almeida – Special Education Administrator at Cameron School
Kevin Nazario, Special Education Administrator (Interim)

MOTION: Mr. Ramsey moved approval of the action taken in Closed Session to appoint administrators. Ms. Merriweather seconded. Mr. Enos, Mr. Groves, Mr. Ramsey, Ms. Merriweather, and President Kronenberg voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

B.5 Agenda Review and Adoption

MOTION: Mr. Ramsey moved approval of the agenda and requested that items E.2 and F. 1 respectively be moved to follow Consent Items. Mr. Groves seconded. Mr. Enos, Mr. Groves, Ms. Merriweather, Mr. Ramsey, and President Kronenberg voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

B.6 Minutes: July 10, 2013

MOTION: Mr. Ramsey made corrections and moved approval of the Minutes of July 10, 2013. Mr. Groves seconded. Mr. Enos, Mr. Groves, Ms. Merriweather, Mr. Ramsey and President Kronenberg voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

C. BUSINESS ITEMS

- C.1 Grants/Awards/Agreements**
- C.2 Contracted Services**
- C.3 Annual Renewal of Continuing Services**
- C.4 Disposal of Obsolete and Damaged District Personal Property for the School Year 2013-14**
- C.5 Procurement Contracts for the School Year 2013-14**
- C.6 Routine Personnel Changes – Classified**
- C.7 Acceptance of Contracts for Placement of Student Teachers**
- C.8 Ratification and Approval of Engineering Services Contracts**
- C.9 Ratification and Approval of Negotiated Change Orders**
- C.10 Approve Measure J and D 2010, Measure E 2012, Bond Program Budget Expenditure Authorization**
- C.11 Ratification of Staff Awarded Contract: Kennedy HS Kitchen Flooring**
- C.12 Ratification of Staff Awarded Contract: Vista AHS and Bayview ES Restrooms Renovation**
- C.13 Agreement for Program, Project and Construction Management Services Between West Contra Costa Unified School District and SGI Construction Management (“Agreement”)**
Mr. Ramsey requested an amendment to the final clause of the SGI Construction Management Agreement language to include the phrase “shall be terminated for cause.”
- C.14 Bid and Award Schedule Update for Montalvin Manor Elementary School Classroom Building Addition**
- C.15 Organizational change that will create categorically funded Executive Director K-12 services position to provide leadership to the Linked Learning/College & Career initiative both within WCCUSD and in fulfilling our responsibilities under AB790**
- C.16 Approval of Board Member Travel**

MOTION: Mr. Ramsey moved approval of Consent Items C.1 – C.16. Mr. Groves seconded. Mr. Enos, Mr. Groves, Ms. Merriweather, Mr. Ramsey, and President Kronenberg voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

- E.2 WCCUSD Public Comment**
Sarah Creeley, Camille Winfield

- F.1 Forty-five Day Budget Revision – 2013-14**
Ms. Gamba provided a presentation to detail the need for a forty-five day revision to the budget adopted in June which was originally framed with information received prior passage of the State Budget on June 14. She explained the State timeline for developing the Local Control Funding Formula throughout the coming year to provided revenues for school districts.

The meeting was interrupted by the sounding of a fire alarm.

The meeting resumed at 6:55 PM.

Public Comment:
None

Board Comment:
Mr. Ramsey said he would support the revision but had questions about the \$5.4 million regarding Fund 40 RDA funds. Ms. Gamba responded that this money is only to be used for capital expenditures and deferred maintenance for the District.

Ms. Merriweather had questions about State deferral pay down funds. Ms. Gamba clarified the cash flow and receiving funds sooner in the year.

Mr. Groves asked about guidance regarding the amount of reserve recommended for LCFF districts? Ms. Gamba responded that she will provide a recommendation at the time of the First Interim Report presentation.

MOTION: Mr. Ramsey made a motion to approve the Forty-five Day Budget Revision – 2013-14. Mr. Enos seconded. Mr. Enos, Mr. Groves, Ms. Merriweather, Mr. Ramsey and President Kronenberg voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

D. AWARDS, RECOGNITIONS, AND REPORTS

D.1 Standing Reports

United Teachers of Richmond. President Diane Brown addressed the Board with concerns regarding Summit Charter School's petition and the makeup of their Board of Directors. John Irminger read excerpts and commented on the Summit student handbook.

Community Budget Advisory Committee. Ms. Gamba announced the next meeting for August 1, 2013. She also announced that there is an opening on the committee for a parent liaison. Anyone interested should contact her office.

D.3 In Memory of Members of the School Community

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

Public Comment:

None

Board Comment:

None

E. PUBLIC AND COMMITTEE COMMUNICATIONS

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

E.1 Superintendent's Report

Superintendent Harter provided a report of activities in the District.

E.2 WCCUSD Public Comment

This item was moved to follow Consent Items.

F. ACTION ITEMS

F.1 45 Day Budget Revision – 2013-14

This item was moved to follow item E.2.

F.2 Resolution No. 16-1314: Request to the Contra Costa County Board of Supervisors to establish tax rates for Measure 2010 D and 2012 Measure E General Obligation (GO) bonds expected to be sold during the fiscal year and to levy taxes for 2000 Measure M, 2002 Measure D, and 2005 Measure J outstanding bonds

Dave Olson, KNN Public Finance, Jeff Barrata, Piper Jaffrey Investment Bankers, Scott Henry, De La Rosa and Company Investment Bankers and Birana Abrams of Stradling Yocca Carlson & Rauth were in attendance to represent bond investment counsel. Mr. Olson provided a report to detail the District's interest to request that the County levy bond tax rates at the target maximum levels with regard to the District's five of the six bond measures. He detailed multiple strategies and recommendations regarding tax rates.

Public Comment:

None

Board Comment:

Mr. Ramsey commented on the expected tax liability for taxpayers. He noted this presentation added a layer of transparency for the public and created goodwill with County Assessor and Treasurer's offices.

Ms. Merriweather thanked Mr. Olson for the presentation and the level of detail to help Board members understand.

MOTION: Mr. Ramsey moved approval of Resolution No. 16-1314. Mr. Enos seconded. Mr. Enos, Mr. Groves, Ms. Merriweather, Mr. Ramsey and President Kronenberg voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

G. DISCUSSION ITEMS

None

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

I. COMMENTS OF THE BOARD OF EDUCATION AND SUPERINTENDENT
Mr. Groves wished everyone a happy summer.

J. THE NEXT SCHEDULED BOARD OF EDUCATION MEETING
Lovonya DeJean Middle School – August 12, 2013

K. ADJOURNMENT
President Kronenberg adjourned the meeting at 7:35 P.M.

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

BH:dh

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: August 12, 2013

From: Bruce Harter
Superintendent

Agenda Item: B.8

Subject: Request to Address the Board – Billie Alexander

Background Information:

Mr. Billie Alexander has requested opportunity to address the Board regarding funding and children in Title I program schools.

Recommendation: For Information Only

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____


Tabled _____

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: August 12, 2013

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 August 12, 2013.

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
Learning Without Borders - Arts In Education	\$278,706	US Department of Education	Year 3 of a 3yr grant to promote Arts in Education through the East Bay Center for Performing Arts in Richmond
Resource # 5816	10/1/13 - 9/30/14		PR Award # U351C110086-12
Quest Foundation - Playworks	\$25,000	Quest Foundation	To help pay the Playworks Coach at Chavez
	7/1/13 - 6/30/14		

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: August 12, 2013

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 August 12, 2013. 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
August 12, 2013 Board Meeting

<u>Donor Name</u>	<u>Description or Purpose</u>	<u>Estimated Value</u>	<u>Receiving School or Department</u>
Mr. Mateo Sanchez	Materials & Supplies	\$67.30	Cameron School
Education Training Research	Materials & Supplies	\$750.00	Portola Middle
Washington School PTA	Music Program	\$7,500.00	Washington Elementary
Washington School PTA	Garden Program	\$5,000.00	Washington Elementary
Mr. Robert Thompson	Materials & Supplies	\$350.00	State Preschool

*Estimated values for the non-cash donations are provided by the donor
Donation Précis 81213

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: August 12, 2013

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 2013-14 school year are summarized on the attached sheet dated August 12, 2013.

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
August 12, 2013 Board Meeting

APPROVAL OF FUND-RAISERS

<u>School</u>	<u>Fund-Raising Activity</u>	<u>Activity Sponsor</u>
Harding Elementary	Silent/Live Auction and Social Event	Harding PTA
Harding Elementary	Concession Sale	Harding PTA
Harding Elementary	Fall Carnival	Harding PTA & Dad's Club
Harding Elementary	Sell Chinook Coupon Books	Harding PTA
Harding Elementary	Book Fair	Harding PTA
Harding Elementary	Purchase SCRIP Gift Cards, Portion Benefits Harding PTA	Harding PTA
Harding Elementary	Dining at Rubio's, Zachary's and Pasta Pomodoro	Harding PTA
Harding Elementary	Drive Through See's Candy	Harding PTA
Harding Elementary	Spell -a- Thon	Harding PTA
Harding Elementary	Scholastic Book Fair	Harding PTA
Harding Elementary	Spring Field Day	Harding PTA
Harding Elementary	Rummage Sale	Harding PTA
El Cerrito High	Restaurant Night at Rubio's	ECHS Class of 2015
El Cerrito High	Restaurant Night at Chipotle	ECHS Class of 2016
Pinole Valley High	Sale of Candy Cane	PVHS Class of 2014
Pinole Valley High	Sale of Valentines Grams	PVHS Class of 2014
Pinole Valley High	Sale of Jamba Juice every Friday	PVHS Class of 2015
Pinole Valley High	Sale of Jamba Juice During Registration	PVHS Class of 2015
Pinole Valley High	Sale of Old Fashion Candy	PVHS Class of 2015
Pinole Valley High	Sale of Chocolate & Roses	PVHS Class of 2015

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: August 12, 2013

From: Sheri Gamba *SG*
Associate Superintendent 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 July 2013.

Total of payroll warrants (July 2013):	\$ 3,742,479
Total of vendor warrants accrual (2012-2013):	\$ 13,789,722
Total of vendor warrants (July 2013):	\$ 11,066,341

Recommendation: Recommend approval of the payroll and vendor warrant reports

Fiscal Impact: As noted above

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

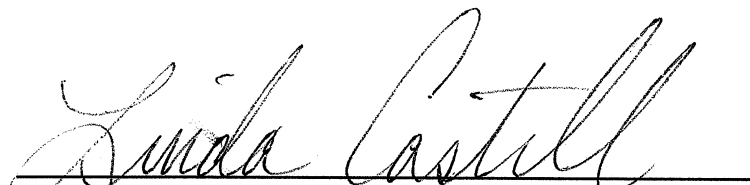
Approved _____ Not Approved _____ Tabled _____

West Contra Costa Unified School District

Month of : JULY 2013

Payrolls	Warrant From	Numbers To	Total Warrants Current	Total Warrants Previous	Total Warrants To Date
Variable	667331	668414	707,720		707,720
Regular	668415	668481	21,815		21,815
Special	668482	668585	226,417		226,417
Variable EFT	394006	396055	1,543,893		1,543,893
Regular EFT	396056	396487	1,245,346		1,245,346
Special EFT					0
Typed	297694	297708	14,346		14,346
BENEFITS					0
Cancelled	Various	Various	(17,057)		(17,057)
Totals			3,742,479	0	3,742,479

Salary detail is available in the Payroll office upon request.


Linda Castell, Payroll Supervisor

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT

2012-2013 (ACCRUAL)

PAYMENT

DATE: July 3, 2013

PAGE-1

FUND#	FUND DESCRIPTION	WARRANT FROM	NUMBERS TO	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	468397	468720	3,109,997	93,068,817	96,178,814
7706	CAFETERIA	468416	468718	202,840	6,080,223	6,283,063
7707	CHILD DEVELOPMENT	468586	468660	340	78,556	78,896
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY	468436	468633	12,463	525,554	538,017
7710	BUILDING	468400	468717	771,284	63,952,953	64,724,237
7711	CAPITAL FACILITIES				412,980	412,980
7712	SELF INSURANCE PROPERTY & LIABILITY	468710	468710	435	1,661,026	1,661,461
7713	STATE SCHOOL LEASE/PURCHASE				0	0
7714	COUNTY SCHOOL FACILITIES				0	0
7715	SPECIAL RESERVE FOR NON-CAPITAL OUTLAY				0	0
7719	CHARTER SCHOOL				0	0
7725	MRAD				0	0
7728	DEBT SERVICE				0	0
7744	RETIREE BENEFITS				303,731	303,731
7770	ADULT EDUCATION	468411	468676	9,602	230,230	239,832
7785	DEFERRED MAINTENANCE				36,000	36,000
7790	BOND INTEREST & REDEMPTN				0	0
7701	PAYROLL REVOLVING				49,289,463	49,289,463
	TOTALS			4,106,961	215,639,533	219,746,494

Prepared By

Accounting Supervisor

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT

2012-2013 (ACCRUAL)

PAYMENT

DATE: July 3, 2013

PAGE-2

FUND#	FUND DESCRIPTION	WARRANT FROM	NUMBERS TO	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL				96,178,814	96,178,814
7706	CAFETERIA				6,283,063	6,283,063
7707	CHILD DEVELOPMENT				78,896	78,896
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY				538,017	538,017
7710	BUILDING				64,724,237	64,724,237
7711	CAPITAL FACILITIES				412,980	412,980
7712	SELF INSURANCE PROPERTY & LIABILITY				1,661,461	1,661,461
7713	STATE SCHOOL LEASE/PURCHASE				0	0
7714	COUNTY SCHOOL FACILITIES				0	0
7715	SPECIAL RESERVE FOR NON-CAPITAL OUTLAY				0	0
7719	CHARTER SCHOOL				0	0
7725	MRAD				0	0
7728	DEBT SERVICE				0	0
7744	RETIREE BENEFITS	468322	468396	14,525	303,731	318,256
7770	ADULT EDUCATION				239,832	239,832
7785	DEFERRED MAINTENANCE				36,000	36,000
7790	BOND INTEREST & REDEMPTN				0	0
7701	PAYROLL REVOLVING				49,289,463	49,289,463
	TOTALS			14,525	219,746,494	219,761,019

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

PAYMENT
DATE: July 10, 2013

PAGE-3

FUND#	FUND DESCRIPTION	WARRANT FROM	NUMBERS TO	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	468745	468892	200,014	96,178,814	96,378,828
7706	CAFETERIA	468767	468877	37,123	6,283,063	6,320,186
7707	CHILD DEVELOPMENT	468763	468880	474	78,896	79,370
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY				538,017	538,017
7710	BUILDING	468749	468891	369,037	64,724,237	65,093,274
7711	CAPITAL FACILITIES				412,980	412,980
7712	SELF INSURANCE PROPERTY & LIABILITY				1,661,461	1,661,461
7713	STATE SCHOOL LEASE/PURCHASE				0	0
7714	COUNTY SCHOOL FACILITIES				0	0
7715	SPECIAL RESERVE FOR NON-CAPITAL OUTLAY				0	0
7719	CHARTER SCHOOL				0	0
7725	MRAD				0	0
7728	DEBT SERVICE				0	0
7744	RETIREE BENEFITS				318,256	318,256
7770	ADULT EDUCATION	468857	468883	1,331	239,832	241,163
7785	DEFERRED MAINTENANCE				36,000	36,000
7790	BOND INTEREST & REDEMPTN				0	0
7701	PAYROLL REVOLVING				49,289,463	49,289,463
	TOTALS			607,979	219,761,019	220,368,998

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT

2012-2013 (ACCRUAL)

PAYMENT

DATE: July 17, 2013

PAGE-4

FUND#	FUND DESCRIPTION	WARRANT FROM	NUMBERS TO	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	468894	469139	1,972,792	96,378,828	98,351,620
7706	CAFETERIA	468899	469108	25,502	6,320,186	6,345,688
7707	CHILD DEVELOPMENT	469114	469115	126	79,370	79,496
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY	468967	468967	14,782	538,017	552,799
7710	BUILDING	468893	469141	3,538,360	65,093,274	68,631,634
7711	CAPITAL FACILITIES	469040	469040	6,474	412,980	419,454
7712	SELF INSURANCE PROPERTY & LIABILITY	469070	469070	26,946	1,661,461	1,688,407
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				318,256	318,256
7770	ADULT EDUCATION	469051	469126	19,101	241,163	260,264
7785	DEFERRED MAINTENANCE				36,000	36,000
7790	BOND INTEREST & REDEMPTN				0	0
7701	PAYROLL REVOLVING				49,289,463	49,289,463
	TOTALS			5,604,083	220,368,998	225,973,081

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT

2012-2013 (ACCRUAL)

PAYMENT

DATE: July 24, 2013

PAGE-5

FUND#	FUND DESCRIPTION	WARRANT FROM	NUMBERS TO	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	469145	469281	373,900	98,351,620	98,725,520
7706	CAFETERIA	469165	469272	48,348	6,345,688	6,394,036
7707	CHILD DEVELOPMENT				79,496	79,496
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY	469150	469150	135	552,799	552,934
7710	BUILDING	469143	469280	813,523	68,631,634	69,445,157
7711	CAPITAL FACILITIES				419,454	419,454
7712	SELF INSURANCE PROPERTY & LIABILITY	469233	469279	44,288	1,688,407	1,732,695
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				318,256	318,256
7770	ADULT EDUCATION	469161	469161	295	260,264	260,559
7785	DEFERRED MAINTENANCE				36,000	36,000
7790	BOND INTEREST & REDEMPTN				0	0
7701	PAYROLL REVOLVING				49,289,463	49,289,463
	TOTALS			1,280,489	225,973,081	227,253,570

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT

2012-2013 (ACCRUAL)

PAYMENT

DATE: July 31, 2013

PAGE-6

FUND#	FUND DESCRIPTION	WARRANT FROM	NUMBERS TO	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	469319	469436	931,296	98,725,520	99,656,816
7706	CAFETERIA	469328	469401	1,599	6,394,036	6,395,635
7707	CHILD DEVELOPMENT				79,496	79,496
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY	469317	469372	443,260	552,934	996,194
7710	BUILDING	469314	469439	796,502	69,445,157	70,241,659
7711	CAPITAL FACILITIES				419,454	419,454
7712	SELF INSURANCE PROPERTY & LIABILITY	469397	469397	16	1,732,695	1,732,711
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				318,256	318,256
7770	ADULT EDUCATION	469347	469401	3,012	260,559	263,571
7785	DEFERRED MAINTENANCE				36,000	36,000
7790	BOND INTEREST & REDEMPTN				0	0
7701	PAYROLL REVOLVING				49,289,463	49,289,463
	TOTALS			2,175,685	227,253,570	229,429,255

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT

2013-2014

PAYMENT

DATE: July 3, 2013

PAGE-1

FUND#	FUND DESCRIPTION	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	25,780	0	25,780
7706	CAFETERIA		0	0
7707	CHILD DEVELOPMENT		0	0
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY		0	0
7710	BUILDING		0	0
7711	CAPITAL FACILITIES		0	0
7712	SELF INSURANCE PROPERTY & LIABILITY		0	0
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	3,620	0	3,620
7770	ADULT EDUCATION		0	0
7785	DEFERRED MAINTENANCE		0	0
7790	BOND INTEREST & REDEMPTN		0	0
7701	PAYROLL REVOLVING	6,015,789	0	6,015,789
	TOTALS	6,045,189	0	6,045,189

Christopher J. Fung
Prepared By

T. Guedes
Accounting Supervisor

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT

2013-2014

PAYMENT

DATE: July 10, 2013

PAGE-2

FUND#	FUND DESCRIPTION	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	5,185	6,041,570	6,046,755
7706	CAFETERIA		0	0
7707	CHILD DEVELOPMENT		0	0
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY		0	0
7710	BUILDING		0	0
7711	CAPITAL FACILITIES		0	0
7712	SELF INSURANCE PROPERTY & LIABILITY		0	0
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		3,619	3,619
7770	ADULT EDUCATION		0	0
7785	DEFERRED MAINTENANCE		0	0
7790	BOND INTEREST & REDEMPTN		0	0
7701	PAYROLL REVOLVING		0	0
	TOTALS	5,185	6,045,189	6,050,374

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT

2013-2014

PAYMENT

DATE: July 17, 2013

PAGE-3

FUND#	FUND DESCRIPTION	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	9,325	6,046,755	6,056,080
7706	CAFETERIA	23,909	0	23,909
7707	CHILD DEVELOPMENT		0	0
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY	269,568	0	269,568
7710	BUILDING		0	0
7711	CAPITAL FACILITIES		0	0
7712	SELF INSURANCE PROPERTY & LIABILITY		0	0
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		3,619	3,619
7770	ADULT EDUCATION		0	0
7785	DEFERRED MAINTENANCE		0	0
7790	BOND INTEREST & REDEMPTN		0	0
7701	PAYROLL REVOLVING		0	0
	TOTALS	302,802	6,050,374	6,353,176

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT

2013-2014

PAYMENT

DATE: July 24, 2013

PAGE-4

FUND#	FUND DESCRIPTION	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	381,261	6,056,080	6,437,341
7706	CAFETERIA	21,778	23,909	45,687
7707	CHILD DEVELOPMENT		0	0
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY		269,568	269,568
7710	BUILDING		0	0
7711	CAPITAL FACILITIES		0	0
7712	SELF INSURANCE PROPERTY & LIABILITY		0	0
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		3,619	3,619
7770	ADULT EDUCATION		0	0
7785	DEFERRED MAINTENANCE		0	0
7790	BOND INTEREST & REDEMPTN		0	0
7701	PAYROLL REVOLVING		0	0
	TOTALS	403,039	6,353,176	6,756,215

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT

2013-2014

PAYMENT

DATE: July 31, 2013

PAGE-5

FUND#	FUND DESCRIPTION	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	327,614	6,437,341	6,764,955
7706	CAFETERIA	30,786	45,687	76,473
7707	CHILD DEVELOPMENT		0	0
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY		269,568	269,568
7710	BUILDING		0	0
7711	CAPITAL FACILITIES		0	0
7712	SELF INSURANCE PROPERTY & LIABILITY	1,423,708	0	1,423,708
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	58,372	3,619	61,991
7770	ADULT EDUCATION		0	0
7785	DEFERRED MAINTENANCE		0	0
7790	BOND INTEREST & REDEMPTN		0	0
7701	PAYROLL REVOLVING	48,619	0	48,619
	TOTALS	1,889,099	6,756,215	8,645,314

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT

2013-2014

PAYMENT

PAGE-6

DATE: July 10, 2013

FUND#	FUND DESCRIPTION	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL		749,165	749,165
7706	CAFETERIA		76,473	76,473
7707	CHILD DEVELOPMENT		0	0
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY		269,568	269,568
7710	BUILDING		0	0
7711	CAPITAL FACILITIES		0	0
7712	SELF INSURANCE PROPERTY & LIABILITY		1,423,708	1,423,708
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		61,992	61,992
7770	ADULT EDUCATION		0	0
7785	DEFERRED MAINTENANCE		0	0
7790	BOND INTEREST & REDEMPTN		0	0
7701	PAYROLL REVOLVING	1,182,689	6,064,408	7,247,097
	TOTALS	1,182,689	8,645,314	9,828,003

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT

2013-2014

PAYMENT

DATE: July 31, 2013

PAGE-7


FUND#	FUND DESCRIPTION	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL		749,165	749,165
7706	CAFETERIA		76,473	76,473
7707	CHILD DEVELOPMENT		0	0
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY		269,568	269,568
7710	BUILDING		0	0
7711	CAPITAL FACILITIES		0	0
7712	SELF INSURANCE PROPERTY & LIABILITY		1,423,708	1,423,708
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		61,992	61,992
7770	ADULT EDUCATION		0	0
7785	DEFERRED MAINTENANCE		0	0
7790	BOND INTEREST & REDEMPTN		0	0
7701	PAYROLL REVOLVING	1,238,338	7,247,097	8,485,435
	TOTALS	1,238,338	9,828,003	11,066,341

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Date: August 12, 2013

From: Sheri Gamba 
Associate Superintendent Business Services

Agenda Item: CI C.5

Subject: Adoption of Resolution No. 28-1314: Replacement of Outdated Warrant

Background Information: Government Code Section 298029(c) allows the governing board, by resolution, to order a replacement check be issued for a warrant that is stale dated. This resolution authorizes the issuance of a check to replace the outdated warrant for Rachel Zemach-Silva. Staff recommend replacement of the stale dated warrant.

Recommendation: Recommend approval to replace the outdated warrant

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

BOARD OF EDUCATION
WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
RESOLUTION NO.28-1314
REPLACEMENT OF OUTDATED WARRANT
August 12, 2013

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

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

Type:	Payroll Check
Payee:	Rachel Zemach-Silva
Check No.:	881072
Amount:	\$3,576.09
Issue Date:	April 29, 2011

PASSED AND ADOPTED on the 12th day of August 2013, at a regular meeting of the Board of Education by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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


Bruce Harter
Secretary, Board of Education

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: August 12, 2013

From: Sheri Gamba 
Associate Superintendent Business Services

Agenda Item: CI C.6

Subject: Contracted Services

Background Information: Permission is requested of the Board of Education to approve the following contracts for services as detailed on the attached sheets dated August 12, 2013.

Recommendation: Recommend Approval

Fiscal Impact: As noted per contracts summary

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

CONTRACTED SERVICES

The following professional consultant services are recommended for approval.

<u>DEPARTMENT</u>	<u>DATE OF SERVICE</u>	<u>CONSULTANT NAME</u>	<u>COST & FUNDING</u>	<u>PURPOSE</u>
K-12 Operations	8/13/13 Thru 6/30/14	Contra Costa Health Services	\$60,000 School Based Health Services	Contra Costa Health Services will establish and coordinate the provision of the aforementioned services and fund expansion of existing services. These may include but are not limited to mental health, physical health, youth development, health education and other support services. These services will be available to the entire student body at Richmond High School.
K-12 Operations	8/13/13 Thru 6/30/14	Bay Area Community Resources	\$60,000 School Based Health Services	Establish and coordinate with the site and district administrators to assess youth needs and implement health services and programs necessary to meet those carrying needs. These may include but are not limited to mental health, youth development, health education and other support services. Services will be available to the entire student body at DeAnza High School.
K-12 Operations	8/13/13 Thru 6/30/14	Bay Area Community Resources	\$60,000 School Based Health Services	Establish and coordinate with the site and district administrators to assess youth needs and implement health services and programs necessary to meet those carrying needs. These may include but are not limited to mental health, youth development, health education and other support services. Services will be available to the entire student body at Hercules High School.
K-12 Operations	8/13/13 Thru 6/30/14	YMCA of the East Bay	\$60,000 School Based Health Services	Establish and coordinate with the site and district administrators to assess youth needs and implement health services and programs necessary to meet those carrying needs. These may include but are not limited to mental health, youth development, health education and other support services. Services will be available to the entire student body at El Cerrito High School.
K-12 Operations	8/13/13 Thru 6/30/14	YMCA of the East Bay	\$60,000 School Based Health Services	Establish and coordinate with the site and district administrators to assess youth needs and implement health services and programs necessary to meet those carrying needs. These may include but are not limited to mental health, youth development, health education and other support services. Services will be available to the entire student body at Pinole Valley High School.
K-12 Operations	8/13/13 Thru 6/30/14	YMCA of the East Bay	\$60,000 School Based Health Services	Establish and coordinate with the site and district administrators to assess youth needs and implement health services and programs necessary to meet those carrying needs. These may include but are not limited to mental health, youth development, health education and other support services. Services will be available to the entire student body at Kennedy High School.
K-12 Operations	8/1/13 Thru 6/30/14	Bay Area Community Resources	128,669 Gateway Project	Provide counseling / mentoring programs to De Anza High school students. Create peer counseling / mentoring program infrastructure servicing 100 students annually. Oversee and manage internship placements from local social work programs. Establish goals / objectives for MSW internships aligning with the goals and objectives of the California S3 Safety Grant. Recruit, hire, train and supervise MSW interns. Establish and oversee mental health groups that address the issues such as harassment/bullying, drug use on campus and violence prevention. Coordinate 1-2 professional development workshops for staff development training.

K-12 Operations	8/1/13 Thru 6/30/14	Bay Area Community Resources	100,000 Gateway Project	<p>Provide an Assistant Program Coordinator and a Counseling Intern Supervisor for the counseling / mentoring program at DeAnza High School. The Assistant Program Coordinator will provide front desk assistance to students, staff and community partners. Provide information and referrals, set appointments, student check-ins, order and distribute supplies, and correspondence. Maintain records, collect data, prepare reports and conduct work utilizing a data system. The Counseling Intern Supervisor will oversee accurate and up-to-date clinical records, statistical report, and program documentation. Oversee maintenance of clinical files, including case notes and plans. Oversee intake and mental health referral process. Provide onsite consultation and guidance for mental health emergencies, program planning and implementation. Oversee individual and group Mental Health services as specified in the SIG grant. Activities include assessment, intake and treatment plan formulation. Plan and coordinate with School-based Health Center Coordinator and with BACR Program Director for the delivery of student, family and school / community services.</p>
-----------------	---------------------------	---------------------------------	----------------------------	--

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: August 12, 2013

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

Agenda Item: CI C.7

Subject: Agreements for Nonpublic, Nonsectarian School/Agency Services

Background Information: Permission is requested of the Board of Education to approve the Master Contracts between the District and named schools/agencies for nonpublic, nonsectarian school/agency services for the period of July 1, 2013 through June 30, 2014.

Recommendation: Recommend Approval

Fiscal Impact: \$7,500,000.00 Budget in Special Education

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

CONTRACT FOR NON-PUBLIC AGENCIES 2013-2014 BOARD APPROVAL

Name of Agency	Address	City / State	Zip
1 Accentcare Home Health	2300 Contra Costa Blvd #125	Pleasant Hill	94523
2 ANOVA INC	2911 Cleveland Ave	Santa Rosa	95403
3 Augmentative Communications & Technology	350 Santa Ana Avenue	San Francisco	94127
4 Avalon, Marcie	1305 Blake Street	Berkeley	94702
5 Behaviora Intervention Association (BIA)	2354 Powell Street, Suite A	Emeryville	94806
6 Bright Path Therapists	3444 A 21st Street	San Francisco	94110
7 Career Staff Unlimited	5000 Hopyard Road #220	Pleasanton	94588
8 Center for Accessible Technology	3075 Adeline Street, Suite 220	Berleley	94703
9 Center for Safe Youth	595 Sandstone Drive	Athens, GA	30605
10 Checker Transport	3632 West Ct.	San Pablo	94806
11 Communication Works	4400 Keller Ave., Suite 200	Oakland	94605
12 Contra Costa County Office of Education/JPA	77 Santa Barbara Road	Pleasant Hill	94523
13 Contra Costa ARC/George Miller Pool	20 Allen Street, #120	Martinez	94553
14 Contra Costa Health Department/Mental Health	525 Green Street	Martinez	94553
15 Contra Costa Health Services	50 Douglas Drive, Suite 320 A	Martinez	94553
16 Donna Slater, OTR/L	2350 Farnsworth Drive	Livermore	94551
17 Dori Maxon	5830 Sacramento Avenue	Richmond	94804
18 Elizabeth Isono	2550 9th Street Suite 115	Berleley	94710
19 Hearing Conservation	10952 South Airport Way	Manteca	95336
20 Interpreting and Consulting Services	836 B Southhampton Rd #353	Benicia	94510
21 MacMillian, Anne	85 Crestmont Drive	Oakland	94619
22 Maxim Health Care	1000 Broadway Street Suite 340	Oakland	94607
23 Professional Tutors of America	3350 East Birch Street, Suite 108	Brea	92521
24 Progressus Therapy	2701 N. Rocky Pt. Drive #650	Tampa, FL	33607
25 Quality Behavioral Outcomes	5729 Sonoma Drive, Suite K	Pleasanton	94566
26 Rose Stamm/OT/Cameron	6753 Glen Mawr Avenue	El Cerrito	94530
27 Speech Pathology/Susan Stark	2021 Ygnacio Valley Road, C-103	Walnut Creek	94598
28 Stapp Rehab (Better Therapy Staffing)	5000 Birch Street Suite 3000	Newport Beach	92660
29 STE Consultants	2560 9th Street, Suite 319A	Berkeley	94710
30 Sunbelt Staffing	3687 Tampa Road, Suite 200	Oldsmar, FL	34677
31 Syntex Global LLC	2040 Bancroft Way STE 400B	Berkeley	94704
32 Trumpet Behavioral Health	5729 Sonoma Drive, Suite F	Pleasanton	94566
33 Williams-Masters, Donna	16032 Windsor Drive	San Leandro	94578

CONTRACT FOR NON-PUBLIC SCHOOLS 2013-2014 BOARD APPROVAL


Name of School	Address	City / State	Zip
1 The Avalon Academy	818 Mahler Road	Burlingame	94010
2 BayHill High School	521 Boden Way	Oakland	94610
3 A Better Chance School	4138 Lakeside Drive	Richmond	94806
4 Childrens Learning Center	1910 Central Avenue	Alameda	94501
5 Devereux Foundation	5850 T.G. Lee Boulevard, Ste 400	Orlando, FL	32822
6 Glenholme School	81 Sabbaday Lane	Washington, CT	06794
7 Everest School	665 Walnut Ave.	Vallejo	94592
8 Families First School	2100 5th Street	Davis	95616
9 Intermountain Deaconess	500 S Lamborn Street	Helena, MT	59601
10 La Cheim School	2853 Groom Drive	Richmond	94806
11 Logan River Academy	P. O. Box 3662	Logan, Utah	84323
12 Oakhill School	300 Sunny Hills Dr., Building 6	San Anselmo	94960
13 Oakgrove School, Inc	3375 Harrison Blvd.	Ogden, UT	84403
14 Seneca Center	2275 Arlington Drive	San Leandro	94578
15 Spectrum Center	16360 San Pablo Ave	San Pablo	94806
16 Springstone Community High School	1035 Carol Lane	Lafayette	94549
17 Star Academy	4470 Redwood Highway	San Rafael	94903
18 Journey High School (TLC Child & Family Services)	P.O. Box 2079	Sebastopol	95472
19 Victor Treatment Centers, INC	3164 Condo Court	Santa Rosa	95403

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: August 12, 2013

From: Sheri Gamba 
Associate Superintendent Business Services

Agenda Item: CI C.8

Subject: Notice of Completions: Bid 1121341-05 Coronado & Stege Elementary School Storm Drain Extension, 2141103-08 Portola Middle School Demolition of Existing Campus, Bid 1471390-00 Peres Elementary School Modernization I, and Bid 3601364-06 Kennedy High School Kitchen Flooring Replacement.

