

**WEST CONTRA COSTA
UNIFIED SCHOOL DISTRICT**

BOARD OF TRUSTEES



MISSION STATEMENT

WCCUSD, in partnership with the community, serves the whole child, preparing every student to succeed in higher education, career, and life by pairing high quality academics with social, emotional, and wellness support.

“Whole Child, Whole Community”

MEETING OF
January 29, 2014

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
MEETING AGENDA
JANUARY 29, 2014**

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 **Board of Education's Open Session meeting will begin at 6:30 PM.** The Board will convene at **6:00 PM** in the Multi-Purpose Room to receive comments from anyone wishing to address the Board regarding closed session items (Exhibit A). The Board will then adjourn to closed session and reconvene in open session to address the regular agenda (Exhibits B-G) at 6:30 PM.

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

Special Accommodations: Upon written request to the District, disability-related modifications or accommodations, including auxiliary aids or services, will be provided. Please contact the Superintendent's Office at 510-231-1101 at least 48 hours in advance of meetings.

"of children be more careful than anything."
e.e. cummings

B. OPENING PROCEDURES

B.1 Pledge of Allegiance

B.2 Welcome and Meeting Procedures

B.3 Roll Call

B.4 Presentation of Student Board Representative from Richmond High School

B.5 Report/Ratification of Closed Session

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

* **B.7 Minutes:** January 4, 2014; January 8, 2014

* **B.8 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 January 29, 2014.

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 January 29, 2014.

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 January 29, 2014.

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 December 2013 are provided:

Total of payroll warrants (December 2013):	\$ 10,025,904
Total of vendor warrants (December 2013):	\$ 7,409,302

Recommendation:
Recommend approval of the payroll and vendor warrant reports

Fiscal Impact:
As noted above

***CI C.5 Contracted Services**

Comment:
Permission is requested of the Board of Education to approve contracts for services as detailed, dated January 29, 2014.

Recommendation:
Recommend Approval

Fiscal Impact:
As noted per contracts summary

***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 Routine Personnel Changes – Classified**

Comment:

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

Recommendation:

Approve Classified Personnel Changes

Fiscal Impact:

None

***CI C.8 Approval of Sabbatical Leave Requests for 2014-2015**

Comment:

The District and UTR have a negotiated agreement for the district to provide ten Sabbatical Leaves each year. The leaves can be taken for purposes of formal study, travel, or independent study. Teachers on leave will receive 50% of their annual salary pursuant to contract. Each request for leave is provided.

Recommendation:

Recommend Approval

Fiscal Impact:

\$199,613.50 Salary

***CI C.9 Acceptance of Contracts for Placement of Student Teachers**

Comment:

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

Staff requests approval from the Board of Education to accept Contracts for Placement of Student Teachers as detailed, dated January 29, 2014.

Recommendation:

Recommend Approval

Fiscal Impact:

None

***CI C.10 Presentation of Bargaining Proposal from Local One to the West Contra Costa Unified School District**

Comment:

Pursuant to the Educational Employment Relations Act, the reopener proposal for negotiations by school districts and labor unions must be submitted at a public meeting of the governing board. The reopener proposal of Public Employees Union, Local One to the West Contra Costa Unified School District is presented tonight as an information item. At the next regularly scheduled Board meeting this item will come back for public hearing and adoption by the Board of Education.

Recommendation:

The Board of Education accept the bargaining reopener proposal with Public Employees Union, Local One as an information item.

Fiscal Impact:

To Be Determined

***CI C.11 Approve the following new job description: Director of Communications**

Comment:

This job classification is being created to oversee the comprehensive communications program for both internal and external audiences, which includes elements of community relations, media relations, publications, school/business partnerships and community education; provides professional and technical support, assistance and guidance to district leadership in communications matters.

This job classification will support Strategy 3, 14.3 of the Strategic Plan in developing and deploying a district wide communication plan for parents.

Recommendation:

Recommend Approval

Fiscal Impact:

Salary and Benefits Not to Exceed \$135,000 – General Fund

***CI C.12 Approve the following new job description: Director, Accountability / Chief Data Officer**

Comment:

This job classification is being created to oversee the comprehensive data needs for the District. Specific focus will center around compilation and determination of data needs to comply with Local Control Funding Formula (LCFF) guidelines.

This job classification will support Strategy 5, Objectives 26.1, 26.2, 26.3, 26.4 of the Strategic Plan in improving internal data collection and management systems.

Recommendation:
Recommend Approval

Fiscal Impact:
Salary and Benefits Not to Exceed \$135,000 – General Fund

***CI C.13 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: \$1,168,084. Funding sources Fund 40, Measure J, Measure D-2010 and Measure E-2012 Bond.

***CI C.14 Ratification and Approval of Negotiated Change Orders**

Comment:
Staff is seeking ratification of Change Orders on the following current District construction projects: Dover ES MPR Demolition; De Anza HS Campus Replacement; Kennedy HS Science Wing Renovation; New Gompers & LPS. Change Orders are fully executed by the District upon signature by the Superintendent's designee. Board ratification is the final step required under state law in order to complete payment and contract adjustment.

In accordance with Public Contract Code 20118.4, the Board, by ratifying these Change Orders, finds that it would have been futile to publicly bid the work in question because of the tight time frames to complete this work without affecting the operations of the District, and that the public is best served by having this work completed by the contractor on the project.

Recommendation:
Ratify negotiated Change Orders as noted

Fiscal Impact:
Total ratification and approval by this action: \$62,128.00

***CI C.15 Ratification of Staff Awarded Contract (CUPCCAA): Pinole Valley High School Baseball Park Backstop Replacement**

Comment:

Plans and specifications provided by Facilities Staff. Scope of work includes demolition of existing backstop, stripping fabric from dugouts and replacing with new, installation of swing gate, installation of forty-five (45) feet of foul netting, and straightening of fencing.

The Superintendent's designee has approved and executed a contract for the project to Roebbelen Contracting, Inc., \$45,000. All contracts approved by District staff must be ratified or, in some cases, reviewed by the District's Board. (CUPCCAA Resolution # 90-0809 (2009); Educ. Code § 22034).

Recommendation:

Ratify staff award of the contract to Roebbelen Contracting, Inc.

Fiscal Impact:

\$45,000. Project will be funded from the Measure D-2010.

***CI C.16 Ratification of Staff Awarded Contract (CUPCCAA): Pinole Valley High School Baseball Park Site Work**

Comment:

Plans and specifications provided by Facilities Staff. Scope of work includes grading, compacting, french drain, mounting, set bases, sod repair, and relocation of irrigation heads.

The Superintendent's designee has approved and executed a contract for the project to Suarez & Munoz Construction, Inc., \$44,700. All contracts approved by District staff must be ratified or, in some cases, reviewed by the District's Board. (CUPCCAA Resolution # 90-0809 (2009); Educ. Code § 22034).

Recommendation:

Ratify staff award of the contract to Suarez & Munoz Construction, Inc.

Fiscal Impact:

\$44,700. Project will be funded from the Measure D-2010.

***CI C.17 Security System for FOC and ITC to include head-end equipment for the district**

Comment:

District security consultant, Security by Design (SBD), has prepared plans and specifications for the project. The scope of work includes purchasing and installing surveillance system and access control for the FOC and ITC buildings. In addition, it includes purchasing and installing the Genetec management component and the related District Standard network equipment utilizing Cisco and NetApp equipment.

The District solicited competitive bids for the project. Competitive bids were opened on October 8, 2013. Three contractors submitted bids as follows: G4S Technology for a bid price of \$360,740.36; Ojo Technology for a bid price of \$377,493.36; Schneider Electric for a bid price of \$356,387.02. After a review of all bids, G4S Technologies, and Schneider Electric were deemed non-responsive. The lowest responsive, responsible bidder is Ojo Technology.

Recommendation:

Ratify the award to the lowest responsive, responsible bidder: Ojo Technology

Fiscal Impact:

\$377,493.36 funded from the Measure D-2010 Bond.

***CI C.18 Resolution 52-1314: Authorizing Competitive Negotiations for Erate Priority One Data Circuits and Managed VoIP Services pursuant to Public Contract Code Section 20118.2**

Comment:

The District desires to go to bid for ERATE priority one data circuits and managed Voice over IP services. The award will comply with the Public Contract Code 20118.2 which allows the District to select the most qualified bidder(s) whose bid meets the evaluation standards determined by the District and will be the most advantageous to the District with price and all other factors considered or to reject all responses to the Request for Bids, whichever is in the best interest of the District. The District further reserves the right to award specific items or services on an individual per line item basis to one or more of the bidders, whichever is in the best interest of the District. The successful Bidder will be notified in the event of an award. All bidders shall be assessed based on the specific needs of the District and the District will follow the competitive negotiation process described in Public Contract Code section 20118.2.

Public Contract Code section 20018.2 was created due to the highly specialized and unique nature of technology, telecommunications, related equipment, software, and services. Because products and materials of that nature are undergoing rapid technological changes, and in order to allow for the introduction of new technological changes into the operations of the school district, it is in the public's best interest to allow a school district to consider, in addition to price, factors such as performance reliability, standardization, life-cycle costs, delivery timetables, support logistics, the broadest possible range of competing products and materials available, fitness of purchase, manufacture's warranties, and similar factors in the award of contracts for technology, telecommunications, related equipment, software, and services.

Recommendation:

Adopt Resolution No. 52-1314 – Authorizing Competitive Negotiations for Erate Priority One Data Circuits and Managed VoIP Services pursuant to Public Contract Code Section 20118.2

Fiscal Impact:

No fiscal impact or implications associated with the approval of these documents

***CI C.19 Procurement Contract for Wireless Infrastructure**

Comment:

In March 2013, the Board approved an ERATE contract to CDW to upgrade the wireless infrastructure for eleven of our ERATE eligible schools. These schools are: Downer, Ford, Nystrom, Peres, Verde, Harbour Way, Helms, King, Dover, Gompers and Kennedy. ERATE did not approve the funding and consequently these schools have not yet been upgraded. Coronado (temp campus), and Valley View were folded into the contract when it was determined that the equipment could be repurposed once Bond completes these sites. In addition, it was found that antiquated switches remain at DeJean, Grant, Lake,

Lincoln and Richmond High despite the recent wireless infrastructure upgrade as performed by AT&T earlier this year. Twelve switches are included in the Build of materials for this reason. The total cost of the project is \$2,144,461.56.

AEKO Consulting was hired for project management and is working with CDW to ensure that local vendors are included in the contract.

Recommendation:

Recommend approval of the contract for the procurement of wireless infrastructure for the purpose of upgrading remaining sites with new switching, and wireless technology.

Fiscal Impact:

\$2,144,461.56 from Measure E 2012

***CI C.20 Resolution No. 53-1314: African-American History Month - February 2014**

Comment:

The State Board of Education has proclaimed February 2014 as African-American History Month. The West Contra Costa Unified School District recognizes the contributions of African Americans and encourages schools to develop special instructional activities and celebrations.

Recommendation:

Approve this resolution honoring African-American History Month, February 2014

Fiscal Impact:

None

***CI C.21 Resolution No. 54-1314: Recognition of West Contra Costa Unified School District Job Shadow Day February 4, 2014 and Recognition of February 2014 as National Job Shadow Month**

Comment:

Resolution No. 54-1314 recognizes and acknowledges February 4, 2014 as WCCUSD Job Shadow Day and the month of February 2014 as National Job Shadow Month. Job Shadow is an academically motivating activity designed to give kids the unique opportunity of an up-close look at the world of work. Beginning with a nationwide kickoff on February 4, 2014, and continuing throughout the school year, students across America will “shadow” workplace mentors as they go through a normal day on the job. The program invites students to see firsthand how the skills learned in school relate to the workplace. Job Shadow 2014 is led by the National Job Shadow Coalition.

Recommendation:

Recommend Approval

Fiscal Impact:

None

***CI C.22 Revision of Board Bylaw 9250**

Comment:

Based upon information provided by legal counsel, Board Bylaw 9250 should be updated to combine the travel expense and stipend into one amount. In addition it is recommended that the Board increase the annual stipend by 5% effective July 1, 2014 in accordance with Ed. Code 35120(e). This Board Bylaw has not been updated since 2008.

Recommendation:

Recommend approval of revision to Board Bylaw 9250

Fiscal Impact:

None

***CI C.23 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 Todd Groves has expressed interest in attending the following:

- 52nd Annual California Association for the Gifted Conference, Anaheim, CA February 21-23, 2014
- 69th ASCD Annual Conference, Los Angeles, CA March 15-17, 2014
- International Conference of the Learning Sciences, Boulder, CO June 23-27, 2014

Recommendation:

Recommend Approval

Fiscal Impact:

General Fund, estimated cost \$6,600.00

D. AWARDS, RECOGNITIONS, AND REPORTS

*** D.1 Recognition of Sgt. Eddie Russell**

Comment:

We would like to recognize Sgt. Eddie Russell for his support, dedication and commitment to students and staff of West Contra Costa Unified School District.

Recommendation:

For Information Only

Fiscal Impact:

None

*** D.2 Report on District-wide FAFSA Campaign**

Comment:

In 2013, the Ed Fund in partnership with WCCUSD, coordinated a district-wide campaign to increase completion of applications for public aid to support students going to college. The Free Application for Federal Student Aid (FAFSA) is the primary application that students complete in order to be eligible to receive financial aid for college. As indicated through national studies, paying for college is the number one barrier keeping kids out of college. To remove this barrier, the Ed Fund's goal was to ensure that all students had the opportunity to complete the FAFSA or the California Dream Application (for undocumented students). Recent studies indicate that increasing FAFSA completion also results in increased college-going rates for districts.

In 2012, only 33% of District students completed the FAFSA by the March 2nd priority deadline. Through collaborative efforts, the percentage of seniors filing the FAFSA by the priority deadline in 2013 increased to 56% - a 23% gain.

In addition, for the first time, WCCUSD became one of a handful of districts in the state of California that made every senior eligible for the Cal Grant, California's State public aid, through a district-wide Grade Point Average upload to the California Student Aid Commission. The efforts to increase the number of students applying for financial aid resulted in 596 WCCUSD seniors receiving the Cal Grant. This translates to an estimated increase of \$3 million in State aid available to our District seniors in their first year of college.

The campaign made available to the class of 2013 WCCUSD students more than \$20 million dollars in state and federal aid to fund their college tuition and fees. For our local community, nearly 600 families were able to keep tuition dollars here in our local economy. This enormous local stimulus happens every year, creating and sustaining jobs, while investing in the workforce of tomorrow.

In 2014, our goal is for all District students to have the opportunity to complete their financial aid application and for 70% of District students to submit their applications by the March 2nd priority deadline.

We know that the increase in financial aid received by WCCUSD students enables more students to afford to go to college and dramatically increases their likelihood of graduating from college. The Ed Fund would like to thank the College Access Foundation of California for its support that has enabled the development of our College Access Initiative. We would also like to thank all of our partners in the West County College Access Network including WCCUSD. They are to be commended and held high for their singular focus on college access and success for all district students. The Ed Fund is proud of our continued commitment to support the college aspirations of students in WCCUSD.

We look to the School Board for support in institutionalizing the completion of financial aid applications for all students in the District and ask for you to join us in making January Financial Aid Awareness Month in WCCUSD.

Recommendation:

For Information Only

Fiscal Impact:

None

* **D.3 Mock Trial Overview**

Comment:

Nancy Schiff from the Center for the Development of Youth through Law will provide the Board with the background for this year's Mock Trial competition which will involve five WCCUSD High Schools. The competition dates are February 4, 6, 11 and 13 at 5:30 p.m. each night at the Martinez courthouse.

Recommendation:

For Information Only

Fiscal Impact:

None

* **D.4 WCCUSD 2014 Summer Learning Overview**

Comment:

Staff will give an overview of the extended learning summer opportunities for the summer of 2014.

Recommendation:

For Information Only

Fiscal Impact:

None

* **D.5 Budget Update**

Comment:

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

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
Bayside Parent Teacher Association
Citizens' Bond Oversight Committee
College and Career Readiness Academies
Community Budget Advisory Committee
Facilities Subcommittee
Ivy League Connection

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

* **E.2 Superintendent's Report**

F. ACTION ITEMS

* **F.1 Public Hearing and Adoption of Bargaining Proposal from the West Contra Costa Unified School District to the Public Employees Union, Local One**

Comment:

Pursuant to the Educational Employment Relations Act, the proposal for negotiations by school districts and labor unions must be submitted at a public meeting of the governing board. The reopener proposal of West Contra Costa Unified School District will be presented, at which time the public is allowed to comment on this proposal. A copy of the proposal is provided in the Board Meeting packet and available at the District's Administration Building, six high schools and online at the District's webpage.

Recommendation:

That the Board of Education hold a public hearing on the District's bargaining reopener proposal to the Public Employees, Local One in accordance with the 2012-2015 bargaining agreement.

Board Adoption of Bargaining Reopener Proposal

Comment:

Following the public hearing on its bargaining reopener proposal, the Board of Education will be asked to adopt the District proposal to the Public Employees, Local One in accordance with the 2012-2015 reopener agreement.

Recommendation:

That the Board of Education adopt the bargaining proposal for labor negotiations with the Public Employees, Local One.

Fiscal Impact:

To Be Determined

* **F.2 Public Hearing and Adoption of Bargaining Proposal from the School Supervisors Association (SSA) to West Contra Costa Unified School District**

Comment:

Pursuant to the Educational Employment Relations Act, the proposal for negotiations by school districts and labor unions must be submitted at a public meeting of the governing board. The reopener proposal of School Supervisors Association will be presented, at which time the public is allowed to comment on

this proposal. A copy of the proposal is provided in the Board meeting packet and available at the District's Administration Building, six high schools and online at the District's webpage.

Recommendation:

That the Board of Education hold a public hearing on the School Supervisors Association (SSA) bargaining reopener proposal to the District in accordance with the 2012-2015 bargaining agreement.

