

**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**  
March 18, 2015

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
MEETING AGENDA  
MARCH 18, 2015**

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**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](http://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.

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**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.

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**ATTENDING BOARD MEETINGS:**

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

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

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

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

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

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"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 the Youth Commission**
- B.5 Report/Ratification of Closed Session**
- \* **B.6 Agenda Review and Adoption** (Public Comment)
- \* **B.7 Minutes:** February 25, 2015
- \* **B.8 Request to Address the Board regarding the WCCAA Executive Board**
- \* **B.9 WCCUSD Public Comment**

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

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

## **C. BUSINESS ITEMS**

### **CONSENT ITEMS** (Routine Matters)

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

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

Comment:

Formal action is requested from the Board of Education to accept the grants/awards/agreements, as detailed, dated March 18, 2015.

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 March 18, 2015.

Recommendation:  
Recommend Approval

Fiscal Impact:  
As noted per donations summary

**\*CI C.3 Approve Fund-Raising Activities**

Comment:  
The planned fund-raising events for the 2014-15 school year are summarized, dated March 18, 2015.

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 March 18, 2015.

Recommendation:  
Recommend approval

Fiscal Impact:  
As noted per contracts summary

**\*CI C.5 Summary of Payroll and Vendor Warrant Reports**

Comment:  
The summaries of Payroll and Vendor Warrants issued during the month of February 2015 are provided.

Total of payroll warrants (February 2015):	\$ 10,540,740
Total of vendor warrants (February 2015):	\$ 22,099,691

Recommendation:  
Recommend approval of the payroll and vendor warrant reports

Fiscal Impact:  
As noted above

**\*CI C.6 Selection of Financial Auditor**

Comment:  
Education Code Section 41020 requires that each district must contract with an audit firm for their fiscal year audit by April 1<sup>st</sup> of each calendar year.

Changing audit teams and/or audit firms is considered a best practice. The periodic change of auditors allows for audit independence and a fresh perspective. Government Code section 12410.6.(b) indicates that commencing with the 2013-14 fiscal year, a local agency shall not employ a public accounting firm to provide audit services to a local agency if the lead audit partner or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for that local agency for six consecutive fiscal years.

The District utilized the firm of Perry-Smith LLP beginning in 2005 through 2010. Perry-Smith LLP was subsequently bought by the firm of Crowe Horwath, LLP. Crowe Horwath LLP has been the District's audit firm since 2011. During that period the District changed lead partners and coordinating partners on a periodic basis and the audit team leadership has never exceeded a six consecutive year performance.

Staff conducted a Request for Proposal (RFP) process for the audit period ending June 30, 2015 and two subsequent years. Advertisement and outreach for the RFP began January 24, 2015 and concluded on February 12, 2015. Six firms provided proposals which were reviewed by the District's Director of Internal Audit and staff under her direction. Three firms were selected for interview by the Associate Superintendent of Business, Director of Internal Audit and staff, and reference checks were made.

Staff recommends the District engage Christy White Associates.

Recommendation:

Approval of Audit Firm

Fiscal Impact:

Three year agreement, 2015: \$62,605, 2016: \$64,486, 2017: \$ 66,417

**\*CI C.7 Certificated Board Authorization - Education Code 44258.3**

Comment:

Ed Code 44258.3 allows the Governing Board of a school district to authorize the holder of 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.8 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.9 Resolution No. 63-1415: Day of Recognition for César Chávez - March 31, 2015**

Comment:

This resolution is in recognition of César Chávez for his great leadership in bringing social justice to California's migrant farm workers, providing a model of solving problems through non-violent, democratic actions and a life of service to others.

Recommendation:

Recommend Approval

Fiscal Impact:

None

**\*CI C.10 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: \$2,624,592. Funding sources are Bond Fund and Fund 40.

**\*CI C.11 Approval of Negotiated Change Orders**

Comment:

Staff is seeking approval of Change Orders on the following current District construction projects: Coronado ES New School; De Anza HS Linked Learning Building; Montalvin Manor ES Classroom Building; Kennedy HS Richmond Swim Center; Ohlone ES Ph. 4 Portable Removal Playground; Sylvester Greenwood Academy & LPS Schools; Nystrom ES Ph3B Renovate Classroom; Pinole MS New Playfield. 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: \$458,032.00

**\*CI C.12 Kennedy High School Digital Fabrication Laboratory Award of Contract**

Comment:

DLM Architects has prepared plans and specifications for the project. Scope of work includes: the conversion of an existing 4,133 s.f. vocational shop into a computer/3D printing classroom and support offices. Work will include selective demolition, wall construction, storefront installation, signage, upgrades to existing date, electrical, lighting and HVAC systems.

The District will conduct a public bid process for the project. Bids will be opened on March 12, 2015.

Recommendation:

Award the contract to the lowest responsive, responsible bidder at the expiration of the bid protest period.

Fiscal Impact:

To Be Determined. Funded from Bond Funds.

**\*CI C.13 Approval of Board Member Travel**

Comment:

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

- NALEO Education Leadership Initiative (NELI) Policy Institute on School Governance, Washington, D.C., March 24-25, 2015

Cost estimates of \$1,914.70 for this travel include airfare, hotel and ground transportation. This will leave a remaining balance of \$10,312.00 in the Out-of-State Travel budget.

The beginning budget for Out of State Travel was \$28,000 with the current balance of \$10,312.00.

Recommendation:

Recommend Approval

Fiscal Impact:

\$1914.70 from the General Fund

**D. AWARDS, RECOGNITIONS, AND REPORTS**

**\* D.1 Recognition of Richmond High School Soccer Team**

Comment:

We would like to recognize and congratulate the Richmond High School Oilers soccer team for their championship in the 2014-15 North Coast Section Division 2 Soccer Championship.

We would like to recognize and congratulate the team on their achievements. We would also like to recognize and commend the coaches in their dedication, commitment and for making a difference in the lives and futures of the students they coach.

Recommendation:

For Information Only

Fiscal Impact:

None

**\* D.2 Report on WCCUSD Youth Commission**

Comment:

In an ongoing effort to increase youth engagement throughout West Contra Costa Unified School District, Youth Commission representatives will report on their plans and accomplishments for the 2014-15 school year.

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  
School Supervisors Association Local 21  
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.

Ms. Linda Menezes began working in 2000 as an elementary yard supervisor. In 2013 she became a permanent clerk typist at Valley View Elementary.

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

Recommendation:

For Information Only

Fiscal Impact:

None

**F. ACTION ITEMS**

\* **F.1 Single Plans for Student Achievement (SPSAs)**

Comment:

The Single Plan for Student Achievement serves as a vehicle for communicating information about a school’s vision, initiatives to improve academic achievement, as well as a description of how site supplemental and concentration as well as Title I funds from the Consolidated Application are used to support these efforts. School plans describe legally-mandated requirements and comprehensive programmatic information that includes:

- a description of how parents are involved in the school program;
- data analysis and assessment of student learning;
- an action plan for improving student achievement and closing the achievement gap;
- a plan to improve attendance; and
- a plan to promote a safe, welcoming, and disciplined learning environment.

Training and support are provided to assist schools in using the template, analyzing data and completing the SPSAs. The plans are developed and approved by the School Site Councils (SSCs). The SPSA/Budget Cycle Infographic details the step-by-step process that sites worked through this year.

The plans are available for review on the District website at: <http://www.wccusd.net/Page/4548> and at the Educational Services Department located at the Vista Campus.

Central Office and Site staff will give a brief report on the overall process and share specific site SPSA information.

Recommendation:

Recommend

Fiscal Impact:

Supplemental and Concentration (\$2.7M) and Title I funds (\$2.3M)

\* **F.2 Second Interim Report, 2014-15 / Financial Update**

Comment:

Provided is a summary of the District's Second Interim Report for 2014-15, which covers the financial and budgetary status of the District for the period ending January 31, 2015. The entire report, including state forms, is provided under separate cover and on the District's website at [www.wccusd.net](http://www.wccusd.net).

Education Code Section 42130 requires school districts to prepare interim financial reports each year. The First Interim Report covers the period ending October 31; the Second Interim Report covers the period ending January 31. These financial reports are subject to standards and criteria adopted by the State Board of Education to monitor the fiscal stability of local educational agencies.

The District shall certify whether it is able to meet its financial obligations for the current fiscal year and, based on current forecasts, for the two subsequent fiscal years. A positive certification shall be assigned when a district will meet its financial obligations for the current fiscal year and subsequent two fiscal years. A qualified certification shall be assigned when a district may not meet its financial obligations for the current fiscal year and subsequent two fiscal years. A negative certification shall be assigned when a district will be unable to meet its financial obligations for the remainder of the fiscal year.

Recommendation:

Recommend approval of the Second Interim Report for 2014-15

Fiscal Impact:

Positive Budget Certification

\* **F.3 Receive the Building Fund (Measure D and Measure E) Performance Audit for Year Ended June 30, 2014**

Comment:

The District's Performance Audit firm, Vavrinek, Trine, Day & Co., LLP (VTD), will present the independent Building Fund (Measure D and Measure E) Performance Audit for the year ended June 30, 2014. VTD was retained to complete the Performance Audit, as required by law and in conjunction with that appointment the Board agreed that the firm would provide an additional scope of review services. The report constitutes the portion of work that is required to be reported to the Board no later than March 30. This component of the independent Building Fund (Measure D and Measure E) Performance Audit report is part of a larger report that will include the additional scope of review services. The full report, including the additional scope of review services will be provided to the Board next month.

This report was provided to the Citizens Bond Oversight Committee Audit Sub-Committee on February 23, 2015, to the Citizens Bond Oversight Committee on February 25, 2015 and the Facility Sub-Committee on February 26, 2015.

The Building Fund (Measure D and Measure E) Performance Audit is posted on the WCCUSD web site and a copy is at the reception desk at 1108 Bissell Avenue, Richmond, CA.

Recommendation:

For Information Only

Fiscal Impact:

None

\* **F.4 2010 Measure D and 2012 Measure E General Obligation Bonds Financial Statements  
June 30, 2014**

Comment:

The District's auditing firm, Crowe Horwath LLP, presented their independent audit report of the West Contra Costa Unified School District's financial position, internal control, and federal and state compliance for the year ending June 30, 2014, on January 7, 2015. The 2010 Measure D and 2012 Measure E General Obligation Bonds Financial Statements report is a sub-set of the report presented on January 7, 2015. It is specific to Fund 21, the Capital Facilities or "Bond Fund". The District has traditionally required its audit firm to provide these additional financial statements for the record. They expand upon what is required as a part of the regular financial statements by providing balance sheet information by bond authorization. In the future the financial statements by bond authorization will be added as appendices to the annual audit and provided to the Board in January of each year.

The 2010 Measure D and 2012 Measure E General Obligation Bonds Financial Statements June 30, 2014 are posted on the district website and a copy is at the district office reception desk located at 1108 Bissell Avenue, Richmond, CA.

Recommendation:

Accept the financial statements into the record

Fiscal Impact:

None

\* **F.5 February 26, 2015 Bond Sale Report: 2010 Election Series C, 2012 Election Series B and  
February 2015 General Obligation Bonds Cost of Issuance**

Comment:

Pursuant to Section 53509.5 of the California Government Code, after the sale of bonds, the Board must present information to the public about the costs of the issuance at its next scheduled public meeting. This item presents the costs of the District's recent issuance of bonds to the public in compliance with State law.

On February 26, 2015, the District sold its General Obligation Bonds, 2015 Series B and 2015 Series C in the aggregate principal amount of \$135,000,000 to Piper Jaffray & Co., Stifel, Nicolaus & Company, Incorporated and Backstrom McCarley Berry & Co. LLC. The proceeds of the Bonds will be used to finance the acquisition, construction, improvement, furnishing and equipping of certain District facilities.

The settlement date for the bond proceeds deposit was March 12, 2015 (when funds were deposited with the County Treasurer). The funds will be used for capital projects identified by each bond measure. The District's Financial Advisory Firm, KNN Public Finance, will provide a review of the sale.

Recommendation:

Accept report for the record of the District

Fiscal Impact:

None

\* **F.6 Proposition 39 Final Offer of Facilities to Amethod Public Schools**

Comment:

Pursuant to Proposition 39, a school district is required to provide facilities to a charter school that is “operating” within the school district (has at least 80 units of in-district ADA) and that, by November 1 of the fiscal year preceding the year for which facilities are requested, submits a legally sufficient request for facilities. A school district is required to accommodate a charter school's in-district students in conditions reasonably equivalent to those in which the students would be accommodated if they were attending other public schools of the school district. Whether the conditions of the proposed school site are reasonably equivalent is determined by analyzing a comparison group of school district operated schools with grade levels similar to those of the charter school. A district has an obligation to provide regular classrooms, specialized classrooms, and non-classroom space.

On November 1, 2014, Amethod Public Schools submitted a legally sufficient request for Proposition 39 facilities for the 2015-2016 school year for two locations: John Henry High School, and Benito Juarez Elementary School. Amethod projected an in-district classroom average daily attendance (ADA) of 181 for John Henry HS, and 235 for Benito Juarez ES. The West Contra Costa Unified School District accepted Amethod's in-district classroom ADA projection for the 2015-2016 school year. Amethod wishes to locate in the area of Richmond, California. The District made a timely Preliminary Offer of Facilities to Amethod on January 30, 2015. Since then, the District and Amethod have been discussing the scope of the facilities being offered.

On or before April 1, 2015, the District is required to submit, in writing, a final notification of the space offered to Amethod for the 2015-2016 school year. District staff recommends, and Amethod will accept, a portion of the campus at the Nystrom Elementary School site. This space is currently being used by Leadership Public Schools (LPS). This site has sufficient space to accommodate Amethod's total in-district classroom ADA for the 2015-2016 school year for both John Henry HS and Benito Juarez ES.

The details of the District's final offer to Amethod for the two charters are as follows:

- 16 classrooms
- 2 computer labs
- 1 teacher workroom
- 3 offices
- 1 administration office suite
- 1 custodian room
- 1 storage room
- 1 warming kitchen

In addition to accepting the LPS space for its high school and elementary school, Amethod recently requested that it be allowed to move its middle school of approximately 240 students into the same Leadership space. There are approximately 12 additional bungalow classrooms located on the LPS site which could be utilized by Amethod provided that District staff analyzes and has satisfied any concerns which might arise from the impact of this use including traffic, parking, and safety (most importantly, that the fire marshal approves the students from all three schools being on the site). In addition, the pro-rata share of facilities costs at \$5.13 s.f. would need to be revised to reflect the actual square footage to be utilized by Amethod. It should also be noted that Amethod did request the District to consider an alternative option to pay a per-student allocation in lieu of the District providing facilities. While staff cannot consider this for the 2015/16 school, it is an option that the District can explore further in the future.

Recommendation:

That the Board approve the proposed offer of facilities at the LPS site listed above, and authorize staff to proceed to negotiate and finalize a facilities use agreement on such terms.

Fiscal Impact:

The District must furnish, equip, and make the space available for occupancy by Amethod ten (10) working days prior to the charter school's first day of instruction. The cost of this effort is estimated at \$50,000. The District will charge Amethod a pro rata share of its facilities costs for the use of the facilities at the Kennedy Site of \$5.13/SF, as permitted by California Code of Regulations, title 5, section 11969.7. The total payment by Amethod will be calculated upon confirmation of total square footage to be utilized.

\* **F.7 Proposition 39 Final Offer of Facilities to Caliber Beta Academy**

Comment:

Pursuant to Proposition 39, a school district is required to provide facilities to a charter school that is "operating" within the school district (has at least 80 units of in-district ADA) and that, by November 1 of the fiscal year preceding the year for which facilities are requested, submits a legally sufficient request for facilities. A school district is required to accommodate a charter school's in-district students in conditions reasonably equivalent to those in which the students would be accommodated if they were attending other public schools of the school district. Whether the conditions of the proposed school site are reasonably equivalent is determined by analyzing a comparison group of school district operated schools with grade levels similar to those of the charter school. A district has an obligation to provide regular classrooms, specialized classrooms, and non-classroom space.

On October 30, 2014, Caliber Beta Academy submitted a legally sufficient request for Proposition 39 facilities for the 2015-2016 school year. Caliber projected an in-district classroom average daily attendance (ADA) of 568.1 for grades Kindergarten through 4 and grades 6-7. The West Contra Costa Unified School District accepted Caliber's in-district classroom ADA projection for the 2015-2016 school year. Caliber wishes to locate in the area of Richmond, California. The District made a timely Preliminary Offer of Facilities to Caliber on January 30, 2015. Since then, the District and Caliber have been negotiating the scope of the facilities being offered.

On or before April 1, 2015, the District is required to submit, in writing, a final notification of the space offered to Caliber for the 2015-2016 school year. District staff recommends, and Caliber will accept, the

space at Kennedy High School that is currently being used on an interim basis by Coronado Elementary School (the “Kennedy Site”). The Kennedy Site has sufficient space to accommodate Caliber’s total in-district classroom ADA for the 2015-2016 school year.

The details of the District’s final offer to Caliber are as follows:

- 24 classrooms currently being used by Coronado Elementary School, including 3 kindergarten rooms
- An additional kindergarten portable, with internal bathrooms, to be located where the shipping containers currently are located. It will be fenced into the current kindergarten yard, pending a review of the sewer lines.
- 6 additional portables (located in the 900 wing of Kennedy High School) with new opaque fencing installed between Kennedy High School and Caliber
- 4 offices with a workroom, and administration space that totals 3,840 SF
- Cafeteria and kitchen, totaling 2,400 SF, which can also be used as a multi-purpose room
- Faculty lounge of 800 SF
- 3 existing restrooms (boys, girls, and faculty), plus a new portable restroom with additional boys, girls and faculty restrooms. The portable restroom will likely be located adjacent to the “admin portables,” pending sewer line placement considerations.
- A kindergarten playground
- A playground for grades 4-6
- Site size of 2.8 acres, with 1.8 acres of play area
- The building space totals approximately 39,840 SF, and the outdoor space totals 89,646 SF
- Use of two storage containers, a running track, outdoor basketball courts, outdoor volleyball courts, and 20 parking spaces for staff and visitors
- District to coordinate communication between Caliber and the student resource officer (“SRO”) at Kennedy
- The District will provide comparable technology to what was provided for the current school year to Caliber
- The District will provide the majority of furniture that is already at the Kennedy Site, and Caliber may also use the furniture at the current Caliber site. District and Caliber to mutually agree on kitchen equipment remaining at the site.
- Caliber will pay a facilities use fee of \$5.13/SF for the building space.

Recommendation:

That the Board approve the proposed final offer of facilities listed above, and authorize staff to proceed to negotiate and finalize a facilities use agreement on such terms.

Fiscal Impact:

The District must furnish, equip, and make the space available for occupancy by Caliber ten (10) working days prior to the charter school’s first day of instruction. The cost of this effort will be approximately \$200,000 together with 2015/16 portable leasing costs estimated at \$150,000. The District will charge Caliber a pro rata share of its facilities costs for the use of the facilities at the Kennedy Site of \$5.13/SF, as permitted by California Code of Regulations, title 5, section 11969.7. The total payment by Caliber is estimated at \$204,380.

**G. DISCUSSION ITEMS**

\* **G.1 Project Status Report**

Comment:

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

- Engineering Officer's Report
- Construction Status Reports

Recommendation:

For Information Only

Fiscal Impact:

None

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

**I. COMMENTS OF THE BOARD OF EDUCATION AND SUPERINTENDENT**

**J. THE NEXT SCHEDULED BOARD OF EDUCATION MEETING**

Lovonya DeJean Middle School – April 1, 2015

**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**

**March 18, 2015**

**1. CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

**2. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION**

[Government Code Section 54956.9(d)(1)]

- a. California Charter School Association v. WCCUSD
- b. Contra Costa County Superior Court Case No. C13-01676

**3. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION/SIGNIFICANT EXPOSURE TO LITIGATION**

[Government Code Section 54956.9(d)(2) or (d)(3)]

Three cases

**4. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION/INITIATION OF LITIGATION**

[Government Code Section 54956.9(d)(4)]

One case

**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**

Elementary School Principal  
Middle School 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**

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**To:** Board of Education

**Meeting Date:** March 18, 2015

**From:** Wendell C. Greer <sup>W</sup>  
Associate Superintendent, K – Adult Operations

**Agenda Item:** B.4

**Subject:** Presentation of Student Board Representative from the Youth Commission

**Background Information:**

A Student Board Representative from the Youth Commission will attend the Board of Education on March 18, 2015. 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  
Budget Workshop  
Lovonya DeJean Middle School  
3400 Macdonald Avenue  
Richmond, CA 94805**

**February 25, 2015**

**I. CALL TO ORDER**

President Todd Groves called the meeting to order at 6:30 PM.

**Roll Call**

**Board Members Present:** Liz Block, Valerie Cuevas, Randy Enos, Todd Groves, Madeline Kronenberg

**Staff Present:** Denise Cifelli, Sr. Administrative Assistant; Steve Collins, SELPA Director; Otilia Espinoza, Translator; Sheri Gamba, Associate Superintendent Business Services; Wendell Greer, Associate Superintendent K-Adult Schools; Bruce Harter, Superintendent; Josh Herrera, Electronics Technician; Nicole Joyner, Director Data and Accountability Officer; Daniela Parasidis, Director Business Services; Mary Phillips, Chief Technology Officer; Nia Rashidchi, Assistant Superintendent Educational Services; Ken Whittemore, Assistant Superintendent Human Resources

**II. OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEM**

Tom Panas

**III. BUDGET DISCUSSION ON DEVELOPING THE 2015-16 WCCUSD BUDGET**

Superintendent Harter provided context and set the stage for the evening's discussion and explained the budget development cycle. He stated the purpose would allow the Board to set broad parameters around the development of the first draft of the 2015-16 LCAP Plan. He introduced Ms. Joyner to take the group through the infographics and LCAP plan.

Ms. Joyner provided feedback from the recent townhall meetings and took the group through the infographics and proposed distribution strategy. Discussion included adding a baseline indicator so that increases and decreases would be more meaningful.

Ms. Joyner went through the Priority Support Services chart which indicated the programs parents, community members and students ranked as top three priorities. Ms. Gamba recapped the concept behind the prioritization activity. President Groves expressed concern that there hasn't been enough time for some of the programs to take hold prior to prioritizing.

Discussion continued among the Board relative to the prioritization list. Ms. Gamba reminded the Board that the list entailed items the District was already doing and hoped to add to. She then provided a recap of the LCAP Plan, the current status, and how it related to the ongoing budget process. This sparked discussion among Board members regarding the layout of the LCAP Program information being reviewed.

Staff took turns going through the LCAP document describing the programs, program measurements, and staff recommendations for 2015-16. Discussion was held around recommendations and rational, student achievement and funding sources.

President Groves thanked staff on the thoughtful balance between the need to expand services and the District's fiscal realities. He said he felt that staff had made sound recommendations for moving ahead with the LCAP.

Ms. Gamba explained next steps and the timeline for preparing the draft LCAP, noting that any changes to the plan would probably not take place until after the Governor's May Revised Budget had been rolled out.

President Groves applauded the efforts of staff and explained that the Board would take action on the Plan and Budget in June.

Ms. Cuevas thanked staff for their work and the information provided, but said she did not think she was given adequate time to make a sound judgment on where money should be spent.

Ms. Kronenberg agreed that the Board should have the full context of what the District was trying to accomplish.

Superintendent Harter agreed the plan was difficult to understand and said that staff was working to reduce the 14 goals to a more manageable size which will be reflected in the 2015-16 draft plan.

Ms. Block agreed that the plan had too many components. She also agreed that the Board should move forward but wanted to see a more streamlined, focused plan.

Mr. Enos added that if the plan was not what the Board intended, they should be able to change it as long as things are changed for the right reasons. He said he felt the work that was done tonight was time well spent.

**IV. ADJOURNMENT**

President Groves adjourned the meeting at 8:58 PM.

BH:dc

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:** March 18, 2015

**From:** Bruce Harter  
Superintendent

**Agenda Item:** B.8

**Subject:** Request to Address the Board regarding the WCCAA Executive Board

**Background Information:**

The West Contra Costa Administrators Association would like to introduce the executive board members and review the purpose and role of WCCAA in the District.

**Recommendation:** For Information Only

**Fiscal Impact:** None

**DISPOSITION BY BOARD OF EDUCATION**

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Approved \_\_\_\_\_

Not Approved \_\_\_\_\_

Tabled \_\_\_\_\_

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

**ITEM REQUIRING ATTENTION----BOARD OF EDUCATION**

---

**To:** Board of Education

**Meeting Date:** March 18, 2015

**From:** Sheri Gamba *SG*  
Associate Superintendent Business Services

**Agenda Item:** CI C.1

**Subject:** Grants/Awards/Agreements

**Background Information:**

Formal action is requested from the Board of Education to accept the grants/awards/agreements, as detailed on the attached sheet dated March 18, 2015.

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

**ITEM REQUIRING ATTENTION----BOARD OF EDUCATION**

---

**To:** Board of Education

**Meeting Date:** March 18, 2015

**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 March 18, 2015. 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  
 March 18, 2015 Board Meeting

<u>Donor Name</u>	<u>Description or Purpose</u>	<u>Estimated Value</u>	<u>Receiving School or Department</u>
Terracycle US, LLC	Materials and Supplies	\$76.67	Fairmont Elementary
Target Take Charge of Education	Materials and Supplies	\$140.95	Fairmont Elementary
Chamberlin Family Foundation	Materials and Supplies	\$208.53	Fairmont Elementary
Chamberlin Family Foundation	Materials and Supplies	\$250.00	Grant Elementary
Chamberlin Family Foundation	Materials and Supplies	\$250.00	Grant Elementary
Chamberlin Family Foundation	Materials and Supplies	\$206.76	Grant Elementary
Chamberlin Family Foundation	Materials and Supplies	\$233.00	Grant Elementary
Wells Fargo Foundation Educational Matching Gift Program	Materials and Supplies	\$203.00	Ohlone Elementary
Wells Fargo Foundation Educational Matching Gift Program	Materials and Supplies	\$203.10	Ohlone Elementary
Target Take Charge of Education	Materials and Supplies	\$127.20	Korematsu Middle
Chamberlin Family Foundation	Materials and Supplies	\$250.00	Kennedy High
Chamberlin Family Foundation	Materials and Supplies	\$281.46	Transition Program
Chamberlin Family Foundation	Materials and Supplies	\$250.00	Transition Program
Community Works West	Materials and Supplies	\$1,330.00	Community Engagement Dept.