Background Information:

Substantial completion notices has been received for: Bid 1121341-05, Bid 2141103-08, Bid 1471390-00, and Bid 3601364-06.

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:

Trinet Construction, Inc. Bid 1121341-05 Coronado & Stege Elementary School Storm Drain Extension

Alten Construction Bid 2141103-08 Portola Middle School Demolition of Existing Campus

Cal-Pacific Construction, Inc. Bid 1471390-00 Peres Elementary School Modernization I.

The Thompson Construction Group Bid 3601364-06 Kennedy High School Kitchen Flooring Replacement

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 August 12, 2013.
5. The work done was: Project 1121341-05 Coronado ES & Stege ES Storm Drain Extension.
6. The name and address of the contractor for such work of improvement was Trinet Construction Inc., 2560 Marin Street, San Francisco, CA 94124. Date of Contract: April 24, 2013.
7. The name of the Bonding Company that provided Surety for said contractor relative to work to be performed is: The Ohio Casualty 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: Coronado Elementary, 4301 Berk Ave, Richmond CA 94804 – Stege Elementary, 4949 Cypress Ave, Richmond, CA 94804.

Dated: August 12, 2013

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 August 12, 2013, 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 August 12, 2013.
5. The work done was: Project 2141103-08 Portola Middle School Demolition of Existing Campus.
6. The name and address of the contractor for such work of improvement was Alten Construction Inc., 720 – 12th St., Richmond, CA 94801. Date of Contract: April 25, 2012.
7. The name of the Bonding Company that provided Surety for said contractor relative to work to be performed is: Fidelity Deposit Company of Maryland.
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: Portola Middle School 1021 Navellier St. El Cerrito, CA 94530.

Dated: August 12, 2013

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 August 12, 2013, 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 August 12, 2013.
5. The work done was: Project 1471390-00 Peres Elementary School Modernization I.
6. The name and address of the contractor for such work of improvement was Cal-Pacific Construction Inc., 1009 Terra Nova Blvd., Pacifica, CA 94004. Date of Contract: June 6, 2012.
7. The name of the Bonding Company that provided Surety for said contractor relative to work to be performed is: Hartford Fire 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: Peres Elementary 719 5th St. Richmond, CA 94801.

Dated: August 12, 2013

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 August 12, 2013, 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 August 12, 2013.
5. The work done was: Project 3601364-06 Kennedy HS Kitchen Flooring Replacement.
6. The name and address of the contractor for such work of improvement was The Thompson Construction Group, 1555 Park Avenue, Ste. G, Emeryville, CA 94608 Date of Contract: July 5, 2013.
7. The name of the Bonding Company that provided Surety for said contractor relative to work to be performed is: Indemnity Company of California.
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 Kitchen Flooring, 4300 Cutting Boulevard, Richmond, CA 94804.

Dated: August 12, 2013

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 August 12, 2013, 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: August 12, 2013

From: Sheri Gamba,
Associate Superintendent Business Services

Agenda Item: CI C.9

Subject: Community Budget Advisory Committee Amended Member Ratification

Background Information: The Community Budget Advisory Committee (CBAC) met on August 1, 2013. This is an amendment to reflect recent resignations and to add Mary Flanagan as a Teacher (voting member). The committee roster is subject to ratification by the School Board at a regular Board of Education meeting. Pending ratification, below is a complete list of the committee members and term dates.

COMMUNITY BUDGET ADVISORY COMMITTEE – MEMBERS			
MEMBER NAME	MEMBER TYPE	VOTING STATUS	TERM ENDING
Vacant	Business Leader	Voting	June 30, 2015
Vacant	Parent	Voting	June 30, 2015
Ken Ryan	Community Member	Voting	June 30, 2014
Mary Flanagan	Teacher	Voting	June 30, 2014
Charles Johnson	Classified	Voting	December 31, 2014
Paul Shatswell	Principal	Voting	December 31, 2014
Eduardo Martinez, Chair	Community Member	Voting	December 31, 2014
Antonio Medrano	Community Member Alternate	Voting	December 31, 2014
Todd Groves	Board	Non-Voting	
Sheri Gamba	Business Services	Non-Voting	
Germaine Quiter	Business Services	Non-Voting	

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
1108 Bissell Avenue
Richmond, California 94801-3135
Office of the Superintendent

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Date: August 12, 2013

From: Sheri Gamba
Associate Superintendent Business Services

Agenda Item: CI C.10

Subject: CalPERS Retiree Health Care Resolutions – for those retiring prior to January 1, 2007
Resolution No. 17-1314 – Unrepresented Classified Confidential
Resolution No. 18-1314 – Public Employees Union (Local One)
Resolution No. 19-1314 – School Supervisors Association (SSA)
Resolution No. 20-1314 – Unrepresented Management
Resolution No. 21-1314 – United Teachers of Richmond (UTR)
Resolution No. 22-1314 – West Contra Costa Administrators' Association (WCCAA)

Background Information:

Each year, since adopting CalPERS as the District's health benefits provider, the Board has been required to adopt resolutions acknowledging rates and contributions. Employees who retired prior to January 1, 2007 were offered "a fully paid HMO plan" which is based on the higher of the Blue Shield Bay Area or Kaiser Bay Area premium rates.

As of January 2014, the Blue Shield Bay Area premium exceeds the Kaiser premium for ALL plans, therefore the District's 2014 cap for retirees who retired prior to January 1, 2007 will be based on the Blue Shield Bay Area premium rates by plan.

Recommendation: Recommend approval

Fiscal Impact: None – Retiree benefits already budgeted

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

Resolution # 17-1314

**RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER SECTION 22895
OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
(Unrepresented Classified Confidential-Fully Paid HMO)**

WHEREAS, (1) Government Code Section 22892(a) provides that a school employer contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b) of the Act, and

WHEREAS, (2) West Contra Costa Unified School District is a School Employer contracting under the Act; for participation by members of the (600) Unrepresented Classified Confidential now, therefore be it

RESOLVED, (a) That the employer's contribution for each annuitant shall be the amount necessary to pay the cost of his/her enrollment, including the enrollment of his/her family members, in a health benefit plan, up to a maximum of :

	BASIC	
Party Rate 1	Employee only	\$ 836.59
Party Rate 2	Employee & 1 dependent	\$ 1,673.18
Party Rate 3	Employee & 2+ dependents	\$ 2,175.13
	SUPPLEMENTAL	
Party Rate 4	Employee only	\$ 298.21
Party Rate 5	Employee & 1 dependent	\$ 596.42
Party Rate 6	Employee & 2+ dependents	\$ 894.63
	COMBINATION (Basic & Supplemental)	
Party Rate 7	Employee (S) & 1 dependent (B)	\$ 1,134.80
Party Rate 8	Employee (S) & 2+ dependents (B)	\$ 1,636.75
Party Rate 9	Employee with 1 dep (S) & 1+ deps (B)	\$ 1,098.37
Party Rate 10	Employee (B) & 1 dependent (S)	\$ 1,134.80
Party Rate 11	Employee (B) & 2+ dependents (S)	\$ 1,433.01
Party Rate 12	Employee with 1 dep (B) & 1+ deps (S)	\$ 1,636.75

per month plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) That West Contra Costa Unified School District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.

Adopted at a regular meeting of the West Contra Costa Unified School District in Richmond, CA this 12th day of August 2013.

Signed: _____

(President, Chairman, etc.)

Attest: _____

(Secretary or appropriate officer)

Resolution # 18-1314
RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER SECTION 22895
OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
(Public Employees Union-Local One-Fully Paid HMO)

- WHEREAS, (1) Government Code Section 22892(a) provides that a school employer contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b) of the Act, and
- WHEREAS, (2) West Contra Costa Unified School District is a School Employer contracting under the Act; for participation by members of the (200) Public Employees Union, Local One now, therefore be it
- RESOLVED, (a) That the employer's contribution for each annuitant shall be the amount necessary to pay the cost of his/her enrollment, including the enrollment of his/her family members, in a health benefit plan, up to a maximum of :

	BASIC	
Party Rate 1	Employee only	\$ 836.59
Party Rate 2	Employee & 1 dependent	\$ 1,673.18
Party Rate 3	Employee & 2+ dependents	\$ 2,175.13
	SUPPLEMENTAL	
Party Rate 4	Employee only	\$ 298.21
Party Rate 5	Employee & 1 dependent	\$ 596.42
Party Rate 6	Employee & 2+ dependents	\$ 894.63
	COMBINATION (Basic & Supplemental)	
Party Rate 7	Employee (S) & 1 dependent (B)	\$ 1,134.80
Party Rate 8	Employee (S) & 2+ dependents (B)	\$ 1,636.75
Party Rate 9	Employee with 1 dep (S) & 1+ deps (B)	\$ 1,098.37
Party Rate 10	Employee (B) & 1 dependent (S)	\$ 1,134.80
Party Rate 11	Employee (B) & 2+ dependents (S)	\$ 1,433.01
Party Rate 12	Employee with 1 dep (B) & 1+ deps (S)	\$ 1,636.75

per month plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) That West Contra Costa Unified School District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.

Adopted at a regular meeting of the West Contra Costa Unified School District in Richmond, CA this 12th day of August 2013.

Signed: _____

(President, Chairman, etc.)

Attest: _____

(Secretary or appropriate officer)

Resolution # 19-1314

**RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER SECTION 22895
OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
(School Supervisors Association - Fully Paid HMO)**

WHEREAS, (1) Government Code Section 22892(a) provides that a school employer contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b) of the Act, and

WHEREAS, (2) West Contra Costa Unified School District is a School Employer contracting under the Act; for participation by members of the (400) School Supervisors Association now, therefore be it

RESOLVED, (a) That the employer's contribution for each annuitant shall be the amount necessary to pay the cost of his/her enrollment, including the enrollment of his/her family members, in a health benefit plan, up to a maximum of :

	BASIC	
Party Rate 1	Employee only	\$ 836.59
Party Rate 2	Employee & 1 dependent	\$ 1,673.18
Party Rate 3	Employee & 2+ dependents	\$ 2,175.13
	SUPPLEMENTAL	
Party Rate 4	Employee only	\$ 298.21
Party Rate 5	Employee & 1 dependent	\$ 596.42
Party Rate 6	Employee & 2+ dependents	\$ 894.63
	COMBINATION (Basic & Supplemental)	
Party Rate 7	Employee (S) & 1 dependent (B)	\$ 1,134.80
Party Rate 8	Employee (S) & 2+ dependents (B)	\$ 1,636.75
Party Rate 9	Employee with 1 dep (S) & 1+ deps (B)	\$ 1,098.37
Party Rate 10	Employee (B) & 1 dependent (S)	\$ 1,134.80
Party Rate 11	Employee (B) & 2+ dependents (S)	\$ 1,433.01
Party Rate 12	Employee with 1 dep (B) & 1+ deps (S)	\$ 1,636.75

per month plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) That West Contra Costa Unified School District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.

Adopted at a regular meeting of the West Contra Costa Unified School District in Richmond, CA this 12th day of August 2013.

Signed:

(President, Chairman, etc.)

Attest:

(Secretary or appropriate officer)

Resolution # 20-1314
RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER SECTION 22895
OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
(Unrepresented Management-Fully Paid HMO)

- WHEREAS, (1) Government Code Section 22892(a) provides that a school employer contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b) of the Act, and
- WHEREAS, (2) West Contra Costa Unified School District is a School Employer contracting under the Act; for participation by members of the (100) Unrepresented Management now, therefore be it
- RESOLVED, (a) That the employer's contribution for each annuitant shall be the amount necessary to pay the cost of his/her enrollment, including the enrollment of his/her family members, in a health benefit plan, up to a maximum of :

	BASIC	
Party Rate 1	Employee only	\$ 836.59
Party Rate 2	Employee & 1 dependent	\$ 1,673.18
Party Rate 3	Employee & 2+ dependents	\$ 2,175.13
	SUPPLEMENTAL	
Party Rate 4	Employee only	\$ 298.21
Party Rate 5	Employee & 1 dependent	\$ 596.42
Party Rate 6	Employee & 2+ dependents	\$ 894.63
	COMBINATION (Basic & Supplemental)	
Party Rate 7	Employee (S) & 1 dependent (B)	\$ 1,134.80
Party Rate 8	Employee (S) & 2+ dependents (B)	\$ 1,636.75
Party Rate 9	Employee with 1 dep (S) & 1+ deps (B)	\$ 1,098.37
Party Rate 10	Employee (B) & 1 dependent (S)	\$ 1,134.80
Party Rate 11	Employee (B) & 2+ dependents (S)	\$ 1,433.01
Party Rate 12	Employee with 1 dep (B) & 1+ deps (S)	\$ 1,636.75

per month plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) That West Contra Costa Unified School District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.

Adopted at a regular meeting of the West Contra Costa Unified School District in Richmond, CA this 12th day of August 2013.

Signed: _____
(President, Chairman, etc.)

Attest: _____
(Secretary or appropriate officer)

Resolution # 21-1314
RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER SECTION 22895
OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
(United Teachers of Richmond-Fully Paid HMO)

WHEREAS, (1) Government Code Section 22892(a) provides that a school employer contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b) of the Act, and

WHEREAS, (2) West Contra Costa Unified School District is a School Employer contracting under the Act; for participation by members of the (300) United Teachers of Richmond now, therefore be it

RESOLVED, (a) That the employer's contribution for each annuitant shall be the amount necessary to pay the cost of his/her enrollment, including the enrollment of his/her family members, in a health benefit plan, up to a maximum of :

	BASIC	
Party Rate 1	Employee only	\$ 836.59
Party Rate 2	Employee & 1 dependent	\$ 1,673.18
Party Rate 3	Employee & 2+ dependents	\$ 2,175.13
	SUPPLEMENTAL	
Party Rate 4	Employee only	\$ 298.21
Party Rate 5	Employee & 1 dependent	\$ 596.42
Party Rate 6	Employee & 2+ dependents	\$ 894.63
	COMBINATION (Basic & Supplemental)	
Party Rate 7	Employee (S) & 1 dependent (B)	\$ 1,134.80
Party Rate 8	Employee (S) & 2+ dependents (B)	\$ 1,636.75
Party Rate 9	Employee with 1 dep (S) & 1+ deps (B)	\$ 1,098.37
Party Rate 10	Employee (B) & 1 dependent (S)	\$ 1,134.80
Party Rate 11	Employee (B) & 2+ dependents (S)	\$ 1,433.01
Party Rate 12	Employee with 1 dep (B) & 1+ deps (S)	\$ 1,636.75

per month plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) That West Contra Costa Unified School District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.

Adopted at a regular meeting of the West Contra Costa Unified School District in Richmond, CA this 12th day of August 2013.

Signed: _____
(President, Chairman, etc.)

Attest: _____
(Secretary or appropriate officer)

Resolution # 22-1314
RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER SECTION 22895
OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
(West Contra Costa Administrators' Association-Fully Paid HMO)

- WHEREAS, (1) Government Code Section 22892(a) provides that a school employer contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b) of the Act, and
- WHEREAS, (2) West Contra Costa Unified School District is a School Employer contracting under the Act; for participation by members of the (500) West Contra Costa Administrators' Association now, therefore be it
- RESOLVED, (a) That the employer's contribution for each annuitant shall be the amount necessary to pay the cost of his/her enrollment, including the enrollment of his/her family members, in a health benefit plan, up to a maximum of :

	BASIC	
Party Rate 1	Employee only	\$ 836.59
Party Rate 2	Employee & 1 dependent	\$ 1,673.18
Party Rate 3	Employee & 2+ dependents	\$ 2,175.13
	SUPPLEMENTAL	
Party Rate 4	Employee only	\$ 298.21
Party Rate 5	Employee & 1 dependent	\$ 596.42
Party Rate 6	Employee & 2+ dependents	\$ 894.63
	COMBINATION (Basic & Supplemental)	
Party Rate 7	Employee (S) & 1 dependent (B)	\$ 1,134.80
Party Rate 8	Employee (S) & 2+ dependents (B)	\$ 1,636.75
Party Rate 9	Employee with 1 dep (S) & 1+ deps (B)	\$ 1,098.37
Party Rate 10	Employee (B) & 1 dependent (S)	\$ 1,134.80
Party Rate 11	Employee (B) & 2+ dependents (S)	\$ 1,433.01
Party Rate 12	Employee with 1 dep (B) & 1+ deps (S)	\$ 1,636.75

per month plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) That West Contra Costa Unified School District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.

Adopted at a regular meeting of the West Contra Costa Unified School District in Richmond, CA this 12th day of August 2013.

Signed: _____
(President, Chairman, etc.)

Attest: _____
(Secretary or appropriate officer)

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: August 12, 2013

From: Sheri Gamba
Associate Superintendent Business Services

Agenda Item: CI C.11

Subject: CalPERS Retiree Benefit Resolutions – for those retiring after December 31, 2006 and before July 1, 2010

Resolution No. 23-1314: Unrepresented Classified Confidential

Resolution No. 24-1314: Public Employees Union (Local 1)

Resolution No. 25-1314: School Supervisors Association (SSA)

Resolution No. 26-1314: Unrepresented Management

Resolution No. 27-1314: West Contra Costa Administrators Association (WCCAA)

Background Information: Each year, since adopting CalPERS as the District's health benefits provider, the Board has been required to adopt resolutions acknowledging rates and contributions. Permission is requested of the Board of Education to approve the following resolutions setting the employer's contribution for retiree medical benefits for those who retired after December 31, 2006 and before July 1, 2010. These new rates will be effective January 1, 2014.

Recommendation: Recommend approval

Fiscal Impact: None - Retiree benefits already budgeted

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

RESOLUTION # 23-1314
FIXING THE EMPLOYER'S CONTRIBUTION UNDER SECTION 22895 OF THE PUBLIC
EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
(Unrepresented Classified Confidential – Bay Area Blue Shield formula)

- WHEREAS, (1) Government Code Section 22892(a) provides that a school employer contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b) of the Act, and
- WHEREAS, (2) West Contra Costa Unified School District is a School Employer contracting under the Act; for participation by members of the (610) Unrepresented Classified Confidential now, therefore be it
- RESOLVED, (a) That the employer's contribution for each annuitant shall be the amount necessary to pay the cost of his/her enrollment, including the enrollment of his/her family members, in a health benefit plan, up to a maximum of :

Table 2014			
CalPERS Plan Code	Members	Coverage Type	2014 WCCUSD Share
1021	Single	B	784.06
1022	Two Party	B+B	1,568.14
1023	Family	B+B+B	2,038.58
1121	Single	SM	362.54
1122	Two Party	SM+SM	725.08
1123	Family	SM+SM+SM	1,087.62
1124	Two Party	SM+B	1,083.27
1125	Family	SM+B+B	1,552.43
1126	Family	SM+SM+B	1,166.89
1127	Two Party	B+SM	1,083.27
1128	Family	B+SM+SM	1,456.11
1129	Family	B+B+SM	1,552.39
B = Basic Coverage			
SM = Supplement to Medicare			

per month plus administrative fees and Contingency Reserve Fund assessments; and be it further

- RESOLVED, (b) That West Contra Costa Unified School District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.

Adopted at a regular meeting of the West Contra Costa Unified School District in Richmond, CA this 12th day of August 2013.

Signed: _____
(President, Chairman, etc.)

Attest: _____
(Secretary or appropriate officer)

RESOLUTION #24-1314
FIXING THE EMPLOYER'S CONTRIBUTION UNDER SECTION 22895 OF THE PUBLIC
EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
(Public Employees Union, Local 1 – Bay Area Blue Shield formula)

- WHEREAS, (1) Government Code Section 22892(a) provides that a school employer contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b) of the Act, and
- WHEREAS, (2) West Contra Costa Unified School District is a School Employer contracting under the Act; for participation by members of the (210) Public Employees Union-Local One now, therefore be it
- RESOLVED, (a) That the employer's contribution for each annuitant shall be the amount necessary to pay the cost of his/her enrollment, including the enrollment of his/her family members, in a health benefit plan, up to a maximum of :

Table 2014			
CalPERS Plan Code	Members	Coverage Type	2014 WCCUSD Share
1021	Single	B	784.06
1022	Two Party	B+B	1,568.14
1023	Family	B+B+B	2,038.58
1121	Single	SM	362.54
1122	Two Party	SM+SM	725.08
1123	Family	SM+SM+SM	1,087.62
1124	Two Party	SM+B	1,083.27
1125	Family	SM+B+B	1,552.43
1126	Family	SM+SM+B	1,166.89
1127	Two Party	B+SM	1,083.27
1128	Family	B+SM+SM	1,456.11
1129	Family	B+B+SM	1,552.39
B = Basic Coverage			
SM = Supplement to Medicare			

per month plus administrative fees and Contingency Reserve Fund assessments; and be it further

- RESOLVED, (b) That West Contra Costa Unified School District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.

Adopted at a regular meeting of the West Contra Costa Unified School District in Richmond, CA this 12th day of August 2013.

Signed: _____
(President, Chairman, etc.)

Attest: _____
(Secretary or appropriate officer)

RESOLUTION #25-1314
FIXING THE EMPLOYER'S CONTRIBUTION UNDER SECTION 22895 OF THE PUBLIC
EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
(School Supervisors Association – Bay Area Blue Shield formula)

- WHEREAS, (1) Government Code Section 22892(a) provides that a school employer contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b) of the Act, and
- WHEREAS, (2) West Contra Costa Unified School District is a School Employer contracting under the Act; for participation by members of the (410) School Supervisors Association now, therefore be it
- RESOLVED, (a) That the employer's contribution for each annuitant shall be the amount necessary to pay the cost of his/her enrollment, including the enrollment of his/her family members, in a health benefit plan, up to a maximum of :

Table 2014			
CalPERS Plan Code	Members	Coverage Type	2014 WCCUSD Share
1021	Single	B	784.06
1022	Two Party	B+B	1,568.14
1023	Family	B+B+B	2,038.58
1121	Single	SM	362.54
1122	Two Party	SM+SM	725.08
1123	Family	SM+SM+SM	1,087.62
1124	Two Party	SM+B	1,083.27
1125	Family	SM+B+B	1,552.43
1126	Family	SM+SM+B	1,166.89
1127	Two Party	B+SM	1,083.27
1128	Family	B+SM+SM	1,456.11
1129	Family	B+B+SM	1,552.39
B = Basic Coverage			
SM = Supplement to Medicare			

per month plus administrative fees and Contingency Reserve Fund assessments; and be it further

- RESOLVED, (b) That West Contra Costa Unified School District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.

Adopted at a regular meeting of the West Contra Costa Unified School District in Richmond, CA this 12th day of August 2013.

Signed: _____
(President, Chairman, etc.)

Attest: _____
(Secretary or appropriate officer)

RESOLUTION #26-1314
FIXING THE EMPLOYER'S CONTRIBUTION UNDER SECTION 22895 OF THE PUBLIC
EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
(Unrepresented Management – Bay Area Blue Shield formula)

- WHEREAS, (1) Government Code Section 22892(a) provides that a school employer contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b) of the Act, and
- WHEREAS, (2) West Contra Costa Unified School District is a School Employer contracting under the Act; for participation by members of the (110) Unrepresented Management now, therefore be it
- RESOLVED, (a) That the employer's contribution for each annuitant shall be the amount necessary to pay the cost of his/her enrollment, including the enrollment of his/her family members, in a health benefit plan, up to a maximum of :

Table 2014			
CalPERS Plan Code	Members	Coverage Type	2014 WCCUSD Share
1021	Single	B	784.06
1022	Two Party	B+B	1,568.14
1023	Family	B+B+B	2,038.58
1121	Single	SM	362.54
1122	Two Party	SM+SM	725.08
1123	Family	SM+SM+SM	1,087.62
1124	Two Party	SM+B	1,083.27
1125	Family	SM+B+B	1,552.43
1126	Family	SM+SM+B	1,166.89
1127	Two Party	B+SM	1,083.27
1128	Family	B+SM+SM	1,456.11
1129	Family	B+B+SM	1,552.39
B = Basic Coverage			
SM = Supplement to Medicare			

per month plus administrative fees and Contingency Reserve Fund assessments; and be it further

- RESOLVED, (b) That West Contra Costa Unified School District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.

Adopted at a regular meeting of the West Contra Costa Unified School District in Richmond, CA this 12th day of August 2013.

Signed: _____

(President, Chairman, etc.)

Attest: _____

(Secretary or appropriate officer)

RESOLUTION #27-1314
FIXING THE EMPLOYER'S CONTRIBUTION UNDER SECTION 22895 OF THE PUBLIC
EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
(West Contra Costa Administrators Association – Bay Area Blue Shield formula)

- WHEREAS, (1) Government Code Section 22892(a) provides that a school employer contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b) of the Act, and
- WHEREAS, (2) West Contra Costa Unified School District is a School Employer contracting under the Act; for participation by members of the (510) West Contra Costa Administrators' Association now, therefore be it
- RESOLVED, (a) That the employer's contribution for each annuitant shall be the amount necessary to pay the cost of his/her enrollment, including the enrollment of his/her family members, in a health benefit plan, up to a maximum of :

Table 2014			
CalPERS Plan Code	Members	Coverage Type	2014 WCCUSD Share
1021	Single	B	784.06
1022	Two Party	B+B	1,568.14
1023	Family	B+B+B	2,038.58
1121	Single	SM	362.54
1122	Two Party	SM+SM	725.08
1123	Family	SM+SM+SM	1,087.62
1124	Two Party	SM+B	1,083.27
1125	Family	SM+B+B	1,552.43
1126	Family	SM+SM+B	1,166.89
1127	Two Party	B+SM	1,083.27
1128	Family	B+SM+SM	1,456.11
1129	Family	B+B+SM	1,552.39
B = Basic Coverage			
SM = Supplement to Medicare			

per month plus administrative fees and Contingency Reserve Fund assessments; and be it further

- RESOLVED, (b) That West Contra Costa Unified School District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.

Adopted at a regular meeting of the West Contra Costa Unified School District in Richmond, CA this 12th day of August 2013.

Signed: _____
(President, Chairman, etc.)


Attest: _____
(Secretary or appropriate officer)

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: August 12, 1013

From: Kenneth L. Whittemore, 
Assistant Superintendent Human Resources

Agenda Item: CI C.12

Subject: Certificated Board Authorization - Education Code 44258.3

Background Information:

Ed Code 44258.3 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 _____

August 12, 2013

Waivers

Teacher	Site	Assignment
Tahitia Dean	De Anza High School	Law Academy
Kevin Nazario	Special Education	Administrator of Sp. Education

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

Consent


Teacher	Site	Assignment
Caroline King	Pinole Valley High School	English

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: August 12, 2013

From: Kenneth L. Whittemore 
Assistant Superintendent Human Resources

Agenda Item: CI C.13

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

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

Recommendation: Recommend Approval

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

August 12, 2013

Action Taken

PIP

Teacher	Site	Assignment
Deborah Saliby	Murphy Elementary School	Primary 2nd 3rd Grade SH

Definition: The Provisional Internship Permit (PIP) was created in response to the phasing out of emergency permits and became effective on July 1, 2005. It allows an employing agency to hire an individual who has not yet met the subject matter competence requirement needed to enter an internship program. Prior to requesting a PIP, the employing agency must verify that a diligent search has been made, and a fully-credentialed teacher cannot be found.