Board Adoption of Bargaining Reopener Proposal

Comment:

Following the public hearing on its bargaining reopener proposal, the Board of Education will be asked to adopt the School Supervisors Association proposal to the District in accordance with the 2012-2015 reopener agreement.

Recommendation:

That the Board of Education adopt the bargaining reopener proposal for labor negotiations with the School Supervisors Association.

Fiscal Impact:

To Be Determined

* **F.3 Presentation and Public Hearing of Bargaining Proposal from the West Contra Costa Unified School District to School Supervisors Association (SSA)**

Comment:

Pursuant to the Educational Employment Relations Act, the proposal for negotiations by school districts and labor unions must be submitted at a public meeting of the governing board. The reopener proposal of the West Contra Costa Unified School District will be presented, at which time the public is allowed to comment on this proposal. A copy of the proposal is provided in the Board meeting packet and available at the District's Administration Building, six high schools and online at the District's webpage.

Recommendation:

That the Board of Education hold a public hearing on the District's bargaining reopener proposal to the School Supervisors Association (SSA) in accordance with the 2012-2015 bargaining agreement.

Board Adoption of Bargaining Reopener Proposal

Comment:

Following the public hearing on its bargaining reopener proposal, the Board of Education will be asked to adopt the District's proposal to the School Supervisors Association in accordance with the 2012-2015 reopener agreement.

Recommendation:

That the Board of Education adopt the bargaining reopener proposal for labor negotiations with the School Supervisors Association.

Fiscal Impact:

To Be Determined

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

Comment:

Pursuant to the Educational Employment Relations Act, the proposal for negotiations by school districts and labor unions must be submitted at a public meeting of the governing board. The joint reopener proposal of the West Contra Costa Unified School District and West Contra Costa Administrators will be presented, at which time the public is allowed to comment on this proposal. A copy of the proposal is provided in the Board meeting packet and available at the District's Administration Building, six high schools and online at the District's webpage.

Recommendation:

That the Board of Education hold a public hearing of the joint bargaining reopener proposal with West Contra Costa Administrators Association (WCCAA) in accordance with the 2013-2015 bargaining agreement.

Board Adoption of the Joint Bargaining Reopener Proposal

Comment: Following the public hearing on its joint bargaining reopener proposal, the Board of Education will be asked to adopt the joint reopener proposal of the West Contra Costa Administrators Association and the District in accordance with the 2013-2015 reopener agreement.

Recommendation: That the Board of Education adopt the joint bargaining reopener proposal for labor negotiations with the West Contra Costa Administrators Association.

Fiscal Impact:

To Be Determined

* **F.5 Local Control Accountability Committee**

Comment:

As a requirement of the Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP), the District must form a parent advisory committee to advise and give input into the District's Local Control and Accountability Plan regarding priorities and resources from the Local Control Funding Formula (LCFF). At the January 8, 2014 meeting, the Board reviewed the composition and general framework for this new committee.

Before the Board can adopt the LCAP, the Superintendent is required to present a draft of the LCAP to the parent advisory committee as well as the Multilingual District Advisory Committee for comments and suggestions. The Superintendent is required to respond, in writing, to comments received from these groups. While the District currently has a long-established Multilingual District Advisory Committee, there is currently no parent group which would fulfill the requirements of the law. Thus, the need arises to create a new committee -- the District Local Control Accountability Parent Committee.

The members of the District Local Control Accountability Parent Committee will serve two year terms except that half of initial group which would serve for three years to assure continuity. The membership of the committee should reflect the diversity of the community and the student body. The District would

invite the following groups to submit the name of one current WCCUSD parent or legal guardian to serve on the committee: North Richmond Network, Strategic Plan Steering Committee, Multilingual District Advisory Committee, Special Education CAC, Citizens Budget Advisory Committee, Bayside PTA, Concilio Latino, Richmond Health Equity Partnership, Building Blocks for Kids and the NAACP as well as one WCCUSD parent or legal guardian representing UTR, Local 1, SSA and WCCAA. Principals from each high school attendance area family will recommend parents/legal guardians from each high school attendance area and parents/legal guardians of other underrepresented groups such as foster home, group home or the homeless. Additionally, the Superintendent will recommend one student from each of the high schools as well as the Youth Commission as ex officio members.

This District Local Control Accountability Parent Committee (DLCAPC) will meet three times per year, twice in the spring to develop advice for the Board and once in the fall to review the results from the prior school year.

Recommendation:

That the Board approve the composition and operating framework for the District Local Control Accountability Plan Parent Committee.

Fiscal Impact:

To be determined but minimal.

* **F.6 Board Policy 5131 “Conduct”, Policy 5137 “Positive School Climate”, Policy 5145.7 “Sexual Harassment”, and Policy 5145.9 “Hate-Motivated Behavior”**

Comment:

The K-12 Operations Department has worked to revise Board Policy 5131 “Conduct,” Policy 5137 “Positive School Climate,” Policy 5145.7 “Sexual Harassment,” and Policy 5145.9 “Hate Motivated Behavior” specifically to meet the federal and state requirements.

Recommendation:

That the Board approve the revisions to Board Policies

Fiscal Impact:

None

G. DISCUSSION ITEMS

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

I. COMMENTS OF THE BOARD OF EDUCATION AND SUPERINTENDENT

J. THE NEXT SCHEDULED BOARD OF EDUCATION MEETING

Lovonya DeJean Middle School – February 12, 2014

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

January 29, 2014

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

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

Title IX Coordinator

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: January 29, 2014

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

Agenda Item: B.4

Subject: Presentation of Student Board Representative from Richmond High School.

Background Information:

A Student Board Representative from Richmond High School will attend the Board of Education on January 29, 2014. 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
Governance Retreat
Lovonya DeJean Middle School
3400 Macdonald Avenue
Richmond, CA 94805**

January 4, 2014

I. CALL TO ORDER

President Charles Ramsey called the meeting to order at 9:00 AM.

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

Staff Present: Bruce Harter, Superintendent

II. Opportunity for Public Comment on Agenda Items

There was no public comment.

III. Annual Organizational and Unity of Purpose Retreat

Local consultant Tracey Webb, with assistance from Rob Jackson, facilitated the Board in a discussion of how to create a unity of purpose and improve the organizational effectiveness of the Board. Dr. Harter opened the session with some background information on the development of the regulations that the State Board of Education will be adopting for the Local Control Accountability Plan. According to Dr. Harter's report, the challenge for the district is in integrating the recently adopted strategic plan report with the requirements of the LCAP.

Ms. Webb led the Board through the stages of development of groups with a discussion of where the Board is in relationship to those stages. She also led a discussion of where the Board's priorities for 2014 could be in light of the new Local Control Funding Formula, Strategic Plan and LCAP.

IV. ADJOURNMENT

President Ramsey adjourned the meeting at 1:05 PM

**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

January 8, 2014

A. CLOSED SESSION

B. OPENING PROCEDURES

President Ramsey called the meeting to order at 6:00 P.M. The Board recessed into Closed Session.
President Ramsey called the Public Session to order at 6:45 P.M.

B.1 Pledge of Allegiance

President Ramsey led the pledge of allegiance.

B.2 Welcome and Meeting Procedures

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

B.3 Roll Call

Board Members Present: 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; Bill Fay, Associate Superintendent Operations; Wendell Greer, Associate Superintendent K-Adult Schools; Bruce Harter, Superintendent; Debbie Haynie, Executive Secretary; Keith Holtslander, Director of Facilities; Ken McDaniel, Maintenance Supervisor; Mary Phillips, Chief Technology Officer; Nia Rashidchi, Assistant Superintendent Educational Services; Reyna Touriel, Translator; Marin Trujillo, Coordinator Community Engagement, Ken Whittemore, Assistant Superintendent Human Resources

B.4 Presentation of Student Board Representative from Pinole Valley High School

Ms. Sariah Adviento provided a report of activities at Pinole Valley High School.

B.6 Report/Ratification of Closed Session

None

B.7 Agenda Review and Adoption

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

B.8 Minutes: December 2, 2013; December 11, 2013; December 19, 2013

MOTION: Ms. Kronenberg moved approval of the Minutes of December 2, 2013; December 11, 2013 and December 19, 2013. Ms. Merriweather seconded. Mr. Enos, Mr. Groves, Ms. Merriweather, Ms. Kronenberg, Student Representative Sariah Adviento (advisory vote only), and President Ramsey voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

B.9 WCCUSD Public Comment

Jorge Lopez

C. BUSINESS ITEMS

C.1 Grants/Awards/Agreements

C.2 Acceptance of Donations

C.3 Approval of Fund-Raising Activities

C.4 Adoption of Resolution No. 51-1314: Replacement of Outdated Warrant

C.5 Notice of Completion: Bid 1631223-09/1041223-16 Vista Alternative High School & Bayview Elementary School Restroom Renovations

C.6 Out of State Travel for MUNIS Team Members

- C.7 Certificated Board Authorization - Education Code 44258.3**
- C.8 Routine Personnel Changes - Certificated**
- C.9 Routine Personnel Changes – Classified**
- C.10 Presentation of Initial Bargaining Proposal from WCCUSD to Public Employees, Local One**
- C.11 Presentation of Initial Bargaining Proposal from West Contra Costa Unified School District to School Supervisors Association (SSA)**
- C.12 Initial Bargaining Proposal from School Supervisors Association (SSA) to the West Contra Costa Unified School District**
- C.13 Joint Initial Bargaining Proposal – with West Contra Costa Unified School District and West Contra Costa Administrators Association (WCCAA)**
- C.14 Uniform Complaint Procedures - Board Policy 1312.3 – Community Relations**
- C.15 Appointment of Career Technical Education Advisory Committee**
- C.16 Ratification and Approval of Engineering Services Contracts**
- C.17 Approval of Negotiated Change Orders**
- C.18 Approval of Additional Program Management General Conditions Reimbursable Expenses**
- C.19 Ratification of Staff Awarded Contract: Hercules Middle High School Health Center (“Project”)**
- C.20 Resolution No. 50-1314: Approving a School Facilities Needs Analysis**
- C.21 Citizens’ Bond Oversight Committee (CBOC) Appointments:**
 - Marianne Harrison**
 - Maureen Toms**
 - Peter N. Chau**
 - Stephen L. Purser**
- C.22 Williams Lawsuit Complaints Quarterly Report**
- C.23 Community Outreach Consultant**

MOTION: Ms. Kronenberg moved approval of Consent Items C.1 – C.23. Mr. Enos seconded. Mr. Enos, Mr. Groves, Ms. Merriweather, Ms. Kronenberg, Student Representative Sariah Adviento (advisory vote only), and President Ramsey voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

D. AWARDS, RECOGNITIONS, AND REPORTS

D.1 Report on Volunteer Efforts in WCCUSD

Mr. Wendell Greer introduced Mr. Marin Trujillo who provided a report on updates to improve the District’s Volunteer recruitment program. The process has been modified to waive the previously required TB test. Currently potential volunteers can complete a health questionnaire online where those at high risk of tuberculosis are referred to county health services for follow up. The cost of finger printing has been subsidized and assisted by online booking of appointments. With the partnership of Be a Mentor and the online application process, the District is now able to leverage information and resources that volunteers bring to the District.

Public Comment:

None

Board Comment:

Ms. Merriweather asked about parent access to computers at schools if they don’t have a personal computer. Mr. Trujillo said school community workers will provide assistance and access. Parents can also use a smart phone to access the online application or mail in the application.

Mr. Groves remarked on the outstanding revision of the process for exceptional customer service and process improvement. He asked about communicating with parents worried about their documentation status. Mr. Trujillo said that finger printing is not linked in any way with the Office of Immigration. He estimated that about 1,000 parents have been processed as volunteers who are undocumented residents and nothing has happened. His office lets parents know this and he has personally spoken with parent groups to assure them. The District’s community workers are also vocalizing the same message.

Mr. Enos asked about evaluation of the new process. Mr. Trujillo affirmed. He said the priority is to make the process faster and better, and still maintain the safety of students. He looked forward to the ability to leverage the resources from parents who work in big organizations to the benefit of the schools.

Ms. Kronenberg had questions about the finger printing process. Mr. Trujillo explained the process of the Department of Justice. A mechanism is activated when a warrant has been issued for an individual. Deportation due to a serious crime resulting in a warrant can activate the system as well. He said antiodotally, this has not happened to any of the volunteers.

Mr. Groves asked about the current volunteer count. Mr. Trujillo said that 2,100 volunteers have been processed for this year, in addition to the 4,200 from last year.

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

E.1 Standing Reports

Ivy League Connection. Mr. Don Gosney provided an update. He shared that interviews have taken place for Vanderbilt University. Student applications have been completed and sent to the university for the summer program. Next week more interviews will take place for Brown University, University of Pennsylvania, and Cornell University. He said that currently 105 applicants have been received for the summer programs. He extended thanks to the principals, counselors, registrars and panelists volunteers who have worked to recruit and process student applications.

Safety and School Climate. Ms. Merriweather reported that the committee met this week and heard a presentation by the Anti-Defamation League regarding No Place for Hate. She said many of the principals who attended were interested in having this student led program at their schools. She reported that the mobile dental clinic provided a presentation. She said it is the next best thing to the wonderful clinic at Peres. Several schools have been selected to receive services from the mobile dental clinic. The next meeting will be held at DeAnza High School, February 6th. Mr. Enos added that he felt the conversation of site providers was important, in particular Officer Tong of the Richmond Police Department.

Academic Subcommittee. Ms. Rashidchi said the next meeting is January 14, 6:30 PM at DeAnza High School.

College & Career Readiness Academies. Mr. Greer provided an update of activities including the recent notification of being awarded a specialized secondary program grant for El Cerrito High to enhance the visual performing arts program. He also informed Board members of the application for the Youth Career and Connection grant that would improve delivery of instruction for the academies. He also spoke positively of the community partners who work with the District to serve the various Pathways.

Facilities Subcommittee. Mr. Ramsey said that the next meeting will be held on January 14.

Youth Commission. Mr. Groves reported the next meeting will be held on January 13 at Helms Middle School.

Technology Advisory Committee. Ms. Phillips said the next committee meeting will be held January 13, 4:00 PM, at the Information Technology Office.

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

F. ACTION ITEMS

F.1 Presentation of the 2012 – 2013 Audit Report by Crowe Horwath LLP
Mr. Matthew Nethaway, Audit Manager with Crowe Horwath, shared findings of the 2012-2013 audit report. He said it was important for his company to report to the Board to follow up on the work with staff. He shared highlights and said that their audit review was of the same financial findings the Board used to make financial decisions.

Public Comment:
None

Board Comment:
Mr. Groves had questions regarding associated student funds. Mr. Nethaway remarked on findings of improvements being made.

MOTION: Ms. Merriweather moved approval of the 2012 – 2013 Audit Report. Ms. Kronenberg seconded. Mr. Enos, Mr. Groves, Ms. Merriweather, Ms. Kronenberg, and President Ramsey voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

F.2 Resolution 52-1314: Authorizing Competitive Negotiations for Erate Priority One Data Circuits and Managed VoIP Services pursuant to Public Contract Code Section 20118.2

Ms. Phillips provided background information for this item regarding Erate and Voice Over IP. She introduced Mr. Fred Brakeman, the District's Erate consultant.

Public Comment:
None

Board Comment:
President Ramsey expressed concern about the process and whether it has complied with the District's process to be vetted through the Technology Committee and Facilities Committee. He said that he cannot support the item until it has been fully flushed out for the funding process. President Ramsey recommended the item be tabled to allow opportunity for this process.

Ms. Merriweather asked for clarification. Mr. Ramsey explained why he felt it important to delay action.

MOTION: President Ramsey moved to table, until January 29, 2014, Resolution 52-1314: Authorizing competitive Negotiations for Erate Priority One Data Circuits and Managed VoIP Services Pursuant to Public Contract Code Section 20118.0. Mr. Enos seconded. A roll call vote was taken with Mr. Enos, Mr. Groves, Ms. Merriweather, Ms. Kronenberg, and President Ramsey voting yes, with no abstentions and no absences. Motion carried 5-0-0-0 to table this item until January 29, 2014.

G. DISCUSSION ITEMS

G.1 Local Control Accountability Committee

Superintendent Harter explained the requirement for parent review and participation in a Local Control Accountability Committee. He detailed the timeline for the development process. Meetings will be held to help the community understand the Local Control Accountability Plan and the Local Control Funding Formula. He asked the Board to review and consider the committee proposal on January 29. Follow up will include the approval of the committee members, a study session, and a public hearing separate from the budget hearing process, concluding with approval at the same time the Board approves the annual budget.

Public Comment:
Diane Brown, Yuritzzy Gomez

Board Comment:
Superintendent Harter said that six community meetings have been set up to inform the public.

President Ramsey spoke positively about this project.

G.2 Project Status Report

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

Public Comment:
None

Board Comment:
President Ramsey had questions about funds from the City of Pinole. Mr. Coyne confirmed receipt. President Ramsey spoke about the Pinole Middle School field's project going out for bid. Mr. Abdalla responded.

Mr. Enos asked when the Pinole Valley High School gym will be unavailable for instruction. Mr. Abdalla responded that gym will be available until demolition begins in August 2014. Temporary housing for the gym and weight rooms will be available at that time.

President Ramsey asked about the Pinole Park baseball fields. Mr. Fay responded that the District expected to gain right of entry to begin improvements at the park. He expected the fields to be available for the baseball team by mid February.

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

I. COMMENTS OF THE BOARD OF EDUCATION AND SUPERINTENDENT

Student Representative Sariah Adviento said that she liked the discussions. She has information to take back to discuss with her Principal and friends. Her participation made her feel like a student of the District.

Mr. Enos remarked about the volume of things to do with the beginning of the year and the positive force moving ahead.

Ms. Kronenberg wished everyone a happy New Year and said she looked forward to the community meetings regarding LCAP. She remarked about the robust Strategic Plan developed with community support. She said she looked forward to building on to it with LCAP funding and a strong committee of parents. She wished Mr. Groves and Ms. Merriweather good trips to the technology conference.

Ms. Merriweather said she appreciated the opportunity for parent involvement with the new committee. She looked forward to the community meetings and helping parents understand LCFF.

