

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

BOARD OF TRUSTEES



MISSION STATEMENT

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

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

MEETING OF
October 16, 2013

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
JOINT BOARD OF EDUCATION AND
CITIZENS' BOND OVERSIGHT COMMITTEE MEETING**

**LOVONYA DEJEAN MIDDLE SCHOOL
MULTI-PURPOSE ROOM
3400 MACDONALD AVENUE
RICHMOND, CA 94805**

OCTOBER 16, 2013

6:00 – 7:20 PM

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

OCTOBER 16, 2013

7:30 PM

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
MEETING AGENDA
OCTOBER 16, 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 recordings 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 meeting times for tonight are as follows:

5:30 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 (see Exhibit A). The Board will then adjourn to closed session.
6:00 PM	Joint Meeting of the Board of Education and Citizens' Bond Oversight Committee
7:20 PM	Break
7:30 PM	The Board will reconvene in open session to address the regular agenda.

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

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
JOINT BOARD OF EDUCATION AND
CITIZENS' BOND OVERSIGHT COMMITTEE MEETING
MEETING AGENDA**

OCTOBER 16, 2013

6:00 – 7:20 PM

A. OPENING PROCEDURES

- A.1 Welcome and Meeting Procedures**
- A.2 Pledge of Allegiance**
- A.3 Roll Call**
- A.4 Approval of Agenda**
- A.5 Approval of Minutes**
- A.6 Chair's Report**
- A.7 Future Joint Meetings**

B. DISCUSSION ITEMS

- * B.1 Mid-Year Report Review**
- * B.2 Performance Audit**
- * B.3 Project Status Report**
- * B.4 Membership: Current Status and Improvements**

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

- * C.1 Public Comment**

Public Comment for items not on the agenda. Public comment on agenda items shall be at the time of consideration of the items.

D. ADJOURNMENT

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION MEETING
MEETING AGENDA**

OCTOBER 16, 2013

7:30 PM

B. OPENING PROCEDURES

- B.1 Pledge of Allegiance**
- B.2 Welcome and Meeting Procedures**
- B.3 Roll Call**
- B.4 Presentation of Student Board Representative from El Cerrito High School**
- B.5 Report/Ratification of Closed Session**
- * **B.6 Agenda Review and Adoption (Public Comment)**
- B.7 Minutes: September 25, 2013; October 2, 2013**
- * **B.8 Request to Address the Board – Billie Alexander**
- * **B.9 WCCUSD Public Comment**

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

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

C. BUSINESS ITEMS

CONSENT ITEMS (Routine Matters)

Consent Calendar Items designated by “CI” are considered routine and will be enacted, approved and adopted by one motion, unless a request for removal, discussion or explanation is received from any Board member or member of the public in attendance. Items the Board pulls for discussion or explanation will be addressed following Section E.

***CI C.1 Grants/Awards/Agreements**

Comment:

Formal action is requested from the Board of Education to accept the grants/awards/agreements, as detailed, dated October 16, 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 October 16, 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 October 16, 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 September 2013 are:

Total of payroll warrants (September 2013): \$ 10,982,243

Total of vendor warrants (September 2013): \$ 18,552,902

Recommendation:

Recommend approval of the payroll and vendor warrant reports

Fiscal Impact:

As noted above

***CI C.5 Adoption of Resolution No. 39-1314: 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 Verdell Simon-Tatum. Staff recommends replacement of the stale dated warrant.

Recommendation:

Recommend approval to replace the outdated warrant

Fiscal Impact:

None

***CI C.6 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.7 Approve the following New Job Description - Field and Facilities Use Worker**

Comment:

This job classification is being created to assist community groups and sites on evenings and weekends with facility use permits. Monitors facility use permits and is primary district point of contact to user groups on evenings. Evaluates fields and facilities after permit to monitor for damage. The District and Local One had the required meetings on this and reached an agreement on the job description.

Recommendation:

Recommend Approval

Fiscal Impact:

\$53, 000 – General Fund

***CI C.8 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: \$1,258,503. Funding sources Measure J Bond, and Measure D-2010 Bond.

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

Comment:

Staff is seeking ratification of Change Orders on the following current District construction projects: Grant ES Restroom Repairs; Lake ES Restroom Repairs; Ohlone ES Phase I New Classrooms. 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: \$52,668.61

***CI C.10 Ratification of Staff Awarded Contracts (CUPCCAA)**

Comment:

Staff solicited bids per the California Uniform Public Construction Cost Accounting Act (CUPCCAA) Resolution #90-0809 (2009); Educ. Code § 22034.

Recommendation:

Ratify staff awarded contracts as noted

Fiscal Impact:

Total ratification by this action: \$835,352.50

***CI C.11 Williams Lawsuit Complaints Quarterly Report**

Comment:

The Williams Lawsuit requires that a quarterly report be brought before the Board of Education reflecting the number of complaints filed with any school in the district during a particular quarter. This report reflects the time period from July 1, 2013 through September 30, 2013.

Recommendation:
Recommend Approval

Fiscal Impact:
None

***CI C.12 Approval of Board Members Travel**

Comment:

Board Bylaw 9250 stipulates members of the board shall be reimbursed for allowable expenses incurred in attending any meetings or in making any trips on official business of the school district when so authorized in advance by the Board of Education. (Education Code 35044). Board member Elaine Merriweather has expressed interest in attending the following:

- Community Schools Leadership Network Convening, December 12-13, 2013, Providence, RI

Expenses including registration, travel and food are budgeted and there is sufficient funding within that budget.

Recommendation:
Recommend Approval

Fiscal Impact:
General Fund

D. AWARDS, RECOGNITIONS, AND REPORTS

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

Comment:

The West Contra Costa Unified School District employs 2,916 full and part-time staff members. Tonight the district honors its veteran employees who have reached milestone years for their service. It is with great honor and gratitude that we recognize these individuals by presenting them with service anniversary pins in the following categories:

- the 35-Year Service Pin Award to 6 staff;
- the 30-Year Service Pin Award to 17 staff;
- the 25-Year Service Pin Award to 22 staff;
- the 20-Year Service Pin Award to 34 staff.

It is ultimately the students who benefit from the relationships we have with our veteran staff members. Collectively this group represents more than 1,950 years of experience in serving the students.

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

Recommendation:

Recognition; for board and public information

Fiscal Impact:

None

* **D.2 CBOC Resolution 13-1**

Comment:

At the September 25, 2013 meeting of the CBOC, staff prepared a response to Resolution 13-1, to improve communication/interaction between the committee and the staff.

This will serve as a formal response to address the committees concerns:

The staff values the volunteer participation of community members with their charge of oversight of the General Obligation Bond Expenditures on behalf of the citizens of West County.

Staff has developed a “CBOC communication process” that will satisfy the timeliness and response issues.

The plan of action for ensuring that information is readily available to the public at large is to enhance the current CBOC website by adding a FAQ section. It will include questions and responses from the committee and public information requests for the Bond Program.

The full resource of the Bond Program Team will be used to support the committee.

Staff will facilitate any requested tour of projects designated by the committee.

The staff will continue to follow the committee’s Bylaws regarding the Annual Performance and Financial Audits.

The staff has increased outreach efforts to fill open positions on the committee.

Staff will also work in concert with the Chair of the Committee to get concurrence on agenda and calendar items.

Recommendation:

For Information Only

Fiscal Impact:

None

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
Citizens’ Bond Oversight Committee
College and Career Readiness Academies
Community Budget Advisory Committee
Facilities Subcommittee
Ivy League Connection

Public Employees Local 1
Safety Committee
School Supervisors Association
Technology Committee
United Teachers of Richmond
Youth Commission

* **E.2 Superintendent’s Report**

* **E.3 In Memory of Members of the School Community**

Comment:

The District would like to take time to recognize the contributions of members of our school community who have passed away. The District requests the community to submit names to be reported as a regular part of each agenda.

Linda Drake worked for the District as a clerical substitute employee from 1998 to 2000 when she became the Fiscal Fund Supervisor. Ms. Drake retired in 2006.

Susan Ashbaugh began in 1991 as a food service clerk and community worker at Wilson Elementary School.

Kathryn Jarrell worked from 1981 to 2008 as a yard supervisor for Hercules Elementary which became Lupine Elementary.

Our thoughts go out to the family and friends in the loss of their loved one.

Recommendation:

For Information Only

Fiscal Impact:

None

F. ACTION ITEMS

* **F.1 Public Hearing: Grades K-12 Textbook and Instructional Materials Compliance for Fiscal Year 2013-2014**

Comment:

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

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

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

Immediately after this hearing, as a separate action item, the Board is requested to approve Resolution No. 35-1314: Grades K-12 Textbook and Instructional Materials Compliance for Fiscal Year 2013-2014.

Recommendation:

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

Fiscal Impact:

None

*** F.2 Report and Recommendation from Naming Committee**

Comment:

At the September 25, 2013 meeting, the Board appointed members Madeline Kronenberg and Randy Enos to serve on an ad hoc subcommittee to consider naming a portion of DeAnza High School in honor of one of its alumni who taught at the school for 36 years, Karen Mason. The subcommittee met on October 2 at DeAnza with Principal Bob Evans.

Recommendation:

That Building 7, the wing housing English classes in the school, be named “Mason Hall” in honor of Karen Mason and that a mural be designed and painted at the end of the hallway to display the many areas in which Ms. Mason contributed to the school including journalism, yearbooks, leadership, the arts and sports.

Fiscal Impact:

To Be Determined

G. DISCUSSION ITEMS

*** G.1 Board Policy 1312.3 – Community Relations**

Comment:

The Human Resources Department has worked to revise Board Policy 1312.3 – Community Relations; specifically the procedures in how the District addresses Uniform Complaints.

It is presented tonight as an information item and will be brought back at the next board meeting for final action.

Recommendation:

That the Board review modifications to Board Policy 1312.3

Fiscal Impact:

None

* **G.2 Project Update for Stege Elementary School Campus Replacement**

Comment:

The District has contracted with Powell & Partners Architects for the design of the Stege Elementary School Campus Replacement project. The Architect of Record will provide a brief presentation to the Board on the project's status.

Recommendation:

For Information Only

Fiscal Impact:

None

* **G.3 Project Update for Pinole Middle School Football and Soccer Field**

Comment:

The District has contracted with Powell & Partners Architects for the design of the Pinole Middle School Football and Soccer Field project. This represents the final phase of the work at this site. The Architect of Record will provide a brief presentation to the Board on the project's status.

Recommendation:

For Information Only

Fiscal Impact:

None

* **G.4 Project Update for Montalvin Manor Elementary School Classroom Building Addition**

Comment:

The District has contracted with Baker-Vilar Architects for the design of the Montalvin Manor Elementary School Classroom Building Addition project. The Architect of Record will provide a brief presentation to the Board on the project's status.

Recommendation:

For Information Only

Fiscal Impact:

None

* **G.5 Project Update for El Cerrito High School Stadium and Field Replacement**

Comment:

The District has contracted with WLC Architects for the design of the El Cerrito High School Stadium and Field Replacement project. This represents the final phase of the work at this site. The Architect of Record will provide a brief presentation to the Board on the project's status.

Recommendation:

For Information Only

Fiscal Impact:

None

* **G.6 Project Update for Downer Elementary School Playfield**

Comment:

The District has contracted with Bunton-Clifford Architects for the design of the Downer Elementary School Playfield project. This represents the final phase of the work at this site. The Architect of Record will provide a brief presentation to the Board on the project's status.

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 – November 6, 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

October 16, 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

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

8. STUDENT DISCIPLINE (Education Code Section 35146)

Expulsions

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

Certificated / Classified Employee Dismissal

10. REPORT OF CLOSED SESSION ACTIONS

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 16, 2013

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

Agenda Item: B.4

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

Background Information:

A Student Board Representative from El Cerrito High School will attend the Board of Education on October 16, 2013. We would like to recognize and commend their participation.

