

**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
October 1, 2014

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
MEETING AGENDA
OCTOBER 1, 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 **5:45 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 Gompers Alternative School**
- B.5 Report/Ratification of Closed Session**
- * **B.6 Agenda Review and Adoption** (Public Comment)
- * **B.7 Minutes:** September 17, 2014
- * **B.8 Request to Address the Board – Andrés Soto, Hazardous Product Railway Transportation**
- * **B.9 WCCUSD Public Comment**

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

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

C. BUSINESS ITEMS

CONSENT ITEMS (Routine Matters)

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

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

Comment:

Formal acceptance is requested from the Board of Education to accept the grants/awards/agreements, as detailed, dated October 1, 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 October 1, 2014.

Recommendation:
Recommend Approval

Fiscal Impact:
As noted per grants summary

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

Comment:
The planned fund-raising events for the 2014-15 school year are summarized, dated October 1, 2014.

Recommendation:
Recommend Approval

Fiscal Impact:
Additional revenue for schools

***CI C.4 Contracts**

Comment:
Permission is requested of the Board of Education to approve contracts as detailed, dated October 1, 2014.

Recommendation:
Recommend Approval

Fiscal Impact:
As noted per contracts summary

***CI C.5 Notice of Completion: Bid 1451612-04 Olinda Elementary and 1541223-11 Shannon Elementary Fire Alarm Replacement**

Comment:
Substantial completion notice has been received for: Bids 451612-04 and 1541223-11

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

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

BJJ Electric, Bids 1451612-04 Olinda Elementary and 1541223-11 Shannon Elementary Fire Alarm Replacement.

Recommendation:
Recommend approval of this notice of completion

Fiscal Impact:

None

- *CI C.6 CalPERS Retiree Benefit Resolutions**
Resolution No. 17-1415 – Unrepresented Classified Confidential
Resolution No. 18-1415 – Public Employees Union (Local One)
Resolution No. 19-1415 – School Supervisors Association (SSA)
Resolution No. 20-1415 – Unrepresented Classified & Certificated Management
Resolution No. 21-1415 – West Contra Costa Administrators' Association (WCCAA)

Comment:

Each year, since adopting CalPERS as the District's health benefits provider, the Board has been required to adopt resolutions acknowledging rates and contributions. The following resolutions set the employer's contribution for retiree medical benefits for those who retired after December 31, 2006 and before July 1, 2010. Once approved, they will be sent to CalPERS for implementation effective January 1, 2015.

United Teachers of Richmond (UTR) retirees do not require a new resolution because the District's contribution is set at Kaiser Bay Area rates each year, which are fully covered.

Recommendation:

Recommend Approval

Fiscal Impact:

None – Retiree benefit costs are already budgeted.

- *CI C.7 CalPERS Retiree Health Care Resolutions – for those retiring prior to January 2007**
Resolution No. 22-1415 – Unrepresented Classified Confidential
Resolution No. 23-1415 – Public Employees Union (Local One)
Resolution No. 24-1415 – School Supervisors Association (SSA)
Resolution No. 25-1415 – Unrepresented Classified & Certificated Management
Resolution No. 26-1415 – United Teachers of Richmond (UTR)
Resolution No. 27-1415 – West Contra Costa Administrators' Association (WCCAA)

Comment:

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

As of January 2015, the Blueshield Bay Area premium exceeds the Kaiser premium for ALL plans, therefore the District's 2015 cap for retirees who retired prior to January 1, 2007 will be based on the Blueshield Bay Area premium rates by the plan.

The following resolutions, once approved, will be sent to CalPERS for implementation effective January 1, 2015.

Recommendation:
Recommend Approval

Fiscal Impact:
None – Retiree benefits are already budgeted.

***CI C.8 Certificated Board Authorization - Education Code 44258.3 – Waivers and Consent**

Comment:
Ed Code 44258.3 allows the Governing Board of a school district to authorize the holder of credentials in the following areas: multiple subject, standard elementary, single subject, and standard secondary, with his or her consent, to teach departmental classes in grades K-12 provided the teacher has adequate knowledge of subject matter.

Recommendation:
Recommend Approval

Fiscal Impact:
None

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

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

Recommendation:
Ratify and Approve Certificated Personnel Changes

Fiscal Impact:
None

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

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

Recommendation:
Ratify and Approve Classified Personnel Changes

Fiscal Impact:
None

***CI C.11 Approve the following Reclassifications and New Job Descriptions effective July 1, 2014:**
Staff Secretary
Operations Technician
Attendance Enrollment Technician
Special Education Technician

Comment:

The Reclassification Process involves the impartial and in-depth review of requests for a ‘desk audit’ of classified positions as outlined in Article 25 of the agreement with Local One. The desk audit results and job descriptions are part of a negotiated process. Recommendations regarding reclassification are based on a thorough investigation that may result in an upgrade of a position to a higher classification as a result of a gradual and complex increase of tasks, duties and responsibilities being performed by the incumbent in such a position. A brief summary of each job reclassification and a rationale for the reclassification is provided.

The recommendations include a reclassification for a Staff Secretary position, and reclassifications as well as new job descriptions for the Operations Technician, Attendance Enrollment Technician and Special Education Technician. A brief summary of each job reclassification and rationale for each is provided.

The District has met all Education Code and contractual requirements in negotiating all of the job classifications, job descriptions and commensurate salaries with the unions. The results of this process have concluded all outstanding desk audit requests and union negotiations for school year 2013-14.

Recommendation:

Recommend Approval

Fiscal Impact:

General Fund: \$20,595

Categorical: \$14,924

***CI C.12 Approve the following Revised Job Description: Internal Auditor**

Comment:

The Internal Auditor job description is updated to meet the current operational and business needs of the organization. The job description includes a review of industry standards, and a review of job descriptions from other school districts. The Business Services Department has reviewed and approved the job description.

Recommendation:

Recommend Approval

Fiscal Impact:

None

***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: \$128,200. Funding sources are Bond Fund and Fund 40.

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

Comment:

Staff is seeking approval of Change Orders on the following current District construction projects: Kennedy HS Science Wing Renovation, El Cerrito HS Stadium, Montalvin Manor ES Classroom Building, Collins ES Floor, Door & Hardware, Shannon ES Misc. Repairs. Change Orders are fully executed by the District upon signature by the Superintendent's designee. Board approval 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 approving these Change Orders, finds that it would have been futile to publicly bid the work in question because of the tight time frames to complete this work without affecting the operations of the District, and that the public is best served by having this work completed by the contractor on the project.

Recommendation:

Approve negotiated Change Orders as noted

Fiscal Impact:

Total approval by this action: \$27,869.17

***CI C.15 Ohlone Elementary School Multi-Purpose Building**

Comment:

The original design program was to preserve and modernize the existing multi-purpose building for Ohlone ES. As the project evolved, the District through the Facilities Subcommittee determined that overall program goals would be better met if the existing multi-purpose building were demolished and a new one designed in its place. HMC Architects, through Powell and Partners Architects, will proceed with this scope of work.

Recommendation:

Recommend Approval

Fiscal Impact:

\$5,000,000. Funding Source is Bond Fund

***CI C.16 California Clean Energy Jobs Act Contract**

Comment:

The California Clean Energy Jobs Act (Proposition 39) was created with the approval of Proposition 39 in the November 6, 2012, statewide general election. Proposition 39 will make approximately \$2.5 billion available to K-12 schools and community colleges for energy projects for five fiscal years, beginning with fiscal year 2013-14. Schools can use this money for:

- Energy efficiency retrofits
- Staff Training
- Energy Management

In July 2014, staff requested proposals (RFQ/RFP 1415-01) for Proposition 39 Energy Consultant Services. Fourteen proposals were received and five of those firms were interviewed.

Contracts have been initiated for the Proposition 39 Energy Consultant Services project. Consultants will plan and assess sites, develop an energy expenditure plan, and provide quarterly reporting to the California Energy Commission. Public contracting laws have been followed in initially qualifying and selecting these professionals.

Recommendation:

Ratify and approve contracts for Cumming Construction Management, Inc.

Fiscal Impact:

Total for this action: \$79,687.00. Funding source is Proposition 39 Planning Funds with \$1.1 million per year for five years.

***CI C.17 Red Ribbon Week Board Resolution No. 29-1415**

Comment:

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

This resolution represents the West Contra Costa Unified School District's support of the Red Ribbon Campaign October 23 – 31, 2014. Red Ribbon Week may be celebrated one week during the year, but its effects last throughout the year.

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

Recommendation:

Recommend Approval

Fiscal Impact:

None

***CI C.18 Naming Building 10 at DeAnza High School**

Comment:

Board Policy 7310 establishes the criteria and processes for “renaming buildings, parts of buildings or athletic fields in honor of the contributions of students, staff members and community members.” With construction about to begin on Building 10 at DeAnza High School, Mr. Charles Ramsey has requested that Building 10 be named in honor of his father, the late Henry Ramsey, Jr. A portion of Building 10 will be used to house the Law Academy at DAHS which is currently named the Henry Ramsey, Jr. Law Academy. The policy stipulates that upon request that the Board will appoint a Board subcommittee to “review the nomination and make recommendations for the Board’s final consideration.”

Recommendation:

That the Board appoint two Board members, Todd Groves and Randy Enos, to act as a subcommittee to consider the request and report back to the Board of Education.

Fiscal Impact:

Minimal in providing lettering for the building

D. AWARDS, RECOGNITIONS, AND REPORTS

D.1 Celebrating Hispanic Heritage Month, September 15, 2014 – October 15, 2015 through WCCUSD student performances

Comment:

The West Contra Costa Unified School District applauds the many contributions made by the Hispanic population and recognizes September 15 – October 15, 2014 as Hispanic Heritage Month.

Three of our schools will share presentations that showcase and celebrate Hispanic Heritage Month.

Recommendation:

For Information Only

Fiscal Impact:

None

*** D.2 Public Hearing for Amethod Charter Management Organization: John Henry High School (9-12)**

Comment:

On Wednesday, September 3, 2014, the Amethod Charter Management Organization submitted a petition to open a Charter High School in West Contra Costa Unified School District in the fall of 2015. John Henry High School would begin with an enrollment of 190 students in 2015-16, expanding to 400 students by the 2018-2019 academic year.

California Department of Education Code Section 47605(b) states:

No later than 30 days after receiving a petition, in accordance with subdivision (a), the governing board of the school district shall hold a public hearing on the provisions of the charter, at which time the governing board of the school district shall consider the level of support for the petition by teachers employed by the district, other employees of the district, and parents.

The Charter School Act (1992) also requires the Board to either grant or deny the Petition within 60 days of submission. Staff and legal counsel have received information related to the Petition. They will analyze the document, and will make a recommendation regarding the Petition at a subsequent board meeting.

Recommendation:

For Information Only

Fiscal Impact:

None at this time, yet will, if approved represent ongoing loss of student average daily attendance as a result of WCCUSD students attending the charter school.

- **D.3 Public Hearing for Two Schools: Aspire Richmond Technology Academy and Aspire Richmond California College Preparatory Academy**

Comment:

On Friday, September 5, 2014, representatives from Aspire Public Schools submitted petitions to open two charter schools in fall of 2015 in the West Contra Costa Unified School District.

Petition 1: Aspire Richmond Technology Academy is a Kindergarten through 5th grade school with an enrollment of 312 students.

Petition 2: Aspire Richmond California College Preparatory Academy is a 6th through 12th grade school with an enrollment of 420 students.

California Department of Education Code Section 47605(b) requires the Board, within 30 days of submission of the petition, to hold a public hearing to receive public comment on the Petition. That is the purpose of this agenda item.

The Charter School Act (1992) also requires the Board to either grant or deny the Petition within 60 days of submission. Staff and legal counsel are reviewing and analyzing the Petition, and will make a recommendation at a subsequent board meeting.

Recommendation:

For Information Only

Fiscal Impact:

If approved, may result in ongoing loss of student average daily attendance from WCCUSD students attending the charter school.

*** D.4 Response to Fiscal Audit of Adult Education Program**

Comment:

The District retained the Fiscal Crisis Management Advisory Team to conduct an internal control review of the West Contra Costa Unified School District's Adult Education Program's business office to evaluate the current workflow and distribution and internal control of functions in the business office, and to provide recommendations for improved efficiency.

Staff will give a response to the Audit report and review a new organizational plan to address the audit findings for the current school year.

Recommendation:

For Information Only

Fiscal Impact:

None

*** D.5 Local Control Accountability Plan (LCAP) Goals & Progress Indicators Report #1**

Comment:

The Local Control Accountability Plan represents the District's comprehensive plan of goals, actions, services, and expenditures that support schools to ensure students become college and career ready, able to make life choices with productive outcomes.

Staff will provide information to the Board four times throughout the year, detailing information on the LCAP progress indicators. This will be the first report.

Recommendation:

For Information Only

Fiscal Impact:

None

E. COMMITTEE COMMUNICATIONS

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

*** E.1 Standing Reports**

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

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

Public Employees Local 1
Safety and School Climate Committee
Technology Subcommittee
United Teachers of Richmond
West Contra Costa Administrators Association
Youth Commission

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

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

Comment:

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

Marci McKillican started working for the District in 1966 and held various positions including steno clerk, staff secretary, and personnel technician credentialist. Ms. McKillican led a full life after her retirement in 1989.

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

Recommendation:

For Information Only

Fiscal Impact:

None

F. ACTION ITEMS

* **F.1 Public Hearing and Resolution 31-1415: Grades K-12 Textbook and Instructional Materials Compliance for Fiscal Year 2014-2015**

Comment:

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

English/Language Arts, including English Language Development

Mathematics

Science

History/Social Science

Foreign Language (if the student is enrolled in a Foreign Language course)

Health (if the student is enrolled in a Health course)

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

Immediately after this hearing, as a separate action item, the Board is requested to approve Resolution No. 31-1415 Grades K-12 Textbook and Instructional Materials Compliance for Fiscal Year 2014-2015.

Recommendation:

Recommend the Board conduct the hearing in compliance with the Education Code of the State of California followed by approval of the Resolution No. 31-1415: Grades K-12 Textbook and Instructional Materials Compliance for Fiscal Year 2014-2015

Fiscal Impact:

None

G. DISCUSSION ITEMS

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

I. COMMENTS OF THE BOARD OF EDUCATION AND SUPERINTENDENT

J. THE NEXT SCHEDULED BOARD OF EDUCATION MEETING

Lovonya DeJean Middle School – October 15, 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

October 1, 2014

1. CONFERENCE WITH REAL PROPERTY NEGOTIATOR

2. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
[Government Code Section 54956.9(d)(1)]

- a. Palmer and Pollack v. WCCUSD
- b. California Charter School Association v. WCCUSD

3. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION/SIGNIFICANT EXPOSURE TO LITIGATION
[Government Code Section 54956.9(d)(2) or (d)(3)]

Six cases

4. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION/INITIATION OF LITIGATION
[Government Code Section 54956.9(d)(4)]

5. LIABILITY CLAIMS (Government Code Section 54956.95)

6. 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

7. PUBLIC EMPLOYEE APPOINTMENT

Assistant Principal

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

9. STUDENT DISCIPLINE (Education Code Section 35146)

Expulsions

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

11. REPORT OF CLOSED SESSION ACTIONS

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 1, 2014

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

Agenda Item: B.4

Subject: Presentation of Student Board Representative from Gompers Alternative School

Background Information:

A Student Board Representative from Gompers Alternative School will attend the Board of Education on October 1, 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 Meeting
Lovonya DeJean Middle School
3400 Macdonald Avenue
Richmond, CA 94805

Agenda Item B.6

September 17, 2014

A. CLOSED SESSION

B. OPENING PROCEDURES

President Ramsey called the meeting to order at 5:30 P.M. The Board recessed into Closed Session. President Ramsey called the Public Session to order at 6:30 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; Carol Butcher, Executive Director K-12; Steve Collins, SELPA Director; Martin Coyne, Executive Director Bond Finance; Sheri Gamba, Associate Superintendent Business Services; Wendell Greer, Associate Superintendent K-12 Operations; Bruce Harter, Superintendent; Debbie Haynie, Executive Secretary; Joshua Herrera, Electronics Technician; Keith Holtslander, Director Facilities & Construction; Barbara Jellison, Director Food Service; Nicole Joyner, Director Data & Accountability; Cecilia Mendoza, Executive Director Linked Learning; Mimi Melodia, Coordinator EL Services; Mary Phillips, Chief Technology Officer; Lynn Potter, Director Educational Services; Leticia Oregon, Translator; Nia Rashidchi, Assistant Superintendent Educational Services; Marcus Walton, Communications Director; Regina Webber, Director Business Services; Ken Whittemore, Assistant Superintendent Human Resources

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

Mr. Nadir Morgan provided a report of activities at El Cerrito High School.

B.5 Report/Ratification of Closed Session

Superintendent Harter asked the Board to ratify action taken in Closed Session to appoint Ms. Lisa LeBlanc as Associate Superintendent of Facilities, Maintenance, Operations and Bond Program.

MOTION: Mr. Groves moved approval of action taken in Closed Session to appoint Ms. Lisa LeBlanc as Associate Superintendent of Facilities, Maintenance, Operations and Bond Program. 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.

B.6 Agenda Review and Adoption

President Ramsey requested that items G. 1, D.1, D.2, and D.3 be moved to follow item B.6.

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

G.1 BP 5141.52 Suicide Prevention Policy

Mr. Greer presented information regarding a proposed Board Policy in order to bring awareness to parents and guardians regarding emotional stress among students. The purpose of the policy will be to establish procedures to follow in the event of a suicide attempt, threat, or disclosure is reported. It will aid students, parents/guardians and staff with education in recognizing the warning signs of severe emotional distress.

Public Comment:

None

Board Comment:

President Ramsey said that there is always someone that students can talk to and suicide does not have to be a choice. There are many individuals available to go to for help.

D.1 Summer of Innovation 2014-15 Grantees

Ms. Rashidchi announced the eleven grantees for this year's Summer of Innovation grants along with their topic of submission. Board members individually congratulated the award winners.

Public Comment:

None

Board Comment:

None

D.2 Local Control Accountability Plan (LCAP) Actions/Services Report #1

Superintendent Harter provided background information about the development of the District's Strategic Plan and the first Local Control Accountability Plan. Staff will return to report quarterly progress to the Board. The first stage of reporting concerns how the District has done with the commitments. Ms. Rashidchi introduced Carol Butcher and Cecilia Mendoza who provided information regarding the overall updates including goals, related priorities and current status of the eleven priorities.

Public Comment:

None

Board Comment:

None

D.3 Report Update 2013-2014 – Food service Department

Ms. Jellison provided a report of the 2013-2014 student meal service program including breakfast, lunch and supper, as well as summer meals. She described a typical school meal as well as the federally required standards including the five components for lunch which include milk, vegetables, fruits and grains as well as calories, fats, sodium portion size.

Public Comment:

None

Board Comment:

Student Representative Nadir Morgan spoke about his experience with school lunch at El Cerrito High. He also asked about afterschool snacks for athletes. Ms. Jellison provided information for clarification and agreed to follow up with Mr. Morgan and other students.

Mr. Ramsey asked about providing a way for students to communicate with Food Service Staff while on campus. He hoped to present opportunity for meaningful feedback right away.

Mr. Groves acknowledged the amount of expansion and development of this department over the past year.

Ms. Kronenberg commended the amount of collaboration that Ms. Jellison and her staff have accomplished. She said she appreciated the modeling done by Ms. Jellison and the Food Service Dept.

Mr. Enos commented on the number of meals produced and changes in the system to take care of students.

Ms. Merriweather thanked Ms. Jellison and said that she has seen many of these programs at work, in particular children having breakfast during their recess time.

B.7 Minutes: September 3, 2014

MOTION: Mr. Groves moved approval of the Minutes of September 3, 2014. Mr. Enos seconded. Mr. Enos, Mr. Groves, Ms. Merriweather, Ms. Kronenberg, Student Representative Nadir Morgan (advisory vote only) and President Ramsey voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

B.8 WCCUSD Public Comment

Raul Valencia, Valeria Valencia, Nidia Yamira Garcia, Herlinda Hernandez, Silvia Avila, Elóra Henderson, Ana Viera, Maria Magdaleno, Cruz Leon, Marcella Cota, George Vincent

C. BUSINESS ITEM

C.1 Acceptance of Donations

C.2 Approval of Fund-Raising Activities

C.3 Summary of Payroll and Vendor Warrant Reports

C.4 Notice of Completion: Bid 1541223-03 Shannon Elementary Miscellaneous Repairs

C.5 Bond Finance Team for Potential Bond Issuance 2015

This item was pulled for separate action.

C.6 Routine Personnel Changes - Certificated

C.7 Approve the following New Job Descriptions: School Community Outreach Worker, and School Community Outreach Worker, Bilingual

C.8 Revisions to Board Policies 6162.5 "Student Assessment", 6162.51 "Standardized Testing and Reporting Program", and 6162.54 "Test Integrity/Test Preparation"

C.9 Board Policy 3513.3 "Tobacco-Free Schools"

C.10 Resolution No. 30-1415: Hispanic Heritage Month, September 15, 2014 – October 15, 2014

C.11 Ratification and Approval of Engineering Services Contracts

C.12 Approval of Negotiated Change Orders

C.13 Ratification of Staff Awarded Contract: Component 7: Building 10 Linked Learning

Superintendent Harter read a revision to this item into the agenda which included ratifying the award to the lowest responsive, responsible bidder BHM Construction, Inc.

C.14 Ratification of Staff Awarded Contract: Information Technology Center

Superintendent Harter read a revision to this item into the agenda which included ratifying to award to the lowest responsive, responsible bidder JUV, Inc. and correction to the Fiscal Impact as being funded from Fund 40.

C.15 Valley View Elementary School Portable Lease

C.16 Citizens' Bond Oversight Committee (CBOC) Appointment: Margaret Browne

C.17 Firewall for WCCUSD - RFP Dated 7/21/2014

MOTION: Mr. Groves moved Approval of Consent Items C. 1 – C.4 and C.6 - C.17. Mr. Enos seconded. Mr. Enos, Mr. Groves, Ms. Merriweather, Ms. Kronenberg, Student Representative Nadir Morgan (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 Summer of Innovation 2014-15 Grantees

This item was moved to follow item G.1 earlier on the agenda.