Mr. Groves remarked about the closing of a year of arduous labor and substantial headway. He recalled that the District reached approximately 2,000 people with the strategic plan to engage the community.

President Ramsey distributed Board member assignments for committees, graduation, etcetera and said he looked forward to their service. He presented Ms. Kronenberg with a plaque as outgoing president and thanked for all her work in her second term as president.

President Ramsey adjourned meeting in memory of Karen Mason.

J. THE NEXT SCHEDULED BOARD OF EDUCATION MEETING
Lovonya DeJean Middle School – January 29, 2014

K. ADJOURNMENT

President Ramsey adjourned the meeting at 8:19 P.M.

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

BH:dh

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: January 29, 2014

From: Sheri Gamba *SG*
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 January 29, 2014.

Recommendation: Recommend Approval

Fiscal Impact: As noted per grants summary

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

West Contra Costa Unified School District
January 29, 2014 Board Meeting

GRANT / AWARD / AGREEMENT NOTIFICATIONS

[illegible]

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: January 29, 2014

From: Sheri Gamba *SG*
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 January 29, 2014. 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
January 29, 2014 Board Meeting

<u>Donor Name</u>	<u>Description or Purpose</u>	<u>Estimated Value</u>	<u>Receiving School or Department</u>
Ms. Barbara Kitagawa	Materials & Supplies	\$500.00	Cameron School
Fairmont PTA	Playworks	\$15,000.00	Fairmont Elementary
Korean CBMC of North America	Materials & Supplies	\$1,000.00	DeJean Middle
Follett Educational Services	Materials & Supplies	\$131.51	Kennedy High
Mr. Dan Wright	Materials & Supplies	\$2,759.90	Kennedy High
California Retired Teachers Assn. Div. # 58	Supplies	\$1,500.00	Richmond High

*Estimated values for the non-cash donations are provided by the donor
Donation Précis 012914

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: January 29, 2014

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 January 29, 2014.

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
January 29, 2014 Board Meeting

APPROVAL OF FUND-RAISERS

<u>School</u>	<u>Fund-Raising Activity</u>	<u>Activity Sponsor</u>
Highland Elementary School	World's Finest Chocolate Sales	Highland Parent Club
El Cerrito High School	Sale of Pre-packed Healthy Holiday Grams	ECHS Class of 2016
El Cerrito High School	Talent Show	ECHS Leadership Class
El Cerrito High School	Sell Tickets for Behind The Curtain Event at Craneway Pavilion and will get 50% of all Tickets Sold	ECHS Leadership and Dance Production
El Cerrito High School	Pass out Fliers for Panda Express and receive 20% from the sale	ECHS Class of 2017

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: January 29, 2014

From: Sheri Gamba 
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 December 2013.

Total of payroll warrants (December 2013): \$ 10,025,904

Total of vendor warrants (December 2013): \$ 7,409,302

Recommendation: Recommend approval of the payroll and vendor warrant reports

Fiscal Impact: As noted above

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

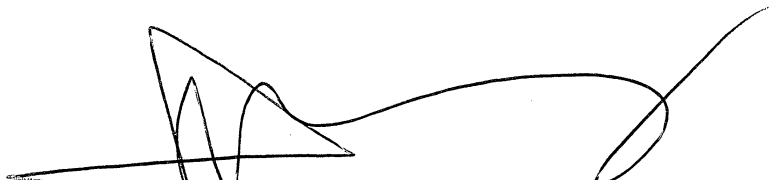
Approved _____ Not Approved _____ Tabled _____

West Contra Costa Unified School District

Month of : December 2013

Payrolls	Warrant From	Numbers To	Total Warrants Current	Total Warrants Previous	Total Warrants To Date
Variable	673934	674888	629,745	2,508,549	3,138,294
Regular	674918	675518	1,357,011	6,068,782	7,425,793
Special	674889	674917	24,707	232,768	257,475
Variable EFT	410853	412479	958,085	5,101,156	6,059,241
Regular EFT	412480	414888	7,055,956	28,797,818	35,853,774
Special EFT				0	0
Typed	297786	297798	12,580	106,614	119,194
BENEFITS				0	0
Cancelled	Various	Various	(12,180)	(54,251)	(66,431)
Totals			10,025,904	42,761,436	52,787,340

Salary detail is available in the Payroll office upon request.



Vincent Morales, Payroll Supervisor

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT

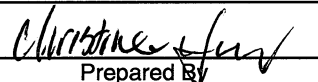
2013-2014

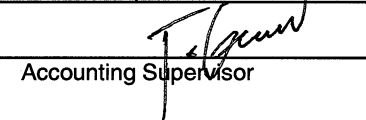
PAYMENT

DATE: December 4, 2013

PAGE-1

FUND#	FUND DESCRIPTION	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	2,978,646	16,432,214	19,410,860
7706	CAFETERIA	60,930	2,358,420	2,419,350
7707	CHILD DEVELOPMENT		6,879	6,879
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY	5,150	574,646	579,796
7710	BUILDING	670,227	29,976,429	30,646,656
7711	CAPITAL FACILITIES	9,180	30,901	40,081
7712	SELF INSURANCE PROPERTY & LIABILITY		1,564,395	1,564,395
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		2,671	2,671
7744	RETIREE BENEFITS	4,690	141,038	145,728
7770	ADULT EDUCATION	2,095	88,173	90,268
7785	DEFERRED MAINTENANCE	5,150	0	5,150
7790	BOND INTEREST & REDEMPTN		0	0
7701	PAYROLL REVOLVING	3,673,234	46,703,575	50,376,809
	TOTALS	7,409,302	97,879,341	105,288,643


Prepared By


Accounting Supervisor

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT

2013-2014

PAYMENT

PAGE-2

DATE: December 6, 2013

FUND#	FUND DESCRIPTION	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL		19,410,860	19,410,860
7706	CAFETERIA		2,419,350	2,419,350
7707	CHILD DEVELOPMENT		6,879	6,879
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY		579,796	579,796
7710	BUILDING	779,496	30,646,656	31,426,152
7711	CAPITAL FACILITIES		40,081	40,081
7712	SELF INSURANCE PROPERTY & LIABILITY		1,564,395	1,564,395
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		2,671	2,671
7744	RETIREE BENEFITS		145,728	145,728
7770	ADULT EDUCATION		90,268	90,268
7785	DEFERRED MAINTENANCE		5,150	5,150
7790	BOND INTEREST & REDEMPTN		0	0
7701	PAYROLL REVOLVING		50,376,809	50,376,809
	TOTALS	779,496	105,288,643	106,068,139

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT
2013-2014

PAYMENT

DATE: December 10, 2013

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FUND#	FUND DESCRIPTION	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	611,212	19,410,860	20,022,072
7706	CAFETERIA	331,172	2,419,350	2,750,522
7707	CHILD DEVELOPMENT	305	6,879	7,184
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY	42,279	579,796	622,075
7710	BUILDING	272,991	31,426,152	31,699,143
7711	CAPITAL FACILITIES		40,081	40,081
7712	SELF INSURANCE PROPERTY & LIABILITY	127	1,564,395	1,564,522
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		2,671	2,671
7744	RETIREE BENEFITS		145,728	145,728
7770	ADULT EDUCATION	69	90,268	90,337
7785	DEFERRED MAINTENANCE	9,200	5,150	14,350
7790	BOND INTEREST & REDEMPTN		0	0
7701	PAYROLL REVOLVING		50,376,809	50,376,809
	TOTALS	1,267,355	106,068,139	107,335,494

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT

2013-2014

PAYMENT

DATE: December 17, 2013

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FUND#	FUND DESCRIPTION	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	1,736,330	20,022,072	21,758,402
7706	CAFETERIA	102,618	2,750,522	2,853,140
7707	CHILD DEVELOPMENT	3,844	7,184	11,028
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY		622,075	622,075
7710	BUILDING	1,203,668	31,699,143	32,902,811
7711	CAPITAL FACILITIES		40,081	40,081
7712	SELF INSURANCE PROPERTY & LIABILITY	49,963	1,564,522	1,614,485
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		2,671	2,671
7744	RETIREE BENEFITS		145,728	145,728
7770	ADULT EDUCATION	13,773	90,337	104,110
7785	DEFERRED MAINTENANCE		14,350	14,350
7790	BOND INTEREST & REDEMPTN		0	0
7701	PAYROLL REVOLVING		50,376,809	50,376,809
	TOTALS	3,110,196	107,335,494	110,445,690

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT

2013-2014

PAYMENT

PAGE-5

DATE: December 23, 2013

FUND#	FUND DESCRIPTION	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	838,307	21,758,402	22,596,709
7706	CAFETERIA	174,927	2,853,140	3,028,067
7707	CHILD DEVELOPMENT		11,028	11,028
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY	20,724	622,075	642,799
7710	BUILDING	2,656,222	32,902,811	35,559,033
7711	CAPITAL FACILITIES	33,494	40,081	73,575
7712	SELF INSURANCE PROPERTY & LIABILITY	895	1,614,485	1,615,380
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		2,671	2,671
7744	RETIREE BENEFITS		145,728	145,728
7770	ADULT EDUCATION	2,956	104,110	107,066
7785	DEFERRED MAINTENANCE		14,350	14,350
7790	BOND INTEREST & REDEMPTN		0	0
7701	PAYROLL REVOLVING		50,376,809	50,376,809
	TOTALS	3,727,525	110,445,690	114,173,215

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT

2013-2014

PAYMENT

PAGE-6

DATE: December 30, 2013

FUND#	FUND DESCRIPTION	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	946,471	22,596,709	23,543,180
7706	CAFETERIA	233	3,028,067	3,028,300
7707	CHILD DEVELOPMENT	1,800	11,028	12,828
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY	1,600	642,799	644,399
7710	BUILDING	166,903	35,559,033	35,725,936
7711	CAPITAL FACILITIES		73,575	73,575
7712	SELF INSURANCE PROPERTY & LIABILITY		1,615,380	1,615,380
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		2,671	2,671
7744	RETIREE BENEFITS		145,728	145,728
7770	ADULT EDUCATION	2,417	107,066	109,483
7785	DEFERRED MAINTENANCE		14,350	14,350
7790	BOND INTEREST & REDEMPTN		0	0
7701	PAYROLL REVOLVING	46,656	50,376,809	50,423,465
	TOTALS	1,166,080	114,173,215	115,339,295

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT

2013-2014

PAYMENT

PAGE-7

DATE: December 10, 2013

FUND#	FUND DESCRIPTION	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL		23,543,180	23,543,180
7706	CAFETERIA		3,028,300	3,028,300
7707	CHILD DEVELOPMENT		12,828	12,828
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY		644,399	644,399
7710	BUILDING		35,725,936	35,725,936
7711	CAPITAL FACILITIES		73,575	73,575
7712	SELF INSURANCE PROPERTY & LIABILITY		1,615,380	1,615,380
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		2,671	2,671
7744	RETIREE BENEFITS		145,728	145,728
7770	ADULT EDUCATION		109,483	109,483
7785	DEFERRED MAINTENANCE		14,350	14,350
7790	BOND INTEREST & REDEMPTN		0	0
7701	PAYROLL REVOLVING	1,051,404	50,423,465	51,474,869
	TOTALS	1,051,404	115,339,295	116,390,699

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT

2013-2014

PAYMENT

PAGE-8

DATE: December 31, 2013

FUND#	FUND DESCRIPTION	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL		23,543,180	23,543,180
7706	CAFETERIA		3,028,300	3,028,300
7707	CHILD DEVELOPMENT		12,828	12,828
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY		644,399	644,399
7710	BUILDING		35,725,936	35,725,936
7711	CAPITAL FACILITIES		73,575	73,575
7712	SELF INSURANCE PROPERTY & LIABILITY		1,615,380	1,615,380
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		2,671	2,671
7744	RETIREE BENEFITS		145,728	145,728
7770	ADULT EDUCATION		109,483	109,483
7785	DEFERRED MAINTENANCE		14,350	14,350
7790	BOND INTEREST & REDEMPTN		0	0
7701	PAYROLL REVOLVING	4,679,159	51,474,869	56,154,028
	TOTALS	4,679,159	116,390,699	121,069,858

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: January 29, 2014

From: Sheri Gamba 
Associate Superintendent Business Services

Agenda Item: CI C.5

Subject: Contracted Services

Background Information: Permission is requested of the Board of Education to approve the following contracts for services as detailed on the attached sheets dated January 29, 2014.

Recommendation: Recommend Approval

Fiscal Impact: As noted per contracts summary

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

CONTRACTED SERVICES

The following professional consultant services are recommended for approval.


<u>DEPARTMENT</u>	<u>DATE OF SERVICE</u>	<u>CONSULTANT NAME</u>	<u>COST & FUNDING</u>	<u>PURPOSE</u>
Associate Superintendent K-12	12/12/13 Thru 6/30/14	Education Training and Research 14004390	\$125,508 Communities & Schools Health Services	Provide a team of consultants, trainers, health educators and evaluators to support the West Contra Costa Unified School District's efforts to strengthen its sexual and gender-based harassment policies and procedures. Assess and support the revision and/or development of sexual harassment and gender-based harassment policies and procedures. Convene a district-wide task force to provide input into the process of revisiting / developing relevant policies and procedures, drawing on best practices from other districts. Develop professional development sessions for district leaders, school administrators, teachers and staff members and education systems for students, their families and community stakeholders. Begin the implementation of professional development. Monitor policy and procedure implementation. Evaluate and report on the achievement of district, school and student outcomes.
Associate Superintendent K-12	8/1/13 Thru 6/30/14	Center for Youth Development & Law 14004395	\$135,000 Instructional Central	Provide support for the participation of students from the West Contra Costa Unified School District in the center's summer legal fellowship program. A total of Twenty students will participate from Kennedy, Richmond, De Anza and El Cerrito High Schools. The Center for Youth Development & Law will guarantee at least 20 slots for students from the district in the center's summer legal fellowship program, which includes: paid internships, and interactive curriculum integrating legal education with academic and life skills development. Career development and college preparatory activities. Emotional and social development curriculum. Conflict resolution training and individual mentoring. After preparatory activities, each participant will work for seven weeks, four days per week in an internship with a law firm. Nonprofit organization or government agency.

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: January 29, 2014

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 _____

January 29, 2014

WAIVERS

<u>Teacher Name</u>	<u>Site</u>	<u>Assignment</u>
Rachel de Baere	Dover Elementary School	1st Grade - Bilingual

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

CONSENT

<u>Teacher Name</u>	<u>Site</u>	<u>Assignment</u>
Oscar Romero	Richmond High School	American Government/Economics
Williams Kiser	DeAnza High School	Academic Literacy A
Lawrence Smith	DeAnza High School	Academic Literacy A

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: January 29, 2014

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

Agenda Item: CI C.7

Subject: Routine Personnel Changes – Classified

Background Information:

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

Recommendation: Approve Classified Personnel Changes

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
January 29, 2014

FOR INFORMATION ONLY
Classified Employee Changes

NEW HIRE			
SELIG, JOSEPH	MAINTENANCE DIST WD	CARPENTER	12/18/2013
THOMAS, MEAGAN	TECHNOLOGY - OPER	NETWORK ENGINEER	12/17/2013

PROMOTION			
ANDERSON, DIANN	ADMINISTRATIVE FOOD SERVIC	FS AREA SUPERVISOR	12/9/2013
AVALOS, MARINDA	FISCAL SERVICES CENTRAL OFF	PAYROLL CLERK	12/10/2013
CAMPOS, ZARRAH	CRESPI JUNIOR	FS WORKER/CASHIER	12/2/2013
CARDONA, YORQUI	EL CERRITO HIGH	REGISTRAR	12/2/2013
CASH, LATINA	FAIRMONT	CLASSROOM SUPPORT AIDE	12/2/2013
D'JESUS, MARIA	HERCULES MIDDLE	FOOD SERVICE WORKER	12/9/2013
DENNY, AMANDA	EXECUTIVE DIRECTOR RICHMOND/PINOLE	TYPIST CLERK III	12/9/2013
HAWKINS, LAKISHA	OLINDA	TYPIST CLERK I	12/2/2013
HYODO-MACRAE, IKUKO	FAIRMONT	SP ED ASSISTANT	12/2/2013
JOHNSON, JUSTIN	SHANNON	CLASSROOM SUPPORT AIDE	12/9/2013
LAMBIE, MELISSA	FAIRMONT	SP ED ASSISTANT	12/2/2013
MANALANG, JENNIFER	EL CERRITO HIGH	SECONDARY SCHOOL CASHIER	12/2/2013
MCCONICO JR, TROY	CRESPI JUNIOR	SP ED ASSISTANT	12/16/2013
MILLER, MARCEL	RICHMOND HIGH	CUSTODIAN	12/2/2013
MORRIS, ANTOINETTE	EL CERRITO HIGH	FOOD SERVICES WORKER 1	12/12/2013
MUNOZ, LIZETH	HELMS MIDDLE	TYPIST CLERK II BILINGUAL	12/10/2013
RODRIGUEZ LUNA, AMALIA	HERCULES MIDDLE	CLASSROOM SUPPORT AIDE	12/11/2013

RETURN FROM LEAVE			
KLINDWORTH, THOMAS	MAINTENANCE DIST WD	HEATING/VENTILATING MECHANIC	12/3/2013
WILEY, LEWELLYN	MIRA VISTA	GRADUATE TUTOR	12/3/2013

RESIGNATIONS			
BLACKMORE, KERRY	DE ANZA	CUSTODIAN	12/31/2013
RICHARDSON, JONTINEKA	WILSON	CLASSROOM SUPPORT AIDE	10/25/2013
RINDNER, JUDITH	FISCAL SERVICES	SR ADM SECRETARY	12/6/2013
RIOS HACEGABA, SARAY	CHAVEZ	GRADUATE TUTOR - BIL	11/26/2013
YOUNG, JOSEPH	FISCAL SERVICES	ACCOUNTING TECHNICIAN	12/31/2013

RETIREMENT			
JUPP, PAMELA	PAYROLL	PAYROLL TECHNICIAN	12/2/2013
WILSON, ROBIN	LIBRARY MEDIA SPECIALIST	ELEMENTARY LIBRARY CENTER	12/30/2013

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: January 29, 2014

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

Agenda Item: CI C.8

Subject: Approval of Sabbatical Leave requests for 2014-2015

Background Information: The District and UTR have a negotiated agreement for the district to provide 10 Sabbatical Leaves each year. The leaves can be taken for purposes of formal study, travel, or independent study. Teachers on leave will receive 50% of their annual salary pursuant to contract. Each request for leave is set forth on the attachment.