Recommendation:

For Information Only

Fiscal Impact:

None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____ Tabled _____

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

Agenda Item B.7

September 25, 2013

A. CLOSED SESSION

B. OPENING PROCEDURES

President Kronenberg called the meeting to order at 6:00 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: Magdy Abdalla, Engineering Officer; Steve Collins, SELPA Director; Martin Coyne, Executive Director Bond Finance; Phil Gonsalves, Senior Director; Wendell Greer, Associate Superintendent K-Adult Schools; Bruce Harter, Superintendent; Debbie Haynie, Executive Secretary; Ken McDaniel, Maintenance Supervisor; Cecilia Mendoza, K-12 Executive Director; Mary Phillips, Chief Technology Officer, Nia Rashidchi, Assistant Superintendent Educational Services; Liz Torio, Director Academic Intervention; Reyna Touriel, Translator; Marin Trujillo, Coordinator Community Engagement; Ken Whittemore, Assistant Superintendent Human Resources

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

Ms. Ivette Alejandra provided a report of activities at Middle College High School.

B.5 Report/Ratification of Closed Session

Superintendent Harter asked the Board to ratify action taken in Closed Session to suspend a certificated employee without pay pending termination.

MOTION: Mr. Enos moved approval of the action taken in Closed Session to suspend a certificated employee without pay pending termination. Ms. Merriweather seconded. Mr. Enos, Mr. Groves, Ms. Merriweather, and President Kronenberg voted yes, with Mr. Ramsey abstaining and no absences. Motion carried 4-0-1-0.

B.6 Agenda Review and Adoption

MOTION: Mr. Ramsey moved approval of the agenda including moving item F.1 to the final item on the agenda. Ms. Merriweather seconded. Mr. Enos, Mr. Groves, Ms. Merriweather, Mr. Ramsey, Student Representative Ivette Alejandra (advisory vote only), and President Kronenberg voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

B.7 Minutes: September 11, 2013

MOTION: Mr. Ramsey moved approval of the Minutes of September 11, 2013. Mr. Groves seconded. Mr. Enos, Mr. Groves, Ms. Merriweather, Mr. Ramsey, Student Representative Ivette Alejandra (advisory vote only), and President Kronenberg voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

B.8 WCCUSD Public Comment

Sarah Creeley

C. BUSINESS ITEMS

C.1 Acceptance of Donations

C.2 Approval of Fund-Raising Activities

- C.3 Notice of Completion: Bid 1441205-11 Nystrom Elementary School Abatement & Selective Demolition**
- C.4 Routine Personnel Changes – Classified**
- C.5 Certificated Board Authorization - Education Code 44258.3**
- C.6 Acceptance of Contracts for Placement of Student Teachers**
- C.7 Certificated Provisional Internship Permit (PIP) Request(s)**
- C.8 Presentation of the Initial Bargaining Proposal from West Contra Costa Unified School District to the United Teachers of Richmond (UTR)**
- C.9 Initial Bargaining Proposal from United Teachers of Richmond (UTR) to the West Contra Costa Unified School District**
- C.10 Joint Initial Bargaining Proposal – with West Contra Costa Unified School District and West Contra Costa Administrators Association (WCCAA)**
- C.11 Ratification and Approval of Engineering Services Contracts**
- C.12 Ratification and Approval of Negotiated Change Orders**
- C.13 Collins Elementary School Restrooms Renovation Project Rejection of Bids and Authorization for Staff to Rebid the Project**
- C.14 Hercules Middle High School Health Center Project Rejection of Bids and Authorization for Staff to Rebid Project**
- C.15 Pinole Valley High School Portable Lease**
- C.16 Umbrella Joint Use Agreements for Recreational Facilities and Grounds for the City of El Cerrito**
- C.17 Interdistrict Attendance Agreement**
- C.18 Resolution No. 31-1314: Hispanic Heritage Month, September 15, 2013 – October 15, 2013**

MOTION: Mr. Ramsey moved approval of Consent Items C.1 – C.18. Mr. Enos seconded. Mr. Enos, Mr. Groves, Ms. Merriweather, Mr. Ramsey, Student Representative Ivette Alejandra (advisory vote only), and President Kronenberg voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

D. WARDS, RECOGNITIONS, AND REPORTS

D.1 Report on Community Engagement Efforts in WCCUSD

Mr. Marin Trujillo provided a report on the community engagement efforts in the District, including volunteer efforts and two way communication with families. He proudly talked about the school community workers who provide a bridge between families and schools. He introduced School Community Worker Brenda Rankin and parent Tamera Morgan, who each spoke about their efforts and the importance of community workers on the success of children. Ms. Gloria Orozco, Downer Community Worker as well as parent and School Site Council member Rosa Ponce told of the work at Downer Elementary. Maria Resendez, Healthy Start Coordinator and Community Worker at Ford Elementary spoke of her interaction with families. Riverside teacher Pat Sowden spoke about the positive affects of school community workers for both students and parents as more parents are Spanish speakers. The twenty-nine community workers in audience stood to be recognized.

Public Comment:

Robert Goetsch, Jackie Thompson

Board Comment:

Mr. Groves commended the activities and growth as well as the unprecedented number of volunteers. He hoped that efforts will continue to bring more adults on campus and provide opportunities for people willing to volunteer.

Mr. Ramsey echoed Mr. Groves' comments and commended the hard work helping students.

Ms. Merriweather said she was impressed with the number of volunteers and very much appreciated their work. She asked Mr. Trujillo if there was a centralized resource center. Mr. Trujillo spoke of monthly meetings and school site parent resource center led by community workers.

Mr. Enos thanked the volunteers and asked them to recruit others.

Ms. Alejandre thanked the volunteers from a student perspective saying that one on one communication makes a difference. She said that she recognized Ms. Rankin as a volunteer at Helms Middle School from her years at the school. She said she felt it was nice to see that people care.

President Kronenberg commented that the strategic plan has a component about listening to the community. She commended the Be a Mentor program for providing a great resource for people who want to serve.

D.2 2013 Summer School, Programs, Data, and Learning

Ms. Rashidchi introduced Ms. Liz Torio, Director for Academic Intervention who provided data information regarding this year's elementary and secondary summer programs. Extended Learning Principals Kim Moses and Rene Lama presented information about the 400 elementary and 526 secondary students who participated in the Extended Learning program for 2013. Ninety-five students also completed credits to participate in the graduation ceremony.

Counselor Finy Prak reported on the other alternate summer programs including the San Francisco Academy of Art summer pre-college program and the Ivy League Connection program.

Nancy Schiff reported on the UC Berkeley Legal Fellowship program and introduced students who participated:

Veronica Benitez, Richmond High
Marco Delgado, Richmond High
Brittany Jones, Middle College High
Naxhilleli Ramirez, Richmond High
Nasario Sylvester, Kennedy High

Legal Fellowship Board Members Evan Cox and Van Hamberg spoke of their involvement and the success of the program.

Mr. Jose Iziarry of the Richmond Health Academy provided information regarding the Contra Costa Economic Partnership Development, environmental science camps, workplace learning, biotechnology and an engineering camp. He also spoke about internships in various health-related businesses as well as the Holy Names University summer program.

Public Comment:

None

Board Comment:

Mr. Enos spoke of his experience as a mock trial instructor in the District and thanked the program for the opportunity to motivate students.

Mr. Ramsey thanked the volunteers for the opportunity to partner and provide a chance for students to take advantage of opportunities to succeed.

Ms. Merriweather asked Mr. Iziarry about the various camps and recruitment. He provided information about the strong cohort through the Contra Costa Economic Partnership.

Mr. Groves spoke of the privilege of seeing some of these programs in action and their success. He had questions about the school based summer learning assessment data to which Ms. Rashidchi spoke about the summer assessments and alignment with Common Core standards. Ms. Torio also spoke about criteria for intervention and students on retention lists scoring below basic on assessment tests. Mr. Groves continued with questions about making summer learning for the most at risk students an enriching experience as well.

President Kronenberg commented on the number of students able to participate in summer learning. She asked whether all below basic children were enrolled in a program. Ms. Torio responded with information about reaching 50% of those children. President Kronenberg continued to comment about kinds of resources the District is willing to commit for summer learning.

Student Representative Ivette Alejandre left meeting for the evening.

E. COMMITTEE COMMUNICATIONS

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

E.1 Standing Reports

Academic Subcommittee. Ms. Rashidchi reported the next meeting is scheduled for October 15 at Helms Middle School. She said that the September meeting included discussion regarding the single plan for student achievement and summer learning.

College Career Readiness. Ms. Cecilia Mendoza shared information about the linked learning program now in its fifth year. She spoke of the District's opportunity to benefit from the California Department of Education's AB790 pilot program, and being selected as one of four districts in California given Mentor District status. She reported on the responsibilities to promote best practices, conduct experiential visits for other districts and identify common pathways. She said that WCCUSD will be supporting other districts in defining assessment protocols and share role-alike responsibilities for various positions within districts. She introduced Rebecca Ross who will work with the business community for work-based learning and supporting the broad based community development.

Community Budget Advisory Committee. Mr. Groves reported on the last meeting where three new members joined the committee. Discussion included the unaudited actuals report and implications of the Local Control Funding Formula.

Facilities Subcommittee. Mr. Ramsey announced the next meeting for October 8, 2013.

Ivy League Connection. Mr. Ramsey reported on the recent visit by admissions officers from Brown University. Admissions officers from Yale University will be visiting the District in the coming weeks. Preparations have already begun to reach out to potential students for the 2014 summer program.

Safety Committee. Ms. Merriweather reported on the recent parent community forum that saw a good turnout of parents. She said there was good feedback about safety at schools. She also announced the upcoming health and safety fair in San Pablo on October 5. The next Safety Committee meeting will be held October 3 at El Cerrito High School, 9:00 AM.

Youth Commission. Mr. Greer reported that the next meeting will be held October 16 at Helms Middle School, 6:30 PM.

E.2 Superintendent's Report

Superintendent Harter provided a report of activities in the District.

F. ACTION ITEMS

F.1 Resolution No. 29-1314 and Resolution No. 30-1314 of the Board of Trustees of the West Contra Costa Unified School District Authorizing the Issuance of West Contra Costa Unified School District (Contra Costa County, California) Election of 2010 General Obligation Bonds, Series B and 2012 General Obligation Bonds, Series A, and actions related thereto

This item was moved to follow item G.1.

F.2 Approval of Agreement with Public Employees, Local One / AB1200 Public Disclosure of Collective Bargaining Agreement with Local One

Mr. Whittemore asked the Board to hold a public hearing and then approve the agreement with Local One.

President Kronenberg opened the public hearing.

Public Comment:

Peter Tiernan

President Kronenberg closed the public hearing.

Board Comment:

None

MOTION: Mr. Ramsey moved approval of the Agreement with Public Employees, Local One / AB1200 Public Disclosure of Collective Bargaining Agreement with Local One. 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.

F.3 Approval of Agreement with School Supervisors Association (SSA) / AB1200 Public Disclosure of Collective Bargaining Agreement with the SSA

Mr. Whittemore asked the Board to hold a public hearing and then approve the agreement with School Supervisors Association.

President Kronenberg opened the public hearing.

Public Comment:

None

President Kronenberg closed the public hearing.

Board Comment:

None

MOTION: Mr. Ramsey moved approval of the Agreement with School Supervisors Association (SSA) / AB1200 Public Disclosure of Collective Bargaining Agreement with the SSA. 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.

F.4 Appoint a Board Committee

Superintendent Harter spoke about opportunities to recognize long serving community members. A request has been received to consider naming some part of the DeAnza High School facility in honor of teacher Karen Mason. Mr. Enos and President Kronenberg volunteered to serve on this subcommittee.

Public Comment:

None

Board Comment:

None

MOTION: Mr. Ramsey moved approval to appoint Mr. Enos and President Kronenberg to serve on the subcommittee to consider naming some part of DeAnza High School in honor of Karen Mason. 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.

G. DISCUSSION ITEMS

G.1 Board Policy Updates: BP 3515 Campus Security

Ms. Phillips provided an explanation for the policy.

Public Comment:

None

Board Comment:

None

F.1 Resolution No. 29-1314 and Resolution No. 30-1314 of the Board of Trustees of the West Contra Costa Unified School District Authorizing the Issuance of West Contra Costa Unified School District (Contra Costa County, California) Election of 2010 General Obligation Bonds, Series B and 2012 General Obligation Bonds, Series A, and actions related thereto

Mr. Dave Olson of KNN Public Finance along with Jeff Baratta, Piper Jaffery Investment Company, Scott Henry E.J. De La Rosa Investment Bankers, David Casnocha of the law firm Stradling, Yocca, Carlson and Rauth, and Mary

Hernandez of Garcia Hernandez Law Firm to comprise the finance team who detailed the proposed bond sale planned for October.