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: August 12, 2013

From: Kenneth L. Whittemore,
Assistant Superintendent Human Resources

Agenda Item: CI C.14

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: Ratification and Approve Certificated Personnel Changes

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT**August 12, 2013****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>
Gabriela	Alvarez	El Cerrito High	Counselor - One Year Only	New Hire	8/12/2013
Molly	Couto	El Cerrito High	Counselor	New Hire	8/12/2013
S. Janet	Munoz	Kennedy High	Counselor	New Hire	8/12/2013
Kelly	Alexander	Tara Hills Elementary	K SEI	New Hire	8/16/2013
Pilar	Alvarado	Lincoln Elementary	1st SEI	New Hire	8/16/2013
Jan	Barzottini	Pinole Valley High	Art SEI	New Hire	8/16/2013
Margaret	Billin	Kennedy High	Music SEI	New Hire	8/16/2013
Ebony	Breaux	Downer Elementary	Preschool	New Hire	8/16/2013
Catherine	Burnett	Helms Middle	60% ELD SEI	New Hire	8/16/2013
Carmen	Bush	El Cerrito High	Theater/Drama SEI	New Hire	8/16/2013
Brian	Buttacavoli	Pinole Valley High	English SEI	New Hire	8/16/2013
Elianne	Calendar	Lincoln Elementary	3rd TBE	New Hire	8/16/2013
Chris	Casey	DeJean Middle	Science 8 SEI	New Hire	8/16/2013
Megan	Coughran	Nystrom Elementary	K SEI	New Hire	8/16/2013
Deborah	Crawford	Lincoln Elementary	K SEI	New Hire	8/16/2013
Lindsey	Dreher	Washington Elementary	NSH Primary SEI	New Hire	8/16/2013
Antoinette	Evans	Nystrom Elementary	6th SEI	New Hire	8/16/2013
Rachel	Feller	Tara Hills Elementary	3rd SEI	New Hire	8/16/2013
Kimberly	Fields	Richmond College Prep/Manzanita	RSP SEI	New Hire	8/16/2013
Stephanie	Fitch	Richmond High	English SEI	Rehire	8/16/2013
David	Flint	Pinole Valley High	Social Science SEI	Rehire	8/16/2013
Nya	Flores	Lincoln Elementary	1st TBE	Transfer	8/16/2013
Mark	Fox	Riverside Elementary	6th SEI - One Year Only	Transfer	8/16/2013
Chris	Gadd	Hercules Middle/High School	English SEI	Rehire	8/16/2013
Azucena	Gamez	Wilson Elementary	NSH Int. SEI	New Hire	8/16/2013
Valerie	Gilmore	Grant Elementary	NSH Intermediate	New Hire	8/16/2013

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>
Michael	Hamamoto-Tirbble	Pinole Valley High	NSH SEI	New Hire	8/16/2013
Bethany	Harris	Richmond High	Art SEI	New Hire	8/16/2013
Will	Heyward	Pinole Valley High	Bio/Physiology SEI	New Hire	8/16/2013
Malinda	Hopkins	Helms Middle	English SEI	Rehire	8/16/2013
Breanne	Hubbard	Kennedy High	English SEI - One Year Only	New Hire	8/16/2013
H. Cristina	Huerta	Kennedy High	Spanish SEI	New Hire	8/16/2013
Tim	Hutchison	El Cerrito High	Bio/Chem SEI	New Hire	8/16/2013
Eugenia	Ives	Richmond High	Theater/Drama/ English SEI	New Hire	8/16/2013
Dale	Johnson	DeAnza High	English SEI	New Hire	8/16/2013
Key-Aria	Jones	Lincoln Elementary	2nd SEI	New Hire	8/16/2013
Kenneth	Jones	Gompers	English	Rehire	8/16/2013
Anna	Kamerow	DeJean Middle	English SEI	Rehire	8/16/2013
Ian	Keough	Murphy Elementary	4th SEI	Transfer	8/16/2013
Kaitlin	Kikalo	Richmond High	Math SEI	New Hire	8/16/2013
Caroline	King	Pinole Valley High	English SEI	Transfer	8/16/2013
Brenda	King-Randle	Verde Elementary	5th/6th SEI	Transfer	8/16/2013
Brent	Knapp	Lupine Hills	NSH SEI	Transfer	8/16/2013
Serenity	Krieger	El Cerrito High	AP Soc Sci SEI	New Hire	8/16/2013
Hunter	Kubryk	DeAnza High	RSP SEI	New Hire	8/16/2013
Janeal	Lee	Pinole Valley High	Theater/Drama SEI	Rehire	8/16/2013
Laura	Leones	Helms Middle	NSH SEI	New Hire	8/16/2013
Reed	Levitt	Richmond High	English SEI	New Hire	8/16/2013
Nia	Lewis	Making Waves	RSP SEI	New Hire	8/16/2013
Patricia	Lima	Montalvin Elementary	NSH SEI	Transfer	8/16/2013
Ashleah	Litchenstein	Verde Elementary	3rd/4th SEI	New Hire	8/16/2013
Margaret	Love	Middle College	Math SEI	Transfer	8/16/2013
Elise	Madrid	Mira Vista K-8	7th SEI - One Year Only	New Hire	8/16/2013
Nicole	Main	Helms Middle	ELD SEI	New Hire	8/16/2013
Simone	Malkovich	Richmond High	Math SEI	New Hire	8/16/2013
Frank	Marrero	Dover Elementary	5th SEI - One Year Only	Transfer	8/16/2013
Paul	Meyer	Helms Middle	History SEI	New Hire	8/16/2013
Adeleh	Moghadam	Pinole Valley High	Chem/ Environ Science SEI	New Hire	8/16/2013
Shari	Neifeld	Lupine Hills	SH Full Inc. 50%	New Hire	8/16/2013
Michael	Nelson	Kennedy High	Math SEI	New Hire	8/16/2013

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>
Harvey	Newland	Helms Middle	Math Intervention SEI	New Hire	8/16/2013
Akele	Newton	Middle College	Counselor	Transfer	8/16/2013
Salima	Noorani	El Cerrito High	Chemistry SEI	New Hire	8/16/2013
Miguel	Olea	Bayview Elementary	6th SEI	Transfer	8/16/2013
Emily Rose	Orlando	Wilson Elementary	Preschool	New Hire	8/16/2013
Casey	Owen	DeAnza High	Biology SEI	New Hire	8/16/2013
Danielle	Parreira	Pinole Valley High	Photo/Yearbook SEI	New Hire	8/16/2013
Elan	Parti	Cameron	SH Preschool	New Hire	8/16/2013
Alex	Peck	Dover Elementary	3rd/4th SEI	Rehire	8/16/2013
Marley	Pierce	Olinda Elementary	RSP SEI	New Hire	8/16/2013
Heather	Porch	Collins Elementary	K SEI	New Hire	8/16/2013
Kathryn	Rainey	Tara Hills Elementary	2nd SEI	New Hire	8/16/2013
Brianne	Richards	Helms Middle	English 8 Intervention SEI	New Hire	8/16/2013
Rebecca	Ridenour	Stege Elementary	RSP SEI	New Hire	8/16/2013
Amy	Robinson	Pinole Middle	Science 8 SEI	New Hire	8/16/2013
Rebecca	Robinson	El Cerrito High	Physics/Chem SEI	Transfer	8/16/2013
Deborah	Saliby	Murphy Elementary	SH Primary	New Hire	8/16/2013
Elizabeth	Sanders	El Cerrito High	English SEI	Transfer	8/16/2013
Diane	Sands	DeAnza High	English SEI	New Hire	8/16/2013
Madison	Schmalz	Richmond High	English SEI	New Hire	8/16/2013
Abby	Schultz	Nystrom Elementary	1st SEI	Transfer	8/16/2013
Kelli	Schultz	Richmond High	English SEI	New Hire	8/16/2013
Jenny	Schwartz-Groody	Portola Middle	RSP SEI	New Hire	8/16/2013
Matthew	Shelton	Stewart K-8	5th SEI - One Year Only	New Hire	8/16/2013
Christian	Sherrill	Crespi Middle	Science 7/8 SEI	New Hire	8/16/2013
Irene	Shin	Dover Elementary	K SEI	New Hire	8/16/2013
Robyn	Shutt	Downer Elementary	4th SEI	New Hire	8/16/2013
Mary	Siskin	Pinole Valley High	Math SEI	New Hire	8/16/2013
Clare	Sobetstki	Richmond High	Biology SEI	New Hire	8/16/2013
Maria	Solis	Washington Elementary	2nd SEI - One Year Only	New Hire	8/16/2013
Caralee	Spafford	Mira Vista K-8	1st SEI - One Year Only	New Hire	8/16/2013
Ginger	Staley	Kennedy High	Chemistry SEI	New Hire	8/16/2013

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>
Jamie	Stash	Pinole Valley High	NSH SEI	New Hire	8/16/2013
Ashley	Steward	Lincoln Elem	1st SEI	New Hire	8/16/2013
Tyler	Sussman	Bayview Elem	1st SEI	Transfer	8/16/2013
Ashlee	Szot	DeAnza High	English SEI	New Hire	8/16/2013
Cynthia	Taylor	Nystrom Elem	6th SEI	Transfer	8/16/2013
Alison	Thomas	Peres Elem	4th SEI - One Year Only	New Hire	8/16/2013
Jose	Velazquez	Pinole Middle	Math SEI	Rehire	8/16/2013
Ellen	von Foerster	Kennedy High	Math SEI	New Hire	8/16/2013
Noel	Walker	Olinda Elem	K/1st SEI	Transfer	8/16/2013
Loran	Watson	PSC	APE	New Hire	8/16/2013
Maya	Whitehead	DeJean Middle	PE SEI	Rehire	8/16/2013
Sarah	Wilkerson	Bayview Elem	1st SEI - One Year Only	New Hire	8/16/2013
Rachel	Williams	Pinole Middle	Math SEI	New Hire	8/16/2013
Bobbie	Williams	DeAnza High	NSH SEI	New Hire	8/16/2013
Andrew	Wolverton	Helms Middle	NSH SEI	New Hire	8/16/2013
Glenn	Yearly	Tara Hills Elem	SH VI	New Hire	8/16/2013

TERMINATED/RETIRED

<u>FIRST NAME</u>	<u>LAST NAME</u>	<u>SITE</u>	<u>POSITION</u>	<u>STATUS</u>	<u>TERM DATE</u>
Debra	Maze	Stewart K-8	Teacher	Retired	6/8/2013
Kahn	Susan	Pinole Valley High	Principal	Retired	6/28/2013
Muir	Jennifer	Grant Elementary	NSH	Resigned	6/8/2013
Wilson	Bonnie	Downer Elementary	Teacher	Resigned	6/8/2013
Mortan	Janine	Dover Elementary	Teacher	Resigned	6/8/2013

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: August 12, 2013

From: Kenneth L. Whittemore,
Assistant Superintendent Human Resources

Agenda Item: CI C.15

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: Approve Classified Personnel Changes

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

August 12, 2013

FOR INFORMATION ONLY**Classified Personnel Changes**

NEW HIRES			
BONDE, TRACI	BUSINESS SERVICES	BUSINESS APPLICATION ANALYST	7/1/2013

PROMOTION			
BAKER, HEATHER	GRANT	CUSTODIAN	7/2/2013
BILLUPS, DAMIEN	FACILITIES OPERATION CENTER	CUSTODIAN	7/8/2013
BOONKEUT, TOM	RICHMOND HIGH	CUSTODIAN	7/8/2013
GARCIA, OLIVIA	GRANT	HEAD CUSTODIAN ELEMENTARY	7/15/2013
McDANIEL, ERICK	VERDE	HEAD CUSTODIAN ELEMENTARY	7/15/2013
RAMOS, CHRISTINE	TECHNOLOGY OPERATIONS	SENIOR ADMINISTRATIVE SECRETARY	7/26/2013
ROJAS, CONSUELO	FISCAL SERVICES	PURCHASING TECHNICIAN	7/15/2013
SIMON, BREBAZON	PERES	CUSTODIAN	7/22/2013

RANGE INCREMENT			
ALFORD, SHERRY	ADMINISTRATIVE SERVICES MANAGER	SPECIAL EDUCATION	7/1/2013
JONES, MARY	ADMINISTRATIVE SERVICES MANAGER	HUMAN RESOURCES	7/1/2013

LEAVES			
DORTON, CLIFFORD	MAINTENANCE & OPERATIONS	ELECTRONICS TECHNICIAN	7/22/2013
HARO, ARTURO	PINOLE VALLEY HIGH	CUSTODIAN	7/1/2013
KLINDWORTH, THOMAS	MAINTENANCE & OPERATIONS	HEATING/VENTILATION MECHANIC	7/26/2013

RETURN FROM LEAVE			
GARCIA, JERICA	OPERATIONS	CUSTODIAN - FLOATER	7/1/13
GUERRA, MARIA	PRE SCHOOL	TYPIST CLERK II - BILINGUAL	7/8/2013
HARO, ARTURO	PINOLE VALLEY HIGH	CUSTODIAN	7/27/2013

TERMINATION - EXHAUSTION OF LEAVE			
HOLLINS, SAMMY	HIGHLAND	CUSTODIAN	7/2/13

RESIGNATION			
ADKINS, AHMAD	EL CERRITO HIGH	CUSTODIAN	7/31/2013
AVALOS, SOCORRO	FAIRMONT	FOOD SERVICE AIDE	6/7/2013
COOK, BOYD	MAINTENANCE & OPERATIONS	CARPENTER	7/25/2013
SHRESTHA, TASHI	FISCAL SERVICES	ACCOUNTANT II	7/5/2013
SIMON, BREBAZON	PERES	CUSTODIAN	7/22/2013

RETIREMENT			
GODFREY, DARRYL	DE JEAN	CUSTODIAN	7/12/2013

TERMINATIONS			
JACKSON, JACQUELINE	EL CERRITO HIGH	OFFICE MANAGER/SENIOR HIGH	7/1/2013

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: August 12, 2013

From: Kenneth L. Whittemore,
Assistant Superintendent Human Resources

Agenda Item: CI C.16

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 August 12, 2013.

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
August 12, 2013

ACCEPTANCE OF CONTRACTS FOR PLACEMENT OF STUDENT TEACHERS

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

Cal State TEACH – Field Experience and Student Teaching Agreement
San Diego County Superintendent of Schools – Memorandum of Understanding
California State University Dominguez Hills – Student Teaching Agreement for field work experience in
Occupational Therapy

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: August 12, 2013

From: Kenneth L. Whittemore,
Assistant Superintendent Human Resources

Agenda Item: CI C.17

Subject: Approve the following New Salary Schedules

Helms Middle School
De Anza High School
Cameron School

Background Information:

This new salary schedules are created to reflect the number of days teachers at Helms Middle School and DeAnza High School actually work. This salary schedule was developed and agreed upon by UTR and the District to meet SIG guidelines. This salary schedules are in effect as long as SIG funding is available.

Cameron School teachers currently work beyond the 184 work days and in years past have been time carded for the work. This is formalizing the current structure. The new salary schedule will be aligned to the number of days actually worked by Employee.

Both salary schedules will go into effect on July 1, 2013.

Recommendation: Recommend Approval

Fiscal Impact: None to the general fund. This will not change current practice.

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

SCHEDULE UHD8
WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT SALARY SCHEDULE
TEACHERS, NURSES, AND LIBRARIANS
2013 - 2014 Effective July 1, 2013 (+1.15% effect. 5/1/13)(Increase 20% for Helms and De Anza)
ANNUAL AND DAILY RATES

STEP	RANGE A BA Ends at Step 5		RANGE B BA + 15 SEM. UNITS Ends at Step 10		Cred. Plus RANGE 1 BA + 30 or BA + 15 With MA		Cred. Plus RANGE 2 BA + 45 or BA + 30 With MA		Cred. Plus RANGE 3 BA + 60 or BA + 45 With MA	
	Annual	Daily	Annual	Daily	Annual	Daily	Annual	Daily	Annual	Daily
1	44,640	242.61	44,966	244.38	48,708	264.72	49,012	266.37	49,314	268.01
2	44,966	244.38	45,290	246.14	49,012	266.37	49,314	268.01	50,992	277.13
3	45,290	246.14	45,616	247.91	49,314	268.01	50,948	276.89	53,207	289.17
4	45,616	247.91	45,941	249.68	50,670	275.38	53,044	288.28	55,487	301.56
5	45,941	249.68	46,688	253.74	52,557	285.64	55,121	299.57	57,719	313.69
6			48,233	262.14	54,408	295.70	57,191	310.82	59,914	325.62
7			49,916	271.28	56,258	305.75	59,222	321.86	62,130	337.66
8			51,440	279.57	58,228	316.46	61,256	332.91	64,348	349.72
9			53,024	288.17	60,176	327.04	63,388	344.50	66,682	362.40
10			54,509	296.24	62,048	337.22	65,444	355.67	68,796	373.89
11					63,959	347.60	67,436	366.50	71,051	386.15
12					65,830	357.77	69,507	377.76	73,228	397.98
13					67,757	368.24	71,522	388.71	78,592	427.13
14					67,757	368.24	71,522	388.71	78,592	427.13
15					67,757	368.24	71,522	388.71	78,592	427.13
16					67,757	368.24	71,522	388.71	78,592	427.13
17					68,607	372.86	72,370	393.32	79,440	431.74
18					68,607	372.86	72,370	393.32	79,440	431.74
19					69,971	380.28	73,732	400.72	80,812	439.20
20					69,971	380.28	73,732	400.72	80,812	439.20
21					69,971	380.28	73,732	400.72	80,812	439.20
22					71,832	390.39	75,592	410.83	82,672	449.30
23					71,832	390.39	75,592	410.83	82,672	449.30
24					74,667	405.80	78,580	427.07	85,940	467.07
25					74,667	405.80	78,580	427.07	85,940	467.07
26					77,182	419.47	81095	440.73	88,455	480.73
27					77,182	419.47	81095	440.73	88,455	480.73
28					80,952	439.96	84866	461.23	92,225	501.22

SCHEDULE UHD6

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT SALARY SCHEDULE
COUNSELORS, PROGRAM ASSISTANTS, PROJECT ASSISTANTS AND PROGRAM SPECIALISTS
2013-2014 EFFECTIVE July 1, 2013 (1.15% effect. 5/1/13) (plus 20% for Helms & DAHS)
ANNUAL AND DAILY RATES**

STEP	RANGE A BA Ends at Step 5		RANGE B BA + 15 SEM. UNITS Ends at Step 10		RANGE 1 BA + 30 or BA + 15 With MA		RANGE 2 BA + 45 or BA + 30 With MA		RANGE 3 BA + 60 OR BA + 45 With MA	
	Annual	Daily	Annual	Daily	Annual	Daily	Annual	Daily	Annual	Daily
1	48,389	256.03	48,743	257.90	51,431	272.12	51,784	273.99	52,900	279.89
2	48,743	257.90	49,098	259.78	51,784	273.99	52,990	280.37	55,277	292.47
3	49,098	259.78	49,449	261.63	52,832	279.53	55,228	292.21	57,681	305.19
4	49,449	261.63	49,804	263.51	54,926	290.61	57,502	304.24	60,149	318.25
5	49,804	263.51	50,612	267.79	56,975	301.46	59,752	316.15	62,572	331.07
6			52,287	276.65	58,980	312.06	61,996	328.02	64,950	343.65
7			54,110	286.30	60,984	322.67	64,198	339.67	67,350	356.35
8			55,758	295.02	63,123	333.98	66,404	351.34	69,755	369.07
9			57,478	304.12	65,234	345.15	68,716	363.58	72,286	382.47
10			59,094	312.67	67,260	355.87	70,943	375.36	74,580	394.60
11					69,335	366.85	73,104	386.79	77,025	407.54
12					71,363	377.58	75,348	398.67	79,383	420.02
13					73,454	388.65	77,530	410.21	85,196	450.77
14					73,454	388.65	77,530	410.21	85,196	450.77
15					73,454	388.65	77,530	410.21	85,196	450.77
16					73,454	388.65	77,530	410.21	85,196	450.77
17					74,373	393.51	78,449	415.07	86,118	455.65
18					74,373	393.51	78,449	415.07	86,118	455.65
19					75,851	401.33	79,931	422.92	87,603	463.51
20					75,851	401.33	79,931	422.92	87,603	463.51
21					75,851	401.33	79,931	422.92	87,603	463.51
22					77,867	411.99	81,947	433.58	89,624	474.20
23					77,867	411.99	81,947	433.58	89,624	474.20
24					80,940	428.25	85,182	450.70	93,162	492.92
25					80,940	428.25	85,182	450.70	93,162	492.92
26					83,360	441.06	87,600	463.49	95,580	505.71
27					83,360	441.06	87,600	463.49	95,580	505.71
28					86,984	460.23	91,224	482.67	99,204	524.89

SCHEDULE UCAM
WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT SALARY SCHEDULE
TEACHERS, NURSES, AND LIBRARIANS
2013 - 2014 Effective July 1, 2013 (Increase 200 Days Cameron)
ANNUAL AND DAILY RATES

STEP	RANGE A BA Ends at Step 5		RANGE B BA + 15 SEM. UNITS Ends at Step 10		Cred. Plus RANGE 1 BA + 30 or BA + 15 With MA		Cred. Plus RANGE 2 BA + 45 or BA + 30 With MA		Cred. Plus RANGE 3 BA + 60 or BA + 45 With MA	
	Annual	Daily	Annual	Daily	Annual	Daily	Annual	Daily	Annual	Daily
1	40,434	202.17	40,730	203.65	44,120	220.60	44,394	221.97	44,668	223.34
2	40,730	203.65	41,022	205.11	44,394	221.97	44,668	223.34	46,188	230.94
3	41,022	205.11	41,318	206.59	44,668	223.34	46,148	230.74	48,194	240.97
4	41,318	206.59	41,614	208.07	45,896	229.48	48,046	240.23	50,260	251.30
5	41,614	208.07	42,290	211.45	47,606	238.03	49,928	249.64	52,282	261.41
6			43,690	218.45	49,282	246.41	51,804	259.02	54,270	271.35
7			45,214	226.07	50,958	254.79	53,642	268.21	56,278	281.39
8			46,594	232.97	52,742	263.71	55,484	277.42	58,286	291.43
9			48,028	240.14	54,506	272.53	57,416	287.08	60,400	302.00
10			49,374	246.87	56,202	281.01	59,278	296.39	62,316	311.58
11					57,934	289.67	61,082	305.41	64,358	321.79
12					59,628	298.14	62,958	314.79	66,330	331.65
13					61,374	306.87	64,784	323.92	71,188	355.94
14					61,374	306.87	64,784	323.92	71,188	355.94
15					61,374	306.87	64,784	323.92	71,188	355.94
16					61,374	306.87	64,784	323.92	71,188	355.94
17					62,144	310.72	65,552	327.76	71,956	359.78
18					62,144	310.72	65,552	327.76	71,956	359.78
19					63,380	316.90	66,786	333.93	73,198	365.99
20					63,380	316.90	66,786	333.93	73,198	365.99
21					63,380	316.90	66,786	333.93	73,198	365.99
22					65,066	325.33	68,470	342.35	74,884	374.42
23					65,066	325.33	68,470	342.35	74,884	374.42
24					67,632	338.16	71,178	355.89	77,844	389.22
25					67,632	338.16	71,178	355.89	77,844	389.22
26					69,910	349.55	73,456	367.28	80,122	400.61
27					69,910	349.55	73,456	367.28	80,122	400.61
28					73,326	366.63	76,870	384.35	83,536	417.68

SCHEDULE CPS6
WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT SALARY SCHEDULE
COUNSELORS, PROGRAM ASSISTANTS, PROJECT ASSISTANTS AND PROGRAM
SPECIALISTS
2012-2013 (Effective May 1, 2013)
ANNUAL AND DAILY RATES

STEP	RANGE A BA		RANGE B BA + 15 SEM. UNITS		RANGE 1 BA + 30 or BA + 15 With MA		RANGE 2 BA + 45 or BA + 30 With MA		RANGE 3 BA + 60 OR BA + 45 With MA	
	Annual	Daily	Annual	Daily	Annual	Daily	Annual	Daily	Annual	Daily
1	42,671	213.35	42,983	214.92	45,353	226.77	45,665	228.32	46,649	233.24
2	42,983	214.92	43,296	216.48	45,665	228.32	46,728	233.64	48,745	243.72
3	43,296	216.48	43,605	218.03	46,588	232.94	48,702	243.51	50,865	254.32
4	43,605	218.03	43,919	219.59	48,435	242.17	50,707	253.53	53,041	265.21
5	43,919	219.59	44,631	223.15	50,242	251.21	52,691	263.46	55,178	275.89
6			46,108	230.54	52,011	260.05	54,670	273.35	57,275	286.38
7			47,715	238.58	53,778	268.89	56,612	283.06	59,392	296.96
8			49,169	245.85	55,663	278.32	58,557	292.78	61,512	307.56
9			50,686	253.43	57,525	287.62	60,596	302.98	63,744	318.72
10			52,111	260.56	59,312	296.56	62,560	312.80	65,767	328.84
11					61,142	305.71	64,466	322.33	67,923	339.61
12					62,930	314.65	66,444	332.22	70,002	350.01
13					64,774	323.87	68,368	341.84	75,128	375.64
14					64,774	323.87	68,368	341.84	75,128	375.64
15					64,774	323.87	68,368	341.84	75,128	375.64
16					64,774	323.87	68,368	341.84	75,128	375.64
17					65,584	327.92	69,179	345.89	75,942	379.71
18					65,584	327.92	69,179	345.89	75,942	379.71
19					66,888	334.44	70,486	352.43	77,251	386.25
20					66,888	334.44	70,486	352.43	77,251	386.25
21					66,888	334.44	70,486	352.43	77,251	386.25
22					68,666	343.33	72,263	361.32	79,033	395.16
23					68,666	343.33	72,263	361.32	79,033	395.16
24					71,376	356.88	75,116	375.58	82,153	410.77
25					71,376	356.88	75,116	375.58	82,153	410.77
26					73,509	367.54	77,249	386.24	84,286	421.43
27					73,509	367.54	77,249	386.24	84,286	421.43
28					76,705	383.52	80,444	402.22	87,481	437.41

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: August 12, 2013

From: Kenneth L. Whittemore,
Assistant Superintendent Human Resources

Agenda Item: CI C.18

Subject: Approve the following Reclassifications and New Job Descriptions effective July 1, 2013

Background Information:

The Reclassification Process involves the impartial and in depth review of requests for a 'desk audit' of classified positions as outlined in Article 25 of our contract with Local One, Article 3.1 of our contract with SSA and the WCCAA classification and job description were part of a negotiated process. Recommendations regarding reclassification are based on a thorough investigation that may result in an upgrade of a position to a higher classification as a result of a gradual and complex increase tasks, duties and responsibilities being performed by the incumbent in such a position.

The district has met all Education Code and contractual requirements in negotiating all of the job classifications, job descriptions and commensurate salaries with the unions. The results of this process have concluded all outstanding desk audit requests and union negotiations for the past three to four years.

Recommendation: Recommended Approval.

Fiscal Impact:	General Fund:	\$36,025
	Categorical:	\$62,500
	Grant:	\$156,212
	Food Service, non-General Fund:	\$145,345

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

Staff Secretary

What: Desk audit yielded upgrade to a higher classification

Who's impacted: Typist Clerk III
Schedule / Range / Step – 5/57

Department: Curriculum and Instruction / Community Engagement

Rationale:

This desk audit process was started by employee in 2011. She is currently a Typist Clerk III (TC III), which means she provides a technical support to a program. The work of a TC III is more complex and responsible than that required of junior Typist Clerk classes. This employee has been providing a more complex, technical and analytical support to multiple programs, which includes: ELD, Community Engagement, volunteers, School Site Councils, School Community Outreach Workers, etc. The distinguishing characteristics of a staff secretary from the Typist Clerk classifications are: greater variety and amount of public contact, higher degree of responsibility, complexity of assignments and providing support to multiple programs.

The total cost is \$4,100 – \$3,075 to categorical and \$1,025 to general fund.

West Contra Costa Unified School District

STAFF SECRETARY

DEFINITION:

Under direction, to act as secretary to an administrative official at the central administrative offices; to do a wide variety of difficult and responsible clerical work; and to do related work as required.

JOB CHARACTERISTICS:

The performance of secretarial and clerical duties assigned to a Staff Secretary requires that the incumbent possess a thorough knowledge of school district policies, rules and regulations pertinent to the department's program and apply this knowledge in answering questions directed to the administrator's office and independently completing a variety of difficult clerical tasks.

Duties are assigned with only general instructions as to procedures to be followed and results expected and these results are usually reviewed only on completion of the assigned task. A Staff Secretary position is distinguished by the greater variety and amount of public contact, the higher degree of responsibility, and in general complexity of assignments.

EXAMPLES OF DUTIES:

Perform a variety of secretarial and clerical duties for an administrative official where the work performed has district-wide ramifications; interviews office visitors and telephone callers and answers questions concerning the department's activities, policies, or programs, refers persons to another source of information, or schedules appointments with the administrator; takes notes at meetings and may prepare minutes, bulletins, memoranda, and other documents; composes independently or from oral instructions, letters requesting or giving information or letters dealing with school district activities; maintains correspondence and other files and records; checks compliance to established standards; compiles and prepares reports, personally collecting information from appropriate sources, types multilith masters, operates office machines, including adding machine, mimeograph and duplicator; receives, sorts, screens, marks important sections, and distributes mail.

QUALIFICATIONS:

Knowledge of:

School district policy, rules and regulations;

Office methods and practices, including filing systems, receptionist and telephone techniques, and letter and report writing;

English usage; spelling, grammar, and punctuation;

Office machines, computers and their operation.

Ability to:

Interpret specific rules, laws, and policies and apply them with good judgment in a variety of procedural situations;

Perform responsible and difficult clerical work with accuracy and speed;

Deal effectively with a wide variety of personalities from different cultures, and situations requiring diplomacy, friendliness, poise and firmness;

Analyze situations and adopt an effective course of action;

Carry out general directions independently;

Make arithmetical calculations quickly and accurately;

Keyboard at the rate of 45wpm with knowledge of Wordperfect or other comparable word

processing computer program. (Completion of WCCUSD Wordperfect course should satisfy this requirement.)

Ability to take notes or record minutes and prepare typed reports with accuracy;

EXPERIENCE:

Three years of secretarial experience, preferably including experience in a school district.

EDUCATION:

High school education or equivalent in training and experience.

Adopted 10/18/91

Amended 9/30/93

Assessment Technician

What: New job description / New job classification

Who's impacted: Substitutes performing CELDT testing
Schedule / Range / Step – 10/62/1 – hourly

Department: Curriculum and Instruction / Community Engagement

Rationale:

This is an EL testing assessment classification that previously did not exist, but needs to be created as Graduate Tutors were used inappropriately for a few years to carry out the tasks, duties and responsibilities of a tester and assessor. CELDT testing is a temporary position that works over the summer and during the first couple months of the school year to complete testing and assessment. Being such, the classification is an hourly position that is completed by substitute employees at Range 62, Step 1.

This classification was created as one of two classifications in the family (the other being the Bilingual Assessment Technician) that perform the majority of the testing and assessment tasks, duties and responsibilities. There is a permanent Lead Assessment Technician that collaborates, coordinates and leads CELDT testing and assessment process.

There is a varying cost as a result of the adoption of this job description, however, it is needed to regulate this needed function and create consistency and uniformity for testing and assessment of the EL population in the district.

All costs come from categorical funding – no general fund impact.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

ASSESSMENT TECHNICIAN

PRIMARY FUNCTIONS:

This classification supports the organization and assists in coordination of state and local student assessments; prepares testing materials for distribution; supports school sites with administration of state and local assessments; organizes data and prepares a variety of reports while following district policies and procedures to ensure successful assessment and monitoring of students.

MAJOR DUTIES AND RESPONSIBILITIES:

- Administers state and local assessments for the purpose of making recommendations for appropriate services needed for students.
- Proctors state and local assessments following state and district policies.
- Completes assessment documents and ensures integrity of state mandated reports that are part of the students' cumulative records.
- Scores state and local assessments.
- Sets up testing environments to administer state and local assessments.
- Schedules assessment appointments.
- Organizes testing materials, schedules and other materials.

QUALIFICATIONS:

Knowledge of:

- State and local assessments.
- District policies, rules and regulations.
- Effective oral and written communication skills.

Ability to:

- Write and speak at a level sufficient to fulfill the duties to be performed by this job classification.
- Pass calibration requirements for state and local assessments that requires a technician to calibrate before administering assessment.
- Organize rigorous workloads independently and meet multiple time sensitive deadlines.
- Input data into Microsoft Excel, Microsoft Access and other web-based databases to format for reports and/or presentations.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Work independently without close supervision.
- Establish and maintain cooperative and effective working relationships with other staff.
- Carry out oral and written directions.

EDUCATION AND EXPERIENCE:

Education:

- Sixty (60) semester college and/or university units (or equivalent quarter units).

Experience:

- Administer state and local assessments
- Minimum 2 years of experience working with a student population in a preschool and K – 12 setting.
- Demonstrated high level of customer service.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License.

PHYSICAL EFFORT / WORK ENVIRONMENT:

Environment:

- Indoor environment, with occasional visits to various sites as needed.
- Office setting with heavy phones, customer drop-ins and other communications.
- School sites; indoor and outdoor.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others in English.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit for extended periods of time with intermittent walking.
- Dexterity of hands and fingers to operate assigned office equipment.

SALARY:

Schedule: 5
Salary Range: 62

Approved by the Human Resources Division
Approved by the Board of Education _____

Bilingual Assessment Technician

What: New job description / New job classification

Who's impacted: Subs
Schedule / Range / Step – 10/63/1 – hourly

Department: Curriculum and Instruction / Community Engagement

Rationale:

This is a bilingual EL testing assessment classification that previously did not exist, but needs to be created as Graduate Tutors were used inappropriately for a few years to carry out the tasks, duties and responsibilities of a tester and assessor. CELDT testing is a temporary position that works over the summer and during the first couple months of the school year to complete testing and assessment. Being such, the classification is an hourly position that is completed by substitute employees at Range 63, Step 1.

This classification was created as one of two classifications in the family (the other being the Assessment Technician) that perform the majority of the testing and assessment tasks, duties and responsibilities. There is a permanent Lead Assessment Technician that collaborates, coordinates and leads CELDT testing and assessment process.

There is a varying cost as a result of the adoption of this job description, however, it is needed to regulate this needed function and create consistency and uniformity for testing and assessment of the EL population in the district.

All costs come from categorical funding – no general fund impact.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

BILINGUAL ASSESSMENT TECHNICIAN

PRIMARY FUNCTIONS:

This classification supports the organization and assists in coordination of state and local student assessments in the target language and English; prepares testing materials for distribution; supports school sites with administration of state and local assessments; organizes data and prepares a variety of reports while following district policies and procedures to ensure successful assessment and monitoring of students.

MAJOR DUTIES AND RESPONSIBILITIES:

- Administers state and local assessments in the target language or in English for the purpose of making recommendations for appropriate services needed for students.
- Proctors state and local assessments following state and district policies.
- Completes assessment documents and ensures integrity of state mandated reports that are part of the students' cumulative records.
- Scores state and local assessments.
- Sets up testing environments to administer state and local assessments.
- Schedules assessment appointments.
- Organizes testing materials, schedules and other materials.

QUALIFICATIONS:

Knowledge of:

- State and local assessments.
- School and district policies, rules and regulations.
- Oral and written communication skills in both the target language and English.

Ability to:

- Write and speak at a level sufficient to fulfill the duties to be performed for the position described in the target language as identified by the district and in English (may be fulfill by completing the district Tier I/II assessment or B-CLAD).
- Pass calibration requirements for state and local assessments that requires a technician to calibrate before administering assessment.
- Organize rigorous workloads independently and meet multiple time sensitive deadlines.
- Input data into Microsoft Excel, Microsoft Access and other web-based databases to format for reports and/or presentations.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing in the target language and English.
- Work independently without close supervision.
- Establish and maintain cooperative and effective working relationships with other staff.
- Carry out oral and written directions.