D.2 Local Control Accountability Plan (LCAP) Actions/Services Report #1

This item was moved earlier on the agenda.

D.3 Report Update 2013/14 – Food Service Department

This item was moved earlier on the agenda.

Student Representative Nadir Morgan left the meeting for evening.

President Ramsey requested an amendment to the agenda by moving item F.2 up on the agenda.

MOTION: Mr. Groves moved approval of the amendment to the agenda. Mr. Enos 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 of Intent to Convey an Easement to Contra Costa County for a Pedestrian Bridge at Riverside Elementary School

Superintendent Harter give a brief background of the project since 2008 as part of the Contra Costa Transportation Authority's plan for a major redesign of the San Pablo Dam Road interchange on Interstate 80. Mr. Hishma Noeimi,

with the Contra Costa County Transportation Authority, provided information regarding proposed pedestrian bridge. He said the project is in final stages of getting the necessary approvals.

Public Comment:

Sally Swanson

Board Comment:

President Ramsey said that the Facilities Subcommittee had reviewed the project. He said that he struggled with the project landing on the Riverside School campus and that he did not support it because, in his opinion, the benefit did not outweigh the impact on the school's adjacent classroom.

Ms. Kronenberg asked questions of Mr. Noeimi regarding public hearings. Mr. Noeimi responded with information saying that the project development moved forward reflecting feedback from the community and District. He elaborated that the design was developed with the cooperation of the community having safety in mind. Ms. Kronenberg said she believed that the project addressed safety issues for families and that she supported the project moving forward.

Mr. Enos spoke about the construction to be done and concern to slow traffic on Amador Street in order to make it safer for students. He was in support of postponement until the San Pablo Dam Road construction was complete.

Ms. Merriweather asked about the loss of parking on the school campus and the new on-street parking allotment. Mr. Noeimi showed photos to reflect the area in question.

Mr. Groves asked about any previous approval from the Board of Education in the last four years. Mr. Noeimi responded that support was assumed through communication with Superintendent Harter and District staff. Mr. Groves asked about estimated costs to redesign the project. Mr. Noeimi said he anticipated a potential loss of \$1 million in funding and over \$4 in construction costs should the project not move forward.

MOTION: Mr. Groves moved approval of the Resolution of Intent to Convey an Easement to Contra Costa County for a Pedestrian Bridge at Riverside Elementary School. Ms. Kronenberg seconded. A roll call vote was taken with Mr. Groves, Ms. Kronenberg, and Ms. Merriweather voting yes, Mr. Enos and President Ramsey voting no, with no abstentions and no absences. Motion carried 3-2-0-0.

E. COMMITTEE COMMUNICATIONS

E.1 Standing Report

Academic Subcommittee. Ms. Rashidchi recapped the September 9 meeting with discussion of the new elementary Common Core report card being piloted this year. Scholar-in-Residence Janet Amani-Scott was introduced to the committee. Discussion included consideration about what first and second year teachers need to be successful, as well as, the needs of fifth year teachers to remain in the District. The next meeting will be held October 7, 2014.

College and Career Readiness. Mr. Greer recognized Richmond High School and the recent celebration with Chevron's Project Lead the Way to recognize students and community partners.

Safety and School Climate Committee. Ms. Merriweather recapped the recent meeting which included a report by the County Health Department on a survey about why or why not students walk to school. The committee also heard a presentation on embracing diversity and ending bullying and name calling. Mr. Enos added that the committee noted important issues needing to be addressed. The next meeting is planned for October 9, 2014 at Lupine Hills Elementary School.

Technology Subcommittee. Ms. Kronenberg reported on the recent meeting where discussion included the deployment of "computers on wheels carts" to all schools as well as expediting additional carts. Discussion also included the surveillance program at Kennedy as well as lesson plan development in collaboration with Google. The next meeting is planned for October 14 at the Information Technology Center.

Youth Commission. Mr. Groves said the kick-off meeting included the Local Control Accountability Plan development and youth life experiences in District.

Ivy League Connection. Superintendent Harter reported on the principal meeting and orientation held this week. He thanked Mr. Gosney for coordinating the information.

Facilities Subcommittee. President Ramsey reported on the Valley View lease approval on portable classrooms. He also described the proposed renaming of the DeAnza law academy after Judge Henry Ramsey. The committee also reviewed the structure and schedule for the bond program and an upcoming sale in 2015. The next meeting is planned for October 14, 2014 at the Facilities Operations Center.

West Contra Costa Administrators Association (WCCAA). Ms. Sara Danielson spoke of the seventeen new administrators who have joined their unit, including eight new first time principals, and four principals new to their sites, encompassing 40% of the membership. She reported that WCCAA is working with the District, in collaboration with Richmond Association of School Administrators (RASA) to support to new administrators. She said the organization is committed to hiring and maintaining high quality administrators.

E.2 Superintendent's Report

Superintendent Harter provided a report of activities in the District.

President Ramsey requested an amendment to the agenda by moving items F.1 and G.2 up on the agenda.

MOTION: Mr. Groves moved approval of the amendment to the agenda. Mr. Enos 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.1 Approval of the 2013-2014 Unaudited Actuals Financial Report

Ms. Gamba provided a report reflecting the financial activities of the District and the requirement to submit this report to the Contra Costa County Office of Education.

Public Comment:

None

Board Comment:

Mr. Groves had questions about Adult Education funding. Ms. Gamba responded with information about an initiative from the State of California and the contribution from the general fund for adult education.

MOTION: Ms. Kronenberg moved approval of the 2013-2014 Unaudited Actuals Financial Report. Ms. Merriweather 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.

G.2 Project Status Report

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

Public Comment:

None

Board Comment:

Mr. Groves commended the construction team for the \$3 million in projects handled over the ten weeks of summer.

Ms. Kronenberg said she appreciated the recent team building professional development and expressed appreciation for the installation of air conditioning units for the El Cerrito High School dance studio.

E.3 In Memory of Members of the School Community

Superintendent Harter recognized the contributions of members of the community who have passed away. President Ramsey asked everyone to stand for a moment of silence.

Public Comment:

None

Board Comment:

Mr. Enos recalled Mr. Chapman as his junior high school counselor.

C.5 Bond Finance Team

Superintendent Harter spoke of the consent item for approval of the proposed bond finance team. Ms. Gamba invited David Leifer of KNN Public to introduce the members of the financing team for the Board's consideration. He introduced Lisel Wells and Graham Beck of Nixon Peabody, Jeff Baratta of Piper Jaffrey, Leonard Berry of Backstrom, McCarley, Berry & Co. and Ralph Holmes from Stifel.

Board Comment:

President Ramsey had remarks and asked Ms. Gamba to describe the work of the team. She explained that the team will prepare documentation to move forward with a \$130 million bond sale in 2015. She detailed resolutions to come before the Board as well as behind the scenes construction information for investor outreach, care to stay within legal ramifications, and work with internal staff. This will take place within weekly meetings and a detailed process.

Board Comment:

Board members had several questions to which members of the finance team responded.

MOTION: Mr. Groves moved approval of the proposed Bond Counsel Nixon Peabody. 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.

MOTION: Mr. Groves moved approval of the proposed Disclosure Counsel Nixon Peabody. 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.

MOTION: Mr. Groves moved approval of the proposed Financial Advisor KNN Public Finance. 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.

MOTION: Mr. Groves moved approval of the proposed Senior Manager, Underwriter Piper Jaffray. 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.

MOTION: Mr. Groves moved approval of the proposed Co-Manager Underwriter Backstrom, McCarley, Berry & Co and Stifel Financial Corporation. 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.

F. ACTION ITEMS

F.1 Approval of the 2013-2014 Unaudited Actuals Financial Report
This item as moved to follow item E.2.

F.2 Resolution of Intent to Convey an Easement to Contra Costa County for a Pedestrian Bridge at Riverside Elementary School
This item was moved to follow item D.3.

G. DISCUSSION ITEMS

G.1 BP 5141.52 Suicide Prevention Policy
This item was moved to follow item B.6.

G.2 Project Status Report
This item was moved to follow item F.1.

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

I. COMMENTS OF THE BOARD OF EDUCATION AND SUPERINTENDENT
Ms. Kronenberg remarked about the upcoming Back to School Night for Middle Schools.

Ms. Merriweather commented on the 2014-2015 high school football season for players and cheerleaders.

President Ramsey spoke of the upcoming Board of Education Candidates Forums. He adjourned the meeting in the names of former Board Members Antonio Medrano and Tony Thurmond.

J. THE NEXT SCHEDULED BOARD OF EDUCATION MEETING
Lovonya DeJean Middle School – October 1, 2014

K. ADJOURNMENT
President Ramsey adjourned the meeting at 9:25 PM.

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

BH:dh

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 1, 2014

From: Bruce Harter
Superintendent

Agenda Item: B.8

Subject: Request to Address the Board – Andrés Soto, Hazardous Product Railway Transportation

Background Information:

Mr. Andrés Soto has requested time to address the Board on the risk to District schools by the Kinder Morgan crude by rail operation at the BNSF Railway yard in Richmond.

Recommendation: For Information Only

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 1, 2014

From: Sheri Gamba 
Associate Superintendent Business Services

Agenda Item: CI C.1

Subject: Grants/Awards/Agreements

Background Information:

Formal action is requested from the Board of Education to accept the grants/awards/agreements, as detailed on the attached sheet dated October 1, 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
October 1, 2014 Board Meeting

GRANT / AWARD / AGREEMENT NOTIFICATIONS

Project Name	Project Amount for Budget Period	Funding Agency	Comments
School Improvement Grant, Cohort 2	\$3,837,883	California Department of Education - School Turnaround Office	14-15 Awards for LEA, De Anza High School and Helms Middle School
Resource # 3180	7/1/14 - 9/30/15		PCA # 15183-00
2013-14 Mental Health Average Daily Attendance (ADA)	\$3,052 Amendment	California Department of Ed - Special Ed Division, Admin Services Unit	Increase to 2013-14 Mental Health (ADA) Allocation
Resource # 3327	7/1/13 - 9/30/15		PCA # 15197-01
Education for Homeless Children and Youth Program	\$68,138	California Department of Ed - School Turnaround Office	Funding for the Homeless Program
Resource # 5630	7/1/14 - 6/30/15		PCA # 14332-01
Safe and Supportive Schools Programmatic Intervention	\$0 Amendment # 1	California Department of Ed - Coordinated School Health and Safety Office	Carryover from Year 3 of the Grant is being extended through 6/30/15
Resource # 3725	10/1/13 - 6/30/15		
Safe and Supportive Schools Programmatic Intervention	\$0 Amendment # 2	California Department of Ed - Coordinated School Health and Safety Office	Carryover from Year 2 of the Grant is being extended through 6/30/15
Resource # 3725	10/1/12 - 6/30/15		

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 1, 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 October 1, 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
October 1, 2014 Board Meeting

<u>Donor Name</u>	<u>Description or Purpose</u>	<u>Estimated Value</u>	<u>Receiving School or Department</u>
Target Take Charge of Education	Material & Supplies	\$133.07	Chavez Elementary
Target Take Charge of Education	Materials & Supplies	\$302.49	Fairmont Elementary
Fairmont PTA	Science Program	\$10,000.00	Fairmont Elementary
Mr. Alex Decool	Materials	*\$300.00	Ellerhorst Elementary
Your Cause, LLC Trustee for PG&E Corp	Materials & Supplies	\$60.00	Hanna Ranch Elementary
Your Cause, LLC Trustee for PG&E Corp	Materials & Supplies	\$60.00	Hanna Ranch Elementary
Schoola	Materials & Supplies	\$64.76	Harding Elementary
Target Take Charge of Education	Materials & Supplies	\$658.38	Harding Elementary
Ms. Maureen Kennedy	Materials	*\$500.00	Washington Elementary
Target Take Charge of Education	Materials & Supplies	\$258.07	Wilson Elementary
Philanthropic Ventures Foundation	Field Trip	\$500.00	Wilson Elementary
SaveMart	Materials & Supplies	\$30.00	Korematsu Middle
Target Take Charge of Education	Materials & Supplies	\$389.09	Korematsu Middle
Wells Fargo Foundation Educational Matching Program	Materials & Supplies	\$300.00	State Pre-School
Wells Fargo Foundation Educational Matching Program	Materials & Supplies	\$300.00	State Pre-School

*Estimated values for the non-cash donations are provided by the donor
Donation Précis 100114

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 1, 2014

From: Sheri Gamba *SG*
Associate Superintendent Business Services

Agenda Item: CI C.3

Subject: Approval of Fund-Raising Activities

Background Information: The planned fund-raising events for the 2014-15 school year is summarized on the attached sheet dated October 1, 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
October 1, 2014 Board Meeting

APPROVAL OF FUND-RAISERS

<u>School</u>	<u>Fund-Raising Activity</u>	<u>Activity Sponsor</u>
Collins Elementary	Family Fun Night, Haunted Hallway and Games	Collins PTA
Collins Elementary	Walk - A - Thon	Collins PTA
Collins Elementary	Movie Night	Collins PTA
Collins Elementary	Book Fair	Collins PTA
Collins Elementary	Sale of Year Books	Collins PTA
Collins Elementary	Sell Cookies	Collins PTA
Collins Elementary	Collecting Money for PTA Membership	Collins PTA
Collins Elementary	December Gift Shop	Collins PTA
Collins Elementary	Spaghetti Dinner	Collins PTA
Collins Elementary	Sell T-Shirts	Collins PTA
Fairmont Elementary	Walk - A - Thon	Fairmont Elementary
Fairmont Elementary	Pizza Roma Supper Club	Fairmont Elementary
Fairmont Elementary	Otis Spunkmeyer Catalog Sale	Fairmont Elementary
Fairmont Elementary	Spell - A - Thon	Fairmont Elementary
Hanna Ranch Elementary	Mixed Bag Designs	Hanna Ranch PTA
Hanna Ranch Elementary	Movie Night	Hanna Ranch PTA
Hanna Ranch Elementary	Halloween Night	Hanna Ranch PTA
Kensington Elementary	Fall Pledge	Kensington Ed. Foundation
Madera Elementary	Sale of See's Chocolate Bars	Madera 6th Grade Parents
Madera Elementary	Coin Drive	Madera Librarian and Parents
Madera Elementary	Dinner at Chipotle	Mira Vista PTA
Madera Elementary	Jamba Juice	Mira Vista PTA
Madera Elementary	Dinner at Chuck E Cheese	Mira Vista PTA
Montalvin Manor	Fall Catalog Sales	Montalvin PTA
Ohlone Elementary	Sale of See's Chocolate Bars	Ohlone PTA
Tara Hills Elementary	Dinner Night at Chevy's & Mountain Mikes	Tara Hills PTA
Tara Hills Elementary	Scholastic Book Fair	Tara Hills PTA
Tara Hills Elementary	Movie Night	Tara Hills PTA
Tara Hills Elementary	Sale of Raffle Tickets	Tara Hills PTA
Valley View Elementary	Fall Festival	Valley View Parents Club
Hercules High	Dinner at Chipotle	Hercules High Class of 2016

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 1, 2014

From: Sheri Gamba
Associate Superintendent Business Services

Agenda Item: CI C.4

Subject: Contracts

Background Information: Permission is requested of the Board of Education to approve the following contracts as detailed on the attached sheets dated October 1, 2014.

Recommendation: Recommend Approval

Fiscal Impact: As noted per contracts summary

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

West Contra Costa Unified School District
October 1, 2014 Board Meeting

CONTRACTS

The following contracts are recommended for approval.

<u>DEPARTMENT</u>	<u>Effective Date</u>	<u>VENDOR NAME</u>	<u>COST & FUNDING</u>	<u>PURPOSE</u>
Information Technology	11/18/2014 Thru 11/17/15	Pearson	\$214,751 Data Processing Services	Powerschool Maintenance support, premier hosting and SSL certificate, and summer school support.
K-12 Operations	8/18/14 Thru 6/30/15	Bay Area Community Resources	\$60,000 Instruction Central	Establish and coordinate with the site and district administrators to assess youth needs and implement health services and programs necessary to meet those varying needs. These may include but are not limited to mental health, youth development, health education and other support services. Services will be available to the entire student body at Dover Elementary School.
Special Education	7/1/14 Thru 6/30/15	Medi-Cal Billing Services	\$80,000 Special Education	Vendor for claiming Medi-Cal reimbursement for WCCUSD. Training qualified LEA providers, perform Medi-Cal eligibility checks on SPED Students, prepare submitted documents for billing, send billing to Medi-Cal, follow-up on denied claims, prepare financial reports, keep client updated on program changes and compliance issues.
Educational Services	9/15/14 Thru 6/30/15	Dovetail Learning	\$75,000 Title II	Support toolbox behavior intervention strategies at Stege, Grant, Coronado, Chavez and Lincoln Elementary Schools. Dovetail will provide two 6-hour new teacher trainings, one 2-hour new classified staff training, one 2-hour circle of friends training, and eight to ten 2-hour teacher cohort meetings with supplies and related items. Dovetail will also provide teacher stipends for cohort participation and data collection. Each school will receive 2 hours of teacher training, 2 hours of classified staff training, 2 hours of parent training, as well as materials necessary for the delivery of the program.
Technology	5/14/14 Thru 5/13/15	AEKO Consulting	\$131,640 General Fund	Provide video surveillance Help Desk and Maintenance within the district campuses for a period of one year. Helpdesk Support will provide real time, live assistance with questions concerning the operation of surveillance equipment. Health and Maintenance Support will monitor all cameras and VMS servers within the system.
Educational Services	7/1/14 Thru 6/30/15	Pivot Learning Partners	\$200,000 Title II	1. Professional Development for ILTs: Two days of ILT Institute content developed, and six days of ILT Institute delivered in the 2014-15 school yr to approximately 500 educators; and an additional four days during the course of the year. Content developed for the district will be made available electronically for ongoing use by the district. 2. Coaching: Pivot Learning shall provide a team of coach/consultants to support coaching support to ILTs in ten schools to be identified by the district. 3. Creation of a series of up to 6 "mini-modules" on basic collaboration skills. These one-hour modules will be made available in an online format on a platform (Edmodo or other) to be determined by the district. 4. Ongoing "listening campaign" activities. Pivot Learning shall interview district office staff identified by the district and report on findings and recommendations. 5. Project Management: The Pivot Learning Partners Project Lead will meet periodically with district staff and leaders to jointly plan and manage the project and to coach and support district leaders.

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 1, 2014

From: Sheri Gamba *sg*
Associate Superintendent Business Services

Agenda Item: CI C.5

Subject: Notice of Completion: Bid 1451612-04 Olinda Elementary and 1541223-11 Shannon Elementary Fire Alarm Replacement

Background Information:

Substantial completion notice has been received for: Bids 451612-04 and 1541223-11

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

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

BJJ Electric, Bids 1451612-04 Olinda Elementary and 1541223-11 Shannon Elementary Fire Alarm Replacement.

Recommendation: Recommend approval of this notice of completion.

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

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

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

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

Notice is hereby given that:

1. The undersigned is owner of the property hereinafter described:
2. The full name of the owner is: Governing Board, West Contra Costa Unified School District.
3. The full address of the owner is: 1108 Bissell Avenue, Richmond, Calif. 94801.
4. A work of improvement on the property hereinafter described was completed and accepted on October 1, 2014.
5. The work done was: Olinda ES (1451612-04) and Shannon ES (1541223-00) Fire Alarm Replacment.
6. The name and address of the contractor for such work of improvement was BBJ Electric, 2200 Jerrold Avenue, Ste. N, San Francisco, CA 94124. Date of Contract: 4/23/2014.
7. The name of the Bonding Company that provided Surety for said contractor relative to work to be performed is: Travelers Casualty and Surety Company of America.
8. The property on which said work of improvement was completed is located within the West Contra Costa Unified School District, County of Contra Costa, State of California, and is described and located as follows: Olinda ES, 5855 Olinda Rd., Richmond, CA 94803; Shannon ES, 685 Marlesta Rd., Pinole, CA 94564.

Dated: October 1, 2014

Director, General Services
West Contra Costa USD

VERIFICATION

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

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

Executed on October 1, 2014, at Richmond, California.

Director, General Services
West Contra Costa USD

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 1, 2014

From: Sheri Gamba 
Associate Superintendent Business Services

Agenda Item: CI C.6

Subject: CalPERS Retiree Benefit Resolutions
Resolution #17-1415 – Unrepresented Classified Confidential
Resolution #18-1415 – Public Employees Union (Local One)
Resolution #19-1415 – School Supervisors Association (SSA)
Resolution #20-1415 – Unrepresented Classified & Certificated Management
Resolution #21-1415 – West Contra Costa Administrators' Association (WCCAA)

Background Information:

Each year, since adopting CalPERS as the District's health benefits provider, the Board has been required to adopt resolutions acknowledging rates and contributions. The following resolutions set the employer's contribution for retiree medical benefits for those who retired after December 31, 2006 and before July 1, 2010. Once approved, they will be sent to CalPERS for implementation effective January 1, 2015.

United Teachers of Richmond (UTR) retirees do not require a new resolution because the district's contribution is set at Kaiser Bay Area rates each year, which are fully covered.

Recommendation: Recommend Approval

Fiscal Impact: None – Retiree benefit costs are already budgeted.

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

**RESOLUTION # 17-1415 FIXING THE EMPLOYER'S CONTRIBUTION UNDER SECTION 22895 OF THE PUBLIC
EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**

(Unrepresented Classified Confidential – Bay Area Blue Shield formula)

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

Table 2015		
Members	Coverage Type	2015 WCCUSD Share
Single	B	862.47
Two Party	B+B	1,724.95
Family	B+B+B	2,242.44
Single	SM	398.79
Two Party	SM+SM	797.59
Family	SM+SM+SM	1,196.38
Two Party	SM+B	1,191.60
Family	SM+B+B	1,707.67
Family	SM+SM+B	1,283.58
Two Party	B+SM	1,191.60
Family	B+SM+SM	1,601.72
Family	B+B+SM	1,707.63
B = Basic Coverage		
SM = Supplement to Medicare		

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

- RESOLVED, (b) That West Contra Costa Unified School District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.
- RESOLVED, (c) That coverage under the Act be effective on Jan 1, 2015.

Adopted at a regular/special meeting of the West Contra Costa Unified School District in Richmond this _____ day of _____ 2014.

Signed: _____
(President, Chairman, etc.)