Public Comment:

None

Board Comment:

Board members had various questions throughout the presentation to which the finance team responded.

MOTION: Mr. Ramsey moved approval of Resolution No. 29-1314 and Resolution No. 30-1314 of the Board of Trustees of the West Contra Costa Unified School District Authorizing the Issuance of West Contra Costa Unified School District (Contra Costa County, California) Election of 2010 General Obligation Bonds, Series B and 2012 General Obligation Bonds, Series A, and actions related thereto. Mr. Enos seconded. A roll call vote was taken with Mr. Enos, Mr. Groves, Ms. Merriweather, Mr. Ramsey, and President Kronenberg voting yes, with no abstentions and no absences. Motion carried 5-0-0-0.

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

I. COMMENTS OF THE BOARD OF EDUCATION AND SUPERINTENDENT

Mr. Ramsey wished President Kronenberg a happy birthday.

J. THE NEXT SCHEDULED BOARD OF EDUCATION MEETING

Lovonya DeJean Middle School – October 2, 2013

K. ADJOURNMENT

President Kronenberg adjourned the meeting at 10:42 P.M.

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

BH:dh

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

Agenda Item B.7

October 2, 2013

A. CLOSED SESSION

B. OPENING PROCEDURES

President Kronenberg called the meeting to order at 6:00 P.M. The Board recessed into Closed Session.
President Kronenberg called the Public Session to order at 6:36 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: Magdy Abdalla, Engineering Officer; Steve Collins, SELPA Director; Linda Delgado, Coordinator Education Services; 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; Mary Phillips, Chief Technology Officer; Nia Rashidchi, Assistant Superintendent Educational Services; Reyna Touriel, Translator; Ken Whittemore, Assistant Superintendent Human Resources

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

Mr. Bowie Lee provided a report of activities at El Cerrito High School.

B.5 Report/Ratification of Closed Session

None

B.6 Agenda Review and Adoption

MOTION: Mr. Ramsey asked that Consent Items, D.1 and G.2 be moved up on the agenda and approved the agenda with those changes. Mr. Groves seconded. Mr. Enos, Mr. Groves, Ms. Merriweather, Mr. Ramsey, Student Representative Bowie Lee (advisory vote only), and President Kronenberg voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

B.7 WCCUSD Public Comment

This item was moved to follow D.1.

C. BUSINESS ITEMS

C.1 Grants/Awards/Agreements

C.2 Approval of Fund-Raising Activities

C.3 Contracted Services

C.4 Community Budget Advisory Committee Amended Member Ratification

C.5 Certificated Board Authorization - Education Code 44258.3

C.6 Ratification and Approval of Engineering Services Contracts

C.7 Ratification and Approval of Negotiated Change Orders

C.8 Ratification of Staff Awarded Contract: Hercules Middle High School Additional Exterior Lighting

C.9 Red Ribbon Week Board Resolution No. 36-1314

C.10 Resolution No. 37-1314: Close the Commercial Property Loophole

C.11 Approval of Board Members Travel

C.12 Board Policy Updates: BP 3515 Campus Security

MOTION: Mr. Ramsey moved approval of Consent Items C.1 – C.12. Mr. Enos seconded. Mr. Enos, Mr. Groves, Ms. Merriweather, Mr. Ramsey, Student Representative Bowie Lee (advisory vote only), and President Kronenberg voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

Mr. Ramsey left the dais.

D. AWARDS, RECOGNITIONS, AND REPORTS

D.1 Celebrating Hispanic Heritage Month, September 15, 2013 – October 15, 2015 through WCCUSD student performances

Students from Montalvin and Dover Elementary Schools provided presentations and dance performances in celebration of Hispanic Heritage Month.

Public Comment:

None

Board Comment:

Board members applauded the efforts of students, staff and parents for the presentations.

B.7 WCCUSD Public Comment

Giorgio Cosentino, Lenson Wong, Madeline Cope

G.2 Richmond Charter Elementary School

Ms. Linda Delgado provided information regarding the charter petition received by the District on September 13, 2013. She reported that staff and counsel will review the petition making a recommendation to the Board. She introduced Mr. Jorge Lopez, Executive Director of Amethod Public Schools. He introduced staff members Evelia Villa, Chief Academic Officer, and Peter Cordero, Chief Operations Officer, who assisted in providing information regarding their achievements as a core value organization.

Public Comment:

Maria Gallardo, Zalma Gallardo, Gabriel Jimenez, Jawan Thompson, Kaeila Reynoso, Leslie Ayala, Nancy Sanchez, Laura Martinez, Felipe Rico, Sergio Moreno, Ihazmine Lopez, Claudia Padilla, Mariela Armendariz, Dr. Pedro Cuevas, Rosa Moreno, David Pizena, Takeyia Maryland, Angelica Ortega, Antonio Aguilar, Maria Leticia Nunez, Martha Serrano, Jesus Maldonado, Jose Andrade

Board Comment:

Mr. Groves commended Mr. Lopez for a thoughtful and coherent application. He continued with questions of concern about incidents at their schools. Mr. Lopez responded that their schools do not participate in corporal punishment and addressing parent concerns. Mr. Lopez said that his staff is available to serve the community. He further addressed questions about parent complaints.

Mr. Enos had questions about the number of instructors holding California teaching credentials. Mr. Lopez responded that one hundred percent of their teachers are state certificated.

Ms. Merriweather asked for information about the school's discipline policy. Mr. Lopez responded with information about school wide goals, expectations, and progressive discipline, trying as much as possible to avoid suspensions. Ms. Merriweather asked about the ethnic balance of the school. Mr. Lopez responded that the make-up of their school population is 84% Latino, 1% African American, 1 % Caucasian, and 22% Special Education students.

President Kronenberg remarked that she had not heard any criticism regarding the school's academic program. She said there was issue about responsiveness to criticism around discipline and asked for Mr. Lopez's thoughts to remedy. Mr. Lopez spoke of the huge transition and adjustment for students coming from public schools and offering a summer academic readiness program. He spoke about the intent of the program to prepare students academically as the prime driver of the school. He noted that they have not expelled a student since 1994.

Student representative Bowie Lee spoke of the wonderful representation of strong community in the audience.

President Kronenberg said that the Board had listened to all the information, will review and visit the campus again. She said that a decision will be made at a future meeting.

A short recess was taken at this time.

Mr. Ramsey returned to dais.

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

E.1 Standing Reports

Academic Subcommittee. Ms. Rashidchi announced the next meeting to be held October 15, 6:30 PM at Helms Middle School. The agenda will include a presentation from the Common Core State Standards group.

Citizens' Budget Oversight Committee. President Kronenberg appealed to parents willing to serve on the committee to contact the Superintendent.

Facilities Subcommittee. Mr. Ramsey said the committee will meet next week.

Ivy League Connection. Mr. Ramsey reported on an upcoming dinner with the Yale admission's director, as well as Northwestern and Cornell visits to the District. President Kronenberg reported on outreach to students at Richmond High and DeAnza's ILC Club.

Safety Committee. Ms. Merriweather reported that the next meeting would be held on October 3 at El Cerrito High, 9:00 AM.

Youth Commission. Mr. Greer said the next meeting will be held October 14, 6:30 PM at Helms Middle School.

E.2 Superintendent's Report
Superintendent Harter provided a report of activities in the District.

F. ACTION ITEMS

F.1 Public Hearing: Grades K-12 Textbook and Instructional Materials Compliance for Fiscal Year 2013-2014

This item was tabled to a future meeting.

F.2 Public Hearing and Adoption of the Initial Bargaining Proposal from the United Teachers of Richmond (UTR) to West Contra Costa Unified School District

Mr. Whittemore asked the Board to hold a public hearing for comment regarding the proposed bargaining. Following the hearing he requested Board approval.

President Kronenberg opened the public hearing.

Public Comment:
None

President Kronenberg closed the public hearing.

Board Comment:
None

MOTION: Mr. Ramsey moved approval of the Initial Bargaining Proposal from the United Teachers of Richmond (UTR) to West Contra Costa Unified School District. Mr. Enos seconded. Mr. Enos, Mr. Groves, Ms. Merriweather, Mr. Ramsey, Student Representative Bowie Lee (advisory vote only), and President Kronenberg voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

F.3 Public Hearing and Adoption of the Initial Bargaining Proposal from West Contra Costa Unified School District to United Teachers of Richmond (UTR)

Mr. Whittemore asked the Board to hold a public hearing for comment regarding the proposed bargaining. Following the hearing he requested Board approval.

President Kronenberg opened the public hearing.

Public Comment:

None

President Kronenberg closed the public hearing.

Board Comment:

None

MOTION: Mr. Ramsey moved approval of the Initial Bargaining Proposal from West Contra Costa Unified School District to United Teachers of Richmond (UTR). Mr. Enos seconded. Mr. Enos, Mr. Groves, Ms. Merriweather, Mr. Ramsey, Student Representative Bowie Lee (advisory vote only), and President Kronenberg voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

F.4 Public Hearing and Adoption of the Joint Initial Bargaining Proposal from West Contra Costa Unified School District and West Contra Costa Administrators Association

Mr. Whittemore asked the Board to hold a public hearing for comment regarding the proposed bargaining. Following the hearing he requested Board approval.

President Kronenberg opened the public hearing.

Public Comment:

None

President Kronenberg closed the public hearing.

Board Comment:

None

MOTION: Mr. Ramsey moved approval of the Joint Initial Bargaining Proposal from West Contra Costa Unified School District and West Contra Costa Administrators Association. Mr. Enos seconded. Mr. Enos, Mr. Groves, Ms. Merriweather, Mr. Ramsey, Student Representative Bowie Lee (advisory vote only), and President Kronenberg voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

G. DISCUSSION ITEMS

G.1 Public Hearing on Proposal Strategic Plan

Superintendent Harter spoke of the work to develop a new strategic plan funded by a grant from Chevron.

Mr. Jay Schenirer of Capitol Impact and Jonathan Kaufman of Third Plateau provided a presentation to update the Board on the most recent developments with the plan. Mr. Schenirer highlighted the changes and next steps. He detailed the consolidation of the original 58 objectives into 34 workable objectives.

Public Comment:

None

Board Comment:

Mr. Ramsey commended the good effort in developing the new plan. He would like to see the executive summary lead with success and a sense of optimism. He said this is a District that believes in itself and leads in educating children every day. Mr. Ramsey had questions regarding redefining and decentralizing site-based management. He also spoke about key strategies and the success of the bond program and renewed school facilities. He suggested strategies for future Boards to maintain.

Mr. Enos said he liked this draft and commended the authors for sighting the urgency of key program alignment. He talked about language clarity for the public, teachers, parents, and students.

Mr. Groves commended the consultants for the great job and thorough listening campaign. He spoke of creating high expectations, placing college and career readiness as a high priority. He remarked that good careers in military, trades, in fields that are every bit as challenging intellectually as any four year college. He wants students to be critical consumers of post-secondary education options. He also spoke about getting away from the boundary of compliance thinking in relation to innovation.

Ms. Merriweather said she enjoyed the perspective of the second draft. She thought the 34 objectives was a lot to accomplish in a five year plan. She suggested that less is better when trying to accomplish key strategies. She was in favor of honoring the whole process to in order to accomplish the key strategies. She would like to see a strategic plan accountability committee to monitor the implementation. She said she was also pleased with the early childhood section to invest in children in order to be more successful in school. She commended this draft plan as a great document with more refinement needed to accomplish goals for the next five years.

Mr. Schenirer responded that the steering committee tried very hard to honor what has been heard. He spoke about the sequencing and resources for administration to move toward implementation. He spoke about the unique time in education with the Local Control Funding Formula and Common Core State Standards and accountability plans. Some of these will drive the sequencing while the Superintendent and staff will determine what can be accomplished.