EDUCATION AND EXPERIENCE:

Education:

- Sixty (60) semester college and/or university units (or equivalent quarter units).

Experience:

- Administer state and local assessments
- Minimum 2 years of experience working with a student population in the target language and English in a preschool and K – 12 setting.
- Demonstrated high level of customer service.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License.

PHYSICAL EFFORT / WORK ENVIRONMENT:

Environment:

- Indoor environment, with occasional visits to various sites as needed.
- Office setting with heavy phones, customer drop-ins and other communications.
- School sites; indoor and outdoor.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others in English and the target language.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit for extended periods of time with intermittent walking.
- Dexterity of hands and fingers to operate assigned office equipment.

SALARY:

Schedule: 5
Salary Range: 63

Approved by the Human Resources Division

Approved by the Board of Education _____

Lead Assessment Technician

What: New job description / New job classification

Who's impacted: Incumbent, who is currently a Graduate Tutor
Schedule / Range / Step – 5/65/5

Department: Curriculum and Instruction / Community Engagement

Rationale:

The incumbent has not been performing Graduate Tutor duties for a few years. He has been the lead tester for CELDT testing over the summer and throughout the school year. He is also responsible for the implementation of state and local student assessments for EL students.

This classification was created as the lead for this classification family as there are Assessment and Bilingual Assessment Technicians that perform the majority of the testing and assessment tasks, duties and responsibilities. The Lead Assessment Technician collaborates, coordinates and leads the other classifications, which provides needed structure to this important process.

This is essentially cost neutral as the incumbent is currently 10/65/5 (11 months) and will increase to 5/65/5, which is essentially cost neutral as he is time carded to be 12 months for additional time beyond his 11 month work year. Ed Code § 45137 attaches to this employee as he time cards for the days that are not part of his normal work year and has done so for the past few years. It is necessary and proper to include this as part of his regular work year/calendar by making this classification a 12 month classification to receive benefits and compensation as a 12 month employee.

Any slight cost increase for benefits and vacation is 100% charged to categorical funding – no cost to the general fund.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

LEAD ASSESSMENT TECHNICIAN

PRIMARY FUNCTIONS:

Under minimal supervision, this position supports the organization and implementation of state and local student assessments for English learners; preparing testing materials for distribution; supporting school sites with the administration of state and local assessments; providing information to various internal and external stakeholders; implementing and maintaining student testing guidelines and standards; organizing data and preparing a variety of reports while following district policies and procedures to ensure successful assessment and monitoring of students.

MAJOR DUTIES AND RESPONSIBILITIES:

- Collaborates with multiple district departments and school sites.
- Trains district staff, administrators, testing coordinators, assessment technicians and others for the purpose of ensuring that state and local assessment process and procedures are planned and implemented in a manner that is compliant with all relevant regulations, guidelines and objectives.
- Implements the administration of state and local assessments for the purpose of making recommendations for appropriate service.
- Coordinates the proctoring of state and local assessments following state and district policies.
- Completes assessment documents and ensure integrity of state mandated reports that are part of the students' cumulative records.
- Oversees the scoring of state and local assessments.
- Establishes procedures and maintains regulations to ensure proper testing environment to administer state and local assessments.
- Schedules assessment appointments.
- Organizes assessment teams, testing materials, schedules and other materials.
- Develops and communicates assessment timelines and schedules for sites according to state guidelines.
- Coordinates with other departments for the ordering of supplies, forms, etc. needed for student testing to ensure the availability of need supplies in a cost effective manner.

QUALIFICATIONS:

Knowledge of:

- State and local assessments administration procedures.
- Training techniques for adult learners.
- Project management techniques, including work planning, scheduling, leading and reporting.
- District policies, rules and regulations.

Ability to:

- Write and speak at a level sufficient to fulfill the duties to be performed for this job classification.
- Remain current on all state and local assessments policies and regulations pertinent to this position.
- Pass calibration requirements for state and local assessments that require a technician to calibrate before administering assessment.
- Organize rigorous workloads independently and meet multiple deadlines.

- Input data into Microsoft Excel, Microsoft Access and other web-based databases to format for reports and/or presentations.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Work independently without close supervision.
- Establish and maintain cooperative and effective working relationships with other staff.
- Carry out oral and written directions.

EDUCATION AND EXPERIENCE:

Education:

- Any combination of education, training and experience equivalent to completion of a four year degree from an accredited college or university with major course work in education, public administration, or related field.

Experience:

- Administering state and local assessments.
- Leadership role, which provides direction and support to colleagues to meet goals, objectives and time frames.
- Demonstrated high level of customer service.
- Minimum 2 years of experience working with students in a K-12 setting.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License.

PHYSICAL EFFORT / WORK ENVIRONMENT:

Environment:

- Indoor environment predominantly, with occasional visits to various sites as needed.
- Office setting with heavy phones, customer drop-ins and other communications.
- School sites; indoor and outdoor.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others in English and the target language.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit for extended periods of time with intermittent walking.
- Dexterity of hands and fingers to operate assigned office equipment.

SALARY:

Schedule: 5
Salary Range: 65

Approved by the Human Resources Division

Approved by the Board of Education _____

Bilingual Assessment and Registration Technician

What: Desk Audit yields new job description / New job classification

Who's impacted: Bilingual Paraprofessionals (4 employees in classification)
Schedule / Range / Step – 5/63

Department: Curriculum and Instruction / Community Engagement

Rationale:

This new job description and classification is a result of a Desk Audit that was started in 2009. File recreated and secured copies of all prior desk audit materials previously submitted. Conducted desk audit analysis of the old classification (Bilingual Paraprofessional) and arrived at a new job classification/job description to meet the evolved needs of the district. The result of the desk audit is that this classification meets the definition of a technician classification due to the inherent nature of routine and independent decision-making, ongoing EL student assessment and level of translation experience needed.

This classification uses several district assessments in addition to the CELDT testing administered by this classification and other classifications. The Assessment Technician and Bilingual Assessment Technician assist this classification by administering CELDT tests and assessing, however, this classification is responsible for the final placement of students, the ongoing monitoring and the routine follow-up with the school site, students and parents. This classification also provides a higher level of bilingual services for curriculum, legal notices, reports and sensitive/confidential processes such as expulsion hearings, parent-teacher conferences and other meetings.

The net cost to the district is approximately \$60k as 12 month employees, which breaks down to \$54,000 categorical and \$6,000 general fund. The primary reason for the upgrade from 11 months to 12 months is that the department has time carded employees in this classification for the summer months (beyond their normal 11 month calendar work year), which means Ed Code § 45137 attaches as a result. It is necessary and proper to include this as part of their regular work year/calendar by making this classification a 12 month classification to base their benefits and vacation to reflect actual time worked.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

BILINGUAL ASSESSMENT AND REGISTRATION TECHNICIAN

PRIMARY FUNCTIONS:

Register and assess newly enrolling English Learners (EL's); utilize State and local assessments while following district policies and procedures to ensure successful placement and monitoring of EL's; provide translation and interpretation services to school sites and various district departments at a Tier II level; perform a variety of specialized duties and provide clerical assistance and support to the department; and perform related tasks and duties as required.

MAJOR DUTIES AND RESPONSIBILITIES:

Registration:

- Recommend appropriate placement for English Language Development (ELD) level based on the California English Language Development Test (CELDT) and other local assessment results.
- Assess non-English Learners (EL's) to identify the level of fluency in their primary language using the Idea Proficiency Test (IPT).
- Complete EL documents and ensure integrity of State mandated reports that are part of the students' cumulative records file.
- Explain State and district policies regarding the education of English learners to stakeholders.

Assessment and Monitoring:

- Use the CELDT to assess potential EL's and identified EL students on an annual basis.
- Assess Spanish-speaking EL's using the Standards-based Testing Spanish (STS), which is a component of the California State Testing and Assessment report (STAR), as needed.
- Monitor student progress to identify candidates for reclassification.
- Process reclassification paperwork and ensure appropriate placement of reclassified students.

Interpretation and Translation:

- Translate district materials at a Tier II level, which may include but not limited to: curriculum material, letters, legal notices, documents, etc.
- Provide interpretation services as requested by department and school sites.
- Responsible for interpretations of sensitive and/or confidential meetings such as expulsion hearings, attendance review meetings and parent-teacher conferences.

QUALIFICATIONS:

Knowledge of:

- EL laws, regulations and procedures.
- State and local EL assessment tests, which includes testing, processing results, assessment, placement and reporting.
- School and District policies, rules and regulations.
- Departmental calendar, District calendar and site calendars.

- Modern business practices and district authorized software (especially Microsoft Excel, Access and Outlook) to complete tasks, duties and responsibilities.
- EL documents and appropriate filing process for cumulative folders.
- District EL programs and services
- Oral and written communication skills.

Ability to:

- Organize rigorous workloads independently and meet multiple deadlines.
- Input data into Microsoft Excel and Access, and other web based databases, to be formatted for reports and/or presentations.
- Clearly explain State EL laws and regulations and district policies and procedures regarding EL programs to all stakeholders.
- Operate standard office equipment (i.e. copier, fax, scanner, etc.)
- Analyze data and other information to make independent decisions and recommendations per District, state and federal guidelines and laws.
- Independently seek out answers by utilizing various resources to reach resolution.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing in the target language and English.
- Work without close supervision.
- Establish and maintain cooperative and effective working relationships with other staff and external organizations and agencies.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.
- Pass the Tier II level bilingual test within the first three (3) months of assuming the job.

EDUCATION AND EXPERIENCE:

Education:

- High school diploma or equivalent; and
- Sixty (60) semester college and/or university units (or equivalent quarter units).

Experience:

- Minimum 2 years of experience working with the target language population in a preschool and K – 12 setting.
- Demonstrated experience in translation and interpretation of the target language in a preschool and K – 12 setting.
- Demonstrated high level of customer service with public and EL's.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License.

PHYSICAL EFFORT / WORK ENVIRONMENT:

Environment:

- Indoor environment.

- Office setting with heavy phones, customer drop-ins and other communications.
- School sites; indoor and outdoor.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others in English and the target language.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit for extended periods of time with intermittent walking.
- Dexterity of hands and fingers to operate assigned office equipment.

SALARY:

Schedule: 5

Salary Range: 63

Approved by the Human Resources Division

Approved by the Board of Education _____

Purchasing Supervisor

What: New job classification/new job description; reorganization

Who's impacted: Procurement Specialist
Schedule / Range / Step – 4/74

Department: Business Services / Purchasing

Rationale:

The current classification of Procurement Specialist is responsible for district-wide training, oversight of the entire procurement program for the district and providing support to departmental and district staff. The appropriate placement for this classification is in the School Supervisor's Association to accurately reflect the tasks, duties and responsibilities of this classification. This desk audit dictates that this classification will be responsible for coordinating the district's procurement program and fostering collaboration between the sites, administrators and budget personnel.

In conjunction with the increased tasks, duties and responsibilities in this department, there is also an inherent need for supervisory support in the department to direct workflows, provide needed support and development of assigned staff and bring the department in alignment with other district departments for structure and uniformity.

The total cost is \$6,600, which is general fund.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

PURCHASING SUPERVISOR

PRIMARY FUNCTIONS:

Under direction, organizes, assigns, monitors, and supervises the work of assigned purchasing department staff; sets priorities for staff and department as it relates to procurement needs and deadlines district-wide; performs responsible work in the procurement process for supplies, materials, services, and equipment in all categories and in accordance with established district and departmental policies and procedures; and performs related work as required.

MAJOR DUTIES AND RESPONSIBILITIES:

- Directs, oversees and procures goods and services to support goals and functions of various departments throughout the district.
- Reviews requisitions to determine method of procurement consideration for formal bids on large purchases as it relates to federal and state requirements.
- Reviews and creates requisitions and completes purchase orders for the department.
- Compile data and prepare detailed reports for district use, presentations and for reporting.
- Determines method of procurement in consideration of purchasing policies and the nature of the specific requests.
- Compiles data and records to prepare, develop and review complex reports.
- Establishes new vendor accounts.
- Initiates, obtains, reviews and approves direct and formal quotations on supplies, materials, services and equipment.
- Locates sources of equipment and supplies.
- Creates, establishes and maintains list of vendors.
- Routinely checks standards, codes, laws, rules, regulations and statutes for district compliance in purchasing and receiving bids for supplies, materials, services and equipment.
- Provides training to new and current staff.
- Insures compliance with and implements mandating bidding procedures pertinent to the district.
- Composes and prepares letters, forms and other communications regarding purchasing for district distribution and external stakeholders.
- Prioritizes and expedites orders as necessary.
- Confers with school and administrative staff to determine supply and material needs and specifications.
- Keeps informed of new products, market conditions and cost trends.
- Maintains accurate filing system for correspondence, quotations, files, records, reports and any other job related materials for reference and record.
- Meets with district Purchasing Department staff frequently to review processed orders for compliance with district's purchasing policies and procedures.
- Communicates with internal/external customers, vendors and clients via drop-ins, phones, emails, letters and other communications to answer all questions and anticipate potential problems or issues regarding procurement systems.
- Establishes, maintains and fosters strong, professional relationships with vendors.
- Develops, implements and coordinates district-wide training program for purchasing procedures, which includes training on required programs and software utilized to submit purchase orders, create requisitions, input contracts, etc.

- Travels to various sites within the district to deliver presentations, provide support to staff, and train new employees.
- Trains, directs, guides, coaches, supports and disciplines assigned staff.
- Attends and may assist in developing training workshops and professional development as directed.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of public school purchasing methods and requirements including policies, procedures, mandates and compliance processes.
- Supplies, materials, services and equipment used in a school environment.
- State Education Code and other federal, state and local laws, rules and regulations pertaining to purchasing, procurement, bidding and contracting.
- Fixed asset and inventory reporting requirements.
- Data collection and comparative analysis techniques.
- IRS Form 1099 procedures and policies as related to purchasing supplies and services.
- Complex letter and report writing, which includes documents for presentations to various stakeholders.
- Computer skills in word processing, spreadsheets and databases such as Microsoft suite (Excel, Word, PowerPoint, Outlook, etc.) and other software and applications.
- Techniques of supervision, training, coaching, conflict resolution and motivation of employees.
- Effective oral and written communication skills.
- School and district policies, rules and regulations.

Ability to:

- Monitor and provide guidance in the procurement of quality goods and services for schools and departments throughout the district.
- Ensure cost-effective procurement of goods and services and obtain quotes and bid from vendors.
- Prepare bid documents and specifications on supplies, materials and equipment.
- Establish annual purchasing deadlines to coordinate with year-end closing requirements in budget and accounting.
- Review, understand, and make changes to legal contracts.
- Develop and update purchasing policies and procedures and manuals.
- Generate documents and reports for audits and local, state and federal review.
- Provide ongoing instruction and assistance to district staff, teachers, and administrators, as related to purchasing.
- Collaborate in the development, implementation, and ongoing use of the district financial software.
- Interpret, apply and explain rules, regulations, guidelines, mandates and compliance issues, etc. related to purchasing goods and services for the district to a wide variety of employees, vendors, and clients.
- Collaborate in the development, implementation, and ongoing use of the district financial software.
- Work cooperatively, efficiently and effectively with internal district departments and outside organizations.
- Utilize computer software to create both online and classroom training components and documents, materials, PowerPoint presentations other mechanisms to assist in training presentations.
- Collect, analyze, interpret, track and report data via computer programs, software and in written report format, when required.
- Supervise and direct the work of others.
- Understand and carry out verbal and written directions.

- Read, write and speak English with sufficient comprehension to perform duties accurately and competently.
- Train, work effectively and cooperatively with individuals from diverse backgrounds.
- Communicate positively and effectively, orally and in writing, with district staff, students and various community partners.

EDUCATION AND EXPERIENCE:

Education:

- High School education or equivalent in training and experience. Additional training or college units in the field of business, accounting or purchasing preferred.

Experience:

- Minimum 3 years of increasingly responsible clerical experience, which shall include at least two years of experience in a Purchasing Office obtaining price quotes and securing bids.
- Demonstrated high level of successful customer service with public.
- Demonstrated successful experience in supervising.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License. Candidates must provide (and maintain) official motor vehicle driving record, and proof of compliance with district safe driving standards.

PHYSICAL EFFORT / WORK ENVIRONMENT:

Environment:

- Primarily indoor office and classroom setting.
- Office setting with phones, computer work, customer contact, drop-ins and other communications.
- Training environment.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Set up training assistive equipment and devices.
- Sit for extended periods of time with intermittent walking.
- Dexterity of hands and fingers to use keyboard and office equipment.
- Drive and travel to various work and school sites, as needed.
- Use a computer for extensive periods of time.

SALARY:

Schedule: 4
Salary Range: 74

Approved by the Human Resources Department

Approved by the Board of Education _____

Employee Health, Safety and Training Coordinator

What: New job classification / new job description

Who's impacted: New job classification / new job description
Schedule / Range / Step – 4B/14

Department: Human Resources

Rationale:

This job classification has been created to provide a centralized position in Human Resources that will track mandated and required trainings as well provide needed oversight and processing of ADA, EEOC, district complaint, CalOSHA, DFEH and workers compensation matters. There is shared interest between the district and Contra Costa County Schools Insurance Group (CCCSIG) to specifically address each of the aforementioned areas and be proactive and preventative rather than responsive to claims and cases as they arise. This classification provides the needed support in Human Resources to effectively plan, organize and administer a comprehensive health, safety and training program for the district.

The total cost of this job classification is \$156,212, which is funded by a 2 year grant from CCCSIG to utilize this position to lower our risks and costs. There is no net cost to the general fund.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

EMPLOYEE HEALTH, SAFETY AND TRAINING COORDINATOR

PRIMARY FUNCTIONS:

Under direction, plans, organizes, and administers a comprehensive health, safety and training program for the district, including all health, safety and mandated training programs and procedures for district employees; develops, implements and monitors workers compensation and workers compensation incentive program, Americans with Disabilities Act (ADA) and California Occupational Safety and Health Administration (CalOSHA) compliance; processes employee requests for ADA accommodations and workers compensation return-to-work program; develops and provides district-wide training to employees regarding preventive health and wellness, safe work practices and environment, and required training for special education employees; and performs other related duties as assigned.

MAJOR DUTIES AND RESPONSIBILITIES:

- Develops, implements, manages, coordinates and tracks a broad base of health and safety services and employee trainings through Human Resources.
- Establishes and serves as the lead of the district's Employee Workplace Safety Committee.
- Establishes, develops, implements, coordinates and tracks 'new employee' and ongoing employee orientations, which include the required and mandated trainings.
- Manage the district's early return-to-work program (currently known as the Bridge program) and employee safety program within the district.
- Investigates, analyzes and tracks work-related employee accidents and makes effective recommendations for prevention activities within the district on both a short-term and long-term basis.
- Attends and proactively participates in health and safety programs with the district's workers compensation carrier, which includes incorporating and updating programs and information into district programs.
- Compiles, interprets and provides data, trends, recommendations, feedback, comparative analyses and complex administrative support to the Human Resources administrator responsible for the district's workers compensation program.
- Meets with employees who have filed an ADA request or employees who have a work related injury to determine "reasonable accommodation" and engages employees with the "interactive process", which includes providing written responses to requests for accommodations.
- Insures district compliance with ADA, CalOSHA, Equal Employment Opportunity Commission (EEOC), Department of Fair Employment and Housing (DFEH), mandated reporting, sexual harassment and workers compensation and provides commensurate training to district administration and employees.
- Meets with CalOSHA officers and representatives to respond to any requests for information and follow up with any needed data, compliance information and reports.
- Researches appropriate federal, state and local laws, statutes, legal cases, rulings, California codes, etc. to prepare for, address, stay current on and respond to ADA, CalOSHA, Equal Employment Opportunity Commission (EEOC), Department of Fair Employment and Housing (DFEH), mandated reporting, sexual harassment and workers compensation matters.
- Develops, implements, manages, coordinates and tracks a comprehensive district-wide online training program.
- Travels to various sites within the district to deliver presentations, address employee safety issues, provide training and carry out tasks, duties and responsibilities required of this job classification.

- Insures compliance with pertinent federal, state, county and district laws, rules, regulations, policies and procedures regarding employee health, safety and mandated trainings.
- Trains, directs, guides, coaches, supports and disciplines assigned staff.
- Attends training workshops and professional development as directed.

QUALIFICATIONS:

Knowledge of:

- Cases, laws and regulations and mandates regarding occupational health and safety.
- Cases, laws and regulations and mandates regarding California worker's compensation program.
- Cases, laws and regulations and mandates regarding California State Disability Insurance.
- Cases, laws and regulations and mandates regarding CalOSHA, EEOC and DFEH matters.
- Cases, laws and regulations and mandates regarding ADA accommodations.
- Federal and state laws and updates for family medical leave, parental leave, personal leave and other mandated leaves.
- Safety inspection and accident investigation techniques.
- Data collection and comparative analysis techniques.
- Complex letter and report writing, which includes documents for presentations to the Board of Education and other stakeholders.
- Microsoft suite (Excel, Word, PowerPoint, Outlook, etc.) and other software and applications.
- Computer skills in word processing, spreadsheets and databases.
- Techniques of supervision, training, coaching, conflict resolution and motivation of employees.
- Effective oral and written communication skills.
- School and district policies, rules and regulations.

Ability to:

- Deal with confidential employee health matters and information in a professional and confidential manner and in accordance with pertinent regulations and laws.
- Work cooperatively, efficiently and effectively with internal district departments and outside organizations.
- Conduct investigations of employee accidents on school sites and at district offices.
- Plan and conduct a comprehensive system of 'new employee' and ongoing employee trainings regarding health, wellness, safety, mandated trainings, laws, rules and regulations.
- Use modern business equipment and district authorized software to complete duties, tasks and responsibilities.
- Utilize computer software to create online training components and documents, materials, PowerPoint presentations other mechanisms to assist in training presentations.
- Collect, analyze, interpret, track and report data via computer programs, software and in written report format, when required.
- Process and respond to requests for ADA accommodations in writing clearly and concisely, in conformity with legal requirements and regulations.
- Provide written responses to employees and bargaining units clearly and concisely.
- Work effectively and efficiently without close supervision.
- Develop, maintain and utilize visual aids, training materials and other resources as they pertain to the various training topics.
- Supervise and direct the work of others.

- Understand and carry out verbal and written directions.
- Read, write and speak English with sufficient comprehension to perform duties accurately and competently.
- Train, work effectively and work cooperatively with individuals from diverse backgrounds.
- Communicate positively and effectively, orally and in writing, with district staff, students and various community partners.

EDUCATION AND EXPERIENCE:

Education:

- Bachelor's Degree from an accredited college or university Business Administration, Business Management, Public Administration or a closely related field.
- Certificates of completion for additional ADA, EEOC, DFEH, CalOSHA, FMLA, training programs or workshops, and related fields preferred.

Experience:

- Minimum of three (3) years of progressively responsible work experience in employee safety, employee claims administration, health and wellness program administration or Human Resources Management.
- Demonstrated high level of successful customer service with public.
- Supervising and program oversight and responsibility.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License. Candidates must provide (and maintain) official motor vehicle driving record, and proof of compliance with district safe driving standards.

PHYSICAL EFFORT / WORK ENVIRONMENT:

Environment:

- Primarily indoor office and classroom setting, with some outdoor exposure.
- Office setting with phones, computer work, customer contact, drop-ins and other communications.
- Variable hours, which may include evenings and weekends.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Set up training assistive equipment and devices.
- Sit for extended periods of time with intermittent walking.
- Dexterity of hands and fingers to use keyboard and office equipment.
- Drive and travel to various work and school sites.
- Occasionally lift and carry up to twenty (20) pounds for short distances.

SALARY:

Schedule: 4B

Salary Range: 14

Approved by the Human Resources Department

Approved by the Board of Education _____

Coordinator, Disaster Preparedness and Safety

What: Job description modified to reflect current duties

Who's impacted: Incumbent, Coordinator, Disaster Preparedness and Safety
Schedule / Range / Step – 4B/15/2

Department: K – 12, School Operations

Rationale:

This job classification was initially created in 2010 to administer the Readiness and Emergency Management in Schools (REMS) grant and implement the requirements of the grant. The district has now completed the grant period and has identified a need for this job classification to continue to provide the needed support, guidance, training and expertise to coordinate disaster preparedness and safety efforts. The job description now reflects the primary functions required of this job classification to carry on the ongoing and inherent need for work that started with the REMS grant.

There is no net cost to update the job description.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

COORDINATOR, DISASTER PREPAREDNESS AND SAFETY

PRIMARY FUNCTIONS:

Responsible for developing and implementing a comprehensive disaster preparedness and safety program for the district; collaborate with centralized district staff, school sites and external disaster preparedness organizations and government agencies to coordinate training, exercises and responses; and perform related duties as assigned.

MAJOR DUTIES AND RESPONSIBILITIES:

- Plan, implement, and coordinate district-wide disaster preparedness programs, policies trainings and procedures including: operational readiness, response plans, curriculum, capabilities and recovery operations.
- Collaborate with site and district leadership personnel to modify and maintain site-specific actions plans and setting standards and goals for safety objectives and goals for all school sites and district facilities.
- Coordinate inter-agency collaboration and trainings with various County departments, police and fire departments and other first-responders.
- Provide advice and technical guidance regarding special conditions and operating requirements that would be imposed in the event of a catastrophic event or other disaster.
- Administer and coordinate emergency preparedness training and public information programs.
- Organize and facilitate emergency readiness trainings for school and district staff, students, parents and first-responders from community agencies.
- Coordinates with school administration, a review of educational delivery systems and information being delivered to students regarding safety topics. Recommends changes in safety related information being delivered to students.
- Work with the district webmaster to maintain and update the secure emergency management website for use in crisis situations and disseminating information.
- Prepare reports and presentations for the board of education, employees, first responders and other community agencies and stakeholders.
- Complete required tasks and reports as they pertain to safety.

QUALIFICATIONS:

Knowledge of:

- Organization and management principles.
- Modern business practices and district authorized software to complete duties, tasks and responsibilities.
- Effective oral and written communication skills.
- Clear and effective communication techniques and technologies for a wide range of student and adult learners.
- School safety issues and procedures, and applicable local and state laws and regulations.
- Principles and practices of supervision and training.
- Public speaking and instructional techniques.
- School and district policies, rules and regulations.
- Readiness and Emergency Management for Schools (REMS), Standardized Emergency Management System (SEMS), National Incident Management System (NIMS), National Response Framework (NRF) and other standard emergency and disaster preparedness protocols.

- Local, State and Federal laws, codes, rules and regulations as they pertain to safety and disaster preparedness.

Ability to:

- Work collaboratively with administrators, committees and employees to accomplish common goals and objectives.
- Make recommendations to improve safety at school sites and throughout the district.
- Assist in budget development for a district-wide program and monitor expenditures to operate within budget constraints.
- Excellent communication skills, both oral and written.
- Proficiency in use of MS Word, MS PowerPoint, MS Excel, MS Outlook
- Motivate and train staff and to manage programs.
- Work extended hours, including evening meetings.
- Prepare, send, and receive various forms of documents, including e-mail, in Microsoft Word, Excel, Access, PowerPoint, etc.
- Provide positive, persuasive instruction, correction, and encouragement.
- Develop and maintain positive working relationships with school district staff, students, community, Federal, State and local agencies.
- To improve the safety of our schools and community through grant opportunities, innovative ideas and monitoring district compliance with required laws, codes, rules and regulations.
- Work independently with respect to sound decision making and problem solving.
- Supervise and evaluate the performance of others.

EDUCATION AND EXPERIENCE:

Education:

- Bachelor's degree from an accredited college or university with an emphasis on safety, disaster preparedness or a closely related field.
- Multiple courses completed in safety and disaster preparedness offered through FEMA and other organizations.

Experience:

- Two (2) years related work experience with safety and emergency management.
- Two (2) years related work experience in a school district environment.
- Two (2) years related work experience managing a large scale, district-wide program.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License. Candidates must provide (and maintain) official motor vehicle driving record, and proof of compliance with district safe driving standards. Failure to provide or to meet this requirement will result in disqualification regardless of any other qualification.
- Use of a personal automobile is required in the performance of the work.

PHYSICAL EFFORT / WORK ENVIRONMENT:

Environment:

- Indoor / outdoor environment (i.e. offices, classrooms, auditoriums, etc.)
- Office setting with phones, computer work, customer contact, drop-ins and other communications.

- Variable hours, including evenings and weekends.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit for extended periods of time with intermittent walking.
- Dexterity of hands and fingers to operate office equipment.

SALARY:

SSA: 4B

Range: 15

Approved by the Human Resources Department

Approved by the Board of Education _____

Senior Network Engineer

What: Desk audit yielded new job classification/ job description

Who's impacted: Incumbent
Schedule / Range / Step – 4B/14

Department: Technology

Rationale:

This classification has greatly increased in the complexity of tasks, duties and responsibilities due to the ever changing IT demands, security and certifications. Numerous duties and responsibilities have been added to the job description to reflect the amount of technical expertise that is needed to perform at a high level in this classification.

The total cost is \$5,600, which is general fund.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

SENIOR NETWORK ENGINEER

PRIMARY FUNCTIONS:

Under direction, design, support and implement the District LAN/Wan enterprise network infrastructure, including advanced network architecture. Knowledge of and ability to coordinate the operation of the UCS Cisco data centers hardware is essential.

MAJOR DUTIES AND RESPONSIBILITIES:

- Designs and configures LAN/WAN switched network infrastructure for VoIP and Wi-Fi technology.
- Leads, oversees and participates in the implementation, installation, upgrading, monitoring and troubleshooting of the district's physical network infrastructure, including storage networks and a variety of Cisco switches.
- Works with the district Chief Technology Officer and other administrators to determine future network growth, use and maintenance needs, and plan accordingly.
- Administration and maintenance of the Vsphere 5 ESX/ESXi servers, which includes patches and updates, and assists in resolving associated system outages and other incidents.
- Designs, plans and develops the district's network hardware and operating systems, including planning network topology, installations and changes; configures network routing and switching software.
- Researches, designs and coordinates implementation of network based solutions to support the administrative and instructional functions of the district.
- Work independently in fulfilling scope of job duties and standard work situations.
- Provide top-tier diagnosis, analysis, and problem resolution of complex network issues using standard hardware and software.
- Directs the planning, design and installation of new computer equipment and networks, working in concert with other departments and external entities to best utilize district resources and provide timely service to users.

QUALIFICATIONS:

Knowledge of:

- Comprehensive and thorough knowledge of Cisco Unified Computing (UCS), Cisco Nexus and Catalyst switches, storage protocols FCoE, VMware VSphere, core Ethernet Routing & Switching, Windows OS.
- Extensive understanding of IP protocol networking technology: VoIP, Quality of Service (QoS), SIP, video conferencing, and video streaming.
- Expert knowledge of TCP/IP networking and routing protocols.
- Thorough administration knowledge of EMC VNX SAN storage systems and Cisco Nexus 1KV.
- Direct experience working with EMC SAN, and NetApp infrastructures (including both physical and virtualized environments).
- Experience in design and maintenance of enterprise networking services; VMware Vsphere 5.x Datacenter, Windows R2 servers and MS exchange servers.

Ability to:

- Configure IT equipment including call managers, unity messaging servers, firewalls, routers and switches.
- Monitor and perform root cause and trend analysis on various networks and systems and take appropriate action(s) to resolve issues.
- Integrate, configure and support Architecture for Voice, Video and Integrated Data (AVVID) platform.

- Identify, proactively resolve and anticipate network problems, failures, and performance issues.
- Provide design enhancements to existing networks and develop new network capabilities.
- Work well under pressure and manage multiple large projects simultaneously.
- Compile, produce and maintain documentation and other data for complex network implementations, modifications and maintenance.
- Set and adjust priorities based on IT needs and successfully complete tasks in a timely manner.
- Organize own work and that of others, which includes setting priorities and meeting critical deadlines.
- Analyze and interpret materials and problems involving protocols, procedures, documentation and other related reference materials.
- Develop, design and configure network management system fail-over capabilities to maintain uninterrupted operations.
- Design and configure topology map filtering and task-specific/domain-specific views.
- Monitor network infrastructure, detect failed equipment and generate remedy services.
- Integrate third-party management applications with the Network Management System (NMS) platform.
- Contribute effectively to the accomplishment of team or work unit goals, objectives and activities.
- Work cooperatively, efficiently and effectively with other departments and organizations to assure optimal network performance and reliability.
- Work effectively and efficiently without close supervision.
- Supervise and direct the work of others.
- Adhere to timelines and schedules.
- Understand and carry out verbal and written directions.
- Read, write and speak English with sufficient comprehension to perform duties accurately and competently.
- Train, work effectively and work cooperatively with individuals from diverse backgrounds.
- Communicate positively and effectively, orally and in writing, with district staff, students and various community partners.
- Work nights and weekends to complete installations, perform maintenance on networks and systems and complete other tasks with minimal disruption from staff, students and other stakeholders.