Attest: _____
(Secretary or appropriate officer)

**RESOLUTION # 18-1415 FIXING THE EMPLOYER'S CONTRIBUTION UNDER SECTION 22895 OF THE PUBLIC
EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
(Public Employees Union, Local 1 – Bay Area Blue Shield formula)**

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

Table 2015		
Members	Coverage Type	2015 WCCUSD Share
Single	B	862.47
Two Party	B+B	1,724.95
Family	B+B+B	2,242.44
Single	SM	398.79
Two Party	SM+SM	797.59
Family	SM+SM+SM	1,196.38
Two Party	SM+B	1,191.60
Family	SM+B+B	1,707.67
Family	SM+SM+B	1,283.58
Two Party	B+SM	1,191.60
Family	B+SM+SM	1,601.72
Family	B+B+SM	1,707.63
B = Basic Coverage		
SM = Supplement to Medicare		

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

- RESOLVED, (b) That West Contra Costa Unified School District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.
- RESOLVED, (c) That coverage under the Act be effective on Jan 1, 2015.

Adopted at a regular/special meeting of the _____
at _____ this _____ day of _____ 2014.

Signed: _____
(President, Chairman, etc.)

Attest: _____
(Secretary or appropriate officer)

**RESOLUTION # 19-1415 FIXING THE EMPLOYER'S CONTRIBUTION UNDER SECTION 22895 OF THE PUBLIC
EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
(School Supervisor Association – Bay Area Blue Shield formula)**

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

Table 2015		
Members	Coverage Type	2015 WCCUSD Share
Single	B	862.47
Two Party	B+B	1,724.95
Family	B+B+B	2,242.44
Single	SM	398.79
Two Party	SM+SM	797.59
Family	SM+SM+SM	1,196.38
Two Party	SM+B	1,191.60
Family	SM+B+B	1,707.67
Family	SM+SM+B	1,283.58
Two Party	B+SM	1,191.60
Family	B+SM+SM	1,601.72
Family	B+B+SM	1,707.63
B = Basic Coverage		
SM = Supplement to Medicare		

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

- RESOLVED, (b) That West Contra Costa Unified School District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.
- RESOLVED, (c) That coverage under the Act be effective on Jan 1, 2015.

Adopted at a regular/special meeting of the _____
at _____ this _____ day of _____ 2014.

Signed: _____
(President, Chairman, etc.)

Attest: _____
(Secretary or appropriate officer)

**RESOLUTION # 20-1415 FIXING THE EMPLOYER'S CONTRIBUTION UNDER SECTION 22895 OF THE PUBLIC
EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**

(Unrepresented Classified & Certificated Management – Bay Area Blue Shield formula)

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

Table 2015		
Members	Coverage Type	2015 WCCUSD Share
Single	B	862.47
Two Party	B+B	1,724.95
Family	B+B+B	2,242.44
Single	SM	398.79
Two Party	SM+SM	797.59
Family	SM+SM+SM	1,196.38
Two Party	SM+B	1,191.60
Family	SM+B+B	1,707.67
Family	SM+SM+B	1,283.58
Two Party	B+SM	1,191.60
Family	B+SM+SM	1,601.72
Family	B+B+SM	1,707.63
B = Basic Coverage		
SM = Supplement to Medicare		

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

- RESOLVED, (b) That West Contra Costa Unified School District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.
- RESOLVED, (c) That coverage under the Act be effective on Jan 1, 2015.

Adopted at a regular/special meeting of the _____
at _____ this _____ day of _____ 2014.

Signed: _____
(President, Chairman, etc.)

Attest: _____
(Secretary or appropriate officer)

**RESOLUTION # 21-1415 FIXING THE EMPLOYER'S CONTRIBUTION UNDER SECTION 22895 OF THE PUBLIC
EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
(West Contra Costa Administrators Association – Bay Area Blue Shield formula)**

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

Table 2015		
Members	Coverage Type	2015 WCCUSD Share
Single	B	862.47
Two Party	B+B	1,724.95
Family	B+B+B	2,242.44
Single	SM	398.79
Two Party	SM+SM	797.59
Family	SM+SM+SM	1,196.38
Two Party	SM+B	1,191.60
Family	SM+B+B	1,707.67
Family	SM+SM+B	1,283.58
Two Party	B+SM	1,191.60
Family	B+SM+SM	1,601.72
Family	B+B+SM	1,707.63
B = Basic Coverage		
SM = Supplement to Medicare		

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

- RESOLVED, (b) That West Contra Costa Unified School District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.
- RESOLVED, (c) That coverage under the Act be effective on Jan 1, 2015.

Adopted at a regular/special meeting of the _____
at _____ this _____ day of _____ 2014.

Signed: _____
(President, Chairman, etc.)

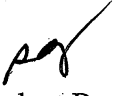
Attest: _____
(Secretary or appropriate officer)

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 1, 2014

From: Sheri Gamba 
Associate Superintendent Business Services

Agenda Item: CI C.7

Subject: CalPERS Retiree Health Care Resolutions – for those retiring prior to January 2007
Resolution #22-1415 – Unrepresented Classified Confidential
Resolution #23-1415 – Public Employees Union (Local One)
Resolution #24-1415 – School Supervisors Association (SSA)
Resolution #25-1415 – Unrepresented Classified & Certificated Management
Resolution #26-1415 – United Teachers of Richmond (UTR)
Resolution #27-1415 – West Contra Costa Administrators' Association (WCCAA)

Background Information:

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

As of January 2015, the Blueshield Bay Area premium exceeds the Kaiser premium for ALL plans, therefore the District's 2015 cap for retirees who retired prior to January 1, 2007 will be based on the Blueshield Bay Area premium rates by the plan.

The following resolutions, once approved, will be sent to CalPERS for implementation effective January 1, 2015.

Recommendation: Recommend Approval

Fiscal Impact: None – Retiree benefits are already budgeted.

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

**RESOLUTION # 22-1415 FIXING THE EMPLOYER'S CONTRIBUTION UNDER SECTION 22895 OF THE PUBLIC
EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
(Unrepresented Classified Confidential – Fully Paid HMO)**

- WHEREAS, (1) Government Code Section 22892(a) provides that a school employer contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b) of the Act, and
- WHEREAS, (2) West Contra Costa Unified School District is a School Employer contracting under the Act; for participation by members of the (600) Unrepresented Classified Confidential now, therefore be it
- RESOLVED, (a) That the employer's contribution for each annuitant shall be the amount necessary to pay the cost of his/her enrollment, including the enrollment of his/her family members, in a health benefit plan, up to a maximum of :

Table 2015		
Members	Coverage Type	2015 WCCUSD Share
Single	B	928.87
Two Party	B+B	1,857.74
Family	B+B+B	2,415.06
Single	SM	352.63
Two Party	SM+SM	705.26
Family	SM+SM+SM	1,057.89
Two Party	SM+B	1,281.50
Family	SM+B+B	1,838.82
Family	SM+SM+B	1,262.58
Two Party	B+SM	1,281.50
Family	B+SM+SM	1,634.13
Family	B+B+SM	1,838.82
B = Basic Coverage		
SM = Supplement to Medicare		

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

- RESOLVED, (b) That West Contra Costa Unified School District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.
- RESOLVED, (c) That coverage under the Act be effective on Jan 1, 2015.

Adopted at a regular/special meeting of the _____
at _____ this _____ day of _____ 2014.

Signed: _____
(President, Chairman, etc.)

Attest: _____
(Secretary or appropriate officer)

**RESOLUTION # 23-1415 FIXING THE EMPLOYER'S CONTRIBUTION UNDER SECTION 22895 OF THE PUBLIC
EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
(Public Employees Union, Local 1 – Fully Paid HMO)**

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

Table 2015		
Members	Coverage Type	2015 WCCUSD Share
Single	B	928.87
Two Party	B+B	1,857.74
Family	B+B+B	2,415.06
Single	SM	352.63
Two Party	SM+SM	705.26
Family	SM+SM+SM	1,057.89
Two Party	SM+B	1,281.50
Family	SM+B+B	1,838.82
Family	SM+SM+B	1,262.58
Two Party	B+SM	1,281.50
Family	B+SM+SM	1,634.13
Family	B+B+SM	1,838.82
B = Basic Coverage		
SM = Supplement to Medicare		

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

- RESOLVED, (b) That West Contra Costa Unified School District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.
- RESOLVED, (c) That coverage under the Act be effective on Jan 1, 2015.

Adopted at a regular/special meeting of the _____
at _____ this _____ day of _____ 2014.

Signed: _____
(President, Chairman, etc.)

Attest: _____
(Secretary or appropriate officer)

**RESOLUTION # 24-1415 FIXING THE EMPLOYER'S CONTRIBUTION UNDER SECTION 22895 OF THE PUBLIC
EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
(School Supervisor Association – Fully Paid HMO)**

- WHEREAS, (1) Government Code Section 22892(a) provides that a school employer contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b) of the Act, and
- WHEREAS, (2) West Contra Costa Unified School District is a School Employer contracting under the Act; for participation by members of the (400) School Supervisors Association now, therefore be it
- RESOLVED, (a) That the employer's contribution for each annuitant shall be the amount necessary to pay the cost of his/her enrollment, including the enrollment of his/her family members, in a health benefit plan, up to a maximum of :

Table 2015		
Members	Coverage Type	2015 WCCUSD Share
Single	B	928.87
Two Party	B+B	1,857.74
Family	B+B+B	2,415.06
Single	SM	352.63
Two Party	SM+SM	705.26
Family	SM+SM+SM	1,057.89
Two Party	SM+B	1,281.50
Family	SM+B+B	1,838.82
Family	SM+SM+B	1,262.58
Two Party	B+SM	1,281.50
Family	B+SM+SM	1,634.13
Family	B+B+SM	1,838.82
B = Basic Coverage		
SM = Supplement to Medicare		

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

- RESOLVED, (b) That West Contra Costa Unified School District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.
- RESOLVED, (c) That coverage under the Act be effective on Jan 1, 2015.

Adopted at a regular/special meeting of the _____
at _____ this _____ day of _____ 2014.

Signed: _____
(President, Chairman, etc.)

Attest: _____
(Secretary or appropriate officer)

**RESOLUTION # 25-1415 FIXING THE EMPLOYER'S CONTRIBUTION UNDER SECTION 22895 OF THE PUBLIC
EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
(Unrepresented Classified & Certificated Management – Fully Paid HMO)**

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

Table 2015		
Members	Coverage Type	2015 WCCUSD Share
Single	B	928.87
Two Party	B+B	1,857.74
Family	B+B+B	2,415.06
Single	SM	352.63
Two Party	SM+SM	705.26
Family	SM+SM+SM	1,057.89
Two Party	SM+B	1,281.50
Family	SM+B+B	1,838.82
Family	SM+SM+B	1,262.58
Two Party	B+SM	1,281.50
Family	B+SM+SM	1,634.13
Family	B+B+SM	1,838.82
B = Basic Coverage		
SM = Supplement to Medicare		

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

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

RESOLVED,(c) That coverage under the Act be effective on Jan 1, 2015.

Adopted at a regular/special meeting of the _____
at _____ this _____ day of _____ 2014.

Signed: _____
(President, Chairman, etc.)

Attest: _____
(Secretary or appropriate officer)

**RESOLUTION # 26-1415 FIXING THE EMPLOYER'S CONTRIBUTION UNDER SECTION 22895 OF THE PUBLIC
EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
(United Teachers of Richmond – Fully Paid HMO)**

- WHEREAS, (1) Government Code Section 22892(a) provides that a school employer contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b) of the Act, and
- WHEREAS, (2) West Contra Costa Unified School District is a School Employer contracting under the Act; for participation by members of the (300) United Teachers of Richmond now, therefore be it
- RESOLVED, (a) That the employer's contribution for each annuitant shall be the amount necessary to pay the cost of his/her enrollment, including the enrollment of his/her family members, in a health benefit plan, up to a maximum of :

Table 2015		
Members	Coverage Type	2015 WCCUSD Share
Single	B	928.87
Two Party	B+B	1,857.74
Family	B+B+B	2,415.06
Single	SM	352.63
Two Party	SM+SM	705.26
Family	SM+SM+SM	1,057.89
Two Party	SM+B	1,281.50
Family	SM+B+B	1,838.82
Family	SM+SM+B	1,262.58
Two Party	B+SM	1,281.50
Family	B+SM+SM	1,634.13
Family	B+B+SM	1,838.82
B = Basic Coverage		
SM = Supplement to Medicare		

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

- RESOLVED, (b) That West Contra Costa Unified School District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.
- RESOLVED, (c) That coverage under the Act be effective on Jan 1, 2015.

Adopted at a regular/special meeting of the _____
at _____ this _____ day of _____ 2014.

Signed: _____
(President, Chairman, etc.)

Attest: _____
(Secretary or appropriate officer)

**RESOLUTION # 27-1415 FIXING THE EMPLOYER'S CONTRIBUTION UNDER SECTION 22895 OF THE PUBLIC
EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
(West Contra Costa Administrators Association – Fully Paid HMO)**

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

Table 2015		
Members	Coverage Type	2015 WCCUSD Share
Single	B	928.87
Two Party	B+B	1,857.74
Family	B+B+B	2,415.06
Single	SM	352.63
Two Party	SM+SM	705.26
Family	SM+SM+SM	1,057.89
Two Party	SM+B	1,281.50
Family	SM+B+B	1,838.82
Family	SM+SM+B	1,262.58
Two Party	B+SM	1,281.50
Family	B+SM+SM	1,634.13
Family	B+B+SM	1,838.82
B = Basic Coverage		
SM = Supplement to Medicare		

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

- RESOLVED, (b) That West Contra Costa Unified School District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.
- RESOLVED, (c) That coverage under the Act be effective on Jan 1, 2015.

Adopted at a regular/special meeting of the _____
at _____ this _____ day of _____ 2014.

Signed: _____
(President, Chairman, etc.)

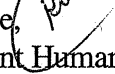
Attest: _____
(Secretary or appropriate officer)

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 1, 2014

From: Kenneth L. Whittemore, 
Assistant Superintendent Human Resources

Agenda Item: CI C.8

Subject: Certificated Board Authorization - Education Code 44258.3 – Waivers and Consent

Background Information: Ed Code 44258.3 allows the Governing Board of a school district to authorize the holder of credentials in the following areas: multiple subject, standard elementary, single subject, and standard secondary, 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 _____

Recommendations for Variable Term Waivers and Teacher Consent Authorizations

October 1, 2014

Consent

Teacher	Site	Assignment
Gretchen Borg	Gompers Continuation High School	Urban Ecology/Beg .Art/Generic Elective
Amalia Ojeda	Gompers Continuation High School	English CAHSEE/SPANISH
Ronald Olson	Gompers Continuation High School	Math CAHSEE
Katie Streicher	Gompers Continuation High School	Skills for Success English/Read 180/English 3/Skills for Success/Chemistry
Cynthia Breedlove	North Campus Continuation School	Algebra 1
Jeffrey Koutz	North Campus Continuation School	Chemistry/Office Experience
Ana Fe Manaois	North Campus Continuation School	Skills for Living/Office Experience
Clark Meremeyer	North Campus Continuation School	World History/ELD 3B/ELD 4/Office Experience
Estella Morris	North Campus Continuation School	Office Experience
Carlos Taboada	North Campus Continuation School	

Title 5 §80005(b) allows an employing agency to select an individual that holds a credential based on a bachelor's degree and a teacher preparation program including student teaching and approved subject are knowledge and training.

Waivers

Teacher	Site	Assignment
Tahitia M. Dean	De Anza High School	Law Academy - ROP

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)

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 1, 2014

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

Agenda Item: CI C.9

Subject: Routine Personnel Changes - Certificated

Background Information:

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

Recommendation: Ratify and Approve Certificated Personnel Changes

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

October 1, 2014

CERTIFICATED EMPLOYEE RATIFICATION

NEW HIRES			
Name	Site	Position	Hire Date
Apostol Colin, Noelle	Helms	Instructional Support, Reading & ELD Coach	8/11/2014
Osegurera, Alejandra	Kennedy High	Counselor	8/11/2014
Thomas, Alexis	De Anza High	Counselor	8/11/2014
Al-Zaharahi, Rima	DeAnza High	80% French SEI	8/14/2014
Brody, Clint	Washington	6th DLI	8/14/2014
Bullock, Sylvia	DeJean	Math 8 SEI	8/14/2014
Drouillard, Christine	Wilson	3rd SEI	8/14/2014
Fabun, Sean	DeAnza High	Social Science SEI	8/14/2014
Gutt, Eugene	Hercules Middle	Math 6 SEI	8/14/2014
Hauger, Jessica	Ford	4th SEI	8/14/2014
Hernandez, Marisol	Chavez	NSH Primary SEI	8/14/2014
Hernandez-Jarvis, Stephanie	Stewart	Kindergarten DLI	8/14/2014
Hesselbein, Amber	Olinda	RSP SEI	8/14/2014
Hossain, Fariyah	Dover	Preschool	8/14/2014
Lee, Manuel	Helms	Math 8/Algebra SEI	8/14/2014
Long, Brendan	Ellerhorst	NSH SEI	8/14/2014
Marroquin, Katherine	Pinole Valley High	NSH SEI	8/14/2014
Martinez-Bernardino, Hugo	Verde	3rd TBE	8/14/2014
Proffitt, Jennifer	El Cerrito High	English/Economics SEI	8/14/2014
Radmanovich, Ljubica	Transition	Severely Handicapped	8/14/2014
Sargent, Alice	Richmond High	Social Science SEI	8/14/2014
Sheehan, Natalie	Kennedy High	Social Science SEI	8/14/2014
Smith, Greg	Transition	Severely Handicapped	8/14/2014
Varnado, Brandy	DeJean	English 7 SEI	8/14/2014
Vulysteke, Catherine	Collins	6th SEI 1 YO	8/14/2014
Wolven Warner, Blair	Lupine Hills	K SEI	8/14/2014
Wong, Jone	Transition	Severely Handicapped	8/14/2014
Flint, Kevin	Kennedy High	Counselor	8/28/2014
DeVance, Owen	Gateway to College	Social Science SEI	9/11/2014
Valenzuela, Bertha	Richmond High	Counselor	9/17/2014

REHIRE			
Name	Site	Position	Rehire Date
Moore, Norah	Coronado	20% Instructional Support, Reading & ELD Coach	8/11/2014
Sanchez-Corea, Catherine	Harding	20% RSP SEI Job Share	8/12/2014
Ng, Eleanor	Bayview	20% 2nd SEI Job Share	8/14/2014
Hammett, Andrea	Chavez	50% K-SEI Job Share	8/14/2014
Cerny, Jayne	Coronado	50% RSP SEI	8/14/2014
Harrison, Lucella	Ford	40% 3rd SEI Job Share	8/14/2014

REHIRES CONT.			
Name	Site	Position	Rehire Date
Morse, Elsa	Harding	40% 1st SEI Job Share	8/14/2014
Batchelder, Dagny	Highland	20% 2nd SEI Job Share	8/14/2014
Barr, Frances	Kensington	Kindergarten SEI	8/14/2014
Hamilton, Sarah	Kensington	20% 2nd SEI Job Share	8/14/2014
Wagner, Sally	Lupine Hills	30% K-SEI Job Share	8/14/2014
Bastian, Elaine	Mira Vista	60% K-SEI Job Share	8/14/2014
Rossi, Graciella	Mira Vista	50% RSP SEI	8/14/2014
Grewal, Pawan	Nystrom	2nd SEI	8/14/2014
Salesky, Kristi	Nystrom	6th SEI	8/14/2014
Murayama, Carol	Ohlone	20% 1st SEI	8/14/2014
Lindell, Christine	Sheldon	20% 3rd SEI	8/14/2014
Cabral, Nancy	Special Education	40% NSH SEI	8/14/2014
LaFreniere, Tracy	Valley View	60% 2nd SEI Job Share	8/14/2014
Wilson, Carolyn	Washington	20% 2nd SEI Job Share	8/14/2014
Burroughs, Virginia	Hanna Ranch	40% 2nd SEI Job Share	8/15/2014
Scott, Joann	Lupine Hills	20% 2nd SEI Job Share	8/18/2014
Herron, Laurie	Stewart	20% 1st SEI	8/18/2014
Medsker, Susan	AMETHOD Charter	40% RSP SEI	8/25/2014
Stone, Lindsey	Richmond High	Math SEI	8/14/2014
Ridgway, Roderic	El Cerrito High	Social Science SEI	8/14/2014

RETIREMENTS			
Name	Site	Position	Term Date
McLeod, Jacquelyn	Verde	Kindergarten SEI	9/1/2014
Ferry, Cardia	Coronado	Kindergarten SEI	6/7/2014
Peer, Nancy	Ford	4th SEI	6/7/2014

RESIGNATIONS			
Name	Site	Position	Term Date
Reynolds, Elizabeth	Dover	3rd SEI	6/7/2014

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 1, 2014

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

Agenda Item: CI C.10

Subject: Routine Personnel Changes – Classified

Background Information:

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

Recommendation: Ratify and 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

October 1, 2014

Classified Employee Ratification**NEW HIRES**

Drummond	Lesley-Ann	Occupational Therapist	Special Education	8/14/2014
Ruiz	Evelia	Senior Administrative Secretary	Communications	8/4/2014

PROMOTIONS

Arnold	Ronnie	Information Literacy Assistant	Richmond High	8/11/2014
Chen	Vicki	Office Manager Middle/Jr High	Hercules	8/11/2014
Christián	Carol	Food Service Aide/Clerk	Collins	8/15/2014
Cowles	Colleen	Typist Clerk Ii	Transition	8/11/2014
De Arco	Shirley	Information Literacy Assistant	Korematsu Middle	8/5/2014
Deaver	Jennifer	Library Media Specialist	Library Districtwide	8/13/2014
Holly	Tunisi	Campus Security Officer Ii	Juan Crespi Junior High	8/14/2014
Huizar	Maria	Attendance Enrollment Technician	Information Technology	8/18/2014
Jones	Tamera	School Secretary	Stege	8/4/2014
Kennedy	Ruby	Food Service Worker 1	Kennedy High	8/15/2014
Malloda	Godfrey	VOIP Programmer Technician	Information Technology	7/31/2014
Prior	Gideon	Classroom Support Aide	Tara Hills Elementary	8/15/2014
Quesada	David	Campus Security Officer Ii	Hercules Middle	8/15/2014
Rivera Camacho	Zenaida	Typist Clerk Ii	Richmond High	8/11/2014
Saba	Rehana	Sp Ed Assistant Autistic	Cameron Elementary	8/15/2014
Smart	Brittane	Instructional Assistant Special Ed.	Korematsu Middle S	8/15/2014
Sotelo	Calia	El TK Instructional Assistant	Harding Elementary	7/1/2014
Syharath	Penny	Classroom Support Aide	Tara Hills Elementary	8/15/2014

UNPAID LEAVES

Lea	Sherry	Instructional Assistant Sp. Ed	Hercules Middle	7/1/2014
McLoughlin	Mary	Instructional Assistant Sp. Ed	Helms Middle	8/27/2014
Rivera-Flores	Elizabeth	El Preschool Inst. Assistant – Bil.	Lincoln	8/15/2014

RETURN FROM LEAVE

Jones	Pamela	Administrative Technician	Special Education	8/2/2014
Shipman	Ivy	Custodian	Hercules High	7/1/2014

RESIGNATIONS

Abrego	Derek	Research & Testing Assistant	Assessment	7/31/2014
Arteaga	Nelida	Instructional Assistant Special Ed.	Wilson Elementary	6/6/2014
Bingham	Amy	Classroom Support Aide	Peres Elementary	6/6/2014
Cha	Jeen	Typist Clerk Iii	Special Education	8/28/2014
Crear	Merlin	Behavioral Technician	Pinole Middle	8/10/2014
Guevara	Ana	General Clerk	Business Services	8/15/2014
Gutierrez	Blanca	Typist Clerk I	Wilson Elementary	6/10/2014

RESIGNATIONS-CONT.