Mr. Ramsey spoke about expanding the concept of a communication plan with Board members knowledgeable as they communicate with the public. He said he did not feel that a communication firm would fit well. He felt it important for the community to see their elected officials.

President Kronenberg spoke about responsive communications being more powerful when the message comes from the elected officials. She said she felt it important for the community to have easy access to information. She continued to talk about key strategies where four strategies support one goal. Her opinion is that the District's goal or action is to provide quality instruction. All others factors should come under quality instruction. She said she liked the way the new draft is organized, wanting the casual reader to get something from the plan as well as the in-depth reader.

Superintendent Harter suggested that the steering committee and consultants take tonight's feedback and bring the final Strategic Plan back in another month in order to incorporate all feed-back. He recommended bring the final draft to the November 20 meeting for adoption.

G.2 Richmond Charter Elementary School

This item was moved to follow item B.7.

G.3 Project Status Report

Mr. Abdalla provided an update of construction projects in the District.

Public Comment:

None

Board Comment:

Mr. Ramsey requested presentations at the next meeting to include Stege, Downer fields, El Cerrito stadium, Pinole Middle School fields and Montalvin. Mr. Abdalla responded with information for clarification. Mr. Ramsey requested a special October 30th meeting if the information cannot be presented by October 16.

Superintendent Harter repeated Mr. Ramsey's request for information to clarify.

Ms. Merriweather had questions about the Helms Middle School green area. Mr. Abdalla responded.

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

None

I. COMMENTS OF THE BOARD OF EDUCATION AND SUPERINTENDENT

Mr. Groves remarked that the Strategic Plan was off to a good start with a strong developmental push to raise the quality of everything the Board does for next five years.

Ms. Merriweather agreed with Mr. Groves that this is a great start. She said she looked forward to the next draft and moving the District forward.

Mr. Enos said that the plan will get to good working order for implementation in the classroom.

Mr. Lee thanked the Board saying he appreciated the experience and especially liked the student performances.

Mr. Ramsey said he was glad that Mr. Lee was interested and engaged in the meeting. He continued to echo thoughts about the strategic plan. He also had comments about California School Board Golden Bell evaluators and the need for them to see a news media piece highlighting the program.

President Kronenberg reported that she will attend the Council of Urban Boards of Education national conference in San Antonio and have opportunity to collaborate with other boards concerning urban issues. She looked forward to sharing what she learns.

President Kronenberg adjourned the meeting in honor of Mr. Izzy Ramsey's birthday.

J. THE NEXT SCHEDULED BOARD OF EDUCATION MEETING
Lovonya DeJean Middle School – October 16, 2013

K. ADJOURNMENT
President Kronenberg adjourned the meeting at 10:19 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: October 16, 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 parent involvement and Proposition 30.

Recommendation: For Information Only

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 16, 2013

From: Sheri Gamba *ph*
Associate Superintendent Business Services

Agenda Item: CI C.1

Subject: Grants/Awards/Agreements

Background Information: Formal action is requested from the Board of Education to accept the grants/awards/agreements, as detailed on the attached sheet dated October 16, 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
13-14 Mental Health ADA Allocation	\$336,472	California Department of Education - Student Support/Special Services Branch/Special Education	To Support the Mental Health of Special Ed Students
Resource # 3327	7/1/13 - 9/30/15		PCA # 15197-01
Playworks Contract	\$30,000	Quest Foundation	To support a full time Playworks Coordinator for Dover Elementary
Resource # 9594	7/1/13 - 6/30/14		
Education for Homeless Children and Youth Program	\$60,866	California Department of Education - School Turnaround Office	Support of the homeless Programs
Resource # 5630	7/1/13 - 6/30/14		PCA # 14332-01
California Partnership Academies (CPA) Program	\$70,110	California Department of Education - Career and College Transition Office	Support of the Environmental Studies Academy at Pinole Valley High School
Resource # 7220	7/1/13 - 6/30/15		PCA # 23181-02
California Partnership Academies (CPA) Program	\$70,110	California Department of Education - Career and College Transition Office	Support of the Academy of Law Careers at De Anza High School
Resource # 7220	7/1/13 - 6/30/15		PCA # 23181-01
California Partnership Academies (CPA) Program	\$70,110	California Department of Education - Career and College Transition Office	Support of the Health Science Academy at Richmond High School
Resource # 7220	7/1/13 - 6/30/15		PCA # 23181-04
California Partnership Academies (CPA) Program	\$70,110	California Department of Education - Career and College Transition Office	Support of the Engineering Partnership Academy (EPA) at Richmond High School
Resource # 7220	7/1/13 - 6/30/15		PCA # 23181-03

GRANT / AWARD / AGREEMENT NOTIFICATIONS


Project Name	Project Amount for Budget Period	Funding Agency	Comments
California Partnership Academies (CPA) Program	\$70,110	California Department of Education - Career and College Transition Office	Support of the Multimedia Communications Academy at Richmond High School
Resource # 7220	7/1/13 - 6/30/15		PCA # 23181-05
Quest Foundation - Playworks Coach	\$25,000	Quest Foundation	Help pay for the Playworks Coach at Lincoln Elementary
Resource # 9594	9/20/13 - 6/30/14		
Alternative Dispute Resolution 2013-2014	\$15,000	California Department of Education - Special Ed Division, Admin Services Unit	To fund Alternative Dispute Resolution
Resource # 3395	7/1/13 - 9/30/15		PCA # 13007-01

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 16, 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 October 16, 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
October 16, 2013 Board Meeting

<u>Donor Name</u>	<u>Description or Purpose</u>	<u>Estimated Value</u>	<u>Receiving School or Department</u>
Ms. Daneen Cali & Ms. Linda Triano	Special Ed. Classroom Use	\$5,000.00	Fairmont Elementary
Ibotta Inc.	Materials & Supplies	\$3.25	Madera Elementary
Target Take Charge of Education	Materials & Supplies	\$1,504.47	Madera Elementary
Office Max	Classroom Supplies	*\$1,000.00	Helms Middle


*Estimated values for the non-cash donations are provided by the donor
Donation Précis 101613

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 16, 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 is summarized on the attached sheet dated October 16, 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
October 16, 2013 Board Meeting

APPROVAL OF FUND-RAISERS

<u>School</u>	<u>Fund-Raising Activity</u>	<u>Activity Sponsor</u>
Chavez Elementary	Catalog Sale	Chavez School and Parents
Coronado Elementary	Halloween Festival	Coronado Teachers and Parents
Dover Elementary	Sale of World's Finest Chocolates	Dover PTA
Grant Elementary	Sale of Pre-Packed Nachos and Juice Bars	Kindergarten Teachers and Grant School
Kensington Elementary	Sale of Pizza	6th Grade and Parents
Kensington Elementary	Silent Auction and Raffle	Kensington Education Foundation
Stewart Elementary	Hot Dog Day	Stewart PTA
Stewart Elementary	Sale of Cookie Dough	Stewart PTA
Stewart Elementary	Sale of Flower Bulbs	Stewart PTA
Stewart Elementary	Student Gift Shop	Stewart PTA
Stewart Elementary	Beef Stick Sales	Stewart PTA
Stewart Elementary	Chocolate Sales	Stewart PTA
Valley View Elementary	Zumba Dance	5th Grade and Parents
Wilson Elementary	Chocolate Sales	Student Council and Teachers
Wilson Elementary	Family Night at Chuck E. Cheese's	Wilson Teachers and Students
Wilson Elementary	Turn in Box Tops and Receive .10 cents for School Supplies	Wilson School and Box Tops for Education
Wilson Elementary	Scholastic Book Fair	Wilson Teachers and Students
Wilson Elementary	Harvest Festival	Student Council and Teachers
El Cerrito High	Sale of Valentine's Day Grams	ECHS Leadership
El Cerrito High	Restaurant Night at Chipotle	ECHS Class of 2016
El Cerrito High	Restaurant Night at Chipotle	ECHS Class of 2015
El Cerrito High	Sale of Holiday Grams	ECHS Leadership
El Cerrito High	Ticket Sales for Homecoming Dance	ECHS Leadership
Hercules Middle High	Sale of World's Finest Chocolates	Teachers of HMHS
Kennedy High	Pre-Packed Bake Sale	JFKHS Staff and Vision Dance Studio
Kennedy High	Concession Sales	JFKHS Staff and Vision Dance Studio
Pinole Middle	Jamba Juice, Haunted House and Barnes and Noble	PTSA and Leadership
Pinole Valley High	Car Wash at State Farm	Pinole Valley PTSA
Pinole Valley High	Chocolate Sales	Pinole Valley Music Dept.
Pinole Valley High	Raffle Tickets	Pinole Valley PTSA
Pinole Valley High	Selling Cheese Cakes and Candy	Pinole Valley Dance Production

Pinole Valley High	Cheer Squad to Receive \$20. for Every Student Signing for Local Driving School	PVHS Cheer Squad and Local Driving School
Pinole Valley High	Sale of Shopping Bags with Marching Band Logo	PVHS Music Department
Pinole Valley High	Sale of Blue and Gold Bracelet	PVHS Music Department
Portola Middle	Sale of Jamba Juice and Cookie Dough	Portola PTSA
Portola Middle	Garage Sale	Portola PTSA
Portola Middle	Restaurant Night at Rubio's	Portola PTSA
Portola Middle	Annual Spring Festival	Portola PTSA

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 16, 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 September 2013.

Total of payroll warrants (September 2013): \$ 10,982,243

Total of vendor warrants (September 2013): \$ 18,552,902

Recommendation: Recommend approval of the payroll and vendor warrant reports

Fiscal Impact: As noted above

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

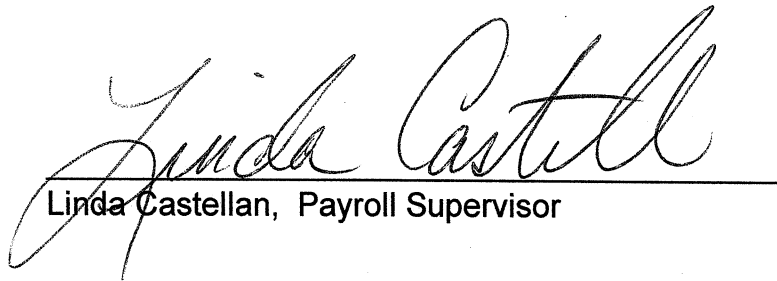
Approved _____ Not Approved _____ Tabled _____

West Contra Costa Unified School District

Month of : September 2013

Payrolls	Warrant From	Numbers To	Total Warrants Current	Total Warrants Previous	Total Warrants To Date
Variable	669717	670246	383,830	970,041	1,353,871
Regular	670247	670886	1,496,705	1,822,089	3,318,794
Special				232,768	232,768
Variable EFT	399401	400768	1,276,242	2,221,585	3,497,827
Regular EFT	400769	403100	6,905,003	7,888,197	14,793,200
Special EFT				0	0
Typed	297716	297739	47,597	21,397	68,994
BENEFITS				0	0
Cancelled	Various	Various	(27,135)	(21,881)	(49,016)
Totals			10,082,243	13,134,196	23,216,439

Salary detail is available in the Payroll office upon request.