EDUCATION AND EXPERIENCE:

Education:

- Bachelor's Degree from an accredited college or university in Math, Computer Science, Information Systems, Engineering or a closely related field.
- Microsoft Certified IT Professional (MCITP)
- Cisco Certified Network Professional (CCNP)
- VMware Certified Professional (VCP)
- Cisco CCNP Data Center (DCUCI)

Experience:

- Verifiable successful and extensive experience in design and maintenance of enterprise networking services E-mail, SAN, Adaptive Security Appliance (ASA), Web Security Appliance (WSA), and virtualized Datacenter.
- Minimum four (4) years of demonstrated project management skills and abilities.
- Verifiable experience contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Minimum two (2) years of demonstrated, successful experience conducting formal training on diverse technological subjects for both IT personnel and other district users.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License. Candidates must provide and maintain official motor vehicle driving record, and proof of compliance with district safe driving standards.
- Cisco Certified Network Administrator (CCNA), required.
- Cisco Certified Network Professional (CCNP), required.
- Cisco Certified Internetwork Expert, Avaya, or Alcatel and Cisco Certified VoIP certifications, highly desirable.
- Microsoft Certified IT Professional (MCITP)
- VMware Certified Professional (VCP)
- Cisco CCNP Data Center (DCUCI)

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

- Primarily indoor office, with some outdoor exposure.
- Office setting with phones, computer work, customer contact, drop-ins and other communications.
- Variable hours, which may include evenings and weekends.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit for extended periods of time with intermittent walking.
- Dexterity of hands and fingers to use keyboard and office equipment.
- Drive and travel to various work and school sites.
- Occasionally lift and carry up to twenty (20) pounds for short distances.

SALARY:

Schedule: 4B

Salary Range: 14

Approved by the Human Resources Department

Approved by the Board of Education _____.

IT Operations Manager

What: Desk audit yielded upgrade to a higher classification

Who's impacted: Incumbent
Schedule / Range / Step – Management 1.03

Department: Technology

Rationale:

The IT Operations Manager has evolved over the last several years due to the increased level of participation, coordination and oversight on complex tasks, duties and responsibilities. As the networks evolve to meet the needs of the district and the peripheral complexity of monitoring, planning and coordination regarding new and updated network security, the job description must be updated to reflect the changes. With the job description update, a commensurate salary increase is necessitated.

The total cost is \$17,400 to the general fund moving the classification from .90 on the management schedule to 1.03.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

IT OPERATIONS MANAGER

PRIMARY FUNCTIONS:

Plans, organizes, directs and oversees the planning, development, coordination, implementation, and management of data networks, procedures, and guidelines for local area networks (LAN) throughout the district; assists in budget development for the department; oversees and supervises the IT help desk and technical support functional areas to resolve technical issues throughout the district; handles and resolves escalations; oversees the identification, installation and maintenance district's IT assets; and performs other related duties as assigned.

MAJOR DUTIES AND RESPONSIBILITIES:

- Coordinates the development, implementation and management of district-wide LAN for the purposes of ensuring services are delivered in conformance with district objectives.
- Oversees district technical support staff, which includes helpdesk and field technicians.
- Oversees district network technicians, Active Directory, server email and backup infrastructure.
- Manages district web filtering system.
- Manages district wireless network.
- Writes Requests for Proposals (RFP) for various projects that shall be compliant with federal, state, district and other applicable regulations for IT projects, which also includes the negotiations, administration and evaluation of contracts for equipment and services.
- Negotiates purchases and contracts for IT projects.
- Handles and resolves escalations from support functions, identifies root causes, and implements corrective actions to improve customer service.
- Collects, analyzes and presents complex technical data, orally and in writing, for the purpose of identifying problems, evaluating alternative solutions, preparing recommendations and increasing efficiency and effectiveness of the district's systems.
- Participates in the planning and development of division goals and objectives for the purpose of ensuring that the technology-related mission and goals of the district are realized.
- Assists the Student Information System team (i.e. PowerSchool) in ensuring the successful integration between the Student Information System software and other district systems.
- Assists in the development, recommendation, and administration of the department budget for the purpose of ensuring services are delivered in conformance with district objectives and within budget parameters.
- Assists in monitoring all program components for the purpose of delivering services, which conform to established guidelines and parameters.
- Researches information from a variety of sources for the purpose of providing information for recommendations and decision making.
- Collaborates with district personnel for the purpose of implementing and maintaining services and/or programs.
- Attends meetings as assigned for the purpose of conveying and/or receiving information.
- Trains, directs, guides, coaches, evaluates, supports and disciplines assigned staff.
- Attends training workshops and professional development as directed.

QUALIFICATIONS:

Knowledge of:

- Characteristics and capabilities of data communications and networks.
- Principles and techniques used in networking equipment, such as enterprise routing and switching.
- Switches, routers, firewalls and Voice over Internet Protocol (VoIP) systems.
- Internet Protocol (IP) addressing and subnet schemes.
- Large and small scale project management.
- Methods of project and process control, budgeting, and cost analysis and prediction.
- Current technological developments and trends in telecommunications.
- Procedures and techniques of operations analysis, records development and management, and statistical analysis and presentation.
- Networking, application systems, Internet, Intranet and client server operation.
- IT security principles, access controls, and confidential information protection principles.
- Network analysis tools.
- Data collection and comparative analysis techniques.
- Microsoft suite (Excel, Word, PowerPoint, Outlook, etc.) and other software and applications.
- Techniques of supervision, training, coaching, conflict resolution and motivation of employees.
- Effective oral and written communication skills.
- School and district policies, rules and regulations.

Ability to:

- Complete multiple priorities with short deadlines.
- Conduct and participate in meetings, conferences, professional development and other trainings.
- Compile data to prepare complex reports.
- Develop and direct installation of improvements in networking controls and related equipment.
- Recognize, analyze and deal effectively with IT problems, issues and work order tickets.
- Develop, plan, and implement short and long term goals and objectives by analyzing and interpreting technological developments in relation to current and future operational requirements.
- Analyze and interpret technical materials and problems involving rules, procedures and related matters.
- Interpret and assess telecommunications requirements and direct the planning and implementation of telecommunications services to meet goals and deadlines.
- Develop bid specifications, evaluate proposals, negotiate contracts and monitor/enforce contract compliance.
- Provide design enhancements to existing network security and develop new network security capabilities.
- Set priorities based on IT needs and successfully complete tasks in a timely manner.
- Analyze and interpret materials and problems involving protocols, procedures, documentation and other related reference materials.
- Monitor network infrastructure, detect failed equipment and generate remedy services.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Work cooperatively, efficiently and effectively with other departments and organizations to assure optimal network performance and reliability.
- Work effectively and efficiently without close supervision.
- Supervise and direct the work of others.
- Understand and carry out verbal and written directions.

- Read, write and speak English with sufficient comprehension to perform duties accurately and competently.
- Train, work effectively and work cooperatively with individuals from diverse backgrounds.
- Communicate positively and effectively, orally and in writing, with district staff, students and various community partners.

EDUCATION AND EXPERIENCE:

Education:

- Bachelor's Degree from an accredited college or university in Math, Computer Science, Information Systems, Engineering or a closely related field

Experience:

- Eight years of direct experience designing, engineering or configuring telephony or network systems.
- Two years of networking, engineering, installation, configuration, or ongoing maintenance, desirable.
- Demonstrated experience in design and maintenance of enterprise networking services (i.e. switching, routing, wireless, firewall, Email, web filters, Active Directory, Exchange 2010 Enterprise and other related systems).
- Demonstrated project management skills and abilities.
- Demonstrated high level of successful customer service with public.
- Supervising large network and systems oversight and responsibility.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License. Candidates must provide (and maintain) official motor vehicle driving record, and proof of compliance with district safe driving standards.

PHYSICAL EFFORT / WORK ENVIRONMENT:

Environment:

- Primarily indoor office, with some outdoor exposure.
- Office setting with phones, computer work, customer contact, drop-ins and other communications.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit for extended periods of time with intermittent walking.
- Dexterity of hands and fingers to use keyboard and office equipment.
- Drive and travel to various work and school sites.
- Occasionally lift and carry up to twenty (20) pounds for short distances.

SALARY:

Schedule: Management

Salary Range: Index 1.03

Approved by the Human Resources Department

Approved by the Board of Education _____

Coordinator, Special Education

What: Desk audit yields new job classification/new job description

Who's impacted: Special Education Administrators (2 out of 4 positions impacted)
Schedule / Range / Step – 1.05A/100%

Department: Special Education

Rationale:

This job classification has been created to reflect the complex change in duties. The primary rationale is that both of the Special Education Administrators have the responsibility for the creation, development, monitoring, expending, reconciling and reporting their respective budgets. The discerning difference between a coordinator and Special Education administrator is the ability to prepare, manage, monitor and report budgets rather than just operating within the confines of a budget.

The net cost to the Special Education budget is \$8,500, which is all categorical.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

COORDINATOR, SPECIAL EDUCATION

PRIMARY FUNCTIONS:

Under direction, administer, monitor, coordinate, implement and directs all aspects of the special education program; provide technical support, training and information to special education teachers, designated instructional staff and other assigned staff; ensure district compliance with special education requirements, laws, rules, regulations and other pertinent bodies of law; responsible for creation, implementation, monitoring and reporting of fiscal components for programs or budgets as assigned; and perform related duties as assigned.

MAJOR DUTIES AND RESPONSIBILITIES:

- Administers and supervises services to students placed in the Resource Specialist, Special Class, Itinerant Programs and in other programs or services.
- Monitors all referrals for special education assessments.
- Assists special education Department Head with program oversight and completes projects assigned by special education Department Head.
- Coordinates the placement of students in the above programs to encourage their optimum growth and maximum interaction with non-special education students.
- Coordinates the development and implementation of Individualized Education Programs for all programs supervised.
- Coordinates all aspects of students' Individualized Education Program with the appropriate community agencies; e.g. California Children's Services, Department of Rehabilitation, Regional Center of the East Bay, etc.
- Implements and monitors appropriate curriculum (resources, materials, equipment) for severely and non-severely handicapped populations.
- Oversee district assessments related to programs supervised (Ex. DRDP Desired Results Developmental Profile) and basic functional life skills assessments and critical function performance assessments.
- Collaborates with special education program specialists to develop and implement a specialized in-service training program for special and regular education personnel.
- Interprets federal, state and district law, rules, regulations, policies, and procedures, as they apply to special education programs, for district staff.
- Evaluates programs/or contracts and makes recommendations for modification as needed.
- Assists special education Department Head with preparation, implementation, monitoring and reporting of program budgets, grants and other revenues.
- Supervises and evaluates performance of assigned Designated Instruction and Services personnel, support personnel and other assigned personnel
- Assists school site administrators in the supervision and evaluation of Resource Specialist teachers, Special Class teachers, and instructional assistants and aides.
- Recommends hiring, assignment, and transfer of teachers for programs supervised.
- Supervises and maintains accurate information for all special education information systems.
- Performs special assignments assigned by the special education Department Head, which may include: Non-Public Schools, Extended Year Learning, Early Intervention Programs, Transition, Transportation, AB 3632 Mental Health Liaison, Coordinated Compliance and Surrogate Parent Program.
- Assists with mediations, Fair Hearings, complaints and other related hearings as assigned.

QUALIFICATIONS:

Knowledge of:

- Effective qualities of leadership, which are essential to successful administration of instructional programs for special education students.
- Knowledge of current special education laws, regulations, rules, policies and other pertinent references at the local, state and federal levels.
- Effective meeting practices with staff and parents on an individual or group basis to reach resolution.
- Knowledge of appropriate placement guidelines, instructional techniques, curricular programs and instructional/enabling materials essential for a successful special education program.
- Supervising special education programs and professionals.
- Budgets to create, implement, monitor and report to various authorities.

Ability to:

- Coordinate multiple, district-wide special education projects, budgets and programs simultaneously.
- Prepare, implement, monitor and report budgets and other revenue funding sources.
- Coordinate small and large scale programs on a district-wide basis.
- Ability to utilize computer software and various resources related to special education, IEP's and related materials.
- Provide positive, persuasive instruction, correction, and encouragement.
- Communicate professionally, positively and effectively, orally and in writing, with all internal and external stakeholders for presentations, meetings, workshops, etc.
- Establish and maintain effective relationships and communicate positively with employees, students and the public from diverse backgrounds and cultures.
- Speak and write English to communicate clearly and effectively.
- Prepare, send, and receive various forms of documents, including e-mail, in Microsoft Word, Excel, Access, PowerPoint, etc.
- Establish short term and long term plans while adjusting to changing priorities.
- Operate modern office equipment such as multi-line telephone, mobile phone, personal computer, laptop and related equipment.
- Supervise and evaluate the performance of others.

EDUCATION AND EXPERIENCE:

Education:

- Bachelor degree in Special Education, Education, or closely related field.
- Post graduate work in a master's degree in special education or an equivalent amount of training and experience.

Experience:

- Four (4) years paid experience as a special education teacher.
- Two (2) years paid experience in administration or supervision of special education programs.
- Demonstrated experience in training, instructing, supporting staff and presenting workshops.
- Demonstrated high level of customer service with internal and external stakeholders.

Licenses or Certificates Needed:

- Administrative credential.
- Possession of a valid California Driver's License. Candidates must provide (and maintain) official motor vehicle driving record, and proof of compliance with district safe driving standards. Failure to provide or to meet this requirement will result in disqualification regardless of any other qualification.
- Use of a personal automobile is required in the performance of the work.
- Possession of a credential with proper authorization to supervise and administer programs for handicapped students.

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

- Indoor / outdoor environment (i.e. offices, classrooms, etc.)
- Office setting with phones, computer work, customer contact, drop-ins and other communications.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit for extended periods of time with intermittent walking.
- Dexterity of hands and fingers to operate office equipment.
- Drive and travel to various work and school sites.

SALARY:

Schedule: WCCAA

Salary Range: 1.05A

Approved by the Human Resources Department

Approved by the Board of Education _____

PROPOSED REORGANIZATION/RECLASSIFICATION

HR has provided support for the Food Services/Nutrition Center reorganization and reclassification of positions in the Food Services Department. The basis for this is that over time the duties and responsibilities of classifications have gradually increased to a much higher level of responsibility, needing increased skill levels, knowledge, abilities, experience and training.

JOB DESCRIPTIONS OUTDATED AND INADEQUATE

Most of the job descriptions are seriously out of date and obsolete and do not accurately reflect the duties that are being (and have been) performed. The majority of the Food Service classification job descriptions were written in 1972-1977 and do not include or reflect the essential elements and fundamental duties now performed. For example, for the most part the job descriptions do not include references to using computers, Food Services software, or the extent and procedures for handling money. There is little or no mention of automation, food services safety and sanitation requirements or descriptions of many of the duties that have been added over time and are required.

QUALIFICATIONS INSUFFICIENT

In general the current job descriptions do not delineate the basic qualifications, experience and education and skills required and necessary to successfully and accurately perform the duties of the positions. The result is that it is difficult to recruit qualified candidates, who are able to effectively and accurately perform the required duties, using the low level of minimum requirements defined in the current job descriptions. This is unfair to the employees, causes a tremendous burden on the district and provides the Human Resources department staff an inaccurate and unrealistic set of minimum requirements by which they screen and measure applicant eligibility for positions.

The various jobs have increased in responsibility, essential duties and needs for experience and training to the degree that recruitment and retention of qualified candidates has become both a challenge and a burden on the department and district. The amount of time spent attempting to train, guide, support and supervise new hires (who through no fault of their own are simply not qualified to perform many of the basic duties) has taken an economic toll on the department and is time-consuming for all employees.

Another example of an area that needs revision is that it is now essential to require certification in Food Safety and Sanitation handling and knowledge. The department will be providing training and the materials for current employees to acquire the certification; however, it is important to make it mandatory for new hires.

INADEQUATE SALARIES COSTS DEPARTMENT

Recruitment of qualified staff at the semi-skilled level has been a challenge due to the insufficiency of minimum qualifications; however, the current inadequate salaries pertaining to all Food Services classification presents an even more costly burden and challenge to the department.

For example, it has become difficult to attract, recruit and retain employees at the supervisorial level due to the low and non-competitive wages. In the recent past when we have posted vacancies for positions in these areas, we have had very few candidates apply, and of those who do, many only meet the basic minimum qualifications and need attention and training to successfully perform the assigned duties, or if they are experienced, they leave for better paying positions, with fewer responsibilities.

In the semi-skilled positions, the minimum requirements are no longer sufficient which results in employees with low skills and little or no work experience, frequent turnover (voluntary and involuntary), and a disproportionate amount of department and Human Resources staff time spent on training, re-training, evaluations, coaching and

counseling and other time consuming methods and attempts to guide, train and support employees in these positions.

The proposed reorganization and reclassification of classifications in the Food Services department will yield an increased efficiency and is within the current Food Services Budget abilities, with no impact on the General Fund. The efficiency will be a result from the cross training of the positions to cover gaps in the Food Services operations and reduced staff time and resources to train newly assigned substitutes. Work schedules have been adjusted in an effort to minimize the use of overtime in the department.

In addition to the need to revise the job descriptions, one of the most important components of the proposed reorganization and reclassification is to increase the salary ranges to be reflective of the increase tasks, duties and responsibilities and new requirements. Recognition of the increased responsibilities, skills, knowledge and certification must be addressed through increased salary ranges for employees.

Food Services Cook Manager

What: Departmental reorganization yields updated job description

Who's impacted: Food Services Cook Managers (12 incumbents)
Schedule / Range / Step – 4A/60

Department: Operations Department / Food Services Division

Rationale:

This updated job description is a result of Food Services reorganization to reflect the increased complex change of tasks, duties and responsibilities over time, which has resulted in increased skill levels, knowledge, abilities, experience and required training. For example, in the area of food safety and sanitation, the department must provide required training to employees to acquire appropriate certification and to maintain that certification. For supervisors, they must only acquire the needed skill sets and training, but they must be able to impart that knowledge to their assigned staff and provide ongoing training and support.

The net cost to the district is approximately \$69,000, which comes from the Food Services Budget and has no impact on the general fund. Food Services projected the fiscal impact to their budget and is able to absorb the increase.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

FOOD SERVICES COOK MANAGER

PRIMARY FUNCTION:

Under direction, supervises, manages and plans the operation of a secondary school cafeteria; prepares, cooks and serves meals; files reports and maintains inventory; trains, supervises and evaluates the performance of assigned Food Services staff; insures compliance with Food Services department procedures and federal, state and county laws, rules, regulations and policies regarding child nutrition programs; and performs related duties as assigned.

MAJOR DUTIES AND RESPONSIBILITIES:

- Plans, assigns, supervises and performs work in the preparation and serving of meals to students and adults.
- Works from menus and assists in planning and adjusting menus using standardized recipes.
- Requisitions and orders food and supplies for meals.
- May serve as Cashier when necessary.
- Checks and logs temperature of food from deliveries and prior to serving.
- Insures compliance with Hazard Analysis and Critical Control Points (HACCP) and Food Services standard operating procedures.
- Oversees set up and operation of all serving areas.
- Assigns or performs laundering of cafeteria linens.
- Insures timely and accurate preparation of bank deposits and makes bank deposits on a regular basis per Food Services guidelines.
- Uses computer extensively in activities, which includes: inventory control, ordering, filing reports, keeping accurate records of activities, checking and following up on district emails, logging and recording individual work station activities, etc.
- Following department and Human Resources guidelines prepares employee evaluations, and recommends discipline, coaching, supporting and counseling assigned staff.
- Insures accuracy in employee absent sheets and time cards.
- Prepares and submits accident reports.
- Supervises and personally performs cleaning of kitchen, kitchen equipment and utensils.
- Checks for accuracy of deliveries and invoices and reports discrepancies to Food Services Operations.
- Opens and secures closing of cafeteria.
- Makes oral and written reports to Food Services management.
- Plans and outlines daily duties and work schedule for kitchen staff.
- Assists in arranging proper storage of food and supplies.
- Sets standards of efficiency and sanitation in food preparations.
- Trains and supports new personnel in methods and procedures of tasks assigned.
- Works with the custodial and maintenance staff in maintenance and operations regarding kitchen and equipment.
- Coordinates meals with site staff for field trips and special events.
- Collects and processes meal eligibility applications.
- Manages appropriate staffing levels in accordance with department guidelines.
- Insures compliance with federal, state, county and departmental rules, regulations, policies and procedures regarding food safety, sanitation and standard operating procedures.
- Participate in Food Services marketing and promotional activities.
- Attend training workshops and professional development as directed.

Knowledge of:

- Proper and sanitary methods of preparing, cooking, serving and storing foods.
- Methods of managing a school cafeteria and related issues.
- Nutrition requirements, recipes and portion control.
- Computer systems related to Food Services.
- Methods of conducting and keeping inventory.
- Food Safety guidelines.
- Federal, state, county and local health and food safety laws and regulations.
- Techniques of supervision and training.
- Food Services procedures, policies and rules.
- Effective oral and written communication skills.
- School and district policies, rules and regulations.

Ability to:

- Prepare and supervise cooking of food suited to the nutritional requirements and needs of students using prepared menus and standardized recipes.
- Supervise and manage staff in the operations of a school cafeteria.
- Learn and apply HACCP regulations, standard operating procedures, Food Services rules and policies and safety and sanitation health laws.
- Requisition and keep accurate inventory of food and meal supplies.
- Operate equipment found in school kitchen and cafeteria.
- Keep accurate records of attendance, inventory, cash receipts, bank deposits, food orders, personnel evaluations and other processes related to managing a cafeteria.
- Instruct, train, evaluate, coach, supervise, support and discipline of Food Services personnel as assigned.
- Communicate effectively orally and in writing;
- Establish and maintain effective relationships with food services staff, district personnel, students and the public.
- Understand and carry out verbal and written directions.
- Read and write English with sufficient comprehension to perform duties accurately and competently.
- Work effectively and cooperatively with individuals from diverse backgrounds.
- Communicate positively and effectively, orally and in writing, with district staff, students and various community partners.

EDUCATION AND EXPERIENCE:**Education:**

- High School diploma or GED.

Experience:

- Two (2) years of paid experience in preparation and serving of large quantities of meals in a cafeteria or food service setting (serving at least 100 persons daily); and
- Successful supervisory experience, preferred.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License. Candidates must provide (and maintain) official motor vehicle driving record, and proof of compliance with district safe driving standards.
- Must have and maintain a Food Safety Certificate.

WORKING CONDITIONS:

Environment:

- Indoor kitchen environment.
- Travelling to make deposits and attend Food Services meetings.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit, stand or walk for intermittent periods of time.
- Dexterity of hands and fingers to operate food services equipment.
- Lift and carry up to twenty (20) pounds.

SALARY:

Schedule: 4A
Salary Range: 59
Work year/days: 11 months

Approved by the Human Resources Division

Approved by the Board of Education _____

Food Services Coordinator

What: Departmental reorganization yields updated job description

Who's impacted: Food Services Coordinator
Schedule / Range / Step – 4B/42

Department: Operations Department / Food Services Division

Rationale:

This updated job description is a result of the Food Services reorganization to reflect the change of complex tasks, duties and responsibilities over time, which has resulted in increased skill levels, knowledge, abilities, experience and required training. For example, in the area of food safety and sanitation, the department must provide required training to employees to acquire appropriate certification and to maintain that certification. For supervisors, they must only acquire the needed skill sets and training, but they must be able to impart that knowledge to their assigned staff and provide ongoing training and support.

This specific classification is responsible for all oversight of the Nutrition Center and all of the sites that serve food in the district. This classification also steps up into the Director's role when she is out. The Food Services Coordinator oversees the other supervisors and provide management support, training and development within the division.

The net cost to the district is approximately \$1,400, which comes from the Food Services Budget and has no impact on the general fund. Food Services projected the fiscal impact to their budget and is able to absorb the increase.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

FOOD SERVICES COORDINATOR

PRIMARY FUNCTION:

Under direction, assists with all phases of management of the district food service programs, including procurement of food and supplies; assists with establishing and implementing policies and procedures for the department; coordination of food services marketing and nutrition education activities; assists with fiscal management, cost analysis, accountability and personnel management; assists with planning training and professional development workshops; and performs other related work as required.

MAJOR DUTIES AND RESPONSIBILITIES:

- Assists with all phases of Food Services program management.
- Assumes management responsibilities of the department in the absence of the Director of Food Services.
- Assists with the development, implementation, enforcement and training of Food Services policies and procedures for program direction and control.
- Assists with new and ongoing audits of all phases of programs to assure compliance with federal, state, county, sanitation and food safety rules and regulations.
- Solicits and researches information and obtains bids from vendors for food, supplies and equipment.
- Coordinates the ordering, storage, and delivery of foodstuffs and other food service supplies for the district warehouse and central kitchen.
- Reviews, participates in and coordinates marketing and promotional activities with Food Services Area Supervisors.
- Assists in the implementation of computer programs and software for registers, Point of Sale (POS) systems and other computers.
- Assumes a major responsibility in the management and coordination of the district meal programs.
- Oversees and coordinates catered events.
- Trains, directs, guides, coaches, supports and disciplines Food Services staff;
- Oversees division meetings in Food Services Department and participates in various food service program meetings.
- Insures compliance with federal, state, county and departmental rules, regulations, policies and procedures regarding food safety, sanitation and standard operating procedures.
- Coordinates and participate in Food Services marketing and promotional activities.
- Attend training workshops and professional development as directed.

Knowledge of:

- The functions and operations of a large scale food service program.
- Federal, state and county regulations governing school nutrition programs.
- Quantity food and supply procurement and bid processes.
- Hazard Analysis and Critical Control Points (HACCP) and Food Services safe and sanitary Standard Operating Procedures.
- Complex letter and report writing, which includes documents for presentations to the Board of Education and other stakeholders.
- Computer programs, software and applications pertaining to Food Services.
- Food Services department policies and procedures
- Computer skills in word processing, spreadsheets and data bases.
- Federal, state, county and local health and food safety laws and regulations.

- Techniques of supervision, training, coaching, conflict resolution and motivation of employees.
- Food Services procedures, policies and rules.
- Effective oral and written communication skills.
- School and district policies, rules and regulations.

Ability to:

- Prepare complex, clear and concise reports.
- Ability to motivate staff to achieve planned objectives and goals.
- Oversee staff for utilization of computers, software and other applications to carry out assigned tasks, duties and responsibilities.
- Identify, analyze and resolve problems with positive, long-term solutions
- Exercise sound discretion and judgment while carrying out assigned tasks, duties and responsibilities.
- Supervise and train Food Services staff.
- Assure compliance with all phases of Food Safety and Sanitation regulations, laws and procedures;
- Instruct, train, evaluate, coach, supervise, support and discipline of Food Services personnel as assigned.
- Work effectively and efficiently without close supervision;
- Communicate effectively orally and in writing;
- Establish and maintain effective relationships with food services staff, district personnel, students and the public.
- Understand and carry out verbal and written directions.
- Read, write and speak English with sufficient comprehension to perform duties accurately and competently.
- Work effectively and cooperatively with individuals from diverse backgrounds.
- Communicate positively and effectively, orally and in writing, with district staff, students and various community partners.

EDUCATION AND EXPERIENCE:

Education:

- Bachelor's degree from a recognized college or university with emphasis in foods, nutrition, institutional administration, or related field.

Experience:

- Three (3) years in food service management or related field.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License. Candidates must provide (and maintain) official motor vehicle driving record, and proof of compliance with district safe driving standards.
- Must have and maintain a Food Safety Certificate.

WORKING CONDITIONS:

Environment:

- Indoor / outdoor environment.
- Travelling from site to site.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit, stand or walk for intermittent periods of time.
- Dexterity of hands and fingers to operate food services equipment and tools.
- Lift and carry up to twenty (20) pounds.

SALARY:

Schedule: 4B
Salary Range: 42
Work year/days: 12 months

Approved by the Human Resources Division

Approved by the Board of Education _____

Food Services Area Supervisor

What: Departmental reorganization yields updated job description

Who's impacted: Food Services Area Supervisor (3 in this classification)
Schedule / Range / Step – 4/77

Department: Operations Department / Food Services Division

Rationale:

This updated job description is a result of the Food Services reorganization to reflect the change of complex tasks, duties and responsibilities over time, which has resulted in increased skill levels, knowledge, abilities, experience and required training. For example, in the area of food safety and sanitation, the department must provide required training to employees to acquire appropriate certification and to maintain that certification. For supervisors, they must not only acquire the needed skill sets and training, but they must be able to impart that knowledge to their assigned staff and provide ongoing training and support.

This specific classification is responsible for all oversight assigned to school sites and must know facets of the Nutrition Center that impact their sites in preparation, production and distribution. This classification may also step up into fill vacancies in the Nutrition Center in addition to their customary duties due to their vast knowledge of the nutrition program and the respective functions in the Nutrition Center.

The net cost to the district is approximately \$30,000, which comes from the Food Services Budget and has no impact on the general fund. Food Services projected the fiscal impact to their budget and is able to absorb the increase.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

FOOD SERVICES AREA SUPERVISOR

PRIMARY FUNCTION:

Under direction, plans, coordinates, supervises and audits the district-wide food services operations of an assigned group of schools and program sites; conducts food services training programs for food services staff; coordinates, monitors compliance and supervises the provision of all school and outreach meal programs; supervises, trains, evaluates and assists district, Community Based Organization, Food Services staff and operations; recommends and takes disciplinary actions when necessary; prepares accurate and detailed required reports; may plan and organize various menu planning activities and nutritional analysis of menus; assists with recipe development; and performs related duties as assigned.

MAJOR DUTIES AND RESPONSIBILITIES:

- Regularly visits schools to monitor and audit policies, procedures, practices and records of the meal program.
- Plans menus for students.
- Assists in interviewing food services applicants;
- Trains, assists, develops and orientates new food services employees in methods and procedures of tasks assigned.
- Develops plans and structure for the training of personnel.
- Efficiently and effectively resolves food services problems at schools and sites.
- Supervises, trains, counsels, supports, evaluates and disciplines assigned staff.
- Makes recommendations for improvements in the food services program.
- May coordinate, analyze and audit the effectiveness and efficiency of food services program at assigned sites.
- Assists in the development and implementation of computer programs and software.
- Attends meetings with and provides outreach and education to district personnel, public stakeholders, students and parent groups, which includes providing information and seeking input regarding the District meal programs.
- Develops strategies for increasing and maintaining participation in the food services program.
- May provide recommendations regarding kitchen facility needs for new and rehabilitated school cafeterias.
- Oversees and assists in managing the complete and accurate processing of meal eligibility applications.
- Assists with writing and implementing grants for the Food Services department.
- Follows department and Human Resources guidelines regarding employee evaluations, discipline, coaching, supporting and counseling assigned staff.
- Makes oral and written reports to Food Services management.
- Insures compliance with federal, state, county and departmental rules, regulations, policies and procedures regarding food safety, sanitation and standard operating procedures.
- Participate in Food Services marketing and promotional activities.
- Attend training workshops and professional development as directed.

Knowledge of:

- Financial record keeping principles and practices.
- Office practices and procedures.
- Computer programs, software and applications related to Food Services.
- Principles and practices of operating a school cafeteria and Food Services programs.

- Marketing and promotional techniques
- Proper and sanitary methods of preparing, cooking, serving and storing foods.
- Federal, state, county and local health and food safety laws and regulations.
- Techniques of supervision and training.
- Food Services procedures, policies and rules.
- Effective oral and written communication skills.
- School and district policies, rules and regulations.

Ability to:

- Plan, organize, coordinate and supervise a complex food services program.
- Learn and apply Hazard Analysis and Critical Control Points (HACCP) regulations, Food Services rules and policies and food services safety and sanitation health laws and regulations and standard operating procedures.
- Learn methods and practices of large scale food services operations.
- Identify, anticipate and analyze problems and recommend effective solutions.
- Instruct, train, evaluate, coach, supervise, support and discipline of Food Services personnel as assigned.
- Communicate effectively orally and in writing;
- Establish and maintain effective relationships with food services staff, district personnel, students and the public.
- Understand and carry out verbal and written directions.
- Read and write English with sufficient comprehension to perform duties accurately and competently.
- Work effectively and cooperatively with individuals from diverse backgrounds.
- Communicate positively and effectively, orally and in writing, with district staff, students and various community partners.

EDUCATION AND EXPERIENCE:

Education:

- High School diploma or GED, with additional credits or training in food services or nutrition.
- Graduation from an accredited college, university or institute with a major in Foods & Nutrition, Marketing, or Business Administration or closely related field preferred.
- Any combination of experience and education equivalent to the above that demonstrates the ability to successfully perform the tasks, duties and responsibilities of this job classification.