Liu	Philip	Data Entry Clerk	Educational Services	7/26/2014
Miller	Alfred	Information Technician Help Desk	Information Technology	8/22/2014
Morris	Antoinette	Food Service Worker 1	El Cerrito High	8/18/2014
Perez	Gizabel	Classroom Support Aide	Fairmont Elementary	6/6/2014
Petty	Herbert	Classroom Support Aide	De Anza High	6/6/2014
Richardson	Joan	Classroom Support Aide	Fairmont Elementary	6/6/2014
Ronquillo	Elaine	El TK Instructional Assistant	Shannon Elementary	6/6/2014
Sellers	Dorian	Typist Clerk 1	Bayview Elementary	6/6/2014
Venegas De Manzo	Maria De Jesus	Food Service Worker 1	De Jean Middle	6/6/2014
Woodson	Rodney	Classroom Support Aide	Transition	8/18/2014

RETIREMENT

Black	Cheryl	Graduate Tutor	Murphy Elementary	6/6/2014
Cooper	Laura	Instructional Assistant Sp. Ed	Pinole High	6/6/2014
Walker	Josie	Instructional Assistant Sp. Ed	Pinole Middle	7/11/2014

Terminations - Administrative

Aguilar	Carmen	El Preschool Inst. Assistant Bil.	Preschool	5/9/2014
Valdivia	Maria	Custodian	King Elementary	7/21/2014

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education **Meeting Date:** October 1, 2014
From: Kenneth L. Whittemore, **Agenda Item:** CI C.11
Assistant Superintendent Human Resources
Subject: Approve the following Reclassifications and New Job Descriptions effective July 1, 2014

Staff Secretary
Operations Technician
Attendance Enrollment Technician
Special Education Technician

Background Information: The Reclassification Process involves the impartial and in depth review of requests for a 'desk audit' of classified positions as outlined in Article 25 of the agreement with Local One. The desk audit results and job descriptions are part of a negotiated process. Recommendations regarding reclassification are based on a thorough investigation that may result in an upgrade of a position to a higher classification as a result of a gradual and complex increase of tasks, duties and responsibilities being performed by the incumbent in such a position. Included in the packet is a brief summary of each job reclassification and a rationale for the reclassification.

The recommendations include a reclassification for a Staff Secretary position, and reclassifications as well as new job descriptions for the Operations Technician, Attendance Enrollment Technician and Special Education Technician. Included in the packet is a brief summary of each job reclassification and rationale for each.

The district has met all Education Code and contractual requirements in negotiating all of the job classifications, job descriptions and commensurate salaries with the unions. The results of this process have concluded all outstanding desk audit requests and union negotiations for school year 2013/14.

Recommendation: Recommended Approval.

Fiscal Impact: General Fund: \$20,595
Categorical: \$14,924

DISPOSITION BY BOARD OF EDUCATION

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

Staff Secretary

What: Desk audit yielded upgrade to a higher classification

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

Department: Operations

Rationale:

The incumbent is currently a Typist Clerk III (TC III), which means she provides technical support to a program or department. The work of a TC III is more complex and responsible than that required of junior Typist Clerk classes. The incumbent has been providing a more complex, technical and analytical support to multiple programs, which includes: Operations, Maintenance, Grounds, Facilities Permits, Williams Inspections, etc. The distinguishing characteristics of a Staff Secretary from the Typist Clerk classifications are: greater variety and amount of public contact, higher degree of responsibility, complexity of assignments and providing support to multiple programs or departments.

The total cost is \$4,100 to the general fund.

West Contra Costa Unified School District

STAFF SECRETARY

DEFINITION:

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

JOB CHARACTERISTICS:

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

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

EXAMPLES OF DUTIES:

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

QUALIFICATIONS:

Knowledge of:

School district policy, rules and regulations;
Office methods and practices, including filing systems, receptionist and telephone techniques, and letter and report writing;
English usage; spelling, grammar, and punctuation;
Office machines, computers and their operation.

Ability to:

Interpret specific rules, laws, and policies and apply them with good judgment in a variety of procedural situations;
Perform responsible and difficult clerical work with accuracy and speed;
Deal effectively with a wide variety of personalities from different cultures, and situations requiring diplomacy, friendliness, poise and firmness;
Analyze situations and adopt an effective course of action;
Carry out general directions independently;
Make arithmetical calculations quickly and accurately;
Keyboard at the rate of 45wpm with knowledge of Wordperfect or other comparable word processing computer program. (Completion of WCCUSD Wordperfect course should satisfy this requirement.)
Ability to take notes or record minutes and prepare typed reports with accuracy;

EXPERIENCE:

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

EDUCATION:

High school education or equivalent in training and experience.

Adopted 10/18/91

Amended 9/30/93

Operations Technician

What: New job description / New job classification

Who's impacted: Operations Secretary
Schedule / Range – 5/63

Department: Maintenance and Operations

Rationale:

The incumbent is currently an Operations Secretary and provides technical support to Maintenance, Operations and Grounds. Over the course of the last couple of years, this classification has provided more independent and technical roles regarding budget, fire inspections (FIT), Williams inspections and other departmental programs. The incumbent in this classification has prepared items for various presentations and processed complex data for auditing and reporting purposes. The roles of independent judgment, processing of complex data and operating under minimal supervision are all responsibilities consistent with a technician classification.

The district is negotiating the job description with Local One to reflect current tasks, duties and responsibilities.

The total cost is \$2,788 to the general fund.

West Contra Costa Unified School District

OPERATIONS TECHNICIAN

PRIMARY FUNCTION:

Performs complex duties relating to maintenance and operations; coordinates all trainings and new employee orientations for maintenance and operations staff; coordinates all work orders to be completed and ensures follow-up to all work orders submitted; assesses all incoming requests for service and resolves or prioritizes for resolution; and performs related tasks and duties as required.

MAJOR DUTIES AND RESPONSIBILITIES:

- Executes a variety of complex secretarial and clerical duties for maintenance and operations.
- Processes, analyzes and resolves all requests for information (drop-ins, e-mails, phone calls, etc.).
- Creates on-line work orders for FIT, Williams Inspection, FIT Fire, Fire and CCCSIG for corrections on district properties.
- Acts as liaison between Williams Inspection Team, Fire Marshal, etc. to memorialize and follow-up on all corrections to district properties.
- Trains new employees and supports current employees as needed on computer use, district's work order system, eSchools, ESS, etc.
- Takes notes at meetings and may prepare agendas and/or minutes for district meetings.
- Prepares complex reports, correspondence and other communications, which includes confidential materials, letters, flyers, bulletins, memoranda, etc.
- Receives, screens and prioritizes complaints, escalations and emergency requests for service.
- Codes/programs electronic key cards for school site access, which includes going to school sites to communicate with the contractor for relevant fixes, quality control issues, etc.
- Creates and formats confidential, complex reports, information and charts for Human Resources, Maintenance and Operations management, etc.
- Coordinates all arrangements for meetings, trainings, professional development, etc.
- Creates, maintains and processes all correspondence, files, records, work orders, etc.
- Reviews reports, audits, records, and other data for accuracy, completeness and compliance to established standards.
- Maintain perpetual inventory of maintenance supplies and inventory to insure proper stock levels.
- Administer and balance petty cash account in accordance with fiscal policies.
- Collects, compiles and formats data to prepare complex reports.
- Prepares and sends letters, forms, e-mails and other communications regarding maintenance and operations for distribution.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Work order systems.
- Report preparation, methods and techniques.
- Effective principles, practices and techniques for training adult learners.

- Microsoft Office applications, including Word, Access, Excel, Outlook, Microsoft Publisher and PowerPoint.
- Excellent customer service skills.
- Modern business practices and district authorized software to complete duties, tasks and responsibilities.
- Effective oral and written communication skills.
- District policies, rules and regulations.

Ability to:

- Perform and prioritize complex tasks.
- Plan, organize, prioritize and administer a complex work order system.
- Interpret, apply and clearly explain rules, regulations, policies, procedures, etc.
- Analyze challenges and problems accurately to develop an effective resolution.
- Prepare accurate, comprehensive statistical reports utilizing Excel and other district software or programs.
- Maintain confidentiality of staff records and department data.
- Make mathematical computations with speed and accuracy.
- Operate office machines, computer hardware and software programs.
- Understand and follow oral/written instructions.
- Compose business letters, maintain records and prepare reports.
- Create, maintain and update manuals, calendars, logs, records and other documentation.
- Establish and maintain effective working relationships with staff and external agencies.
- Work independently with little supervision.
- Evaluate and set priorities in a constantly changing environment.
- Establish and maintain effective working relationships with staff and the general public.
- Work effectively and cooperatively with individuals from diverse backgrounds.
- Communicate positively and effectively, orally and in writing, with district staff, patrons, parents, students, vendors and various community partners.

EDUCATION AND EXPERIENCE:

Education:

- High school diploma or equivalent.

Experience:

- Three (3) years of increasingly responsible experience in clerical work.
- Demonstrated high level of customer service with public.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License.

WORKING CONDITIONS:

Environment:

- Indoor environment primarily, with some periodic travel within district boundaries.
- Office setting with phones, computer work, customer contact, drop-ins and other communications.

Physical Abilities:

Employees in this position must have/be able to:

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

SALARY:

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

Approved by the Human Resources Division

Approved by the Board of Education _____

Attendance Enrollment Technician

What: New job description

Who's impacted: Current Incumbents
Schedule / Range – 5/63

Department: Information Technology

Rationale:

The incumbents are currently titled technicians and perform technician work. This classification processes vital attendance data for the district and processes complex data for auditing and reporting purposes. The incumbents provide constant training and make recommendations on how to improve and streamline the attendance function throughout the school sites. The roles of independent judgment, processing of complex data and operating under minimal supervision are all responsibilities consistent with a technician classification.

The district is negotiating the job description with Local One to reflect current tasks, duties and responsibilities.

The total cost is \$13,707 to the general fund.

West Contra Costa Unified School District

ATTENDANCE / ENROLLMENT TECHNICIAN

PRIMARY FUNCTION:

Performs complex duties relating to the maintenance of the student information attendance accounting system; assists in the development and preparation of reports for local, county, state and federal agencies; train and provide guidance to district staff as needed; provides a high level of customer service and follow through to school sites; and perform related tasks and duties as required.

MAJOR DUTIES AND RESPONSIBILITIES:

- Analyzes various attendance reports and enrollment data to confer with school personnel regarding adjustments and system modifications.
- Contacts school personnel to correct data entry errors and to clarify/reinforce procedures.
- Recommends improvements to student record databases and attendance procedures to increase efficiency and accuracy throughout the district.
- Instructs school personnel and program support staff on how to maintain their attendance records both manually and via data entry.
- Processes and responds to all communications from internal/external stakeholders via drop-ins, phones, e-mails and letters to resolve attendance issues.
- Audits, reviews and maintains student record databases.
- Assists in the development of site support materials, which may include manuals, videos, checklists and other tools.
- Keeps informed of legislation and policy changes regarding student attendance accounting.
- Assists in developing and implementing necessary changes in the district's attendance operations, attendance audits and all related reports.
- Prepares various monthly and annual reports as required by law.
- Compiles, verifies, cleanses and formats data to be used in financial reports.
- Identifies problem areas to develop, implement and conduct end user trainings.
- Works with school personnel and departmental staff on school enrollment accuracy to ensure compliance with state and federal reporting requirements.
- Prepares and sends letters, forms, e-mails and other communications regarding attendance for distribution.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Effective principles, practices and techniques for training adult learners.
- Report preparation, methods and techniques.
- Average Daily Attendance (ADA) calculations and reports.
- Microsoft Office applications, including Word, Access, Excel, Outlook, Microsoft Publisher and PowerPoint.
- Student information systems and district attendance policies.

- Modern business practices and district authorized software to complete duties, tasks and responsibilities.
- Effective oral and written communication skills.
- Applicable sections of state and federal legislation, codes, rules and regulations as they relate to enrollment/attendance.
- District policies, rules and regulations.

Ability to:

- Perform and prioritize complex tasks.
- Plan, organize, prioritize and administer attendance accounting activities.
- Interpret, apply and clearly explain rules, regulations, policies, procedures, etc.
- Analyze challenges and problems accurately to develop an effective resolution.
- Prepare accurate, comprehensive statistical reports utilizing Excel and other district software or programs.
- Maintain confidentiality of student and staff records.
- Make mathematical computations with speed and accuracy.
- Operate office machines, computer hardware and software programs.
- Understand and follow oral/written instructions.
- Provide training to all district staff regarding attendance policies and procedures.
- Compose business letters, maintain records and prepare reports.
- Create, maintain and update attendance manuals, calendars and other documentation for end user distribution;
- Establish and maintain effective working relationships with staff and external agencies;
- Work independently with little supervision;
- Evaluate and set priorities in a constantly changing environment.
- Keep records and prepare related reports.
- Establish and maintain effective working relationships with staff, students and the general public.
- Work effectively and cooperatively with individuals from diverse backgrounds.
- Work independently with little supervision.
- Communicate positively and effectively, orally and in writing, with district staff, patrons, parents, students, vendors and various community partners.

EDUCATION AND EXPERIENCE:

Education:

- High school diploma or equivalent.

Experience:

- Three (3) years of increasingly responsible experience in clerical work.
- Two (2) years of school attendance accounting, which can be included in the above requirement.
- Demonstrated high level of customer service with public.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License.

WORKING CONDITIONS:

Environment:

- Indoor environment primarily, with some periodic travel within district boundaries.
- Office setting with phones, computer work, customer contact, drop-ins and other communications.

Physical Abilities:

Employees in this position must have/be able to:

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

SALARY:

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

Approved by the Human Resources Division

Approved by the Board of Education _____

Special Education Technician

What: Desk audit yielded upgrade to a higher classification

Who's impacted: Data Entry Clerk
Schedule / Range / Step – 5/63

Department: Special Education

Rationale:

The incumbent is currently performing technician level work in the Special Education Department. This classification processes Special Education attendance and IEP data and provides technical support to end users on SEIS/CASEMIS. There are varying levels of independent research, data validation and student placement that is commensurate to that of a technician. As a technician, this classification will be able to provide needed support to various functions in the Special Education department based on time frames and inherent need. The roles of independent judgment, processing of complex data and operating under minimal supervision are all responsibilities consistent with a technician classification.

The district is negotiating the job description with Local One to reflect current tasks, duties and responsibilities.

The total cost is \$14,924 to Special Education.

West Contra Costa Unified School District

SPECIAL EDUCATION TECHNICIAN

PRIMARY FUNCTION:

Performs complex duties relating to Special Education; provides technical and specialized support to any division within the Special Education department; assesses and analyzes complex data to make recommendations/decisions for caseloads, student and staff allocations and Individualized Education Plan (IEP) systems; and performs related tasks and duties as required.

MAJOR DUTIES AND RESPONSIBILITIES:

- Processes, analyzes and resolves all requests for information (drop-ins, e-mails, phone calls, etc.) from district staff.
- Analyze Special Education data to prepare or assist in preparing legally mandated reports as well as make programmatic recommendations to SELPA director, Special Education Administrators and site administrators.
- Trains new employees and supports current employees as needed on Special Education systems (student databases, IEP databases, etc.)
- Develop, maintain and monitor Special Education reports, correspondence and training materials as needed.
- Prepares complex reports, correspondence and other communications, which includes confidential materials, letters, flyers, bulletins, memoranda, etc.
- Executes a variety of complex secretarial and clerical duties for Special Education.
- Creates and formats confidential, complex reports.
- Creates, maintains and processes correspondence, files, records, etc.
- Reviews reports, audits, records, and other data for accuracy, completeness and compliance to established standards.
- Collects, compiles and formats data to prepare complex reports.
- Prepares and sends letters, forms, e-mails and other communications regarding special education for distribution.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Special Education laws and regulations.
- Special Education students' needs, staffing allocations and computer systems/programs.
- School and district policies, rules and regulations.
- Modern business practices and district authorized software to complete duties, tasks and responsibilities.
- Effective oral and written communication skills.
- Report preparation, methods and techniques.
- Effective principles, practices and techniques for training adult learners.
- Microsoft Office applications, including Word, Access, Excel, Outlook, Microsoft Publisher and PowerPoint.

- Excellent customer service skills.

Ability to:

- Coordinate, collaborate and support local agencies, private schools, law enforcement, diagnostic centers and other organizations for receipt, transfer and placement of special education students.
- Perform and prioritize complex tasks.
- Identify, interpret and explain California Education Code sections, federal laws, and other related bodies of law as they pertain to special education for making appropriate recommendations to the SELPA director regarding program, staffing and student needs.
- Collect, input and review data for Special Education Information Systems.
- Analyze challenges and problems accurately to develop an effective resolution.
- Prepare accurate, comprehensive statistical reports utilizing Excel and other district software or programs.
- Maintain confidentiality of staff and student records.
- Operate office machines, computer hardware and software programs.
- Interpret Special Education forms, findings, reports and other documents for Special Education staff and student allocation and assignments.
- Understand and follow oral/written instructions.
- Establish and maintain effective working relationships with staff and external agencies.
- Work independently with little supervision.
- Evaluate and set priorities in a constantly changing environment.
- Establish and maintain effective working relationships with staff and the general public.
- Work effectively and cooperatively with individuals from diverse backgrounds.
- Communicate positively and effectively, orally and in writing, with district staff, patrons, parents, students, vendors and various community partners.

EDUCATION AND EXPERIENCE:

Education:

- High school diploma or equivalent.

Experience:

- Three (3) years of increasingly responsible experience in clerical work, which includes work in a Special Education environment.
- Demonstrated high level of customer service with public.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License.

WORKING CONDITIONS:

Environment:

- Indoor environment primarily, with some periodic travel within district boundaries.
- Office setting with phones, computer work, customer contact, drop-ins and other communications.

Physical Abilities:

Employees in this position must have/be able to:

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

SALARY:

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

Approved by the Human Resources Division

Approved by the Board of Education _____

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 1, 2014

From: Kenneth L. Whittemore
Assistant Superintendent Human Resources

Agenda Item: CI C.12

Subject: Approve the following Revised Job Description: Internal Auditor

Background Information: The Internal Auditor job description is updated to meet the current operational and business needs of the organization. The job description includes a review of industry standards, and a review of job descriptions from other school districts. The Business Services Department has reviewed and approved the job description.

Recommendation: Recommend Approval

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

INTERNAL AUDITOR

PRIMARY FUNCTIONS:

Conducts financial, operational, and/or compliance audits of various functions within the district; defines, plans and implements audit programs for district accounts, records, contracts, financial procedures and internal controls; provides oversight and training for various budget and accounting functions to improve internal controls, review/update/create policies, ensures proper recording of transactions and compliance with established procedures, applicable laws, regulations, etc.; examines and evaluates financial efficiency of the district's operations, programs, contracts, activities, etc.; and performs other related duties as assigned.

MAJOR DUTIES AND RESPONSIBILITIES:

- Creates and revises a district manual, which sets forth the standard operating procedures for district auditing requirements.
- Plans and develops an annual audit plan for each fiscal year, which includes internal audits and all other required district audits (federal, state, local, etc.)
- Oversees performance, financial and compliance audits related to business and operations.
- Performs audits by examining financial records and operational activities to ensure compliance with generally accepted accounting principles, federal laws, state laws, board policies, administrative directives, procedure manuals, internal controls, good accounting practices, sound business practices and other rules/regulations.
- Performs audits by applying established audit techniques and procedures to deter or detect waste, fraud or abuse.
- Identifies key control points of accounting or management tracking systems to evaluate efficiency and effectiveness through the auditor's knowledge of accounting systems.
- Reviews and evaluates the effectiveness of internal accounting controls over the district's assets, operations, programs, contracts and activities.
- Performs substantive tests of financial records, systems, programs and projects to ensure adherence to all applicable laws, rules, regulations, policies, procedures, etc.
- Obtains, analyzes and appraises data as a basis for informed, objective opinions of the activities being audited for inclusion into audit reports.
- Reviews business operating practices during the course of conducting audits to make recommendations in audit reports to increase organizational efficiency for district assets and financial resources.
- Coordinates draft audit reports with administrators to obtain their responses to audit findings for inclusion in final audit reports.
- Appraises adequacy of corrective actions to be taken to correct deficiencies after final audit reports released and follows up in audit finding responses for compliance.
- Develops, recommends and implements audit automation systems.

- Keeps informed of new developments in the district by attending school board meetings, relevant workshops, trainings, activities, and pertinent district-wide committees.
- Acts as a liaison between the district and external auditors to monitor the responses from district administrators based on audit findings and recommendations by external auditors.
- Works with administrators on audit results that require immediate responses to protect the health, safety and/or welfare of students/employees.
- Trains, directs, guides, coaches, evaluates, supports and disciplines assigned staff.
- Attends training workshops and professional development as directed.