Recommendation: Recommend Approval

Fiscal Impact: \$199,613.50 Salary

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

SABBATICAL RECOMMENDATIONS FOR 2014-2015

Rondalin Bramwell
Cameron/Lift – Speech Therapist
Purpose of Sabbatical: Travel, First Semester

Lydia Chou
Nystrom Elementary – 3rd Grade
Purpose of Sabbatical: Formal Study, Year

Rosalie Stillford
Peres Elementary – 3rd Grade
Purpose of Sabbatical: Formal Study, Year

Chris Read
Downer Elementary – 3rd Grade
Purpose of Sabbatical: Formal Study, Year

Raymond Chimezie
Grant Elementary – 4th Grade
Purpose of Sabbatical: Travel, Year

Lisa McNally
Stege Elementary – 2nd Grade
Purpose of Sabbatical: Travel, Year

APPLICATION FOR SABBATICAL LEAVE

Date

12/20/2013

1. I hereby apply for sabbatical leave for the period:

☐ Full Year: 20__ - __; or☒ Sem. 1: 2014-15;or ☐ Sem 2: 20__ - __Purpose of leave: ☐ Study ☒ Travel (Refer to Article 13, Section 18 of the UTR Contract)

(You are reminded that sabbatical leaves of absences are granted for the purpose of permitting study or travel "which will benefit the schools and pupils of the district." Please plan your program accordingly.)

SABBATICAL LEAVE FOR STUDY

- I.
- Formal**
- (Transcript(s) to be filed upon successful completion.)

I hereby agree to complete _____ upper division or graduate semester units of college work during my sabbatical leave of absence in accordance with Section 13.17.2 of the Contractual Negotiated Agreement.

- II.
- Independent**
- (Written statement from sponsor to be filed upon successful completion.)

The outline for any special project or research problem to be submitted in lieu of unit requirement must be approved by the Superintendent in advance of the leave.

SABBATICAL LEAVE FOR TRAVEL (Report to be submitted upon completion.)

In accordance with Section 13.18.4 of the Contractual Negotiated Agreement, I hereby agree to complete travel plans outlined below:

Visit early intervention sites in California, at the model school Kendall-Gallaudet, and Deaf Education/Early Intervention programs in Spain.

The objectives of the proposed travel are as follows:

Increase functional Spanish skills in educational settings.
Gain broader knowledge base of early intervention models & strategies used for young children with language/learning challenges.

2. I have read, and accepted the conditions that Health Benefits are not covered during sabbatical leave. You are eligible for Direct Pay during your leave.
3. I have read, understood, and accepted the conditions set forth in Sections 44966-44970 of the California Education Code, and in Section 13.18 of the Contractual Negotiated Agreement.
4. If application is approved, I agree to furnish a bond, and do hereby agree to return to the service of the West Contra Costa Unified School District and render at least two years* of service unless prevented from doing so by reason of death, or by physical or mental disability. (To be filed with the Human Resources Office prior to effective date of leave.) *(One year if leave is for 1/2 year only.)
4. If application is approved, I agree to furnish a certificate indicating satisfactory health. (To be filed with the Human Resources Office prior to effective date of leave.)
5. I hereby agree to submit within 60 calendar days of my return to duty a written report to the Human Resources Department in accordance with sabbatical leave regulations.

Date: 12/20/2013 Signature

Rondalin Bramwell

(D-3/SLP/D/HH)

School/Dept.

CAMERON/LIFT

Grade/Subject(s)

Infant/Toddler

Deaf & Hard of Hearing
Speech/Language

Note: This Sabbatical Leave Agreement will be retained in the Personnel Office.

APPLICATIONS ARE DUE IN HUMAN RESOURCES NO LATER THAN 4:30 PM, DECEMBER 31, 2013

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

Name Lydia Chou

APPLICATION FOR SABBATICAL LEAVE

Date 11/20/2013

1. I hereby apply for sabbatical leave for the period:

☒ Full Year: 2014-2015; or Se ☐ m. 1: 20__ - __; or ☐ Sem 2: 20__ - __

Purpose of leave: ☒ Study ☐ Travel (Refer to Article 13, Section 18 of the UTR Contract)

(You are reminded that sabbatical leaves of absences are granted for the purpose of permitting study or travel "which will benefit the schools and pupils of the district." Please plan your program accordingly.)

SABBATICAL LEAVE FOR STUDY

I. **Formal** (Transcript(s) to be filed upon successful completion.)

I hereby agree to complete 9 upper division or graduate semester units of college work during my sabbatical leave of absence in accordance with Section 13.17.2 of the Contractual Negotiated Agreement.

II. **Independent** (Written statement from sponsor to be filed upon successful completion.)

The outline for any special project or research problem to be submitted in lieu of unit requirement must be approved by the Superintendent in advance of the leave.

SABBATICAL LEAVE FOR TRAVEL (Report to be submitted upon completion.)

In accordance with Section 13.18.4 of the Contractual Negotiated Agreement, I hereby agree to complete travel plans outlined below:

The objectives of the proposed travel are as follows:

2. I have read, and accepted the conditions that Health Benefits are not covered during sabbatical leave. You are eligible for Direct Pay during your leave.
3. I have read, understood, and accepted the conditions set forth in Sections 44966-44970 of the California Education Code, and in Section 13.18 of the Contractual Negotiated Agreement.
4. If application is approved, I agree to furnish a bond, and do hereby agree to return to the service of the West Contra Costa Unified School District and render at least two years* of service unless prevented from doing so by reason of death, or by physical or mental disability. (To be filed with the Human Resources Office prior to effective date of leave.) *(One year if leave is for 1/2 year only.)
4. If application is approved, I agree to furnish a certificate indicating satisfactory health. (To be filed with the Human Resources Office prior to effective date of leave.)
5. I hereby agree to submit within 60 calendar days of my return to duty a written report to the Human Resources Department in accordance with sabbatical leave regulations.

Date: 11/20/13 Signature [Signature]
School/Dept. Nystrom Elementary Grade/Subject(s) 3rd grade classroom

Note: This Sabbatical Leave Agreement will be retained in the Personnel Office.

APPLICATIONS ARE DUE IN HUMAN RESOURCES NO LATER THAN 4:30 PM, DECEMBER 31, 2013

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

Name Rosalie Stillford

APPLICATION FOR SABBATICAL LEAVE

Date 12/12/13

1. I hereby apply for sabbatical leave for the period:

☒ Full Year: 2014 - 15; or Se ☐ m. 1: 20__ - __; or ☐ Sem 2: 20__ - __

Purpose of leave: ☒ Study ☐ Travel (Refer to Article 13, Section 18 of the UTR Contract)

(You are reminded that sabbatical leaves of absences are granted for the purpose of permitting study or travel "which will benefit the schools and pupils of the district." Please plan your program accordingly.)

SABBATICAL LEAVE FOR STUDY

I. **Formal** (Transcript(s) to be filed upon successful completion.)

I hereby agree to complete 30 upper division or graduate semester units of college work during my sabbatical leave of absence in accordance with Section 13.17.2 of the Contractual Negotiated Agreement.

II. **Independent** (Written statement from sponsor to be filed upon successful completion.)

The outline for any special project or research problem to be submitted in lieu of unit requirement must be approved by the Superintendent in advance of the leave.

SABBATICAL LEAVE FOR TRAVEL (Report to be submitted upon completion.)

In accordance with Section 13.18.4 of the Contractual Negotiated Agreement, I hereby agree to complete travel plans outlined below:

The objectives of the proposed travel are as follows:

2. I have read, and accepted the conditions that Health Benefits are not covered during sabbatical leave. You are eligible for Direct Pay during your leave.
3. I have read, understood, and accepted the conditions set forth in Sections 44966-44970 of the California Education Code, and in Section 13.18 of the Contractual Negotiated Agreement.
4. If application is approved, I agree to furnish a bond, and do hereby agree to return to the service of the West Contra Costa Unified School District and render at least two years* of service unless prevented from doing so by reason of death, or by physical or mental disability. (To be filed with the Human Resources Office prior to effective date of leave.) *(One year if leave is for 1/2 year only.)
4. If application is approved, I agree to furnish a certificate indicating satisfactory health. (To be filed with the Human Resources Office prior to effective date of leave.)
5. I hereby agree to submit within 60 calendar days of my return to duty a written report to the Human Resources Department in accordance with sabbatical leave regulations.

Date: 12/12/13 Signature Rosalie Stillford

School/Dept. Peres Grade/Subject(s) 3rd Grade Teacher

Note: This Sabbatical Leave Agreement will be retained in the Personnel Office.

APPLICATIONS ARE DUE IN HUMAN RESOURCES NO LATER THAN 4:30 PM, DECEMBER 31, 2013

To West Contra Costa Unified School District,

I am applying for a sabbatical for the 2014-2015 school year. This year I began a full-time program to earn my Masters in Counseling from the Wright Institute in Berkeley. This program leads to Marriage and Family Therapist certification. I will continue with this program full time next year in the 2014-2015 school year, and need daytime availability to complete the program's requirements.

My goal following the sabbatical year is to immediately return to teaching, and to continue teaching for WCCUSD for many years to come, while practicing as a therapist part-time in the evening. This Masters in Counseling/MFT program has already influenced much of what I do in the classroom and how I relate to and understand parents, the family system, and childhood development. My education in this field has and will continue to improve my teaching abilities greatly.

Thank you,

Rosalie Stillford

The Wright
INSTITUTE **MASTER'S PROGRAM**

December 13, 2013

To Whom It May Concern:

Rosalie Stillford is enrolled as a full-time student in the Master of Arts in Counseling Psychology Program at The Wright Institute.

Sincerely,

Alli Warren
Master's Program Assistant
The Wright Institute
2728 Durant Ave
Berkeley, CA 94704
510-841-9230 x 109
awarren@wi.edu

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

Name Chris Read

APPLICATION FOR SABBATICAL LEAVE

Date 12/16/13

1. I hereby apply for sabbatical leave for the period:

☒ Full Year: 2014 - 15; or Se ☐ m. 1: 20__ - __; or ☐ Sem 2: 20__ - __

Purpose of leave: ☒ Study ☐ Travel (Refer to Article 13, Section 18 of the UTR Contract)

(You are reminded that sabbatical leaves of absences are granted for the purpose of permitting study or travel "which will benefit the schools and pupils of the district." Please plan your program accordingly.)

SABBATICAL LEAVE FOR STUDY

I. **Formal** (Transcript(s) to be filed upon successful completion.)

I hereby agree to complete 20 upper division or graduate semester units of college work during my sabbatical leave of absence in accordance with Section 13.17.2 of the Contractual Negotiated Agreement.

II. **Independent** (Written statement from sponsor to be filed upon successful completion.)

The outline for any special project or research problem to be submitted in lieu of unit requirement must be approved by the Superintendent in advance of the leave.

SABBATICAL LEAVE FOR TRAVEL (Report to be submitted upon completion.)

In accordance with Section 13.18.4 of the Contractual Negotiated Agreement, I hereby agree to complete travel plans outlined below:

The objectives of the proposed travel are as follows:

2. I have read, and accepted the conditions that Health Benefits are not covered during sabbatical leave. You are eligible for Direct Pay during your leave.
3. I have read, understood, and accepted the conditions set forth in Sections 44966-44970 of the California Education Code, and in Section 13.18 of the Contractual Negotiated Agreement.
4. If application is approved, I agree to furnish a bond, and do hereby agree to return to the service of the West Contra Costa Unified School District and render at least two years* of service unless prevented from doing so by reason of death, or by physical or mental disability. (To be filed with the Human Resources Office prior to effective date of leave.) *(One year if leave is for 1/2 year only.)
4. If application is approved, I agree to furnish a certificate indicating satisfactory health. (To be filed with the Human Resources Office prior to effective date of leave.)
5. I hereby agree to submit within 60 calendar days of my return to duty a written report to the Human Resources Department in accordance with sabbatical leave regulations.

Date: 12/16/13 Signature CR

School/Dept. E.M. Downer Elementary Grade/Subject(s) 3 / multiple

Note: This Sabbatical Leave Agreement will be retained in the Personnel Office.

APPLICATIONS ARE DUE IN HUMAN RESOURCES NO LATER THAN 4:30 PM, DECEMBER 31, 2013

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT	Name <u>Dr. Raymond Chimezie</u>
APPLICATION FOR SABBATICAL LEAVE	Date <u>12-13-13</u>

1. I hereby apply for sabbatical leave for the period:

☒ Full Year: 20 14 - 15 or Se ☐ m. 1: 20__ - __; or ☐ Sem 2: 20__ - __.

Purpose of leave: ☐ Study ☒ Travel (Refer to Article 13, Section 18 of the UTR Contract)

(You are reminded that sabbatical leaves of absences are granted for the purpose of permitting study or travel "which will benefit the schools and pupils of the district." Please plan your program accordingly.)

SABBATICAL LEAVE FOR STUDY

I. **Formal** (Transcript(s) to be filed upon successful completion.)

I hereby agree to complete _____ upper division or graduate semester units of college work during my sabbatical leave of absence in accordance with Section 13.17.2 of the Contractual Negotiated Agreement.

II. **Independent** (Written statement from sponsor to be filed upon successful completion.)


The outline for any special project or research problem to be submitted in lieu of unit requirement must be approved by the Superintendent in advance of the leave.

SABBATICAL LEAVE FOR TRAVEL (Report to be submitted upon completion.)

In accordance with Section 13.18.4 of the Contractual Negotiated Agreement, I hereby agree to complete travel plans outlined below:

The objectives of the proposed travel are as follows: *Please see attached document stating objectives.*

- I have read, and accepted the conditions that Health Benefits are not covered during sabbatical leave. You are eligible for Direct Pay during your leave.
- I have read, understood, and accepted the conditions set forth in Sections 44966-44970 of the California Education Code, and in Section 13.18 of the Contractual Negotiated Agreement.
- If application is approved, I agree to furnish a bond, and do hereby agree to return to the service of the West Contra Costa Unified School District and render at least two years* of service unless prevented from doing so by reason of death, or by physical or mental disability. (To be filed with the Human Resources Office prior to effective date of leave.) *(One year if leave is for 1/2 year only.)
- If application is approved, I agree to furnish a certificate indicating satisfactory health. (To be filed with the Human Resources Office prior to effective date of leave.)
- I hereby agree to submit within 60 calendar days of my return to duty a written report to the Human Resources Department in accordance with sabbatical leave regulations.

Date: 12/13/13 Signature 

School/Dept. Grant Elem. Grade/Subject(s) 4

Note: This Sabbatical Leave Agreement will be retained in the Personnel Office.

APPLICATIONS ARE DUE IN HUMAN RESOURCES NO LATER THAN 4:30 PM, DECEMBER 31, 2013

**WEST CONTRA COSTA COUNTY UNIFIED SCHOOL DISTRICT
RICHMOND, CA 94801**

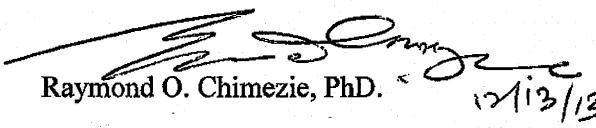
SABBATICAL LEAVE APPLICATION 2014-2015

Employee: Raymond Chimezie, PhD
Teacher Grant Elementary School, Richmond

Sabbatical Leave for Travel

The objectives of the proposed travel are as follows:

1. To visit school districts to learn how to improve students' achievement through parent participation in their children's education and share such knowledge or approaches with the school district. I will share the positive outcome with my students and parents.
2. To visit school districts and learn how to use the School Employee Wellness program to reduce employee turnover, increase student achievement, and save cost. I will also observe schools and participate in the programs to gain knowledge and help inform our school district and community about the importance of making health education and promotion a part of the education culture. I will visit schools in California, Maryland, and Nevada.


Raymond O. Chimezie, PhD. 12/13/13

Date:

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

Name Lisa McNally

APPLICATION FOR SABBATICAL LEAVE

Date 12-13-13

1. I hereby apply for sabbatical leave for the period:

☒ Full Year: 2014-15; or Se ☐ m. 1: 20__ - __; or ☐ Sem 2: 20__ - __

Purpose of leave: ☐ Study ☒ Travel (Refer to Article 13, Section 18 of the UTR Contract)

(You are reminded that sabbatical leaves of absences are granted for the purpose of permitting study or travel "which will benefit the schools and pupils of the district." Please plan your program accordingly.)

SABBATICAL LEAVE FOR STUDY

- I. **Formal** (Transcript(s) to be filed upon successful completion.)

I hereby agree to complete _____ upper division or graduate semester units of college work during my sabbatical leave of absence in accordance with Section 13.17.2 of the Contractual Negotiated Agreement.

- II. **Independent** (Written statement from sponsor to be filed upon successful completion.)

The outline for any special project or research problem to be submitted in lieu of unit requirement must be approved by the Superintendent in advance of the leave.

SABBATICAL LEAVE FOR TRAVEL (Report to be submitted upon completion.)

In accordance with Section 13.18.4 of the Contractual Negotiated Agreement, I hereby agree to complete travel plans outlined below:

I want to live in a Spanish speaking country to attend Spanish language school
The objectives of the proposed travel are as follows: for the 2014-2015 school year. I want to learn Spanish fluently so when I return I can apply for my BCLAD and teach a bilingual class.