Experience:

- Two years responsible supervisory experience in analyzing problems, recommending solutions and supporting assigned staff.
- Specialized training in nutrition or food services.
- Experience in a responsible position in the food services industry.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License. Candidates must provide (and maintain) official motor vehicle driving record, and proof of compliance with district safe driving standards.
- Must have a motor vehicle for travel to sites.
- Must have and maintain a Food Safety Certificate.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor environment, which includes cafeteria and kitchen.
- Subject to hot and cold temperatures.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit, stand or walk for intermittent periods of time.
- Dexterity of hands and fingers to operate food services equipment.
- Lift and carry up to fifty (50) pounds and pushing/pulling objects up to seventy five (75) pounds, with assistance.

SALARY:

Schedule: 4
Salary Range: 77
Work year/days: 12 months

Approved by the Human Resources Division

Approved by the Board of Education _____

Food Services Production Supervisor

What: Departmental reorganization yields updated job description

Who's impacted: Food Services Production Supervisor
Schedule / Range / Step – 4/79

Department: Operations Department / Food Services Division

Rationale:

This updated job description is a result of the Food Services reorganization to reflect the change of tasks, duties and responsibilities over time, which has resulted in increased skill levels, knowledge, abilities, experience and required training. For example, in the area of food safety and sanitation, the department must provide required training to employees to acquire appropriate certification and to maintain that certification. For supervisors, they must not only acquire the needed skill sets and training, but they must be able to impart that knowledge to their assigned staff and provide ongoing training and support.

This specific classification has seen an increase in job tasks, duties and responsibilities and the complexity has evolved. This classification takes a more proactive role in ordering to maintain inventory, budget and planning, which is much more involved in the overall operations of the Nutrition Center than in the previous job description.

The net cost to the district is approximately \$6,000, which comes from the Food Services Budget and has no impact on the general fund. Food Services projected the fiscal impact to their budget and is able to absorb the increase.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

FOOD SERVICES PRODUCTION SUPERVISOR

PRIMARY FUNCTION:

Under direction, has primary responsibility for all aspects of the operation of the district's Central Kitchen; supervises all phases of ordering, preparation, cooking, baking, portioning and packing of meals, meal items and beverages; coordinates the staging and transportation of meals and catered foods; monitors and supervises all Central Kitchen food production activities; and performs other related work as required.

MAJOR DUTIES AND RESPONSIBILITIES:

- Plans, assigns, supervises and assists with all preparation, cooking, baking, distribution, packaging, clean up and storage of food for the district-wide food services program.
- Plans daily work sheets for each area of production, using prepared menus.
- Trains and instructs staff in methods and procedures of tasks assigned.
- Requisitions food and supplies from the warehouse.
- Develops, verifies, maintains and submits all necessary records and reports.
- Insures compliance with all Food Services departmental policies and procedures in addition to all federal, state and county safety and Hazard Analysis and Critical Control Points (HACCP) regulations.
- Personally assists where needed in the various activities of the production center.
- Coordinates the transporting of food to sites and monitors work activities to insure timely, efficient, safe and sanitary district-wide food production and delivery
- Reviews and assures accuracy of absence sheets and time cards.
- Schedules and coordinates employee requests for time off.
- Assists in planning and providing training and professional development workshops.
- Conducts staff production meetings.
- Provides information to Food Services Coordinator regarding food production.
- Develops ideas and recipes and conducts tests of new items for meal program, which includes using software to apply Food Services nutritional analysis for recipes.
- Assists with menu development.
- Coordinates and supervises adjustments and adaptations of meal production schedules.
- Assigns and reassigns staff according to food production needs.
- Assists staff in filing and submitting accident reports.
- Uses computer to process food orders, perform inventory functions and to prepare required reports.
- Monitors daily compliance with food safety and sanitation procedures.
- Oversees food preparation for special events.
- Provides training, support, technical assistance, troubleshoots and makes minor adjustments to food production equipment.
- Trains staff in proper use and maintenance of kitchen appliances, equipment and machines.
- Oversees training of new employees and substitutes assigned to production in the Food Service department.
- Participate in Food Services marketing and promotional activities.
- Attend training workshops and professional development as directed.

Knowledge of:

- Principles and methods of large quantity food preparation, serving and storage.
- Methods of computing food quantities required by prepared menus.

- Care and use of standard cafeteria and large kitchen equipment and appliances.
- Sanitation and safety procedures related to operations of school cafeterias and large serving kitchens regarding food preparation, serving, storage and transportation.
- Techniques of supervision and training.
- Federal, state county sanitation and safety rules, regulations and standard operating procedures.
- Proper methods for preparing, packaging and distribution of meals and food items.
- Food Services procedures, policies and rules.
- Effective oral and written communication skills.
- School and district policies, rules and regulations.

Ability to:

- Estimate food quantities and requisition correct amounts of food and supplies.
- Develop work schedules to insure completion of production cycles at proper intervals and on time.
- Adjust recipes for varying production requirements.
- Accurately operate computer and Food Services software to complete assigned tasks, duties and responsibilities.
- Prepare routine and accurate reports on a timely basis.
- Set and adjust work priorities.
- Plan production activities in advance.
- Evaluate problem areas and take effective corrective actions.
- Supervise, direct, coach, support, evaluate and discipline staff.
- Maintain effective relationships with food services staff, district personnel, students and the public.
- Understand and carry out verbal and written directions.
- Operate equipment and machinery in a large, high volume kitchen.
- Follow applicable health, safety and sanitation requirements.
- Read and write English with sufficient comprehension to perform duties accurately and competently.
- Establish and maintain effective working relationships with staff and students.
- Work effectively and cooperatively with individuals from diverse backgrounds.
- Communicate positively and effectively, orally and in writing, with district staff, students and various community partners.

EDUCATION AND EXPERIENCE:

Education:

- Graduation from a recognized college, university or institute with a major in nutrition, institution management or a closely related field, or an equivalent combination of education and experience that would demonstrate the ability to perform the duties successfully

Experience:

- Three (3) years of successful, increasingly responsible experience in food preparation in a large public or commercial establishment, which two (2) years must have been at a supervisory level.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License.
- Must have and maintain a Food Safety Certificate.

WORKING CONDITIONS:

Environment:

- Indoor environment, kitchen area.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit, stand or walk for intermittent periods of time.
- Dexterity of hands and fingers to operate food services equipment.
- Lift and carry up to twenty (20) pounds.

SALARY:

Schedule:	4
Salary Range:	79
Work year/days:	12 months

Approved by the Human Resources Division

Approved by the Board of Education _____

Food Services Operations and Maintenance Supervisor

What: Departmental reorganization yields updated job description

Who's impacted: Food Services Operations and Maintenance Supervisor
Schedule / Range / Step – 4/81

Department: Operations Department / Food Services Division

Rationale:

This updated job description is a result of the Food Services reorganization to reflect the change of complex tasks, duties and responsibilities over time, which has resulted in increased skill levels, knowledge, abilities, experience and required training. For example, in the area of food safety and sanitation, the department must provide required training to employees to acquire appropriate certification and to maintain that certification. For supervisors, they must not only acquire the needed skill sets and training, but they must be able to impart that knowledge to their assigned staff and provide ongoing training and support.

This specific classification has seen an increase in the complexity of job tasks, duties and responsibilities to provide the needed support to the Food Services department at both the Nutrition Center and at all of the school sites.

The net cost to the district is approximately \$1,500, which comes from the Food Services Budget and has no impact on the general fund. Food Services projected the fiscal impact to their budget and is able to absorb the increase.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

FOOD SERVICES OPERATIONS AND MAINTENANCE SUPERVISOR

PRIMARY FUNCTION:

Under general supervision, plans, coordinates and directs the activities of Food Services personnel as assigned; plans and arranges for maintenance of Food Services equipment and vehicles; does skilled journey level work in the repair, alteration, construction, installation and maintenance of the following systems: refrigeration, domestic hot water, heating ventilation and air conditioning (HVAC), electrical, plumbing, high pressure steam boiler equipment, compressed air, fire alarm, temperature control and food processing/production equipment in the Nutrition Center and other kitchen equipment in the school cafeterias and sites; and performs other related duties as assigned.

MAJOR DUTIES AND RESPONSIBILITIES:

- Oversees food services construction and alterations projects.
- Supervises and schedules various contractors with service agreements.
- Confers with, directs, and trains custodial personnel regarding safe and proper methods of work, supply and equipment requirements.
- Trains and oversees Food Service personnel in the safe and efficient maintenance and operation of food services equipment at the Nutrition Center, school sites and other district sites.
- Assists in planning, arrangement and placement of food service equipment.
- Plans and arranges the maintenance of food services equipment in district cafeterias and central kitchen.
- Performs skilled, independent work in food services related to electrical, plumbing, refrigeration, high pressure steam boiler equipment, water heaters/softeners, convection ovens, ventilation hood systems, dish machines, fryers, mixers, and other kitchen equipment.
- Completes diagnostic tests to determine cause for malfunctions of equipment and makes repairs when possible.
- Develops, implements and maintains preventive maintenance programs.
- Assists in the development and implementation of the department's safety program as assigned, which includes maintaining accurate and up to date files and records.
- Keeps accurate records of time spent and materials used on assigned projects.
- Supervises, coaches, trains, supports, evaluates, and disciplines assigned staff.
- Insures compliance with federal, state, county and departmental rules, regulations, policies and procedures regarding food safety, sanitation and standard operating procedures.
- Registers Food Services trucks with state for compliance with California Air Resources Board (CARB)
- Registers leased refrigeration units with state and complies with state required license and registration rules for vehicles and equipment in accordance with CARB.
- Participate in Food Services marketing and promotional activities.
- Attend training workshops and professional development as directed.

Knowledge of:

- Working methods, tools, materials and procedures used in custodial and maintenance work.
- Proper operation of and appropriate use of tools, equipment and procedures used in the repair, alteration, construction, installation and maintenance of refrigeration, steam, domestic hot water, HVAC, electrical, plumbing, high pressure steam boiler equipment, compressed air, temperature control, fire alarm systems, and food processing and production equipment.
- Computer skills in word processing, spreadsheets and data bases.

- Federal, state, county and city codes and ordinances pertaining to systems defined herein.
- Federal, state, county and local health and food safety laws and regulations.
- Techniques of supervision and training.
- Food Services procedures, policies and rules.
- Effective oral and written communication skills.
- School and district policies, rules and regulations.

Ability to:

- Plan, coordinate and direct the work involved in the cleaning and maintenance of the Nutrition Center building and grounds.
- Perform skilled work in the installation and repair and maintenance systems defined herein.
- Use computers to generate various management information reports and records.
- Use computer terminals and data loggers to perform trouble shooting, testing and diagnostics.
- Operate various test equipment, refrigerant recycling equipment, power tools and hand tools.
- Interpret and work from plans, diagrams, specifications and established procedures.
- Instruct, train, evaluate, coach, supervise, support and discipline of Food Services personnel as assigned.
- Work effectively and efficiently without close supervision;
- Communicate effectively orally and in writing;
- Safely operate a forklift
- Maintain effective relationships with food services staff, district personnel, students and the public.
- Understand and carry out verbal and written directions.
- Read and write English with sufficient comprehension to perform duties accurately and competently.
- Establish and maintain effective working relationships with staff and students.
- Work effectively and cooperatively with individuals from diverse backgrounds.
- Communicate positively and effectively, orally and in writing, with district staff, students and various community partners.

EDUCATION AND EXPERIENCE:

Education:

- High School diploma or GED; and
- Journey level certificates in skilled crafts.

Experience:

- Four (4) years of progressively responsible experience in the repair and maintenance of refrigeration, electrical, plumbing, high pressure steam boiler equipment, domestic hot water, compressed air, HVAC, fire alarm and temperature control systems and food processing and production equipment; and
- Demonstrated successful experience in supervision, maintenance and operation of a production plant.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License. Candidates must provide (and maintain) official motor vehicle driving record, and proof of compliance with district safe driving standards.
- Refrigerated transition and recovery certification program certificate.
- Forklift operation certificate.
- Must have and maintain a Food Safety Certificate.

WORKING CONDITIONS:

Environment:

- Indoor / outdoor environment.
- Travelling from site to site.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit, stand or walk for intermittent periods of time.
- Dexterity of hands and fingers to operate food services equipment and tools.
- Lift and carry up to fifty (50) pounds.

SALARY:

Schedule: 4
Salary Range: 81
Work year/days: 12 months

Approved by the Human Resources Division

Approved by the Board of Education _____

Food Services Assistant Production Supervisor

What: Departmental reorganization yields new classification/job description (prior title Baker Cook Supervisor)

Who's impacted: Food Services Assistant Production Supervisor
Schedule / Range / Step – 4/68/1

Department: Operations Department / Food Services Division

Rationale:

This updated job description is a result of the Food Services reorganization to reflect the change of complex tasks, duties and responsibilities over time, which has resulted in increased skill levels, knowledge, abilities, experience and required training. For example, in the area of food safety and sanitation, the department must provide required training to employees to acquire appropriate certification and to maintain that certification. For supervisors, they must not only acquire the needed skill sets and training, but they must be able to impart that knowledge to their assigned staff and provide ongoing training and support.

This specific classification has seen a hefty increase in job tasks, duties and responsibilities and the complexity has evolved immensely. is responsible for all oversight assigned to school sites and must know facets of the Nutrition Center that impact their sites in preparation, production and distribution. This classification may also step up to fill in for the Production Supervisor and must be aware of all facets of the Nutrition Center operations.

The net cost to the district is approximately \$14,500, which comes from the Food Services Budget and has no impact on the general fund. Food Services projected the fiscal impact to their budget and is able to absorb the increase. Part of the increase is that the classification will be upgraded from 11 months to 12 months due to Food Services having a vigorous summer feeding program as well serving food to all students enrolled in the district's Extended Learning Year program. It is necessary and proper to include this as part of their regular work year/calendar by making this classification a 12 month classification. Food Services has projected the fiscal impact to their budget and is able to absorb the increase.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

FOOD SERVICES ASSISTANT PRODUCTION SUPERVISOR

PRIMARY FUNCTION:

Assists in supervising and directing central kitchen food production staff for the district nutrition program; supervises, prepares, cooks and bakes food in a central production kitchen; coordinates and supervises production of, set up and service of a variety of foods for meals or catered events; oversees, plans, prepares and supervises the preparation of menu items; and performs other related duties as required.

MAJOR DUTIES AND RESPONSIBILITIES:

- Supervises and participates in the preparation, baking, distribution, packaging, cooking, clean up, storage and serving of large quantities of, and a wide variety of, central kitchen produced foods and meals, using standard Food Services techniques including cook/chill methods and sanitation requirements.
- Reads menus and production reports to estimate food quantities necessary for ordering and procurement from storage.
- Reviews and adjusts recipe quantities for daily production requirements.
- Substitutes recipe ingredients as necessary, in accordance with Food Services guidelines.
- Tests foods being prepared and cooked to insure safety and quality.
- Assists with developing new ideas and recipes and conducts tests of new items for meal program.
- Supervises, uses, maintains, cleans and stores a variety of kitchen equipment, utensils tools and appliances.
- Supervises and trains staff in the proper uses and maintenance of kitchen equipment and appliances.
- Oversees, coordinates, plans for and supervises all aspects of catered events.
- Supervises and assists in maintaining safety and sanitation in the work areas and assures compliance with Hazard Analysis and Critical Control Points (HACCP), Food Services policies and procedures and federal, state and county regulations.
- Reports potentially unsafe conditions and proposes proactive solutions.
- Troubleshoots, diagnoses and makes minor repairs and adjustments to equipment to assure efficient operations.
- Assists in advance planning and insuring that orders of foods and meal items are accurate and sufficient for large scale food production and catered events.
- Supervises and monitors central kitchen inventory for sufficient meal supplies.
- Assists in monitoring and ordering dairy products, beverages and other meal items.
- Supervises and monitors all food production areas and stations.
- Checks and monitors food storage and freezer on a daily basis.
- Uses a computer to order and adjust orders.
- Prepares accurate logs, reports and inventory records.
- Works with and coordinates work activities for food services staff.
- Assists in planning and providing training and professional development workshops.
- Trains staff in proper use and maintenance of kitchen appliances, equipment and machines.
- Oversees training of new employees and substitutes assigned to production in the Food Service department.
- Participate in Food Services marketing and promotional activities.
- Attend training workshops and professional development as directed.

Knowledge of:

- Production techniques and methods involving large scale food production.
- Computer systems, software, applications and procedures for ordering and adapting orders.
- Standardized recipes and nutrition guidelines for nutrition program.
- Techniques of supervision and training.
- Federal, state county sanitation and safety rules, regulations and standard operating procedures.
- Proper methods for preparing, packaging and distribution of meals and food items.
- Food Services procedures, policies and rules.
- Effective oral and written communication skills.
- School and district policies, rules and regulations.

Ability to:

- Set and adjust priorities, as needed.
- Apply guidelines, regulations, policies and procedures in compliance with mandated rules regarding nutrition program.
- Follow recipes accurately.
- Maintain and adjust food production schedule.
- Plan in advance and adapt to changes and make adjustments in food requirements, production needs and emergencies.
- Use a computer and appropriate Food Services software for various aspects of job.
- Prepare complex, clear and concise reports.
- Supervise, direct, coach, support, evaluate and discipline staff.
- Maintain effective relationships with food services staff, district personnel, students and the public.
- Understand and carry out verbal and written directions.
- Follow applicable health, safety and sanitation requirements.
- Read and write English with sufficient comprehension to perform duties accurately and competently.
- Work effectively and cooperatively with individuals from diverse backgrounds.
- Communicate positively and effectively, orally and in writing, with district staff, students and various community partners.

EDUCATION AND EXPERIENCE:**Education:**

- Minimum High School diploma or GED, plus two years formal culinary training.

Experience:

- One year of supervisory experience.
- Minimum two years paid experience in large quantity food preparation, or equivalent.
- An equivalent combination of the education and experience noted above, which is sufficient to demonstrate ability to successfully perform tasks, duties and responsibilities.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License. Candidates must provide (and maintain) official motor vehicle driving record, and proof of compliance with district safe driving standards.
- Must have and maintain a Food Safety Certificate.

WORKING CONDITIONS:

Environment:

- Indoor environment, kitchen area.
- Hot and cold temperatures, including cooking and storage and freezer areas.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Vision sufficient to read written material and to observe and monitor food quality.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit, stand or walk for intermittent periods of time.
- Dexterity of hands and fingers to operate food services equipment.
- Lift and carry up to twenty (20) pounds and ability to move, push with assistance up to fifty (50) pounds.
- Drive a motor vehicle.

SALARY:

Schedule: 4
Salary Range: 68
Work year/days: 12 months

Approved by the Human Resources Division

Approved by the Board of Education _____

Food Services Warehouse Supervisor

What: Departmental reorganization yields updated job description

Who's impacted: Food Services Warehouse Supervisor
Schedule / Range / Step – 4/76

Department: Operations Department / Food Services Division

Rationale:

This updated job description is a result of the Food Services reorganization to reflect the change of complex tasks, duties and responsibilities over time, which has resulted in increased skill levels, knowledge, abilities, experience and required training. For example, in the area of food safety and sanitation, the department must provide required training to employees to acquire appropriate certification and to maintain that certification. For supervisors, they must not only acquire the needed skill sets and training, but they must be able to impart that knowledge to their assigned staff and provide ongoing training and support.

This specific classification has seen an increase in the complexity of job tasks, duties and responsibilities to provide the needed support to the Food Services department at the Nutrition Center. This classification now provides some additional support, when needed, to the operations in the Nutrition Center.

The net cost to the district is approximately \$2,900, which comes from the Food Services Budget and has no impact on the general fund. Food Services projected the fiscal impact to their budget and is able to absorb the increase.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

FOOD SERVICES WAREHOUSE SUPERVISOR

PRIMARY FUNCTION:

Under direction, responsibility for the operations of the Food Services warehouse; maintains stock control and inventory systems; supervises receiving, storing, and disbursement of food items, school meals, school equipment and Nutrition Center Warehouse supplies; manages, develops and maintains efficient truck routing schedules; ensures compliance with food safety & sanitation regulations by implementing standard operating procedures; and performs other related duties as assigned.

MAJOR DUTIES AND RESPONSIBILITIES:

- Plans, organizes, directs, and assists in the receiving, marking, storage and issuing of food items, school meals, equipment and supplies.
- Records delivery and inspects incoming stock for conformity to purchase order specifications and reports shortages, damages, and other discrepancies to Food Services Coordinator.
- Communicates with vendors regularly regarding shipments received.
- Interprets specifications for compliance with purchase order terms.
- Prioritizes stock requisitions and evaluates and processes emergency requisitions.
- Supervises and operates material handling equipment such as hand and pallet trucks, forklifts and other equipment.
- Assists in the loading and unloading of all incoming and outgoing product deliveries, which includes assessment and implementation of efficient and accurate methods of stock control and storage.
- Stages and packs orders for shipping and storage.
- Conducts monthly and periodic inventories.
- Coordinates the pick-up and distribution of catering orders and equipment.
- Provides instruction, training and updates for new and current employees regarding warehouse procedures.
- Makes routine warehouse inspections to insure safety, sanitation and compliance with fire codes, which includes assessment of the condition of warehouse systems and equipment.
- Prepares accurate reports regarding inventory, inspections and other items as assigned.
- Participates in Food Services marketing and promotional activities.
- Supervises, evaluates, assists in hiring, coaches, supports and disciplines assigned staff.
- Assists in the planning and execution of the Summer Food program and other special programs as required.
- Personally assists, where needed, in the various activities of the production center.
- Assists in planning and providing training and professional development workshops.
- Monitors daily compliance with food safety and sanitation procedures.
- Participate in Food Services marketing and promotional activities.
- Attend training workshops and professional development as directed.

Knowledge of:

- Warehouse computer software system to implement effective warehousing and inventory management.
- Clerical and record keeping procedures associated with the receipt, storage, issuance and delivery of a variety of food items, school meals, supplies and related equipment.

- Methods of proper and orderly storage, issuance and transporting of supplies and equipment;
- Basic computer skills; calculator,
- Warehousing methods and techniques involving food services, sanitation and safety.
- Safe driving practices, safe operation of heavy duty trucks and traffic laws.
- Sanitation and safety procedures related to operations of school cafeterias and large serving kitchens regarding storage and transportation.
- Techniques of supervision and training.
- Federal, state county sanitation and safety rules, regulations and standard operating procedures.
- Food Services procedures, policies and rules.
- Effective oral and written communication skills.
- School and district policies, rules and regulations.

Ability to:

- Ability to learn and apply food safety & sanitation standard operating procedures.
- Establish, maintain, and modify a central warehousing system.
- Plan and direct the delivery of food, supplies and equipment.
- Conduct work inside refrigerator and freezer as needed.
- Fill requisitions and mark orders for delivery.
- Assist in determining storage space requirements and proper methods of monitoring inventory.
- Safely operate forklift & pallet trucks.
- Supervise, evaluate trains and assist with discipline of employees.
- Accurately operate computer and Food Services software to complete assigned tasks, duties and responsibilities.
- Prepare routine and accurate reports on a timely basis.
- Set and adjust work priorities.
- Evaluate problem areas and take effective corrective actions.
- Supervise, direct, coach, support, evaluate and discipline staff.
- Establish and maintain effective relationships with food services staff, district personnel, students and the public
- Understand and carry out verbal and written directions.
- Follow applicable health, safety and sanitation requirements.
- Read, write and speak English with sufficient comprehension and fluency to perform duties accurately and competently.
- Work effectively and cooperatively with individuals from diverse backgrounds.
- Communicate positively and effectively, orally and in writing, with district staff, students and various community partners.

EDUCATION AND EXPERIENCE:

Education:

- High School Diploma or GED.

Experience:

- Three (3) years of responsible experience in warehousing or storekeeping of perishable items.
- Two (2) years of supervisory experience.
- Demonstrated experience in the safe use and operation of forklifts and hand and pallet trucks.
- Basic computer skills.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License. Candidates must provide (and maintain) official motor vehicle driving record, and proof of compliance with district safe driving standards.
- Forklift certification.
- Must have and maintain a Food Safety Certificate.

WORKING CONDITIONS:**Environment:**

- Indoor and outdoor environment.
- Refrigeration and freezer units.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Drive and operate a vehicle to perform tasks.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit, stand or walk for extended periods of time.
- Dexterity of hands and fingers to operate warehouse equipment.
- Lift and carry up to fifty (50) pounds.
- Push and pull objects up to seventy five (75) pounds.
- Work in refrigerator and freezer for extended periods of time.

SALARY:

Schedule: 4
Salary Range: 76
Work year/days: 12 months

Approved by the Human Resources Division

Approved by the Board of Education _____

PROPOSED REORGANIZATION/RECLASSIFICATION

The basis for this is that over time the duties and responsibilities of classifications have gradually increased to a higher level of responsibility, accountability, knowledge and required training.

JOB DESCRIPTIONS OUTDATED AND INADEQUATE

The job descriptions are out of date and have been rewritten to accurately reflect the current tasks, duties and responsibilities that are being performed. For example, for the most part the job descriptions do not include references to using computers, Food Services software, or the extent and procedures for handling money. There is little or no mention of automation, food services safety and sanitation requirements or descriptions of many of the duties that have been added over time and are required.

PROPOSED SOLUTION: REORGANIZATION AND RECLASSIFICATION WILL IMPROVE SERVICE AND INCREASE EFFICIENCY

The proposed reorganization and reclassification of Food Services classifications will yield increased efficiency and is within the current Food Services Budget abilities, with no impact on the General Fund. The efficiency will result from the cross training of the positions to cover gaps in the Food Services operations and job descriptions that cover all tasks, duties and responsibilities to be performed.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

FOOD SERVICES DRIVER / WAREHOUSE WORKER

PRIMARY FUNCTIONS:

Under supervision, to receive and handle the loading, unloading and transporting of food items, necessary supplies and equipment; assists in receiving, handling, storing, and issuing of food items, supplies and equipment; to drive a heavy duty truck in the course of picking up and delivering food items and necessary supplies; to perform custodial services required to maintain the central kitchen in a clean, sanitary and orderly condition, and to perform related tasks and duties as required.

MAJOR DUTIES AND RESPONSIBILITIES:

- Drives and operates a heavy duty truck with lift-gate while obeying all safety and traffic laws, rules and regulations.
- Loads and unloads truck with food service items, necessary supplies and equipment at Nutrition Center or other district site and delivers to various sites throughout the district, which includes return trips to Central Kitchen.
- Secures food items and necessary supplies in truck for safe travelling.
- Knows all Food Transport Driver routes and makes appropriate changes in route(s) for special deliveries or time sensitive deliveries.
- Checks district issued cell phone for updates and information when safe and complying with cell phone laws.
- Develops a working knowledge of Nutrition Center processes, procedures and requirements to ensure all orders are delivered correctly and accurately.
- Transfers food service supplies and equipment from one location to another.
- Assists in cleaning Nutrition Center and summer school sites as directed with duties including, but not limited to: sweeping, mopping, waxing, scrubbing, polishing and washing.
- Assists in storeroom receiving, distribution and inventory.
- Assists in recording and inspecting incoming deliveries for conformity to purchase order specifications, which includes reporting shortages, damages and other discrepancies to supervisor.
- Assists with staging and packing orders for shipping and storage.
- Assists in filling requisitions and marks orders for delivery.
- Participates in Food Services marketing and promotional activities.
- Attends training workshops and professional development as directed.
- Complies with all district, state and federal laws, regulations and requirements regarding food transport, temperatures, safety and accountability of food items and necessary supplies.

QUALIFICATIONS:

Knowledge of:

- Safe operation of a heavy duty truck, which includes truck's maintenance and service requirements.
- Safe driving practices, which includes all knowledge and application of all pertinent safety and traffic laws.
- Oral and written communication skills.
- Safe food handling practices and procedures, which includes temperature and refrigeration requirements.
- Food transportation routes.

- Warehousing methods, techniques and practices.
- Standard methods, materials and supplies used in performing custodial duties.
- School and District policies, rules and regulations.
- Use and care of cleaning materials and equipment.

Ability to:

- Maintain detailed delivery and temperature logs of all items being placed on and removed from truck.
- Validate all items on manifest that have been loaded on the truck and ensure all ordered items are accounted for (i.e. if delivering bagels, ensure cream cheese packets are on the manifest and on the truck).
- Validate and record that all items on the manifest have been delivered to the appropriate District site.
- Identify potential food hazards and use problem solving skills to mitigate any inherent harms (health and safety) to school and district sites by effectively communicating with Nutrition Center for replacement items and scheduling of redelivery.
- Learn all district food service routes to increase departmental efficiency and accountability.
- Assist Nutrition Center and school sites with inventory of food and supplies to assist in ordering and delivering proper amounts of food and supplies.
- Compliance with an increased emphasis on timeliness and accuracy of deliveries to control costs and to ensure all items are delivered in an acceptable condition (and temperature when applicable).
- Follow all district, state and federal laws and regulations regarding the transport (receipt, transport, and delivery) of food and supplies to/from the Nutrition Center.
- Operate a heavy duty truck safely and coordinate required maintenance and service on vehicle.
- Operate a pallet jack and forklift safely.
- Use cleaning materials and equipment with skill and efficiency.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Work without close supervision.
- Establish and maintain cooperative and effective working relationships with others.
- Work cooperatively with others.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described

EDUCATION AND EXPERIENCE:

Education:

- High school diploma.

Experience:

- 2 years of experience driving a heavy duty truck.
- Clean driving record.
- Food safety experience, desired.
- Forklift operation experience.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License.

- Certificate to operate a forklift.
- Must have and maintain the Food Safety Certificate.

PHYSICAL EFFORT / WORK ENVIRONMENT:

Environment:

- Indoor and outdoor environment.
- Seasonal heat and cold or adverse weather conditions.
- Driving a heavy duty truck to conduct work and perform aforementioned duties, tasks and responsibilities.

Physical Abilities:

Employees in this position must have/be able to:

- Lift and/or carry up to 50 lbs at waist height for short distances.
- Occasionally team-lift more than 50 pounds.
- Observe safe lifting and carrying practices.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Repeated push/pull up to 150 lbs for short distances.
- Standing and walking for extended periods of time.
- Dexterity of hands and fingers to operate assigned equipment.

SALARY:

Schedule: 10

Salary Range: 61

Approved by the Human Resources Division

Approved by the Board of Education _____.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

FOOD SERVICES PRODUCTION LEADWORKER

PRIMARY FUNCTION:

Under direction, assists with coordination of food preparation, packing, meal counts and monitoring supply inventory; performs lead duties to School Lunch Workers; trains and supports staff in carrying out their respective tasks, duties and responsibilities; and performs other related work as required.

MAJOR DUTIES AND RESPONSIBILITIES:

- Orients, instructs, trains and assists Food Services Workers in preparing and packing meals on assembly lines.
- Monitors portions served, checks for proper packing and distribution of meals or catered items to sites.
- Schedules rotation of personnel at work stations.
- Reports packaging, distribution and staffing matters to supervisor.
- Requisitions packing supplies for all types of food items and meals.
- Maintains inventory of needed food items, packing supplies, materials, etc.
- Logs in and out supplies and distributes supplies accordingly.
- Verifies counts of meals distributed and keeps appropriate logs.
- Adheres to and insures compliance with Food Services department policies and procedures and all federal, state and county food safety and sanitation laws, regulations and requirements.
- Assists supervisor with monitoring, troubleshooting and making minor repairs and adjustments to equipment.
- Monitors and insures that production of meals is performed efficiently and safely in accordance with safe and sanitary practices.
- Monitors temperature logs and ensures they are updated and maintained appropriately.
- Participate in Food Services marketing and promotional activities.
- Attend training workshops and professional development as directed.

Knowledge of:

- Proper methods for preparing, packaging and distribution of meals and food items.
- Methods, machines, appliances, equipment and utensils used in food production facilities.
- Methods for ordering and maintaining inventory of packing food items and supplies.
- Food Services procedures, policies and rules.
- Effective oral and written communication skills.
- School and district policies, rules and regulations.

Ability to:

- Understand and carry out verbal and written directions.
- Lead, orient, train and instruct a crew of Food Services Workers.
- Monitor and maintain the food production line to ensure efficient operations.
- Update and maintain records for meal items and packing supplies.
- Operate various machines and appliances used in central food production facility;
- Follow applicable health, safety and sanitation requirements.
- Read and write English with sufficient comprehension to perform duties accurately and competently.