\*Estimated values for the non-cash donations are provided by the donor  
 Donation Précis 031815

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:** March 18, 2015

**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 March 18, 2015.

**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  
March 18, 2015 Board Meeting

APPROVAL OF FUND-RAISERS

<u>School</u>	<u>Fund-Raising Activity</u>	<u>Activity Sponsor</u>
Fairmont Elementary School	Spring Concert, Dinner and Silent Auction	Fairmont PTA

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:** March 18, 2015

**From:** Sheri Gamba *SG*  
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 March 18, 2015.

**Recommendation:** Recommend Approval

**Fiscal Impact:** As noted per contracts summary

<b>DISPOSITION BY BOARD OF EDUCATION</b>		
Motion by: _____	Seconded by: _____	
Approved _____	Not Approved _____	Tabled _____

West Contra Costa Unified School District  
 March 18, 2015 Board Meeting

CONTRACTS

The following contracts are recommended for approval.

<u>DEPARTMENT</u>	<u>Effective Date</u>	<u>VENDOR NAME</u>	<u>COST &amp; FUNDING</u>	<u>PURPOSE</u>
Business Services	1/27/15 Thru 12/31/15	Omnicap Group LLC	\$78,500 Bond	Omnicap shall perform calculations relating to the arbitrage and rebate requirements related to bond proceeds. They will prepare individual reports determining the arbitrage rebate liabilities with respect to each bond issue, including rebate payments, if applicable; provide a separate rebate report on each issuance, including the preparation of an IRS Form 8038-T and instructions for filing a rebate payment, if due; "other" reports deemed necessary by the District; and a comprehensive summary of relevant information, dates and compliance for the District's bonds for which services are performed under this Contract.
Curriculum- Federal Project	3/5/15 Thru 6/30/15	Bay Area Peacekeepers	\$30,000 Title I LCAP	Increase existing \$49,500 contract to provide an intervention specialist 5 days per week until the end of the school year. The intervention specialist will work closely with school administrators, staff, CSO's and SRO's to create a safe environment for students and staff. The goal is to reduce conflict through prevention and intervention by mediating as issues arise. Mediations are held both in response to violent activity, and proactively if tensions arise between students or rival groups. All mediations empower leaders to communicate feelings of loss, disrespect, anger, hurt and pain in an environment that is both safe and productive. This process provides a nonviolent alternative to youth that can be transposed to school and community interactions.

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:** March 18, 2015

**From:** Sheri Gamba *SG* **Agenda Item:** CI C.5  
Associate Superintendent Business Services

**Subject:** Summary of Payroll and Vendor Warrant Reports

**Background Information:**

Attached are the summaries of Payroll and Vendor Warrants issued during the month of February 2015.

Total of payroll warrants (February 2015):	\$ 10,540,740
Total of vendor warrants (February 2015):	\$ 22,099,691

**Recommendation:** Recommend approval of the payroll and vendor warrant reports

**Fiscal Impact:** As noted above

<b>DISPOSITION BY BOARD OF EDUCATION</b>		
Motion by: _____	Seconded by: _____	
Approved _____	Not Approved _____	Tabled _____

# West Contra Costa Unified School District

Month of : February 2015

Payrolls	Warrant From	Numbers To	Total Warrants Current	Total Warrants Previous	Total Warrants To Date
Variable				1,682,559	1,682,559
Regular	694678	695709	1,737,526	10,485,715	12,223,241
Special				248,395	248,395
<b>Variable EFT</b>					
Variable EFT				4,885,365	4,885,365
Regular EFT	463556	466557	8,726,179	50,644,983	59,371,162
Special EFT				102,174	102,174
<b>Typed #1</b>					
Typed #1	694503	694673	69,377	704,845	778,950
Typed #2	694674	694677	4,727		
Typed #3					
Typed #4					
Typed #5					
Typed #6					
Typed #7					
<b>BENEFITS</b>					
Cancelled	Various	Various	2,930	0	2,930
<b>Totals</b>			10,540,740	4,238,618	79,294,777

Salary detail is available in the Payroll office upon request.

  
 Vincent Morales, Payroll Supervisor

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
WEEKLY VENDOR WARRANT REPORT

2014-2015

PAYMENT

DATE: February 3, 2015

PAGE-1

FUND#	FUND DESCRIPTION	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	1,632,156	30,162,135	31,794,291
7706	CAFETERIA	279,837	3,625,385	3,905,222
7707	CHILD DEVELOPMENT	24	80,207	80,231
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY	32,881	1,719,687	1,752,568
7710	BUILDING	2,327,977	69,870,811	72,198,788
7711	CAPITAL FACILITIES	1,356	69,770	71,126
7712	SELF INSURANCE PROPERTY & LIABILITY	25,664	1,913,599	1,939,263
7713	STATE SCHOOL LEASE/PURCHASE			0
7714	COUNTY SCHOOL FACILITIES			0
7715	SPECIAL RESERVE FOR NON-CAPITAL OUTLAY			0
7719	CHARTER SCHOOL			0
7725	MRAD			0
7728	DEBT SERVICE		2,830	2,830
7744	RETIREE BENEFITS	4,841	83,498	88,339
7770	ADULT EDUCATION	7,231	165,346	172,577
7785	DEFERRED MAINTENANCE		396,707	396,707
7790	BOND INTEREST & REDEMPTN		0	0
7701	PAYROLL REVOLVING	3,969,183	71,486,009	75,455,192
	TOTALS	8,281,150	179,575,984	187,857,134

Abraham  
Prepared By

T. Gann  
Accounting Supervisor



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
WEEKLY VENDOR WARRANT REPORT

2014-2015

PAYMENT

PAGE-2

DATE: February 10, 2015

FUND#	FUND DESCRIPTION	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	1,503,402	31,794,291	33,297,693
7706	CAFETERIA	186,014	3,905,222	4,091,236
7707	CHILD DEVELOPMENT	336	80,231	80,567
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY	90,778	1,752,568	1,843,346
7710	BUILDING	1,719,117	72,198,788	73,917,905
7711	CAPITAL FACILITIES		71,126	71,126
7712	SELF INSURANCE PROPERTY & LIABILITY		1,939,263	1,939,263
7713	STATE SCHOOL LEASE/PURCHASE		0	0
7714	COUNTY SCHOOL FACILITIES		0	0
7715	SPECIAL RESERVE FOR NON-CAPITAL OUTLAY		0	0
7719	CHARTER SCHOOL		0	0
7725	MRAD		0	0
7728	DEBT SERVICE		2,830	2,830
7744	RETIREE BENEFITS		88,339	88,339
7770	ADULT EDUCATION	4,486	172,577	177,063
7785	DEFERRED MAINTENANCE	96,465	396,707	493,172
7790	BOND INTEREST & REDEMPTN		0	0
7701	PAYROLL REVOLVING	10,113	75,455,192	75,465,305
	TOTALS	3,610,711	187,857,134	191,467,845

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
WEEKLY VENDOR WARRANT REPORT

2014-2015

PAYMENT

DATE: February 24, 2015

PAGE-3

FUND#	FUND DESCRIPTION	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	1,264,150	33,297,693	34,561,843
7706	CAFETERIA	116,192	4,091,236	4,207,428
7707	CHILD DEVELOPMENT	1,165	80,567	81,732
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY	28,433	1,843,346	1,871,779
7710	BUILDING	3,205,568	73,917,905	77,123,473
7711	CAPITAL FACILITIES		71,126	71,126
7712	SELF INSURANCE PROPERTY & LIABILITY		1,939,263	1,939,263
7713	STATE SCHOOL LEASE/PURCHASE		0	0
7714	COUNTY SCHOOL FACILITIES		0	0
7715	SPECIAL RESERVE FOR NON-CAPITAL OUTLAY		0	0
7719	CHARTER SCHOOL		0	0
7725	MRAD		0	0
7728	DEBT SERVICE		2,830	2,830
7744	RETIREE BENEFITS		88,339	88,339
7770	ADULT EDUCATION	15,949	177,063	193,012
7785	DEFERRED MAINTENANCE		493,172	493,172
7790	BOND INTEREST & REDEMPNTN		0	0
7701	PAYROLL REVOLVING	58,817	75,465,305	75,524,122
	TOTALS	4,690,274	191,467,845	196,158,119

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
WEEKLY VENDOR WARRANT REPORT

2014-2015

PAYMENT

PAGE-4

DATE: February 25, 2015

FUND#	FUND DESCRIPTION	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL		34,561,843	34,561,843
7706	CAFETERIA		4,207,428	4,207,428
7707	CHILD DEVELOPMENT		81,732	81,732
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY		1,871,779	1,871,779
7710	BUILDING		77,123,473	77,123,473
7711	CAPITAL FACILITIES		71,126	71,126
7712	SELF INSURANCE PROPERTY & LIABILITY		1,939,263	1,939,263
7713	STATE SCHOOL LEASE/PURCHASE		0	0
7714	COUNTY SCHOOL FACILITIES		0	0
7715	SPECIAL RESERVE FOR NON-CAPITAL OUTLAY		0	0
7719	CHARTER SCHOOL		0	0
7725	MRAD		0	0
7728	DEBT SERVICE		2,830	2,830
7744	RETIREE BENEFITS		88,339	88,339
7770	ADULT EDUCATION		193,012	193,012
7785	DEFERRED MAINTENANCE		493,172	493,172
7790	BOND INTEREST & REDEMPTN		0	0
7701	PAYROLL REVOLVING	5,477,556	75,524,122	81,001,678
	TOTALS	5,477,556	196,158,119	201,635,675

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:** March 18, 2015

**From:** Sheri Gamba   
Associate Superintendent Business Services

**Agenda Item:** CI C.6

**Subject:** Selection of Financial Auditor

**Background Information:** Education Code Section 41020 requires that each district must contract with an audit firm for their fiscal year audit by April 1<sup>st</sup> of each calendar year.

Changing audit teams and/or audit firms is considered a best practice. The periodic change of auditors allows for audit independence and a fresh perspective. Government Code section 12410.6.(b) indicates that commencing with the 2013-14 fiscal year, a local agency shall not employ a public accounting firm to provide audit services to a local agency if the lead audit partner or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for that local agency for six consecutive fiscal years.

The District utilized the firm of Perry-Smith LLP beginning in 2005 through 2010. Perry-Smith LLP was subsequently bought by the firm of Crowe Horwath, LLP. Crowe Horwath LLP has been the District's audit firm since 2011. During that period the District changed lead partners and coordinating partners on a periodic basis and the audit team leadership has never exceeded a six consecutive year performance.

Staff conducted a Request for Proposal (RFP) process for the audit period ending June 30, 2015 and two subsequent years. Advertisement and outreach for the RFP began January 24, 2015 and concluded on February 12, 2015. Six firms provided proposals which were reviewed by the District's Director of Internal Audit and staff under her direction. Three firms were selected for interview by the Associate Superintendent of Business, Director of Internal Audit and staff and reference checks were made.

Staff recommends the District engage Christy White Associates.

**Recommendation:** Approval of Audit Firm

**Fiscal Impact:** Three year agreement, 2015: \$62,605, 2016:\$64,486, 2017:\$ 66,417

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:** March 18, 2015

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

**Agenda Item:** CI C.7

**Subject:** Certificated Board Authorization - Education Code 44258.3

**Background Information:** Ed Code 44258.3 allows the Governing Board of a school district to authorize the holder of 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 Authorization

March 18, 2015

### Waivers

<b>Teacher Name</b>	<b>Site</b>	<b>Assignment</b>
Danyelle Miller	DeAnza High School	Digital Arts/Web Design
Mark Sideno	DeAnza High School	ROTC Program

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:** March 18, 2015

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

**Agenda Item:** CI C.8

**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**

March 18, 2015

**Classified Employee Ratification**

<b>NEW HIRE</b>				
Cuevas	Valerie	Board Member	Board of Education	12/10/2014
Meyer	Vincent	Executive Director of M&O	M&O Central	02/12/2015
Montes Nation	Elizabeth	Coord. Disaster Prep And Safety	M&O Central	02/09/2015

<b>PROMOTION</b>				
Baker	Edwin	Custodian	Custodial Districtwide	01/26/2015
Barron	Cynthia	Special Education Assistant	Peres Elementary	02/10/2015
Dalton	Heather	Campus Security Officer I	De Anza High	02/02/2015
Fuller	James	Classroom Support Aide	Wilson Elementary	01/29/2015
Garcia	Nancy	Staff Secretary Bilingual	Ex Dir Richmond/Pinole Families	02/23/2015
Gonzalez	Cynthia	Special Education Assistant	Peres Elementary	02/10/2015
Harper	Margeree	Food Service Worker/Cashier	El Cerrito High	02/01/2015
Hinojoza	Anna	Food Service Worker 1	Pinole High School	02/10/2015
Jimenez	Justin	Special Ed Assistant Autistic	Tara Hills Elementary	02/03/2015
Johnson-Hollins	Kaya	Instructional Assistant Special Ed.	El Cerrito High	02/10/2015
Mayorga	Nubia	Classroom Support Aide	Murphy Elementary	01/22/2015
Ortiz Perez	Nancy	Typist Clerk III	Special Education	02/10/2015
Roque Salazar	Sayuri	Classroom Support Aide	Washington Elementary	01/20/2015
Ruff	Cassandra	Classroom Support Aide	Kensington Elementary	02/10/2015
Saelee	Julie	EL TK Instructional Assistant	Shannon Elementary	01/16/2015
Smith	Elizabeth	Office Manager Senior High	Adult Ed -Serra	01/26/2015

<b>UNPAID LEAVE</b>				
Cassman	Cida	Food Service Worker 1	Food Services	01/28/2015
Green-McDonald	Sheryl	Food Service Worker 1	Food Services	01/14/2015
Pene	Marjorie	Food Service Worker 1	Food Services	02/05/2015
Tippett	Laura	Information Literacy Assistant	De Jean Middle	01/26/2015

<b>RETURN FROM LEAVE</b>				
Cassman	Cida	Food Service Worker 1	Food Services	2/2/2015
Wafer	Giovanni	Classroom Support Aide	Shannon Elementary	2/3/2015

<b>RESIGNATION</b>				
Carroll	Diane	Typist Clerk III	Curriculum Instruction Central	01/30/2015
Hackler	Carol	Instructional Assistant Special Ed.	Fairmont Elementary	01/29/2015
Menezes	Linda	Typist Clerk I	Valley View Elementary	01/28/2015
Sutinen-Gonzales	Cristina	Occupational Therapist	Special Education	02/06/2015



<b>RETIREMENT</b>				
Ferrell Nibbs	Mary	Instructional Assistant Special Ed.	Making Waves	01/14/2015
Garcia	Francisco	Head Custodian	Dover	01/30/2015

<b>TERMINATION-EXHAUSTION OF LEAVE</b>				
Cheung	Ivan	Food Service Driver Warehouse Worker	Food Services	02/03/2015

<b>TERMINATION-JOB ABANDONMENT</b>				
Serrano	Veronica	Classroom Support Aide	Hercules High School	01/05/2015

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

**ITEM REQUIRING ATTENTION----BOARD OF EDUCATION**

**To:** Board of Education

**Meeting Date:** March 18, 2015

**From:** Nia Rashidchi  
Assistant Superintendent, Educational Services

**Agenda Item:** CI C.9

**Subject:** Resolution No. 63-1415 - Day of Recognition for César Chávez - March 31, 2015

**Background Information:** This resolution is in recognition of César Chávez for his great leadership in bringing social justice to California's migrant farm workers, providing a model of solving problems through non-violent, democratic actions and a life of service to others.

**Recommendation:** 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. 63-1415**  
**César Chávez Day of Recognition**  
**March 31, 2015**

**WHEREAS**, the State of California celebrates César Chávez's birthday, March 31<sup>st</sup>, as an official Day of Recognition in our public schools; and

**WHEREAS**, César Chávez was a significant civil rights leader who led the historic labor movement to gain social justice for California's agricultural workers; and

**WHEREAS**, César Chávez's legacy shows that even the poorest and most powerless people in our society can overcome grievous wrongs through non-violent, democratic means; and

**WHEREAS**, César Chávez's life portrayed great dignity, courage, and humanity through living a life of service to others; and

**WHEREAS**, César Chávez serves as a role model for all students through his determination to improve society as a whole and conditions for the poor, disadvantaged, and ethnically oppressed in particular; and

**WHEREAS**, today's students should learn about the life, values, sacrifices and contributions that César Chávez made to his community, his state, and his country; and

**WHEREAS**, the State Board of Education provides an internet-based model César Chávez curriculum guide available for use by all public schools;

**NOW THEREFORE, BE IT RESOLVED**, that the Governing Board of the West Contra Costa Unified School District does hereby proclaim Tuesday, March 31, 2015 as an official Day of Recognition of the life and work of César Chávez, encouraging all teachers to make use of the Model Curriculum and other supplemental César Chávez resources in their teaching presentations during the month of March and beyond.

**PASSED AND ADOPTED** BY THE Board of Education of the West Contra Costa Unified School District on the eighteenth day of March 2015 by the following vote:

AYES \_\_\_\_\_ NOES \_\_\_\_\_ ABSENT \_\_\_\_\_ ABSTAIN \_\_\_\_\_

**I HEREBY CERTIFY** that the foregoing resolution was duly introduced, passed, and adopted by the Board of Education at a meeting held on March 18, 2015.

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President 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**

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**To:** Board of Education **Meeting Date:** March 18, 2015  
**From:** Lisa LeBlanc **Agenda Item:** CI C.10  
Associate Superintendent, Operations  
**Subject:** Ratification and Approval of Engineering Services Contracts

**Background Information:**

Contracts have been initiated by staff using previously qualified consulting, engineering, architectural, or landscape architectural firms to assist in completion of the referenced projects. Many of the firms are already under contract and the staff-initiated work may be an extension of the firm's existing contract with the District. Public contracting laws have been followed in initially qualifying and selecting these professionals.

**Recommendation:**

Ratify and approve contracts.

**Fiscal Impact:** Total for this action: \$2,624,592. 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**

<b>Project/Funding</b>	<b>Dates</b>	<b>Firm</b>	<b>Contract Cost</b>	<b>Reference</b>
De Anza High School Building 10 & Field Project  Bond Measure Funded (PID:3521208-02)	February 2015 through July 2015	SGI Construction Management, Inc.	\$194,822	Construction Management Services.
<b>Scope of Work:</b> Additional construction management services including one full-time construction manager and a full-time project engineer.				
Harmon-Knolls Demolition Project  Fund 40	March 2015 through June 2015	Sensible Environmental Solutions	\$14,906	Environmental Engineering Services.
<b>Scope of Work:</b> Environmental engineering monitoring services during construction.				
Helms Middle School Environmental Recycling Center Project  Bond Measure Funded (PID:2101101-08)	December 2014	Alan Kropp	\$2,500	Additional Geotechnical Investigation Services.
<b>Scope of Work:</b> Additional construction testing and observation services.				
Korematsu Middle School Campus Replacement Project  Bond Measure Funded (PID:2141103-06)	January 2015 through February 2015	HY Architects	\$43,240	Additional Design Services.
<b>Scope of Work:</b> Full-time quality assurance related to built-up roofing work.				
Lake Elementary School Fire Alarm Modernization Project  Fund 40	March 2015 through May 2015	Vista Environmental Consulting	\$1,475	Environmental Engineering Services.
<b>Scope of Work:</b> Environmental Engineering assessment.				

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**March 18, 2015**

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

**ENGINEERING & ARCHITECTURAL SERVICES CONTRACTS**

<b>Project/Funding</b>	<b>Dates</b>	<b>Firm</b>	<b>Contract Cost</b>	<b>Reference</b>
Lake Elementary School Painting Project  Fund 40	March 2015 through April 2015	HMC Architects	\$16,200	Architectural Services.

**Scope of Work:**  
Design services and construction administration.

Lincoln Elementary School Exterior Repairs Project  Fund 40	March 2015	Construction Cost Management Services	\$4,200	Cost Estimating Services.
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**Scope of Work:**  
Third party cost estimate for planning and cost efficiency purposes.

Lincoln Elementary School Re-Roofing Project  Fund 40	March 2015	Construction Cost Management Services	\$3,750	Cost Estimating Services.
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**Scope of Work:**  
Third party cost estimate for planning and cost efficiency purposes.

Lupine Hills Elementary School Painting Project  Fund 40	March 2015 through April 2015	HMC Architects	\$12,975	Architectural Services.
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**Scope of Work:**  
Design services and construction administration.

Pinole Valley High School Campus Replacement Project  Bond Measure Funded (PID:3621377-04)	January 2015 through March 2015	Excellent Guard	\$10,000	Security Services.
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**Scope of Work:**  
Security services provided when the site was unoccupied and/or not under Contractor supervision.

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**March 18, 2015**

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

**ENGINEERING & ARCHITECTURAL SERVICES CONTRACTS**

<b>Project/Funding</b>	<b>Dates</b>	<b>Firm</b>	<b>Contract Cost</b>	<b>Reference</b>
Pinole Valley High School Existing Campus Demolition Project	February 2015 through June 2015	Conestoga-Rovers & Associates	\$77,974	Environmental Engineering Services.
Bond Measure Funded (PID:3621377-03)				

**Scope of Work:**  
Environmental engineering monitoring services during construction.

Pinole Middle School Soccer & Multi-Use Field Project	January 2015 through June 2015	SGL Construction Management, Inc.	\$139,354	Construction Management Services.
Bond Measure Funded (PID:2121102-06)				

**Scope of Work:**  
Additional construction management services to coordinate the Contractor and Architect to ensure the quality, schedule and budget of the project.

Pinole Valley High School Off-Site Improvements	January 2015 through August 2015	Fehr & Peers	\$41,240	Transportation Engineering Services.
Bond Measure Funded				

**Scope of Work:**  
Survey and civil engineering services associated with the street and right of way improvements on Pinole Valley Road.

Pinole Valley High School Off-Site Parking Project	August 2014	Vallier Design Associates	\$11,296	Landscape Architectural Services.
Bond Measure Funded (PID:3621377-10)				

**Scope of Work:**  
Additional landscape architectural services including design parameters on the street including crossings, lot ingress and egress and parking lot layouts.

Richmond High School Fire Alarm Modernization Project	January 2015 through March 2015	Construction Cost Management Services	\$3,100	Cost Estimating Services.
Bond Measure Funded (PID:36410084-00)				

**Scope of Work:**  
Third party cost estimate for planning and cost efficiency purposes.

**March 18, 2015**

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

**ENGINEERING & ARCHITECTURAL SERVICES CONTRACTS**

<b>Project/Funding</b>	<b>Dates</b>	<b>Firm</b>	<b>Contract Cost</b>	<b>Reference</b>
Richmond High School Fire Alarm Modernization Project  Bond Measure Funded (PID:36410084-00)	January 2015 through March 2015	RGA Environmental, Inc.	\$3,175	Environmental Engineering Services.

**Scope of Work:**  
Environmental engineering assessment.

Richmond Swim Center Project  Bond Measure Funded (PID:3601364-01)	January 2015	MA Architects	\$3,805	Additional Design Services.
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**Scope of Work:**  
Additional design services for new lighting and lighting controls for connecting corridor.

Seaview Elementary School Demolition Project  Fund 40 (PID:15210099-00)	January 2015 through March 2015	Construction Cost Management Services	\$2,950	Cost Estimating Services.
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**Scope of Work:**  
Third party cost estimate for planning and cost efficiency purposes.

Tara Hills Master Planning Project  Bond Measure Funded (PID:15910085-00)	March 2015 through June 2015	Powell & Partners Architects	\$6,500	Landscape Architectural Services.
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**Scope of Work:**  
Incorporation of landscape architectural services into the Master Planning process for Tara Hills to include field repair.

Verde Elementary School Painting Project  Fund 40	March 2015 through April 2015	HMC Architects	\$12,975	Architectural Services.
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**Scope of Work:**  
Design services and construction administration.

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**March 18, 2015**



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

**ENGINEERING & ARCHITECTURAL SERVICES CONTRACTS**

<b>Project/Funding</b>	<b>Dates</b>	<b>Firm</b>	<b>Contract Cost</b>	<b>Reference</b>
Various Sites  Bond Measure Funded	January 2015 through June 2015	School Facility Consultants	\$35,000	State School Facility Funding Services.
<b>Scope of Work:</b> State School Facility program support and funding assistance including filing and monitoring funding applications for all bond program projects.				

Various Sites  Bond Measure Funded & Fund 40	March 2015 through June 2015	SGI Construction Management, Inc.	\$546,293	Design Management Services.
<b>Scope of Work:</b> Implementation of District design standards and requirements, coordinating and integrating the work of hired consultants and regulatory agencies into various design phases, and coordination services of all of the District's projects under design.				

Various Sites  Bond Measure Funded & Fund 40 (PID:15910085-00)	February 2015 through June 2015	SGI Construction Management, Inc.	\$1,436,862	Program Management Expense.
<b>Scope of Work:</b> Cost tracking, fiscal controls, network administration, document control, invoice processing, multi-year project budgeting and tracking, bid phase management, contract management, website management, reception and coordinating services of all of the District's construction projects.				