2. I have read, and accepted the conditions that Health Benefits are not covered during sabbatical leave. You are eligible for Direct Pay during your leave.
3. I have read, understood, and accepted the conditions set forth in Sections 44966-44970 of the California Education Code, and in Section 13.18 of the Contractual Negotiated Agreement.
4. If application is approved, I agree to furnish a bond, and do hereby agree to return to the service of the West Contra Costa Unified School District and render at least two years* of service unless prevented from doing so by reason of death, or by physical or mental disability. (To be filed with the Human Resources Office prior to effective date of leave.) *(One year if leave is for 1/2 year only.)
4. If application is approved, I agree to furnish a certificate indicating satisfactory health. (To be filed with the Human Resources Office prior to effective date of leave.)
5. I hereby agree to submit within 60 calendar days of my return to duty a written report to the Human Resources Department in accordance with sabbatical leave regulations.

Date: 12-13-13 Signature Lisa McNally

School/Dept. Stage Elementary Grade/Subject(s)

2nd grade

Note: This Sabbatical Leave Agreement will be retained in the Personnel Office.


APPLICATIONS ARE DUE IN HUMAN RESOURCES NO LATER THAN 4:30 PM, DECEMBER 31, 2013

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: January 29, 2014

From: Kenneth L. Whittemore, 
Assistant Superintendent Human Resources

Agenda Item: CI C.9

Subject: Acceptance of Contracts for Placement of Student Teachers

Background Information:

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

Staff requests approval from the Board of Education to accept Contracts for Placement of Student Teachers as detailed on the attached sheet dated January 29, 2014.

Recommendation: Recommended Approval.

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

West Contra Costa Unified School District
January 29, 2014


ACCEPTANCE OF CONTRACTS FOR PLACEMENT OF STUDENT TEACHERS

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

Brandman University – Internship Contract Agreement

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education **Meeting Date:** January 29, 2014
From: Kenneth L. Whittemore  **Agenda Item:** CI C.10
Assistant Superintendent Human Resources
Subject: Presentation of Bargaining Proposal from Local One to the West Contra Costa Unified School District

Background Information: Pursuant to the Educational Employment Relations Act, the reopener proposal for negotiations by school districts and labor unions must be submitted at a public meeting of the governing board. The reopener proposal of Public Employees Union, Local One to the West Contra Costa Unified School District is presented tonight as an information item. At the next regularly scheduled board meeting this item will come back for public hearing and adoption by the Board of Education.

Recommendation: The Board of Education accept the bargaining reopener proposal with Public Employees Union, Local One as an information item.

Fiscal Impact: To be determined

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____



Public Employees Union, Local One

THE UNION FOR PUBLIC EMPLOYEES
ORGANIZED 1941

Mailing Address: 4197 Lakeside Drive, Suite 170 Richmond, CA 94806
Phone: (510) 222-5012 ♦ Fax: (510) 222-8858
www.peul.org ♦ info@peul.org

Date: January 7, 2014

To: West Contra Costa Unified School District Board of Education

From: Public Employees Union, Local One

RE: Public notice of Local One Proposals for the Reopener Agreement between Local One and WCCUSD Expiring on December 31, 2016

Noticed: WCCUSD Board of Education Meeting January 29, 2014

In accordance with Article 4, Section 2 of the contract between Public Employees Union, Local One (Local One) and EERA Section 3547, Public Employees Union, Local One, as the exclusive representative for non-supervisory classified employees in WCCUSD, is providing formal notice of our intent to negotiate the successor contractual agreement presently in force.

The following articles and proposed changes are presented by Local One for public review and comment to the Board of Education:

Article 12: Transfer

Expand and improve language.

Article 15: Benefits

Expand and improve health benefits.

Article 16: Compensation

Expand and Improve wage agreement.

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: January 29, 2014

From: Kenneth L. Whittemore
Assistant Superintendent Human Resources

Agenda Item: CI C.11

Subject: Approve the following new job description:

Director of Communications

Background Information:

This job classification is being created to oversee the comprehensive communications program for both internal and external audiences, which includes elements of community relations, media relations, publications, school/business partnerships and community education; provides professional and technical support, assistance and guidance to district leadership in communications matters.

This job classification will support Strategy 3, 14.3 of the Strategic Plan in developing and deploying a district wide communication plan for parents.

Recommendation: Recommend Approval

Fiscal Impact: Salary and Benefits Not to Exceed \$135,000 – General Fund

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

DIRECTOR, COMMUNICATIONS

PRIMARY FUNCTIONS:

Plans, organizes, coordinates, directs and oversees the comprehensive communications program for both internal and external audiences, which includes elements of community relations, media relations, publications, school/business partnerships and community education; provides professional and technical support, assistance and guidance to district administrators and managers in communications matters; coordinates marketing, special events, services, programs and other district or assigned community related activities; and performs other related duties as assigned.

MAJOR DUTIES AND RESPONSIBILITIES:

- Develops, implements, and directs an annual, systematic district communication plan to effectively communicate district priorities, projects and goals to the staff, media and the public.
- Develops and coordinates policies and procedures regarding all district public relations matters, which includes district media relations, community relations, intra-district communications, promotional functions, special events, marketing, and selected publications.
- Assists the district in its obligation to provide internal and external audiences with accurate and timely information, which includes press releases (written and oral), publications, records requests and other related communications or requests.
- Develops, implements, and maintains a district-wide strategic media plan and provide commensurate training, support and assistance to administrators and management regarding the district's comprehensive communication program.
- Represents district as the media spokesperson and maintains effective working relations with media on all matters concerning the district.
- Develops and maintains the district's events calendar.
- Directs and leads communications projects as assigned and develops projects to be completed to carry out the district's comprehensive communication plan.
- Leads the effort for the student, staff, parent and community surveys.
- Directs and coordinates the timely and accurate development, production and dissemination of district publications, reports and related media.
- Collaborates, supports and advises district administrators and management regarding appropriate public relations methods, procedures and actions, which includes assistance in creating press releases for district events, responding to requests from the media and related items.
- Oversees and supports district programs and school sites to meet their marketing and/or media goals and/or strategies.
- Directs and oversees the district's audio/visual services, photography, and digital outlets, which includes the district website, digital media services and social media.

- Assists in the development, recommendation, and administration of the department budget for the purpose of ensuring services are delivered in conformance with district objectives and within budget parameters.
- Trains, directs, guides, coaches, evaluates, supports and disciplines assigned staff.
- Attends training workshops and professional development as approved.
- Generates and assists other staff with writing press releases and provides news contact information.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of public relations.
- Methods and techniques of writing, editing, designing and publishing.
- Media relations, which includes print, broadcast and social media.
- Public opinion polling and polling data analysis.
- Parent and public involvement in a school district environment.
- Methods of project and process control, budgeting, and cost analysis and prediction.
- Organization and management principles.
- Microsoft suite (Excel, Word, Publisher, PowerPoint, Outlook, etc.) and other software and applications used for publishing electronic and print media.
- Effective techniques of supervision, training, coaching, conflict resolution and motivation of employees.
- Public speaking and instructional techniques.
- Modern business practices and district authorized software to complete duties, tasks and responsibilities.
- Clear and effective oral and written communication skills for all types of audiences.
- School and district policies, rules and regulations.

Ability to:

- Effectively plan, organize, direct, coordinate and assign activities to meet district goals and objectives.
- Work collaboratively with administrators, committees and employees to accomplish common goals and objectives.
- Complete multiple priorities with short deadlines.
- Conduct and participate in meetings, conferences, professional development and other trainings.
- Assist in budget development for a district-wide program and monitor expenditures to operate within budget constraints.
- Compile data to prepare complex reports.
- Set priorities based on district communications needs and successfully complete tasks in a timely manner.
- Work cooperatively, efficiently and effectively with other departments, school sites and organizations to ensure compliance with district communications.

- Work effectively and efficiently without close supervision.
- Supervise and direct the work of others.
- Understand and carry out verbal and written directions.
- Read, write and speak English with sufficient comprehension to perform duties accurately and competently.
- Train, work effectively and work cooperatively with individuals from diverse backgrounds.
- Work non-traditional and/or extended hours, including evening and weekend meetings.
- Communicate positively and effectively, orally and in writing, with the media, district staff, students and various community partners.

EDUCATION AND EXPERIENCE:

Education:

- Bachelor's Degree from an accredited college or university in Mass Communications, Journalism, Public Relations, Marketing, English, Broadcasting or a closely related field.

Experience:

- Five (5) years of experience in journalism, broadcasting or closely related field that performs a majority of the duties and responsibilities outlined above.
- Demonstrated experience in working with the media and community partnerships.
- Demonstrated project management skills and abilities.
- Demonstrated high level of successful customer service with public.

Licenses or Certificates Needed:

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

PHYSICAL EFFORT / WORK ENVIRONMENT:

Environment:

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

Physical Abilities:

Employees in this position must have/be able to:

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

SALARY:

Schedule: Management
Salary Range: Index 1.13

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: January 29, 2014

From: Kenneth L. Whittemore
Assistant Superintendent Human Resources

Agenda Item: CI C.12

Subject: Approve the following new job description:

Director, Accountability/ Chief Data Officer

Background Information:

This job classification is being created to oversee the comprehensive data needs for the district. Specific focus will center around compilation and determination of data needs to comply with Local Control Funding Formula (LCFF) guidelines.

This job classification will support Strategy 5, Objectives 26.1, 26.2, 26.3, 26.4 of the Strategic Plan in improving internal data collection and management systems.

Recommendation: Recommend Approval

Fiscal Impact: Salary and Benefits Not to Exceed \$135,000 – General Fund

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

DIRECTOR, ACCOUNTABILITY / CHIEF DATA OFFICER

PRIMARY FUNCTIONS:

Researches, analyzes, collects, compiles, compares, contrasts, reports and presents data and other information that meets the requirements for the district's strategic plan, the local control accountability plan and related strategies; provides professional and technical support, assistance and guidance to district administrators and managers in data collection, analysis, reporting and presenting; designs, oversees and facilitates development of a variety of data collection and reporting tools to assist district staff and other stakeholders with data analysis, interpretation, planning and presentation; and performs other related duties as assigned.

MAJOR DUTIES AND RESPONSIBILITIES:

- Supports the superintendent in the creation, implementation and evaluation of the district's strategic plan and the local control accountability plan.
- Develops and delivers professional development on the gathering, analysis and reporting of data.
- Develops and implements consistent reporting formats and standards for data management.
 - Determines and ensures the effective integration of technology, district data from all information systems and relevant data from verifiable and recognizable sources to capture, analyze, compile, present and report data, findings, evaluations, trends and predictions.
 - Provides, analyzes and interprets data for the development and maintenance of short and long range plans both district-wide and at the site level.
 - Formulates, implements and enforces proper data collection and reporting policies and procedures.
 - Presents data, findings, projections and reports at trainings, meetings and in other venues as directed.
 - Works with complex computerized software and information systems.
 - Designs data collection instruments and collects data from surveys, focus groups, interviews and other appropriate methods to present a comprehensive and effective data comparison, finding, projection and presentation.
 - Develops, implements and maintains a district-wide strategic data assessment plan and provide commensurate training, support and assistance to administrators and management regarding the district's data needs, analysis, presentations and reporting.
 - Directs and leads data projects as assigned and develops projects to be completed to carry out the district's comprehensive data analysis and data reporting plan and goals.

- Collaborates, supports and advises district administrators and management regarding appropriate data methodologies, principles, analysis and needs, which includes assistance in creating templates, reports, presentations and related items.
- Monitors and supports district programs and school sites to meet their data goals, needs and/or strategies.
- Develops ad-hoc reports as necessary.
- Assists in the development, recommendation, and administration of the department budget for the purpose of ensuring services are delivered in conformance with district objectives and within budget parameters.
- Trains, directs, guides, coaches, evaluates, supports and disciplines assigned staff.
- Attends training workshops and professional development as directed.
- Oversees the process for approving research in the school district.

QUALIFICATIONS:

Knowledge of:

- Principles, practices and tools of data management.
- Methods and techniques data collection, analysis, utilization, validation, reporting and presentation.
- Media relations, which includes print, broadcast and web-based.
- Research methodologies and principles.
- Arithmetic, algebra and statistical calculations.
- Methods of project and process control, budgeting, and cost analysis and prediction.
- Organization and management principles.
- Microsoft suite (Excel, Word, Publisher, PowerPoint, Outlook, and other software and applications used for data collection, analysis, reporting and presentation such as Access, SPSS and R.
- Effective techniques of supervision, training, coaching, conflict resolution and motivation of employees.
- Modern business practices and district authorized software to complete duties, tasks and responsibilities.
- Clear and effective oral and written communication skills for all types of audiences.
- School and district policies, rules and regulations.

Ability to:

- Collect, compile, analyze, present and report data effectively and efficiently.
- Keep current on education research and data trends, needs, analysis and reporting.
- Work collaboratively with administrators, committees and district staff to accomplish common goals and objectives relating to data gathering, utilization and presentation.
- Complete multiple priorities with short deadlines.
- Conduct and participate in meetings, conferences, professional development and other trainings.

- Keep accurate records.
- Compile data to prepare complex reports.
- Set priorities based on district needs for data requests, reports and presentations and successfully complete tasks in a timely manner.
- Work cooperatively, efficiently and effectively with district departments, school sites and organizations to provide guidance, support and technical expertise in data collection, data analysis and data presentation.
- Apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Apply mathematical concepts (i.e. fractions, percentages, ratios, proportions, etc.) to practical situations.
- Work effectively and efficiently without close supervision.
- Supervise and direct the work of others.
- Understand and carry out verbal and written directions.
- Read, write and speak English with sufficient comprehension to perform duties accurately and competently.
- Train, work effectively and work cooperatively with individuals from diverse backgrounds.
- Work non-traditional and/or extended hours, including evening meetings.
- Communicate positively and effectively, orally and in writing, with the media, district staff, students and various community partners.

EDUCATION AND EXPERIENCE:

Education:

- Bachelor's Degree from an accredited college or university in Statistics, Data Analytics, Mathematics, Public Administration or a closely related field.
- Master's Degree from an accredited college or university in Statistics, Data Analytics, Mathematics, Public Administration or a closely related field is desired.

Experience:

- Five (5) years of experience in working with information systems, spreadsheets, relational databases and queries that perform a majority of the duties and responsibilities outlined above.
- Demonstrated project management skills and abilities.
- Demonstrated high level of successful customer service with both internal and external customers.

Licenses or Certificates Needed:

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

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

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

Physical Abilities:

Employees in this position must have/be able to:

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

SALARY:

Schedule: Management
Salary Range: Index 1.13

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:** January 29, 2014
From: Bill Fay **Agenda Item:** CI C.13
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: \$1,168,084. Funding sources Fund 40, Measure J, Measure D-2010 and Measure E-2012 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
District Wide Soil Transfers Evaluations Measure D-2010 Bond (PID:6151396-00)	January 2014 through March 2014	RGA Environmental, Inc.	\$50,000	Environmental Engineering services for multiple sites.
Juan Crespi Middle School Gymnasium Building Project Measure E-2012 Bond (PID:20610065-00)	January 2014 through June 2014	Thornton Tomasetti	\$38,000	Structural Engineering analysis services for Seismic Retrofit funding.
Gompers Continuation High School Campus Replacement Project Measure D-2010 Bond (PID:3581366-05)	January 2014 through June 2014	Thornton Tomasetti	\$93,000	Structural Engineering analysis services for Seismic Replacement funding.
Pinole Valley High School Campus Replacement Project Measure D-2010 Bond (PID:3621377-05)	January 2014 through June 2014	Thornton Tomasetti	\$401,700	Structural Engineering analysis services for Seismic Replacement funding.
Gompers CHS / LPS Campus Replacement Project Measure D-2010 Bond (PID:3581366-05)	July 2013 through November 2013	HMC Architects	\$26,100	Additional Design and Engineering services for Telecommunication and Security System.
El Cerrito High School Stadium Project Measure D-2010 Bond (PID:3541348-00)	February 2014 through October 2015	Omtrak	\$11,250	Consulting services to create digital turnover and warranty information.
WCCUSD Facilities Operation Center Permanent Relocation Measure E-2012 Bond (PID:66910054-00)	November 2013 through January 2014	Subtronic Corporation	\$2,000	Additional underground locating services.

January 29, 2014

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

ENGINEERING & ARCHITECTURAL SERVICES CONTRACTS

Kennedy High School County Health Clinic Project Fund 40 (PID:3601364-03)	January 2014 through January 2015	Hamilton + Aitken Architects	\$48,000	Design and Construction Administration services
Helms Middle School Sports Field and Landscaping Project Measure J Bond (PID:2101101-16)	October 2013 through February 2014	Consolidated Engineering Laboratories	\$27,000	Additional Testing and Inspection services.
Peres Elementary School Modernization Project Measure J Bond (PID:1471390-00)	June 2013 through September 2013	Consolidated Engineering Laboratories	\$1,500	Additional Testing and Inspection services.
Lupine Hills Elementary School Shade Structure Project Measure D-2010 Bond (PID:1261612-00)	May 2013 through November 2013	Consolidated Engineering Laboratories	\$4,000	Additional Testing and Inspection services.
ITC Head End Security System Project Measure E-2012	November 2013 through June 2014	Security By Design	\$14,000	Design services for security infrastructure and system designs.
District Security Unified Platform Measure E-2012	November 2013 through June 2014	Security By Design	\$171,520	Design services for District Security Unified Platform to support Access Control System and Security Video Surveillance Systems.
Facilities Operation Center Security System Measure E-2012	January 2014 through June 2014	Security By Design	Not-To- Exceed \$30,000	Design services for security infrastructure and system designs.
WCCUSD Facilities Operation Center Permanent Relocation Measure E-2012 Bond (PID:66910054-00)	January 2014 through March 2014	SGI Construction Management, Inc.	\$38,914	Construction Document Peer Review services.