Linda Castell, Payroll Supervisor

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT

2013-2014

PAYMENT

DATE: September 4, 2013

PAGE-1

FUND#	FUND DESCRIPTION	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	886,097	2,231,138	3,117,235
7706	CAFETERIA	235,695	222,586	458,281
7707	CHILD DEVELOPMENT	524	366	890
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY		270,035	270,035
7710	BUILDING	739,630	5,626,363	6,365,993
7711	CAPITAL FACILITIES		10,654	10,654
7712	SELF INSURANCE PROPERTY & LIABILITY	75	1,467,442	1,467,517
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	4,837	120,467	125,304
7770	ADULT EDUCATION	10,459	11,182	21,641
7785	DEFERRED MAINTENANCE		0	0
7790	BOND INTEREST & REDEMPN		0	0
7701	PAYROLL REVOLVING	3,688,371	17,060,399	20,748,770
	TOTALS	5,565,688	27,020,632	32,586,320

Prepared By

Accounting Supervisor

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT

2013-2014

PAYMENT

DATE: September 9, 2013

PAGE-2

FUND#	FUND DESCRIPTION	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	393,100	3,117,235	3,510,335
7706	CAFETERIA	107,545	458,281	565,826
7707	CHILD DEVELOPMENT	8	890	898
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY	46,443	270,035	316,478
7710	BUILDING	67,575	6,365,993	6,433,568
7711	CAPITAL FACILITIES		10,654	10,654
7712	SELF INSURANCE PROPERTY & LIABILITY		1,467,517	1,467,517
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	4,586	125,304	129,890
7770	ADULT EDUCATION	2,140	21,641	23,781
7785	DEFERRED MAINTENANCE		0	0
7790	BOND INTEREST & REDEMPN		0	0
7701	PAYROLL REVOLVING		20,748,770	20,748,770
	TOTALS	621,397	32,586,320	33,207,717

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT

2013-2014

PAYMENT

DATE: September 16, 2013

PAGE-3

FUND#	FUND DESCRIPTION	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	976,064	3,510,335	4,486,399
7706	CAFETERIA	127,115	565,826	692,941
7707	CHILD DEVELOPMENT	1,178	898	2,076
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY	10,750	316,478	327,228
7710	BUILDING	1,424,627	6,433,568	7,858,195
7711	CAPITAL FACILITIES	438	10,654	11,092
7712	SELF INSURANCE PROPERTY & LIABILITY		1,467,517	1,467,517
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		129,890	129,890
7770	ADULT EDUCATION	1,827	23,781	25,608
7785	DEFERRED MAINTENANCE		0	0
7790	BOND INTEREST & REDEMPTN		0	0
7701	PAYROLL REVOLVING		20,748,770	20,748,770
	TOTALS	2,541,999	33,207,717	35,749,716

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT

2013-2014

PAYMENT

PAGE-4

DATE: September 24, 2013

FUND#	FUND DESCRIPTION	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	1,259,339	4,486,399	5,745,738
7706	CAFETERIA	80,668	692,941	773,609
7707	CHILD DEVELOPMENT		2,076	2,076
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY	189	327,228	327,417
7710	BUILDING	1,676,063	7,858,195	9,534,258
7711	CAPITAL FACILITIES	6,337	11,092	17,429
7712	SELF INSURANCE PROPERTY & LIABILITY	43,863	1,467,517	1,511,380
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		129,890	129,890
7770	ADULT EDUCATION	4,162	25,608	29,770
7785	DEFERRED MAINTENANCE		0	0
7790	BOND INTEREST & REDEMPTN		0	0
7701	PAYROLL REVOLVING		20,748,770	20,748,770
	TOTALS	3,070,621	35,749,716	38,820,337

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT

2013-2014

PAYMENT

DATE: September 30, 2013

PAGE-5

FUND#	FUND DESCRIPTION	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	350,787	5,745,738	6,096,525
7706	CAFETERIA	304,333	773,609	1,077,942
7707	CHILD DEVELOPMENT	148	2,076	2,224
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY		327,417	327,417
7710	BUILDING	243,967	9,534,258	9,778,225
7711	CAPITAL FACILITIES		17,429	17,429
7712	SELF INSURANCE PROPERTY & LIABILITY	26,203	1,511,380	1,537,583
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		129,890	129,890
7770	ADULT EDUCATION	279	29,770	30,049
7785	DEFERRED MAINTENANCE		0	0
7790	BOND INTEREST & REDEMPTN		0	0
7701	PAYROLL REVOLVING		20,748,770	20,748,770
	TOTALS	925,717	38,820,337	39,746,054

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT

2013-2014

PAYMENT

DATE: September 30, 2013

PAGE-6

FUND#	FUND DESCRIPTION	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL		6,096,525	6,096,525
7706	CAFETERIA		1,077,942	1,077,942
7707	CHILD DEVELOPMENT		2,224	2,224
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY		327,417	327,417
7710	BUILDING		9,778,225	9,778,225
7711	CAPITAL FACILITIES		17,429	17,429
7712	SELF INSURANCE PROPERTY & LIABILITY		1,537,583	1,537,583
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		129,890	129,890
7770	ADULT EDUCATION		30,049	30,049
7785	DEFERRED MAINTENANCE		0	0
7790	BOND INTEREST & REDEMPN		0	0
7701	PAYROLL REVOLVING	43,034	20,748,770	20,791,804
	TOTALS	43,034	39,746,054	39,789,088

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT

2013-2014

PAYMENT

DATE: September 10, 2013

PAGE-7

FUND#	FUND DESCRIPTION	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL		6,096,525	6,096,525
7706	CAFETERIA		1,077,942	1,077,942
7707	CHILD DEVELOPMENT		2,224	2,224
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY		327,417	327,417
7710	BUILDING		9,778,225	9,778,225
7711	CAPITAL FACILITIES		17,429	17,429
7712	SELF INSURANCE PROPERTY & LIABILITY		1,537,583	1,537,583
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		129,890	129,890
7770	ADULT EDUCATION		30,049	30,049
7785	DEFERRED MAINTENANCE		0	0
7790	BOND INTEREST & REDEMPTN		0	0
7701	PAYROLL REVOLVING	1,090,971	20,791,804	21,882,775
	TOTALS	1,090,971	39,789,088	40,880,059

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT

2013-2014

PAYMENT

PAGE-8

DATE: September 30, 2013

FUND#	FUND DESCRIPTION	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL		6,096,525	6,096,525
7706	CAFETERIA		1,077,942	1,077,942
7707	CHILD DEVELOPMENT		2,224	2,224
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY		327,417	327,417
7710	BUILDING		9,778,225	9,778,225
7711	CAPITAL FACILITIES		17,429	17,429
7712	SELF INSURANCE PROPERTY & LIABILITY		1,537,583	1,537,583
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		129,890	129,890
7770	ADULT EDUCATION		30,049	30,049
7785	DEFERRED MAINTENANCE		0	0
7790	BOND INTEREST & REDEMPTN		0	0
7701	PAYROLL REVOLVING	4,693,475	21,882,775	26,576,250
	TOTALS	4,693,475	40,880,059	45,573,534

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Date: October 16, 2013

From: Sheri Gamba *SG*
Associate Superintendent Business Services

Agenda Item: CI C.5

Subject: Adoption of Resolution No. 39-1314: 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 Verdell Simon-Tatum. 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.39-1314
REPLACEMENT OF OUTDATED WARRANT
October 16, 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:	Verdell Simon-Tatum
Check No.:	201433
Amount:	\$25.36
Issue Date:	January 9, 2004

PASSED AND ADOPTED on the 16th day of October, 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
Office of the Superintendent

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 16, 2013

From: Kenneth L. Whittemore, 
Assistant Superintendent Human Resources

Agenda Item: CI C.6

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 _____

October 16, 2013

Waivers

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

Teacher	Site	Assignment
Estella Morris	North Campus High School	English
Kavous Mazaheri	Pinole Valley High School	Student Advocacy
Ryan Tsugawa	Mira Vista Elementary School	Math Acceleration
Ronald Nazar	Harbour Way	Self-Contained

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 16, 2013

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

Agenda Item: CI C.7

Subject: Approve the following New Job Description - Field and Facilities Use Worker

Background Information:

This job classification is being created to assist community groups and sites on evenings and weekends with facility use permits. Monitors facility use permits and is primary district point of contact to user groups on evenings. Evaluates fields and facilities after permit to monitor for damage. The District and Local One had the required meetings on this and reached an agreement on the attached job description.

Recommendation: Recommend Approval

Fiscal Impact: \$53,000 – General Fund

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

FIELD AND FACILITIES USE WORKER

PRIMARY FUNCTIONS:

Coordinates with key personnel at all district sites with respect to facility usage; monitors field and facility use permits; supervises use of district facilities by community groups and other rentals; and performs related tasks and duties as required.

MAJOR DUTIES AND RESPONSIBILITIES:

- Review and recommend there is sufficient security/supervisor on approved permits to protect district assets.
- Primary district contact during evening and weekend field and facility use.
- Act as liaison between district/site administration and potential user groups in advance to ensure approved permit is accurate and district facilities are used appropriately.
- Monitor master calendar for use of fields and facilities.
- Communicate, interpret and enforce district policies and procedures to user groups as outlined in the district's facility permit use instructions.
- Maintain facility use permit files and coordinate post-permit site evaluations to ensure district sites and assets have not been damaged or compromised.
- Monitor appropriate use, conduct, safety precautions and security of district facilities.
- Make recommendations on user group policies and procedures for permits.

QUALIFICATIONS:

Knowledge of:

- General understanding of field and facility use planning, public education and administration.
- School district organization and operations.
- Computerized and manual maintenance of facility use permits.
- Effective oral and written communication skills.
- School and district policies, rules and regulations.

Ability to:

- Work schedules to perform tasks and duties above, which shall include nights and/or weekends.
- Work with and facilitate community and school groups to connect the community with field/facilities in the schools.
- Monitor a district-wide calendar for facility use.
- Communicate positively and effectively, orally and in writing, with district staff, patrons, vendors and various community partners utilizing district facilities.

- Periodically use a computer to create documents, reports and to access and update records and files.
- Keep records and prepare related reports.
- Inspect fields, facilities and building equipment pre and post permit use.

EDUCATION AND EXPERIENCE:

Education:

- High School diploma or equivalent.

Experience:

- One years of experience monitoring and supporting field and facility use.
- Experience with school district field and facilities preferred.
- Demonstrated high level of customer service with public.
- Combination of the above experience requirements is acceptable.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License.

PHYSICAL EFFORT / WORK ENVIRONMENT:

Environment:

- Outdoor environment; fields and school facilities.
- Office setting with moderate phones, computer work, customer drop-ins and other communications.

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.
- 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, keys and tools.
- Drive and travel to various work and school sites in district vehicle.

SALARY:

Schedule: 5
Salary Range: 54
Work year/days: 12 months

Approved by the Human Resources Department

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:** October 16, 2013
From: Bill Fay **Agenda Item:** CI C.8
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: **\$1,258,503**. Funding sources Measure J Bond, and Measure D-2010 Bond.

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
Ohlone Elementary School New Campus Project Measure J Bond (PID:1461206-04)	October 2013	Powell & Partners	\$1,590	Additional engineering services to provide a repair.
Richmond High School Bldg B Girls Gym Project Measure D-2010 Bond (PID:3641380-07)	September 2013 through November 2013	Baker Vilar Architects	\$17,000	Additional design & engineering services to provide an alternate route.
Pinole Valley High School Detention Basin Project Measure D-2010 Bond (PID:3621377-01)	October 2013 through September 2014	SGI Construction Management, Inc.	\$127,130	Construction Management Services.
De Anza High School Campus Replacement Project Measure J Bond (PID:3521208-01)	May 2013 through June 2013	Smith-Emery	\$34,000	Additional Testing and Inspection services.
Portola Middle School Temporary Campus Project Measure J Bond (PID:2141103-07)	May 2013 through June 2013	Smith-Emery	\$3,000	Additional Testing and Inspection services.
Pinole Middle School Phase II Project Measure J Bond (PID:2121102-00)	May 2013 through June 2013	Smith-Emery	\$2,000	Additional Testing and Inspection services.
Kennedy High School Quad Project Measure J Bond (PID:3601211-12)	May 2013 through June 2013	Smith-Emery	\$8,500	Additional Testing and Inspection services.
Hercules Middle / High School Field Lighting Project Measure J Project (PID:3761108-00)	May 2013 through June 2013	Smith-Emery	\$1,500	Additional Inspection services.