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:** March 18, 2015  
**From:** Lisa LeBlanc *[Signature]* **Agenda Item:** CI C.11  
Associate Superintendent, Operations  
**Subject:** Approval of Negotiated Change Orders

**Background information:**

Staff is seeking approval of Change Orders on the following current District construction projects: Coronado ES New School; De Anza HS Linked Learning Building; Montalvin Manor ES Classroom Building; Kennedy HS Richmond Swim Center; Ohlone ES Ph. 4 Portable Removal Playground; Sylvester Greenwood Academy & LPS Schools; Nystrom ES Ph3B Renovate Classroom; Pinole MS New Playfield. 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: \$458,032.00

DISPOSITION BY BOARD OF EDUCATION

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Tabled \_\_\_\_\_

**March 18, 2015 Change Order Approval 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	Coronado ES New School	Lathrop Construction Associates, Inc	\$26,974,910.00	\$509,469.00	\$52,639.00	0.195%	\$571,928.00	2.12%	\$27,546,838.00	21
					\$1,025.00	0.004%				22
					\$1,427.00	0.005%				23
					\$7,368.00	0.027%				24
2	DeAnza HS Linked Learning Building	BHM Construction, Inc.	\$17,750,953.00	\$206,058.00	\$2,362.00	0.01%	\$211,507.00	1.19%	\$17,962,460.00	8
					\$3,087.00	0.02%				9
3	Montalvin Manor ES Classroom Building	W.A. Thomas Co., Inc.	\$2,843,000.00	\$194,107.55	\$8,767.00	0.31%	\$204,903.55	7.21%	\$3,047,903.55	21
					\$1,578.00	0.06%				22
					\$451.00	0.02%				23
4	Kennedy HS Richmond Swim Center	Arntz Builders, Inc.	\$7,642,921.00	\$193,486.40	\$884.84	0.01%	\$194,371.24	2.54%	\$7,837,292.24	10
					\$0.00	0				11 (time ext)
5	Ohlone ES Ph 4 Portable Removal Playground	BHM Construction, Inc.	\$878,300.00	\$54,265.07	-\$3,339.00	-0.38%	\$232,002.23	26.41%	\$1,110,302.23	3
					\$141,806.16	16.15%				4
					\$39,270.00	4.47%				5
6	Sylvester Greenwood Academy & LPS Schools	Lathrop Construction Associates, Inc	\$53,887,350.00	\$1,796,949.00	\$120,847.00	0.22%	\$1,917,796.00	3.56%	\$55,805,146.00	69
7	Nystrom ES Ph3B Renovate Classroom	Roebbelen Contracting Inc.	\$21,188,102.00	\$19,618.00	\$27,214.00	0.13%	\$46,832.00	0.22%	\$21,234,934.00	2
8	Pinole MS New Playfield	Roebbelen Contracting Inc.	\$3,959,000.00	\$43,143.00	\$11,375.00	0.29%	\$95,788.00	2.42%	\$4,054,788.00	5
					\$20,000.00	0.51%				6
					\$8,270.00	0.21%				7
					\$13,000.00	0.33%				8

<b>Total Board Action</b>	<b>\$458,032.00</b>
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West Contra Costa Unified School District  
1108 Bissell Avenue  
Richmond, California 94801  
Office of the Superintendent

**ITEM REQUIRING ATTENTION---BOARD OF EDUCATION**

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**To:** Board of Education **Meeting Date:** March 18, 2015  
**From:** Lisa LeBlanc **Agenda Item:** CI C.12  
Associate Superintendent, Operations  
**Subject:** Kennedy High School Digital Fabrication Laboratory Award of Contract

**Background Information:**

DLM Architects has prepared plans and specifications for the project. Scope of work includes: the conversion of an existing 4,133 sf vocational shop into a computer/3D printing classroom and support offices. Work will include selective demolition, wall construction, storefront installation, signage, upgrades to existing date, electrical, lighting and HVAC systems.

The District will conduct a public bid process for the project. Bids will be opened on March 12, 2015.

**Recommendation:**

Award the contract to the lowest responsive, responsible bidder at the expiration of the bid protest period.

**Fiscal Impact:** To Be Determined. Funded from Bond Funds.

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:** March 18, 2015

**From:** Bruce Harter  
Superintendent

**Agenda Item:** CI C.13

**Subject:** Approval of Board Member Travel

**Background Information:**

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

- NALEO Education Leadership Initiative (NELI) Policy Institute on School Governance, Washington, D.C., March 24-25, 2015

Cost estimates of \$1,914.70 for this travel include airfare, hotel and ground transportation. This will leave a remaining balance of \$10,312.00 in the Out of-State Travel budget.

The beginning budget for Out of State Travel was \$28,000 with the current balance of \$10,312.00.

**Recommendation:**

Recommend Approval

**Fiscal Impact:**

\$1914.70 from the General Fund

**DISPOSITION BY BOARD OF EDUCATION**

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Approved \_\_\_\_\_

Not Approved \_\_\_\_\_

Tabled \_\_\_\_\_

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

**ITEM REQUIRING ATTENTION---BOARD OF EDUCATION**

---

**To:** Board of Education

**Meeting Date:** March 18, 2015

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

**Agenda Item:** D.1

**Subject:** Recognition of Richmond High School Soccer Team

**Background Information:**

We would like to recognize and congratulate The Richmond High School Oilers soccer team for their championship in the 2014-15 North Coast Section Division 2 Soccer Championship.

We would like to recognize and congratulate the team on their achievements.

We would also like to recognize and commend the coaches in their dedication, commitment and for making a difference in the lives and futures of the students they coach.

**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:** March 18, 2015

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

**Agenda Item:** D.2

**Subject:** Report on WCCUSD Youth Commission

**Background Information:**

In an ongoing effort to increase youth engagement throughout West Contra Costa Unified School District, Youth Commission representatives will report on their plans and accomplishments for the 2014-15 school year.

**Recommendation:** For Information Only

**Fiscal Impact:** None

DISPOSITION BY BOARD OF EDUCATION

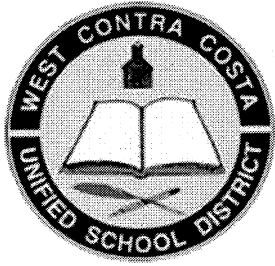
Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

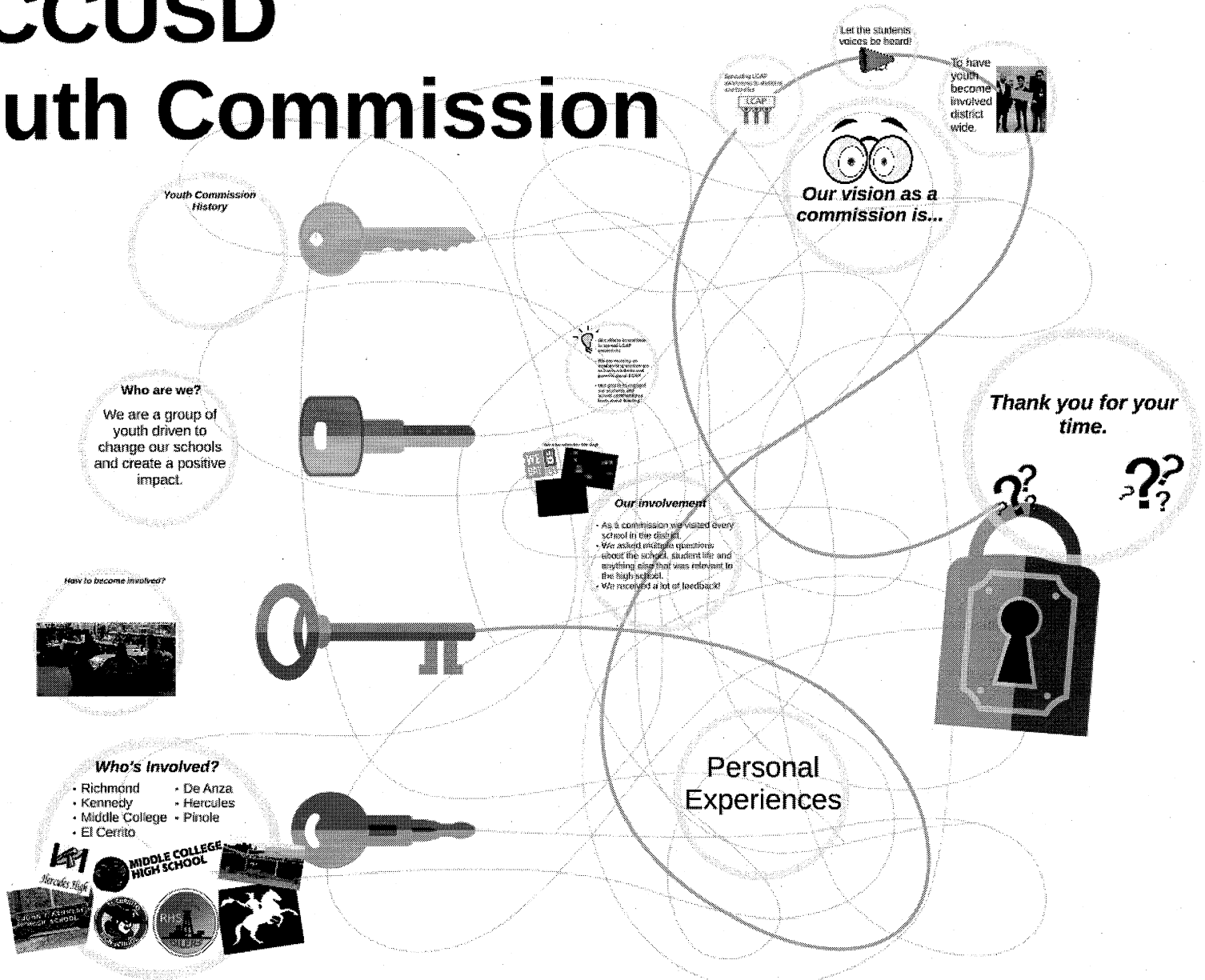
Approved \_\_\_\_\_

Not Approved \_\_\_\_\_

Tabled \_\_\_\_\_



# WCCUSD Youth Commission





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

**ITEM REQUIRING ATTENTION---BOARD OF EDUCATION**

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**To:** Board of Education **Meeting Date:** March 18, 2015  
**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.

Ms. Linda Menezes began working in 2000 as an elementary yard supervisor. In 2013 she became a permanent clerk typist at Valley View Elementary.

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

**Recommendation:** For Information Only

**Fiscal Impact:** None

<b>DISPOSITION BY BOARD OF EDUCATION</b>		
Motion by: _____	Seconded by: _____	
Approved _____	Not Approved _____	Tabled _____

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:** March 18, 2015

**From:** Nia Rashidchi  
Assistant Superintendent, Educational Services

**Agenda Item:** F.1

**Subject:** Single Plans for Student Achievement (SPSAs)

**Background Information:**

The Single Plan for Student Achievement serves as a vehicle for communicating information about a school's vision, initiatives to improve academic achievement, as well as a description of how site supplemental and concentration as well as Title I funds from the Consolidated Application are used to support these efforts. School plans describe legally-mandated requirements and comprehensive programmatic information that includes:

- a description of how parents are involved in the school program;
- data analysis and assessment of student learning;
- an action plan for improving student achievement and closing the achievement gap;
- a plan to improve attendance; and
- a plan to promote a safe, welcoming, and disciplined learning environment.

Training and support are provided to assist schools in using the template, analyzing data and completing the SPSAs. The plans are developed and approved by the School Site Councils (SSCs). The SPSA/Budget Cycle Infographic details the step-by-step process that sites worked through this year. It follows the précis in this packet.

The plans are available for review on the District website at: <http://www.wccusd.net/Page/4548> and at the Educational Services Department located at the Vista Campus.

Central Office and Site staff will give a brief report on the overall process and share specific site SPSA information.

**Recommendation:** Approval

**Fiscal Impact:** Supplemental and Concentration (\$2.7M) and Title I funds (\$2.3M)

**DISPOSITION BY BOARD OF EDUCATION**

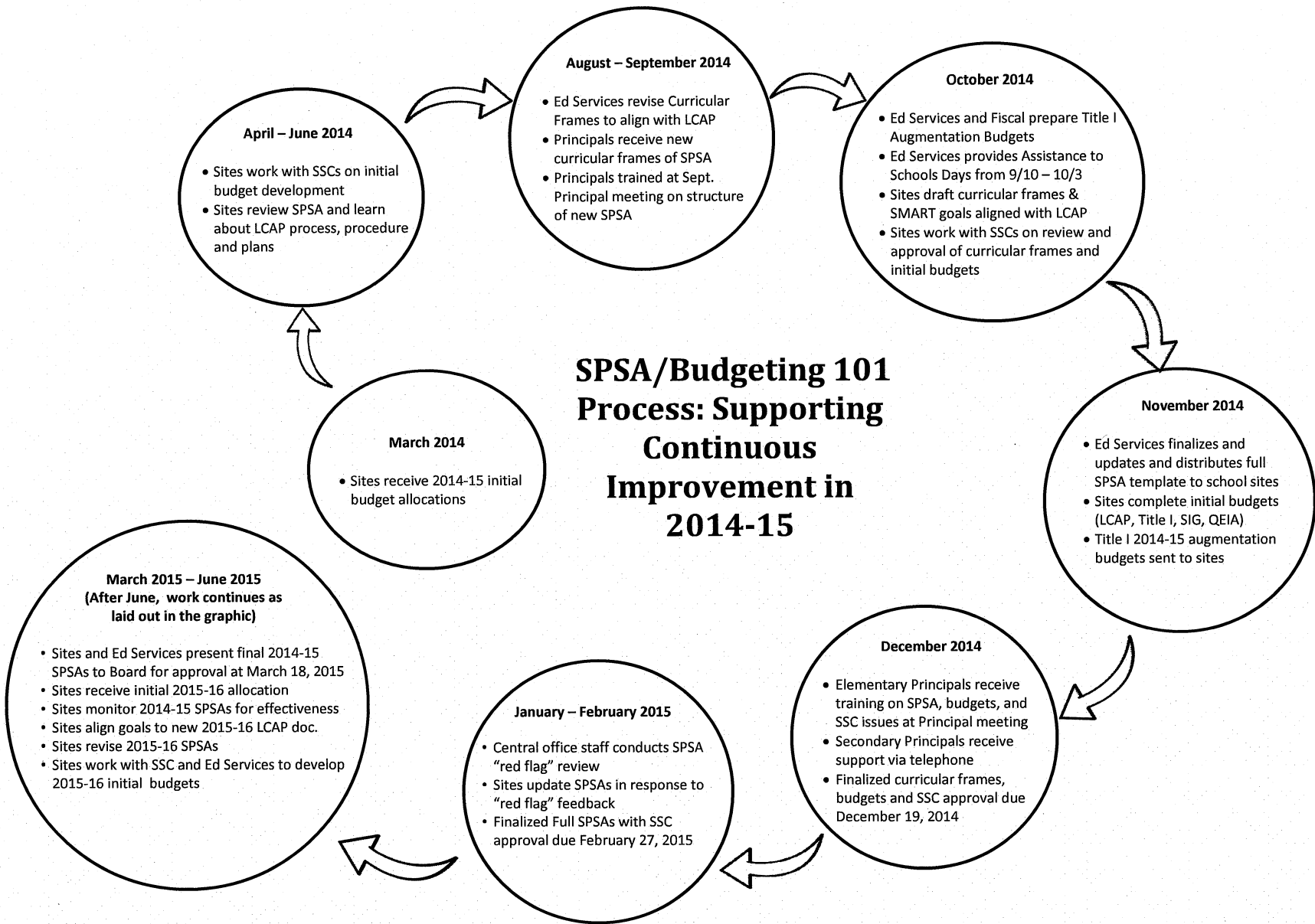
Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Approved \_\_\_\_\_

Not Approved \_\_\_\_\_

Tabled \_\_\_\_\_



# **2014-15 Single Plan for Student Achievement**

**West Contra Costa Unified District  
Board of Education March 18, 2015**

## **Overview of WCCUSD's Single Plan for Student Achievement (SPSA)**

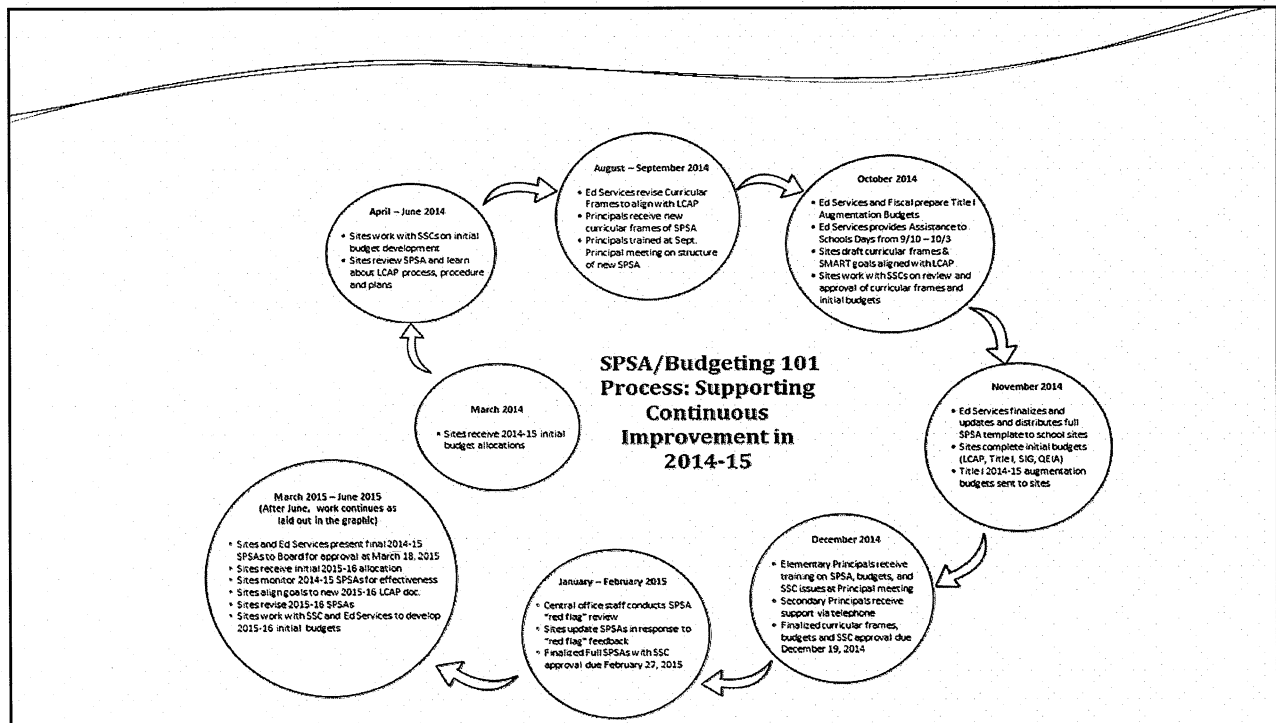
SPSAs provide information about:

- alignment of site plans to WCCUSD's Local Control Accountability Plan (LCAP);
- a description of how School Site Councils and other Stakeholders are involved;
- data analysis and assessment of student learning;
- an action plan for improving student achievement and closing the achievement gap;
- a plan to improve attendance; and
- a plan to promote a safe and welcoming learning environment.

# Design of Academic “Frames”

For each Content Area, schools include:

- Description of student needs
- SMART Goal
- Target student sub-group
- Description of data used to measure progress toward SMART Goal
- LCAP Alignment
  - ✓ LCAP Priority
  - ✓ LCAP Goal
- Action Plan to meet goal



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:** March 18, 2015

**From:** Sheri Gamba *sg*  
Associate Superintendent Business Services

**Agenda Item:** F.2

**Subject:** Second Interim Report, 2014-15 / Financial Update

**Background Information:** Attached is a summary of the District's Second Interim Report for 2014-15, which covers the financial and budgetary status of the District for the period ending January 31, 2015. The entire report, including state forms, is provided under separate cover and on the District's website at [www.wccusd.net](http://www.wccusd.net).

Education Code Section 42130 requires school districts to prepare interim financial reports each year. The First Interim Report covers the period ending October 31; the Second Interim Report covers the period ending January 31. These financial reports are subject to standards and criteria adopted by the State Board of Education to monitor the fiscal stability of local educational agencies.

The District shall certify whether it is able to meet its financial obligations for the current fiscal year and, based on current forecasts, for the two subsequent fiscal years. A positive certification shall be assigned when a district will meet its financial obligations for the current fiscal year and subsequent two fiscal years. A qualified certification shall be assigned when a district may not meet its financial obligations for the current fiscal year and subsequent two fiscal years. A negative certification shall be assigned when a district will be unable to meet its financial obligations for the remainder of the fiscal year.

**Recommendation:** Recommend approval of the Second Interim Report for 2014-15

**Fiscal Impact:** Positive Budget Certification

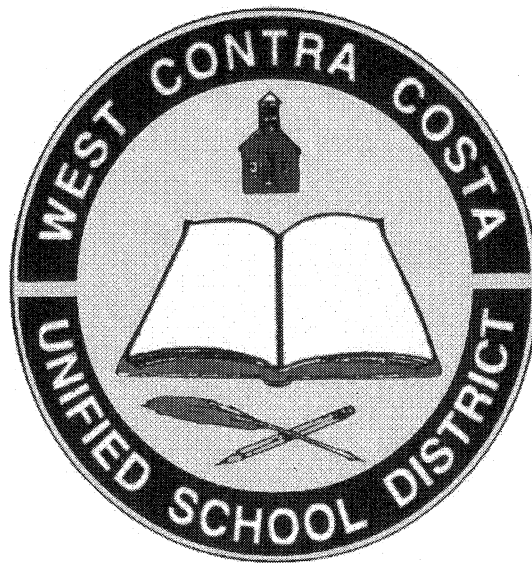
DISPOSITION BY BOARD OF EDUCATION

Motion by:

Seconded by:

Approved by vote Yes: Noes:

**West Contra Costa  
Unified School District**



**2014-15 Budget  
Executive Summary  
Second Interim Report  
January 31, 2015  
Board Meeting  
March 18, 2015**

## **Second Interim Financial Report Overview**

Two Interim Financial Reports are routinely required by the California Department of Education each year. Districts must submit the completed reports for review to the County Office of Education who then submits them to the State.

California school district revenues and expenditures are subject to constant change. School district budgets are not static documents, but instead are constantly being revised to respond to decisions at the state and federal levels, as well as to the expenditure needs of the local agency. The Second Interim Report's financial projections have been updated to reflect new information received and board action taken since the original budget adoption.

The Executive Summary includes an overview of the financial data reported in the SACS (Standardized Account Code Structure) Second Interim Report. It is provided to assist the reader in understanding the information being reported on the SACS forms. The SACS forms also include supporting reports such as, Average Daily Attendance estimates, Criteria and Standards and the Multi-year Projection report.

With each financial report the District is asked to project the general fund financial status through year-end, June 30, 2015. The Multi-year projection is then required to determine if the District will be financially solvent for two subsequent years, in this case through the 2016-17 fiscal year.

## **State Budget Impact on District Planning**

The 2014-15 budget for the State was adopted on June 20, 2014. This budget marks the first full year in the new Local Control Funding Formula (LCFF) model where Districts have had the opportunity to study, plan and develop a Local Control Accountability Plan (LCAP) for the landmark change to school district funding within the State of California. There has been an enormous amount of work done at the State and Local levels to implement the new funding and accountability model so that it can be functional during the 2014-15 school year and moving forward.

## **Local Control Funding Formula (LCFF)**

The Local Control Funding Formula (LCFF) collapsed the majority of State categorical programs and establishes a targeted base rate funding model with supplemental and concentration grant add-ons. The term targeted is used because the State does not expect to fully fund the LCFF until 2020-21. The targeted base rate funding model eliminates the old Revenue Limit funding model and creates new funding amounts based upon grade span. In addition to base funding, school districts are eligible for supplemental funding for specific student groups. Supplemental funding is provided to districts based on the percentage of English Learners (EL), Foster Youth and Low Income (LI) categories as compared to total enrollment. Concentration funding is provided for the English Learners (EL), Foster Youth and Low Income (LI) students that exceed 55% or more of the student population. This grouping of students is known as the "unduplicated pupil count" because some students may qualify under multiple categories, but are counted only once for the purpose of the added funding.



Many of the programs collapsed and rolled into the new LCFF funding model were unrestricted under the Tier III program and had been utilized as unrestricted revenue for general operations prior to the adoption of the LCFF. There are also programs rolled into the LCFF that had driven expenses, such as the Economic Impact Aid (EIA) program, Transportation Program and Adult Education. All expenses that were part of programs for which revenues were eliminated in the restructuring are now supported through LCFF funding.

The LCFF is now the major funding source for the unrestricted general fund. The formulas that build the LCFF revenue are broken into these categories:

- Base Grant
- K-3 Class Size Reduction
- Career Technical Education (CTE)
- Supplemental and Concentration

The Base Grant factors are provided by and differentiated by grade level. The add on for K-3 Class Size Reduction then ties directly to the K-3 grade levels, while the CTE ties to grades 9-12. *The priority for expending LCFF funding is established through the District's locally adopted LCAP.* The Supplemental and Concentration grants are funded as a percentage add on to the Base Grant, using district demographics of the "unduplicated pupil count".

The LCFF requires a planning process through the LCAP, which is a budget and accountability plan reporting model determined by the State Board of Education and fulfilled locally through the District Local Control Accountability Committee. The LCAP is a separate document which describes how the District intends to meet annual goals for all students and address state and local priorities.

## **General Fund Unrestricted**

### **Local Control Funding Formula Revenue**

The primary source of revenue for the District is LCFF. Each year the State supplies a formula for schools to estimate funding. The formula starts by establishing a target rate of funding. Then, the Governor's budget provides for and subsequently the legislature adopts a funding gap percentage. This is the amount that districts will receive toward closing the gap toward the targeted rate for that particular year.

There have been a number of changes since the District's budget adoption in June of 2014. The funding gap percentage for 2014-15 has changed as has the multi-year funding gap estimates, which have been updated by the Department of Finance. Staff has studied the effect of the multi-year funding gap changes and how they impact both base and supplemental/concentration grants in 2014-15 as need be in the coming years. Based upon that analysis a revision was made to the initial supplemental/concentration grant calculation. The LCFF calculator includes a component which looks back to the 2012-13 school year. Each district must put the amount of the Economic Impact Aid (EIA) program in this field or optionally increase the dollar amount based upon an internal district calculation, so long as it is at least the amount of EIA. On the District's first LCFF calculation, which was the basis for the first

adopted LCAP, it appeared to be advantageous for the District to work on a district level calculation of the 2012-13 base. With the changes in enrollment projections and the change in gap funding percentage, using the district generated calculation instead of the EIA calculation would result in a greater deficit for the base grant. Therefore, the LCFF calculations are now predicated on the EIA standard. This does not change the LCAP planned activities and measures for 2014-15, but does impact the prospective plans for 2015-16 and 2016-17 and impacts the 2014-15 budget component. The District will be balancing the 2014-15 Supplemental Concentration budget as closely to the Second Interim LCFF calculations as possible prior to year end closing.