QUALIFICATIONS:

Knowledge of:

- Government auditing standards, generally accepted auditing standards and generally accepted accounting principles.
- Public education funding, budgeting and accounting.
- Legal and procedural guidelines for accounting and financial transactions.
- Strong planning and organizational skills.
- Statistical sampling, data collection, evaluation and analytical techniques.
- Recordkeeping and interpretation of contract provisions and agreements.
- Strong analytical and problem-solving skills.
- Risk mitigation, internal control evaluation, financial accountability and construction management.
- Data collection and comparative analysis techniques.
- Microsoft suite (Excel, Word, PowerPoint, Outlook, etc.) and other software and applications.
- Techniques of supervision, training, coaching, conflict resolution and motivation of employees.
- Effective oral and written communication skills.
- School and district policies, rules and regulations.

Ability to:

- Determine the best method to derive audit evidence such as statistical sampling, data analysis, interviews, benchmarking, etc.
- Conduct and participate in meetings, conferences, professional development and other trainings.
- Interact with staff and situations in an honest, confidential and forthright manner.
- Compile data to prepare complex reports and present them in various forums.
- Work cooperatively with departments and organizations to validate the integrity of the data and information gathered and reported.

- Conduct independent audits and present impartial results, recommendations and commensurate time frames.
- Work effectively and efficiently without close supervision.
- Supervise and direct the work of others.
- Understand and carry out verbal and written directions.
- Read, write and speak English with sufficient comprehension to perform duties accurately and competently.
- Train, work effectively and work cooperatively with individuals from diverse backgrounds.
- Communicate positively and effectively, orally and in writing, with district staff, students and various community partners.

EDUCATION AND EXPERIENCE:

Education:

- Bachelor's Degree from an accredited college or university in Business Administration, Accounting, Finance, Public Administration or a closely related field. Master's degree preferred.

Experience:

- Five or more years of successful experience in performing audits within a large entity (preferably a public agency), which includes auditing automated accounting systems.
- Demonstrated experience in supervisory or managerial experience in financial accounting and/or internal auditing is desirable.
- Demonstrated project management skills and abilities.
- Demonstrated high level of successful customer service with public.

Licenses or Certificates Needed:

- Current Certified Public Accountant (CPA) License or Certified Management Accountant (CMA) or Certified Government Auditing Professional (CGAP) or current Certified Internal Auditor (CIA) Certification.
- 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.
- Frequently driving and visiting various district sites.
- 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, when necessary.
- Occasionally lift and carry up to twenty (20) pounds for short distances.

SALARY:

Schedule: Management
Salary Range: Index 1.03

Approved by the Human Resources Department

Approved by the Board of Education _____.

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 1, 2014

From: Bruce Harter
Superintendent

Agenda Item: CI C.13

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: \$128,200. Funding sources are Bond Fund and Fund 40.

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
Dover Elementary School Synthetic Turf Project Bond Measure Funded	September 2014 through November 2014	Kister, Savio & Rei	\$2,600	Topographic Survey Services.
Information Technology Center Fund 40 (PID:6691396-00)	September 2014 through October 2014	H&M Mechanical	\$8,400	Additional Design Services.
Richmond Swim Center Bond Measure Funded (PID:3601364-01)	September 2014 through April 2015	Architects MA	\$65,500	Additional Design and Construction Administration Services.
Lake Elementary School Master Planning Project Bond Measure Funded (PID:13410039-00)	September 2014 through November 2014	Fehr & Peers	\$8,500	Additional Traffic Engineering Services.
Nystrom Elementary School Modernization Project Bond Measure Funded (PID:1441205-02)	September 2014 through December 2015	Multivista Construction Documentation	\$21,000	Photographic Documentation Services.
Pinole Valley High School Existing Campus Demolition and Abatement Project Bond Measure Funded (PID:3621377-03)	September 2014 through October 2014	Conestoga-Rovers & Associates	\$22,200	Additional Environmental Engineering Services.

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

ITEM REQUIRING ATTENTION --- BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 1, 2014

From: Bruce Harter
Superintendent

Agenda Item: CI C.14

Subject: Approval of Negotiated Change Orders

Background information:

Staff is seeking approval of Change Orders on the following current District construction projects: Kennedy HS Science Wing Renovation, El Cerrito HS Stadium, Montalvin Manor ES Classroom Building, Collins ES Floor, Door & Hardware, Shannon ES Misc. Repairs. Change Orders are fully executed by the District upon signature by the Superintendent's designee. Board approval 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 approving these Change Orders, finds that it would have been futile to publicly bid the work in question because of the tight time frames to complete this work without affecting the operations of the District, and that the public is best served by having this work completed by the contractor on the project.

Recommendation:

Approve negotiated Change Orders as noted.

Fiscal Impact: Total approval by this action: \$27,869.17

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

October 1, 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	Kennedy HS Science Wing Renovation	BHM Construction Inc.	\$4,136,303.00	\$203,826.00	\$2,041.00	0.049%	\$205,867.00	4.98%	\$4,342,170.00	33
2	El Cerrito HS Stadium	Wright Contracting Inc	\$13,438,000.00	\$73,067.00	\$4,067.00	0.03%	\$77,134.00	0.57%	\$13,515,134.00	10
3	Montalvin Manor ES Classroom Building	W.A. Thomas Co Inc.	\$2,843,000.00	\$166,664.00	\$1,824.00	0.06%	\$168,731.00	5.93%	\$3,011,731.00	7
					\$243.00	0.01%				8
4	Collins ES Floor & Door Hardware	Hung Construction Builders, Inc.	\$247,500.00	\$0.00	\$3,523.80	1.42%	\$17,265.33	6.98%	\$264,765.33	1
					\$3,183.86	1.29%				2
					\$2,947.30	1.19%				3
					\$7,610.37	3.07%				4
5	Shannon ES Misc. Repairs	Hung Construction Builders, Inc.	\$56,800.00	\$0.00	\$2,428.84	4.28%	\$2,428.84	4.28%	\$59,228.84	1

Total Board Action	\$27,869.17
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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
Office of the Superintendent

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 1, 2014

From: Bruce Harter
Superintendent

Agenda Item: CI C.15

Subject: Ohlone Elementary School Multi-Purpose Building

Background Information:

Original design program was to preserve and modernize the existing multi-purpose building for Ohlone ES. As the project evolved, the District through the Facilities Subcommittee determined that overall program goals would be better met if the existing multi-purpose building were demolished and a new one designed in its place. HMC Architects, through Powell and Partners Architects, will proceed with this scope of work.

Recommendation:

Recommend Approval

Fiscal Impact: \$5,000,000. Funding Source is Bond Fund.

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education **Meeting Date:** October 1, 2014
From: Wendell Greer **Agenda Item:** CI C.16
Associate Superintendent, K – Adult Operations
Subject: California Clean Energy Jobs Act Contract

Background Information:

The California Clean Energy Jobs Act (Proposition 39) was created with the approval of Proposition 39 in the November 6, 2012, statewide general election. Proposition 39 will make approximately \$2.5 billion available to K-12 schools and community colleges for energy projects for five fiscal years, beginning with fiscal year 2013-14. Schools can use this money for:

- Energy efficiency retrofits
- Staff Training
- Energy Management

In July 2014, staff requested proposals (RFQ/RFP 1415-01) for Proposition 39 Energy Consultant Services. 14 proposals were received and 5 of those firms were interviewed.

Contracts have been initiated for the Proposition 39 Energy Consultant Services project. Consultants will plan and assess sites, develop an energy expenditure plan, and provide quarterly reporting to the California Energy Commission. Public contracting laws have been followed in initially qualifying and selecting these professionals.

Recommendation: Ratify and approve contracts for Cumming Construction Management, Inc.

Fiscal Impact: Total for this action: \$79,687.00. Funding source is Proposition 39 Planning Funds with \$1.1 million per year for five years.

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

INDEPENDENT CONTRACTOR AGREEMENT FOR SPECIAL SERVICES:

This Independent Contractor Agreement for Special Services ("Agreement") is made as of this 1st day of October in the year 2014, between the West Contra Costa Unified School District ("District") and Cumming ("Consultant") (together, "Parties").

WHEREAS, the District is authorized by Section 53060 of the California Government Code to contract with any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required; and

WHEREAS, District desires to obtain assistance with respect to providing engineering and planning services for energy efficiency upgrades in accordance with Proposition 39 California Clean Energy Jobs Act for District Sites for the District; and

WHEREAS, the District is in need of such special services and advice; and

WHEREAS, the Board of Education of the District has approved award of a contract for Proposition 39 Energy Consultant Services to the Consultant at its meeting of Wednesday, October 1, 2014, attached hereto as Exhibit A-1, and

WHEREAS, the Consultant warrants that it is specially trained, experienced and competent to perform the special services required by the District, based upon its Qualifications submitted and reviewed by the District;

NOW, THEREFORE, the Parties agree as follows:

1. **Services.** The Consultant provided a proposal for Energy Conservation, Engineering & Expenditure Planning Services for the Proposition 39 California Clean Energy Jobs Act Project, as requested by the District, dated July, 2014 which indicated services required of the Consultant, attached hereto as Exhibit "A".
2. **Term.** Consultant shall commence providing services under this Agreement upon execution of the Agreement by both parties, and will diligently perform such services as required. The term for these services shall be for a period of 5 years. This agreement may be extended upon mutual approval of both parties to the extent permissible under the law.
3. **Submittal of Documents.** The Consultant shall not commence the Work under this Contract until the Consultant has submitted and the District has approved the certificate(s) and affidavit(s), and the endorsement(s) of insurance required as indicated below:

<u> X </u>	Signed Agreement
<u> X </u>	Workers' Compensation Certificate
<u> X </u>	Criminal Background Investigation Certification

X Insurance Certificates and Endorsements
 X W-9 Form

4. **Compensation.** District compensation to the Consultant shall be as set forth in Consultant's Statement of Qualifications and Proposal, "Exhibit A." Compensation shall be, as noted in the Proposal, a fee of **\$79,687.00**.

Task	Service	Proposed Fee
Task 1	Screening and Energy Audits	\$55,097
Task 2	Preparing a Complete Annual Energy Expenditure Plan	\$24,590

5. **Additional Services.** Additional services shall be on an hourly basis, and shall only be performed when directed by the District and when Consultant's initial contract period is extended by the District.
6. **Expenses.** District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing services for District.
7. **Independent Contractor.** Consultant, in the performance of this Agreement, shall be and act as an independent contractor. Consultant understands and agrees that he/she and all of his/her employees shall not be considered officers, employees, agents, partner, or joint venture of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Consultant's employees.
8. **Materials.** Consultant shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Agreement.
9. **Standard of Care.** Consultant's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession for services to California school districts.
10. **Originality of Services.** Consultant agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays and video productions prepared for, written for, or submitted to the District and/or used in connection with this Agreement, shall be wholly original to Consultant and shall not be copied in whole or in part from any other source, except that submitted to Consultant by District as a basis for such services.
11. **Copyright/Trademark/Patent.** Consultant understands and agrees that all matters produced under this Agreement, except for Consultant's proprietary software and modifications thereto, shall become the property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District. Consultant consents to use of Consultant's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

12. **Audit.** Consultant shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Consultant transacted under this Agreement. Consultant shall retain these books, records, and systems of account during the Term of this Agreement and for three (3) years thereafter. Consultant shall permit the District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that the District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant's normal business hours, unless Consultant otherwise consents. However, there shall be no financial audit of any lump sum amount, Consultants fixed rates, unit rates, or fixed percentages.

13. **Termination.**

13.1. **Without Cause By District.** District may, at any time, with or without reason, terminate this Agreement and compensate Consultant only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Consultant. Notice shall be deemed given when received by the Consultant or no later than three days after the day of mailing, whichever is sooner. In the event that District terminates this Agreement pursuant to this section, District shall compensate Consultant for all work completed to date.

13.2. **Without Cause By Consultant.** Consultant may, upon thirty (30) days' notice, with or without reason, terminate this Agreement. Upon this termination, District shall only be obligated to compensate Consultant for services satisfactorily rendered to the date of termination. Written notice by Consultant shall be sufficient to stop further performance of services to District. Consultant acknowledges that this thirty (30) day notice period is acceptable so that the District can attempt to procure the Services from another source.

13.3. **With Cause By District.** District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

13.3.1. material violation of this Agreement by the Consultant; or

13.3.2. any act by Consultant exposing the District to liability to others for personal injury or property damage; or

13.3.3. Consultant is adjudged a bankrupt, Consultant makes a general assignment for the benefit of creditors or a receiver is appointed on account of Consultant's insolvency.

Written notice by District shall contain the reasons for such intention to terminate and unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, the District may secure the required services from another Consultant. If the expense, fees, and/or costs to the District exceeds the cost of providing the service pursuant to this Agreement, the Consultant shall immediately pay the excess expense, fees, and/or costs to the

District upon the receipt of the District's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

12.4 Upon termination, Consultant shall provide the District with all documents produced maintained or collected by Consultant pursuant to this Agreement, whether or not such documents are final or draft documents.

14. **Indemnification.** To the furthest extent permitted by California law, Consultant shall, defend, indemnify, and hold harmless the District, the State of California, and their officers, employees, and trustees (the "indemnified parties") from any and all demands, losses, liabilities, claims, suits, and actions (the "claims") of any kind, nature, and description, including, but not limited to, personal injury, death, property damage, and consultants and/or attorney's fees and costs, to the extent caused, or alleged to have been caused, by the negligence of the Consultant in conjunction with this Agreement.

15. **Insurance.**

15.1. The Consultant shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

15.1.1. **Commercial General Liability and Automobile Liability Insurance.** Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect the Consultant, the District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001)

15.1.2. **Workers' Compensation and Employers' Liability Insurance.** Workers' Compensation Insurance and Employers' Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, the Consultant shall be required to secure workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

15.1.3. **Professional Liability (Errors and Omissions).** Professional Liability (Errors and Omissions) Insurance as appropriate to the Consultant's profession.

Type of Coverage	Minimum Requirement
Commercial General Liability Insurance , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 1,000,000
Automobile Liability Insurance - Any Auto	

Each Occurrence	\$ 1,000,000
General Aggregate	\$ 1,000,000
Professional Liability	\$ 1,000,000
Workers Compensation	Statutory Limits
Employer's Liability	\$ 1,000,000

15.2. **Proof of Carriage of Insurance.** The Consultant shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage's have been delivered in duplicate to the District and approved by the District. Certificates and insurance policies shall include the following:

15.2.1. A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to the District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."

15.2.2. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.

15.2.3. An endorsement stating that the District and the State and their agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insureds under all policies except Workers' Compensation Insurance, Professional Liability, and Employers' Liability Insurance. An endorsement shall also state that Consultant's insurance policies shall be primary to any insurance or self-insurance maintained by District.

15.3. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the District.

16. **Assignment.** The obligations of the Consultant pursuant to this Agreement shall not be assigned by the Consultant.

17. **Compliance With Laws.** Consultant shall observe and comply with all rules and regulations of the governing board of the District and all federal, state, and local laws, ordinances and regulations. Consultant shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Work as indicated or specified. If Consultant observes that any of the Work required by this Contract is at variance with any such laws, ordinance, rules or regulations, Consultant shall notify the District, in writing, and, at the sole option of the District, any necessary changes to the scope of the Work shall be made and this Contract shall be appropriately amended in writing, or this Contract shall be terminated effective upon Consultant's receipt of a written termination notice from the District. If Consultant performs any work that is in violation of any laws, ordinances, rules or regulations, without first notifying the District of the violation, Consultant shall bear all costs arising therefrom.

18. **Permits/Licenses.** Consultant and all Consultant's employees or agents shall secure and maintain in

force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this agreement.

19. **Safety and Security:** Consultant is responsible for maintaining safety in the performance of this Agreement. Consultant shall be responsible to ascertain from the District the rules and regulations pertaining to safety, security, and driving on school grounds, particularly when children are present.
20. **Employment With Public Agency.** Consultant, if an employee of another public agency, agrees that Consultant will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this Agreement.
21. **Anti-Discrimination.** It is the policy of the District that in connection with all work performed under Contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the Consultant agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735. In addition, the Consultant agrees to require like compliance by all its subcontractor(s).
22. **Fingerprinting of Employees.** If Consultant will have contact with any pupils, Consultant shall comply with the provisions of Education Code section 45125.1 regarding the submission of employee fingerprints to the California Department of Justice and the completion of criminal background investigations of its employees. The Consultant shall not permit any employee to have any contact with District pupils until such time as the Consultant has verified in writing to the governing board of the District that the employee has not been convicted of a felony, as defined in Education Code section 45122.1. The Consultant's responsibility shall extend to all employees, subcontractors, agents, and employees or agents of subcontractors regardless of whether those individuals are paid or unpaid, concurrently employed by the District, or acting as independent contractors of the Consultant. Verification of compliance with this section and the Criminal Background Investigation Certification that may be required with this Agreement, shall be provided in writing to the District prior to each individual's commencement of employment or performing any portion of the Services and prior to permitting contact with any student.
23. **District's Evaluation of Consultant and Consultant's Employees and/or Subcontractors.** The District may evaluate the Consultant in any manner which is permissible under the law. The District's evaluation may include, without limitation:
 - 23.1. Requesting that District employee(s) evaluate the Consultant and the Consultant's employees and subcontractors and each of their performance.
 - 23.2. Announced and unannounced observance of Consultant, Consultant's employee(s), and/or subcontractor(s).
24. **Limitation of District Liability.** Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall either party be liable, regardless of whether any claim is based on contract or tort, for any special,

consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.

25. **Confidentiality.** The Consultant and all Consultant's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.
26. **Notice.** Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

District

West Contra Costa Unified School District
ATTN: Luis L. Freese
Executive Director M&O
Richmond, CA 94804
lfreese@wccusd.net

Consultant

Cumming
ATTN:

Any notice personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

27. **California Law.** This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in Contra Costa County, California.
28. **Waiver.** The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.
29. **Severability.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
30. **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

West Contra Costa Unified School District Cumming

Date: _____, 20__

Date: _____, 20__

By: _____

By: _____

Print Name: Dr. Bruce Harter

Print Name: _____

Its: Superintendent, WCCUSD

Its: _____

Information regarding Consultant:

Consultant: Cumming

License No.: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail: _____

Type of Business Entity:

- ☐ Individual
☐ Sole Proprietorship
☐ Partnership
☐ Limited Partnership
☐ Corporation, State: _____
☐ Limited Liability Company
☐ Other: _____

Employer Identification and/or Social
Security Number

NOTE: Federal Code of Regulations sections 6041 and 6209 require non-corporate recipients of \$600.00 or more to furnish their taxpayer identification number to the payer. The regulations also provide that a penalty may be imposed for failure to furnish the taxpayer identification number. In order to comply with these regulations, the District requires your federal tax identification number or Social Security number, whichever is applicable.

WORKERS' COMPENSATION CERTIFICATION

Labor Code Section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
- By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Work of this Contract.

Date:

Proper Name of Consultant:

Signature:

Print Name:

Title:

(In accordance with Article 5 – commencing at Section 1860, Chapter 1, part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the District prior to performing any Work under this Contract.)

FINGERPRINTING/CRIMINAL BACKGROUND INVESTIGATION CERTIFICATION

One of the three boxes below **must** be checked:

☐ **[TO BE COMPLETED BY AUTHORIZED DISTRICT EMPLOYEE ONLY.]** Contractor's employees will have only limited contact, if any, with District pupils and the District will take appropriate steps to protect the safety of any pupils that may come in contact with Contractor's employees so that the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 shall not apply to Contractor for the services under this Agreement. As an authorized District official, I am familiar with the facts herein certified, and am authorized to execute this certificate on behalf of the District. (Education Code § 45125.1 (c))

Date: _____
District Representative's Name and Title: _____
Signature: _____

☐ The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to Contractor's services under this Agreement and Contractor certifies its compliance with these provisions as follows:
"Contractor certifies that the Contractor has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all Contractor's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by the District, or acting as independent contractors of the Contractor, who may have contact with District pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. A complete and accurate list of all Employees who may come in contact with District pupils during the course and scope of the Agreement is attached hereto."

☐ Contractor's services under this Agreement shall be limited to the construction, reconstruction, rehabilitation, or repair of a school facility and although all Employees will have contact, other than limited contact, with District pupils, pursuant to Education Code section 45125.2 District shall ensure the safety of the pupils by at least one of the following as marked:

- _____ The installation of a physical barrier at the worksite to limit contact with pupils.
- _____ Continual supervision and monitoring of all Contractor's on-site employees of Contractor by an employee of Contractor, _____, whom the Department of Justice has ascertained has not been convicted of a violent or serious felony.
- _____ Surveillance of Employees by District personnel. **[TO BE COMPLETED BY DISTRICT EMPLOYEE ONLY.]**
Date: _____
District Representative's Name and Title: _____
Signature: _____

Megan's Law (Sex Offenders). I have verified and will continue to verify that the employees of Contractor that will be on the Project site and the employees of the Subcontractor(s) that will be on the Project site are **not** listed on California's "Megan's Law" Website (<http://www.meganslaw.ca.gov/>).

[MUST BE COMPLETED BY CONTRACTOR'S AUTHORIZED REPRESENTATIVE.] I am a representative of the Contractor entering into this Agreement with the District and I am familiar with the facts herein certified, and am authorized and qualified to execute this certificate on behalf of Contractor.