October 16, 2013

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

ENGINEERING & ARCHITECTURAL SERVICES CONTRACTS

Coronado Elementary School Reconstruction Project Measure D-2010 Bond (PID: 1121341-00)	November 2013 through November 2015	Grossmann Design Group	\$120,000	Waterproofing design construction administration.
Richmond High School Bldg A Project Measure D-2010 (PID: 3641380-08)	October 2013 through December 2013	Alan Kropp & Associates, Inc.	\$8,500	Additional Geotechnical Engineering Services.
El Cerrito High School Stadium Project Measure D-2010 Bond (PID: 3541348-00)	October 2013 through December 2014	Alan Kropp & Associates, Inc.	\$85,500	Geotechnical Construction Observation and testing services.
Kennedy High School Science Wing Modernization Project Measure J Bond (PID:3601211-13)	October 2013 through November 2014	Omtrak	\$5,500	Consulting services to create digital turnover and warranty information.
Coronado Elementary School Reconstruction Project Measure D-2010 Bond (PID:1121341-00)	November 2013 through November 2015	Omtrak	\$15,720	Consulting services to create digital turnover and warranty information.
Nystrom Elementary School Selection Demolition and Abatement Project Measure J Bond (PID:1441205-02)	October 2013 through February 2014	Hill Zion Services, Inc.	\$25,000	Onsite Security Services
Various Sites Measure J & D-2010 Bond	October 2013 through October 2014	Stormwater Specialists, Inc.	\$266,480	Additional Stormwater prevention planning services related to various sites.
Program Wide Measure D-2010	July 2013 through July 2014	Jack Schreder & Associates	\$43,500	School Facility Program consulting services.

October 16, 2013

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

ENGINEERING & ARCHITECTURAL SERVICES CONTRACTS

Various Sites Measure J & D-2010	October 2013 through December 2013	S&I Construction Management, Inc.	\$493,583	Program & Construction Management Services.
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West Contra Costa Unified School District
1108 Bissell Avenue
Richmond, California 94801-3135
Office of Superintendent of Schools

ITEM REQUIRING ATTENTION --- BOARD OF EDUCATION

To: Board of Education **Meeting Date:** October 16, 2013
From: Bill Fay **Agenda Item:** CI C.9
Associate Superintendent for Operations
Subject: Ratification and Approval of Negotiated Change Orders

Background information:

Staff is seeking ratification of Change Orders on the following current District construction projects: Grant ES Restroom Repairs; Lake ES Restroom Repairs; Ohlone ES Phase I New Classrooms. 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: **\$52,668.61**

DISPOSITION BY BOARD OF EDUCATION

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

October 16, 2013 Change Order Ratification Summary

	Project	Company	Original Contract	Previously Approved CO's	Items Pending Board Action		Total CO's	CO Percent of Original Contract	Adjusted New Contract	Change Order Numbers
					CO's Pending Ratification	CO's Pending Approval				
1	Grant ES Restroom Repairs	AM Woo Construction	\$94,404.00	\$5,883.37	\$535.74	\$0.00	\$6,419.11	6.80%	\$100,823.11	6
2	Lake ES Restroom Repairs	AM Woo Construction	\$55,196.00	\$3,018.76	\$267.87	\$0.00	\$3,286.63	5.95%	\$58,482.63	4
3	Ohlone ES Phase I New Classrooms	Zovich Construction	\$16,961,000.00	\$1,241,126.51	\$51,865.00	\$0.00	\$1,292,991.51	7.62%	\$18,253,991.51	71

Pending Board Actions	Ratifications	\$52,668.61
	Approvals	\$0.00
	Total Board Action	\$52,668.61

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:** October 16, 2013
From: Bill Fay **Agenda Item:** CI C.10
Associate Superintendent for Operations
Subject: Ratification of Staff Awarded Contracts (CUPCCAA)

Background information:

Staff solicited bids per the California Uniform Public Construction Cost Accounting Act (CUPCCAA) Resolution #90-0809 (2009); Educ. Code § 22034.

Recommendation:

Ratify staff awarded contracts as noted on next page.

Fiscal Impact: Total ratification by this action: **\$835,352.50**

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

Staff Awarded Contracts (CUPCCAA):

Ford ES	Misc. work and repairs	California Constructores	\$30,123.19
Grant ES	Portable Utilities Connection	ERA Construction, Inc	\$28,900.00
Coronado ES	Misc Repairs	California Constructores	\$27,344.23
Kennedy HS	Walk-in Cooler/Freezer	Massone Mechanical, Inc.	\$26,111.55
Lupine Hills ES	Surface Install	Play Matta	\$25,153.31
Lupine Hills ES	Play Matta install	Cal Play	\$25,153.31
Grant ES	Underground Voltage	ERA Construction, Inc	\$24,850.00
Tara Hills ES	Site Work	Streamline Builders	\$24,800.00
El Cerrito HS	Netting replacement	California Constructores	\$24,675.00
Helms MS	Tree removal	M&M Tree Services	\$24,500.00
Richmond HS	Locker Demolition	Streamline Builders	\$22,000.00
Kennedy HS	removal/disposal of tile	Sandstone Construction	\$21,450.00
Collins ES	Abatement and tile install	ERA Construction, Inc	\$21,050.00
Pinole MS	Chair Rail	AM Woo Construction	\$19,400.00
De Anza HS	Move 7 portables	Anaya Construction	\$18,500.00
Lincoln ES	epoxy flooring	Thompson Construction Gorup	\$17,800.00
Nystrom ES	Trench Drains	California Constructores	\$17,750.00
El Cerrtio HS	Communication equip shelter	ERA Construction, Inc	\$17,500.00
Portola MS	Disconnect Grant Portable	ERA Construction, Inc	\$16,950.00
Coronado ES	AC Ramps, ADA Handrails	ERA Construction, Inc	\$16,900.00
Nystrom ES	Pigeon Exclusion Netting	Hot Foot	\$16,870.00
Kennedy HS	Sewer line Repair	McKim & Company	\$16,632.00
Vista HS/Gompers	Portables and Site Work	Mark Raine Paving	\$14,300.00
Harding ES	Epoxy flooring	Thompson Construction Group	\$13,700.00
Lupine Hills ES	Playground structure install	All About Play	\$13,185.17
Nystrom ES	Cabinet refurbishment and install	California Constructores	\$13,096.33
Nystrom ES	Ramp skirts at interim campus	California Constructores	\$12,950.00
Pinole MS	Repair/maintenance in TEPs	AM Woo Construction	\$11,425.00
Coronado ES	Lighting	Streamline Builders	\$11,000.00
Vista HS	Portables ramps	Quick-Deck Inc.	\$10,595.20
El Cerrito HS	Container Purchase	On Site Storage Solutions	\$10,500.00
Gompers	Portable Utilities	ERA Construction, Inc	\$10,200.00
Kennedy HS	Admin Office Floor Remediation	AM Woo Construction	\$9,823.13
Grant ES	Underground Utilities	ERA Construction, Inc	\$9,750.00
Crespi MS	Door and wall repair	Streamline Builders	\$9,000.00
Coronado Temp	Asphalt installaion	Mark Raine Paving	\$8,850.00
Nystrom ES	Emergency work - trench drains	California Constructores	\$8,750.00
Dover ES	Misc. work	AM Woo Construction	\$7,585.07
Dover ES	install hand dryer, flush valve	AM Woo Construction	\$7,450.00
Richmond HS	Wall opening	Streamline Builders	\$7,347.00
Pinole MS	Kitchen Portable Mold Remediation	ERA Construction, Inc	\$6,870.00
Grant ES	Window and laminated glass	Pinguelo Construction, Inc.	\$6,670.00
Kennedy HS	Concrete landing/fence welding	AM Woo Construction	\$6,400.00
Grant ES	Epoxy paint in restrooms	Streamline Builders	\$6,000.00
Grant ES	Underground Utilities	ERA Construction, Inc	\$5,940.00
Portola MS	Lower pole holes & AC repair	Mark Raine Paving	\$5,833.00
King ES	Replace DI box	McKim & Company	\$5,300.00
Grant ES	Misc Fencing	ERA Construction, Inc	\$4,895.00
Harding ES	Two Floor Access Holes	California Constructores	\$4,890.00
Crespi MS	Interior gym wall repair	Streamline Builders	\$4,500.00
Nystrom ES	Landscape repairs	Lemings Irrigation Inc.	\$4,500.00
Grant ES	Low Voltage Devices	Communication Service Co.	\$4,450.00
Grant ES	Cable and Device Installation	Communication Service Co.	\$4,450.00
Grant ES	Asbestos Abatement Portable	ERA Construction, Inc	\$4,399.80
Grant ES	Asphalt Installation	Mark Raine Paving	\$4,100.00
El Cerrito HS	Radio equip relocation	ERA Construction, Inc	\$4,088.28
King ES	Water damage repair	Streamline Builders	\$4,000.00
Grant ES	Install Window in Admin	Pinguelo Construction, Inc.	\$3,565.00
Tara Hills ES	epoxy flooring	Delta Bay Waterproofing	\$3,537.00

Staff Awarded Contracts (CUPCAA) cont.:

Grant ES	Portable Troubleshooting and Terminate	Cables Sound and Signal, Inc.	\$3,125.00
Grant ES	Fiber Optic Services	Signal Solutions Corp.	\$2,987.00
King ES	Pedestrian gate install	AM Woo Construction	\$2,947.00
Lupine Hills ES	Bench installation	PlayGrounds Unlimited	\$2,946.75
Coronado ES	Temporary Fencing	National Construction Rentals	\$2,821.00
Ohone ES	Grading and Paving	Mark Raine Paving	\$2,750.00
Portola MS	Electrical pole replacement	California Constructores	\$2,750.00
El Cerrito HS	Security gate for radio project	ERA Construction, Inc	\$2,718.60
Pinole MS	Kitchen threshold install	California Constructores	\$2,560.00
Vista HS	Misc. Work	Mark Raine Paving	\$2,450.00
Portola MS	erosion control / fencing	California Constructores	\$2,400.00
Nystrom ES	Threshold installation	AM Woo Construction	\$2,082.61
Gompers	CAT6 Drop	Bethel Electric	\$2,069.42
De Anza HS	Termination of Cat5 Cable	Bethel Electric	\$2,051.47
Pinole MS	Kitchen Portable Misc Demo	ERA Construction, Inc	\$1,990.00
Tara Hills ES	remove/reinstall toilets	AM Woo Construction	\$1,989.00
Ellerhorst ES	epoxy flooring	Delta Bay Waterproofing	\$1,965.00
Pinole MS	Bark Installation	Isetta Landscape	\$1,934.24
Nystrom ES	Swing door / post	AM Woo Construction	\$1,852.44
Coronado ES	Garbage Receptacle Install	ERA Construction, Inc	\$1,850.00
Portola MS	Ramp skirting for CCS @ Downer	California Constructores	\$1,850.00
Kennedy HS	Planting repair	Lemings Irrigation Inc.	\$1,825.00
Coronado ES	Circuit Installation	Bethel Electric	\$1,509.53
King ES	CAT 6 Cable to Marquee	Bethel Electric	\$1,202.19
King ES	CAT6 inspection for Marquee	Bethel Electric	\$1,202.19
Kennedy HS	Move lab furniture to Kennedy	California Constructores	\$1,201.00
Portola Portola ES	Install safety rotational device	California Constructores	\$1,194.29
Ellerhorst ES	remove/reinstall toilets	AM Woo Construction	\$1,105.00
Crespi	Door Mullions	Pinguelo Construction, Inc.	\$1,063.70
Nystrom ES	Install CAT6	Signal Solutions Corp.	\$1,041.00
Kennedy HS	Install voice cable	Forward Technology Group	\$1,030.50
Vista HS	Ramp equip relocation	Quick Deck, Inc.	\$817.50
King ES	Parking lot signs and curb paint	California Constructores	\$750.00
Pinole MS	Equipment Removal	ERA Construction, Inc	\$520.00
Pinole MS	Parking Lot Signs	ERA Construction, Inc	\$500.00
King ES	Door glazing	AM Woo Construction	\$500.00
Grant ES	Termination of cables	Signal Solutions Corp.	\$478.50
Coronado ES	Move one 40' container	McKim & Company	\$850.00
Nystrom ES	Grommet install in Library countertop	John Plane Construction	\$165.00

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education **Meeting Date:** October 16, 2013
From: Bill Fay **Agenda Item:** CI C.11
Associate Superintendent of Operations
Subject: Williams Lawsuit Complaints Quarterly Report

Background Information:

The Williams Lawsuit requires that a quarterly report be brought before the Board of Education reflecting the number of complaints filed with any school in the district during a particular quarter. This report reflects the time period from July 1, 2013 through September 30, 2013.