For the purpose of budget development it was estimated that the District would receive a total of \$217,641,738 in LCFF during the 2014-15 school year. The funding consists of Base in the amount of \$194,244,224 and Supplemental and Concentration funding in the amount of \$23,397,514.

The assumptions used for the original budget projection included:

- Average daily attendance: 28,183
- District unduplicated student count 74.67%
- State Target Gap Closure 29.15%
- State targeted revenue for the District was \$279,011,625

For the Second Interim Report Projection it is estimated that the District will receive a total of \$216,832,664 in LCFF during the 2014-15 school year. The funding consists of Base Funding in the amount of \$192,320,794 and Supplemental and Concentration funding in the amount of \$19,808,825.

As of the Second Interim Report the projections are as follows:

- Average daily attendance: 27,859
- District unduplicated student count 75.42%
- State Target Gap Closure 21.76%
- State targeted revenue for the District is \$277,137,703, so the District will receive approximately 78% of targeted funding in 2014-15.

### **Other State and Local Revenue**

Other State Revenue includes State Lottery and Mandated Cost reimbursement. The estimated funding for Lottery is \$128 per pupil. The District participates in the Mandated Block Grant program and the estimated revenue for 2014-15 is \$1 million. A one-time payment has been received from the State for funding owed on prior Mandated Cost Claims in the amount of \$1,884,888, which has been included in the Second Interim Report. Local Revenue consists of interest earnings and other miscellaneous revenues.

### **Education Protection Account**

Proposition 30 contained language establishing an Education Protection Account (EPA). This funding model is designed to provide relief to the cash deferrals which had been occurring during previous budget cycles. No new money is provided to school districts under the EPA. The EPA deposits count against the district's regular LCFF/student attendance funding. However, the legislation requires that each district establish a

special fund to account for these deposits and restricts the use of the funding to school service expenditures only, no administrator salaries and benefits may be charged to the new fund. The EPA also requires that each district provide an accounting of these funds on their website and that it be a topic of discussion at a regular board meeting. The District anticipates receiving \$32.7 million earmarked for the EPA fund reporting. Staff has examined the rules provided by the California Department of Education and has determined that secondary school staffing instructional expenses shall be placed in the EPA fund for 2014-15 and ongoing in the two subsequent years. The Board adopted the EPA funding resolution #80-1314 on May 28, 2014.

### **Parcel Tax – Local Support for Students**

The parcel tax program includes support for a variety of services to students of the District. The parcel tax funding, renewed in November of 2012, is accounted for in a locally restricted account and is subject to review by the Community Budget Advisory Committee. The parcel tax was passed with an overwhelming majority of 75%, illustrating the level of commitment for educational programs shared by this community. The parcel tax expires in 2018-19. The District expects to collect \$9.8 million in 2014-15.

### **Maintenance and Recreation Assessment District – MRAD**

In an effort to raise and sustain funding for the school district in 1994 the District formed a Maintenance and Recreation District. In 1996 the formation of MRAD was followed by a vote of the people to continue these levies. This allows the District to levy taxes to support the maintenance and operations of fields and outdoor areas for the purpose of public use. MRAD revenue is budgeted for 2014-15 in the amount of \$5.5 million which pays for evening/after school custodial services, gardeners and outdoor maintenance and capital projects.

### **General Fund Restricted**

The General Fund is the operating fund of the District; it is used to account for the day-to-day operations of the District. The fund is divided into two sections, unrestricted and restricted. Restricted funds are monies received by the District that are categorical in nature, i.e., they can only be used for the purposes allowed by the funding agency or for a designated purpose.

Restricted revenue funding is recognized in two different ways. For funding subject to deferred revenue, the revenue is only recognized once it is spent. This means that any funds received and not spent, with carryover provisions, are deferred into the next fiscal year. For funding subject to ending fund balance, the revenue is recognized in the year received and any funds remaining at the end of the year are recorded as a restricted ending fund balance. Fund balances and grant carryover have been included in the Second Interim report.

New funding letters are received continually throughout the year adjusting and awarding various grants. Budgets and positions are added and reduced based upon the funding received in any given year.

## Multi-Year Projection

The multi-year projection for the District's Second Interim Report utilizes standard assumptions for expenses and revenues. For instance, expenditure projections include estimated step and column increases as well as staffing changes based upon enrollment or expiration of one time funding. Revenue assumptions are based upon Department of Finance figures, the LCFF Calculator and enrollment trends and changes.

Since the 2014-15 budget adoption, the Department of Finance has changed the LCFF Gap funding rate projections for 2015-16 and 2016-17. These changes have been incorporated into the District Multi-Year Projection and have been one of the topics covered at the School Board meetings on December 17, 2014, January 21, 2015 and at the School Boards budget study sessions held on January 28 and February 25, 2015. The following are the assumptions for the Second Interim Multi-Year Projection

### 2015-16 Assumptions

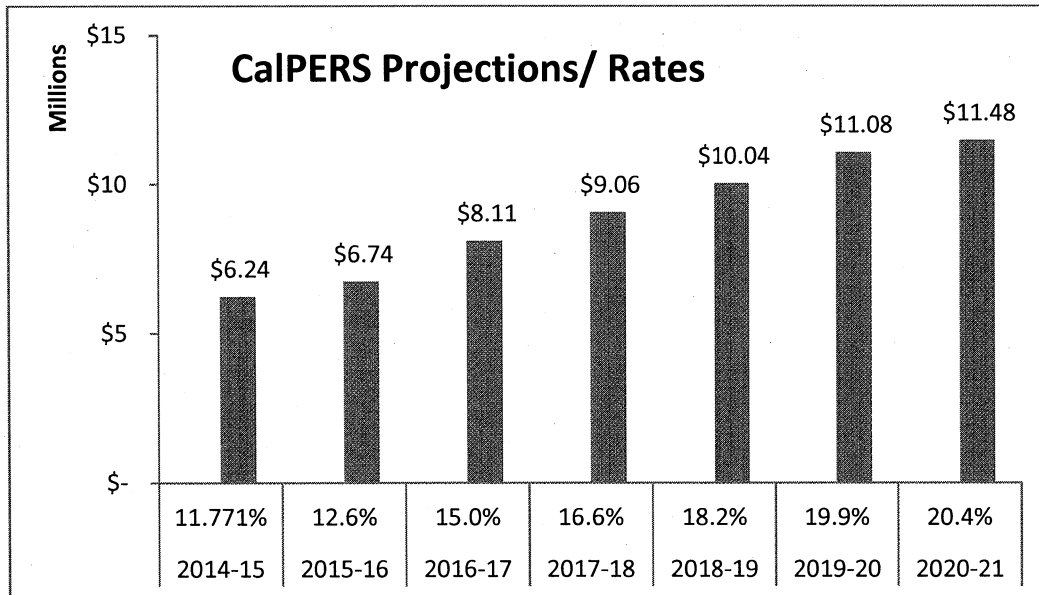
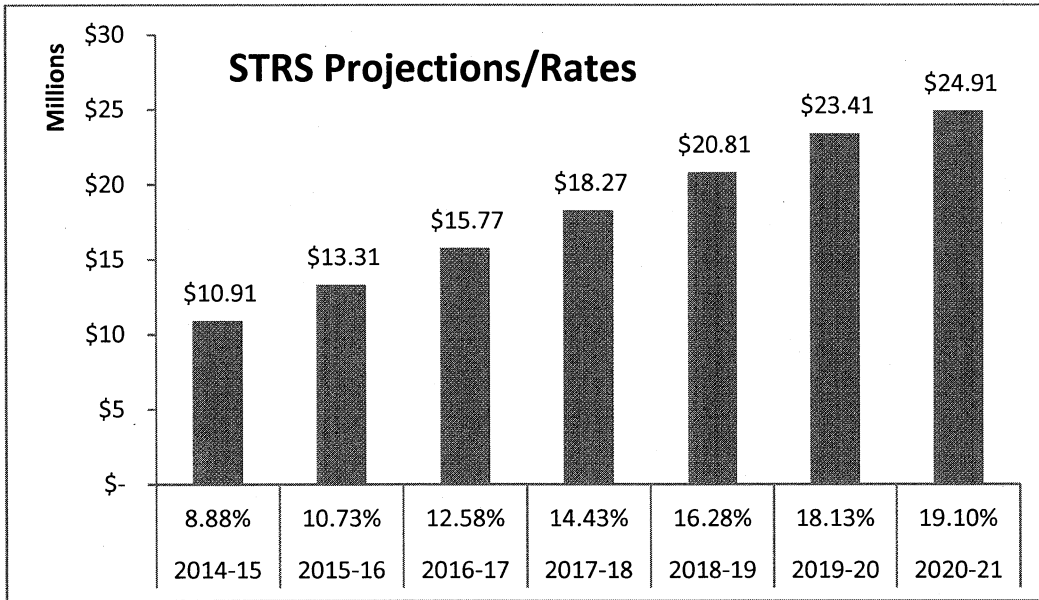
- Funded ADA: 26,763
- LCFF Gap Funding Rate: 32.19%
- Estimated Entitlement per ADA \$8,560
- District Unduplicated Count: 75.33%
- Step and Column: 1.0%
- CalPERS Rate: 12.6%
- Cal STRS Rate: 10.73%
- Retiree Health Benefits: 4%
- LCAP Estimated Funding for Supplemental Concentration \$30,534,469
- Maintenance Program: \$4.8 million increase
- Reserve for economic uncertainty 6%
  - 3% in the Unrestricted General Fund
  - 3% in the Special Reserve Fund

### 2016-17 Assumptions

- Funded ADA: 26,275
- LCFF Gap Funding Rate: 23.71%
- Estimated Entitlement per ADA \$8,992
- District Unduplicated Count: 75.24%
- Step and Column: 1.0%
- CalPERS Rate: 15%
- Cal STRS Rate: 12.58%
- Retiree Health Benefits: 4%
- LCAP Plan Estimated Funding for Supplemental Concentration \$32,918,076
- Maintenance Program Increase: \$187,626
- Reserve for economic uncertainty 6%
  - 3% in the Unrestricted General Fund
  - 3% in the Special Reserve Fund

## Retirement System Increases

There are two retirement systems that cover employees working in school districts; the State Teachers Retirement System (STRS) and the California Public Employee Retirement System (CalPERS). STRS covers teachers and staff members who started their careers as teachers, CalPERS covers classified employees such as clerical, maintenance and paraprofessionals. Beginning in 2014-15 the State raised both the STRS and CalPERS rates in order to fund the outstanding retirement liability. The rate adjustments consume a major portion of the Districts funding, and potential funding increases, now and in the future as illustrated in the following graphs.



The combined cost related to the rate increase for 2015-16 is \$2.9 million, for 2016-17 it is projected to be \$3.8 million, with similar increase levels each year thereafter. That increase consumes 27% of the projected unrestricted revenue growth in 2015-16 and 52% of the unrestricted projected revenue growth in 2016-17.

**Deficit Spending**

It is important to plan toward eliminating deficit spending if deficits are anticipated in the coming years. Deficit spending can be tracked by monitoring the ending fund balance each year. Strictly speaking it is the comparison of current year revenues to current year expenses. It is reflected in the State reports and is described as the net decrease in fund balance.

During the 2010 and 2014 fiscal years the unrestricted ending fund balance declined. While this is not a desirable trend, the fund balance had been carefully monitored to make sure the appropriate funds are in place for a 3% reserve. The following table illustrates the unrestricted ending fund balance for each year-end closing plus the projections for fund balance which are included in the multi-year projection.

June 2009	June 2010	June 2011	June 2012	June 2013
\$20,049,661	\$15,439,421	\$18,438,898	\$23,376,077	\$23,376,077
Net Increase (Decrease):	(\$4,610,240)	\$2,999,477	\$4,937,179	\$0
Multi-Year Projection	June 2014	June 2015	June 2016	June 2017
		projected	projected	projected
Fund Balance	\$21,992,229	\$14,393,509	\$10,656,601	\$9,913,257
Net Increase (Decrease):	(\$1,383,849)	(\$7,598,720)	(\$3,736,908)	(743,344)

According to current projections the District will be deficit spending over the course of the next three years, but will maintain required reserves.

***Why is the District projecting deficit spending?***

The Board has made commitments to provide the maximum educational and safety support to the students of our District and the District is honoring commitments to employees. These commitments include:

- Implementing K-3 CSR at 24:1 earlier than required
- Creating and funding a robust LCAP based upon the District Strategic Plan
  - The projection includes adding program expenses for Supplemental/Concentration funding
- Provide Educational Services for Adult Learners
  - The projection includes funding a contribution from the General Fund in the amount of \$1.1 million in 2015-16 this amount may be reduced when the State provides more information on the funding plan for Adult Education
  - The projection assumes the State will provide funding in 2016-17 and does not include a contribution to Adult Education
- Improve working conditions for employees by increasing district benefit contributions in January of 2015 and providing a 3% raise for employees for the 2014-15 school year and ongoing

Costs are increasing and are impacted in multi-year projections, including:

- Increased cost of retirement contributions – STRS and CalPERS for employees
- Cost of Step increases based upon salary schedule movement
- Increased cost of benefits for retirees
- Increased budget for Supplemental and Concentration funding expenses

Enrollment projections have been impacted with revised demographic information and anticipated impact of charter school approvals.

### Special Reserve Fund

The Special Reserve fund has been used to house the reserves set aside by the Board for the “Mid-Year Triggers” threatened by the State during the recession. By the end of 2012 the Board had set aside \$13.5 million in Special Reserve. During the 2012-13 school year the District transferred \$1.8 million to support general fund activities. The Special Reserve Fund remains intact with no transfer to the General Fund in 2014-15. The Board has directed that a 3% reserve be maintained in the Special Reserve fund in addition to the 3% reserve required for economic uncertainty in the general fund, for a total reserve of 6%, which is in place for 2014-15, 2015-15 and 2016-17 using current projections.

	Budget Projection
<b>Second Interim : Special Reserve Fund – 17</b>	
<b>Balance June 30, 2014</b>	<b>\$ 11,705,168</b>
<b>2015-16 Use of Special Reserve to Offset Deficit in General Fund</b>	<b>\$ 0</b>
<b>2016-17 Use of Special Reserve to Offset Deficit in General Fund</b>	<b>\$ (1,000,000)</b>
<b>Unassigned Special Reserve Fund Balance Projection June 2017</b>	<b>\$ 10,705,168</b>

### K-3 Class Size Reduction

Program rules for K-3 Class Size Reduction are implemented through LCFF and require that each district make progress toward the 24:1 class size average, in grades K-3 by school site. The State allows Districts to locally bargain exceptions to the State regulations in order to avoid egregious penalties contained in the LCFF. The District and United Teachers of Richmond have made such an agreement. During the Board’s budget adoption for 2013-14 there was direction to work on eliminating combination classes as a part of the K-3 program, this work continued in 2014-15. Eliminating combinations typically will result in smaller class sizes. The Board determined that the District implement the 24:1 average class size effective 2014-15, 30 teaching positions were added to the budget for this purpose at an estimated cost of \$2.6 million.

## **Transitional Kindergarten**

Transitional Kindergarten is in its fourth year of implementation in 2014-15. The program is offered at 17 schools within the District for 2014-15, an expansion of 4 over the prior year.

## **Common Core Block Grant and Prop 39 Energy Grant**

Approved March 7, 2012 by the California State Board of Education, the Common Core State Standards (CCSS) have now come to the forefront and require the adoption of new curriculum and the deployment of technology. The District has developed its own local plan for CCSS systems implementation based on local needs and resources.

The State Budget adoption of 2013-14 included provisions for block grants toward the implementation of the Common Core. The Common Core Block Grant is meant to assist districts with implementation and can be used for:

- Professional development for teachers and other employees involved in the direct instruction of students
- Common Core Instructional Materials
- Integration of standards through technology

Funding has been received for CCSS in the amount of \$5.9 million in 2013-14. As of June 30, 2014 there was a balance of \$4.6 million. The funding must be used over a two-year period. The Board has adopted a plan for the use of the funding and a Memorandum of Understanding is in place, with the United Teachers of Richmond outlining the various activities that teachers will be engaged as they transition into the Common Core State Standards. All funds for this grant are budgeted to expended by June of 2015.

The California Clean Energy Jobs Act (Proposition 39) changed the corporate income tax code and allocates projected revenue to California's General Fund and the Clean Energy Job Creation Fund for five fiscal years, beginning with fiscal year 2013-14. The Proposition 39 Energy grant provides a per pupil allocation based upon average daily attendance. In addition, districts are eligible for funding based upon the free and reduced lunch counts to account for community need. The allocated funding for West Contra Costa Unified for year one (2013-14) was \$1.4 million; year 2 (2014-15) is \$1.2 million. School districts are required to submit plans in order to release funding for projects. Districts are permitted to utilize a portion of the second year grant toward planning. Applications for the remaining fund award, and subsequent year funding, requires detailed information on projects and energy savings and will be reviewed by the California Energy Commission before funding is allocated by the California Department of Education.

The District recently submitted plans for five energy efficiency projects for year 1 & 2 at Hanna Ranch Elementary for a LED lighting retrofit and energy management system controls; Richmond High School, Collins Elementary, Grant Elementary and Lake Elementary for LED lighting retrofits. The district is awaiting approval of these projects.



## School Resource Officers

The table below represents the contracts and costs associated with the school resource officer program. This chart of services and expenses reflect the contracts and budgets in place as of the Second Interim Report and serve as a plan for the budget. It should be noted that in all cases the police agency offer special programs to school sites as well as special services at school events such as athletics, dances and special assemblies as a part of their contracts.

City	Total # of Officers	Contract Amount	Coverage
Hercules	2	\$320,000	Hercules Family Schools
San Pablo	1	\$136,000	San Pablo Family Schools
CC Sheriff	1	\$257,500	North Campus, Crespi
El Cerrito	3	\$520,000	El Cerrito Family Schools
Richmond	8	\$1,326,000	Richmond, Kennedy and DeAnza Family Schools
Pinole	3	\$480,000	Pinole Family
Kensington	1	\$50,000	Kensington Community
<b>Total</b>	<b>19</b>	<b>\$3,089,500</b>	

## Other Post Retirement Benefit Liability (OPEB) or Retiree Lifetime Benefits

The Board has taken action, with the cooperation of employee groups, to substantially reduce the District's long term liability for post-employment health care. In the actuarial study completed in 2008 it was determined that the Governmental Accounting Standards Board or "GASB 45" liability was \$495 million. Had the program not been amended the GASB 45 liability would have grown to \$550 million. With the implementation of new retiree benefit provisions the 2012 actuarial study indicates the GASB 45 liability is now \$369 million, resulting in long term savings to the District of \$181 million.

While this change has stabilized the program and protected the District from increases in costs for future retirees it has not changed the fact that the District has a pay-as-you go program where costs are escalating for those who retired prior to July of 2010. The ten year annual average cost increase, which includes employees adding and dropping benefits as well as health care premium rate increases, is 7%. Over the past three years rates have increased, but costs have remained fairly stable, running between \$18-\$19 million per year, due to the fluctuation in participants as well as their individual choices of program and Medicare eligibility. It is anticipated that the retiree benefit cost will be \$18.4 million for the 2014-15 fiscal year. A new actuarial study will be completed and included with the year-end closing of 2014-15 to update the District's GASB 45 liability.

## Health Care Reform

Federal Health Care Reform or the Affordable Care Act (ACA) will have enactment provisions during the 2014-15 school year. Beginning in January of 2015, the District was required to comply with new regulations regarding the availability and affordability of health care programs for all employees. This provision includes variable employees, such as temporary and substitute, who work more than 30 hours per week. The Affordable Care Act required employers to ascertain the eligibility of employees through a "measurement period" defined in federal law. There are multiple measures depending upon hire dates and the stability of hours worked for employees. The District's study is now complete and the Human Resources Department is working toward notifying all employees who are qualified to participate in benefits. The District is not offering to pay benefit costs for qualified workers, however, if the employee is qualified and utilizes the subsidy program offered through the State's exchange there could be a cost to the District. Currently it is estimated that the cost could be as much as \$300,000 per year. Once employees begin accessing the program a better estimate can be made. At this time, the Health Care Reform estimate is not included in the financial projection.

## Long Term Debt

The District has made enormous progress toward eliminating the burden long term debt that originated in the 1990's. The Certificates of Participation (COPS) are the one outstanding debt from that period. The COP was refunded in 2005 and included a "make whole" provision which means that in order to pay the debt off early the District must pay interest guaranteed to investors when the debt was refunded.

Long Term Debt Table	Principal June 2014	14-15 Payment	Pay off year
<b>COPS</b>	\$7,390,000	\$930,352	2024
<b>State Emergency Loan</b>	-0-	-0-	2012 (was 2018) *
<b>IBM</b>	-0-	-0-	2012 (was 2015) **
<b>Total</b>	\$7,390,000	\$930,352	
* Paid off using site sale debt service fund deposits			
** Paid off using one-time fund balance in 2012			

## Local Control Accountability Plan Activities

The District has begun the implementation of new programs augmenting existing programs utilizing the Local Control Funding Formula, including the Supplemental and Concentration Grant dollars. These efforts are described in the Local Control Accountability Plan which has been adopted by the Board and approved by the County Office of Education. The Local Control Accountability Plan is funded in the general fund budget. The activities are directly linked to the District's Strategic Plan as well as to the eight State priorities. The activity/program descriptions are organized by the six key strategies of the District's Strategic Plan.

*Create High Expectations:* Improve student achievement for all and to accelerate learning for low income and English language learner students.

Programs for all students include a cross section of efforts such as expanding the Dual Immersion program to the North side of the District, expanding and improving College and Career Readiness programs and refreshing library collections District wide. This category includes College Going Culture programs such as the Ivy League Connection, Mock Trial and Holy Names College. There are plans to expand the STEM (Science Technology Engineering Math) program by utilizing bond funds to create a Fab Lab at Kennedy High School.

Programs identified to assist with accelerating learning for low income and English language learner students include: Extended Day Kindergarten, Whole School Intervention, Full Service learning center, adding college counseling and social work services and added staffing at high schools for course access.

*Support Quality Instruction:* Improve instructional practice, through collaboration, professional learning communities, professional development and improving recruitment and retention of high quality teachers and principals.

This category of activities includes the training and implementation of the Common Core State Standards, English Language Learner Standard and Next Generation Science Standards in all schools. Professional development programs are emphasized along with a focus to recruit hard to find teachers in areas such as math and science.

*Embrace Collective Ownership:* Increase parent and community engagement and satisfaction.

The District expanded staffing at elementary schools with a 70% or greater ELL/LI population, and removed the burden of staffing for school community workers and parent liaisons from the Title I and former EIA programs by funding these outreach efforts through LCFF. Volunteer participation has been expanded. Access to community based organizations has been improved by providing staff to work directly with these groups. The District has also implemented greater outreach for work-based learning opportunities with local businesses.

*Invest in the Whole Child:* Allocate Services to English Language Learners and low income students; improve student engagement and outcomes.

The District began implementation of the new English Language Learner Master Plan. Counseling and psychological services have been provided to the Whole School Intervention School, Stege Elementary. Technology coaches were added to targeted schools. Playworks, a program that provides pro-social recreation and conflict resolution activities have been instituted at all elementary schools with 70% or greater ELL/LI students and training and support has been provided to schools under the 70% threshold. Programs such as Restorative Justice, Mindful Life, Toolbox and BEST, have been supported and expanded. Full Service Community Schools Program will be ongoing in 2014-15. These programs provide our students with social emotional support in schools with behavioral management strategies, health outreach and more. There will be an expansion of the arts in schools, including more elementary music teachers, music equipment purchases, extracurricular activity support at high schools, PE equipment purchases and a District level coordination for the visual and performing arts program.

*Prioritize Accountability:* Improve practices that build trust. Improve data collection management, transparency and communication.

The Local Control Accountability Plan will be the cornerstone of this effort. A two way communication plan including social media is being developed. Elementary school clerical has been increased in order to help meet the demands of data gathering. A key addition is in the communications and accountability areas, where staff members will coordinate the collection, communication and reporting of data especially that which is needed for the LCAP.

*Innovate:* Accelerate the implementation of best practices and earned autonomy. Integrate technology in classrooms to improve student learning.

Professional development has been offered through the District's Best Practice Conference, Summer of Innovation Contest and Instructional Piloting. A new student assessment system has been purchased and implementation has begun. The Technology Master Plan has been implemented. Schools have improved technology capacity through upgraded connectivity, wireless and purchase of computing devices.

Since the adoption of the LCAP the financial picture for the District has changed. In addition, certain programs and activities have come to light that have been considered in the planning process for the District 2015-16 LCAP.

The concept of how Special Education fit into the LCFF and Supplemental Concentration funding was not fully understood and was not considered during the first LCAP development process. Special Education students constitute approximately 12.5% of the unduplicated count student population. Special Education provides targeted services to students based upon their Individual Education Plans. The cost of providing targeted services is a significant portion of the general fund budget. Special Education should be able to use 12.5% of the Supplemental Concentration funding toward paying for targeted services. The LCAP for 2014-15 did not include that provision. The draft LCAP for 2015-16 LCAP will include an estimated share of Supplemental Concentration funding for Special Ed in the amount of \$3.2 million.

De Anza High School and Helms Middle School both have School Improvement Grants (SIG) that expire in June of 2015. Each of these schools wrote grants that describe the specific help that each school would be provided for the use of these funds. During the January and February budget study session staff proposed that each of these schools be provided a site discretionary block grant in order to continue their work. The Instructional Leadership Teams at each school will work together to prioritize the use of these funds. The funding of \$1.3 million will be included in the draft LCAP for 2015-16.

The areas of expansion that were identified in the 2014-15 LCAP for 2015-16 have been reviewed through the two Board study sessions. The District has also conducted a series of Town Hall meetings and other outreach activities to provide information and seek input from stakeholders regarding the activities and services for the draft 2015-16 LCAP. The 2015-16 LCAP plan will be drafted using the budget assumptions as of the Second Interim Report.

## **Support Systems and Operational Driven Costs**

District plans to fund the support, operational and equipment replacement needs of the District's schools out of the general fund were placed on the "back burner" during tough economic times.