- Establish and maintain effective working relationships with staff and students.
- Work effectively and cooperatively with individuals from diverse backgrounds.
- Use a computer proficient with level of duties required.
- Communicate positively and effectively, orally and in writing, with district staff, students and various community partners.

EDUCATION AND EXPERIENCE:

Education:

- High school diploma or G.E.D.

Experience:

- Two years of experience in preparing and packing large quantities of food in a large scale food production center.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License.
- Must have and maintain a Food Safety Certificate.

WORKING CONDITIONS:

Environment:

- Indoor environment.
- Some utilization of phones, computer for customer contact and other communications.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit, stand or walk for intermittent periods of time.
- Dexterity of hands and fingers to operate food services equipment.
- Lift and carry up to forty (40) pounds.

SALARY:

Schedule: 10
 Salary Range: 50
 Work year/days: 11 months

Approved by the Human Resources Division

Approved by the Board of Education _____

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

FOOD SERVICES OPERATION ASSISTANT

PRIMARY FUNCTION:

Under direction, assists in the management and oversight of the food service operations throughout the district; assists in training new staff assigned to the nutrition center and various sites throughout the district; facilitates efficient and effective solutions to food service problems and errors; makes daily site visits to insure food service compliance; and does related work as required.

MAJOR DUTIES AND RESPONSIBILITIES:

- Daily visits schools to monitor and review policies, procedures, practices and records of all WCCUSD Food Services meal programs, which includes written reports to supervisor.
- Assists in orienting new and current food services employees by instructing personnel in methods and procedures of tasks assigned.
- Contacts and assigns food service substitutes, which may include substituting when needed.
- Assists in developing plans, orientation and training of personnel.
- Assists in resolving food services problems, shortages and errors at schools and other district sites.
- Makes recommendations for improvements in the food services program both at the nutrition center and at school sites.
- Assists in the implementation and training of computer programs used to carry out the food services program in the district.
- Assists in developing strategies for increasing and maintaining participation in the food services program.
- Assists in managing the meal eligibility application process
- Assists in following up on missing or incomplete paperwork from school sites, nutrition center or food services vendors.
- Follows up on requests for work orders and other requests for assistance from both district out-of-district departments.
- Work cooperatively with school staff regarding nutrition program.
- Attend training workshops and professional development as directed.
- Assists, plans, implements and participates in Food Services marketing and promotional activities.
- Complies with and insures compliance by district personnel with school and Food Services department policies and regulations and adheres to federal, state and county guidelines.

Knowledge of:

- Food Services departmental rules, procedures and policies.
- Federal, state and county laws, regulations and guidelines as they relate to school nutrition programs.
- Financial record keeping principles and practices.
- Modern day office practices, procedures and equipment.
- Computer applications, programs and equipment as it relates to school nutrition programs.
- Principles and practices of operating a school cafeteria and Food Services programs
- Marketing and promotional techniques
- Effective oral and written communication skills.
- School and district policies, rules and regulations.

Ability to:

- Learn and apply Hazard Analysis and Critical Control Points (HACCP) regulations, Food Services standard operating procedures, rules, regulations, policies, safety/sanitation and health laws.
- Assist in analyzing problems and recommending efficient, effective and long term solutions.
- Understand and carry out verbal and written directions.
- Keep records and prepare related reports.
- Read and write English with sufficient comprehension to perform duties accurately and competently.
- Multi-task while attending to the needs of staff and students.
- Establish and maintain effective working relationships with staff and students.
- Work effectively and cooperatively with individuals from diverse backgrounds.
- Operate a heating oven and other kitchen equipment
- Use a computer proficient with level of duties required.
- Communicate positively and effectively, orally and in writing, with district staff, patrons, parents, students, vendors and various community partners.

EDUCATION AND EXPERIENCE:**Education:**

- High school diploma or G.E.D.

Experience:

- Three (3) years of broad and varied experience in clerical work.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License. Candidates must provide (and maintain) official motor vehicle driving record, and proof of compliance with district safe driving standards.
- Must have a motor vehicle for travel to sites.
- Must have and maintain a Food Safety Certificate.

WORKING CONDITIONS:**Environment:**

- Indoor environment.
- Some utilization of phones, computer, customer contact and other communications.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Vision to monitor food quality and quantity and to read a variety of materials
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit, stand or walk for intermittent periods of time.
- Dexterity of hands and fingers to operate food services equipment.
- Lift and carry up to fifty (50) pounds.

SALARY:

Schedule: 5
Salary Range: 63
Work year/days: 12 months

Approved by the Human Resources Division

Approved by the Board of Education _____

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

FOOD SERVICES WORKER / CASHIER

PRIMARY FUNCTION:

Under general supervision, assists in preparation and serving of meals and food items; collects and accounts for all forms of payments received for meals and meal items; performs miscellaneous clerical work; performs routine cleaning in assigned work area; complies with food safety and sanitation requirements; and performs other related work as required.

MAJOR DUTIES AND RESPONSIBILITIES:

- Operates cash registers and point of service terminals.
- Collects and accounts for meal, milk and meal item payments, which includes counting daily receipts.
- Prepares and makes bank deposits on a regular basis.
- Prepares all cash registers and point of service terminals with money to make change for transactions.
- Accounts for transactions on district reporting forms and submits routine reports to Food Services' central accounting office.
- Performs miscellaneous clerical work and updates appropriate menu boards and signage.
- Assists in kitchen by preparing fruits, vegetables, sandwiches, meat, main entrees, and other foods.
- Prepares, portions, packages, sets up and serves hot food, cold food, beverages and other meal items.
- Assists with checking accuracy for deliveries of meals, milks, beverages and other meal items.
- Heats and prepares hot portion of meals per Food Services specifications.
- Stages food items accurately, which is in accordance with production reports for serving.
- Assists in cleaning and storing cafeteria utensils, equipment and food supplies.
- Keeps work area and equipment clean and sanitary.
- Assists in laundering kitchen linens.
- Checks, records and maintains temperature logs daily and complies with all pertinent Food Safety requirements.
- Assists Food Service department in training new employees and substitutes.
- Participate in Food Services marketing and promotional activities.
- Attend training workshops and professional development as directed.

Knowledge of:

- Methods of handling and accounting for money and keeping records of transactions.
- Basic food service equipment, utensils and appliances.
- Sanitation principles applicable to food safety.
- Food Services procedures, policies and rules.
- Effective oral and written communication skills.
- School and district policies, rules and regulations.

Ability to:

- Operate a cash register or POS terminal.
- Understand and carry out verbal and written directions.
- Count and record numbers accurately to keep accurate records.
- Operate a heating oven and other kitchen equipment.
- Follow applicable health, safety and sanitation requirements.
- Read and write English with sufficient comprehension to perform duties accurately and competently.

- Make cash and change transactions accurately and rapidly.
- Establish and maintain effective working relationships with staff and students.
- Work effectively and cooperatively with individuals from diverse backgrounds.
- Use a computer or POS terminal commensurate with level of duties required.
- Communicate positively and effectively, orally and in writing, with district staff, students and various community partners.

EDUCATION AND EXPERIENCE:

Education:

- High school diploma or G.E.D.

Experience:

- Six months experience of work involving handling money, making change, preparing accounting receipts and preparing routine accounting reports.
- Successful work experience in food services or related field preferred.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License.
- Must have and maintain a Food Safety Certificate.

WORKING CONDITIONS:

Environment:

- Indoor environment, kitchen area.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit, stand or walk for intermittent periods of time.
- Dexterity of hands and fingers to operate food services equipment.
- Lift and carry up to twenty (20) pounds.

SALARY:

Schedule: 10
 Salary Range: 41
 Work year/days: 11 months

Approved by the Human Resources Division

Approved by the Board of Education _____

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

FOOD SERVICES WORKER I

PRIMARY FUNCTION:

Under close supervision, assists in preparation and serving of meals and food items, which include assembling, measuring, cooking, baking, serving and other routine food services activities; performs routine cleaning in assigned work area; complies with food safety and sanitation requirements; and performs other related work as required.

Employees in this classification may work at central kitchen production center or at an assigned school site. If assigned to a school site, this classification is responsible for keeping accurate records (number of students served, inventory of meal items and supplies, etc.) and preparing required reports for food services.

MAJOR DUTIES AND RESPONSIBILITIES:

- Assists in kitchen by preparing fruits, vegetables, sandwiches, meat, main entrees, and other foods.
- Prepares, portions, packages, sets up and serves hot food, cold food, beverages and other meal items.
- Heats and prepares hot portion of meals per Food Services specifications.
- Assists with staging of food items accurately, which is based on transportation or production reports for serving and/or delivery.
- Verifies, collects and accounts for meal payments and eligibility. (Site)
- Assists with checking accuracy for deliveries of meals, milks, beverages and other meal items. (Site)
- Assists in cleaning and storing cafeteria utensils, equipment and food supplies. (Site)
- Cleans, sweeps kitchen area and washes pots and pans. (Sites)
- May perform routine cooking duties. (Site)
- May operate cash register or Point of Service (POS) terminal. (Site)
- Keeps work area and equipment clean and sanitary.
- Assists in laundering kitchen linens.
- Checks, records and maintains temperature logs daily and complies with all pertinent Food Safety requirements.
- Assists Food Service department in training new employees and substitutes.
- Participate in Food Services marketing and promotional activities.
- Attend training workshops and professional development as directed.

Knowledge of:

- Proper methods for preparing, packaging and distribution of meals and food items.
- Basic food service equipment, utensils and appliances.
- Sanitation principles applicable to food safety.
- Food Services procedures, policies and rules.
- Effective oral and written communication skills.
- School and district policies, rules and regulations.

Ability to:

- Understand and carry out verbal and written directions.
- Count and record numbers accurately to keep simple records.
- Operate a heating oven and other kitchen equipment.
- Follow applicable health, safety and sanitation requirements.

- Read and write English with sufficient comprehension to perform duties accurately and competently.
- Make cash and change transactions accurately and rapidly.
- Establish and maintain effective working relationships with staff and students.
- Work effectively and cooperatively with individuals from diverse backgrounds.
- Use a computer or POS terminal commensurate with level of duties required.
- Communicate positively and effectively, orally and in writing, with district staff, students and various community partners.

EDUCATION AND EXPERIENCE:

Education:

- High school diploma or G.E.D.

Experience:

- Successful work experience in food services or related field preferred.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License.
- Must have and maintain a Food Safety Certificate.

WORKING CONDITIONS:

Environment:

- Indoor environment, kitchen area.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit, stand or walk for intermittent periods of time.
- Dexterity of hands and fingers to operate food services equipment.
- Lift and carry up to twenty (20) pounds.

SALARY:

Schedule: 10
 Salary Range: 39
 Work year/days: 11 months

Approved by the Human Resources Division

Approved by the Board of Education _____

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

FOOD SERVICES WORKER II

PRIMARY FUNCTION:

Under general supervision, assists in preparation and serving of meals and food items, which include assembling, measuring, cooking, baking, serving and other routine food services activities; plans and prepares over-all segment of the menu and may assist in cooking of the daily main entree; assures quality and accuracy of food prepared; maintains work area in a clean, safe and sanitary condition; and performs other related work as required.

MAJOR DUTIES AND RESPONSIBILITIES:

- Assists in kitchen by preparing fruits, vegetables, sandwiches, meat, main entrees, and other foods.
- Prepares, portions, packages, sets up and serves hot food, cold food, beverages and other meal items.
- Heats and prepares hot portion of meals per Food Services specifications.
- Utilizes recipes and determines ingredient amounts to be used.
- Assists with routine inventorying of supplies and pertinent record-keeping activities.
- Assists in cleaning and storing kitchen equipment, utensils and supplies.
- Assists with staging of food items accurately, which is based on transportation or production reports for serving and/or delivery.
- Receives daily production assignments and schedule from supervisor and implements assignments and schedule.
- Checks, weights and measures ingredients in accordance with recipes.
- Adjusts recipes as needed.
- Under supervision, assists in observing and assisting Food Services Worker I in performance of duties.
- Keeps work area and equipment clean and sanitary.
- Assists in laundering kitchen linens.
- Checks, records and maintains temperature logs daily and complies with all pertinent Food Safety requirements.
- Assists Food Service department in training new employees and substitutes.
- Participate in Food Services marketing and promotional activities.
- Attend training workshops and professional development as directed.

Knowledge of:

- Proper methods for preparing, packaging and distribution of meals and food items.
- Basic methods, machines, appliances, equipment and utensils used in food production facilities.
- Proper methods of preparing and cooking food in large quantities;
- Methods for ordering and maintaining inventory of packing food items and supplies.
- Food Services procedures, policies and rules.
- Effective oral and written communication skills.
- School and district policies, rules and regulations.

Ability to:

- Understand and carry out verbal and written directions.
- Lead, orient, train and instruct a crew of Food Services Workers.
- Monitor and maintain the food production line to ensure efficient operations.
- Update and maintain records for meal items and packing supplies.
- Operate various machines and appliances used in central food production facility;

- Follow applicable health, safety and sanitation requirements.
- Read and write English with sufficient comprehension to perform duties accurately and competently.
- Cook and bake skillfully.
- Establish and maintain effective working relationships with staff and students.
- Work effectively and cooperatively with individuals from diverse backgrounds.
- Use a computer proficient with level of duties required.
- Communicate positively and effectively, orally and in writing, with district staff, students and various community partners.

EDUCATION AND EXPERIENCE:

Education:

- High school diploma or G.E.D.

Experience:

- Two years of experience in preparing and packing large quantities of food in a large scale food production center.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License.
- Must have and maintain a Food Safety Certificate.

WORKING CONDITIONS:

Environment:

- Indoor environment.
- Some utilization of phones, computer for customer contact and other communications.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit, stand or walk for intermittent periods of time.
- Dexterity of hands and fingers to operate food services equipment.
- Lift and carry up to forty (40) pounds.

SALARY:

Schedule: 10
 Salary Range: 47
 Work year/days: 11 months

Approved by the Human Resources Division

Approved by the Board of Education _____

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

FOOD SERVICES AIDE / CLERK

PRIMARY FUNCTION:

Under supervision, performs a variety of routine clerical and food services work; serves meals and performs routine cleaning in assigned work area; keeps accurate records and prepares Food Services accountability reports; receives and processes student eligibility applications; and performs other related work as required.

MAJOR DUTIES AND RESPONSIBILITIES:

- Sets up and serves hot food, cold food, beverages and other meal items at the serving line.
- Heats and prepares hot portion of meals per Food Services specifications.
- Assists with staging of food items accurately, which is based on transportation or production reports for serving and/or delivery.
- Receives money for meals and beverage sales, maintains records of receipts, maintains records of meal and/or milk pass issuances, and submits requisitions for meal and/or milk passes and authorizations.
- Prepares and makes regular bank deposits.
- Accepts and processes student meal applications and forwards to Food Services Operations for final approval.
- Tracks and follows up with collection of outstanding student meal payments.
- Prepares financial and statistical reports in a timely manner for submission to Food Services Operations.
- Maintains, tabulates, records, verifies and files accurate financial and statistical data.
- Collects and counts meal tickets to record and verify number of meals served.
- Accounts for transactions on district reporting forms and submits routine reports to Food Services' central accounting office.
- Checks accuracy for deliveries of meals, milks, beverages and other meal items.
- Order all necessary meals, meal items, beverages and supplies in advance per Food Services guidelines, which includes meals needed for field trips or adjusted student schedules.
- Estimate number of meals needed and adjust meal count when necessary with central kitchen.
- Assists in cleaning and storing cafeteria utensils, equipment and food supplies.
- Cleans, sweeps kitchen area and washes pots and pans, as needed.
- May operate cash register or Point of Service (POS) terminal.
- Keeps work area and equipment clean and sanitary.
- Checks, records and maintains temperature logs daily and complies with all pertinent Food Safety requirements.
- Assists Food Service department in training new employees and substitutes.
- Participate in Food Services marketing and promotional activities.
- Attend training workshops and professional development as directed.

Knowledge of:

- Methods of handling and accounting for money and keeping records of transactions.
- Basic food service equipment, utensils and appliances.
- Sanitation principles applicable to food safety.
- Food Services procedures, policies and rules.
- Effective oral and written communication skills.
- School and district policies, rules and regulations.

Ability to:

- Understand and carry out verbal and written directions.
- Count and record numbers accurately to keep records.
- Operate a calculator for arithmetical calculations.
- Operate a heating oven and other kitchen equipment.
- Follow applicable health, safety and sanitation requirements.
- Read and write English with sufficient comprehension to perform duties accurately and competently.
- Make cash and change transactions accurately and rapidly.
- Establish and maintain effective working relationships with staff and students.
- Work effectively and cooperatively with individuals from diverse backgrounds.
- Use a computer or POS terminal commensurate with major duties and responsibilities duties required of this classification.
- Communicate positively and effectively, orally and in writing, with district staff, students and various community partners.

EDUCATION AND EXPERIENCE:**Education:**

- High school diploma or G.E.D.

Experience:

- Experience handling money, receipts, balancing accounts and making deposits.
- Some clerical background in keeping records and preparing reports.
- Successful work experience in food services preferred.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License.
- Must have and maintain a Food Safety Certificate.

WORKING CONDITIONS:**Environment:**

- Indoor environment, kitchen area.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit, stand or walk for intermittent periods of time.
- Dexterity of hands and fingers to operate food services equipment.
- Lift and carry up to twenty (20) pounds.

SALARY:

Schedule: 10
Salary Range: 41
Work year/days: 11 months

Approved by the Human Resources Division

Approved by the Board of Education _____

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

FOOD SERVICES AIDE

PRIMARY FUNCTION:

Under supervision, receives food items and other inventory, serves meals, performs routine cleaning in work area, keeps accurate records and prepares required reports; coordinates with school site staff and nutrition center to resolve discrepancies; and does related work as required.

MAJOR DUTIES AND RESPONSIBILITIES:

- Set up and serve hot food items, cold food items, beverages and other meal items at serving lines.
- Heat hot portion of meals.
- Collect and count meal tickets and/or verifies computer count.
- Record number of meals served using a computer or ticket count.
- Prepare Food Services required reports for accounting.
- Check accuracy of deliveries of meals, meal items and beverages.
- Order all necessary meals, meal items, beverages and supplies in advance per Food Services guidelines.
- Estimate number of meals needed and adjust meal count when necessary with central kitchen.
- Keeps work area and equipment clean and sanitary.
- Check, record and maintain temperature logs daily and complies with Food Safety requirements.
- Assist Food Services department in training new employees and substitutes.
- Work cooperatively with school staff and district personnel regarding nutrition program.
- Attend training workshops and professional development as directed.
- Participate in Food Services marketing and promotional activities.
- Comply with school and Food Services department policies and regulations and adheres to federal, state and county guidelines.

Knowledge of:

- Food Services procedures, policies and rules.
- Effective oral and written communication skills.
- School and district policies, rules and regulations.

Ability to:

- Understand and carry out verbal and written directions;
- Keep records and prepare related reports.
- Read and write English with sufficient comprehension to perform duties accurately and competently.
- Multi-task while attending to the needs of staff and students.
- Establish and maintain effective working relationships with staff and students.
- Work effectively and cooperatively with individuals from diverse backgrounds.
- Operate a heating oven and other kitchen equipment
- Use a computer proficient with level of duties required.
- Communicate positively and effectively, orally and in writing, with district staff, patrons, parents, students, vendors and various community partners.

EDUCATION AND EXPERIENCE:

Education:

- High school diploma or G.E.D.

Experience:

- Successful work experience in food services or related field preferred.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License.
- Must have and maintain a Food Safety Certificate.

WORKING CONDITIONS:

Environment:

- Indoor environment.
- Some utilization of phones, computer, customer contact and other communications.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit, stand or walk for intermittent periods of time.
- Dexterity of hands and fingers to operate food services equipment.
- Lift and carry up to twenty five (25) pounds.

SALARY:

Schedule:	10
Salary Range:	39
Work year/days:	11 months

Approved by the Human Resources Division

Approved by the Board of Education _____

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

FOOD SERVICES WORKER / POT WASHER

PRIMARY FUNCTION:

Under close supervision, assists in preparation of meals and washes kettles, pots, pans, kitchen ware and other food service equipment, which includes all cooking and food preparation equipment; performs routine cleaning tasks in the Central Production Kitchen; and performs other related work as required.

MAJOR DUTIES AND RESPONSIBILITIES:

- Assist in the kitchen by helping prepare fruits, vegetables, sandwiches and other food and meal items.
- Assist in cleaning and storing utensils, equipment and food supplies.
- Wash kettles, pots and pans by operating dishwashing and pot washing machines;
- Monitor proper and safe temperatures for dishwashing and pot washing machines;
- Operate garbage disposal and other mechanical kitchen equipment.
- Troubleshoot equipment for minor maintenance, adjustments and repairs.
- Assist with laundering of kitchen linens.
- Clean and sweep work area.
- Periodic heavy lifting.
- Perform routine cooking duties intermittently.
- Participate in Food Services marketing and promotional activities.
- Attend training workshops and professional development as directed.
- Comply with school and Food Services department policies and regulations and adheres to federal, state and county guidelines.

Knowledge of:

- Basic food serving and production equipment, appliances and utensils.
- Sanitation principles applicable to food serving and kitchen maintenance.
- Basic principles of ware washing.
- Food Services procedures, policies and rules.
- Effective oral and written communication skills.
- School and district policies, rules and regulations.

Ability to:

- Understand and carry out verbal and written directions;
- Learn to operate and maintain cleaning equipment and machines in the kitchen.
- Follow applicable health, safety and sanitation requirements.
- Insure proper temperature range of cleaning equipment and machines in order to comply with health and sanitation requirements.
- Accurately measure chemicals and cleaning solution levels for dispensing and use.
- Read and write English with sufficient comprehension to perform duties accurately and competently.
- Establish and maintain effective working relationships with staff and students.
- Work effectively and cooperatively with individuals from diverse backgrounds.
- Use a computer proficient with level of duties required.
- Communicate positively and effectively, orally and in writing, with district staff, patrons, parents, students, vendors and various community partners.

EDUCATION AND EXPERIENCE:

Education:

- High school diploma or G.E.D.

Experience:

- Successful work experience in food services or related experience in cleaning, washing or maintaining sanitation standards.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License.
- Must have and maintain the Food Safety Certificate.

WORKING CONDITIONS:

Environment:

- Indoor environment.
- Some utilization of phones, computer, customer contact and other communications.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit, stand or walk for intermittent periods of time.
- Dexterity of hands and fingers to operate food services equipment.
- Lift and carry up to forty (40) pounds.

SALARY:

Schedule: 10
Salary Range: 41
Work year/days: 11 months

Approved by the Human Resources Division

Approved by 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:** August 12, 2013
From: Bill Fay **Agenda Item:** CI C.19
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.

Fiscal Impact: Total for this action: **\$892,935**. Funding sources Measure J Bond, Measure D-2010 Bond, and Measure E-2012.

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 Campus Replacement Project Measure D-2010 Bond (PID:1121341-00)	July 2013 through August 2013	Applied Water Resources Corporation	\$55,000	Environmental consulting to address petroleum concentrations.
Coronado Elementary School Campus Replacement Project Measure D-2010 Bond (PID:1121341-00)	July 2013 through August 2013	Water Rock Restoration	\$57,000	Compact former underground storage tank and excavate soil.
Shannon Elementary School Campus Replacement Measure E-2012 Bond (PID:15410042-00)	July 2013 through December 2013	Quattroocchi Kwok Architects	\$135,500	Master Planning design services.
Kennedy High School Kitchen Flooring Replacement Project Measure D-2010 Bond (PID:3601211-14)	August 2012	RGA Environmental, Inc.	\$1,050	Environmental Engineering Services.
Kennedy High School Kitchen Flooring Replacement Project Measure D-2010 Bond (PID:3601612-00)	July 2012	RGA Environmental, Inc.	\$675	Environmental Engineering Services.
Portola Middle School Campus Replacement Project Measure J Bond (PID:2141103-06)	December 2012	RGA Environmental, Inc.	\$7,460	Environmental Engineering Services.

August 12, 2013

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

ENGINEERING & ARCHITECTURAL SERVICES CONTRACTS

Crespi Middle School Gymnasium Roof Project Measure D-2010 Bond (PID:2061612-03)	May 2012	RGA Environmental, Inc.	\$14,360	Environmental Engineering Services.
Nystrom Elementary School Abatement & Selective Demolition Project Measure J Bond (PID:1441205-11)	October 2012	RGA Environmental, Inc.	\$5,200	Environmental Engineering Services.
Nystrom Elementary School Abatement & Selective Demolition Project Measure J Bond (PID:1441205-11)	July 2012	RGA Environmental, Inc.	\$5,885	Environmental Engineering Services.
Coronado Elementary School Demolition Project Measure D-2010 Bond (PID:1121341-04)	January 2013	RGA Environmental, Inc.	\$4,225	Environmental Engineering Services.
WCCUSD Facilities Operation Center Fund 40 (PID:6691396-01)	April 2013	RGA Environmental, Inc.	\$1,560	Environmental Engineering Services.
Mira Vista Elementary School Covered Accessible Ramp Addition Project Measure D-2010 Bond (PID:1391215-02)	August 2013 through February 2014	Stellar Environmental Solutions, Inc.	\$18,600	Environmental Engineering Services.
WCCUSD Facilities Operation Center Fund 40 (PID:6691396-01)	August 2013	Pacific Power Testing	\$3,500	Electrical Engineering services.

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

ENGINEERING & ARCHITECTURAL SERVICES CONTRACTS

Downer Elementary School New Playfield Project Measure J Bond (PID:1161224-01)	July 2013 through August 2013	Conestoga-Rovers & Associates	\$2,220	Environmental Site Investigation.
Nystrom Elementary School Abatement & Selective Demolition Project Measure J Bond (PID:1441205-11)	December 2012 through January 2013	RGA Environmental, Inc.	\$30,450	Environmental Engineering Services.
Richmond High School New Gym & Health Center Project Measure D-2010 Bond (PID:3641380-08 & 3641380-07)	August 2013 through December 2013	Grossman Design Group	\$35,000	Waterproofing design consulting.
Wilson Elementary School Campus Replacement Project Measure D-2010 Bond (PID:1651384-03)	August 2013 through December 2013	Grossman Design Group	\$65,000	Waterproofing design consulting.
Ohlone Elementary School New Campus Project Measure J Bond (PID:1461206-01)	August 2013 through December 2013	Grossman Design Group	\$11,600	Waterproofing design consulting during construction.
Bayview Elementary School Exterior Repairs Project Measure J Bond (PID:1041223-11)	July 2013 through November 2013	Grossman Design Group	\$32,110	Construction Administration services.
Gompers/ LPS Campus Replacement Project Measure D-2010 Bond (PID:3581366-05)	July 2013 through June 2014	HMC Architects	\$75,000	Construction Administration services.

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

ENGINEERING & ARCHITECTURAL SERVICES CONTRACTS

Crespi Middle School Measure E-2012 Bond (PID:20610056-00)	August 2013	Baker Vilar Architects	\$25,000	Needs Assessment Services.
Lake Elementary School Fire Alarm Project Measure D-2010 Bond (PID:1341612-04)	July 2013 through August 2013	Hamilton + Aitken Architects	\$8,770	Design and construction documents.
Pinole Valley High School New Campus Project Measure D-2010 Bond (PID:3621377-05)	August 2013	Thornton Tomasetti	\$23,500	Structural Engineering for Seismic Mitigation Program.
Kennedy High School Kitchen Flooring Replacement Project Measure D-2010 Bond (PID:3601364-06)	July 2012	RGA Environmental, Inc.	\$2,270	Environmental Engineering Services.
Lake Elementary School Campus Replacement Project Measure E-2012 Bond (PID:13410039-00)	August 2013	HMC Architects	\$272,000	Predesigning and Master Planning 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:** August 12, 2013
From: Bill Fay **Agenda Item:** CI C.20
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: Nystrom ES Abatement & Selective Demolition; Ohlone ES Phase I West Campus; New Gompers CHS & LPS. 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 accordance with Public Contract Code 20118.4, the Board, by 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: **\$245,033.92**

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

August 12, 2013 Change Order Ratification Summary

					Items Pending Board Action					
	Project	Company	Original Contract	Previously Approved CO's	CO's Pending Ratification	CO's Pending Approval	Total CO's	CO Percent of Original Contract	Adjusted New Contract	Change Order Numbers
1	Nystrom ES - Ph 3A Abatement and Demo	Performance Abatement Services	\$777,700.00	\$0.00	\$24,691.92	\$0.00	\$24,691.92	3.17%	\$802,391.92	1 - 3
2	Ohlone ES - Phase I West Campus	Zovich Construction	\$16,961,000.00	\$1,005,822.51	\$191,117.00	\$0.00	\$1,196,939.51	7.06%	\$18,157,939.51	64 - 68
3	New Gompers CHS & LPS	Lathrop Construction Assoc.	\$53,887,350.00	\$524.00	\$29,225.00	\$0.00	\$29,749.00	0.06%	\$53,917,099.00	11 - 12

Pending Board Actions	Ratifications	\$245,033.92
	Approvals	\$0.00
	Total Board Action	\$245,033.92

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 94801-3135
Office of Superintendent of Schools

ITEM REQUIRING ATTENTION --- BOARD OF EDUCATION

To: Board of Education **Meeting Date:** August 12, 2013
From: Bill Fay **Agenda Item:** CI C.21
Associate Superintendent for Operations
Subject: Ratification of Staff Awarded Contract (CUPCCAA): Kennedy High School Temporary
Science Classroom Fume Hood Installation

Background information:

Plans and specifications provided by Powell & Partners Architects. Scope of work includes removal/demolition of duct enclosure above existing fume hood, relocation of fume hood unit from room 406 to room 605, demolition of casework, repairing and color match wall finishes, demolition of semi-recessed fire extinguisher cabinet, repairing wall with two new blocking gypsum board and paint to matching, new opening at roof for exhaust duct through from fume hood, and providing new duct work and repairs as indicated.

The Superintendent's designee has approved and executed a contract for the project to A & E Emaar, \$39,040. All contracts approved by District staff must be ratified or, in some cases, reviewed by the District's Board. (CUPCCAA Resolution # 90-0809 (2009); Educ. Code § 22034).

Recommendation:

Ratify staff award of the contract to A & E Emaar.

Fiscal Impact: \$39,040.

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:** August 12, 2013
From: Bill Fay **Agenda Item:** CI - C.22
Associate Superintendent for Operations
Subject: Ratification of Staff Awarded Contract (CUPCCAA): Kennedy High School Temporary
Science Classroom Emergency Shower Installation

Background information:

Plans and specifications provided by Powell & Partners Architects. Scope of work includes disconnection and capping of all utility lines and pipes, removing and salvaging the existing drinking fountain, installation of emergency eyewash and shower including all utilities and connecting new cold water to existing faucet.

The Superintendent's designee has approved and executed a contract for the project to ERA Construction, \$35,800. All contracts approved by District staff must be ratified or, in some cases, reviewed by the District's Board. (CUPCCAA Resolution # 90-0809 (2009); Educ. Code § 22034).

Recommendation:

Ratify staff award of the contract to ERA Construction.

Fiscal Impact: \$35,800.

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:** August 12, 2013
From: Bill Fay **Agenda Item:** CI C.23
Associate Superintendent for Operations
Subject: Kennedy High School Science Building Renovation Award of Contract

Background information:

Powell and Partners Architects prepared the drawing and specifications for the project. Scope of work includes removal of all hazardous material, removal of all interior finishes, interior walls, ceilings, saw cutting and removal of portions of the concrete floor, mechanical, plumbing and electrical systems. Work also includes installation of new interior finishes, new doors and frames, patching of concrete slab, new casework, new mechanical, plumbing, and electrical system and fixtures.

The District conducted a public bid process for the project. Bids were received on July 31, 2013. Eight contractors submitted bids. They are as follows: BHM Construction, \$4,142,779; Alten Construction, \$4,195,018.08; Vila Construction, \$4,207,999.50; D.L. Falk Construction, \$4,357,907; Roebblen Contracting \$4,381,476; Arntz Builders \$4,339,845; Cal Pacific Construction \$4,741,314; Pacific Mountain Contracting \$4,930,572.17. The apparent low bidder is BHM Construction.

Recommendation:

Award contract to BHM Construction.

Fiscal Impact: \$4,142,779. Project will be funded from Measure J.

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:** August 12, 2013
From: Bill Fay **Agenda Item:** CI C.24
Associate Superintendent for Operations
Subject: Ratification of Staff Awarded Contract: Dover ES MPR Demolition

Background information:

HY Architects, Inc. has prepared plans and specifications for the project. Scope of work includes removal of hazardous material and lead-based paint, demolition of the existing multi-purpose building, demolition of site utilities including domestic water and fire lines/meters, sanitary sewer and storm drain lines, demolition of existing power and low voltage systems including intrusion, data and fire alarm. Work also includes coordinating with PG&E for removal of utility services, providing erosion control measures and grading the site.