Recommendation:

For approval

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

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

**PRINT****RESET**

Quarterly Uniform Complaint Form

[Education Code 35186]

District: West Contra Costa Unified School DistrictPerson completing this form: Bill FayTitle: Associate Superintendent OperationsQuarterly Report Submission Date: *(check one)*

- ☐ April 30, 2013 (Jan-Mar 2013)
☐ July 31, 2013 (Apr-Jun 2013)
☒ October 31, 2013 (Jul-Sep 2013)
☐ January 31, 2014 (Oct-Dec 2013)

Date for information to be reported publicly at governing board meeting: 10-16-13

Please check the box that applies:

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

Area of Complaint	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	1	0	1
Teacher Vacancy or Misassignment	0	0	0
Facilities Conditions	0	0	0
TOTALS	1	0	1

Bruce Harter

Print Name of District Superintendent

Signature of District SuperintendentDate

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

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 16, 2013

From: Bruce Harter
Superintendent

Agenda Item: CI C.12

Subject: Approval of Board Members Travel

Background Information:

Board Bylaw 9250 stipulates members of the board shall be reimbursed for allowable expenses incurred in attending any meetings or in making any trips on official business of the school district when so authorized in advance by the Board of Education. (Education Code 35044). Board member Elaine Merriweather has expressed interest in attending the following:

- Community Schools Leadership Network Convening, December 12-13, 2013, Providence, RI

Expenses including registration, travel and food are budgeted and there is sufficient funding within that budget.

Recommendation:

Recommend Approval

Fiscal Impact:

General Fund

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

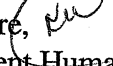
Tabled _____

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 16, 2013

From: Kenneth L. Whittemore, 
Assistant Superintendent Human Resources

Agenda Item: D.1

Subject: Employee Service Anniversary Recognition

Background Information:

The West Contra Costa Unified School District employs 2,916 full and part-time staff members. Tonight the district honors its veteran employees who have reached milestone years for their service. It is with great honor and gratitude that we recognize these individuals by presenting them with service anniversary pins in the following categories:

- the 35-Year Service Pin Award to 6 staff;
- the 30-Year Service Pin Award to 17 staff;
- the 25-Year Service Pin Award to 22 staff;
- the 20-Year Service Pin Award to 34 staff.

It is ultimately the students who benefit from the relationships we have with our veteran staff members. Collectively this group represents more than 1,950 years of experience in serving the students.

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

Recommendation: Recognition; for board and public information

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 16, 2013

From: Bill Fay
Associate Superintendent for Operations

Agenda Item: D.2

Subject: CBOC Resolution 13-1

Background Information:

At the September 25, 2013 meeting of the CBOC, staff prepared a response to Resolution 13-1, to improve communication/interaction between the committee and the staff.

This will serve as a formal response to address the committees concerns:

The staff values the volunteer participation of community members with their charge of oversight of the General Obligation Bond Expenditures on behalf of the citizens of West County.

Staff has developed a "CBOC communication process" that will satisfy the timeliness and response issues.

The plan of action for ensuring that information is readily available to the public at large is to enhance the current CBOC website by adding a FAQ section. It will include questions and responses from the committee and public information requests for the Bond Program.

The full resource of the Bond Program Team will be used to support the committee.

Staff will facilitate any requested tour of projects designated by the committee.

The staff will continue to follow the committee's Bylaws regarding the Annual Performance and Financial Audits.

The staff has increased outreach efforts to fill open positions on the committee.

Staff will also work in concert with the Chair of the Committee to get concurrence on agenda and calendar items.

Recommendation:

For Information Only

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

Citizens' Bond Oversight Committee West Contra Costa Unified School District

RESOLUTION 13-1

Resolution of the WCCUSD Citizens Bond Oversight Committee (CBOC)

*To improve communication and interaction between the
CBOC and the WCCUSD*

Whereas

1. The CBOC as an instrument for the free flow of information between the District and the Community must be taken seriously.
2. The CBOC requests that the District respond and document, in a timely manner, responses to questions, concerns and issues.
3. The CBOC requests the CBOC website be regularly updated, revised and enhanced per the suggestions submitted to the District. Plan of action to be received no later than October 2013.
4. The CBOC asks that support staff and resources be allocated to them.
5. The CBOC should be actively inspecting school facilities and grounds to ensure that bond measures are in compliance, a tour schedule is requested.
6. The CBOC should receive and review copies of the annual, independent performance audit and all reports, in a timely manner including but not limited to copies of any deferred maintenance proposal or plans.
7. The CBOC be involved in the audit process from inception to conclusion.
8. The CBOC requests the District appoint the required category members in order to comply with the Ed Code no later than the end of this calendar year.
9. The CBOC requests Bill Fay be designated as the main point of contact and access to other staff members, as necessary, be made available with a stated chain of command and contact information.
10. The CBOC requests any and all additions or revisions to the CBOC agenda by staff are approved, in advance, by the Chair.
11. The CBOC requests any calendar or schedule changes for the CBOC made by staff, be approved in advance by the Chair.

CBOC Communication Process

1. For information requests, questions and concerns please send an email to bfay@wccusd.net and copy sgarfield@wccusd.net.
2. The subject will be entered into the data base for tracking purposes and ensure timely responses.
3. The requests will be distributed to the appropriate personnel and will be responded to as soon as the information is available.
4. I will provide status on all requests at the monthly meetings.

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education **Meeting Date:** October 16, 2013
From: Bruce Harter **Agenda Item:** E.3
Superintendent
Subject: In Memory of Members of the School Community

Background Information:

The District would like to take time to recognize the contributions of members of our school community who have passed away. The District requests the community to submit names to be reported as a regular part of each agenda.

Linda Drake worked for the District as a clerical substitute employee from 1998 to 2000 when she became the Fiscal Fund Supervisor. Ms. Drake retired in 2006.

Susan Ashbaugh began in 1991 as a food service clerk and community worker at Wilson Elementary School.

Kathryn Jarrell worked from 1981 to 2008 as a yard supervisor for Hercules Elementary which became Lupine Elementary.

Our thoughts go out to the family and friends in the loss of their loved one.

Recommendation: For Information Only

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education **Meeting Date:** October 16, 2013
From: Nia Rashidchi
Assistant Superintendent, Educational Services **Agenda Item:** F-1 Revised
Subject: Public Hearing: Grades K-12 Textbook and
Instructional Materials Compliance for Fiscal Year 2013-2014

Background Information:

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

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

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

Immediately after this hearing, as a separate action item, the Board is requested to approve Resolution No. 35-1314: Grades K-12 Textbook and Instructional Materials Compliance for Fiscal Year 2013-2014.

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

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 35-1314**

**RESOLUTION FOR GRADES K-12 TEXTBOOK AND INSTRUCTIONAL MATERIALS
COMPLIANCE FOR FISCAL YEAR 2013-2014**

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

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

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

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

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

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

THEREFORE, be it resolved that for the 2013-2014 school year, the West Contra Costa Unified School District held a public hearing on October 16, 2013, the public was noticed at least ten days in advance, and it was determined that the District has not provided each pupil with sufficient textbooks and instructional materials (see attached list and chart) aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in each of the areas described above. Sufficient laboratory science equipment is available to students in grades 9-12.

PASSED AND ADOPTED by the Board of Education of the West Contra Costa Unified School District on this, 16th day of October 2013 by the following vote:

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

I HEREBY CERTIFY that the foregoing resolution was duly and regularly introduced, passed, and adopted by the Board of Education of the West Contra Costa Unified School District, Contra Costa County, at a meeting of said Board on the 16th day of October 2013.

President of the Board of Education

Secretary of the Board of Education

Schools 100% Textbook Sufficient

Elementary

Coronado
Ellerhorst
Hanna Ranch
Highland
Kensington
King
Madera
Murphy
Stege
Tara Hills
Valley View
Wilson

Middle

Crespi
DeJean
Helms
Hercules Middle
Pinole Middle
Portola

High

DeAnza
El Cerrito
Hercules High
Kennedy
Pinole Valley
Richmond High
Gompers
Vista High
North Campus/Harbour Way

**Textbook Insufficiencies - Treasures
2013 - 2014**

Site Name	Grade	Whse Stock #	Title	Qty Needed	Date ordered	Delivery Date	Action Plan
Bayview	2	CAT202	CA Student Edition book 2	3	9/24/2013		Delivery to district warehouse on 10/17
Bayview	K	978-0022018047	Wonders California Content Big Book - Volume 2	4	9/24/2013		Delivery to district warehouse on 10/17
Bayview	K	978-0022021962	Wonders California Content Big Book - Volume 3	4	9/24/2013		Delivery to district warehouse on 10/17
Bayview	K	978-0022018047	Wonders Content Big Book, Vol. 2	1	10/13/2013		Delivery to district warehouse on 10/17
Bayview	K	978-0022021962	Wonders Content Big Book, Vol. 3	1	10/13/2013		Delivery to district warehouse on 10/17
Chavez	2	CAT202	CA Student Edition book 2	2	9/25/2013		Delivery to district warehouse on 10/17
Chavez	3	CAT301	California Student Edition, Book 1	10	9/25/2013		B/O - del 10/30/13
Chavez	3	CAT302	California Student Edition, Book 2	10	9/25/2013		B/O - del 10/30/13
Chavez	3	CAT303	CA Wonders content readers	10	9/25/2013		B/O - del 10/30/13
Chavez	K	CAT001	CA Student Activity Book Package	40	9/25/2013		Delivery to district warehouse on 10/17
Chavez	3	CAT301	California Student Edition, Book 1	26	9/30/2013		B/O - del 10/30/13
Chavez	3	CAT302	California Student Edition, Book 2	26	9/30/2013		B/O - del 10/30/13
Chavez	3	CAT303	CA Wonders content readers	26	9/30/2013		B/O - del 10/30/13
Collins	1	CAT101	Treasures Grade 1 Book 1	8	10/7/2013		B/O - del 10/30/13
Collins	1	CAT102	Treasures Grade 1 Book 2	8	10/7/2013		B/O - del 10/30/13
Collins	1	CAT103	Treasures Grade 1 Book 3	8	10/7/2013		B/O - del 10/30/13
Collins	1	CAT104	Treasures Grade 1 Book 4	8	10/7/2013		B/O - del 10/30/13
Collins	1	CAT105	Treasures Grade 1 Book 5	8	10/7/2013		B/O - del 10/30/13
Collins	1	CAT106	Treasures Grade 1 Book 6	8	10/7/2013		B/O - del 10/30/13
Collins	2	CAT201	Treasures Grade 2 Book 1	3	10/7/2013		Delivery to district warehouse on 10/15
Collins	2	CAT202	Treasures Grade 2 Book 2	3	10/7/2013		Delivery to district warehouse on 10/17
Fairmont	5	978-0022019280	Treasures Wonders Content Readers	14	10/13/2013		B/O - del 10/30/13
Ford	K	CAT001	California Student Activity Book Package	20	9/19/2013		Delivery to district warehouse on 10/17
Ford	K	978-0-02-201806-1	Wonders California Content Big Book - Volume 1	2	9/19/2013	1 delivered 10/15/13	Delivery to district warehouse on 10/17
Ford	K	978-0-02-201804-7	Wonders California Content Big Book - Volume 2	2	9/19/2013	1 delivered 10/15/13	Delivery to district warehouse on 10/17
Ford	K	978-0-02-202196-2	Wonders California Content Big Book - Volume 3	2	9/19/2013	1 delivered 10/15/13	Delivery to district warehouse on 10/17
Grant	2	CAT201	California Student Ed. Book 1	4	9/27/2013		Delivery to district warehouse on 10/15
Grant	2	CAT202	California Student Ed. Book 2	3	9/27/2013		Delivery to district warehouse on 10/17
Lake	1	978-0022020248	Literature Big Book Package	2	9/21/2013		B/O - del 10/30/13
Lake	2	CAT201	Student Edition Book 1	10	9/21/2013		Delivery to district warehouse on 10/15
Lake	2	CAT202	Student Edition Book 2	10	9/21/2013		Delivery to district warehouse on 10/17
Lake	4	CAT401	Student Edition	8	9/21/2013		B/O - del 10/30/13