The State Flexibility legislation in place during the recession included a suspension of the textbook adoption cycle. That flexibility is set to expire and a new textbook adoption cycle will begin. This will require that a portion of LCFF funding be set aside to meet the adoption costs. The State is no longer funding instructional materials separately; it is included in the LCFF funding. The District is budgeting \$3 million for textbook purchases each year and currently has a fund balance set aside in the lottery program of \$3 million for textbooks. However, an annual funding amount needs to be determined for the purposes of new adoptions and built into the future budgets.

As the District opens and operates new campuses the Board should consider the level of staffing provided to keep these campuses in top operating condition. Past studies indicate the District is understaffed for the square footage we are operating in terms of the maintenance and custodial staff. As we add more sophisticated building components, such as technology infrastructure, climate control and sophisticated security systems it is important to consider the number and types of staff provided to keep these investments in good working order for our students. It will also be important to develop a plan of replacement for the technology equipment that is funded through the Bond Capital program.

The Federal Erate program is undergoing a major change. In the past, Erate had a large component which helped districts with operational costs. The Erate program is now shifting funding away from operations and more into infrastructure. The District has relied upon the funding for Erate to offset the cost of telecommunications and web services. According to information recently received the District will have to consider reducing the formerly funded operational services. This specifically will affect our web hosting service (SchoolWires), our Voice Over IP service and all local telephone lines used for alarms services and fax machines as well as cell phone services. Except for web services, which will be totally eliminated in 2015-16, the other services mentioned will be phased out gradually with a decrease of 20% per year until these services are no longer funded. In an effort to offset these new expenditures, we will be eliminating all AT&T telecommunications services, except for one internet connection, faxes and alarms and decreasing our cell phone services next year. The estimated impact for the district next year is \$750,000 out of our telecommunications budget, which will be offset by reductions to the greatest extent possible.

## **Deferred Maintenance**

The Deferred Maintenance program funding was incorporated into the State Tier III Flexibility program sweep during the past years. The program, as a separate funding model no longer exists under the LCFF. However, the obligation to keep schools in good repair is clearly stated as one of the eight state priorities. Capital projects related to bond eligible schools have been accomplished over the past few years through the bond construction program. However, it is incumbent upon the District to identify a funding source and plan for projects and long term maintenance in order to insure that

district schools are kept in good repair. The fund balance as of June 30, 2014 was \$3,002,466. These dollars are to provide funding for projects identified by the Operations Division. Beginning in 2015-16 the Deferred Maintenance Fund will no longer be an approved fund according the State Accounting Manual. Therefore, a restricted budget for the purpose of tracking the Deferred Maintenance Program will be added to the general fund. Additionally, in 2015-16 the Tier III Flexibility provision which allows reduced funding for the Routine Repair and Restricted Maintenance (RRRM) will expire. This will require and increased transfer to RRRM estimated to be \$4.8 million. A portion of the increase will be utilized to fund the District's Deferred Maintenance Program.

### **Adult Education**

The Adult Education program funding is another example of a large program that is no longer funded by the State in the same manner as in years past. It is a program that school districts were not required to operate during the fiscal crisis. While many districts eliminated this program the Board maintained a program, albeit with a lower funding level. For the 2013-14 and 2014-15 school years, all districts that operated a program during 2012-13 were required to continue to operate a program at the 2012-13 level. Community College Districts and K-12 School Districts have formed consortiums to examine how to offer regional programs for adults, our District participates with Contra Costa Community College District. The Second Interim Report anticipates a contribution of \$1.1 million to Adult Education in 2015-16 with the State funding model anticipated to be fully implemented by 2016-17 (no general fund contribution). There is information through the January Governors budget that funding may be provided in 2015-16, but it is unclear how much and how that will be disbursed to districts.

### **Capital Facility Funds**

Capital Facility Funds consists of the Building Fund (21), Capital Facilities Fund (25), County School Facilities Fund (35), Special Reserve for Capital Outlay (40). The Building Fund is where the bond funds and projects are accounted for, the Capital Facilities Fund contains developer fees, the County School Facilities Fund consists of funding received through the State School Building Program and the Special Reserve for Capital Outlay houses the former RDA funds. The budgets for these funds total \$152 million with \$102 million from the Bond Fund. The District sold \$135 million in bonds in February of 2015. The recently sold bond proceeds will fund projects currently in progress over the course of the next two fiscal years, with a bond sale planned for the Spring of 2017.

### **Other Funds**

In addition to the General, Capital Outlay and Adult Funds the District operates six additional funds. These include the Child Development Fund (Pre-School), the Cafeteria Fund, Bond Interest and Redemption Fund (County level bond debt payments), Debt Service Fund (COP), Self-Insurance Fund (Property, Liability, Dental and Vision), and Retiree Benefit Fund. These funds all have positive fund balances in the 2014-15 budget.

## **Next Steps**

### **What can we do about the deficit?**

- The deficit has been significantly addressed through the Board Study Sessions
- Board's direction for 6% reserve is now met
- State funding levels have changed since First Interim and are likely to improve with the May Revise – those revisions will be presented in a revised budget action after June due to the timeline for public hearings of the LCAP and Budget
- Diligently work on the enrollment information to get specific information from each Charter School so that we have the best information possible to estimate our budget.
- Monitor site enrollment during the Spring and adjust staffing as needed
- Review new demographic (should be available in April 2015) in case there are any changes to consider for budget development.

### **Budget Development**

The assumptions used to develop the Second Interim Report will be incorporated into the District's budget for 2015-16. The staffing matrixes presented at the Board's Budget Study Session will be used to budget for positions throughout the District. The LCAP with the additions discussed at the Board Study Sessions will also be a building block for the budget as well as the draft LCAP for 2015-16. Public Hearings are scheduled and updates will be provided as new information becomes available.

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
2014-15 SECOND INTERIM**

Schedule 1

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

	GENERAL FUND			SPECIAL	CAPITAL	OTHER	DISTRICT
	UNRESTRICTED	RESTRICTED	TOTAL	REVENUE FUNDS Schedule 2	OUTLAY FUNDS Schedule 3	FUNDS Schedule 4	
<b>REVENUES</b>							
Local Control Funding Formula	216,832,664	-	216,832,664	-	-	-	216,832,664
Federal Revenues	-	27,614,599	27,614,599	12,812,560	-	-	40,427,159
Other State Revenues	6,816,696	28,528,703	35,345,399	3,616,923	692,436	-	39,654,758
Other Local Revenues	1,179,750	20,740,795	21,920,545	1,526,653	2,373,645	23,198,943	49,019,786
<b>Total Revenues</b>	<b>224,829,110</b>	<b>76,884,097</b>	<b>301,713,207</b>	<b>17,956,136</b>	<b>3,066,081</b>	<b>23,198,943</b>	<b>345,934,367</b>
<b>EXPENDITURES</b>							
Certificated Salaries	83,663,812	38,527,646	122,191,458	2,952,658	-	-	125,144,116
Classified Salaries	27,259,320	19,303,354	46,562,674	6,664,410	1,850,407	103,944	55,181,435
Employee Benefits	49,210,946	23,653,370	72,864,316	3,861,910	747,266	47,149	77,520,641
Books and Supplies	7,883,426	11,444,727	19,328,153	6,522,341	1,653,657	6,393	27,510,544
Services and Other Operating Expenditures	18,837,403	40,128,768	58,966,171	3,545,099	19,195,406	21,122,922	102,829,598
Capital Outlay	1,244,272	2,845,875	4,090,147	173,700	129,040,342	-	133,304,189
Other Outgo	995,352	-	995,352	-	-	-	995,352
Direct/Indirect Support Costs	(2,738,993)	1,814,123	(924,870)	924,870	-	-	-
<b>Total Expenditures</b>	<b>186,355,538</b>	<b>137,717,863</b>	<b>324,073,401</b>	<b>24,644,988</b>	<b>152,487,078</b>	<b>21,280,408</b>	<b>522,485,875</b>
<b>INCREASE OF (DECREASE) IN FUND BALANCE RESULTING FROM OPERATIONS</b>							
	38,473,572	(60,833,766)	(22,360,194)	(6,688,852)	(149,420,997)	1,918,535	(176,551,508)
<b>OTHER FINANCING SOURCES AND (USES)</b>							
Interfund Transfers In	-	-	-	1,495,396	-	70,470	1,565,866
Interfund Transfers Out	(1,495,396)	-	(1,495,396)	-	(70,469)	-	(1,565,865)
Other Sources	-	-	-	-	135,203,969	-	135,203,969
Other Uses	-	-	-	-	-	-	-
Contributions To Restricted Programs	(44,576,896)	44,576,896	-	-	-	-	-
<b>Total Other Financing Sources and Uses</b>	<b>(46,072,292)</b>	<b>44,576,896</b>	<b>(1,495,396)</b>	<b>1,495,396</b>	<b>135,133,500</b>	<b>70,470</b>	<b>135,203,970</b>
<b>NET CHANGE IN FUND BALANCE</b>							
	(7,598,720)	(16,256,870)	(23,855,590)	(5,193,456)	(14,287,497)	1,989,005	(41,347,538)
<b>BEGINNING FUND BALANCE, JULY 1, 2014</b>							
	21,992,229	23,546,519	45,538,748	20,222,286	112,414,430	79,536,418	257,711,882
<b>PROJECTED ENDING FUND BALANCE JUNE 30, 2015</b>							
	\$ 14,393,509	\$ 7,289,649	\$ 21,683,158	\$ 15,028,830	\$ 98,126,933	\$ 81,525,423	\$ 216,364,344



**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
2014-15 SECOND INTERIM**

Schedule 2

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

**SPECIAL REVENUE FUNDS**

**REVENUES**

	<b>ADULT EDUCATION</b>	<b>CHILD DEVELOPMENT</b>	<b>CAFETERIA</b>	<b>DEFERRED MAINTENANCE</b>	<b>SPECIAL RESERVE</b>	<b>TOTAL SPECIAL REVENUE FUNDS</b>
Revenue Limit Sources	-	-	-	-	-	-
Federal Revenues	455,407	427,153	11,930,000	-	-	12,812,560
Other State Revenues	-	2,766,923	850,000	-	-	3,616,923
Other Local Revenues	309,754	116,899	1,095,000	5,000	-	1,526,653
<b>Total Revenues</b>	<b>765,161</b>	<b>3,310,975</b>	<b>13,875,000</b>	<b>5,000</b>	<b>-</b>	<b>17,956,136</b>

**EXPENDITURES**

Certificated Salaries	1,873,567	1,079,091	-	-	-	2,952,658
Classified Salaries	658,368	962,235	5,043,807	-	-	6,664,410
Employee Benefits	776,185	785,976	2,299,749	-	-	3,861,910
Books and Supplies	384,171	403,173	5,689,997	45,000	-	6,522,341
Services and Other Operating Expenditures	300,016	82,827	445,256	2,717,000	-	3,545,099
Capital Outlay	8,700	-	165,000	-	-	173,700
Other Outgo	-	-	-	-	-	-
Direct/Indirect Support Costs	-	163,495	761,375	-	-	924,870
<b>Total Expenditures</b>	<b>4,001,007</b>	<b>3,476,797</b>	<b>14,405,184</b>	<b>2,762,000</b>	<b>-</b>	<b>24,644,988</b>

**INCREASE OF (DECREASE) IN FUND BALANCE  
RESULTING FROM OPERATIONS**

<b>(3,235,846)</b>	<b>(165,822)</b>	<b>(530,184)</b>	<b>(2,757,000)</b>	<b>-</b>	<b>(6,688,852)</b>
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**OTHER FINANCING SOURCES AND (USES)**

Interfund Transfers In	1,495,396	-	-	-	-	1,495,396
Interfund Transfers Out	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-
Other Uses	-	-	-	-	-	-
Contributions To Restricted Programs	-	-	-	-	-	-
<b>Total Other Financing Sources and Uses</b>	<b>1,495,396</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,495,396</b>

**NET CHANGE IN FUND BALANCE**

<b>(1,740,450)</b>	<b>(165,822)</b>	<b>(530,184)</b>	<b>(2,757,000)</b>	<b>-</b>	<b>(5,193,456)</b>
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**BEGINNING FUND BALANCE, JULY 1, 2014**

<b>2,065,909</b>	<b>165,822</b>	<b>3,341,286</b>	<b>2,944,101</b>	<b>11,705,168</b>	<b>20,222,286</b>
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**PROJECTED ENDING FUND BALANCE  
JUNE 30, 2015**

<b>325,459</b>	<b>-</b>	<b>2,811,102</b>	<b>187,101</b>	<b>11,705,168</b>	<b>15,028,830</b>
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**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
2014-15 SECOND INTERIM**

Schedule 3

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

<b>CAPITAL OUTLAY FUNDS</b>	<b>BUILDING</b>	<b>CAPITAL FACILITIES</b>	<b>COUNTY SCHOOL FACILITIES</b>	<b>SPECIAL RESERVE FOR CAPITAL OUTLAY</b>	<b>TOTAL CAPITAL OUTLAY FUNDS</b>
<b>REVENUES</b>					
Revenue Limit Sources	-	-	-	-	-
Federal Revenues	-	-	-	-	-
Other State Revenues	-	-	692,436	-	692,436
Other Local Revenues	204,145	904,000	60,500	1,205,000	2,373,645
Total Revenues	<u>204,145</u>	<u>904,000</u>	<u>752,936</u>	<u>1,205,000</u>	<u>3,066,081</u>
<b>EXPENDITURES</b>					
Certificated Salaries	-	-	-	-	-
Classified Salaries	1,850,407	-	-	-	1,850,407
Employee Benefits	747,266	-	-	-	747,266
Books and Supplies	1,536,868	-	-	116,789	1,653,657
Services and Other Operating Expenditures	15,668,241	834,475	61	2,692,629	19,195,406
Capital Outlay	82,790,405	216,525	45,060,600	972,812	129,040,342
Other Outgo	-	-	-	-	-
Direct/Indirect Support Costs	-	-	-	-	-
Total Expenditures	<u>102,593,187</u>	<u>1,051,000</u>	<u>45,060,661</u>	<u>3,782,230</u>	<u>152,487,078</u>
<b>INCREASE OF (DECREASE) IN FUND BALANCE RESULTING FROM OPERATIONS</b>	<u>(102,389,042)</u>	<u>(147,000)</u>	<u>(44,307,725)</u>	<u>(2,577,230)</u>	<u>(149,420,997)</u>
<b>OTHER FINANCING SOURCES AND (USES)</b>					
Interfund Transfers In	-	-	-	-	-
Interfund Transfers Out	(70,469)	-	-	-	(70,469)
Other Sources	135,070,469	-	-	133,500	135,203,969
Other Uses	-	-	-	-	-
Contributions To Restricted Programs	-	-	-	-	-
Total Other Financing Sources and Uses	<u>135,000,000</u>	<u>-</u>	<u>-</u>	<u>133,500</u>	<u>135,133,500</u>
<b>NET CHANGE IN FUND BALANCE</b>	32,610,958	(147,000)	(44,307,725)	(2,443,730)	(14,287,497)
<b>BEGINNING FUND BALANCE, JULY 1, 2014</b>	<u>59,528,287</u>	<u>3,442,339</u>	<u>44,368,161</u>	<u>5,075,643</u>	<u>112,414,430</u>
<b>PROJECTED ENDING FUND BALANCE JUNE 30, 2015</b>	<u>92,139,245</u>	<u>3,295,339</u>	<u>60,436</u>	<u>2,631,913</u>	<u>98,126,933</u>

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
2014-15 SECOND INTERIM**

Schedule 4

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

OTHER FUNDS	BOND INTEREST AND REDEMPTION	DEBT SERVICE COMPONENT UNIT (COPs)	DEBT SERVICE	SELF INSURANCE	RETIREE BENEFITS	TOTAL OTHER FUNDS
<b>REVENUES</b>						
Revenue Limit Sources	-	-	-	-	-	-
Federal Revenues	-	-	-	-	-	-
Other State Revenues	-	-	-	-	-	-
Other Local Revenues	-	-	-	3,162,552	20,036,391	23,198,943
Total Revenues	-	-	-	3,162,552	20,036,391	23,198,943
<b>EXPENDITURES</b>						
Certificated Salaries	-	-	-	-	-	-
Classified Salaries	-	-	-	103,944	-	103,944
Employee Benefits	-	-	-	47,149	-	47,149
Books and Supplies	-	-	-	6,393	-	6,393
Services and Other Operating Expenditures	-	-	-	2,657,122	18,465,800	21,122,922
Capital Outlay	-	-	-	-	-	-
Other Outgo	-	-	-	-	-	-
Direct/Indirect Support Costs	-	-	-	-	-	-
Total Expenditures	-	-	-	2,814,608	18,465,800	21,280,408
<b>INCREASE OF (DECREASE) IN FUND BALANCE RESULTING FROM OPERATIONS</b>						
	-	-	-	347,944	1,570,591	1,918,535
<b>OTHER FINANCING SOURCES AND (USES)</b>						
Interfund Transfers In	70,470	-	-	-	-	70,470
Interfund Transfers Out	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-
Other Uses	-	-	-	-	-	-
Contributions To Restricted Programs	-	-	-	-	-	-
Total Other Financing Sources and Uses	70,470	-	-	-	-	70,470
<b>NET CHANGE IN FUND BALANCE</b>						
	70,470	-	-	347,944	1,570,591	1,989,005
<b>BEGINNING FUND BALANCE, JULY 1, 2014</b>						
	60,291,232	1,042,373	1,081	1,279,653	16,922,079	79,536,418
<b>PROJECTED ENDING FUND BALANCE JUNE 30, 2015</b>						
	60,361,702	1,042,373	1,081	1,627,597	18,492,670	81,525,423

West Contra Costa  
Unified School District

March 18, 2015



2014-15  
Second Interim Financial Report

1

## Second Interim 2014-15

- Period Ending January 31, 2015
- Updated Information on District Enrollment
- Latest Information from the State
- Utilizing the expenditure budget assumptions described in the Executive Summary and the LCFF Calculator provided by the State
- Information for all funds

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## Changes since First Interim



- State rate of funding change toward the 8 year target
- Emerging information on the Local Control Funding Formula and Special Education
- Able to maintain 6% Reserve – reduced use of Special Reserve for Operations

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## Revenue Changes

- State Formulas impact revenue changes
  - First Interim 2015-16 assumes 20.68%
  - Second Interim 2015-16 assumes 32.19%
- Base year funding assumptions for LCFF related to former EIA grant shifts funding between Base and Supplemental Concentration

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## Target Calculations: 2014-15 West Contra Costa Unified

Factors	K-3	4-6	7-8	9-12
Base Grant	\$7,012	\$7,116	\$7,328	\$8,491
Grade Span Adds	\$729			\$221
Supplemental	\$1,168	\$1,073	\$1,105	\$1,314
Concentration	\$790	\$727	\$748	\$889
Targeted Goal	\$9,699	\$8,916	\$9,181	\$10,915

These targets are dependent upon State action each year and are subject to change. Full implementation of target funding is anticipated in 2020-21 school year.

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## Funding Estimate: 2014-15 West Contra Costa Unified

- Target total for Base and Supplemental Concentration is \$272,434,658
- ACTUAL Funding Estimate for Base and Supplemental Concentration is \$212,129,619
- This year the District is estimated to receive 78% of the Targeted funding amount.
- The amount attributed between Base and Supplemental Concentration is a formula and not broken out by grade span.

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## Local Control Funding Formula Second Interim

- 2014-15 **target** vs Phase in entitlement calculation

Summary of Funding	2014-15	2015-16	2016-17
Target	\$ 272,434,658	\$ 265,541,788	\$ 266,226,079
Total Phase-In Entitlement *	\$ 212,129,619	\$ 224,377,302	\$ 231,552,520
Base	\$ 192,320,794	\$ 193,842,833	\$ 198,634,444
Supplemental/Concentration	\$ 19,808,825	\$ 30,534,469	\$ 32,918,076
Total Funding	\$ 212,129,619	\$ 224,377,302	\$ 231,552,520
Estimated Percent toward Target	78%	84%	87%

This funding level assumes the State will fund the target "gap"  
2014-15 29.15% - 2015-16 32.19% - 2016-17 23.71%

\* Not including Transportation and Target Inst. Grant

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## How far away is our target?

- The LCFF has an 8 year implementation plan
- The 2014-15 Funding Target as of Second Interim is \$272 million
- The 2014-15 Estimated Funding \$212 million  
– **The Funding "Gap" is \$60 million**
- Each year the LCFF base grants are adjusted, but not necessarily funded. That will be a decision of the State Legislature based upon funds available.

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**Multi Year Projection  
Second Interim Report  
Unrestricted General Fund**

	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>
<b>Revenues</b>	\$224,829	\$235,384	\$242,684
<b>Expenses</b>	232,428	239,121	243,427
<b>Deficit Spending</b>	(\$7,599)	(\$3,737)	(\$743)
<i>Use of Special Reserve Transfer (note)</i>			1,000
<b>Beginning Fund Balance</b>	21,992	14,393	10,656
<b>Use of Fund Balance</b>	(7,599)	(3,737)	(743)
<b>Ending Fund Balance</b>	14,393	10,656	9,913
<b>Required Reserve</b>	9,767	9,397	9,549
<b>Stores &amp; Revolving Cash</b>	300	300	300
<b>Balance</b>	\$4,326	\$959	\$64

Chart in Thousands

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## Multi Year Projection

- 2014-15
  - Will meet 6% reserve with a combination of General and Special Reserve Funds
- 2015-16
  - Will meet 6% reserve with a combination of General and Special Reserve Funds
- 2016-17
  - Will meet 6% reserve with a combination of General and Special Reserve Funds

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## Multi-Year Projection

- Assumptions Used for Multi-Year Projections
- Maintains....
  - Programs currently in place
  - Exception of Grad Tutors – site decision in 2015-16
- Increases
  - Driven costs based on a formulary such as step and column
  - 2015-16 LCAP Supplemental Concentration \$30 million
  - 2016-17 LCAP Supplemental Concentration \$32.9 million
  - Maintenance funding \$4.8 million in accordance with State requirement beginning in 2015-16
- Decreases
  - One time extra costs such as legal fees, election expenses
  - 35 Teaching staff based on estimated decline in enrollment in 2015-16
  - 16 Teaching staff based on estimated decline in enrollment in 2016-17

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## Future Funding Estimates

- There is a higher level of volatility and risk in this funding model
  - Student Demographic Changes
  - Legislative Support must continue over time
  - One-Time State Funding
  - Economic Stability and Growth

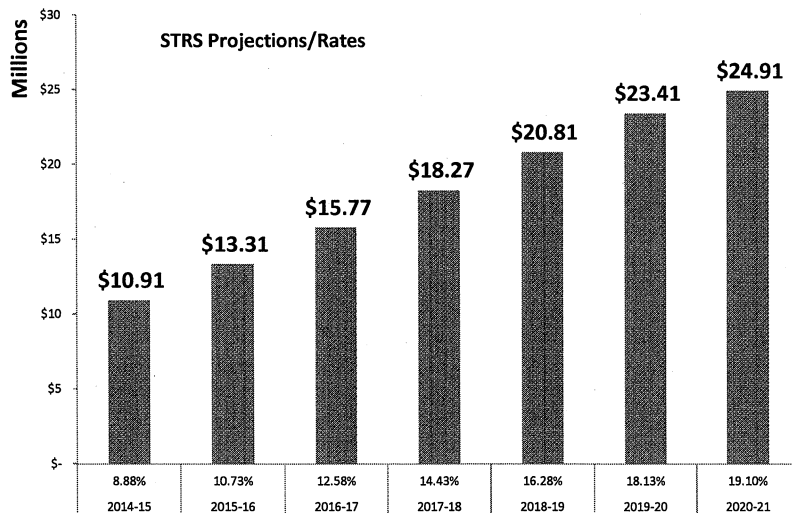
12

## Expense Planning

- The District is deficit spending by an estimated \$7.6 million as of Second Interim
- Salary and Benefit Increases will be requested through bargaining
- Because of low funding over several years, demand is higher than the increased funding
- District must plan to reduce deficit spending

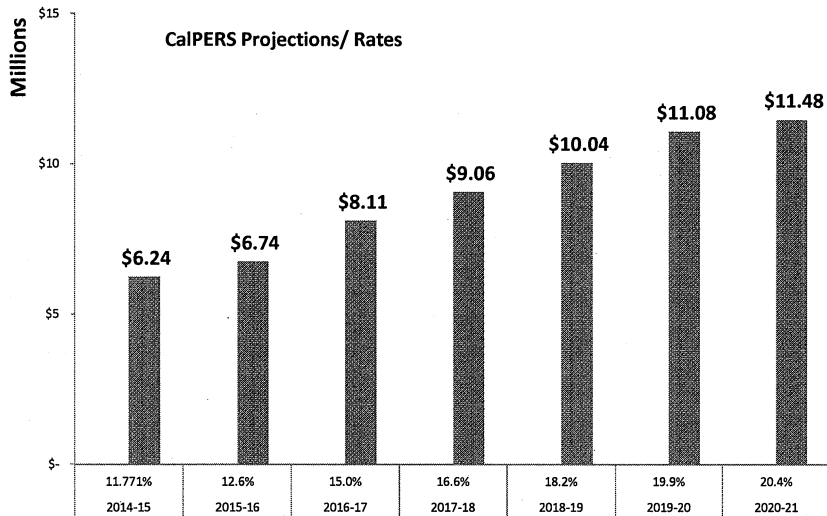
13

## STRS Multi Year Rates



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## CalPERS Multi Year Rates



15

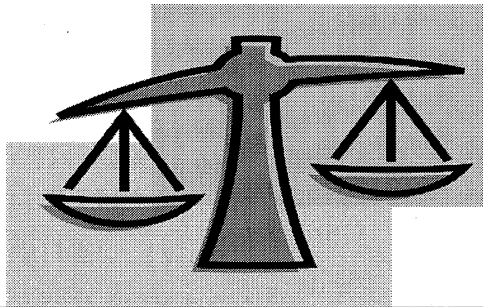
## Retirement System Costs

- The increased cost to fund retirement system contributions will be escalating between \$2.5 and \$3 million per year
- This is roughly equivalent to a 1.5% raise for all employees
- The District pays for over 2300 retiree health care plans for those employees who were in a vesting status and/or retired prior to 2010 the annual cost is \$18 million, which rises based upon health care premium rates

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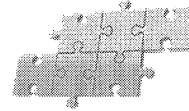
## Structural Deficit

- Defined as having ongoing programs and financial commitments for a given year that exceed that particular year's revenue
- Ending Fund Balance or Special Reserve Funds can be used to address the deficit



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## Structural Deficit



- The Board needs to be aware of the use of one-time funds and prepare plans for reducing commitments as one-time funds are depleted
- 2014-15 the District has planned use of ending fund balance in the amount of \$7.6 million
- 2015-16 the District has planned use of ending fund balance of \$3.7 million
- 2016-17 the District has planned use of Special Reserve of \$1 million and ending fund balance of \$743 thousand

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## Reserves

- 3% Reserve for Economic Uncertainty is the standard for a District our size
- Due to the risk of volatility in funding the Board adopted a 6% reserve target with 3% in the General Fund and 3% in the Special Reserve fund
- With current revenue and expense assumptions that target will be met in 2015-16 and 2016-17
- By way of comparison a monthly payroll cost this school year can be as much as \$12.2 million
- A 3% reserve is \$9.7 million as of Second Interim

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## Special Reserve Summary

	Second Interim
<b>Special Reserve Fund – 17</b>	
<b>Balance June 30, 2014</b>	\$ 11,705,168
2015-16 use of Special Reserve	\$ 0
2016-17 use of Special Reserve	<b>\$ (1,000,000)</b>
<b>Special Reserve Fund Balance Projection June 2017</b>	<b>\$ 10,705,168</b>



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## Fund Review

- Review of Budget Fund Schedules
  - Schedule 2
    - Adult Ed, Child Development, Cafeteria, Deferred Maintenance, Special Reserve
  - Schedule 3
    - Building, Capital Facility, County School Facility, Special Reserve for Capital Outlay
  - All funds are estimated to have positive ending fund and cash balances for 14-15, moving in to the 2015-16 budget year

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## Next Steps

### 2015

- January Governor's January Budget ✓
- January Budget Study Session ✓
- February Governor's Budget Review ✓
- February Budget Study Session ✓
- February-March Town Hall Meetings ✓
- March Second Interim Budget Report ✓
- March District Local Control Accountability Plan (DLCAP) committee Meeting
- April DLCAP Committee Meeting
- May Governor's May Revised Budget
- May Public Hearing for LCAP
- June Adopt 2015-16 Budget and LCAP



Financial reports available on the web  
<http://www.wccusd.net/>

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

**ITEM REQUIRING ATTENTION----BOARD OF EDUCATION**

**To:** Board of Education

**Meeting Date:** March 18, 2015

**From:** Sheri Gamba *SG*  
Associate Superintendent Business Services

**Agenda Item:** F.3

**Subject:** Receive the Building Fund (Measure D and Measure E) Performance Audit for Year Ended June 30, 2014

**Background Information:**

The District's Performance Audit firm, Vavrinek, Trine, Day & Co., LLP (VTD), will present the independent Building Fund (Measure D and Measure E) Performance Audit for the year ended June 30, 2014. VTD was retained to complete the Performance Audit, as required by law and in conjunction with that appointment the Board agreed that the firm would provide an additional scope of review services. The enclosed report constitutes the portion of work that is required to be reported to the Board no later than March 30. This component of the independent Building Fund (Measure D and Measure E) Performance Audit report is part of a larger report that will include the additional scope of review services. The full report, including the additional scope of review services will be provided to the Board next month.