January 29, 2014

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

ENGINEERING & ARCHITECTURAL SERVICES CONTRACTS

Administrative Facilities Fund 40	January 2014 through June 2014	BurksToma Architects	\$19,800	Space Needs Assessment services.
Human Resources Department Improvements Project Fund 40	January 2014 through January 2015	BurksToma Architects	\$133,300	Design and Construction Administration services.
Coronado Elementary School Campus Replacement Project Measure D-2010 (PID: 1121341-00)	January 2015 through July 2015	Multivista Construction Documentation	\$28,000	Aerial Photography, Aesthetic photo and video documentation.
Various Sites Measure D-2010	January 2015 through July 2015	Cornerstone Structural Engineering Group	Not-To- Exceed \$15,000	Multi-Site Structural Engineering support services.
Cameron Elementary School Master Planning Measure E-2012 (PID:10810038-00)	February 2014 through June 2014	Hamilton + Aitken Architects	Not-To- Exceed \$15,000	Preliminary Master Planning Design Services.

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

ITEM REQUIRING ATTENTION --- BOARD OF EDUCATION

To: Board of Education **Meeting Date:** January 29, 2013
From: Bill Fay **Agenda Item:** CI C.14
Associate Superintendent for Operations
Subject: Ratification and Approval of Negotiated Change Orders

Background information:

Staff is seeking ratification of Change Orders on the following current District construction projects: Dover ES MPR Demolition; De Anza HS Campus Replacement; Kennedy HS Science Wing Renovation; New Gompers & LPS. Change Orders are fully executed by the District upon signature by the Superintendent's designee. Board ratification is the final step required under state law in order to complete payment and contract adjustment.

In accordance with Public Contract Code 20118.4, the Board, by ratifying these Change Orders, finds that it would have been futile to publicly bid the work in question because of the tight time frames to complete this work without affecting the operations of the District, and that the public is best served by having this work completed by the contractor on the project.

Recommendation:

Ratify negotiated Change Orders as noted.

Fiscal Impact: Total ratification and approval by this action: \$62,128.00

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

January 29, 2014 Change Order Ratification Summary

	Project	Company	Original Contract	Previously Approved CO's	CO's Pending Approval	Change Percent	Total CO's	Total CO Percent of Original Contract	Adjusted New Contract	Change Order Numbers
1	Dover ES MPR Demolition	V.E. M. General Engineering	\$135,675.00	\$8,425.00	-\$30,418.00	-22.420%	-\$21,993.00	-16.21%	\$113,682.00	2
2	De Anza HS Campus Replacement	Wright Contracting, Inc.	\$62,508,000.00	\$7,338,179.00	\$54,286.00	0.087%	\$7,392,465.00	11.83%	\$69,900,465.00	41
3	Kennedy HS Science Wing Renovation	BHM Construction, Inc.	\$4,136,303.00	\$25,987.00	\$2,899.00	0.070%	\$39,845.00	0.96%	\$4,176,148.00	6
					\$6,004.00	0.145%				7
					\$4,955.00	0.120%				8
4	New Gomerpers & LPS	Lathrop Construction Assoc.	\$53,887,350.00	\$278,299.00	-\$4,798.00	-0.009%	\$302,701.00	0.56%	\$54,190,051.00	24
					\$3,058.00	0.006%				25
					\$18,500.00	0.034%				26
					\$7,642.00	0.014%				27

Total Board Action	\$62,128.00
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Note: the proposed Board Action is to Approve all Change Orders below ten percent (10%) of the Contract Value.

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:** January 29, 2014
From: Bill Fay **Agenda Item:** CI C.15
Associate Superintendent for Operations
Subject: Ratification of Staff Awarded Contract (CUPCCAA): Pinole Valley High School
Baseball Park Backstop Replacement

Background information:

Plans and specifications provided by Facilities Staff. Scope of work includes demolition of existing backstop, stripping fabric from dugouts and replacing with new, installation of swing gate, installation of forty-five (45) feet of foul netting, and straightening of fencing.

The Superintendent's designee has approved and executed a contract for the project to Roebbelen Contracting, Inc., \$45,000. All contracts approved by District staff must be ratified or, in some cases, reviewed by the District's Board. (CUPCCAA Resolution # 90-0809 (2009); Educ. Code § 22034).

Recommendation:

Ratify staff award of the contract to Roebbelen Contracting, Inc.

Fiscal Impact: \$45,000. Project will be funded from the Measure D-2010.

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:** January 29, 2014
From: Bill Fay **Agenda Item:** CI C.16
Associate Superintendent for Operations
Subject: Ratification of Staff Awarded Contract (CUPCCAA): Pinole Valley High School
Baseball Park Site Work

Background information:

Plans and specifications provided by Facilities Staff. Scope of work includes grading, compacting, french drain, mounting, set bases, sod repair, and relocation of irrigation heads.

The Superintendent's designee has approved and executed a contract for the project to Suarez & Munoz Construction, Inc., \$44,700. All contracts approved by District staff must be ratified or, in some cases, reviewed by the District's Board. (CUPCCAA Resolution # 90-0809 (2009); Educ. Code § 22034).

Recommendation:

Ratify staff award of the contract to Suarez & Munoz Construction, Inc.

Fiscal Impact: \$44,700. Project will be funded from the Measure D-2010.

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:** January 29, 2014
From: Mary Phillips **Agenda Item:** CI C.17
Chief Technology Officer
Subject: Security System for FOC and ITC to include head-end equipment for the district

Background Information:

Our district security consultants, Security by Design (SBD), has prepared plans and specifications for the project. Scope of work includes purchasing and installing surveillance system and access control for the FOC and ITC buildings. In addition, it includes purchasing and installing the Genetec management component and the related District Standard network equipment utilizing Cisco and NetApp equipment.

The District solicited competitive bids for the project. Competitive bids were opened on October 8, 2013. Three contractors submitted bids as follows: G4S Technology for a bid price of \$360,740.36; Ojo Technology for a bid price of \$377,493.36; Schneider Electric for a bid price of \$356,387.02. After a review of all bids, G4S Technologies, and Schneider Electric were deemed non-responsive. The lowest responsive, responsible bidder is Ojo Technology.

Recommendation: Ratify the award to the lowest responsive, responsible bidder: Ojo Technology

Fiscal Impact: \$377,493.36. Funded from the Measure D-2010 Bond.

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education **Meeting Date:** January 29, 2014
From: Mary Phillips **Agenda Item:** CI C.18
Chief Technology Officer
Subject: Resolution 52-1314: Authorizing Competitive Negotiations for Erate Priority One Data Circuits and Managed VoIP Services pursuant to Public Contract Code Section 20118.2

Background information: The district desires to go to bid for ERATE priority one data circuits and managed Voice over IP services. The award will comply with the Public Contract Code 20118.2 which allows the District to select the most qualified bidder(s) whose bid meets the evaluation standards determined by the District and will be the most advantageous to the District with price and all other factors considered or to reject all responses to the Request for Bids, whichever is in the best interest of the District. The District further reserves the right to award specific items or services on an individual per line item basis to one or more of the bidders, whichever is in the best interest of the District. The successful Bidder will be notified in the event of an award. All bidders shall be assessed based on the specific needs of the District and the District will follow the competitive negotiation process described in Public Contract Code section 20118.2.

Public Contract Code section 20018.2 was created due to the highly specialized and unique nature of technology, telecommunications, related equipment, software, and services. Because products and materials of that nature are undergoing rapid technological changes, and in order to allow for the introduction of new technological changes into the operations of the school district, it is in the public's best interest to allow a school district to consider, in addition to price, factors such as performance reliability, standardization, life-cycle costs, delivery timetables, support logistics, the broadest possible range of competing products and materials available, fitness of purchase, manufacture's warranties, and similar factors in the award of contracts for technology, telecommunications, related equipment, software, and services.

Recommendation: Adopt Resolution No. 52-1314 – Authorizing Competitive Negotiations for Erate Priority One Data Circuits and Managed VoIP Services pursuant to Public Contract Code Section 20118.2

Fiscal Impact: No fiscal impact or implications associated with the approval of these documents.

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

RESOLUTION NO. 52-1314
A RESOLUTION OF THE GOVERNING BOARD OF THE
WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
AUTHORIZING COMPETITIVE NEGOTIATION FOR ERATE PRIORITY ONE
DATA CIRCUITS AND MANAGED VoIP SERVICES
PURSUANT TO PUBLIC CONTRACT CODE SECTION 20118.2

WHEREAS, the State Legislature has recognized that it is in the public's best interest to allow school districts to consider factors other than price in the procurement of certain technological supplies, services, equipment and maintenance of said equipment; and

WHEREAS, following the adoption by a school district's governing board of certain findings, Public Contract Code section 20118.2 authorizes such procurement through a competitive negotiation process; and

WHEREAS, the District wishes to contract for the installation and lease of data circuits and managed VoIP telephone systems to be located at each school in the District plus District Administrative sites; and

WHEREAS, the installation and lease of data circuits and managed VoIP telephone systems requires specialized equipment and software, and qualifies for procurement through the legislatively authorized competitive negotiation process set forth in Public Contract Code section 20118.2; and

WHEREAS, the District shall, after the competitive negotiation process, award a contract for the installation and lease of data circuits and managed VoIP telephone systems to the qualified bidder(s) whose proposal(s) are the most advantageous to the District with price and all other factors being considered;

WHEREAS, the District shall, authorize District staff to sign the agreements after the bidding period is concluded and are awarded to the contractor(s) who provide the best value to the District and before the end of the Erate Form 471 filing window that ends on March 26, 2014;

NOW THEREFORE BE IT RESOLVED that the Board of Education of the West Contra Costa Unified School District hereby finds, determines, and orders as follows:

1. The foregoing recitals are adopted as true and correct.
2. The installation and lease of data circuits and managed VoIP telephone systems as described in the recitals in subdivision (b) of Public Contract Code section 20118.2, and furthermore such equipment and services are not available in substantial quantities to the general public, and therefore the Board finds that the District's procurement of such system or systems qualifies under subdivision (b) of Public Contract Code section 20118.2 for purchase through competitive negotiation as described in subdivision (d) of

Public Contract Code section 20118.2, and the Board does hereby authorize such procurement.

3. The Superintendent, or designee, is authorized to engage in a competitive negotiation process in compliance with Public Contract Code section 20118.2 for the procurement and implementation of an installation and lease of data circuits and managed VoIP telephone systems as described in the recitals.
4. The Superintendent, or designee, shall recommend to the Board a qualified bidder for award of a contract for the installation and lease of data circuits and managed VoIP telephone systems, which contract(s) will be the most advantageous to the District with price and all other factors being considered.
5. The Board reserves the right to reject all proposals submitted, pursuant to Public Contract Code section 20118.2.
6. The Superintendent, or designee, is authorized and directed to take such further actions as may be necessary or convenient to carry out said procurement and implementation of the installation and lease of data circuits and managed VoIP telephone systems and signing of the contract(s) thereof.
7. This Resolution shall take effect immediately upon its adoption.

APPROVED, PASSED AND ADOPTED by the Governing Board of the West Contra Costa Unified School District on this 29th day of January 2014, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

President, Governing Board
West Contra Costa Unified School District

ATTEST:

Secretary, Governing Board
West Contra Costa Unified School District

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: January 29, 2014

From: Mary Phillips
Chief Technology Officer

Agenda Item: CI C.19

Subject: Procurement Contract for Wireless Infrastructure

Background Information:

In March 2013, the Board approved an ERATE contract to CDW to upgrade the wireless infrastructure for eleven of our ERATE eligible schools. These schools are: Downer, Ford, Nystrom, Peres, Verde, Harbour Way, Helms, King, Dover, Gompers and Kennedy. ERATE did not approve the funding and consequently these schools have not yet been upgraded. Coronado (temp campus), and Valley View were folded into the contract when it was determined that the equipment could be repurposed once Bond completes these sites. In addition, it was found that antiquated switches remain at DeJean, Grant, Lake, Lincoln and Richmond High despite the recent wireless infrastructure upgrade as performed by AT&T earlier this year. Twelve switches are included in the Build of materials for this reason. The total cost of the project is \$2,144,461.56.

AEKO Consulting was hired for project management and is working with CDW to ensure that local vendors are included in the contract.

Recommendation: Approve the contract for the procurement of wireless infrastructure for the purpose of upgrading remaining sites with new switching, and wireless technology.

Fiscal Impact: \$2,144,461.56 from Measure E 2012

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

Wireless Infrastructure Project
Board Precs Attachment for January 29, 2014
Project Manager: AEKO Consulting

WORK SPLIT AMONG THE THREE COMPANIES

Site	Service (Cabling)	Services (Electronics)	Cable Materials	Electronic Materials	Tax	Total
Vendor: CDW						
Downer	21,168.00	23,796.00	8,505.00	142,553.20	12,532.37	\$208,554.57
Ford	19,152.00	7,932.00	7,762.50	27,753.00	3,196.40	\$65,795.90
Nystrom	12,600.00	5,949.00	3,307.50	14,801.60	1,629.82	\$38,287.92
Peres	16,632.00	31,729.00	6,966.00	183,780.00	15,691.43	\$254,798.43
Verde	13,440.00	27,763.00	7,965.00	135,953.80	11,862.38	\$196,984.18
Harbour Way		7,932.00	810.00	56,173.36	4,561.06	\$69,476.42
Helms		11,898.00	11,272.50	75,858.20	7,841.76	\$106,870.46
King	17,640.00	7,932.00	5,670.00	29,603.20	3,174.59	\$64,019.79
Dover	20,160.00	7,932.00	7,546.50	33,303.60	3,676.51	\$72,618.61
Gompers	18,144.00	21,814.00	8,775.00	130,046.32	11,570.09	\$190,349.41
Kennedy		35,695.00	17,010.00	254,190.40	22,519.48	\$329,414.88
Head End		7,932.00				\$7,932.00
DeJean	19,836.00		290.00		1,811.34	\$21,937.34
Grant	6,612.00				595.08	\$7,207.08
Lake	6,612.00				595.08	\$7,207.08
Lincoln	6,612.00				595.08	\$7,207.08
Richmond High	39,672.00		696.00		3,633.12	\$44,001.12
CDW Totals	138,936.00	198,304.00	85,590.00	1,084,016.68	98,255.89	\$1,692,662.27

Vendor: Up Communications						
Valley View	41,424.32	31,690.00	6,262.35	94,426.10	7,732.50	\$181,535.27
Kennedy	45,360.00					\$45,360.00
UpComm Totals	86,784.32	31,690.00	6,262.35	94,426.10	7,732.50	\$226,895.27

Vendor: CBX						
Coronado	40,302.95	29,116.80	10,757.51	101,926.05	10,141.52	\$192,244.83
Helms	30,240.00					\$30,240.00
Harbour Way	2,419.20					\$2,419.20
CBX Totals	72,962.15	29,116.80	10,757.51	101,926.05	10,141.52	224,904.03

Total Project Cost: \$2,144,461.56

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: January 29, 2014

From: Nia Rashidchi, Assistant Superintendent
Educational Services

Agenda Item: CI C.20

Subject: Resolution No. 53-1314: African-American History Month - February 2014

Background Information:

The State Board of Education has proclaimed February 2014 as African-American History Month. The West Contra Costa Unified School District recognizes the contributions of African Americans and encourages schools to develop special instructional activities and celebrations.

Recommendation: Approve this Resolution honoring African-American History Month, February 2014

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

West Contra Costa Unified School District

Resolution No. 53-1314

**Honoring African-American History Month
February 2014**

WHEREAS, Americans of African descent helped develop our nation in countless ways, those recognized, unrecognized, and unrecorded;

WHEREAS, African-American citizens have participated in every American effort to secure, protect, and maintain the essence and substance of American democracy, as reflected by California Education Code Section 37221(d) which established March 5 as Black American Day to commemorate the anniversary of the death of Crispus Attucks, the first African-American martyr of the Boston Massacre;

WHEREAS, The California State Board of Education recognizes in its Multicultural Education Policy that each student needs an opportunity to understand the common humanity underlying all people;

WHEREAS, The history and contributions of African-American citizens have been consistently overlooked, misinterpreted and undervalued in the curriculum of public education institutions prior to the Civil Rights Act of 1964; and

WHEREAS, The History-Social Science Framework of California Public Schools, Kindergarten through Grade Twelve, states that the history curriculum of community, state, region, nation, and world must reflect the experiences of men and women and of different racial, religious, and ethnic groups throughout the K-12 educational program.

NOW THEREFORE BE IT RESOLVED THAT, the State Board of Education, as does the West Contra Costa Unified School District Board of Education proclaim the month of February 2014 as African-American History Month, and encourages all educational communities to commemorate this occasion with appropriate instructional activities.

PASSED AND ADOPTED this twenty-ninth day of January 2014 at a regular meeting of the Board of Education 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 members of the Governing Board of the West Contra Costa Unified School District, at a public meeting of said Board held on January 29, 2014.

President of the Board of Education

Secretary of the Board of Education

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: January 29, 2014

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

Agenda Item: CI C.21

Subject: Resolution No. 54-1314: Recognition of West Contra Costa Unified School District
Job Shadow Day February 4, 2014 and Recognition of February 2014 as National Job Shadow Month

Background Information:

Resolution No. 54-1314 recognizes and acknowledges February 4, 2014 as WCCUSD Job Shadow Day and the month of February 2014 as National Job Shadow Month. Job Shadow is an academically motivating activity designed to give kids the unique opportunity of an up-close look at the world of work. Beginning with a nationwide kickoff on February 4, 2014, and continuing throughout the school year, students across America will “shadow” workplace mentors as they go through a normal day on the job. The program invites students to see firsthand how the skills learned in school relate to the workplace. Job Shadow 2014 is led by the National Job Shadow Coalition.

Recommendation: Recommend Approval

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. 54-1314

Resolution to Recognize February 4, 2014 as WCCUSD Job Shadow Day AND also the month of February 2014 as Job Shadow Month

WHEREAS, the Board of Education of the West Contra Costa Unified School District wishes to acknowledge and support the National Job Shadow Day on February 4, 2014 and the month of February, 2014 as Job Shadow Month.

NOW THEREFORE, BE IT RESOLVED, that Dr. Bruce Harter, Superintendent, is hereby authorized to declare the following day, February 4, 2014 as WCCUSD Job Shadow Day and the month of February 2014 as Job Shadow Month in the West Contra Costa Unified School District.