Date: _____
Name of Contractor or Company: _____
Signature: _____
Print Name and Title: _____

“Exhibit A”



West Contra Costa Unified School District
Proposition 39 Energy Consultant Services



PREPARED BY

CUMMING
Building Value Through Expertise

AUGUST 1, 2014

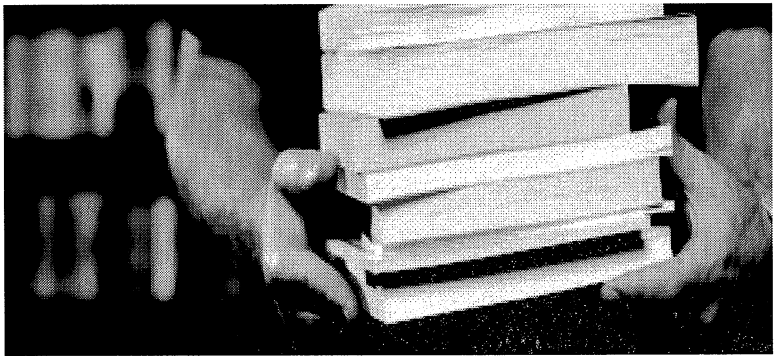


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West Contra Costa Unified School District
Proposition 39 Energy Consultant Services

SECTION 1 LETTER OF INTEREST

1

August 1, 2014

West Contra Costa Unified School District
1108 Bissell Avenue, Room 130
Richmond, CA 94801-3135
Attn: David Johnston Director General Services

Re: Request for Proposals (RFQ /RFP 1415-01) - Proposition 39 Energy Consultant Services

Dear Mr. Johnston,

Cumming is pleased to present our qualifications to West Contra Costa Unified School District ("District") to provide Proposition 39 Energy Consultant Services and expert guidance in accordance with the California Clean Energy Jobs Act (Proposition 39). Cumming has provided Proposition 39 and related energy audits, benchmarking, and energy project analysis services to several K-12 School Districts and Community College Districts, including Los Angeles Unified School District, Santa Ana Unified School District, La Canada Unified School District, Glendale Unified School District, Tustin Unified School District, Pasadena Unified School District, and Los Rios Community College District.

Since our inception, Cumming has specialized in providing quality consulting services to California schools and has become a recognized leader in project development and construction management as acknowledged by Engineering News Record Magazine's listing of top 50 CM-for-Fee Firms in the United States. Cumming has ranked in the top 40 on this list for seven years in a row; among firms who are strictly Owner's Representatives, we rank in the top 4.

Why the Cumming Team? We recognize the importance of this assignment to the overall success of the District's Prop 39 Program and are able to provide our highly qualified team for the execution of required tasks. With this in mind, we believe our team can ensure the District's success.

- Identified over \$14 Million in eligible Prop 39 Energy Efficiency Measures for K-12 clients since the November 2013.
- We are experts in technical and engineering services, providing facility benchmarking, energy modeling, and analysis for the development and implementation of energy efficiency and renewable energy projects, specifically for Proposition 39 requirements.
- Over 20 years of experience providing program management services to implement large, complex educational capital programs for both K-12 and Community College Districts programs in California.
- Cumming team members have co-developed the HVAC Strategy sections of the California Energy Commission's California Long Term Energy Efficiency Strategic Plan (CLTEESP) and assisted in the CPUC's adoption of the CLTEESP and the revision and expansion of its chapters.
- Members of the team have worked with the CEC on the creation and administration of the EnergySmart Jobs ARRA-funded program. We regularly interface with IOUs, POUs, CPUC, and CEC staff on energy efficiency and demand response related matters to bring practicality to policy initiatives.

West Contra Costa Unified School District
Proposition 39 Energy Consultant Services

SECTION 1 LETTER OF INTEREST

2

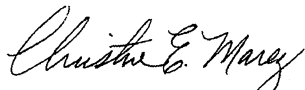
- Experience administering and managing the implementation of energy incentive programs for PG&E, Southern California Edison, Southern California Gas, San Diego Gas and Electric, and various publically-owned Utilities.
- Skilled in performing and overseeing project evaluation, measurement, and verification (EM&V) processes that comply with Federal Energy Management Program standards. Cumming also has experience with utility EM&V programs for energy incentives.
- Capable, proven, and readily available personnel who are familiar with large, complex school bond construction programs.

Cumming strengthens its team with the addition of Empowered Solutions, a certified Small Business engineering firm, who bring additional technical energy services and expertise.

Cumming's Director of Energy, Christine Marez, will be the day-to-day point of contact to the District's Facilities staff and provide oversight for all aspects of the performance of our staff and the timely completion of all deliverables. Ms. Marez has over 26 years of public agency and school construction experience including 10 years focused on energy efficiency and energy generation projects.

if you have any questions or concerns after reviewing our enclosed proposal and qualifications, please don't hesitate to contact me at (626) 688-4634 or cmarez@ccorpusa.com.

Sincerely yours,



Christine Marez, LEED AP
Director of Energy

Authorized Proposal Contact

Christine Marez, CIG, LEED AP
Director of Energy
Phone: (626) 688-4634
cmarez@ccorpusa.com

Firm Legal Name and Information

Cumming Construction Management, Inc.
2495 Natomas Park Drive, Suite 640
Sacramento, CA 95833
Fax: (916) 660-9045 fax

Cumming will serve as the prime firm for this contract. Immediately below, we have provided brief descriptions of our firm and subcontractor firm, Empowered Solutions, and requested contact information for Cumming and Cumming's point of contact.

3.2.1 Firm History

Cumming was founded in 1996, and with more than 220 team members — most of whom reside in California, where we are headquartered — our team has extensive experience in providing energy efficiency and renewable energy services, and overall project management services similar to those outlined in the RFQ.

Cumming is a privately owned California corporation and is not a subsidiary or affiliate of another company or companies. Cumming has been authorized to do business in the State of California for our entire history. Our California business license number is C2976512. Our core business includes energy services, construction, project and program management, cost estimating, master planning, program assessments, and dispute resolution and avoidance. Our senior officials are Finlay Cumming, Peter Heald, and Mike Jensen. We have included ownership information below.

Position	Name	% Ownership
Chief Executive Officer	J. Finlay Cumming	<10%
President	Peter Heald	<10%
Chief Operating Officer	Michael Jensen	<10%
Chief Financial Officer	Brian Ruttencutter	<10%
Secretary	Namish Patel	<10%
N/A	Long Point Capital Fund	36%
N/A	Cabot Family	16%

3.2.2 Firm's Philosophy

Cumming's philosophy is to create value for our clients through our proven expertise and to build lasting relationships based on trust, reliability, and results. Cumming will work collaboratively with West Contra Costa Unified School District staff to meet the needs of the District's energy goals and ensure 100% receipt of the Prop 39 fund allocation. In addition, we will deliver energy services to the District with the goal of ensuring maximum energy cost savings, providing a high rate of return on invested funding, and increased energy efficiency for system lifecycles.

Cumming has over 20 years of experience providing program management services to large, complex educational capital programs and understands the policies, procedures, business processes and high level of compliance required by the District, including the need for accountability and transparency by stakeholders and the community.

3.2.3 Project Team

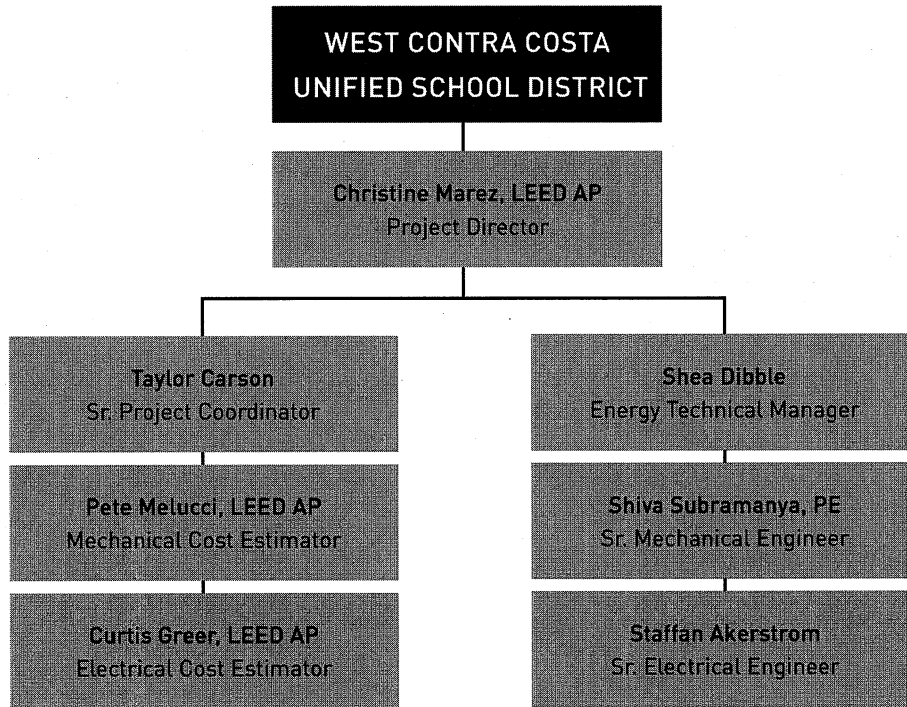
Cumming will utilize an Integrated Project Team approach to provide Proposition 39 related energy conservation services and expert guidance to the District. This approach draws on the resources of our team's highly- skilled professionals, each of whom brings extensive demonstrated experience in the administration of utility energy efficiency and demand response programs, as well as with various aspects of integrated building design and construction.

Our program management and technical staff — who are identified in the following organizational chart, and who include LEED APs, certified energy managers and auditors, and professional engineers — were selected based on their technical expertise, energy industry qualifications, and previous experience delivering these specific energy services.

West Contra Costa Unified School District
Proposition 39 Energy Consultant Services

SECTION 2 FIRM INFORMATION

4



Key Team Members			
Name & Role	Credentials	Primary Responsibilities	Areas of Expertise
Christine Marez <i>Project Director</i>	B.S., Electrical Engineering; LEED AP, CIG	Christine will be the point of contact for this engagement and managing the day-to-day required tasks and performance of services for the District. She will support the performance of all services including preliminary site reviews, project identification, energy benchmarking, site ASHRAE Level I & II energy audits. Christine will be responsible for development of data required for the District's Prop 39 Energy Expenditure Plans.	Christine is the Director of Energy for Cumming, leading energy project development and sustainability strategies and initiatives. She is a LEED AP with extensive experience developing and managing projects in the sustainability areas of energy conservation, energy efficiency, and renewable energy. Christine has over 25 years of experience managing large capital construction programs and 10 years of experience in electric utility design and construction.

West Contra Costa Unified School District
Proposition 39 Energy Consultant Services

SECTION 2 FIRM INFORMATION

5

Key Team Members			
Name & Role	Credentials	Primary Responsibilities	Areas of Expertise
Taylor Carson <i>Sr. Project Coordinator</i>	B.A Degree	Taylor will be responsible for coordination of selected energy project data and the identification of utility rebates and incentives; as well as supporting the District to complete utility rebates application and verification process.	Taylor has extensive experience in the development and day to day management of a federally funded municipal energy efficiency rebate program. Additionally, she has direct experience with administering a third-party energy efficiency utility program.
Shea Dibble <i>Technical Project Manager</i>	Business Management, Certificate; B.A. Degree	Shea will oversee preliminary site assessments, and the identification of specific Prop 39 eligible projects, Ashrae Level I and II energy audits, and other technical services. Shea will also be responsible for the review of available energy funds from utility rebate and incentive programs and submittal of Utility applications and ensuring that all requirements are met to maximize fund allocation.	Shea has over 13 years of demand-side management expertise, including 10 years of direct utility experience managing end-use customer accounts, core utility energy efficiency and demand response programs, and three years working in the third-party energy efficiency market. He has successfully executed complex demand-side management portfolios and programs throughout multiple markets and has extensive experience administering the day-to-day utility customer rebate and incentive programs.
Shiva Subramanya <i>Sr. Mechanical Engineer</i>	M.S., Mechanical Engineering; Member, ASHRAE; Member Association of Energy Engineers; Certified Energy Manager, AEE; Green Light Surveyors Ally, EPA	Shiva will be responsible for the assessment and analysis of energy data for the District. Shiva will also be responsible for reviewing design drawings, energy calculations, and verification of project installations in support of all aspects of project identification, prioritization, and completion of the Energy Expenditure Plans.	Shiva has over 20 years of experience in the energy industry, including energy engineering, profit and loss management, sales, technical development, product development, account management and construction management of multi-million dollar projects. His strong technical expertise, combined with excellent team building skills, makes him exceptionally qualified.
Staffan Akerstrom <i>Sr. Electrical Engineer</i>	B.S., Mechanical Engineering; Professional Engineer, California; Certified Energy Manager (Expired); Certified Lighting Efficiency Professional (Expired)	Staffan will be responsible for the performance of site ASHRAE Level I, II, & III energy audits, and additional performance of energy-related technical services and identification, development, and analysis of eligible Prop 39 HVAC projects, including refrigeration, chiller, and compressed air systems.	Staffan has over 19 years of experience in the energy and engineering field. His work has included project identification, development and analysis of numerous refrigeration, chiller, compressed air and HVAC projects all intended to enhance operating performance and improve energy efficiency. His depth of knowledge extends to all areas of energy efficiency.

West Contra Costa Unified School District
Proposition 39 Energy Consultant Services

SECTION 2 FIRM INFORMATION

6

Name & Role	Credentials	Key Team Members	
		Primary Responsibilities	Areas of Expertise
Pete Melucci, LEED AP <i>Mechanical Cost Estimator</i>	M.S., Energy Management; Advanced Certificate, Facilities Management; Advanced Certificate, Environmental Management; B.S., Business Management; LEED AP	Pete will be responsible for the program's energy efficiency cost estimating and related life-cycle cost for potential renewable energy projects.	Pete has worked in the construction industry continuously since 1989. This includes experience with a variety of project types (primarily division 15000). Pete specializes in estimating services for HVAC, fire protection and plumbing systems. Pete has a wealth of knowledge in both the preconstruction and operations aspects of building.
Curtis Greer, LEED AP <i>Electrical Cost Estimator</i>	B.S. Electrical Engineering; LEED AP	Curtis will be responsible for the program's energy efficiency cost estimating and related life-cycle cost for potential renewable energy projects.	Curtis has more than 30 years of progressive, in-depth experience in the electrical engineering, design, and consulting; providing accurate estimates from conceptual, schematic, design development, and construction documentation. He has specific knowledge of the electrical components of ADA, NFPA, IBC, UBC, UMC, UPC, and BICSI (for power-limited systems) including LEED application and the implementation of sustainable design.

All team members are available for this engagement and will provide the necessary time commitment to meet the District's delivery schedule.

Christine Marez, LEED AP, CIG

Program Director - Cumming

Christine is a LEED AP with extensive experience in the sustainability areas of energy conservation, energy efficiency, and renewable energy. Christine has over 25 years of experience managing large capital construction programs and 11 years of experience in electric utility design and construction including:

EDUCATION

B.S., Electrical Engineering,
California State University,
Los Angeles CA

CERTIFICATIONS

LEED AP
CIG

K-12 PROPOSITION 39 PROGRAM MANAGEMENT SERVICES

Cumming Director Christine Marez manages and administers tasks associated with Proposition 39 Guidelines for the development and submittal of Energy Expenditure Plans for the following Districts; work includes, site energy assessments, benchmarking, cost estimating, and energy development and execution.

ALHAMBRA UNIFIED SCHOOL DISTRICT, *Renewable Energy Project Development, Alhambra, CA*

Cumming Director Christine Marez, developed, implemented, and managed the procurement solar renewable energy projects at Alhambra Unified School District (ASUD) for Mark Keppel and San Gabriel High School campuses. AUSD benefited from increased cost savings in proposer reduced rates (\$/kWh) of approximately \$146,000 per year.

DIRECTOR OF CONSTRUCTION POLICY, LOS ANGELES UNIFIED SCHOOL DISTRICT, *LOS ANGELES, CA*

Program Manager for \$29 billion LAUSD New School Construction & Modernization program. Led a program team of highly trained construction and project managers in sustainable project design development, construction, contractor relations, program budgeting, change management, payment processing, and project closeout.

Taylor Carson

Energy Manager - Cumming

Taylor has 3 years of experience in program management, implementation, data analysis, sustainability policy, energy efficiency, event planning, community outreach, and research experience. She has proven written and verbal communication skills and is highly organized, capable of being able to multitask and manage multiple projects.

EDUCATION

Bachelor of Science, Political
Science, Spelman College,
Atlanta, GA

CITY OF ATLANTA, RESIDENTIAL ENERGY EFFICIENCY REBATE PROGRAM SHINE

A \$1.2 million ARRA funded Sustainable Housing Initiative in the New Economy.

GEORGIA POWER COMMERCIAL ENERGY EFFICIENCY REBATE PROGRAM

Administered by a third party consulting firm ICF International.

Shea Dibble

Technical Energy Program Manager - Empowered

Shea has over 13 years of demand-side management expertise, including 10 years of direct utility experience managing end-use participant accounts, core utility energy efficiency and demand response programs. Experience includes:

K-12 PROPOSITION 39 AUDIT SERVICES

Provides management of technical staff associated with SAUSD's participation in the Proposition 39 program. Tasks include site energy assessments, benchmarking, project identification and scoping, and ASHRAE audit report development for Santa Ana Unified School District, Glendale Unified School District, Tustin Unified School District, and La Canada Unified School District.

ASSOCIATE DIRECTOR, OPERATIONS, PECI, SAN DIEGO, CA

Provides management of technical staff associated with SAUSD's participation in the Proposition 39 program. Tasks include site energy assessments, benchmarking, project identification and scoping, and ASHRAE audit report development for Santa Ana Unified School District, Glendale Unified School District, Tustin Unified School District, and La Canada Unified School District.

SENIOR PROGRAM MANAGER, SAN DIEGO GAS & ELECTRIC, SAN DIEGO, CA

Managed the day-to-day administration of the Statewide Express Efficiency and Standard Performance Contract programs with the sole fiduciary responsibility of \$21M/ program cycle. Selected as SDG&E's non-residential lead for the development of the California Energy Commission's legislated Long Term Strategic Plan.

SR. PROGRAM MANAGER, SOUTHERN CALIFORNIA GAS COMPANY, LOS ANGELES, CA

Managed the day-to-day administration of the Non-residential Financial Incentives Program with the total shared fiduciary responsibility of \$27M/ program cycle. Co-developed and implemented new State-wide measure work papers and unique program offerings. Part of Southern California Gas Company's 2006-2008 non-residential energy efficiency program implementation planning team, contributing to CPUC approval of local and State-wide programs.

Shiva Subrymanya, CEM

Technical Project Manager - Empowered

Shiva has over 20 years of experience in the energy industry, including energy engineering, profit and loss management, sales, technical development, product development, account management and construction management of multi-million dollar projects. Shiva is an expert with E-Quest and other modeling software, and he has been responsible for the development and implementation of over \$100 million in energy savings projects. His expert knowledge of industrial and commercial energy systems, cogeneration systems, and utility rebate programs has led to millions of dollars in energy savings and rebates to utility program participants.

SANTA ANA UNIFIED SCHOOL DISTRICT, PROPOSITION 39 PROGRAM MANAGEMENT SERVICES, SANTA ANA CA

Provides engineering management and energy engineering associated with SAUSD's participation in the Proposition 39 program. Tasks include site energy assessments, benchmarking, project identification and scoping, and ASHRAE audit report development.

GLENDALE UNIFIED SCHOOL DISTRICT, PROPOSITION 39 PROGRAM MANAGEMENT SERVICES, GLENDALE CA

Provides engineering management and energy engineering associated with GUSD's participation in the Prop 39 program. Tasks include site energy assessments, benchmarking, project identification and scoping, and ASHRAE audit report development.

EDUCATION

Business Management,
Certificate, California State
University Los Angeles, CA

Bachelor of Arts, California
State University Northridge,
CA

EDUCATION

M.S., Mechanical Engineering,
Portland State University

BS, Mechanical Engineering,
Bangalore University,
Bangalore, India

CERTIFICATIONS

Certified Energy Manager, AEE

Green Light Surveyors Ally,
EPA

Staffan Akerstrom, PE

Senior Mechanical Engineer - Empowered

Staffan will be responsible for the identification, development, and analysis of HVAC projects, including refrigeration, chiller, and compressed air for SBD program participants. He will perform detailed system assessments and oversee designs to enhance operating performance and improve energy efficiency.

SANTA ANA UNIFIED SCHOOL DISTRICT, PROPOSITION 39 PROGRAM MANAGEMENT SERVICES, SANTA ANA CA

Mr Akerstrom provides energy engineering associated with SAUSD's participation in the Prop 39 program. Tasks include site energy assessments, benchmarking, project identification and scoping, and ASHRAE audit report development.

GLENDALE UNIFIED SCHOOL DISTRICT, PROPOSITION 39 PROGRAM MANAGEMENT SERVICES, GLENDALE CA

Mr Akerstrom provides energy engineering associated with GUSD's participation in the Prop 39 program. Tasks include site energy assessments, benchmarking, project identification and scoping, and ASHRAE audit report development.

EDUCATION

B.S., Mechanical Engineering,
University of California Irvine

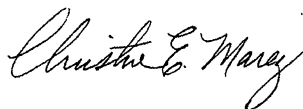
3.2.4 Firm's Financial Resources and Insurance

Cumming is strong and financially stable, as it has been throughout its entire 18-year history. We are a privately owned firm and have never filed for bankruptcy, nor do we have any past, present, or pending litigation that threatens our financial condition. We have never failed to complete a project, and no project we have ever worked on has been negatively impacted by any issue related to our firm's financial stability. Audited financial statements and bank references are available upon request. A copy of our current insurance coverage is included on the next page.