This report was provided to the Citizens Bond Oversight Committee Audit Sub-Committee on February 23, 2015, to the Citizens Bond Oversight Committee on February 25, 2015 and the Facility Sub-Committee on February 26, 2015.

The Building Fund (Measure D and Measure E) Performance Audit is posted on the WCCUSD web site and a copy is at the reception desk at 1108 Bissell Avenue, Richmond, CA.

**Recommendation:** Information

**Fiscal Impact:** None

**DISPOSITION BY BOARD OF EDUCATION**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Tabled \_\_\_\_\_

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT**

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**BUILDING FUND (MEASURE D AND MEASURE E)  
PERFORMANCE AUDIT**

---

**JUNE 30, 2014**



**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
BUILDING FUND (MEASURE D AND MEASURE E)**

**PERFORMANCE AUDIT  
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JUNE 30, 2014**

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VAVRINEK, TRINE, DAY  
& COMPANY, LLP  
*Certified Public Accountants*

VALUE THE DIFFERENCE

**INDEPENDENT AUDITORS' REPORT ON PERFORMANCE**

Governing Board and  
Citizens Oversight Committee  
West Contra Costa Unified School District  
Richmond, CA 94804

We were engaged to conduct performance audits of the West Contra Costa Unified School District (the District) Building Fund (Measure D and Measure E) for the year ended June 30, 2014.

We conducted this performance audit in accordance with the standards applicable to performance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our conclusion based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our conclusions based on our audit objectives.

Our audit was limited to the objectives listed within the report which includes determining the District's compliance with the performance requirements as referred to in Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution. Management is responsible for the District's compliance with those requirements.

In planning and performing our performance audit, we obtained an understanding of the District's internal control in order to determine if the internal controls were adequate to help ensure the District's compliance with the requirements of Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

The results of our tests indicated that the District expended Building Fund (Measure D and Measure E) funds only for the specific projects approved by the voters, in accordance with Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution.

*Vavrinek, Trine, Day & Co., LLP*

Pleasanton, California  
March 4, 2015

# **WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT BUILDING FUND (MEASURE D AND E)**

**JUNE 30, 2014**

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## ***AUTHORITY FOR ISSUANCE***

The general obligation bonds associated with Measure D were issued pursuant to the Constitution and laws of the State of California (the State), including the provisions of Chapters 1 and 1.5 of Part 10 of the California Education Code, and other applicable provisions of law. The bonds are authorized to be issued by a resolution adopted by the Board of Education of the District on March 3, 2010.

The District received authorization from an election held on June 8, 2010, to issue bonds of the District in an aggregate principal amount not to exceed \$380,000,000 to finance specific construction and renovation projects approved by eligible voters within the District. The proposition required approval by at least 55 percent of the votes cast by eligible voters within the District (the 2010 Authorization). The bonds represent the first and second series of the authorized bonds to be issued under the 2010 Authorization.

The general obligation bonds associated with Measure E were issued pursuant to the Constitution and laws of the State of California (the State), including the provisions of Chapters 1 and 1.5 of Part 10 of the California Education Code, and other applicable provisions of law. The bonds are authorized to be issued by a resolution adopted by Board of Education of the District on August 1, 2012.

The District received authorization from an election held on November 6, 2012, to issue bonds of the District in an aggregate principal amount not to exceed \$360,000,000 to finance specific construction and renovation projects approved by eligible voters within the District. The proposition required approval by at least 55 percent of the votes cast by eligible voters within the District (the 2012 Authorization). The bonds represent the first series of the authorized bonds to be issued under the 2012 Authorization.

## ***PURPOSE OF ISSUANCE***

Measure D (2010)

The complete ballot language contained in Measure D is as follows: To make schools safe, complete essential health/safety repairs, qualify for State matching grants, shall West Contra Costa Unified School District upgrade schools for earthquake safety/handicap accessibility, remove asbestos, upgrade restrooms, vocational classrooms/technology/energy systems to reduce costs, install lighting and security systems, acquire repair, construct, equipment/sites/facilities, by issuing \$380,000,000 in bonds within legal rates and bonding capacity limits with independent audits, citizen oversight, and no money for administrators' salaries?

The Measure D (2010) ballot language focused on the continued repair, modernization, and reconstruction of District school facilities in the following broad categories:

### **PRIORITY SCHOOL PROJECT LIST**

- School Renovation, repair and upgrade projects
- School health, safety and security, earthquake safety and energy efficiency school projects
- District-wide wiring and instructional technology for effective learning environment and job training projects
- New construction education enhancement/class size reduction projects at school sites

# WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT BUILDING FUND (MEASURE D AND E)

**JUNE 30, 2014**

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Measure E (2012)

The complete ballot language contained in Measure E is as follows: To make schools safe, complete essential health/safety repairs, qualify for State matching grants, shall West Contra Costa Unified School District upgrade schools for earthquake safety and handicap accessibility, remove asbestos, upgrade science labs, restrooms, vocational classrooms, technology and energy systems to reduce costs, install lighting and security systems, and acquire, repair, construct, equipment, sites and facilities, by issuing \$360,000,000 in bonds within legal rates and bonding capacity limits with independent audits, citizen oversight, and no money for administrators' salaries?

## PRIORITY SCHOOL PROJECT LIST

- School Renovation, repair and upgrade projects
- School health, safety and security, earthquake safety and energy efficiency school projects
- District-wide wiring and instructional technology for effective learning environment and job training projects

## ***AUTHORITY FOR THE AUDIT***

On November 7, 2000, California voters approved Proposition 39, the Smaller Classes, Safer Schools and Financial Accountability Act. Proposition 39 amended portions of the California Constitution to provide for the issuance of general obligation bonds by school districts, community college districts, or county offices of education, "for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of rental property for school facilities", upon approval by 55 percent of the electorate. In addition to reducing the approval threshold from two-thirds to 55 percent, Proposition 39 and the enacting legislation (AB 1908 and AB 2659) requires the following accountability measures as codified in Education Code sections 15278-15282:

1. Requires that the proceeds from the sale of the bonds be used only for the purposes specified in Article XIII A, Section 1(b)(3)(C) of the California Constitution, and not for any other purpose, including teacher and administrator salaries and other school operating expenses.
2. The school district must list the specific school facilities projects to be funded in the ballot measure, and must certify that the governing board has evaluated safety, class size reduction and information technology needs in developing the project list.
3. Requires the school district to appoint a citizen's oversight committee.
4. Requires the school district to conduct an annual independent financial audit and performance audit in accordance with the *Government Auditing Standards* issued by the Comptroller General of the United States of the bond proceeds until all of the proceeds have been expended.
5. Requires the school district to conduct an annual independent performance audit to ensure that the funds have been expended only on the specific projects listed.

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
BUILDING FUND (MEASURE D AND E)**

**JUNE 30, 2014**

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***OBJECTIVES OF THE AUDIT***

1. Determine whether expenditures charged to the Building Fund have been made in accordance with the bond project list approved by the voters through the approval of Measure D and Measure E.
2. Determine whether salary transactions, charged to the Building Fund were in support of Measure D and Measure E and not for District general administration or operations.

***SCOPE OF THE AUDIT***

The scope of our performance audit covered the period of July 1, 2013 to June 30, 2014. The population of expenditures tested included all object and project codes associated with the bond projects. The propriety of expenditures for capital projects and maintenance projects funded through other State or local funding sources, other than proceeds of the bonds, were not included within the scope of the audit. Expenditures incurred subsequent to June 30, 2014, were not reviewed or included within the scope of our audit or in this report.

***PROCEDURES PERFORMED***

We obtained the general ledger and the project expenditure reports prepared by the District for the period July 1 2013 through June 30, 2014, for the Building Fund (Measure D and Measure E). Within the fiscal year audited, we obtained the actual invoices and other supporting documentation for a sample of expenditures to ensure compliance with the requirements of Article XIII A, Section 1(b)(3)(C) of the California Constitution and Measure D and Measure E as to the approved bond projects list. We performed the following procedures:

1. We selected a sample of expenditures for the period starting July 1, 2013 and ending June 30, 2014, and reviewed supporting documentation to ensure that such funds were properly expended on the specific projects listed in the ballot text.
2. Our sample included 60 transactions each for Measure D and Measure E totaling \$40,817,783. This represents 34 percent of the total expenditures of \$122,072,156, including expenditures related to transferred funds.
3. We verified that funds from the Building Fund (Measure D and Measure E) were generally expended for the construction, renovation, furnishing and equipping of District facilities constituting authorized bond projects.

***CONCLUSION***

The results of our tests indicated that, in all significant respects, the West Contra Costa Unified School District has properly accounted for the expenditures held in the Building Fund (Measure D and Measure E) and that such expenditures were made for authorized Bond projects.

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
BUILDING FUND (MEASURE D AND MEASURE E)**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
JUNE 30, 2014**

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None reported.

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
BUILDING FUND (MEASURE D & E)**

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
JUNE 30, 2014**

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**Finding**

The District conducted formal public bids for the Downer Elementary School California Children Services (CCS) project on July 1, 2012 and for the Collins Elementary School Restroom Renovations project on May 2, 2013. However, TSS could not find evidence of Board action to either award or reject these bids. This is not in compliance with Public Contract Code Section 2011 which places the authority solely on the Board of Education to award contracts to the lowest responsive bidder or to reject all bids.

On July 12, 2012, the District conducted a public bid for Harding Elementary School Foundation Ventilation Repairs project (Bid no. 1271223-01). Based on staff recommendations, the Board approved the award of bid on July 23, 2012 to lowest bidder, Saboo Inc., in the amount of \$59,000. However, review of available documents indicate that the same project was bid again on November 29, 2012 and awarded to the lowest bidder, HM Construction, in the amount of \$99,850. During the review of Board agenda items, TSS could not find evidence of Board action, to rescind one of the awards or terminate one of the awarded contracts to rectify this duplication.

On April 2, 2013, based on Board approval on March 27, 2013 staff issued a Notice of Award (NOA) for the Portola Middle School New Construction project to Arntz Construction in the amount of \$42,762,406. However, on April 10, 2013, staff submitted to the Board of Education for ratification, the award of bid to Arntz Construction, in the amount of \$42,942,000. The contract amounts presented in these two documents differ by \$179,595.

On June 17, 2013, the superintendent's designee approved the award of bid and issued the Notice of Award (NOA) for the Bayview Elementary School Exterior Repairs project to AM Woo Construction, in the amount of \$646,000. However, as of June 30, 2013, the award had not been submitted to the Board of Education for ratification. This is not in compliance with Education Code 17604 which allows the Board of Education to delegate the power to contract to the superintendent or his designee, provided however, that no contract awarded to contractors pursuant to the delegation shall be valid unless and until the same have been approved or ratified by the Board of Education.

**Recommendation**

It is recommended that staff continue to improve the contract award process that is now in place, to ensure that all contracts awarded by the Board's designees are submitted to the Board for approval or ratification in compliance with Education Code 17604. Likewise, all bids for construction projects, solicited and received by the District by authority of the Board, that do not meet the requirements of the project, shall at all times be officially rejected by the Board of Education.

**Current Status**

Implemented.

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:** March 18, 2015

**From:** Sheri Gamba *SG*  
Associate Superintendent Business Services

**Agenda Item:** F.4

**Subject:** 2010 Measure D and 2012 Measure E General Obligation Bonds Financial Statements  
June 30, 2014

**Background Information:**

The District's auditing firm, Crowe Horwath LLP, presented their independent audit report of the West Contra Costa Unified School District's financial position, internal control, and federal and state compliance for the year ending June 30, 2014, on January 7, 2015. The 2010 Measure D and 2012 Measure E General Obligation Bonds Financial Statements report is a sub-set of the report presented on January 7, 2015. It is specific to Fund 21, the Capital Facilities or "Bond Fund". The District has traditionally required its audit firm to provide these additional financial statements for the record. They expand upon what is required as a part of the regular financial statements by providing balance sheet information by bond authorization. In the future the financial statements by bond authorization will be added as appendices to the annual audit and provided to the Board in January of each year.

The 2010 Measure D and 2012 Measure E General Obligation Bonds Financial Statements June 30, 2014 are posted on the district website and a copy is at the district office reception desk located at 1108 Bissell Avenue, Richmond, CA.

**Recommendation:** Accept the financial statements into the record

**Fiscal Impact:** None

DISPOSITION BY BOARD OF EDUCATION

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Tabled \_\_\_\_\_



**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT**  
Richmond, California

**2010 MEASURE D AND 2012 MEASURE E**  
**GENERAL OBLIGATION BONDS**  
**FINANCIAL STATEMENTS**  
June 30, 2014

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
Richmond, California

2010 MEASURE D AND 2012 MEASURE E  
GENERAL OBLIGATION BONDS  
FINANCIAL STATEMENTS  
June 30, 2014

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Education  
West Contra Costa Unified School District  
Richmond, California

**Report on the Financial Statements**

We have audited the accompanying financial statements of West Contra Costa Unified School District (the "District") 2010 Measure D and 2012 Measure E General Obligation Bonds activity included in the Building Fund of the District ("the Bonds"), as of and for the year ended June 30, 2014, and the related notes to the financial statements, as listed in the table of contents.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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(Continued)

## Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of West Contra Costa Unified School District's 2010 Measure D and 2012 Measure E General Obligation Bonds activity as of June 30, 2014, and the changes in financial position for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

## Emphasis of Matter

As discussed in Note 1, the financial statements present the financial activity and balances of the 2010 Measure D and 2012 Measure E Bonds, only and do not purport to, and do not, present fairly the financial position of West Contra Costa Unified School District as of June 30, 2014, and the changes in its financial position for the year then ended, in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

## Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 15, 2014 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters for the 2010 Measure D and 2012 Measure E General Obligation Bonds activity. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance for the 2010 Measure D and 2012 Measure E General Obligation Bonds activity. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering West Contra Costa Unified School District's internal control over financial reporting and compliance for the 2010 Measure D and 2012 Measure E General Obligation Bonds activity.



Crowe Horwath LLP

Sacramento, California  
December 15, 2014

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
 2010 MEASURE D AND 2012 MEASURE E GENERAL OBLIGATION BONDS  
 BALANCE SHEET  
 June 30, 2014

	<u>2010</u> <u>Measure D</u>	<u>2012</u> <u>Measure E</u>	<u>Total</u>
<b>ASSETS</b>			
Cash and investments (Note 2):			
Cash in County Treasury	\$ 15,872,493	\$ 57,796,665	\$ 73,669,158
Cash with Fiscal Agent	9,497,507	-	9,497,507
Investments	7,617	-	7,617
Receivables	6,352	-	6,352
	<u>                  </u>	<u>                  </u>	<u>                  </u>
Total assets	<u>\$ 25,383,969</u>	<u>\$ 57,796,665</u>	<u>\$ 83,180,634</u>
<b>LIABILITIES AND FUND BALANCE</b>			
Accounts payable	\$ 25,168,082	\$ 1,397,171	\$ 26,565,253
Fund balance – restricted (Note 3)	<u>215,887</u>	<u>56,399,494</u>	<u>56,615,381</u>
	<u>                  </u>	<u>                  </u>	<u>                  </u>
Total liabilities and fund balance	<u>\$ 25,383,969</u>	<u>\$ 57,796,665</u>	<u>\$ 83,180,634</u>

See accompanying notes to financial statements.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
 2010 MEASURE D AND 2012 MEASURE E GENERAL OBLIGATION BONDS  
 STATEMENT OF REVENUES, EXPENDITURES AND  
 CHANGE IN FUND BALANCE  
 For the Year Ended June 30, 2014

	<u>2010</u> <u>Measure D</u>	<u>2012</u> <u>Measure E</u>	<u>Total</u>
Revenues:			
Other local revenue	\$ 250,927	\$ -	\$ 250,927
Total revenues	<u>250,927</u>	<u>-</u>	<u>250,927</u>
Expenditures:			
Classified salaries	1,420,821	-	1,420,821
Employee benefits	582,237	-	582,237
Books and supplies	1,946,579	5,086,531	7,033,110
Contract services	8,037,371	1,438,925	9,476,296
Capital outlay	<u>81,059,642</u>	<u>22,500,050</u>	<u>103,559,692</u>
Total expenditures	<u>93,046,650</u>	<u>29,025,506</u>	<u>122,072,156</u>
Deficiency of revenues under expenditures	<u>(92,795,723)</u>	<u>(29,025,506)</u>	<u>(121,821,229)</u>
Other financing sources:			
Proceeds from issuance of General Obligation Bonds	40,000,000	85,000,000	125,000,000
General Obligation Bond issuance premium	<u>200,000</u>	<u>425,000</u>	<u>625,000</u>
Total other financing sources	<u>40,200,000</u>	<u>85,425,000</u>	<u>125,625,000</u>
Change in fund balance	(52,595,723)	56,399,494	3,803,771
Fund balance, July 1, 2013	<u>52,811,610</u>	<u>-</u>	<u>52,811,610</u>
Fund balance, June 30, 2014	<u>\$ 215,887</u>	<u>\$ 56,399,494</u>	<u>\$ 56,615,381</u>

See accompanying notes to financial statements.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
2010 MEASURE D AND 2012 MEASURE E GENERAL OBLIGATION BONDS  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2014

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies of West Contra Costa Unified School District (the "District") conform to accounting principles generally accepted in the United States of America as applicable to governments and to general practices within California School Districts. The District accounts for its financial transactions in accordance with policies and procedures of the Department of Education's *California School Accounting Manual*. The activities of the 2010 Measure D and 2012 Measure E General Obligation Bonds are recorded along with other activities in the District's Building Fund. The following is a summary of the more significant accounting policies:

Financial Reporting Entity: The financial statements include the activity and balances of the 2010 Measure D and 2012 Measure E General Obligation Bonds, only. The activities of the 2010 Measure D and 2012 Measure E General Obligation Bonds are recorded along with other activities in the District's Building Fund. These financial statements are not intended to present the financial position and results of operations of West Contra Costa Unified School District as a whole.

Basis of Accounting: Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of measurement made, regardless of the measurement focus applied.

The basic financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term liabilities, if any, is recognized when due.

Budgets and Budgetary Accounting: Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all government funds. By State law, the District's Board of Education must adopt a final budget no later than July 1. A public hearing must be conducted to receive comments prior to adoption. The District's Board of Education satisfied these requirements.

The District's Board of Education and Superintendent revise the budgets during the year to give consideration to unanticipated income and expenditures.

As a first step in developing the bond construction program, the District together with its Bond team consultants, completed an evaluation of all elementary and secondary schools in order to develop a recommended priority ranking of elementary, middle and high schools. This ranking was based on several factors, including structural design and safety considerations. Based on this evaluation, elementary and secondary schools of the District were ranked in order of need on separate lists with the most needy schools being ranked highest. In addition, preliminary budgets were developed for each school based on the evaluation. Throughout this process, cost estimations were completed and budgets were revised. The budgets presented in this report are based on the most up to date information available. As milestones are reached in the design phase and as construction bids are approved, the individual school project budgets will be revised and presented to the governing board for their review and approval.

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(Continued)

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
2010 MEASURE D AND 2012 MEASURE E GENERAL OBLIGATION BONDS  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2014

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

The District's construction program is not based solely on the proceeds from bonds. The District has other sources of revenue to fund some of the required expenditures. Budgets for the renovation of all schools are prepared and maintained together with all potential resources in order to keep track of the entire school renovation program, not just the sites being funded by currently available bond dollars.

Formal budgetary integration was employed as a management control device during the year for all budgeted funds. The District employs budget control by minor object and by individual appropriation accounts. Expenditures cannot legally exceed appropriations by major object account.

Accounting Estimates: The presentation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

Encumbrances: Encumbrance accounting is used in all budgeted funds to reserve portions of applicable appropriations for which commitments have been made. Encumbrances are recorded for purchase orders, contracts, and other commitments when they are written. Encumbrances are liquidated when the commitments are paid. All encumbrances are liquidated as of June 30.

**NOTE 2 – CASH AND INVESTMENTS**

Cash and investments at June 30, 2014 consisted of the following:

Pooled Funds:

Cash in County Treasury	\$ 73,669,158
-------------------------	---------------

Investments:

Cash with Fiscal Agent	\$ 9,497,507
Investments – Local Agency Investment Fund	\$ 7,617

Pooled Funds: In accordance with Education Code Section 41001, the District maintains substantially all of its cash in the Contra Costa County Treasury. The County pools these funds with those of school districts in the County and invests the cash. These pooled funds are carried at cost which approximates fair value. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool. Earnings are calculated on an annual basis and funds allocated to participating funds are adjusted to the calculated annual rate at year end.

Because the District's deposits are maintained in a recognized pooled investment fund under the care of a third party and the District's share of the pooled investment fund does not consist of specific, identifiable investment securities owned by the District, no disclosure of the individual deposits and investments or related custodial credit risk classifications is required.

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(Continued)



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
2010 MEASURE D AND 2012 MEASURE E GENERAL OBLIGATION BONDS  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2014

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**NOTE 2 – CASH AND INVESTMENTS (Continued)**

In accordance with applicable State laws, the Contra Costa County Treasurer may invest in derivative securities. However, at June 30, 2014, the Contra Costa County Treasurer has represented that the Treasurer's pooled investment fund contained no derivatives or other investments with similar risk profiles.

Cash with Fiscal Agent: The Cash with Fiscal Agent represents contract retentions that are placed with an independent third party. These amounts are carried in the contractor's name and all investment risk resides with the contractor.

Investments – Local Agency Investment Fund: West Contra Costa Unified School District places certain funds with the State of California's Local Agency Investment Fund (LAIF). The District is a voluntary participant in LAIF, which is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California and the Pooled Money Investment Board. The State Treasurer's Office pools these funds with those of other governmental agencies in the State and invests the cash. The fair value of the District's investment in the pool is reported in the accompanying financial statements based upon the District's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The monies held in the pooled investments funds are not subject to categorization by risk category. The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis. Included in LAIF's investment portfolio are collateralized mortgage obligations, mortgage-backed securities, other asset-backed securities, and floating rate securities issued by Federal agencies, government-sponsored enterprises and corporations. LAIF is administered by the State Treasurer.

LAIF investments are audited annually by the Pooled Money Investment Board and the State Controller's Office. Copies of this audit may be obtained from the State Treasurer's Office; 915 Capitol Mall; Sacramento, California 95814. The Pooled Money Investment Board has established policies, goals, and objectives to make certain that their goal of safety, liquidity and yield are not jeopardized.

Interest Rate Risk: The District does not have a formal investment policy that limits cash and investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. At June 30, 2014, the District had no significant interest rate risk related to cash and investments held.

Credit Risk: The District does not have a formal investment policy that limits its investment choices other than the limitations of State law.

Concentration of Credit Risk: The District does not place limits on the amount it may invest in any one issuer. At June 30, 2014, the District had no concentration of credit risk.