PASSED AND ADOPTED on the nineteenth day of January 29, 2014, 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 held on January 29, 2014.

Bruce Harter
Secretary, Board of Education

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: January 29, 2014

From: Bruce Harter
Superintendent

Agenda Item: CI C.22

Subject: Revision of Board Bylaw 9250

Background Information: Based upon information provided by legal counsel, Board Bylaw 9250 should be updated to combine the travel expense and stipend into one amount. In addition it is recommended that the Board increase the annual stipend by 5% effective July 1, 2014 in accordance with Ed. Code 35120(e). This Board Bylaw has not been updated since 2008.

Recommendation: Recommend approval of revision to Board Bylaw 9250.

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

West Contra Costa USD

Board Bylaw

Remuneration, Reimbursement And Other Benefits

BB 9250

Board Bylaws

Remuneration

The Governing Board hereby specifies that each member of the Board may receive a maximum of ~~\$750~~ \$850 per month as compensation for services rendered, including \$100 per month for in-district expenses. Effective July 1, 2014, compensation for services rendered shall be a maximum of \$892.50. A periodic review should be held on all Board benefits. If a member does not attend all meetings of the Board during any month he/she shall receive an amount not greater than the maximum amount permissible divided by the number of meetings held and multiplied by the number of meetings actually attended. Should any member be absent performing designated duties of the school district, the Board may, by resolution, provide that said member be paid as if the member were present in the meeting. This is done with the understanding that it is not incumbent upon any member to accept payment. Student Board members shall not receive remuneration. (Education Code 35120)

On an annual basis, the Board may increase the compensation of individual board members beyond the limits delineated in this section, in an amount not to exceed five percent based on the present monthly rate of compensation. (Ed Code 35120(e)) Any increase made pursuant to this section shall be effective upon approval by the governing board.

Reimbursement of Expenses

Members of the Board shall be reimbursed for all 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. (Education Code 35044)

~~Board members shall receive \$100 per month for in-district expenses.~~

The rate of reimbursement shall not exceed any limitations specified for district personnel.

Health and Welfare Benefits

Board members may participate in the health and welfare benefits program provided for the employees of the district.

The district shall pay the cost of premiums required for Board members electing to participate in the district health and welfare benefits program at the capped amount approved by the Board.

Retired Board Members

Any members retiring from the Board after at least one full term shall have the option to continue the health and welfare benefits program at their expense if coverage is in effect at time of retirement.

Board members who have served less than 12 years but at least one term shall pay the full cost of health and welfare benefit coverage.

Board members who have completed 12 years, three consecutive terms will qualify for benefits at the level provided at the time of initial election.

The insurance shall provide full benefits for retired Board members up to the age at which they become eligible for Medicare/Medicaid, and after that shall cover only those eligible expenses not covered by Medicare or Medicaid, or other health insurance programs.

The Superintendent is directed to negotiate the coverage indicated above with the insurance carrier.

Legal Reference:

EDUCATION CODE

1090 Compensation for members and mileage allowance

33050-33053 General waiver authority

33362-33363 Reimbursement of expenses (Department of Education and CSBA workshops)

35012 Board members; number, election and term

35044 Payment of traveling expenses of representatives of board

35120 Compensation (services as member of governing board)

35172 Promotional activities

44038 Cash deposits for transportation purchased on credit

GOVERNMENT CODE

20322 Elective officers; election to become member

53200-53209 Group insurance

UNITED STATES CODE, TITLE 26

403(b) Tax-sheltered annuities

COURT DECISIONS

Thorning v. Hollister School District, (1992) 11 Cal.App.4th 1598

Board of Education of the Palo Alto Unified School District v. Superior Court of Santa Clara County, (1979) 93 Cal.App.3d 578

ATTORNEY GENERAL OPINIONS

83 Ops.Cal.Atty.Gen. 124 (2000)

Management Resources:

WEB SITES

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

Public Employees' Retirement System: <http://www.calpers.ca.gov>

Policy WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

adopted: October 23, 1991 Richmond, California

revised: January 3, 2007

revised: May 2, 2007

revised: September 17, 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: January 29, 2014

From: Bruce Harter
Superintendent

Agenda Item: CI C.23

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 Todd Groves has expressed interest in attending the following:

- 52nd Annual California Association for the Gifted Conference, Anaheim, CA February 21-23, 2014
- 69th ASCD Annual Conference, Los Angeles, CA March 15-17, 2014
- International Conference of the Learning Sciences, Boulder, CO June 23-27, 2014

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

Recommendation:

Recommend Approval

Fiscal Impact:

General Fund, estimated cost \$6,600.00

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: January 29, 2014

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

Agenda Item: D.1

Subject: Recognition of Sgt. Eddie Russell

Background Information:

We would like to recognize Sgt. Eddie Russell for his support, dedication and commitment to students and staff of West Contra Costa Unified School District.

Recommendation: For Information Only

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: January 29, 2014

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

Agenda Item: D.2

Subject: Report on District-wide FAFSA Campaign

Background Information:

In 2013, the Ed Fund in partnership with WCCUSD, coordinated a district-wide campaign to increase completion of applications for public aid to support students going to college. The Free Application for Federal Student Aid (FAFSA) is the primary application that students complete in order to be eligible to receive financial aid for college. As indicated through national studies, paying for college is the #1 barrier keeping kids out of college. To remove this barrier, the Ed Fund's goal was to ensure that all students had the opportunity to complete the FAFSA or the California Dream Application (for undocumented students). Recent studies indicate that increasing FAFSA completion also results in increased college-going rates for districts.

In 2012, only 33% of district students completed the FAFSA by the March 2nd priority deadline. Through collaborative efforts, the percentage of seniors filing the FAFSA by the priority deadline in 2013 increased to 56% - a 23% gain.

In addition, for the first time, WCCUSD became one of a handful of districts in the state of California that made every senior eligible for the Cal Grant, California's State public aid, through a district-wide Grade Point Average upload to the California Student Aid Commission. The efforts to increase the number of students applying for financial aid resulted in 596 WCCUSD seniors receiving the Cal Grant. This translates to an estimated increase of \$3 million in State aid available to our district seniors in their first year of college.

The campaign made available to the class of 2013 WCCUSD students more than \$20 million dollars in state and federal aid to fund their college tuition and fees. For our local community, nearly 600 families were able to keep tuition dollars here in our local economy. This enormous local stimulus happens every year, creating and sustaining jobs, while investing in the workforce of tomorrow.

In 2014, our goal is for all district students to have the opportunity to complete their financial aid application and for 70% of district students to submit their applications by the March 2nd priority deadline.

We know that the increase in financial aid received by WCCUSD students enables more students to afford to go to college and dramatically increases their likelihood of graduating from college. The Ed Fund would like to thank the College Access Foundation of California for its support that has enabled the development of our College Access Initiative. We would also like to thank all of our partners in the West

County College Access Network including WCCUSD. They are to be commended and held high for their singular focus on college access and success for all district students. The Ed Fund is proud of our continued commitment to support the college aspirations of students in WCCUSD.

We look to the School Board for support in institutionalizing the completion of financial aid applications for all students in the district and ask for you to join us in making January Financial Aid Awareness Month in WCCUSD.

Recommendation: For Information Only

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: January 29, 2014

From: Wendell Greer
Associate Superintendent K-Adult Schools

Agenda Item: D.3

Subject: Mock Trial Overview

Background Information:

Nancy Schiff from the Center for the Development of Youth through Law will provide the Board with the background for this year's Mock Trial competition which will involve five WCCUSD High Schools. The competition dates are February 4, 6, 11 and 13 at 5:30 p.m. each night at the Martinez courthouse.

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: January 29, 2014

From: Nia Rashidchi, Assistant Superintendent
Educational Services

Agenda Item: D.4

Subject: WCCUSD 2014 Summer Learning Overview

Background Information:

Staff will give an overview of the extended learning summer opportunities for the summer of 2014.

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: January 29, 2014

From: Sheri Gamba 
Associate Superintendent Business Services

Agenda Item: D.5

Subject: Budget Update

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

Recommendation: For Information Only

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____


Approved _____ Not Approved _____ Tabled _____

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: January 29, 2014

From: Kenneth L. Whittemore, 
Assistant Superintendent Human Resources

Agenda Item: F.1

Subject: Public Hearing and Adoption of Bargaining Proposal from the West Contra Costa Unified School District to the Public Employees Union, Local One

Background Information:

Pursuant to the Educational Employment Relations Act, the proposal for negotiations by school districts and labor unions must be submitted at a public meeting of the governing board. The reopener proposal of West Contra Costa Unified School District will be presented, at which time the public is allowed to comment on this proposal. A copy of the proposal is attached to this precis and is provided in the Board meeting packet which is available at the District's Administration Building, six high schools and online at the District's webpage.

Recommendation: That the Board of Education hold a public hearing on the District's bargaining reopener proposal to the Public Employees, Local One in accordance with the 2012-2015 bargaining agreement.

Board Adoption of Bargaining Reopener Proposal

Background Information: Following the public hearing on its bargaining reopener proposal, the Board of Education will be asked to adopt the District proposal to the Public Employees, Local One in accordance with the 2012-2015 reopener agreement.

Recommendation: That the Board of Education adopt the bargaining proposal for labor negotiations with the Public Employees, Local One.

Fiscal Impact: To be determined

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

**THE WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
PROPOSAL TO PUBLIC EMPLOYEES, LOCAL ONE FOR
2013-14 CONTRACT NEGOTIATIONS**

The District is presenting the following article reopeners and will make proposals in the following areas. Nothing in this initial proposal is intended to preclude the District from making additional proposals in any article that is opened by either the District or Local One.

Article 15 Benefits

Article 16 Compensation

Supplement 5 Temporary and Substitute Employees

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: January 29, 2014

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

Agenda Item: F.2

Subject: Public Hearing and Adoption of Bargaining Proposal from the School Supervisors Association (SSA) to West Contra Costa Unified School District

Background Information:

Pursuant to the Educational Employment Relations Act, the proposal for negotiations by school districts and labor unions must be submitted at a public meeting of the governing board. The reopener proposal of School Supervisors Association will be presented, at which time the public is allowed to comment on this proposal. A copy of the proposal is attached to this precis and is provided in the Board meeting packet which is available at the District's Administration Building, six high schools and online at the District's webpage.

Recommendation: That the Board of Education hold a public hearing on the School Supervisors Association (SSA) bargaining reopener proposal to the District in accordance with the 2012-2015 bargaining agreement.

Board Adoption of Bargaining Reopener Proposal

Background Information: Following the public hearing on its bargaining reopener proposal, the Board of Education will be asked to adopt the School Supervisors Association proposal to the District in accordance with the 2012-2015 reopener agreement.

Recommendation: That the Board of Education adopt the bargaining reopener proposal for labor negotiations with the School Supervisors Association.

Fiscal Impact: To be determined

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

SCHOOL SUPERVISORS ASSOCIATION (SSA)
P.O. BOX 21264, El Sobrante, CA 94820
ssamail1977@yahoo.com

December 12, 2013

TO: Mr. Ken Whittemore, Assistant Superintendent, Human Resources

FROM: School Supervisors Association, Mary Jones, President, Sandra Falk, Executive Director and
SSA Negotiating Team

RE: REQUEST TO BEGIN BARGAINING RE:
CONTRACT REOPENER ARTICLES

This is the formal proposal from School Supervisors Association to begin bargaining regarding Contract Reopeners.

In accordance with Article 10, Section 10001.01 Contract Reopeners of the 2013 – 2015 negotiated agreement between WCCUSD and SSA, School Supervisors Association (SSA), we formally request that we begin bargaining regarding Article 3.1 Salary; Article 5, Benefits; Section 11002, Seminars, Workshops and Training.

We look forward to negotiating with the District in Good Faith in accordance with PERB regulations, in a manner that is mutually collaborative, respectful and beneficial to the members represented by SSA


12/12/13

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: January 29, 2014

From: Kenneth L. Whittemore, 
Assistant Superintendent Human Resources

Agenda Item: F.3

Subject: Presentation and Public Hearing of Bargaining Proposal from the West Contra Costa Unified School District to School Supervisors Association (SSA)

Background Information:

Pursuant to the Educational Employment Relations Act, the proposal for negotiations by school districts and labor unions must be submitted at a public meeting of the governing board. The reopener proposal of the West Contra Costa Unified School District will be presented, at which time the public is allowed to comment on this proposal. A copy of the proposal is attached to this precis and is provided in the Board meeting packet which is available at the District's Administration Building, six high schools and online at the District's webpage.

Recommendation: That the Board of Education hold a public hearing on the District's bargaining reopener proposal to the School Supervisors Association (SSA) in accordance with the 2012-2015 bargaining agreement.

Board Adoption of Bargaining Reopener Proposal

Background Information: Following the public hearing on its bargaining reopener proposal, the Board of Education will be asked to adopt the District's proposal to the School Supervisors Association in accordance with the 2012-2015 reopener agreement.

Recommendation: That the Board of Education adopt the bargaining reopener proposal for labor negotiations with the School Supervisors Association.

Fiscal Impact: To be determined

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

**THE WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
PROPOSAL TO THE SCHOOL SUPERVISORS ASSOCIATION FOR CONTRACT
NEGOTIATIONS**

The District is presenting the following article reopeners and will make proposals in the following areas. Nothing in this initial proposal is intended to preclude the District from making additional proposals in any article that is opened by either the District or SSA.

Article 3.1 Salary

Article 5 Benefits

Article 3.3 Administrative Positions

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:** January 29, 2014
From: Kenneth L. Whittemore, *KLW* **Agenda Item:** F.4
Assistant Superintendent Human Resources
Subject: Public Hearing and Adoption of the Joint Bargaining Proposal from West Contra Costa Unified School District and West Contra Costa Administrators Association

Background Information:

Pursuant to the Educational Employment Relations Act, the proposal for negotiations by school districts and labor unions must be submitted at a public meeting of the governing board. The joint reopener proposal of the West Contra Costa Unified School District and West Contra Costa Administrators will be presented, at which time the public is allowed to comment on this proposal. A copy of the proposal is attached to this précis and is provided in the Board meeting packet which is available at the District's Administration Building, six high schools and online at the District's webpage.

Recommendation: That the Board of Education hold a public hearing of the joint bargaining reopener proposal with West Contra Costa Administrators Association (WCCAA) in accordance with the 2013-2015 bargaining agreement.

Board Adoption of the Joint Bargaining Reopener Proposal

Background Information: Following the public hearing on its joint bargaining reopener proposal, the Board of Education will be asked to adopt the joint reopener proposal of the West Contra Costa Administrators Association and the District in accordance with the 2013-2015 reopener agreement.

Recommendation: That the Board of Education adopt the joint bargaining reopener proposal for labor negotiations with the West Contra Costa Administrators Association.

Fiscal Impact: To be determined

DISPOSITION BY BOARD OF EDUCATION

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

**THE WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
PROPOSAL TO PUBLIC EMPLOYEES, LOCAL ONE FOR
2013-14 CONTRACT NEGOTIATIONS**

The District is presenting the following article reopeners and will make proposals in the following areas. Nothing in this initial proposal is intended to preclude the District from making additional proposals in any article that is opened by either the District or Local One.

Article 15 Benefits

Article 16 Compensation

Supplement 5 Temporary and Substitute Employees

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: January 29, 2014

From: Bruce Harter, Superintendent

Agenda Item: F.5

Subject: Local Control Accountability Committee

Background Information:

As a requirement of the Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP), the District must form a parent advisory committee to advise and give input into the District's Local Control and Accountability Plan regarding priorities and resources from the Local Control Funding Formula (LCFF). At the January 8, 2014 meeting, the Board reviewed the composition and general framework for this new committee.

Before the Board can adopt the LCAP, the superintendent is required to present a draft of the LCAP to the parent advisory committee as well as the Multilingual District Advisory Committee for comments and suggestions. The superintendent is required to respond, in writing, to comments received from these groups. While the district currently has a long-established Multilingual District Advisory Committee, there is currently no parent group which would fulfill the requirements of the law. Thus, the need arises to create a new committee -- the District Local Control Accountability Parent Committee.

The members of the District Local Control Accountability Parent Committee will serve two year terms except that half of initial group which would serve for three years to assure continuity. The membership of the committee should reflect the diversity of the community and the student body. The District would invite the following groups to submit the name of one current WCCUSD parent or legal guardian to serve on the committee: North Richmond Network, Strategic Plan Steering Committee, Multilingual District Advisory Committee, Special Education CAC, Citizens Budget Advisory Committee, Bayside PTA, Concilio Latino, Richmond Health Equity Partnership, Building Blocks for Kids and the NAACP as well as one WCCUSD parent or legal guardian representing UTR, Local 1, SSA and WCCAA. Principals from each high school attendance area family will recommend parents/legal guardians from each high school attendance area and parents/legal guardians of other underrepresented groups such as foster home, group home or the homeless. Additionally, the superintendent will recommend one student from each of the high schools as well as the Youth Commission as ex officio members.

This District Local Control Accountability Parent Committee (DLCAPC) will meet three times per year, twice in the spring to develop advice for the Board and once in the fall to review the results from the prior school year.

Recommendation:

That the Board approve the composition and operating framework for the District Local Control Accountability Plan Parent Committee.

Fiscal Impact: To be determined but minimal.

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

West Contra Costa Unified School District
District Parent Advisory Committee
Local Control Accountability Plan

Background

In 2013, the Legislature enacted and the Governor signed legislation creating the Local Control Funding Formula (LCFF) and the Local Control Accountability Plan (LCAP). Those laws require that the School Board establish a parent advisory committee to provide advice to the Board and the Superintendent of the district regarding the implementation of the LCFF and LCAP. The LCFF recognizes that students with additional academic needs, low income, English language learners and foster youth – also need additional financial resources to support their education.

Composition

The District Local Control Accountability Plan Parent Committee will be composed of parents or legal guardians of current district students. Since more than 70% of the students in the district are either English language learners, low income or foster youth, the large majority of members will be parents of low income, English language learners or foster youth.