**Textbook Insufficiencies - Treasures
2013 - 2014**

Site Name	Grade	Whse Stock #	Title	Qty Needed	Date ordered	Delivery Date	Action Plan
Lake	K	978-0022018061	Wonders Content Big Book Vol. 1	1	9/21/2013		Delivery to district warehouse on 10/17
Lupine Hills	2	CAT201	California Student edition Book 1	2	9/22/2013		Delivery to district warehouse on 10/15
Lupine Hills	2	CAT202	California Student edition Book 2	4	9/22/2013		Delivery to district warehouse on 10/17
Lupine Hills	1	CAT101	California Student Edition, Book 1	4	10/12/2013		B/O - del 10/30/13
Lupine Hills	1	CAT102	California Student Edition, Book 2	4	10/12/2013		B/O - del 10/30/13
Lupine Hills	1	CAT103	California Student Edition, Book 3	4	10/12/2013		B/O - del 10/30/13
Lupine Hills	1	CAT104	California Student Edition, Book 4	4	10/12/2013		B/O - del 10/30/13
Lupine Hills	1	CAT105	California Student Edition, Book 5	4	10/12/2013		B/O - del 10/30/13
Lupine Hills	1	CAT106	California Student Edition, Book 6	4	10/12/2013		B/O - del 10/30/13
Mira Vista	3	978-0-02-204341-4	ELD CA Wonders Content Reader	20	9/22/2013	4 delivered - 9/24	B/O - del 10/30/13
Mira Vista	7	PHL740	Everyday Spelling -- Bronze	60	9/22/2013		B/O - del 10/30/13
Montalvin	K	CAT001	Student Activity Book package	27	9/19/2013	17 delivered - 10/4	Delivery to district warehouse on 10/17
Nystrom	4	CAT401	CA Student Edition	25	9/23/2013	19 delivered - 10/2	B/O - del 10/30/13
Olinda	2	CAT201	CA Student Edition, Book 1	12	9/30/2013		Delivery to district warehouse on 10/15
Olinda	2	CAT202	CA Student Edition, Book 2	8	9/30/2013		Delivery to district warehouse on 10/17
Olinda	4	CAT401	California Student Edition	12	9/30/2013		B/O - del 10/30/13
Olinda	K	CAT001	California Student Activity Book Package	7	9/30/2013		Delivery to district warehouse on 10/17
Peres	2	978-0-02-201931-0	Wonders Content Reader	30	9/24/2013	20 delivered - 9/26	Delivery to district warehouse on 10/17
Riverside	2	CAT201	CA SE Book1	8	10/2/2013		Delivery to district warehouse on 10/15
Riverside	2	CAT202	CA SE Book2	8	10/2/2013		Delivery to district warehouse on 10/17
Shannon	2	CAT201	CA Student Edition Book 1	14	9/20/2013		Delivery to district warehouse on 10/15
Shannon	2	CAT202	CA Student Edition Book 2	14	9/20/2013		Delivery to district warehouse on 10/17
Shannon	1	978-0022018054	CA Wonders Big Book Vol. 1	1	9/21/2013		B/O - del 10/30/13
Shannon	1	978-0022018030	CA Wonders Big Book Vol. 2	1	9/21/2013		B/O - del 10/30/13
Shannon	1	978-0022021979	CA Wonders Big Book Vol. 3	1	9/21/2013		B/O - del 10/30/13
Stewart	K	CAT001	CA Student Activity Book Package	24	9/19/2013	5 delivered - 10/3	Delivery to district warehouse on 10/17
Stewart	3	978-0-02-204341-4	ELD CA Wonders Content Reader	8	9/25/2013		B/O - del 10/30/13
Stewart	K	CAT001	Student Activity Package	1	10/9/2013		Delivery to district warehouse on 10/17
Verde	2	CAT 201	Treasures Student Edition, Book 1	29	9/24/2013	5 dlvr'd - 10/9; 24 on b/o	Delivery to district warehouse on 10/15
Verde	2	CAT 202	Treasures Student Edition, Book 2	29	9/24/2013		Delivery to district warehouse on 10/17
Verde	2	CAT201	California Student Edition, Book 1	26	10/9/2013		Delivery to district warehouse on 10/15
Verde	2	CAT202	California Student Edition, Book 2	26	10/9/2013		Delivery to district warehouse on 10/17

**Textbook Insufficiencies - Treasures
2013 - 2014**

Site Name	Grade	Whse Stock #	Title	Qty Needed	Date ordered	Delivery Date	Action Plan
Verde	2	978-0022019310	Wonders Content Readers	26	10/9/2013		Delivery to district warehouse on 10/17
Verde	2	978-0022043407	ELD Wonders Content Readers	26	10/9/2013		Delivery to district warehouse on 10/17
Vista	1	CAT101	Treasures Gr 1 Student Edition, Book 1	2	10/9/2013		B/O - del 10/30/13
Vista	1	CAT102	Treasures Gr 1 Student Edition, Book 2	2	10/9/2013		B/O - del 10/30/13
Vista	1	CAT103	Treasures Gr 1 Student Edition, Book 3	2	10/9/2013		B/O - del 10/30/13
Vista	1	CAT104	Treasures Gr 1 Student Edition, Book 4	2	10/9/2013		B/O - del 10/30/13
Vista	1	CAT105	Treasures Gr 1 Student Edition, Book 5	2	10/9/2013		B/O - del 10/30/13
Vista	1	CAT106	Treasures Gr 1 Student Edition, Book 6	2	10/9/2013		B/O - del 10/30/13
Vista	4	978-0022043421	ELD Wonders Content Readers, Gr 4	3	10/9/2013		B/O - del 10/30/13
Vista	5	CAT501	Treasures Gr 5 Student Edition	2	10/9/2013		B/O - del 10/30/13
Vista	5	978-0022043438	ELD Wonders Content Readers, Gr 5	2	10/9/2013		B/O - del 10/30/13
Washington	2	CAT201	California Student Edition, Book 1	4	9/23/2013		Delivery to district warehouse on 10/15
Washington	2	CAT202	California Student Edition, Book 2	4	9/23/2013		Delivery to district warehouse on 10/17
Washington	K	978-0022018061	Wonders California Content Big Book - Volume 1	1	9/23/2013		Delivery to district warehouse on 10/17
Washington	K	978-0022018047	Wonders California Content Big Book - Volume 2	1	9/23/2013		Delivery to district warehouse on 10/17
Washington	K	978-0022021962	Wonders California Content Big Book - Volume 3	1	9/23/2013		Delivery to district warehouse on 10/17
			Total	798			

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 16, 2013

From: Bruce Harter, Superintendent

Agenda Item: F.2

Subject: Report and Recommendation from Naming Committee

Background Information:

At the September 25, 2013 meeting, the Board appointed members Madeline Kronenberg and Randy Enos to serve on an ad hoc subcommittee to consider naming a portion of DeAnza High School in honor of one of its alumni who taught at the school for 36 years, Karen Mason. The subcommittee met on October 2 at DeAnza with Principal Bob Evans.

Recommendation:

That Building 7, the wing housing English classes in the school, be named "Mason Hall" in honor of Karen Mason and that a mural be designed and painted at the end of the hallway to display the many areas in which Ms. Mason contributed to the school including journalism, yearbooks, leadership, the arts and sports.

Fiscal Impact: To Be Determined

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education **Meeting Date:** October 16, 2013
From: Kenneth L. Whittemore **Agenda Item:** G.1
Assistant Superintendent Human Resources
Subject: Board Policy 1312.3 – Community Relations

Background Information:

The Human Resources Department has worked to revise Board Policy 1312.3 – Community Relations; specifically the procedures in how the District addresses Uniform Complaints.

It is presented tonight as an information item and will be brought back at the next board meeting for final action.

Recommendation: That the Board review modifications to Board Policy 1312.3

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

West Contra Costa USD

Board Policy

Uniform Complaint Procedures

BP 1312.3

Community Relations

The Governing Board recognizes that the district **has the primary** responsibility **to ensure compliance** with applicable state and federal laws and regulations governing educational programs. The district shall investigate **and seek to resolve any** complaints alleging failure to comply with such laws and/or alleging **unlawful** discrimination, **harassment, intimidation, or bullying** in accordance with the district's uniform complaint procedures.

The district shall **use** uniform complaint procedures **to resolve any** complaints alleging unlawful discrimination, **harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.**

Uniform complaint procedures shall also be used **to address any** complaints alleging **the district's** failure to comply **with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and** state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs.

The district's Williams uniform complaint procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to the following:

- 1. Sufficiency of textbooks or instructional materials**
- 2. Emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff**
- 3. Teacher vacancies and misassignments**

4. Deficiency in the district's provision of instruction and/or services to any student who, by the completion of grade 12, has not passed one or both parts of the high school exit examination

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This may include keeping the identity of the complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee, on a case-by-case basis.

The Board prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18203 School libraries

32289 School safety plan, uniform complaint procedure

35186 Williams uniform complaint procedure

37254 Intensive instruction and services for students who have not passed exit exam

41500-41513 Categorical education block grants

48985 Notices in language other than English

49013 Student fees

49060-49079 Student records

49490-49590 Child nutrition programs

52160-52178 Bilingual education programs

52300-52490 Career-technical education

52500-52616.24 Adult schools

52800-52870 School-based coordinated programs

54000-54028 Economic impact aid programs

54100-54145 Miller-Unruh Basic Reading Act
54400-54425 Compensatory education programs
54440-54445 Migrant education
54460-54529 Compensatory education programs
56000-56867 Special education programs
59000-59300 Special schools and centers
64000-64001 Consolidated application process

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

12900-12996 Fair Employment and Housing Act

PENAL CODE

422.55 Hate crime; definition

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

3080 Application of section

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

6301-6577 Title I basic programs

6601-6777 Title II preparing and recruiting high quality teachers and principals

6801-6871 Title III language instruction for limited English proficient and immigrant students

7101-7184 Safe and Drug-Free Schools and Communities Act

7201-7283g Title V promoting informed parental choice and innovative programs

7301-7372 Title V rural and low-income school programs

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights:

<http://www.ed.gov/about/offices/list/ocr/index.html>

Policy WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

adopted: November 7, 2007 Richmond, California

revised: April 16, 2008

revised:

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 16, 2013

From: Bill Fay
Associate Superintendent for Operations

Agenda Item: G.2

Subject: Project Update for Stege Elementary School Campus Replacement.

Background Information:

The District has contracted with Powell & Partners Architects for the design of the Stege Elementary School Campus Replacement project. The Architect of Record will provide a brief presentation to the Board on the project's status.

Recommendation:

No Action Required.

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 16, 2013

From: Bill Fay
Associate Superintendent for Operations

Agenda Item: G.3

Subject: Project Update for Pinole Middle School Football & Soccer Field.

Background Information:

The District has contracted with Powell & Partners Architects for the design of the Pinole Middle School Football & Soccer Field project. This represents the final phase of the work at this site. The Architect of Record will provide a brief presentation to the Board on the project's status.

Recommendation:

No Action Required.

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 16, 2013

From: Bill Fay
Associate Superintendent for Operations

Agenda Item: G.4

Subject: Project Update for Montalvin Manor Elementary School Classroom Building Addition.

Background Information:

The District has contracted with Baker-Vilar Architects for the design of the Montalvin Manor Elementary School Classroom Building Addition project. The Architect of Record will provide a brief presentation to the Board on the project's status.

Recommendation:

No Action Required

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education **Meeting Date:** October 16, 2013
From: Bill Fay **Agenda Item:** G.5
Associate Superintendent for Operations
Subject: Project Update for El Cerrito High School Stadium and Field Replacement.

Background Information:

The District has contracted with WLC Architects for the design of the El Cerrito High School Stadium and Field Replacement project. This represents the final phase of the work at this site. The Architect of Record will provide a brief presentation to the Board on the project's status.

Recommendation:

No Action Required.

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 16, 2013

From: Bill Fay
Associate Superintendent for Operations

Agenda Item: G.6

Subject: Project Update for Downer Elementary School Playfield.

Background Information:

The District has contracted with Bunton-Clifford Architects for the design of the Downer Elementary School Playfield project. This represents the final phase of the work at this site. The Architect of Record will provide a brief presentation to the Board on the project's status.

Recommendation:

No Action Required.

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____