**NOTE 3 – FUND BALANCE CLASSIFICATION**

Governmental Accounting Standards Board Codification Sections 1300 and 1800, *Fund Balance Reporting and Governmental Fund Type Definitions* (GASB Cod. Sec. 1300 and 1800) implements a five-tier fund balance classification hierarchy that depicts the extent to which a government is bound by spending constraints imposed on the use of its resources. The five classifications are nonspendable, restricted, committed, assigned and unassigned. The fund balance of the 2010 Measure D and 2012 Measure E General Obligation Bonds are restricted, as described below.

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(Continued)

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
2010 MEASURE D AND 2012 MEASURE E GENERAL OBLIGATION BONDS  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2014

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**NOTE 3 – FUND BALANCE CLASSIFICATION (Continued)**

The restricted fund balance classification reflects amounts subject to externally imposed and legally enforceable constraints. Such constraints may be imposed by creditors, grantors, contributors, or laws or regulations of other governments, or may be imposed by law through constitutional provisions or enabling legislation.

**NOTE 4 – GENERAL OBLIGATION BOND ISSUES**

The bonds are general obligations of the District, and Contra Costa County is obligated to levy ad valorem taxes for the payment of and interest on, the principal of the bonds. The Bond Interest and Redemption Fund is maintained by the County Treasurer and is used to account for both the accumulation of resources from ad valorem tax levies and the payment of interest and redemption of principal of the bonds issued by the District.

2010 Measure D: On November 8, 2011, the District issued \$79,000,000 of Measure D, Series A bonds to fund the acquisition, construction, reconstruction and modernization of school facilities. The interest rates range from 3.00% to 5.25%. The final maturity date is August 1, 2041.

On November 8, 2011, the District issued \$21,000,000 of Measure D, Series A-1 bonds to fund the acquisition, construction, reconstruction and modernization of school facilities. The bonds were issued as Qualified School Construction Bonds, and are eligible to receive direct cash subsidy payments from US Treasury relating to the interest payable. The bonds bear interest at a rate of 6.25%, and mature through August 1, 2030.

On October 10, 2013, the District issued \$40,000,000 of Measure D, Series B bonds to fund the acquisition, construction, reconstruction and modernization of school facilities. The interest rates range from 2.00% to 5.50%. The final maturity date is August 1, 2045.

2012 Measure E: On October 10, 2013, the District issued \$85,000,000 of Measure E, Series A bonds to fund the acquisition, construction, reconstruction and modernization of school facilities. The interest rates range from 4.00% to 5.50%. The final maturity date is August 1, 2045.

**NOTE 5 – PURPOSE OF BOND ISSUANCE**

Bond Authorization – 2010 Measure D: By approval of the proposition for Measure D by at least 55% of the registered voters voting on the proposition at an election held on June 8, 2010, the West Contra Costa Unified School District was authorized to issue and sell bonds of up to \$380,000,000 in aggregate principal amount to provide financing for the specific school facilities projects listed in the Bond Project List included in the measure. The District has issued \$79,000,000 General Obligation Bonds, Election of 2010, Series A, dated November 8, 2011, \$21,000,000 General Obligation Bonds, Election of 2010, Series A-1, dated November 8, 2011, \$40,000,000 General Obligation Bonds, Election of 2010, Series B, dated October 10, 2013.

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(Continued)

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
2010 MEASURE D AND 2012 MEASURE E GENERAL OBLIGATION BONDS  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2014

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**NOTE 5 – PURPOSE OF BOND ISSUANCE (Continued)**

Bond Authorization – 2012 Measure E: By approval of the proposition for Measure E by at least 55% of the registered voters voting on the proposition at an election held on November 6, 2012, the West Contra Costa Unified School District was authorized to issue and sell bonds of up to \$360,000,000 in aggregate principal amount to provide financing for the specific school facilities projects listed in the Bond Project List included in the measure. The District has issued \$85,000,000 General Obligation Bonds, Series A, dated October 10, 2013.

Purpose of Bonds: The proceeds of the Bonds may be used to improve the learning climate for children by upgrading educational facilities through projects such as reconstructing, modernizing, renovating and repairing bathrooms, electrical, plumbing, heating and ventilation systems, leaking roofs and fire safety systems, improving technology, making seismic upgrades and replacing deteriorating portable classrooms and buildings.

As required by the California Constitution, the proceeds from the sale of bonds will be used only for the construction, reconstruction, rehabilitation or replacement of school facilities, including the furnishing and equipping of school facilities and not for any other purpose, including teacher and administrator salaries and other school operating expenses.

Bond Project List: The Bond Project List, which is an integral part of the proposition, lists the specific projects the District proposes to finance with proceeds of the bonds. Listed repairs, rehabilitation projects and upgrades will be completed as needed at individual campuses. Each project is assumed to include its share of costs of the election and bond issuance, architectural, engineering and similar planning costs, construction management and customary contingency for unforeseen design and construction costs. The final cost of each project will be determined as plans are finalized, construction bids are awarded and projects are completed. In addition, certain construction funds expected from on-bond sources, including State grant funds for eligible projects, have not yet been secured. Therefore, the Board of Education cannot guarantee that the bonds will provide sufficient funds to allow completion of all listed projects.

Further Specifications

*No Administrator Salaries – 2010 Measure D and 2012 Measure E*

Proceeds from the sale of bonds authorized by this proposition shall be used only for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities or the acquisition or lease of real property for school facilities and not for any other purpose, including teacher and administrator salaries and other school operating expenses.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN  
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS

Board of Education  
West Contra Costa Unified School District  
Richmond, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the 2010 Measure D and 2012 Measure E General Obligation Bonds activity included in the Building Fund of the District ("the Bonds") of West Contra Costa Unified School District as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the Bonds of West Contra Costa Unified School District's basic financial statements, and have issued our report thereon dated December 15, 2014.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) for the Bonds to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over the Bonds' financial reporting. Accordingly, we do not express an opinion of the effectiveness of the District's internal control over financial reporting for the Bonds.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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(Continued)

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Bonds financial statements are free of material misstatement, we performed tests of the Bonds compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance for the Bonds. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance for the Bonds. Accordingly, this communication is not suitable for any other purpose.



Crowe Horwath LLP

Sacramento, California  
December 15, 2014

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
2010 MEASURE D AND 2012 MEASURE E GENERAL OBLIGATION BONDS  
SCHEDULE OF AUDIT FINDINGS AND QUESTIONED COSTS  
For the Year Ended June 30, 2014

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No matters were reported.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
2010 MEASURE D AND 2012 MEASURE E GENERAL OBLIGATION BONDS  
SCHEDULE OF PRIOR YEAR AUDIT FINDINGS AND QUESTIONED COSTS  
For the Year Ended June 30, 2014

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No matters were reported.

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:** March 18, 2015

**From:** Sheri Gamba *sg*  
Associate Superintendent Business Services

**Agenda Item:** F,5

**Subject:** February 26, 2015 Bond Sale Report: 2010 Election Series C, 2012 Election Series B and February 2015 General Obligation Bonds Cost of Issuance

**Background Information:**

Pursuant to Section 53509.5 of the California Government Code, after the sale of bonds, the Board must present information to the public about the costs of the issuance at its next scheduled public meeting. This item presents the costs of the District's recent issuance of bonds to the public in compliance with State law.

On February 26, 2015, the District sold its General Obligation Bonds, 2015 Series B and 2015 Series C in the aggregate principal amount of \$135,000,000 to Piper Jaffray & Co., Stifel, Nicolaus & Company, Incorporated and Backstrom McCarley Berry & Co. LLC. The proceeds of the Bonds will be used to finance the acquisition, construction, improvement, furnishing and equipping of certain District facilities.

The settlement date for the bond proceeds deposit was March 12, 2015 (when funds were deposited with the County Treasurer). The funds will be used for capital projects identified by each bond measure. The District's Financial Advisory Firm, KNN Public Finance, will provide a review of the sale.

**Recommendation:** Accept report for the record of the District.

**Fiscal Impact:** None

DISPOSITION BY BOARD OF EDUCATION

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Tabled \_\_\_\_\_



## INFORMATION ITEM

### **CONFIRMATION OF BOND SALE COSTS RESPECTING \$135,000,000 WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT (CONTRA COSTA COUNTY, CALIFORNIA) GENERAL OBLIGATION BONDS, 2012 ELECTION, 2015 SERIES B AND GENERAL OBLIGATION BONDS, 2010 ELECTION, 2015 SERIES C**

The West Contra Costa Unified School District (Contra Costa County, California) General Obligation Bonds, 2012 Election, 2015 Series B and General Obligation Bonds, 2010 Election, 2015 Series C (the "Bonds") were sold to Piper, Jaffray & Co., Stifel, Nicolaus & Company, Incorporated and Backstrom McCarley Berry & Co., LLC on February 26, 2015 in the aggregate principal amount of \$135,000,000.

Section 53509.5 of the Government Code of the State of California (the "Government Code") requires that actual costs of issuance of general obligations bonds sold by or on behalf of a school district be presented to the governing board and disclosed to the public at a meeting of such governing board following the sale of such Bonds. The Underwriters' discount was estimated at not-to-exceed 0.525% of the aggregate principal amount of the Bonds (not including original issue discount or any Costs of Issuance paid by the Underwriters). The actual Underwriters' discount was 0.525% of the aggregate principal amount of the Bonds. The cost of issuing the Bonds, including bond counsel and disclosure counsel fees, paying agent fees, printing and ratings charges and other related fees, was estimated at 0.4% of the aggregate principal amount of the Bonds. In compliance with Section 53509.5 of the Government Code, the actual cost of sale of the Bonds was \$484,575.00 or less.

By \_\_\_\_\_  
Clerk, Board of Education

Submitted to the Board at  
March 18, 2015 Meeting

**\$135,000,000**  
**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT**  
**(CONTRA COSTA COUNTY, CALIFORNIA)**

**\$50,000,000**  
**General Obligation Bonds**  
**2010 Election, 2015 Series C**

**\$85,000,000**  
**General Obligation Bonds**  
**2012 Election, 2015 Series B**

<u>Payee</u>	<u>Service</u>	<u>Max. Auth. Amount</u>
Nixon Peabody LLP	Bond Counsel	\$95,000.00
Nixon Peabody LLP	Disclosure Counsel	85,000.00
KNN Public Finance	Financial Advisor (incl. reimb.)	105,000.00
Bank of New York	Paying Agent	3,000.00
ImageMaster	Printing & Mailing of OS	5,000.00
Moody's Investors Service	Rating	63,000.00
Standard & Poor's	Rating	56,500.00
Fitch Ratings, Inc.	Rating	55,000.00
CalMuni	OS Data	2,075.00
Contingency		<u>15,000.00</u>
	Costs of Issuance Subtotal:	\$484,575.00 <sup>(1)</sup>
Piper Jaffray & Co., Stifel, Nicolaus & Company, Incorporated and Backstrom McCarley Berry & Co., LLC	Underwriters' Discount	708,750.00
	Total:	<u>\$1,193,325.00</u>

<sup>(1)</sup> Following payment of the expenses set forth above, any remaining amounts shall be forwarded to the County of Contra Costa for deposit into the District's Debt Service Fund.



# West Contra Costa USD

## 2015 General Obligation Bond

Presentation to the Board of Education  
March 18, 2015



1300 Clay St., Suite 7000, Oakland, CA 94612  
phone 510-839-0200 fax 510-208-8282  
www.knnpublicfinance.com

## I. 2015 General Obligation Bonds

## 2015 General Obligation Bonds

- The District issued \$135 million in general obligation bonds within the approved parameters.
  - Bonds were issued as \$50 million Election of 2010, Series C, and \$85 million Election of 2012, Series B, for a total of \$135 million.
  - Fixed-rate current interest bonds, with 40-year final maturity
  - No capital appreciation bonds
  - Maximum underwriter's discount of \$5.25/bond.
- The 2015 Bonds were structured to allow remaining debt service capacity for future bond issuances and to ensure that tax rates do not exceed \$48 per \$100,000 of AV, assuming 4% AV growth.
- A longer final amortization of 40 years with current interest bonds were used to fit within debt service constraints once all bonds are issued and thus provide maximum future flexibility.



Presented to the West Coast Capital Bond Finance Committee Subcommittees Page 3



## 2015 General Obligation Bonds

- The bonds generated \$134.5 million of proceeds for projects in the District
- All-in true interest cost of 4.05%
- The financing used only current interest bonds – no capital appreciation bonds.

### Sources

Bond Principal	\$	135,000,000
Bond Premium	\$	9,425,166
Total	\$	144,425,166

### Uses

Project Fund	\$	134,515,425
Debt Service Fund	\$	8,716,416
Costs of Issuance	\$	1,193,325
Total	\$	144,425,166

### Statistics

All-in true interest cost	4.05%
Bond Principal	\$ 135,000,000
Total Debt Service	\$ 292,776,127
Final Maturity	8/1/2054



Presented to the West Coast Capital Bond Finance Committee Subcommittees Page 3



## Costs of Issuance Summary

- Total costs of issuance was \$484,575 for the \$135 million transaction.

Professional Service	Costs of Issuance
Bond Counsel	\$ 95,000
Disclosure Counsel	\$ 85,000
Financial Advisor	\$ 105,000
Paying & Escrow Agent	\$ 3,000
Cal Muni	\$ 2,075
Printing	\$ 5,000
S&P Rating	\$ 56,500
Fitch Rating	\$ 55,000
Moody's Rating	\$ 63,000
Miscellaneous	\$ 15,000
<b>Total</b>	<b>\$ 484,575</b>

- Underwriter's discount was \$708,750.

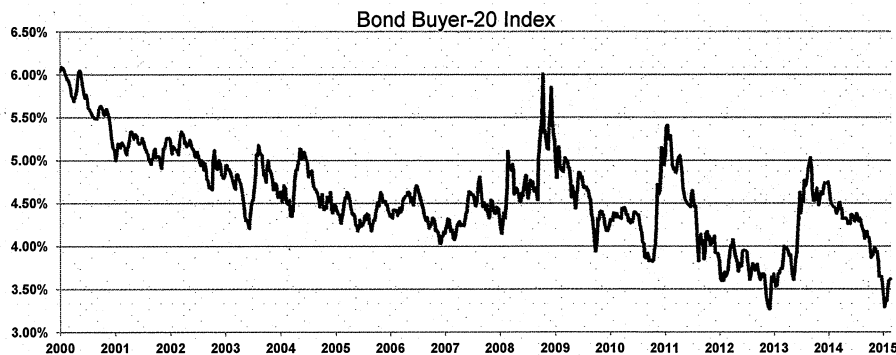


Prepared for the West Contra Costa Unified School District Finance Information Committee



## Excellent Market Timing

- Long-term general obligation bond rates at around the time of issuance were near historic lows.
  - Long-term interest rates have declined by approximately 75 basis points over the past year.



Prepared for the West Contra Costa Unified School District Finance Information Committee



## Bond Pricing & Structure

- The 2015 bonds were structured with a combination of serial bonds through the first 20 years and larger term bonds on the back-end.
- A 40-year final maturity priced with a 4.0% coupon yielding 4.08%.
- Bonds are first callable on August 1, 2025.

	Principal	Coupons	Yield	Spread
2016	\$ 2,985,000	2.00/3.00	0.41	0.27
2017	2,995,000	3.00/4.00	0.75	0.31
2018	3,010,000	4.00/5.00	1.11	0.34
2019	3,030,000	4.00/5.00	1.33	0.37
2020	1,550,000	4.00/5.00	1.50	0.37
2021	570,000	4.00	1.71	0.34
2022	595,000	5.00	1.95	0.35
2023	625,000	5.00	2.08	0.35
2024	655,000	5.00	2.28	0.31
2025	690,000	5.00	2.47	0.36
2026	725,000	5.00	2.74	0.43
2027	760,000	5.00	2.86	0.58
2028	800,000	5.00	3.00	0.58
2029	840,000	5.00	3.09	0.62
2030	880,000	5.00	3.15	0.64
2031	925,000	5.00	3.21	0.64
2032	2,795,000	5.00	3.22	0.65
2033	2,935,000	5.00	3.26	0.62
2034	3,080,000	5.00	3.30	0.62
2035	3,235,000	5.00	3.34	0.62
2040*	18,780,000	5.00	3.45	0.64
2045*	23,960,000	5.00	3.50	0.64
2054*	58,580,000	4.00	4.08	n/a

\*Term bonds subject to sinking fund.  
Note: Spread to AAA MMD GO Index



Presented by the Wisconsin Council on Local School Finance, Madison, Wisconsin



## Comparison to 30-Year Bonds

- The 2015 Bonds were structured to mature in 40 years.
- The net debt service differential between the 40-year bonds as issued and a 30-year bond financing is estimated at \$11.5 million over the term of the bond.
- The 2015 Bonds had a repayment ratio of 2.10x. This compares to an estimated ratio of 2.02x for a theoretical 30-year structure.
- In 2013, the 2010 Measure D Bonds had a repayment ratio of 2.07x and the 2012 Measure E Bonds had a ratio of 2.06x.

	Actual 40-Year Structure	Theoretical 30-Year Structure	Difference
Net Debt Service	\$284,059,711	\$272,523,045	\$11,536,666
Principal Issued	\$135,000,000	\$135,000,000	0
Repayment Ratio	2.10x	2.02x	0.08x



Presented by the Wisconsin Council on Local School Finance, Madison, Wisconsin



## 2015 Pricing Compared to Prior Transactions

- The District has issued general obligation bonds in separate issuances over the past few years.
- The table below shows spreads to the AAA GO Index to the pricing of the bonds.
- The 2015 Bonds generally priced favorably (with lower spreads) compared to the prior transactions.

Maturity	2011	2012	2013	2014	2015
1	35	-	12	-	27
2	60	-	1	-	31
3	-	-	25	12	34
4	-	-	35	14	37
5	-	-	-	14	34
6	-	-	-	23	35
7	-	-	-	29	35
8	-	-	48	36	31
9	129	106	58	41	36
10	131	114	68	50	43
11	132	113	79	55	58
12	137	120	83	60	58
13	134	120	88	61	62
14	143	120	93	66	64
15	142	120	98	67	64
16	142	-	90	67	65
17	-	-	90	67	62
18	-	-	90	70	62
19	-	-	90	67	62
20	-	115	90	67	62
21	119	-	-	68	-
22	-	-	-	-	-
23	-	-	-	-	-
24	117	-	-	-	-
25	-	-	-	-	64
26	-	-	82	-	-
27	-	-	-	-	-
28	-	-	-	-	-
29	-	-	103	-	-
30	117	-	-	-	64
31	-	-	-	-	-
32	-	-	106	-	-

Note: Spread is to stated reoffering yield. Differences in coupons affect yield comparisons.



Presented by the West Virginia Council of School Boards, Finance Subcommittee Page 4



## 2015 Bond Investors

- The 2015 transaction received orders from a core group of institutional investors, as summarized below.

<b>Wells Fargo &amp; Co.</b> \$46,000,000 	<b>Vanguard Funds</b> \$37,660,000 	<b>Loews Corporation</b> \$11,000,000 
<b>Fidelity Funds</b> \$3,140,000 	<b>Wells Fargo Asset Management</b> \$2,400,000 	<b>Wells Capital Management</b> \$2,330,000 
<b>Gurtin Fixed Income Management, LLC</b> \$1,680,000 	<b>Columbia Asset Management</b> \$1,200,000 	<b>Brown Advisory</b> \$1,180,000 



Presented by the West Virginia Council of School Boards, Finance Subcommittee Page 4



## 2015 Bond Investors (con't)

- The financing also attracted professional wealth management companies.

Bank Hapoalim \$6,770,000 	Becker Capital Management \$3,000,000 	Morgan Stanley \$2,145,000 
Wedbush Securities \$2,120,000 	JP Morgan \$1,890,000 	UBS \$1,560,000 
Citigroup \$1,000,000 	Southwest Securities \$1,000,000 	Ten Smaller Investors \$3,080,000 



Preparation of the West Virginia State Unified School System Facilities Substitution



## II. Plan of Finance



## Current Plan of Finance

- The current plan of finance assumes issuance of bonds in alternating years.
  - Both the Election of 2010 and Election of 2012 will have \$190 million in remaining bond authorization, totaling \$380 million.
  - The current plan of finance assumes a \$48 tax levy and 4.0% annual AV growth.

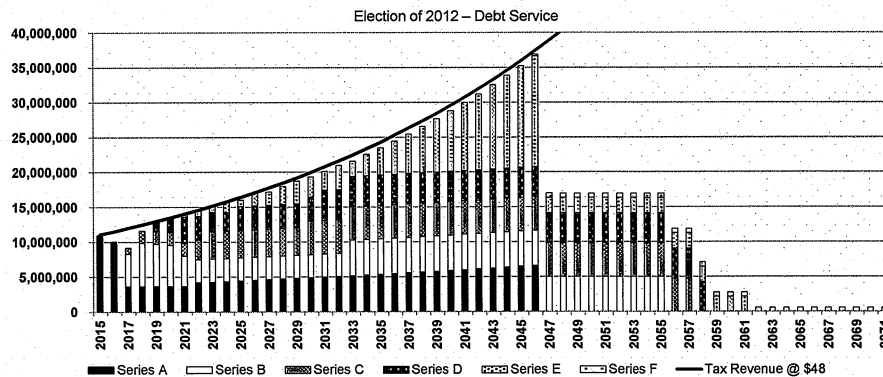
Year	Series	2010 Measure D	2012 Measure E	Total
	Previously Issued	\$140,000,000	\$85,000,000	\$225,000,000
2014-15	Elec. 2010 Ser. C Elec. 2012 Ser. B	50,000,000	85,000,000	135,000,000
2016-17	Elec. 2010 Ser. D Elec. 2012 Ser. C	60,000,000	65,000,000	125,000,000
2018-19	Elec. 2010 Ser. E Elec. 2012 Ser. D	65,000,000	60,000,000	125,000,000
2020-21	Elec. 2010 Ser. F Elec. 2012 Ser. E	44,714,718	56,963,559	101,678,277
2045	Elec. 2010 Ser. G Elec. 2012 Ser. F	20,285,282	8,036,441	28,321,723
		\$380,000,000	\$360,000,000	\$740,000,000

Issuance amounts are subject to change based on future A.V. growth, market conditions, interest rates at the time of sale, and structure assumptions. Bonds after the 2015 issuance may be required to use AB 182 compliant capital appreciation bonds and/or the use of Bond Anticipation Notes.



## Election of 2012 Debt Structure

- Over time, the Election of 2012 bonds will be structured to meet projected tax revenue constraints based on 4% AV growth and tax rate of \$48/\$100,000 of AV.

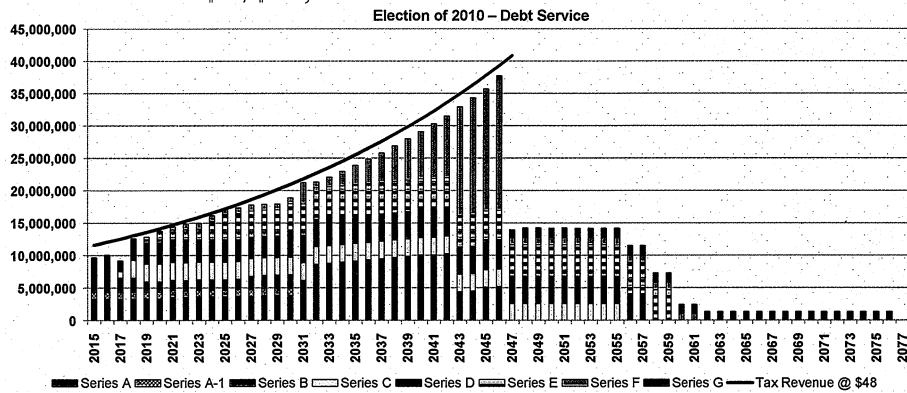


Issuance amounts are subject to change based on future A.V. growth, market conditions, interest rates at the time of sale, and structure assumptions. Bonds after the 2015 issuance may be required to use AB 182 compliant capital appreciation bonds and/or the use of Bond Anticipation Notes. Certain amounts of rate stabilization funds or debt service funds are used to offset debt service.



## Election of 2010 Debt Structure

- Over time, the Election of 2010 bonds will be structured to meet projected tax revenue constraints based on 4% AV growth and tax rate of \$48/\$100,000 of AV.



Issuance amounts are subject to change based on future A.V. growth, market conditions, interest rates at the time of sale, and structure assumptions. Bonds after the 2015 issuance may be required to use AB 182 compliant capital appreciation bonds and/or the use of Bond Anticipation Notes.

Certain amounts of rate stabilization funds or debt service funds are used to offset debt service.



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

**ITEM REQUIRING ATTENTION---BOARD OF EDUCATION**

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**To:** Board of Education

**Meeting Date:** March 18, 2015

**From:** Lisa LeBlanc  
Associate Superintendent, Operations

**Agenda Item:** F.6

**Subject:** Proposition 39 Final Offer of Facilities to Amethod Public Schools

**Background Information:**

Pursuant to Proposition 39, a school district is required to provide facilities to a charter school that is "operating" within the school district (has at least 80 units of in-district ADA) and that, by November 1 of the fiscal year preceding the year for which facilities are requested, submits a legally sufficient request for facilities. A school district is required to accommodate a charter school's in-district students in conditions reasonably equivalent to those in which the students would be accommodated if they were attending other public schools of the school district. Whether the conditions of the proposed school site are reasonably equivalent is determined by analyzing a comparison group of school district operated schools with grade levels similar to those of the charter school. A district has an obligation to provide regular classrooms, specialized classrooms, and non-classroom space.

On November 1, 2014, Amethod Public Schools submitted a legally sufficient request for Proposition 39 facilities for the 2015-2016 school year for two locations: John Henry High School, and Benito Juarez Elementary School. Amethod projected an in-district classroom average daily attendance (ADA) of 181 for John Henry HS, and 235 for Benito Juarez ES. The West Contra Costa Unified School District accepted Amethod's in-district classroom ADA projection for the 2015-2016 school year. Amethod wishes to locate in the area of Richmond, California. The District made a timely Preliminary Offer of Facilities to Amethod on January 30, 2015. Since then, the District and Amethod have been discussing the scope of the facilities being offered.