To further demonstrate our financial strength as a company, we have listed below the dollar value of the four largest programs we have managed over the last five years, which are collectively worth billions of dollars and include hundreds of projects managed by Cumming. Significant and stable financial resources are required to successfully manage programs of this size over long periods of time. These programs speak directly to the strength of Cumming both financially and in terms of in-house expertise and resources:

Program Name	Dollar Value
Los Angeles Unified School District <i>Los Angeles, CA</i>	\$20+ billion program
Los Angeles Community College District <i>Los Angeles, CA</i>	\$6 billion program
Loma Linda University Medical Center <i>Loma Linda, CA</i>	\$1.4 billion
Charleston County School District <i>Charleston, SC</i>	\$1+ billion

I, Christine Marez, Director, hereby certify and affirm the correctness of the above statements regarding our financial resources and insurance coverage.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/06/2014 08:53

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Barney & Barney LLC CA Insurance Lic: 0C03950 101 Enterprise, Suite 330 Aliso Viejo, CA 92656 949-900-1780	CONTACT NAME: Lanette Moote		
	PHONE (A/C, No, Ext): (949) 544-8475 FAX (A/C, No): (949) 673-3719		
INSURED Cumming Construction Management, Inc 25220 Hancock Avenue Murrieta, CA 62562 Client # 54404	E-MAIL ADDRESS: lanette.moote@barneyandbarney.com		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Travelers Property Casualty Company of America		25674
	INSURER B: The Travelers Indemnity Company of Connecticut		25682
	INSURER C: Travelers Indemnity Company of America		25666
	INSURER D: The Charter Oak Fire Insurance Company		25615
	INSURER E: ACE American Insurance Company		22667
INSURER F:			

COVERAGES **CERTIFICATE NUMBER:** 725598 **MST NUMBER:** 30927 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A B C D	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			6809149M087(AOS) 6809104M463(CA) 6602B746367(HI) 6800E207904(FL)	12/31/2013	12/31/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			BA8123P391	12/31/2013	12/31/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			CUP4196T764	12/31/2013	12/31/2014	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A			XJUB3390T680	12/31/2013	12/31/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	Professional Liability			EONG23632688	12/31/2013	12/31/2014	Limit: \$5,000,000 Each Claim / Agg Deductible: \$75,000 Retroactive Date: 11/07/2006

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

RE: Evidence of Coverage

CERTIFICATE HOLDER

CANCELLATION

Evidence of Coverage	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Lanette Moote

Subject

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3.2.5 Firm's Claims and Litigation History

As strictly an Owner's advocate and a nationally recognized Program/Construction Management firm with no construction or design responsibilities, Cumming is occasionally named in legal filings on large construction programs where injuries or design errors have been identified. It is generally determined that Cumming is not involved in the underlying dispute, and in most cases Cumming is successful in the matter being dismissed or settled amicably through our insurance. In no event has there ever been any litigation filed that has threatened the financial stability of our Company.

Current outstanding summons filed within the past five years of this nature involve two schools: Bluffton HS of the Beaufort County School District, and Chapin Elementary School of District 5 of Lexington and Richland Counties. In both instances, motions to dismiss have been denied and attorneys are looking into next steps. Further detail on these cases can be provided upon request.

3.2.6 Firm's References or Testimonials (No more than 10)

We have included letters of references at the end of this section.

3.2.7 Commitment to Professional Development & Education

We believe personnel retention is an ongoing, integrated process that encompasses everything from hiring the right people and compensating them appropriately to providing career development programs and opportunities for advancement. Our most valuable asset is our personnel. That is why to stay competitive, we focus as much effort on personnel retention as on personnel acquisition. As part of our commitment to staff, we offer each member of the team opportunities for career advancement and personal growth for each of our 220+ team members. This commitment ensures that our personnel have the knowledge and skills necessary to maintain the level of talent and experience essential to meeting the needs of our clients.

Professional development opportunities are available to staff through a variety of different programs and experiences. At Cumming, we align the unique professional goals and career aspirations of staff members with the program they are assigned to. Below are the various programs and opportunities we offer to our staff:

New Hire Orientation

Just as selecting the right employee for the job is critical to an organization's success, equally important is the orientation and assimilation of each employee into the workforce. Cumming eases that transition by providing several tools, which are made available to each employee during their initial orientation.

Employment Handbook

Cumming has an Employee Handbook which outlines standard operating policies, procedures, and expectations relating to employment with our firm.

Performance Evaluations

Regularly scheduled performance feedback is conducted for all Cumming employees. Performance reviews afford managers and employees the opportunity to appraise progression to goals. Any training that has occurred during the evaluation period will be discussed during the review and additional training and career goals will be identified for the next review period.

Severance and Retention Packages

Cumming makes every effort to place personnel who have completed assignments and retains senior management to help develop future business opportunities. In the event team members are laid off due to a reduction in force, Cumming offers severance pay.

Career Development

Reimbursement is available for seminars, conferences, classes taken for enhancement and development of the employee.

Education Reimbursement

Reimbursement is available for classes, books, and tuition for employees pursuing a college degree.



Santa Ana Unified School District

Facilities & Governmental Relations
Joe Dixon, Assistant Superintendent

Richard L. Miller, Ph.D., Superintendent

Dale McCurry, Energy Manager
Santa Ana USD Construction Department
1601 Chestnut Ave
Santa Ana, CA 91204

Fullerton Joint Union High School District
Business Services Division
1051 West Bastanchury Road
Fullerton, CA 92833

Ms. Ticer,

Cumming Corporation was selected and awarded a contract by the District to provide comprehensive energy services and support District staff with energy management, energy auditing, and the identification and scoping of energy projects to meet all requirements of the Proposition 39 program.

Cumming provided excellent engineering and energy management services. Cumming was required to perform ASHRAE Level 2 energy audits at nine (9) schools sites for the District and completed those audits on an accelerated schedule. Cumming's team of engineers, which included small business subcontractor Empowered Solutions, provided the necessary energy engineering analysis and detailed energy cost savings data to ensure that Prop 39 funds were focused on HVAC projects and not on other unnecessary energy efficiency measures to the greatest extent possible. Each of the projects met the eligibility requirements of the California Energy Commission and the Prop 39 program for the first year submission. Cumming was instrumental in the development and submission of the District's Year One Prop 39 Energy Expenditure Plan and resulting approval by the CEC of \$1.6 Million in energy funding—to date, the largest award of Prop 39 funds by the CEC for a Single Year submission.

Cumming's team is currently working with the Santa Ana USD on development of a comprehensive plan for the remaining four (4) years. Additionally, Cumming is preparing our Year Two (2) Energy Expenditure Plan in anticipation of the release of the Year Two (2) Funding. The Santa Ana USD is confident that the comprehensive energy services provided by Cumming will enable the District to plan, design, and bid many projects in a timely, cost effective manner for construction during the summer months each year.

Santa Ana USD recommends Cumming and its energy team to provide energy services and Proposition 39 expertise to any K-12 school. Cumming's background of over 20 years of school related design and construction makes this team a leader in delivering Prop 39 energy services.

Please do not hesitate to contact me, if you have any further questions. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Dale McCurry", is written over a horizontal line.

Dale McCurry, Energy Manager
Santa Ana USD Construction Department

1601 East Chestnut Avenue, Santa Ana, CA 92701-6322, (714) 480-5201

BOARD OF EDUCATION

Audrey Yamagata-Noji, Ph.D., President • José Alfredo Hernández, J.D., Vice President
Rob Richardson, Clerk • John Palacio, Member • Cecilia "Ceci" Iglesias, Member



GLENDALE UNIFIED SCHOOL DISTRICT

"Preparing our students for their future"

Facilities Planning, Development & Support Operations

349 W. Magnolia Ave., Glendale, CA 91204

Tel: 818/507-0201 - Fax: 818/507-4911

July 16, 2014

Re: Letter of Recommendation for Cumming Corporation

To Whom It May Concern:

Glendale Unified School District (GUSD) hired Cumming Corporation to provide energy efficiency services to the District for the development and submission of its annual Proposition 39 Energy Expenditure Plan to the California Energy Commission (CEC). Cumming performed ASHRAE level I and II energy audits, benchmarking, and energy modeling and analysis at selected school sites and identified energy efficiency measures at various school sites that provided maximum energy savings for the District. Cumming's Energy team, below, was made up of seasoned energy industry professionals and engineers, who provided superior services and comprehensive engineering analysis during their review of the District's HVAC, controls, and lighting systems.

- Project Director: Christine Marez, LEED AP
- Energy Project Manager: Shea Dibble
- Lead Mechanical Engineer: Shiva Subramanya, PE
- Senior Mechanical Engineer: Staffan Akertstrom, PE CEM

Through the performance of its ASHRAE Level I and II audits, Cumming identified multiple energy projects that met the Savings Investment Ratio (SIR) required by Prop 39, and as a result the District expeditiously received approval of its Year 1 Energy Expenditure Plan totaling \$837,871.

Additionally, Cumming was able to leverage resource and funding opportunities, by obtaining \$184,000 in free energy audit services from the California Conservation Corp (CCC) and Bright Schools Program, and identified over \$108,000 in utility rebates and incentives. I would highly recommend Cumming to provide Proposition 39 related energy services. Please do not hesitate to contact me, if you have any further questions. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Alan Reising", with a stylized flourish at the end.

Alan Reising

Administrator, Facilities Planning, Development & Support Operations

3.3.1 K-12 and Community College District Clients

SANTA ANA UNIFIED SCHOOL DISTRICT, PROPOSITION 39 ENERGY SERVICES - Santa Ana, CA



Date Services Performed: March 2014 – Current

Contact: Dale McCurry, Energy Manager

Contact Phone: (714) 480-5201

Project Team: Christine Marez (Cumming); Shea Dibble, Shiva Subramanya, Staffan Akerstrom (Enpowered)

Description of Services: Prop 39 Program Management and Coordination services including the development and submittal of the District's annual Energy Expenditure Plans. Santa Ana's required a fast-track 8-week schedule to complete all energy surveys and ASHRAE Level II audits, benchmarking, energy modeling of identified energy conservation measure (ECMs), and energy projects. Cumming also performed an assessment of all utility incentive and rebate opportunities in order to gain additional funds to offset energy project costs and to maximize Prop 39 awards and coordinating application submission fieldwork of the California Conservation Core and Bright Schools Programs.

Noteworthy Achievements

- Energy Expenditure Plan (EEP) submission and CEC approval (June 27, 14) for \$1,608,367.
- Identified over \$3,900,000 eligible Proposition 39 Energy Efficiency Measures for multiple yrs
- Performed over nine (9) ASHRAE Level I and II Audits in 8 weeks
- Identified over \$100,000 Utility Rebates and Incentives

GLENDALE UNIFIED SCHOOL DISTRICT, PROPOSITION 39 ENERGY SERVICES - Glendale, CA



Date Services Performed: October 2013 –Current

Contact: Alan Reising, Administrator Facilities and Operations Support

Contact Phone: (818) 507-0201

Project Team: Christine Marez (Cumming); Shea Dibble, Shiva Subramanya, Staffan Akerstrom (Enpowered)

Description of Services: Prop 39 Program Management and Engineering services; includes the performance of energy surveys and ASHRAE Level II audits; benchmarking; energy modeling of identified energy efficiency measure (EEMs) and energy projects; assessment of all utility incentive and rebate opportunities; audit and technical data analysis to determine most eligible Proposition 39 projects; detailed cost estimates of eligible energy projects; management of 36 audits performed by California Conservation Corps and Bright Schools Programs;

Noteworthy Achievements

- Energy Expenditure Plan (EEP) submission and CEC approval (June 10, 14) for \$837,831.
- Identified over \$9,300,000 eligible Prop 39 Energy Efficiency Measures for multiple years
- Obtained over \$180,715 "free" audit services from California Conservation Corps (CCC)
- Identified \$108,000 Utility Rebates and Incentives

VACAVILLE UNIFIED SCHOOL DISTRICT, PROPOSITION 39 ENERGY SERVICES - Vacaville, CA



Date Services Performed: Contract Start Date – August 6, 2014 – August 2018

Contact: Leigh Coop, Director of Facilities

Contact Phone: (707) 453-6138

Project Team: Christine Marez (Cumming); Shea Dibble, Shiva Subramanya, Staffan Akerstrom (Enpowered)

Description of Services: Prop 39 Program Management and Engineering services; scope of work includes the performance of energy surveys and ASHRAE Level II audits; benchmarking; energy modeling of identified energy efficiency measure (EEMs) and energy projects; assessment of all utility incentive and rebate opportunities; audit and technical data analysis to determine most eligible Proposition 39 projects; detailed cost estimates of eligible energy projects; preparation of application documentation and management of audits performed by California Conservation Corps and Bright Schools Programs

TUSTIN UNIFIED SCHOOL DISTRICT, PROPOSITION 39 ENERGY SERVICES - Tustin, CA



Date Services Performed: May 2014 –Current

Contact Name: David Miranda, Facilities Director

Contact Phone: 714) 730-7515

Project Team: Christine Marez (Cumming); Shea Dibble, Shiva Subramanya, Staffan Akerstrom (Enpowered)

Description of Services: Prop 39 services to develop and submit the District's annual Energy Expenditure Plans for Years 1-5. Energy services provided include all energy surveys and ASHRAE Level II audits; benchmarking; energy modeling of identified Energy Efficiency Measures (EEMs) and energy projects; assessment of all utility incentive and rebate opportunities; detailed cost estimating of eligible energy projects; and oversight of California Conservation Core and Bright Schools Programs submission and fieldwork.

ALHAMBRA UNIFIED SCHOOL DISTRICT, RENEWABLE ENERGY PROJECT DEVELOPMENT - Alhambra, CA



Date Services Performed: November 2012 - August 2013

Contact Name: Keith Matsuo, Facility Director

Contact Phone: (626) 943-6540

Project Team: Christine Marez (Cumming); Shea Dibble, Shiva Subramanya, Staffan Akerstrom (Enpowered)

Description of Services: Cumming Energy Director, Christine Marez, developed, implemented, and managed the procurement of two (2) solar renewable energy projects at Alhambra Unified School District (ASUD), for its Mark Keppel and San Gabriel High School campuses. Services provided included utility consumption and proposes system analysis, development of best value procurement process and corresponding due diligence, administration of bid submittal, evaluation, interviews, and Board recommendations. As a result of the prescribed bid and evaluation process, ASUD benefited from increased cost savings in proposer reduced rates (\$/kWh) of approximately \$146,000 per year.

3.3.2 Other Public Entity Clients

SEMPRA/SDG&E, SAVINGS BY DESIGN PROGRAM - San Diego CA (Cumming)

Date of Agreement: 2012 - Current

Contact: Chuck Berry Jr., Associate AIA, Program Advisor

Contact Phone: 858-650-4114

Project Team: Pete Melucci, Senior Cost Estimator

Description of Services: Cumming is currently providing energy cost estimating services in support of Sempra's / SDG&E's Savings by Design's program. Cumming's responsibilities include gathering information for new construction projects, specifically in regards to the cost of energy efficiency components of a building. This information is crucial because their incentives are limited to 75% of the incremental cost of premium equipment. Some of the relevant projects that have been analyzed are:

- United States Marine Corps Camp Pendleton Hospital
- San Diego Community College Districts Miramar Student Union
- The Quad Phase II Student Housing
- San Diego Unified School Districts Pershing Middle School

3.3.3 Private Entity Clients

PACIFIC GAS AND ELECTRIC, SAVINGS BY DESIGN ENERGY EFFICIENCY ANALYSIS - California (Enpowered)

Contact: Sam Zimmerman, 415-973-5477

Project Team: Shea Dibble, Shiva Subramanya

General Scope of Project: Pacific Gas and Electric Company wanted to perform third-party analysis of A/E designs for new construction to determine design eligibility for rebate funding under the statewide Savings by Design program for energy efficiency. Cumming team members led the effort to propose and execute the work. The work included the analysis on several facilities utilizing cold storage and conditioned air spaces and was a three-year agreement.

HARRAH'S ATLANTIC CITY - Atlantic City, NJ (Enpowered)

Contact: Harrah's, 609-441-5000

Project Team: Staffan Akerstrom

General Scope of Project: Lighting retrofits for the garage and the back of house areas. The projects included retrofits of existing metal halide and fluorescent fixtures to a fluorescent fixture solution. The project also included a variety of occupancy based control strategies. A total of 7000 fixtures were retrofitted as a part of this project for a total of 350KW of demand savings. The project cost total \$575,000.

COVIDIEN COGENERATION FACILITY - North Haven, CT (Enpowered)

Contact: Covidien, 203-492-5000

Project Team: Staffan Akerstrom

General Scope of Project: This work included the design, construction, operation and maintenance of a cogeneration facility at the Covidien facility. The work included 2 Jenbacher Reciprocating engines including heat recovery, enclosure and emissions control. The total project cost was \$12,500,000 for the installation and an annual contract of \$350,000 for plant operations.

Cumming has been successful in providing energy project services and overall project and construction management services for several of California's largest K-12 School District and Community College District programs. Cumming has developed expertise in energy services and has extensive resources which include Prop 39 program management services, energy assessments, and related technical analysis. Our comprehensive suite of energy and sustainability services includes:

- The California Clean Energy Jobs Act (Proposition 39) support services to K-12 and Higher Education clients for the technical development and submittal of required Energy Expenditure Plans to the California Energy Commission for the award of energy project funds.
- The identification of Energy Efficiency Measures and Energy Conservation Measures (ECM's) to reduce baseline consumption.
- Benchmarking, energy modeling, energy auditing, and retro-commissioning of existing buildings in order to identify, finance, and implement a broad range of energy efficiency solutions
- Analysis of various renewable energy technology options that include solar photovoltaic (PV), fuel cells, co-gen, waste-to-energy, micro turbine, and others.
- Comprehensive energy plan options that include detailed scopes of work, schedules, cost estimates, life-cycle analysis, and present day cost-benefit analysis of long term renewable energy options.
- In addition to our comprehensive list of energy services, Cumming also provides specific cost services to our energy and utility clients to maximize cost savings for energy efficiency systems and whole building integrated design projects. Our services have validated energy cost savings for participants that ensure they receive the maximum value of utility energy rebates and incentives

Our team of highly-qualified energy professionals will prepare a detailed work plan with scheduled deliverables and milestones designed to execute the District's Energy program. We will develop and recommend energy projects that will reduce energy costs, increase energy diversity, and maximize the economic benefit to the District by installing Energy Efficiency Measures and renewable energy generation system solutions. Cumming has demonstrated experience in managing large, complex energy programs for K-12 School Districts with similar goals as the District's.

Cumming team's successes in delivering Prop 39 energy services have brought increased utility costs savings and the achievement of energy and sustainability goals for our K-12 District clients as follows:

- Cumming currently provides Prop 39 Energy Services to the Glendale Unified School District, specifically: facility benchmarking, energy audits, energy surveys, energy savings calculations, cost estimating, and energy project development. Cumming developed the District's Prop 39 Energy Expenditure Plan (EEP) and obtained California Energy Commission (CEC) approval for \$837,000 in energy funding in June 2014, three weeks after submission. Cumming expeditiously submitted GUSD's application and energy information to the California Conservation Corps (CCC) and was successfully granted approval from CCC for the performance of ASHRAE Level energy audits at all 34 of GUSD's school sites. Utilizing the "free" audit services from the CCC has saved GUSD over \$160,715 of its Prop 39 planning funds, that can now be allocated for the design and installation of eligible energy projects. Additionally, Cumming identified over \$108,000 of utility rebates and incentives for GUSD based on its Prop 39 submitted energy projects for Year 1.
- Cumming is currently providing Prop 39 services for Santa Ana Unified School District's Prop 39 energy audits and developing the District's Year 1 Energy Expenditure Plan (EEP). Cumming managed multi-teams of energy managers and engineers through a phased audit schedule in order to complete all energy audits,

data analysis, cost estimating, energy modeling in an accelerated 8-week schedule to meet the District's target date of June 1, 2014 for EEP submission to the CEC. Cumming obtained California Energy Commission (CEC) approval for the District's Year 1 EEP for \$1,600,000 in energy funding in June 2014.

- Cumming provided Sustainability Program Management for Los Angeles Unified School District's \$29 Billion Bond Program directing the sustainability initiatives program for the Los Angeles Unified School Districts, with more than 14,000 buildings on 670 campuses over 700 square miles, serving nearly 700,000 students and 70,000 faculty and staff. Cumming developed and implemented programs that applied its knowledge of California applicable building codes and energy programs to focus on providing energy efficiency, renewable energy, water conservation, the development of environmentally preferable building materials and specifications, and waste reduction and conversion of waste to energy projects. Our services included oversight of the design and construction of energy projects that encompassed utilization of CA building code, Title 24, CAL green, Title 5 and Field Act regulations. Additionally, we developed programs and services for LAUSD in smart growth and sustainable development; regulatory affairs; utility relations; partnerships with the US Green Building Council and Energy Star; and green jobs workforce development, among other responsibilities.

In addition to Cumming's broad K-12 public school district experience, subconsultant partner, Empowered Solutions, has performed numerous energy surveys and audits for commercial and industrial clients and have successfully developed and implemented enterprise energy management software, energy efficiency, renewable and power generation projects throughout United States, Canada, and Mexico. Some of the specific technologies that Empowered Solutions have expertise in are HVAC and Chillers; lighting; refrigeration; industrial systems; compressed air; steam and boiler systems; heat recovery; industrial energy management systems; and building management systems.

Proposition 39 Energy Services and Approach

Cumming has a strong understanding of Proposition 39 and the California Clean Energy Jobs Act - 2013 Program Implementation Guidelines. Since the release of the Draft Guidelines, Christine Marez and Shea Dibble have been in continuous communication with the California Energy Commission (CEC) regarding the implementation and interpretation of Prop 39 Guidelines. This proactive approach has allowed our team to complete several of the requirements for Prop 39 implementation for our K-12 clients, in advance, of the January 2014 program launch.

The Cumming team will execute a phased approach for the delivery energy conservation services and Prop 39 expert guidance to complete all tasks associated with the scope of work.

The goals of the Cumming team's strategy for the delivery of Prop 39 expert guidance to the District is three-fold:

1. To obtain for the District, 100% of the Prop 39 allocation of funds, approximately \$1,404,990 each year throughout the 5-year program through the timely submittal and approval of Energy Expenditure Plan (EEP) proposals.
2. To maximize the use of Prop 39 funding for eligible planned, proposed, and potential energy projects in order to leverage the use of bond funds and other State matching funds for non-energy related school construction projects; and reduce costs to the District's General Fund.
3. To underspend the District's \$421,497 allocation of Planning Funds by obtaining additional funding and resources through the CEC Energy Conservation Assistance Act (i.e. California Conservation Corps and Bright schools program) and identified Utility rebates and incentives.

Detailed Scope of Services

In order for the District to obtain the its Prop 39 Fund allocation, Cumming will support the District to complete the Steps 1-8 outlined in the Prop 39 Program Implementation Guidelines to obtain energy data, analysis, and information required for the preparation of its 1st year Energy Expenditure Plan. Cumming will work directly with the District's Facilities staff to complete the following tasks of the Prop 39 submittal and approval process.

Phase I: Planning

The purpose of the initial planning tasks is to identify those school sites with planned projects considered "low-hanging fruit" and capitalize on the design work already completed for project execution.