The District conducted a public bid process for the project. Bids were received on July 11, 2013. Six contractors submitted bids. They are as follows: Evans Brothers, Inc. \$109,600; V.E.M. General Engineering \$135,675; Unlimited Engineering, Inc. \$172,078; ERA Construction \$236,283.50; Arthulia, Inc. \$349,985; WR Forde Associates \$477,000. Evans Brothers withdrew their bid due to mathematical errors. The apparent low bidder is V.E.M. General Engineering.

Recommendation:

Ratify the award to V.E.M. General Engineering.

Fiscal Impact: \$135,675.

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: August 12, 2013
From:	Bill Fay Associate Superintendent for Operations	Agenda Item: CI C.25
Subject:	Ratification of Staff Awarded Contract: Dover ES Building A Security Camera Upgrade	

Background information:

HY Architects, Inc. has prepared plans and specifications for the project. Scope of work includes complete removal of existing analog CCTV system including all cameras, cabling, recorder and other associated devices and supports; reuse of existing conduit, installation of new cameras for a digital security system at interior locations; installation of new cameras at exterior rooftop locations to include coverage of mechanical equipment; roof penetrations and patching of roof membrane for watertight performance, interior patching and painting as necessary for cabling within the building.

The District conducted a public bid process for the project. Bids were received on July 16, 2013. Two contractors submitted bids. They are as follows: Arthulia, Inc. \$198,000; VAS Security Systems, Inc. \$294,785. The apparent low bidder is Arthulia, Inc.

Recommendation:

Ratify the award to Arthulia, Inc.

Fiscal Impact: \$198,000.

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: August 12, 2013

From: Bill Fay
Associate Superintendent for Operations

Agenda Item: CI C.26

Subject: Citizens' Bond Oversight Committee (CBOC) Appointment: Dennis Hicks appointed by Building Trades Council.

Background Information:

Mr. Feere, CEO, of the Contra Costa Building and Construction Trades Council has recommended Mr. Dennis Hicks be appointed to the Citizens' Bond Oversight Committee.

Recommendation: Approve appointment as noted.

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

Contra Costa Building and Construction Trades Council

2727 Alhambra Ave. Suite 5
Martinez, CA 94553
FAX (925) 372-7414



Greg Feere
C.E.O.
Phone (925) 228-0900

July 22, 2013

Dr. Bruce Harter, Superintendent
West Contra Costa Unified School District
1108 Bissell Ave, Room 100
Richmond, CA 94801

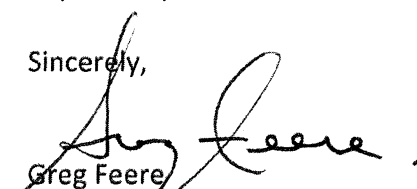
Dear Dr. Harter:

On behalf of the Contra Costa Building and Construction Trades Council it is with great enthusiasm that I write to let you know that our Executive Board has elected Dennis Hicks as Labors Representative on the West Contra Costa Unified School District's Citizens Bond Oversight Committee.

Over the years I have had the pleasure to know Dennis and I have always been impressed with his commitment and dedication to make the City of Richmond a better place to live. He has the kind of leadership and integrity needed to create a positive impact as a member of the Oversight Committee.

I would hope you would give Dennis your utmost consideration in the appointment to this very important position.

Sincerely,



Greg Feere

Contra Costa Building and
Construction Trades Council

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: August 12, 2013

From: Nia Rashidchi, Assistant Superintendent, Educational Services

Agenda Item: CIOC.27

Subject: Travel to the 9th Annual International Fab Lab Conference August 20 – 27 in Japan

Background Information:

WCCUSD has been chosen by the Fab Foundation as the next public school system to develop a FabLab (to be known as FabLab Richmond). The FabLab will be housed at Kennedy High School. FabLab Richmond will serve the K-12 Kennedy community through during school, after school, evening and weekend classes, technical training, and open labs, further developing the ability of Kennedy High School to function as a full service community school.

In addition, the development of FabLab Richmond will greatly enhance our Linked Learning, Common Core, and overall STEM work with a focus on project-based learning and worldwide collaboration through the international FabLab Network. The development of FabLab Richmond will create completely new and unprecedented opportunities for our students, teachers, and broader community, and it is an honor to have been selected as a fab lab site.

FabLab Richmond is aligned with 5 of 6 WCCUSD Strategic Plan Key Priorities (#1 High Expectations, #2 Support Quality Instruction, #3 Embrace Collective Ownership, #4 Invest in the Whole Child, and #6 Innovate).

The Fab Foundation has invited Nia Rashidchi, Phil Gonsalves, and Drew Kravin to attend the International Fab Lab Conference in Japan from August 20 – August 27. The WCCUSD team will begin to develop our Fab lab capacity and bring back key learnings to the district, from the experts, for the implementation of FabLab Richmond.

Recommendation: Recommend Approval

Fiscal Impact: Funds for both the Fab Lab and travel are provided by grants and the Fab Lab Foundation.

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: August 12, 2013

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

Agenda Item: F.1

Subject: Staff Recommendation, Summit Schools

Background Information:

On Friday, June 14th, 2013, Summit Public Schools ("SPS") submitted a charter petition ("Petition") to the West Contra Costa Unified School District ("District") for a school that will serve 6 grade levels from 7th through 12th to be located in the District and referred to as SPS: K2. At the Board's regular meeting on July 10, 2013, SPS presented their Petition to the Board during a public hearing.

According to the Petition, the founding group, a charter management organization previously focused on Silicon Valley, plans to open in the fall of 2014 with 120 students in 7th grade. They plan to expand to 220 students in the 2015-2016 academic year, and then continue upward expansion to 355, 465, 563, 663, in each subsequent academic year, culminating with 677 students from 7th to 12th grades in the 2020-2021 academic year.

The proposed charter school's mission statement says: "SPS: K2's mission is to prepare a heterogeneous student population for success in college and to be thoughtful, contributing members of society. The school aims to provide a personalized learning experience that affords each and every student the opportunity to achieve their academic goals regardless of their previous preparation and background. To this end, SPS: K2 seeks to develop educators that are trained and skilled in best practices that enhance achievement for all students. The school aspires to serve as a model for middle and high schools endeavoring to prepare all students for post-secondary academic pursuits" (p. 18, SPS K2 Charter Petition, 2013).

The Petition states that they will educate the following students: "The students' primary interest should be preparing for acceptance to and success in college. The students' backgrounds should represent the heterogeneity found in the population of the West Contra Costa Unified School District, and in particular the area in which the school is eventually located" (p. 19, SPS K2 Charter Petition, 2013).

California Education Code Section 47605(b) requires the Board to either grant or deny the Petition within 60 days of submission. Staff and legal counsel for the District have received information related to the Petition, and submitted responses to the information provided. District staff identified some concerns, which were shared with the charter school's founding staff over two meetings with Dr. Linda Delgado. These included:

1. Inadequate information on structured language development for English Language Learners.
2. Inadequate descriptions concerning the process for student discipline.
3. Concern that only 20 signatures reflecting individual *student* interest in enrolling on the intended start date were submitted by SPS. In addition, most or all of these included addresses in the hills, posing concerns that the stated heterogeneous enrollment targets were unrepresented.

Toward answering the concerns, SPS offered the following responses:

1. The founders described their language support in greater detail, and showed sections of the petition that indicated methods are in place for Language Learners, such as tutoring after school and during intercessions. They also pointed to statistical means of measuring gains.
2. Assurances were offered that the SPS schools seek to avoid all unnecessary disciplinary actions, and seek always to help students stay enrolled, and in school. Assurances were offered that the SPS disciplinary statistics mirror those of the surrounding districts in which they are currently doing business.
3. They have significant financial backing, and they have hired an experienced principal who has initiated outreach, using strategies and methods suggested by other local charter schools.

Recommendation:

To grant the Petition pending execution of a Memorandum of Understanding that resolves the identified concerns and other operational issues.

Fiscal Impact:

If approved, this petition will represent ongoing loss of student average daily attendance of 677 students by the 2020-2021 academic year from 7th to 12th grades as a result of District students attending SPS: K2.

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: August 12, 2013

From: Bill Fay
Associate Superintendent for Operations

Agenda Item: G.1

Subject: Project Status Report

Background Information:

The following are provided for review of Facilities Planning and construction in the District's Bond Program and for information regarding individual projects:

- Engineering Officer's Report – Verbal Presentation
- Construction Status Reports – Current Construction Projects

Recommendation: For information only

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

PROJECT STATUS REPORT

De Anza High School - Replacement Campus

Period Ending: 7/31/2013

Scope: Replacement Campus

Construction Status:

Architect: DLM Architects
 Project Manager: Marc Alojepan, SGI Construction Management
 Project Engineer: Verna Van, SGI Construction Management
 Contractor: Wright Contracting Inc.
 Inspector: Steve Cayson
 WCCUSD Mgr: Ferdinand Vergeire

Contract Status:

Notice to Proceed:	05/17/2010		
	Original	Approved	Projected
Construction Schedule (days):	1,080	171	1,308
Original Completion Date:	05/01/2013		
Projected Completion:	12/15/2013		

Buildings:

Building 1	Administration & Library
Building 2 & 3	Theater & Arts/Delta School
Building 4	Special Education
Building 5	Science
Building 6 & 7	Classrooms
Building 8	Gymnasium
Building 9	Cafeteria
Building 11, 12, & 13...	Lobby, Breezeway, & Entrance Structure/Portico

Progress This Period:

- Building 1, 8, & 9 -- HVAC, EMS, & Lighting Controls Commissioning
- Building 1, 2, 3, 4, 5, 7, 8, 9 -- Computer Installation
- All Buildings -- Furniture Installation Punch-list
- Site Work -- Punch-list, Back-Check
- Coordination of Training for Staff
- Construction of Temporary Parking Lot
- Staging of Demolition -- Existing Campus
- Hazardous Material Abatement
- Implementation of SWPPP Standards at Existing Building 300 & 400

Anticipated Progress Next Period:

- Continuation of Temporary Parking Lot
- Continuation of Hazardous Material Abatement
- Demolition of Existing Building 100 & 200
- Continuation of SWPPP Standards

Schedule Assessment/Update:

Construction Duration (Calendar Days):	1,308
Construction Calendar Days Elapsed:	1,171
Construction Calendar Days Remaining:	137
Percent of Contract Calendar Days Elapsed:	89%
Percent of Construction Completed:	87%

Percentage of Work Done 87% Total Project

Milestone 1: New Construction	100%
Milestone 2: Commissioning	100%
Milestone 3: Furniture & Move-In	99%
Milestone 4: Demo of (E) School	10%

Proposed Changes:

General Comment:

Progress Photos: 7/31/2013



De Anza HS-Temporary Parking Lot



De Anza HS-Temporary Parking Lot-Off-Haul



De Anza HS-Existing Campus-Hazardous Material Abatement

PROJECT STATUS REPORT

Downer Elementary - Restroom Renovations

Period Ending: 7/31/2013

Scope: Downer Restroom Renovation

Construction Status:

Architect: BCA Architecture
 Project Manager: Rod Sias, SGI Construction Management
 Project Engineer:
 Contractor: Streamline Construction
 Inspector: Kris Gilbert
 WCCUSD Mgr: Eduardo Donoso

Contract Status:

Notice to Proceed:	6/12/2013		
	Original	Approved	Projected
Construction Schedule (days):	90	0	
Original Completion Date:	9/10/2013		
Projected Completion:			

Buildings:

Multi Purpose Building	Restrooms
First Floor	Restrooms
Second Floor	Restrooms

Progress This Period:

- Dry Wall – COMPLETED
- Rough Carpentry – COMPLETED
- Installation of Tiles – IN PROGRESS

Anticipated Progress Next Period:

- Installation of Epoxy Flooring – IN PROGRESS
- Punchlist – IN PROGRESS

Schedule Assessment/Update:

Construction Duration (Calendar Days):	90
Construction Calendar Days Elapsed:	49
Construction Calendar Days Remaining:	41
Percent of Contract Calendar Days Elapsed:	54%
Percent of Construction Completed:	54%

Percentage of Work Done 54% Total Project

Restrooms - Cafeteria	15%
Restrooms - Main Bldg. First Floor	54%
Restrooms - Main Bldg. Second ...	54%
Restrooms - Administrators	54%

Proposed Changes:

General Comment:

Progress Photos: 7/31/2013



Downer Restroom Tile Installation - IN PROGRESS



Downer Restroom Tile Installation - IN PROGRESS



Downer Restroom Tile Installation - IN PROGRESS

PROJECT STATUS REPORT

Gompers and LPS Richmond Schools - New Construction

Period Ending: 7/31/2013

Scope: New Construction

Construction Status:

Architect: HMC Architects
 Project Manager: Tim Peel, SGI Construction Management
 Project Engineer: Gaile Suarez, SGI Construction Management
 Contractor: Lathrop Construction Associates
 Inspector: Roy Moreno
 WCCUSD Mgr: Andrew Mixer

Contract Status:

Notice to Proceed:	08/20/2012
	Original Approved Projected
Construction Schedule (days):	1,090
Original Completion Date:	08/15/2015
Projected Completion:	08/15/2015

Buildings:

Building A	Leadership Public Schools
Building B	Shared Gymnasium
Building C	Gompers High School

Progress This Period:

- Building A - Rough MEP, concrete pour for 2nd and 3rd floor decks, architectural concrete walls.
- Building B - Underslab plumbing, electrical and decking.
- Building C - Architectural concrete walls, steel erection and decking.

Anticipated Progress Next Period:

- Building A - Rough MEP, metal stud framing and architectural concrete walls.
- Building B - Underslab plumbing & electrical, decking and slab on grade.
- Building C - Decking, steel welding & underslab electrical.

Schedule Assessment/Update:

Construction Duration (Calendar Days):	1,090
Construction Calendar Days Elapsed:	345
Construction Calendar Days Remaining:	745
Percent of Contract Calendar Days Elapsed:	31%
Percent of Construction Completed:	28%

Percentage of Work Done	28%	Total Project
--------------------------------	------------	----------------------

Proposed Changes:

General Comment:

Progress Photos: 7/31/2013



PROJECT STATUS REPORT

Grant Elementary - Fire Alarm Modernization

Period Ending: 7/31/2013

Scope: Installation of new fire alarm system and demolition of existing fire alarm system.

Construction Status:

Architect: Hamilton+Aitken Architects
Project Manager: Toby Black, SGI Construction Management
Project Engineer:
Contractor: BBJ Electric
Inspector: Kris Gilbert
WCCUSD Mgr: Eduardo Donoso

Contract Status:

Notice to Proceed:	6/17/2013		
	Original	Approved	Projected
Construction Schedule (days):	150	150	150
Original Completion Date:	11/14/2013		
Projected Completion:	11/14/2013		

Buildings:

Mobilization	Equipment, Materials, Containers
Rough-in	Layout, pulling of cable, device installation
Abatement	Buildings and Portables
Demolition	Existing Fire Alarm System
Completion	Fire Alarm Testing & Training

Progress This Period:

- Conduit layout & runs
- Installation of conduit and wiremold in portables
- Installation of conduit in Classroom wing
- Installation of Conduit in Kindergarten wing

Anticipated Progress Next Period:

- Installation of conduit and wiremold in Multipurpose building
- Installation of conduit in Administration building
- Pulling of cable in Portables & Classroom wing

Schedule Assessment/Update:

Construction Duration (Calendar Days):	150
Construction Calendar Days Elapsed:	45
Construction Calendar Days Remaining:	105
Percent of Contract Calendar Days Elapsed:	30%
Percent of Construction Completed:	55%

Percentage of Work Done 55 % Total Project

Mobilization	100%
Rough-in	75%
Abatement	30%
Demolition	0%

Proposed Changes:

Installation of additional heat detectors not shown on the addendum.

General Comment:

Progress Photos: 7/31/2013



Wiremold at skylight in Classroom wing



New conduit and junction box above ceiling in classroom



New wiremold, conduit and device location in Portable Bldg.

PROJECT STATUS REPORT

Grant Elementary - Restroom Renovations

Period Ending: 7/31/2013

Scope: Remodeling of four existing restrooms

Construction Status:

Architect: Hamilton+Aitken Architects
 Project Manager: Toby Black, SGI Construction Management
 Project Engineer:
 Contractor: AM Woo Construction
 Inspector: Kris Gilbert
 WCCUSD Mgr: Eduardo Donoso

Contract Status:

Notice to Proceed:	6/24/2013		
	Original	Approved	Projected
Construction Schedule (days):	120	120	120
Original Completion Date:	10/23/2013		
Projected Completion:	8/16/2013		

Buildings:

Mobilization	Equipment, Materials, Containers
Start-Up	Preparation, removal of fixtures & accessories
Demolition	Existing flooring and finishes
Completion	installation of new tile, flooring, new accessories

Progress This Period:

- Removal of existing accessories and fixtures in all restrooms
- Demolition of existing finishes in all restrooms
- Installation of new gypsum board, cement board, waterproofing and paint
- Installation of new electrical for new hand dryers
- Installation of new tile

Anticipated Progress Next Period:

- Installation of grout in all restrooms
- Installation of new epoxy flooring in all restrooms
- Installation of new hand dryers in all restrooms
- Installation of new window glazing in two restrooms only

Schedule Assessment/Update:

Construction Duration (Calendar Days):	120
Construction Calendar Days Elapsed:	38
Construction Calendar Days Remaining:	82
Percent of Contract Calendar Days Elapsed:	31%
Percent of Construction Completed:	66%

Percentage of Work Done 66 % Total Project

Mobilization	100%
Start-Up	66%
Abatement	N/A
Demolition	100%
Completion	66%

Proposed Changes:

General Comment:

Progress Photos: 7/31/2013



Girl's Restroom 523



Boy's Restroom 402



Girl's Restroom 404

PROJECT STATUS REPORT

Helms Middle School - Sports Field and Landscaping

Period Ending: 7/31/2013

Scope: Sports Field and Landscaping Project

Construction Status:

Architect: Baker Vilar Architects
Project Manager: Hector DeLeon, SGI Construction Management
Project Engineer: Maria Zupo, SGI Project Engineer
Contractor: Robert A. Bothman, Inc.
Inspector: Brad Williamson
WCCUSD Mgr: Eduardo Donoso

Contract Status:

Notice to Proceed:	1/7/2013		
	Original	Approved	Projected
Construction Schedule (days):	395	0	455
Original Completion Date:	02/06/2014		
Projected Completion:	5/12/2014		

Buildings:

Building 1	Boys & Girls Restrooms
Building 2	Storage Building
Building 2	Community Center Pad Prep.

Progress This Period:

- The Community Center has been turned over to the City of San Pablo and a ground breaking ceremony was held on July 22, 2013.
- The Sports Field and Landscaping project has progressed very rapidly.
- Underground electrical is well underway.
- The perimeter track drains is in place with the flat panel drain currently being installed.
- Concrete curbs at the parking areas are complete.
- Foundations for the handball court are done.
- The retaining wall along Road 20 is complete with backfilling and installation of the ornamental fence posts.

Anticipated Progress Next Period:

- All underground utilities will be completed.
- The perimeter concrete curbs and drainage system will be completed around the new track.
- All flat panel drains and geo-synthetic fabric will be installed on the field.
- Foundations and concrete slabs will be poured at both the storage and the restroom buildings

Schedule Assessment/Update:

Construction Duration (Calendar Days):	395
Construction Calendar Days Elapsed:	170
Construction Calendar Days Remaining:	225
Percent of Contract Calendar Days Elapsed:	43%
Percent of Construction Completed:	35 %

Percentage of Work Done 35% Total Project

Retaining Walls	90%
Non-Expansive Fill	90%
Import Soil	100%
Community Center Bldg. Pad	100%
Track & Field Prep	15%

Proposed Changes:

There are changes to the communication underground conduits to accommodate the future field lights, security cameras and the school bell and intercom systems.

General Comment:

The General Contractor has made tremendous progress this period since all the environmental issues have been resolved.

Progress Photos: 7/31/2013



Parking lot paved and ready for school use



Installation of drainage fabric with flat panel drains on main field



Road 20 retaining wall is back filled with ornamental fence

PROJECT STATUS REPORT

Lake Elementary - Fire Alarm Modernization

Period Ending: 7/31/2013

Scope: Installation of new fire alarm system and demolition of existing fire alarm system.

Construction Status:

Architect: Hamilton+Aitken Architects
 Project Manager: Toby Black, SGI Construction Management
 Project Engineer:
 Contractor: BBJ Electric
 Inspector: Kris Gilbert
 WCCUSD Mgr: Eduardo Donoso

Contract Status:

Notice to Proceed: 6/17/2013

	Original	Approved	Projected
Construction Schedule (days):	150	150	150
Original Completion Date:	11/14/2013		
Projected Completion:	11/14/2013		

Buildings:

Mobilization	Equipment, Materials, Containers
Rough-in	Layout, installation, cable pulling, device installation
Abatement	Buildings and Portables
Demolition	Existing Fire Alarm System
Completion	Fire Alarm Testing & Training

Progress This Period:

- Conduit layout & wiremold runs
- Installation of conduit and wiremold in portables
- Installation of conduit in Classroom wing
- Installation of Conduit in Kindergarten wing
- Installation of wiremold in Multipurpose building
- Pulling of cable in all buildings

Anticipated Progress Next Period:

- Installation of devices in Classroom wing
- Installation of devices in Administration wing
- Installation of devices in Kindergarten wing
- Installation of devices in Multipurpose building
- Installation of devices in Portable buildings
- Testing of devices and fire alarm system
- Demolition of existing fire alarm system

Schedule Assessment/Update:

Construction Duration (Calendar Days):	150
Construction Calendar Days Elapsed:	45
Construction Calendar Days Remaining:	105
Percent of Contract Calendar Days Elapsed:	30%
Percent of Construction Completed:	90%

Percentage of Work Done 90 % Total Project

Mobilization	100%
Rough-in	90%
Abatement	100%
Demolition	0%

Proposed Changes:

Replace existing EMT stub-up with rigid conduit.
 Install new monitor modules for existing duct detectors not in scope of work.

General Comment:

Progress Photos: 7/31/2013



Wiremold, pullstation location and wiring in Teachers Lounge



Wiremold and device location in Administration Building



Wiremold and device location in Multipurpose Building

PROJECT STATUS REPORT

Lake Elementary - Restroom Renovations

Period Ending: 7/31/2013

Scope: Remodeling of four existing restrooms

Construction Status:

Architect: Hamilton+Aitken Architects
 Project Manager: Toby Black, SGI Construction Management
 Project Engineer:
 Contractor: AM Woo Construction
 Inspector: Kris Gilbert
 WCCUSD Mgr: Eduardo Donoso

Contract Status:

Notice to Proceed: 6/24/2013

	Original	Approved	Projected
Construction Schedule (days):	120	120	120
Original Completion Date:	10/23/2013		
Projected Completion:	8/16/2013		

Buildings:

Mobilization	Equipment, Materials, Containers
Start-Up	Preparation, removal of fixtures & accessories
Demolition	Existing flooring and finishes
Completion	installation of new tile, flooring, new accessories

Progress This Period:

- Removal of existing accessories and fixtures in all restrooms
- Demolition of existing finishes in all restrooms
- Installation of new gypsum board, cement board, waterproofing and paint
- Installation of new electrical for new hand dryers
- Installation of new tile
- Installation of new epoxy flooring

Anticipated Progress Next Period:

- Installation of grout in all restrooms
- Installation of new hand dryers in all restrooms
- Installation of new window glazing in 2 restrooms only
- Re-install existing cleaned accessories and fixtures

Schedule Assessment/Update:

Construction Duration (Calendar Days):	120
Construction Calendar Days Elapsed:	38
Construction Calendar Days Remaining:	82
Percent of Contract Calendar Days Elapsed:	31%
Percent of Construction Completed:	93%

Percentage of Work Done 93 % Total Project

Mobilization	100%
Start-Up	93%
Demolition	100%
Completion	93%

Proposed Changes:

General Comment:

Progress Photos: 7/31/2013



Boy's Restroom 22



Boy's Restroom 22



Girl's Restroom 21

PROJECT STATUS REPORT

Nystrom Elementary - Abatement & Selective Demolition

Period Ending: 7/31/2013

Scope: Abatement and selective interior demo of main two-story building and full demo of kindergarten building, multi-purpose room and boiler room

Construction Status:

Architect: Interactive Resources
 Project Manager: Eddie Law, SGI Construction Management
 Project Engineer: Verna Van, SGI Construction Management
 Contractor: Performance Abatement Services
 Inspector: Mark Eriksen
 WCCUSD Mgr: Andrew Mixer

Contract Status:

Notice to Proceed:	5/13/2013		
	Original	Approved	Projected
Construction Schedule (days):	185	0	0
Original Completion Date:	11/14/2013		
Projected Completion:	11/14/2013		

Buildings:

Building A	Main Classroom Building & Boiler Room
Building B	Kindergarten Classroom Building
Building D	Multi-Use Building

Progress This Period:

- Building A - Continue with abatement, historical treatment with trim removal and lead paint removal, selective demolition and off-haul of debris.
- Building B and D - Demolition completed. Concrete from footing and slab recycle for ground cover.
- Elevator Tower - Demolished.
- Site - Utilities capped and/or re-routed.

Anticipated Progress Next Period:

- Building A - Abatement clearance of all buildings, continuation of historical trim lead paint removal, selective demolition and off-haul of debris.
- Building B and D - Grade and compact recycle concrete.
- Elevator Tower - Backfill
- Boiler Room - Demolition

Schedule Assessment/Update:

Construction Duration (Calendar Days):	185
Construction Calendar Days Elapsed:	79
Construction Calendar Days Remaining:	106
Percent of Contract Calendar Days Elapsed:	42%
Percent of Construction Completed:	58 %

Percentage of Work Done	58 %	Total Project
--------------------------------	-------------	----------------------

Proposed Changes:

Change Order #1, 2 and 3 processed.

General Comment:

To minimize disruption to neighboring schools, building demolition is scheduled to commence as of July 15th.

Progress Photos: 7/31/2013



Kindergarten Building Demolition



Kinder Area Compacted w/ Recycled Concrete



Interior Selective Demolition

PROJECT STATUS REPORT

Ohlone Elementary School - West Campus

Period Ending: 7/31/2013

Scope: Ground up Construction of 2 buildings, landscaping and play grounds. Phase I & II.

Construction Status:

Architect: Powell & Partners
Project Manager: Sonya Perkins, SGI Construction Management
Project Engineer: Paul Orr, SGI Construction Management
Contractor: Zovich & Sons Construction Company
Inspector: Mark Eriksen
WCCUSD Mgr: Ferdinand Fergeire

Contract Status:

Notice to Proceed:	08/01/2011		
	Original	Approved	Projected
Construction Schedule (days):	720		1,151
Original Completion Date:	7/20/2013		
Projected Completion:	3/20/2014		

Buildings:

Bldg. A	New Construction- 2 Story Bldg. / Admin & Classrooms
Bldg. B	Classrooms & Restrooms

Progress This Period:

Building A:

- Electrical rough-in, drywall sand & texture, technology trim, underlayment repairs.
- Lath Canopy 3, expansion joint installation, paint exterior doors, sunshades installation, railings at stair wells, gutters coating, exterior/interior painting, install downspouts and tie-in to storm drains.

Building B:

- Technology trim, install downspouts, tie-in to storm drains, sunshades installation, drywall sand & texture and gutter coating.
- Site work/rough grading, BFP installed to connect FW/DW tie-in to EBMUD, installed piers at utility yard and underground irrigation.

Anticipated Progress Next Period:

Building A

- Electrical rough in continues, pulling cables, metal roof installation, resin coating continues, pour utility pads in preparation for PG&E then install transformer and switchgear to power up the buildings site work.
- Start interior finishes (flooring, bathroom tile, wall panels, ceiling tiles, etc),
- Rapid Floor system, skylight flashings, complete stucco on Canopy #3 and landscaping underground.

Schedule Assessment/Update:

Construction Duration (Calendar Days):	1,064
Construction Calendar Days Elapsed:	618
Construction Calendar Days Remaining:	446
Percent of Contract Calendar Days Elapsed:	58%
Percent of Construction Completed:	64%

Percentage of Work Done	64%	Total Project
-------------------------	-----	---------------

Proposed Changes:

General Comment:

Overall the project is progressing.

Progress Photos: 7/31/2013



Sunshades/Retaining Wall Rebar on South Side



Piers/Posts for Utility Yard



Expansion Joint Installation

PROJECT STATUS REPORT

Peres Elementary School - Modernization

Period Ending: 7/31/2013

Scope: Modernization of nine (9) existing buildings.

Construction Status:

Architect: Craig Durand, HY Architects
Project Manager: Rod Sias, SGI Construction Management
Project Engineer:
Contractor: Cal-Pacific Construction, Inc.
Inspector: Kris Gilbert
WCCUSD Mgr: Andrew Mixer

Contract Status:

Notice to Proceed:	8/2/2012		
	Original	Approved	Projected
Construction Schedule (days):	78		225
Original Completion Date:	10/19/2012		
Projected Completion:	8/15/2013		

Buildings:

Renovation of existing buildings.

Progress This Period:

- Restroom Renovation-Bldg. I1(B &G) – COMPLETED.
- Repair and Paint Stucco Wall-Bldg. E – COMPLETED.
- Exterior Painting Bldg. D, F1, F2, F3, F4, H1, H2, – COMPLETED.
- Phase 2 Covered Canopy – COMPLETED.
- Pour Colored Concrete @ Canopy – COMPLETED.
- Site Work/Asphalt/Tree Removal - COMPLETED.
- Modernization Punchlist/Closeout – IN PROGRESS.

Anticipated Progress Next Period:

- DSA Closeout – IN PROGRESS.

Schedule Assessment/Update:

Construction Duration (Calendar Days):	225
Construction Calendar Days Elapsed:	341
Construction Calendar Days Remaining:	-116
Percent of Contract Calendar Days Elapsed:	151%
Percent of Construction Completed:	99%

Percentage of Work Done	99%	Total Project
-------------------------	-----	---------------

Building B - Administration	99%
Building D -Multi-purpose room-	99%
Restrooms - F1, F2, I1 (B & G)	99%
New Canopy	99%
Site Work/Asphalt/Tree Removal	99%
Exterior Painting	99%

Proposed Changes:

General Comment:

Progress Photos: 7/31/2013



Site Work / Asphalt



Pouring of Colored Concrete



Phase 3 Tree Replacement

PROJECT STATUS REPORT

Portola Middle School - New Campus

Period Ending: 7/31/2013

Scope: New Campus Project

Construction Status:

Architect: HY Architects
Project Manager: Jose Chapa, SGI Construction Management
Project Engineer: Rene Barrera, SGI Construction Management
Contractor: Arntz, Builders, Inc.
Inspector: Steve Cayson
WCCUSD Mgr: Ferdie Vergeire

Contract Status:

Notice to Proceed:	5/13/2013	Original	Approved	Projected
Construction Schedule (days):	960			
Original Completion Date:	12/29/2015			
Projected Completion:	12/29/2015			

Buildings:

Progress This Period:

- Demolition completed on Bldgs B, D, E, F, G, H, I & J.
- Interior Demolition of Bldgs A&C 1st floor 80%.
- Lowering of Building A Basement Slab & Footings 30%.
- Hardscape Demolition 90%.
- Staking for Site Grading 10%.
- Installation of Main RWL 10%.

Anticipated Progress Next Period:

- Cut Grading and Export of Soil.
- Installation and Test of Main Connection to RWL.
- Lowering of Building A Basement Slab & Footings complete.
- Removal of Reconstruction of Basement Shear wall and Footing.
- Installation on Level 1 (lower level) Sanitary Sewer line.
- Exterior Finish Demolition for Building A.

Schedule Assessment/Update:

Construction Duration (Calendar Days):	960
Construction Calendar Days Elapsed:	78
Construction Calendar Days Remaining:	882
Percent of Contract Calendar Days Elapsed:	8%
Percent of Construction Completed:	9%

Percentage of Work Done	9 %	Total Project
Mobilization		100%
Abatement		100%
Demolition		100%
Site Grading		0%
Utilities		3%

Proposed Changes:

Unforeseen Condition found in Level 2 & Level 3 Parking Lot. = 10,000 SF of Additional Asphalt (Double Layer) was found underneath playground areas & Relocatables.
Unforeseen 3" Cast Iron Irrigation Line was found on the Level 1 Hillside feeding from Castro Park.

General Comment:

Progress Photos: 7/31/2013



Lowering of Building A Basement Slab & Footings 30%.



Hardscape Demolition 90%.



Installation of Main RWL 10%.