Each of the groups listed below will nominate one current WCCUSD parent or legal guardian to represent the group:

- Alternative Education
- Bayside Council of PTAs
- Building Block for Kids
- Citizens Budget Advisory Committee
- Concilio Latino
- Contra Costa Interfaith Supporting Community Organization
- Foster or Group Home
- Homeless
- Multilingual District Advisory Committee
- NAACP
- North Richmond Network
- Public Employees Local 1
- School Supervisors Association
- Special Education CAC
- Strategic Plan Steering Committee
- Student from each high school (ex officio)
- United Teachers of Richmond
- West Contra Costa Administrators Association

In addition, each group of principals from the six school families will nominate parents from volunteers who complete applications including one elementary and one secondary parent for each high school family.

Meetings

The District Local Control Accountability Plan Parent Committee will meet three times during each calendar year, twice in the spring to review and advise the Board about the District's Local Control Accountability Plan and once in September to review data from the prior school year. The Superintendent (or designee) will provide support to the committee and will respond in writing the committee report prior to the Board's public hearing on the LCAP.

Operations

Members will serve for a two-year term except for the committee appointed in 2014. For that group, the superintendent will draw names from volunteers who would like to serve for a three year term to select 50% of the active members who will serve for the three years, 2014-15, 2015-16 and 2016-17.

During the first meeting of the year and after completing the orientation activities, the Superintendent will act as facilitator so that the members can select a Chair and Vice-Chair to serve for that year.

At the second meeting, the Superintendent will present and respond to questions about the draft Local Control Accountability Plan. The committee will review the plan and use a consensus process to provide advice for the Board. If members disagree with the consensus view of the committee, they may individually or collectively submit additional advice to the Board.

During the third meeting that takes place the fall, the Superintendent will provide data to show the degree to which the goals of the LCAP were achieved.

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: January 29, 2014

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

Agenda Item: F.6

Subject: Board Policy 5131 "Conduct", Policy 5137 "Positive School Climate", Policy 5145.7 "Sexual Harassment", and Policy 5145.9 "Hate-Motivated Behavior"

Background Information:

The K-12 Operations Department has worked to revise Board Policy 5131 "Conduct," Policy 5137 "Positive School Climate," Policy 5145.7 "Sexual Harassment," and Policy 5145.9 "Hate Motivated Behavior" specifically to meet the federal and state requirements.

Recommendation: That the Board approve the revisions to Board Policies

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

West Contra Costa USD

Board Policy

Conduct

BP 5131

Students

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation.

~~Conduct is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful toward their teachers, other staff, students, and volunteers.~~

The Superintendent or designee shall ensure that each school site develops standards of conduct and discipline consistent with district policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, **including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats**
2. 3. Conduct that disrupts the orderly classroom or school environment
3. 2. **Discrimination, harassment, intimidation, or bullying** of students or staff, including **sexual harassment, hate-motivated behavior, cyberbullying, hazing** ~~bullying, intimidation, so-called "cyberbullying," hazing~~ or initiation activity, ~~ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause~~ **violence, bodily harm or substantial disruption** ~~emotional suffering~~

~~Cyberbullying includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships.~~

4. **Willful defiance of staff's authority**

4. 5. Damage to or theft of property belonging to students, staff, or the district

The district shall not be responsible for students' personal belongings which are brought on campus or to a school activity and are lost, stolen, or damaged.

~~5- 8.~~ Possession or use of laser pointers on school premises, unless used for a valid instructional or other school-related purpose, including employment (Penal Code 417.27)

Prior to bringing a laser pointer on school premises **for a valid instructional or school-related purpose, a student shall obtain permission from the principal or designee.** ~~students shall first obtain permission from the principal or designee. The principal or designee shall determine whether the requested use of the laser pointer is for a valid instructional or other school-related purpose.~~

6. **Obscene acts or u**Use of profane, vulgar, or abusive language

7. **Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs**

9. **Use of a cellular/digital telephone, pager, or other mobile communications device during instructional time**

Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. (Education Code 48901.5)

~~7- 10.~~ Plagiarism or dishonesty in school work or on tests

~~8- 11.~~ Inappropriate attire

~~9- 12.~~ Tardiness or unexcused absence from school

~~10- 13.~~ Failure to remain on school premises in accordance with school rules

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or administrator for further investigation.

When a school official suspects that a search of a student or his/her belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

When a student uses any prohibited device, or uses a permitted device in any unethical or illegal activity, a district employee may confiscate the device. The employee shall store the item in a secure manner until an appropriate time.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, **referral to a student success team or counseling services, or denial of participation in extracurricular or co-curricular activities or other privileges** in accordance with Board policy and administrative regulation. **The Superintendent or designee shall notify** and ~~contact with~~ local law enforcement as appropriate.

Students also may be subject to discipline in accordance with law, Board policy, and administrative regulation for any off-campus conduct during non-school hours which poses a threat or danger to the safety of students, staff, or district property or **substantially** disrupts the orderly delivery of the educational program **school activities**.

~~Possession of Cellular Phones and Other Mobile Communications Devices~~

~~The Governing Board believes that the unauthorized use of electronic signaling devices adversely affects students' ability to achieve academic success, is disruptive to effective classroom discipline and management and can lead to an invasion of staff and students safety and privacy rights. The Board desires to keep district schools free of any classroom and/or school interference by unauthorized use of such signaling devices. However, the Board believes some of these devices can be used effectively in the instructional program. Staff shall take measures in order to properly regulate and restrict such use.~~

~~No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health. The use of which is limited to health-related purposes. (Education Code 48901.5)~~

~~During an emergency declared by the school, students may use their cell phones at the discretion of staff to contact parents/guardians.~~

~~The Superintendent or designee shall develop a comprehensive plan to regulate and restrict the use of electronic signaling devices that includes involvement of parents/guardians, with the coordination between staff and parents/guardians. A progressive consequence procedure will be established.~~

~~The Superintendent or designee shall clearly communicate to all students, staff and parents/guardians the district's policies, regulations and school rules related to the use of electronic signaling devices on school campuses during school hours. This policy shall be disseminated through the Student Handbook, Parent Rights Handbook, district's website, and every school's main office.~~

~~The Board expects staff to conduct themselves in accordance with the district's policy related to~~

use of electronic signaling devices. Staff should help students see themselves as responsible partners in efforts to maintain a safe and positive learning environment.

Bullying/Cyberbullying

The Board desires to prevent bullying by establishing a positive, collaborative school climate and clear rules for student conduct.

The district may provide students instruction in the classroom or other school settings that promotes communication, social skills, and assertiveness skills and may involve parents/guardians, staff, and community members in the development of strategies to prevent and respond to bullying.

The Protecting Children in the 21st Century Act requires the district to provide students instruction in the classroom or other school settings that promotes communication, social skills, and assertiveness skills and may involve parents/guardians, staff, and community members in the development of strategies to prevent and respond to bullying.

Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator and may also request that their name be kept in confidence. The Superintendent or designee may establish other processes whereby students may submit anonymous reports of bullying. Complaints of bullying or harassment shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7—Sexual Harassment.

When a student is suspected of or reported to be using electronic or digital communications to engage in cyberbullying against other students or staff or to threaten district property, the investigation shall include documentation of the activity, identification of the source, and a determination of the impact or potential impact on school activity or school attendance. Students shall be encouraged to save and print any messages sent to them that they feel constitutes cyberbullying and to notify a teacher, principal, or other employee so that the matter may be investigated.

Cyberbullying conducted using district-owned equipment or on school premises, as well as off-campus cyberbullying that impacts school activity or school attendance, may be subject to discipline in accordance with district policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32280-32289 Comprehensive safety plan

35181 Governing board authority to set policy on responsibilities of students
35291-35291.5 Rules
44807 Duty concerning conduct of students
48900-48925 Suspension and expulsion
51512 Prohibition against electronic listening or recording device in classroom without permission

CIVIL CODE

1714.1 Liability of parents and guardians for willful misconduct of minor

PENAL CODE

288.2 Harmful matter with intent to seduce

313 Harmful matter

417.25-417.27 Laser scope or laser pointer

647 Use of camera or other instrument to invade person's privacy; misdemeanor

653.2 Electronic communication devices, threats to safety

VEHICLE CODE

23123-23124 Prohibitions against use of electronic devices while driving

CODE OF REGULATIONS, TITLE 5

300-307 Duties of students

UNITED STATES CODE, TITLE 42

2000h-2000h6 Title IX, 1972 Education Act Amendments

COURT DECISIONS

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

LaVine v. Blaine School District, (2000, 9th Cir.) 257 F.3d 981

Emmett v. Kent School District No. 415, (2000) 92 F.Supp. 1088

Bethel School District No. 403 v. Fraser, (1986) 478 U.S. 675

New Jersey v. T.L.O., (1985) 469 U.S. 325

Tinker v. Des Moines Independent Community School District, (1969) 393 U.S. 503

Management Resources:

CSBA PUBLICATIONS

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Bullying at School, 2003

WEB SITES

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

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/ls/ss>

Center for Safe and Responsible Internet Use: <http://cyberbully.org>

National School Boards Association: <http://www.nsba.org>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education: <http://www.ed.gov>

Policy WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

adopted: August 20, 2008 Richmond, California

revised: July 8, 2009

revised: May 23, 2012

West Contra Costa USD

Board Policy

Positive School Climate

BP 5137

Students

The Governing Board desires to enhance student learning by providing an orderly, caring, nurturing, and nondiscriminatory educational and social environment in which all students can feel safe and take pride in their school and their achievements. The school environment should be characterized by positive interpersonal relationships among students and between students and staff.

All staff are expected to serve as role models for students by demonstrating positive, professional attitudes and respect toward each student and other staff members. Teachers shall use effective classroom management techniques based on clear expectations for student behavior.

Staff shall consistently enforce Board policies and regulations which establish rules for appropriate student conduct, including prohibitions against bullying, cyberbullying, harassment of students, hazing, other violence or threats of violence against students and staff, and drug, alcohol, and tobacco use.

The district's curriculum shall include age-appropriate character education which includes, but is not limited to, the principles of equality, human dignity, mutual respect, fairness, honesty, and citizenship. Teachers are encouraged to employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds. ~~The district shall provide instruction and counseling designed to promote positive racial and ethnic identity, help students understand diverse cultures, teach them to think critically about racial bias and show them how to deal with discriminatory behavior in appropriate ways. All staff members are encouraged to incorporate culturally responsive practices into daily actions with students and other stakeholders.~~

The Superintendent or designee may develop other strategies to enhance students' feelings of connectedness with the schools, such as campus beautification projects, graffiti removal, development of extracurricular activities and after-school programs, pairing of adult mentors with individual students, recognition of student achievement, and encouragement of strong family and community involvement in the schools.

Students shall have opportunities to voice their concerns about school policies and practices and to share responsibility for solving problems that affect their school.

The schools shall promote nonviolent conflict resolution techniques in order to encourage attitudes and behaviors that foster harmonious relations. As part of this effort, students shall be taught the skills necessary to reduce violence, including communication skills, anger

management, bias reduction, and mediation skills. ~~Staff shall receive training that implements and supports conflict resolution techniques and training in conflict resolution techniques shall be available to parents/guardians and volunteers.~~

Staff shall receive professional development designed to improve classroom management, conflict resolution techniques, and communications with students and parents/guardians including persons of diverse backgrounds.

Legal Reference:

EDUCATION CODE

233-233.8 Hate violence prevention

32280-32289 School safety plans

32295.5 Teen court programs

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

44807 Teachers' duty concerning conduct of students

48900-48925 Suspension and expulsion

Management Resources:

CSBA PUBLICATIONS

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

Protecting Our Schools: Governing Board Strategies to Combat School Violence, rev. 1999

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Bullying at School, 2003

Creating Safe and Drug-Free Schools: An Action Guide, 1996

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Preventing Bullying: A Manual for Schools and Communities, 1998

WEB SITES

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

California Department of Education, Learning Support: <http://www.cde.ca.gov/lr>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education, Office of Safe and Drug-Free Schools:

<http://www.ed.gov/offices/OESE/SDFS>

Policy WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

adopted: August 20, 2008 Richmond, California

West Contra Costa USD

Board Policy

Sexual Harassment

BP 5145.7

Students

The Governing Board is committed to maintaining ~~an educational environment that is free from harassment.~~ **a safe school environment that is free from harassment and discrimination.** The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against **any** persons who **files a complaint**, testify**ies**, assist or otherwise participates **in district** the complaint processes. ~~established pursuant to this policy and Administrative Regulation 5145.7. A definition of sexual harassment, examples of conduct that may constitute sexual harassment and the procedure the District will follow to investigate and resolve reported or suspected incidents of sexual harassment are included in Administrative Regulation 5145.7, a copy of which is available in the District's administrative offices or on the District's website.~~

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same ~~gender.~~ **Sex and could involve sexual violence**
2. A clear message that students do not have to endure sexual harassment.
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained.
4. Information about the **district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made.**
5. **Information about the rights of students and parents/guardians to file a criminal complaint, as applicable**

Complaint Process

Any student who feels that he or she is being or has been ~~subjected to sexual harassment~~

sexually harassed on school grounds or at a school-sponsored or school-related activity (e.g., by a visiting athlete or coach) shall immediately contact his or her teacher or any other employee. Students may, but are not required to use the Incident Report Form attached to this policy to make complaints of sexual harassment. An employee who receives such a complaint shall report it in accordance with administrative regulation

~~A school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the principal or designee. Any school employee who observes any incident of sexual harassment involving a student shall report this observation to the principal or designee, whether or not the victim files a complaint.~~

~~In any case of sexual harassment involving the principal or any other district employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the Nondiscrimination Coordinator, who the District has designated to coordinate its compliance with Title IX on matters other than athletics, or the Superintendent or designee.~~

~~The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint in accordance with Administrative Regulation 5145.7. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where required.~~

The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

Disciplinary Measures

Any student who engages in sexual harassment of anyone at school or at a school sponsored or school-related activity is in violation of this policy and may be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing discipline the entire circumstances of the incident(s) shall be taken into account.

Confidentiality and Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address and prevent repetitive harassing behavior in its schools.

All complaints and allegations of sexual harassment shall be kept confidential except as

necessary to carry out the investigation or take other subsequent necessary action. (5CCR4964)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform Complaint Procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, discrimination

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:

OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance, January 2001

WEB SITES

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 3, 2010 Richmond, California

West Contra Costa USD

Board Policy

Hate-Motivated Behavior

BP 5145.9

Students

The Governing Board affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. ~~Hate Motivated Behavior means any intentional statements that harass, intimidate, or bully by way of any intentional written, verbal or electronic communication or physical act, including, but not limited to, one shown to be motivated by a student's cultural or perceived race, color, religion, national origin, ancestry or ethnicity, sex, sexual orientation, physical, mental, emotional, or learning disability, gender identity, pregnancy, material or parental status, or distinguishing personal characteristic, when the intentional written, verbal or physical act:~~

1. ~~Physically harms a student or damages the student's property; or~~
2. ~~Has the effect of substantially interfering with a student's education; or~~
3. ~~Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or~~
4. ~~Has the effect of substantially disrupting the orderly operation of the school. (Education Code 200, 201)~~

The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. These efforts shall be focused on providing an efficient use of district and community resources.

The district shall provide age-appropriate instruction to help promote understanding of and respect for human rights, diversity, and tolerance in a multicultural society and to provide strategies to manage conflicts constructively. (Education Code 233.8)

The Superintendent or designee shall ensure that staff receive training on recognizing hate-motivated behavior and on strategies to help respond appropriately to such behavior.

Grievance Procedures

Any student who feels that he/she is a victim of hate-motivated behavior shall immediately contact the principal or designee. ~~If the student believes that the situation has not been remedied by the principal or designee, he/she may file a complaint in accordance with district complaint procedures. (Education Code 220)~~ **Upon receiving such a complaint, the Coordinator/Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation**

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the principal, Superintendent or designee, and law enforcement, as appropriate. ~~Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with Board policy and administrative regulation. (Education Code 261)~~

In addition, the district shall provide counseling and appropriate anti-bias training and diversity education for students about the impact of exhibiting hate-motivated behavior. The district shall also provide counseling, guidance and support, as necessary, to those students who are the victims of hate-motivated behavior **and to students who exhibit such behavior.** (Education Code 233.8)

~~The Superintendent or designee shall ensure that all staff receives appropriate training to recognize hate-motivated behavior and methods for handling such behavior in appropriate ways. (Education Code 35294.13)~~

~~The district shall provide age-appropriate instruction to help promote understanding of and respect for human rights. (Education Code 233.8)~~

~~At the beginning of each school year, students and staff shall receive a copy of the district's policy on hate-motivated behavior. (Education Code 234.3)~~

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900.3 Suspension for hate violence

PENAL CODE

186.21 Street terrorism; legislative findings and declarations

422.55-422.86 Hate Crimes

11410-11414 Terrorism

13023 Reports by law enforcement of crimes motivated by race, ethnicity, religion, sexual orientation or physical or mental disability

13519.6 Hate crimes, training courses and guidelines

UNITED STATES CODE, TITLE 18

245 Federally protected activities

Management Resources:

CSBA PUBLICATIONS

Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1995

ALAMEDA OFFICE OF EDUCATION & CALIFORNIA DEPARTMENT OF EDUCATION
PUBLICATIONS

Hate-Motivated Behavior in Schools: Response Strategies for School Boards, Administrators,
Law Enforcement and Communities, 1997

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS & NATIONAL
ASSOCIATION OF ATTORNEYS GENERAL PUBLICATIONS

Protecting Students from Harassment and Hate Crime: A Guide for Schools, 1999

WEB SITES

CDE: <http://www.cde.ca.gov>

California Association of Human Relations Organizations: <http://www.cahro.org>

United States Department of Education, Office of Civil Rights: [http://www.ed.gov/
offices/OCR/index.html](http://www.ed.gov/offices/OCR/index.html)

Policy WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

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