- Review this Scope of Work Strategy with the District and develop a detailed Energy Expenditure Plan and schedule of key milestones, including internal Board of Education and committee review dates and required presentations, as appropriate.
- Verify the receipt of the District's Planning Funds
- Review Facilities Master Plan, energy data and analysis previously collected (i.e. utility bills, benchmarking energy databases, design documents, etc.) and other project documents with District management and staff in order to understand the detailed scope of work for all planned energy related projects.
- Perform onsite preliminary assessments of all planned projects school campuses to validate project information and assess other potential projects. Perform cursory analysis to determine project Prop 39 eligibility. Discuss findings and recommendations with the District Facilities managers to establish a short list of eligible Prop 39 projects.
- Facilitate design interview with the District architects and engineers assigned to shortlist of energy projects; report findings with the District Facilities to validate short list of eligible Prop 39 projects.
- Assess all utility incentive and rebate opportunities available to the District for additional funds to offset energy project costs and maximize Prop 39 awards.
- Submit applications to the enroll the District into California Conservation Corps and Bright Schools programs to provide the District with energy auditing (ASHRAE Level I and II audits), benchmarking, and other technical assistance resources. Although these "free" services operate on a first come, first served basis, Cumming team member relationships with both the CA Conservation Corps and Bright Schools programs will ensure that the District's applications are timely submitted and reviewed in order to participate in these programs, and therefore, reduce the amount of Planning Funds expended in Year 1.

Phase II: Energy Expenditure Plan Development

Phase II initiates Steps 1-7 of the Guidelines. Based on the information and data obtained in the tasks in Phase I, Cumming begin its technical review of the District's prioritized school sites.

Step 1: Electric and Gas Usage/Billing Data 12-month site energy usage before project Installations

Cumming will request the District's current 12-months of Utility Bill Data for the prioritized school sites for benchmarking activities and submittal with the Energy Expenditure Plan proposal. Additionally, Cumming will complete a utility data release form allowing the CEC to access past and future utility usage information through 2023 for the District's signature.

Step 2: Benchmarking or Energy Rating System

Based on the utility bill data, Cumming will perform benchmarking of the prioritized school sites for the first year Energy Expenditure Plan proposal to determine energy use intensity (EUI) for school sites. Potential energy projects will be prioritized by the schools with highest EUI's (lowest energy performing schools).

Step 3: Energy Project Prioritization Considerations (Statue required considerations)

Cumming will identify and prioritize all eligible projects taking into consideration the eleven established factors within the Guidelines. We will focus on the established short list of projects identified in the Planning Phase and include other projects from the schools with highest rate EUI's (more cost savings opportunities). The higher the calculated energy cost intensity (EUI), the more energy-saving opportunities.

Step 4: Sequencing of Facility Improvements (Energy Commission recommendations)

As part of Step 4, Cumming will develop a sequencing order for proposed energy project improvements utilizing the sequencing approach recommended in the Guidelines. The sequencing ensures to the CEC that projects maximizing energy efficiency are proposed as Priority 1 projects.

Step 5: Energy Project Identification

Our proposed Technical Project Manager, Shea Dibble will manage the performance of school site energy surveys or energy audits utilizing our qualified engineering and technical staff to perform all ASHRAE Level I and II energy audits. Prior to the implementation of energy surveys, Cumming will update the Program Budget to reflect the costs of energy audits for the 1st Year EEP.

Step 6: Cost-Effectiveness Determination Use Energy Commission Calculator

Cumming will provide in-house cost estimating services to determine projects minimum "Savings to Investment Ratio" (SIR). According to the Guidelines, project SIR must be 1.05 to be approved for a Proposition 39 award. We will utilize the Energy Commission's SIR Calculator to assist in calculating cost effectiveness for all projects. We will also provide cost analysis to help determine the cost of implementing initiatives, cost savings, and payback period for any renewable energy multi-year projects.

Step 7: Complete and Submit an Energy Expenditure Plan

Cumming will complete the EEP Forms (Form A, B, Energy Calculator, Utility Release Form) and comply with all requirements of the Guidelines for submission to the CEC website. We prepare a draft EEP Proposal for review by the District, and all support materials for Board of Education briefings, presentations, reviews and approvals, as required.

Phase III: Energy Expenditure Plan Development

Cumming will support the District to develop and submit Energy Commission required Energy Expenditure Reports as requested. Quarterly reports are required for each submitted Energy Expenditure Plan until all projects are completed, followed by a report of Expenditures beginning 12-15 months after first project completion. A "project" is defined by the Energy Commission as the combined projects approved under a single energy expenditure plan.

Comprehensive Energy Services

In addition to the delivery of its annual Prop 39 EEP, Cumming will support the District with all requests for energy services. Cumming has significant experience in managing energy programs for large school bond programs and can provide all aspects of energy support services required by the District.

In addition to its energy-related experience, Cumming has been providing program, project/construction management services for California education clients for nearly 20 years, during which time we have worked for more than 1,600 education projects. Nearly all of this work has been completed in the State of California, giving us an unmatched level of experience here in the State. Collectively, our education portfolio accounts for more than \$15 billion in construction. This experience includes overseeing complex school design, planning and construction processes for unique design approvals and review processes of the CDE and DSA through our program, project, construction, and/or cost management services for the following California educational clients:

- Anaheim Union High School District
- Cabrillo Community College District
- Chabot-Las Positas Comm. College District
- Chaffey Community College District
- Contra Costa Comm. College District
- Fowler Unified School District
- Fullerton Joint Union High School District
- Glendale Community College District
- Glendale Unified School District
- Grossmont Union High School District
- Hayward Unified School District
- La Canada Unified School District
- Lake Tahoe Unified School District
- Los Angeles Community College District
- Los Angeles Unified School District
- Los Rios Community College District
- Marin Community College District
- Mater Dei High School
- Newark Unified School District
- North Orange County Community College District
- Norwalk - La Mirada Unified SD
- Palm Springs Unified School District
- Palo Alto Unified School District
- Pasadena Area Comm. College District
- Pasadena Unified School District
- Peralta Community College Districts
- Rancho Santiago Comm. College District
- Rio Hondo Community College District
- Sacramento City Unified School District
- Salinas City Elementary School District
- San Diego Community College District
- San Francisco Comm. College Districts
- San Francisco Unified School District
- San Joaquin Delta Comm. College District
- West Contra Costa Unified School District
- San Marcos Unified School District
- San Mateo Cty. Comm. College District
- Santa Ana Unified School District
- Santa Clarita Comm. College District
- Santa Cruz City School District
- Sierra Joint Comm. College District
- South San Francisco Unified SD
- Torrance Unified School District
- Tustin Unified School District
- Ventura County Comm. College District
- West Valley-Mission CCD

3.5.1 —Energy Planning Activities

Cumming has provided the following detailed descriptions and strategies as the basis for our proposed pricing for the delivery of all scope of work tasks required by this RFP.

Task 1: Screening and Energy Audit Costs

Proposition 39 requires either an Energy Survey or ASHRAE Level 2 Energy Audit be performed for all school sites where Energy Efficiency Measures (EEMs) will be submitted for Prop 39 funding. An Energy Survey is required for less complex energy measures such as lighting retrofits, energy management systems, or increased controls. An ASHRAE Level 2 audit is required for sites with more complex EEMs such as HVAC retrofits and includes a more technical review of the site, equipment, cost estimates, energy savings analysis, and energy modeling.

Energy audits can be costly, therefore Cumming proposes the following strategy to reduce audit costs and minimize use of the District's \$421,497 Planning Fund allocation. This strategy will provide the District the benefit of using the remaining Planning Funds on additional Energy Efficiency Measures at its school sites.

For the purpose of providing an estimate of energy audits costs, Cumming makes the following recommendations:

- Cumming will perform ASHRAE Level 1 energy audits at the twelve (12) highest energy user sites (EUI), which will ensure the identification of sufficient eligible projects to submit for the District's \$1,404,990 Prop 39 funding allocation.
- Cumming proposes a total energy audit services fee of \$55,097 for Year 1 (Table 1).

For the remainder of school sites, Cumming proposes to support the District to obtain "free" audit resources from the Bright Schools and California Conservation Corps and manage these audits for the District for the term of the 5-Year Prop 39 program. Cumming will oversee the District's submit of applications to the California Conservation Corps and Bright Schools Programs in order to capitalize on the free" audit resources to reduce the expenditure of Planning Funds on the performance of energy audits.

Proposed Sites	Audit Type	Square Footage (SF)	Rate/ SF	Cost
Nutrition Center	ASHRAE Level 1	34,763	\$0.05/ SF	\$1,738
Furniture Warehouse	ASHRAE Level 1	15,000	\$0.05/ SF	\$750
School District Administration	ASHRAE Level 1	34,160	\$0.05/ SF	\$1,708
Nystrom Elementary School	ASHRAE Level 1	46,224	\$0.05/ SF	\$2,311
Pinole Middle School	ASHRAE Level 1	73,871	\$0.05/ SF	\$3,694
Kennedy High School	ASHRAE Level 1	203,078	\$0.05/ SF	\$10,154
Hercules Middle School	ASHRAE Level 1	154,303	\$0.05/ SF	\$7,715
De Anza High School	ASHRAE Level 1	228,588	\$0.05/ SF	\$11,429
Serra Adult Education	ASHRAE Level 1	24,162	\$0.05/ SF	\$1,208
Cameron Special Education	ASHRAE Level 1	15,675	\$0.05/ SF	\$784
Richmond High School	ASHRAE Level 1	230,467	\$0.05/ SF	\$11,523
Mira Vista Elementary School	ASHRAE Level 1	41,644	\$0.05/ SF	\$2,082
Total				\$55,097

Table 1 – Proposed Energy Audit Costs

* Additional sites can be audited based on the District's requirements or priority energy projects; including the two (2) Charter Schools specified by the District.

West Contra Costa Unified School District
Proposition 39 Energy Consultant Services

SECTION 5 COMPENSATION

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If the District identifies more complex Energy Efficiency Measures at the schools sites where an ASHRAE Level 1 audit has been performed, Cumming will provide an ASHRAE Level 2 audit at an incremental cost of \$0.09 per SF for a total site audit cost of \$0.14/SF.

Level 1 and 2 Energy Audits	Rate/ SF
Energy Survey Level 1	\$0.05 / SF
ASHRAE Level 2 Audits	\$0.14 / SF

Table 2 – Cumming Energy Audit Rates

Task 2: Completion of Energy Expenditure Plans (Annual)

Cumming proposes a lump sum not-to-exceed fee for the completion and annual submission of the District's annual Energy Expenditure Plan includes the completion of all requirements and tasks precedent to the submission of the Energy Expenditure Plan (Steps 1-7 of the Prop 39 Guidelines). Specific services Cumming will deliver include: analysis of energy audit data and Energy Efficiency Measures (EEMs), prioritization of energy projects; conduct fact-finding meetings with Key District staff, submission of Bright Schools and California Conservation Corps Applications, utility data analysis, review of eligible energy project prioritization, sequencing of selected facility improvement, energy efficiency cost estimating, identification of utility rebates and incentives and submission of utility applications and required data, and the development of Prop 39 Forms A, B, Utility Release forms, and all other tasks required to obtain 100% of the District's annual allocation of Prop 39 funding.

Cumming proposed not to exceed Fee is \$24,590 and based on Cumming's fully burdened rates below. Cumming's price strategy to provide energy services in subsequent program Years 2-5 is a reduced annual fee of \$15,000 for the scope of work.

Name and Title	Fully Burdened Hourly Rate
Christine Marez, Project Director	\$165
Shea Dibble, Technical Project Manager	\$160
Shiva Subyamanya, Project Engineer	\$155
Staffan Akerstrom, Senior Mechanical Engineer	\$155
Taylor Carson, Senior Project Coordinator	\$110
Pete Melucci, Mechanical Cost Estimator	\$150
Curtis Greer, Electrical Cost Estimator	\$150

Table 3 – Bundled Hourly Rates

Task 3: Other Prop 39 Program Assistance

Cumming will perform all requirements for the submittal of the District's annual Prop 39 Energy Expenditure Plans as described in Tasks 1 and 2. Any other Program Assistance can be performed at the proposed bundled hourly rates.

West Contra Costa Unified School District
Proposition 39 Energy Consultant Services

SECTION 5 **COMPENSATION**

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Task 4: Energy Manager

Cumming proposes, Shea Dibble, for the District's Energy Manager. Shea has over 20 years of energy program management experience in leading senior-level sustainability initiatives and collaborating with various stakeholders from the public, private and nonprofit sectors (See Resume) and is available for this assignment. Our fee structure for the Energy Manager consists of fully burdened hourly rates, through which we can provide any level or amount of service you require. Cumming Director of Energy, Christine Marez will oversee the scope of work and requirements for the energy manager position, and ensure that Cumming provides its services as required.

Cost Summary

Task	Service	Proposed Fee
Task 1	Screening and Energy Audits	\$55,097
Task 2	Preparing a Complete Annual Energy Expenditure Plan	\$24,590
Task 3	All Other Proposition 39 Program Assistance	Included in Tasks 1 & 2
Task 4	Energy Manager (Annual)	\$160/hour

Table 4 – Total Cost of Services

The Cumming team's successes in delivering energy services have brought increased utility costs savings and the achievement of energy and sustainability goals for our public and private sector clients.

- In providing Prop 39 Energy Services to Glendale Unified School District, Cumming expeditiously submitted GUSD's application and energy information to the California Conservation Corps (CCC) and was successfully granted approval from CCC for the performance of ASHRAE Level energy audits at all 34 of GUSD's school sites. Utilizing the "free" audit services from the CCC has saved GUSD over \$160,715 of its Prop 39 planning funds that can now be allocated for the design and installation of eligible energy projects.
- Cumming directed the sustainability initiatives program for Los Angeles Unified School District, with more than 14,000 buildings on 670 campuses over 700 square miles, serving nearly 700,000 students and 70,000 faculty and staff. Our team developed a sustainability strategy for the future, bringing groups together to work toward cultural change in such areas as transportation, procurement, education, food services, maintenance and operations, and new construction.
- Cumming developed and implemented program to work toward the goal of installing 50 MW of photovoltaic solar projects on Los Angeles Unified School District school rooftops and other District-owned sites

Cumming reports no perceived or real conflicts of interest related to the performance of energy services for West Contra Costa Unified School District.

Cumming does not wish to submit any additional information at this time.

Cumming has reviewed the District's form of Independent Consultant Contract for Professional Services (Attachment "A") and proposes the following revisions:

1. Section V.A. Indemnification: Delete the following from the 3rd line of this section – "..., including without limitation, all consequential damages,..."
2. Section V.A. Indemnification: Insert the following at the end of this section – "Notwithstanding anything to the contrary herein, Contractor's indemnity, defense and hold harmless obligations hereunder shall apply only to the extent that any liabilities and claims are due to the negligent acts or omissions of Contractor or those for whom it is legally liable."

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 1, 2014

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

Agenda Item: CI C.17

Subject: Red Ribbon Week Board Resolution No. 29-1415

Background Information:

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

This resolution represents the West Contra Costa Unified School District's support of the Red Ribbon Campaign October 23 – 31, 2014. Red Ribbon Week may be celebrated one week during the year, but its effects last throughout the year.

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

Recommendation: Recommend Approval

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 29-1415
RED RIBBON WEEK
October 23 - October 31, 2014 — National
October 23 – 31, 2014 – WCCUSD

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

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

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

WHEREAS, The Red Ribbon Celebration will be observed across America during RED RIBBON WEEK, October 23 - 31, 2014; and, in WCCUSD, October 23 - 31, 2014; and,

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

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

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

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

Ayes _____ Noes _____ Absent _____ Abstain _____

I hereby certify that the foregoing resolution was duly and regularly introduced, passed, and adopted by the Board of Education of the West Contra Costa Unified School District, Contra Costa County, at a meeting of said Board on the 1st of October, 2014.

Clerk of the Board of Education

Secretary of the Board of Education

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 1, 2014

From: Bruce Harter
Superintendent

Agenda Item: CI C.18

Subject: Naming Building 10 at DeAnza High School

Background Information:

Board Policy 7310 establishes the criteria and processes for "renaming buildings, parts of buildings or athletic fields in honor of the contributions of students, staff members and community members." With construction about to begin on Building 10 at DeAnza High School, Mr. Charles Ramsey has requested that Building 10 be named in honor of his father, the late Henry Ramsey, Jr. A portion of Building 10 will be used to house the Law Academy at DAHS which is currently named the Henry Ramsey, Jr. Law Academy. The policy stipulates that upon request that the Board will appoint a Board subcommittee to "review the nomination and make recommendations for the Board's final consideration."

Recommendation:

That the Board appoint two Board members, Todd Groves and Randy Enos, to act as a subcommittee to consider the request and report back to the Board of Education.

Fiscal Impact: Minimal in providing lettering for the building

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 1, 2014

From: Nia Rashidchi, Assistant Superintendent

Agenda Item: D.1

Subject: Celebrating Hispanic Heritage Month, September 15, 2014 – October 15, 2015 through WCCUSD student performances

Background Information:

The West Contra Costa Unified School District applauds the many contributions made by the Hispanic population and recognizes September 15 – October 15, 2014 as Hispanic Heritage Month.

Three of our schools will share presentations that showcase and celebrate Hispanic Heritage Month.

Recommendation: For Information Only

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 1, 2014

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

Agenda Item: D.2

Subject: Pubic Hearing for Amethod Charter Management Organization: John Henry High School (9-12)

Background Information:

On Wednesday, September 3, 2014, the Amethod Charter Management Organization submitted a petition to open a Charter High School in West Contra Costa Unified School District in the fall of 2015. John Henry High School would begin with an enrollment of 190 students in 2015-16, expanding to 400 students by the 2018-2019 academic year.

California Department of Education Code Section 47605(b) states:

No later than 30 days after receiving a petition, in accordance with subdivision (a), the governing board of the school district shall hold a public hearing on the provisions of the charter, at which time the governing board of the school district shall consider the level of support for the petition by teachers employed by the district, other employees of the district, and parents.

The Charter School Act (1992) also requires the Board to either grant or deny the Petition within 60 days of submission. Staff and legal counsel have received information related to the Petition. They will analyze the document, and will make a recommendation regarding the Petition at a subsequent board meeting.

Recommendation: For Information Only

Fiscal Impact: None at this time, yet will, if approved represent ongoing loss of student average daily attendance as a result of WCCUSD students attending the charter school.

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education **Meeting Date:** October 1, 2014
From: Wendell C. Greer **Agenda Item:** D.3
Associate Superintendent, K – Adult Operations
Subject: Public Hearing for Two Schools: Aspire Richmond Technology Academy and Aspire Richmond
California College Preparatory Academy

Background Information:

On Friday, September 5, 2014, representatives from Aspire Public Schools submitted petitions to open two charter schools in fall of 2015 in the West Contra Costa Unified School District.

Petition 1: Aspire Richmond Technology Academy is a Kindergarten through 5th grade school with an enrollment of 312 students.

Petition 2: Aspire Richmond California College Preparatory Academy is a 6th through 12th grade school with an enrollment of 420 students.

California Department of Education Code Section 47605(b) requires the Board, within 30 days of submission of the petition, to hold a public hearing to receive public comment on the Petition. That is the purpose of this agenda item.

The Charter School Act (1992) also requires the Board to either grant or deny the Petition within 60 days of submission. Staff and legal counsel are reviewing and analyzing the Petition, and will make a recommendation at a subsequent board meeting.

Recommendation: For information only.

Fiscal Impact: If approved, may result in ongoing loss of student average daily attendance from WCCUSD students attending the charter school.

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 1, 2014

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

Agenda Item: D.4

Subject: Response to Fiscal Audit of Adult Education Program

Background Information:

The District retained the Fiscal Crisis Management Advisory Team to conduct an internal control review of the West Contra Costa Unified School District's Adult Education Program's business office to evaluate the current workflow and distribution and internal control of functions in the business office, and to provide recommendations for improved efficiency.

Staff will give a response to the Audit report and review on a new organizational plan to address the audit findings for the current school year.

Recommendation: For Information Only

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: October 1, 2014

From: Nicole Joyner
Director, Accountability

Agenda Item: D.5

Subject: Local Control Accountability Plan (LCAP) Goals & Progress Indicators Report #1

Background Information: The Local Control Accountability Plan represents the district's comprehensive plan of goals, actions, services, and expenditures that support schools to ensure students become college and career ready, able to make life choices with productive outcomes.

Staff will provide information to the board four times throughout the year, detailing information on the LCAP progress indicators. This will be the first report.

Recommendation: For Information Only

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education **Meeting Date:** October 1, 2014
From: Bruce Harter **Agenda Item:** E.3
Superintendent
Subject: In Memory of Members of the School Community

Background Information:

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

Marci McKillican started working for the District in 1966 and held various positions including steno clerk, staff secretary, and personnel technician credentialist. Ms. McKillican led a full life after her retirement in 1989.

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

Recommendation: For Information Only

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education **Meeting Date:** October 1, 2014
From: Nia Rashidchi
Assistant Superintendent, Educational Services **Agenda Item:** F.1
Subject: Public Hearing and Resolution 31-1415: Grades K-12 Textbook and Instructional
Materials Compliance for Fiscal Year 2014-2015

Background Information:

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

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

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

Immediately after this hearing, as a separate action item, the Board is requested to approve Resolution No. 31-1415 Grades K-12 Textbook and Instructional Materials Compliance for Fiscal Year 2014-2015.

Recommendation: Recommend the Board conduct the hearing in compliance with the Education Code of the State of California followed by approval of Resolution No. 31-1415: Grades K-12 Textbook and Instructional Materials Compliance for Fiscal Year 2014-2015.

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 31-1415**

**RESOLUTION FOR GRADES K-12 TEXTBOOK AND INSTRUCTIONAL MATERIALS
COMPLIANCE FOR FISCAL YEAR 2014-2015**

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

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

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

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

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

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

THEREFORE, be it resolved that for the 2014-2015 school year, the West Contra Costa Unified School District held a public hearing on October 1, 2014, the public was noticed at least ten days in advance, and it was determined that the District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in each of the areas described above and that sufficient laboratory science equipment is available to students in grades 9-12.

PASSED AND ADOPTED by the Board of Education of the West Contra Costa Unified School District on this, 1st day of October 2014 by the following vote:

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

I HEREBY CERTIFY that the foregoing resolution was duly and regularly introduced, passed, and adopted by the Board of Education of the West Contra Costa Unified School District, Contra Costa County, at a meeting of said Board on the 1st day of October 2014.

President of the Board of Education

Secretary of the Board of Education