On or before April 1, 2015, the District is required to submit, in writing, a final notification of the space offered to Amethod for the 2015-2016 school year. District staff recommends, and Amethod will accept, a portion of the campus at the Nystrom Elementary School site. This space is currently being used by Leadership Public Schools (LPS). This site has sufficient space to accommodate Amethod's total in-district classroom ADA for the 2015-2016 school year for both John Henry HS and Benito Juarez ES.

The details of the District's final offer to Amethod for the two charters are as follows:

- 16 classrooms
- 2 computer labs
- 1 teacher workroom
- 3 offices
- 1 administration office suite
- 1 custodian room
- 1 storage room
- 1 warming kitchen

In addition to accepting the LPS space for its high school and elementary school, Amethod recently requested that it be allowed to move its middle school of approximately 240 students into the same Leadership space. There are approximately 12 additional bungalow classrooms located on the LPS site which could be utilized by Amethod provided that District staff analyzes and has satisfied any concerns which might arise from the impact of this use including traffic, parking, and safety (most importantly, that the fire marshal approves the students from all three schools being on the site). In addition, the pro-rata share of facilities costs at \$5.13 s.f. would need to be revised to reflect the actual square footage to be utilized by Amethod. It should also be noted that Amethod did request the District to consider an alternative option to pay a per-student allocation in lieu of the District providing facilities. While staff cannot consider this for the 2015/16 school, it is an option that the District can explore further in the future.

**Recommendation:**

That the Board approve the proposed offer of facilities at the LPS site listed above, and authorize staff to proceed to negotiate and finalize a facilities use agreement on such terms.

**Fiscal Impact:** The District must furnish, equip, and make the space available for occupancy by Amethod ten (10) working days prior to the charter school's first day of instruction. The cost of this effort is estimated at \$50,000. The District will charge Amethod a pro rata share of its facilities costs for the use of the facilities at the Kennedy Site of \$5.13/SF, as permitted by California Code of Regulations, title 5, section 11969.7. The total payment by Amethod will be calculated upon confirmation of total square footage to be utilized.

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**

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**To:** Board of Education **Meeting Date:** March 18, 2015  
**From:** Lisa LeBlanc **Agenda Item:** F.7  
Associate Superintendent, Operations  
**Subject:** Proposition 39 Final Offer of Facilities to Caliber Beta Academy

**Background Information:**

Pursuant to Proposition 39, a school district is required to provide facilities to a charter school that is “operating” within the school district (has at least 80 units of in-district ADA) and that, by November 1 of the fiscal year preceding the year for which facilities are requested, submits a legally sufficient request for facilities. A school district is required to accommodate a charter school’s in-district students in conditions reasonably equivalent to those in which the students would be accommodated if they were attending other public schools of the school district. Whether the conditions of the proposed school site are reasonably equivalent is determined by analyzing a comparison group of school district operated schools with grade levels similar to those of the charter school. A district has an obligation to provide regular classrooms, specialized classrooms, and non-classroom space.

On October 30, 2014, Caliber Beta Academy submitted a legally sufficient request for Proposition 39 facilities for the 2015-2016 school year. Caliber projected an in-district classroom average daily attendance (ADA) of 568.1 for grades Kindergarten through 4 and grades 6-7. The West Contra Costa Unified School District accepted Caliber’s in-district classroom ADA projection for the 2015-2016 school year. Caliber wishes to locate in the area of Richmond, California. The District made a timely Preliminary Offer of Facilities to Caliber on January 30, 2015. Since then, the District and Caliber have been negotiating the scope of the facilities being offered.

On or before April 1, 2015, the District is required to submit, in writing, a final notification of the space offered to Caliber for the 2015-2016 school year. District staff recommends, and Caliber will accept, the space at Kennedy High School that is currently being used on an interim basis by Coronado Elementary School (the “Kennedy Site”). The Kennedy Site has sufficient space to accommodate Caliber’s total in-district classroom ADA for the 2015-2016 school year.

The details of the District’s final offer to Caliber are as follows:

- 24 classrooms currently being used by Coronado Elementary School, including 3 kindergarten rooms
- An additional kindergarten portable, with internal bathrooms, to be located where the shipping containers currently are located. It will be fenced into the current kindergarten yard, pending a review of the sewer lines.
- 6 additional portables (located in the 900 wing of Kennedy High School) with new opaque fencing installed between Kennedy High School and Caliber
- 4 offices with a workroom, and administration space that totals 3,840 SF
- Cafeteria and kitchen, totaling 2,400 SF, which can also be used as a multi-purpose room

- Faculty lounge of 800 SF
- 3 existing restrooms (boys, girls, and faculty), plus a new portable restroom with additional boys, girls and faculty restrooms. The portable restroom will likely be located adjacent to the “admin portables,” pending sewer line placement considerations.
- A kindergarten playground
- A playground for grades 4-6
- Site size of 2.8 acres, with 1.8 acres of play area
- The building space totals approximately 39,840 SF, and the outdoor space totals 89,646 SF
- Use of two storage containers, a running track, outdoor basketball courts, outdoor volleyball courts, and 20 parking spaces for staff and visitors
- District to coordinate communication between Caliber and the student resource officer (“SRO”) at Kennedy
- The District will provide comparable technology to what was provided for the current school year to Caliber.
- The District will provide the majority of furniture that is already at the Kennedy Site, and Caliber may also use the furniture at the current Caliber site. District and Caliber to mutually agree on kitchen equipment remaining at the site.
- Caliber will pay a facilities use fee of \$5.13/SF for the building space.

**Recommendation:**

That the Board approve the proposed final offer of facilities listed above, and authorize staff to proceed to negotiate and finalize a facilities use agreement on such terms.

**Fiscal Impact:** The District must furnish, equip, and make the space available for occupancy by Caliber ten (10) working days prior to the charter school’s first day of instruction. The cost of this effort will be approximately \$200,000 together with 2015/16 portable leasing costs estimated at \$150,000. The District will charge Caliber a pro rata share of its facilities costs for the use of the facilities at the Kennedy Site of \$5.13/SF, as permitted by California Code of Regulations, title 5, section 11969.7. The total payment by Caliber is estimated at \$204,380.

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**

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**To:** Board of Education **Meeting Date:** March 18, 2015  
**From:** Lisa LeBlanc **Agenda Item:** G.1  
Associate Superintendent, Operations  
**Subject:** Project Status Report

**Background Information:**

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

- Engineering Officer's Report
- Construction Status Reports

**Recommendation:**

For information only

**Fiscal Impact:** None

DISPOSITION BY BOARD OF EDUCATION

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Tabled \_\_\_\_\_

# PROJECT STATUS REPORT

## Coronado Elementary School - Reconstruction

### Period Ending: 2/28/2015

**Scope:** Reconstruction Project

**Construction Status:**

Architect: WLC Architects  
 Project Manager: Rene Barrera, SGI Construction Management  
 Project Engineer: Marcus Blackmon  
 Contractor: Lathrop Construction Associates  
 Inspector: Kris Gilbert  
 WCCUSD Mgr: Andrew Mixer

**Contract Status:**

Notice to Proceed:	1/6/2014	<b>Original</b>	<b>Approved</b>	<b>Projected</b>
Construction Schedule (days):	510			
Original Completion Date:	5/31/2015			
Projected Completion:	6/9/2015			

**Buildings:**

Building A	Administration
Building C	Classrooms
Building K	Classrooms
Building M	Multi-Purpose Room

**Progress This Period:**

- **Building A** - Continue Installing Ductwork, Commenced Installing Gypsum Board at First & Second Floor Walls and Frame Soffits at Second Floor.
- **Building C** - Installed Gypsum Board & Ceramic Tiles at Restrooms, Taped/Topped/Finished Gypsum Board and Installed Terrazzo Flooring.
- **Building K** - Commenced Installing Ceramic Tile at Restrooms.
- **Site Work** - Completed Sewer & Pump Station Installation, Placed Concrete Slabs in CMU Enclosures and Place Concrete at Building C Planters.

**Anticipated Progress Next Period:**

- **Building A** - Commence Finish Coat Application, Continue Ductwork Installation (first and second floors), Finish Painting Walls, Place Vapor Membrane (second floor), Pour Concrete Topping Slab (second floor) and Continue Terrazzo Flooring Installation.
- **Building C** - Paint Exterior, Install Casework, Ceiling Grid and Plumbing Fixtures.
- **Building K** - Continue Casework, Install Light Fixtures, Plumbing Fixtures and Ceiling Grid.
- **Site Work** -Chain Link Installation, Pour Sidewalks behind Buildings C and K, Install PG&E Transformer & Continue Painting Site Structures.

**Schedule Assessment/Update:**

Construction Duration (Calendar Days):	510
Construction Calendar Days Elapsed:	419
Construction Calendar Days Remaining:	91
Percent of Construction Completed:	72%

<b>Percentage of Work Done</b>	<b>72%</b>	<b>Total Project</b>
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**Proposed Changes:**

**General Comment:**

Progress Photos: 2/28/2015



**Building A - Wrap Northwest Section**



**Building A - Second Floor Slab Pour**



**Building M - Fiber Siding Painting**



# PROJECT STATUS REPORT

DeAnza High School - Building 10 Linked Learning and Sports Fields

Period Ending: 2/28/2015

**Scope:** Building 10 Linked Learning & Sports Fields

**Construction Status:**

Architect: DLM Architects  
 Project Manager: Paul Orr, SGI Construction Management  
 Project Engineer: Gaile Suarez, SGI Construction Management  
 Contractor: BHM Construction, Inc.  
 Inspector: Mark Eriksen  
 WCCUSD Mgr: Ferdinand Vergeire

**Contract Status:**

Notice to Proceed:	10/13/2014		
		<b>Original</b>	<b>Approved</b>
Construction Schedule (days):	395		
Original Completion Date:	11/12/2015		
Projected Completion:	11/12/2015		

**Buildings:**

Building 10	Linked Learning
	Sports Fields

**Progress This Period:**

- Rebar at ramps and retaining wall.
- Concrete pour at ramps and retaining walls west side.
- Rebar at building footings.
- Concrete pour at building footing.
- Storm drain installation.

**Anticipated Progress Next Period:**

- Concrete pour for ramps and retaining wall east side.
- Storm drain installation.
- Rough grade parking lot 1.
- Concrete pour at building slab.
- Structural steel erection at building.

**Schedule Assessment/Update:**

Construction Duration (Calendar Days):	395
Construction Calendar Days Elapsed:	139
Construction Calendar Days Remaining:	256
Percent of Construction Completed:	24%

<b>Percentage of Work Done</b>	<b>24%</b>	<b>Total Project</b>
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**Proposed Changes:**

Phased construction activities to allow staff and students to park in temporary parking area.

**General Comment:**

Progress Photos: 2/28/2015



Formwork and rebar at building footings



Concrete pour at building footings



Storm Drain installation and retaining wall rebar

# PROJECT STATUS REPORT

El Cerrito High School - Stadium

Period Ending: 2/28/2015

**Scope:** Stadium

**Construction Status:**

Architect: WLC Architects  
 Project Manager: Hector DeLeon, SGI Construction Management  
 Project Engineer: Maria Zupo, SGI Construction Management  
 Contractor: Wright Contracting, Inc.  
 Inspector: Kris Gilbert, WCCUSD  
 WCCUSD Mgr: Andrew Mixer

**Contract Status:**

Notice to Proceed:	1/27/2014	<b>Original</b>	<b>Approved</b>	<b>Projected</b>
Construction Schedule (days):	608			
Original Completion Date:	9/27/2015			
Projected Completion:	9/27/2015			

**Buildings:**

Building A	Restrooms & Visitors Team Room
Building B	Weight Room
Building C	Home Locker Room
Building D	Home Restroom
Building E	Concession & Storage
Building F	Storage
New Bleacher	Bleacher and Press Box

**Progress This Period:**

- **Building A** - Mansard roof underlayment is complete, furring hat channel installed and mechanical ductwork under mansard roof is underway
- **Building B** - Modified Bituminous roof and interior furring channels installed.
- **Building C & D** - Mansard roof underlayment is complete, furring hat channel is installed and mechanical ductwork under mansard roof is underway.
- **Building E** - Metal decking on canopy is underway.
- Forming and pouring of concrete track curbs and drains around perimeter of field is ongoing.
- Visitor bleacher foundation, layout and trenching.

**Anticipated Progress Next Period:**

- **Building A, B, C D & E** - Roof installation, MEP rough-in, fire protection, metal doors & frames installation will be complete and interior finishes to begin.
- Visitor bleacher footings.
- Base rock for track and field to be placed.

**Schedule Assessment/Update:**

Construction Duration (Calendar Days):	608
Construction Calendar Days Elapsed:	398
Construction Calendar Days Remaining:	210
Percent of Construction Completed:	59%

**Percentage of Work Done**                      **59%**                      **Total Project**

**Proposed Changes:**

**General Comment:**

Progress Photos: 2/28/2015



**Building A - Windows installed**



**Building B - Mansard Roof complete**



**Stadium- Track Drains and Field Curbs**

# PROJECT STATUS REPORT

## Korematsu Middle School - New Campus

### Period Ending: 2/28/2015

**Scope:** New Campus Project

**Construction Status:**

Architect: HY Architects  
 Project Manager: Tim Peel, SGI Construction Management  
 Project Engineer: Dovie Edwards, SGI Construction Management  
 Contractor: Arntz Builders, Inc.  
 Inspector: Steve Cayson  
 WCCUSD Mgr: Ferdie Vergeire

**Contract Status:**

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

**Buildings:**

Building A	Administration/Classrooms
Building B	Gymnasium
Building C	Classrooms
Building D	Multipurpose

**Progress This Period:**

- **Building A** - Electrical main panels, interior window trim and interior painting on first floor.
- **Building B** - Dens glass exterior sheathing and membrane, continue with window installation, and interior framing.
- **Building C** - Exterior membrane, roof fascia, gutters and m/e/p rough-in.
- **Building D** - Roofing, window installation re-work, and metal lath.
- **Site Level 2** - Concrete pour scheduled for planter walls @ stair 2.

**Anticipated Progress Next Period:**

- **Building A** - Interior painting continue and main electrical panels.
- **Building B** - Storefront and curtain wall installation, begin stocking and hanging sheetrock on second floor.
- **Building C** - Metal roofing, Windows, Lath and Plaster, ductwork installation.
- **Building D** - Complete roofing and ductwork installation.

**Schedule Assessment/Update:**

Construction Duration (Calendar Days):	960
Construction Calendar Days Elapsed:	657
Construction Calendar Days Remaining:	303
Percent of Construction Completed:	68%

<b>Percentage of Work Done</b>	<b>68%</b>	<b>Total Project</b>
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**Proposed Changes:**

**General Comment:**

Project is on schedule.

Progress Photos: 2/28/2015



**Building A - Prime and Paint interior walls on first floor**



**Building B - Storefront and curtain walls installation**



**Site Level 2 - Planter Walls @ Stair 2**

# PROJECT STATUS REPORT

## Montalvin Elementary School - New Classroom Building

### Period Ending: 2/28/2015

**Scope:** New Classroom Building & Site Work

**Construction Status:**

Architect: Baker Vilar Architects  
 Project Manager: Paul Orr, SGI Construction Management  
 Project Engineer:  
 Contractor: W. A .Thomas, Inc.  
 Inspector: Mark Eriksen  
 WCCUSD Mgr: Eduardo Donoso

**Contract Status:**

Notice to Proceed:	2/3/2014		
	<b>Original</b>	<b>Approved</b>	<b>Projected</b>
Construction Schedule (days):	270		315
Original Completion Date:	10/31/2014		
Projected Completion:	3/10/2015		

**Buildings:**

New Classroom Building & Site Work

**Progress This Period:**

**New Classroom Building:**

- Exterior painting completed.
- Punch list ongoing.
- Commissioning ongoing.
- Roof bituminous & metal flashings systems continue.
- Siding and exterior painting held up by flashing and roofing completed.
- Exterior paints completed.
- Building MEP trainings and inspections to be completed.

**Site Work & Play Yards:**

- Chain link fencing completed.
- Steel fencing and gates completed.
- Bio-retention completed.
- A/C paving completed.
- Earthen V Ditch completed.

**Anticipated Progress Next Period:**

- Punch list.

**Schedule Assessment/Update:**

Construction Duration (Calendar Days):	315
Construction Calendar Days Elapsed:	374
Construction Calendar Days Remaining:	-59
Percent of Construction Completed:	100%

**Percentage of Work Done**                      **100%**                      **Total Project**

**Proposed Changes:**

**General Comment:**

Progress Photos: 2/28/2015



New classroom south elevation



Furniture



Exterior North elevation

# PROJECT STATUS REPORT

## Nystrom Elementary School - Modernization Classroom Building Rehabilitation

Period Ending: 2/28/2015

**Scope:** Modernization of existing classrooms, administration building and site improvements.

**Construction Status:**

Architect: Interactive Resources  
 Project Manager: Eddie Law, SGI Construction Management  
 Project Engineer: Verna Van, SGI Construction Management  
 Contractor: Roebbelen Contracting, Inc.  
 Inspector: Man Wah Cheng  
 WCCUSD Mgr: Andrew Mixer

**Contract Status:**

Notice to Proceed: 8/25/2014

	Original	Approved	Projected
Construction Schedule (days):	480	0	0
Original Completion Date:	12/15/2015		
Projected Completion:	12/15/2015		

**Buildings:**

North Wing Administration / Kindergarten / Classrooms  
 South Wing Classrooms

**Progress This Period:**

**North Wing**

- Installation of Interior Framing/Shear Walls.
- Installation of Electrical/Plumbing Rough-in.
- Installation of SBS Membrane Roofing System.
- Installation of Replacement for Diagonal Sheathing.
- Installation of Shoring.
- Excavation for Interior Footings.
- Prep, Form, Rebar, and Concrete Pour for Interior/Exterior Footing.

**South Wing**

- Installation of Interior Framing/Shear Walls.
- Installation of Electrical/Plumbing Rough-in.
- Installation of SBS Membrane Roofing System.
- Installation of Replacement for Diagonal Sheathing.
- Prep, Form, Rebar, and Concrete Pour for Interior/Exterior Footings.
- Prep and Concrete Pour for Slab on Grade.

**Anticipated Progress Next Period:**

**North Wing**

- Continuation of Installation of Plumbing/Electrical Rough-In.
- Continuation of Prep, Form, Rebar, and Concrete Pour Interior/Exterior Footings.
- Prep and Concrete Pour for Slab on Grade.
- Installation of Rooftop Units.

**South Wing**

- Continuation of Installation of Plumbing/Electrical Rough-In.
- Continuation of Installation of Slab on Grade.
- Installation of Rooftop Units.

**Site Work**

- Prepare Site for Installation of Underground Utilities.

**Schedule Assessment/Update:**

Construction Duration (Calendar Days):	480
Construction Calendar Days Elapsed:	187
Construction Calendar Days Remaining:	293
Percent of Construction Completed:	37%

**Percentage of Work Done** 37% **Total Project**

**Proposed Changes:**

**General Comment:**

Progress Photos: 2/28/2015



Roof Cap Sheet



Plumbing and Electrical Under Slab



Under Slab Vapor Barrier

# PROJECT STATUS REPORT

## Pinole Middle School - Soccer & Football Fields

### Period Ending: 2/28/2015

**Scope:** Soccer & Football Fields

**Construction Status:**

Architect: Powell & Partners Architects  
 Project Manager: Sonya Perkins, SGI Construction Management  
 Project Engineer:  
 Contractor: Roebbelen Construction  
 Inspector: Brad Williamson  
 WCCUSD Mgr: Eduardo Donoso

**Contract Status:**

Notice to Proceed:	5/19/2014		
	<b>Original</b>	<b>Approved</b>	<b>Projected</b>
Construction Schedule (days):	284	37	
Original Completion Date:	2/27/2015		
Projected Completion:	4/5/2015		

**Buildings:**

Landscape, Field & Track  
 Restroom & Storage Building  
 Fire Lane

**Progress This Period:**

- Driveway entry/sidewalk encroachment completed.
- Landscaping and controller installation, prime & painting of building, doors & hardware, sandblast flatwork, tile completed, metal roof completed, entry/pedestrian gates installed.

**Anticipated Progress Next Period:**

- Plumbing fixtures, electrical finishes, fire alarm, track surface, louver installation, exterior dense glass, bleachers & site furnishings, and digital sign installation.

**Schedule Assessment/Update:**

Construction Duration (Calendar Days):	321
Construction Calendar Days Elapsed:	286
Construction Calendar Days Remaining:	35
Percent of Construction Completed:	89%

<b>Percentage of Work Done</b>	<b>89%</b>	<b>Total Project</b>
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**Proposed Changes:**

**General Comment:**

Progress Photos: 2/28/2015



Pinole Middle School Logo



Fire Lane Entry Gate



Restroom/Storage Building

# PROJECT STATUS REPORT

Pinole Valley High School - Existing Campus Demolition

Period Ending: 2/28/2015

**Scope:** Existing Campus Demolition

**Construction Status:**

Architect: WLC Architects  
 Project Manager: David Carey, SGI Construction Management  
 Project Engineer: Shawn Fitzgibbons, SGI Construction Management  
 Contractor: Evans Brothers, Inc.  
 Inspector:  
 WCCUSD Mgr: Eduardo Donoso

**Contract Status:**

Notice to Proceed:	2/16/2015		
		<b>Original</b>	<b>Approved</b>
Construction Schedule (days):	180		
Original Completion Date:	8/15/2015		
Projected Completion:	8/15/2015		

**Buildings:**

Existing Campus Demolition

**Progress This Period:**

- Fencing
- Abatement Survey
- Temporary Offices

**Anticipated Progress Next Period:**

- Abatement
- AC Demo
- Fencing

**Schedule Assessment/Update:**

Construction Duration (Calendar Days):	180
Construction Calendar Days Elapsed:	13
Construction Calendar Days Remaining:	167
Percent of Construction Completed:	4%

<b>Percentage of Work Done</b>	<b>4%</b>	<b>Total Project</b>
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**Proposed Changes:**

**General Comment:**

Progress Photos: 2/28/2015



Temporary Fencing



Existing Campus I



Existing Campus II

# PROJECT STATUS REPORT

## Pinole Valley High School - Hillside Stabilization

### Period Ending: 2/28/2015

**Scope:** Hillside Stabilization Increment 1 & 2

**Construction Status:**

Architect: WLC Architects, Inc.  
 Project Manager: Shawn Fitzgibbons, SGI Construction Management  
 Project Engineer:  
 Contractor: Ghilotti Construction Company, Inc.  
 Inspector: Mark Eriksen  
 WCCUSD Mgr: Eduardo Donoso

**Contract Status:**

Notice to Proceed:	9/29/2014		
		<b>Original</b>	<b>Approved</b>
Construction Schedule (days):	360		
Original Completion Date:	9/24/2015		
Projected Completion:	9/24/2015		

**Buildings:**

Hillside

**Progress This Period:**

- SWPPP Winterization
- Drill and Set Piers
- Grading for Crane Pad

**Anticipated Progress Next Period:**

- Work to resume July 2015

**Schedule Assessment/Update:**

Construction Duration (Calendar Days):	360
Construction Calendar Days Elapsed:	153
Construction Calendar Days Remaining:	207
Percent of Construction Completed:	32%

**Percentage of Work Done**                      **32%**                      **Total Project**

**Proposed Changes:**

**General Comment:**

Progress Photos: 2/28/2015



Grading for Crane Pad



SWPPP Winterization



Drill and Set Piers



# PROJECT STATUS REPORT

## Kennedy High School - Richmond Swim Center

### Period Ending: 2/28/2015

**Scope:** Richmond Swim Center at Kennedy High School

**Construction Status:**

Architect: Architects MA  
 Project Manager: Herman Blackmon Jr., Amanco, Inc.  
 Project Engineer:  
 Contractor: Arntz Builders, Inc.  
 Inspector: Brad Williamson  
 WCCUSD Mgr: Andrew Mixer

**Contract Status:**

Notice to Proceed:	4/28/2014		
	<b>Original</b>	<b>Approved</b>	<b>Projected</b>
Construction Schedule (days):	365	38	
Original Completion Date:	6/4/2015		
Projected Completion:	6/4/2015		

**Buildings:**

Natorium

**Progress This Period:**

- Installation Trusses in Natatorium.
- Metal Deck Roofing.
- Pool Drained Lines.
- Base Rock to Interior Pool Deck.

**Anticipated Progress Next Period:**

- Continue installation of Trusses in Natatorium.
- Build Pad for Outside Mechanical Unit.
- Paint Building Interior.
- Install Fire Sprinklers.

**Schedule Assessment/Update:**

Construction Duration (Calendar Days):	403
Construction Calendar Days Elapsed:	307
Construction Calendar Days Remaining:	96
Percent of Construction Completed:	66%

<b>Percentage of Work Done</b>	<b>66%</b>	<b>Total Project</b>
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**Proposed Changes:**

Upgrades to Locker Rooms and Pool Deck

**General Comment:**

Progress Photos: 2/28/2015



**Erect Aluminum Trusses**



**Play Structure**



**Storage Tank Canopy**

# PROJECT STATUS REPORT

Sylvester Greenwood Academy and Leadership Public Schools - New Construction

Period Ending: 2/28/2015

**Scope:** New Construction

**Construction Status:**

Architect: HMC Architects  
 Project Manager: Gregory Smith, SGI Construction Management  
 Project Engineer: Supriya Shrestha, SGI Construction Management  
 Contractor: Lathrop Construction Associates, Inc.  
 Inspector: Roy Moreno, JR.  
 WCCUSD Mgr: Andrew Mixer

**Contract Status:**

Notice to Proceed:	08/20/2012		
		<b>Original</b>	<b>Approved</b>
Construction Schedule (days):	1,090		
Original Completion Date:	08/15/2015		
Projected Completion:	7/31/2015		

**Buildings:**

Building A	Leadership Public Schools
Building B	Shared Gymnasium
Building C	Sylvester Greenwood Academy

**Progress This Period:**

**Building A**

- Lath/Mortar corridor walls.
- Plaster floor at first floor corridor.
- Skylight framing at plaza deck.
- Light fixtures in ceilings.
- Tile at Corridor walls.

**Building B**

- Insulation and gyp board at gym walls.
- Boiler and hydronic piping setup.

**Building C**

- Case work at class rooms.
- Light fixtures at ceilings.
- Lath/Mortar corridor walls & Tile toilet rooms.
- Gyp board, tape, top and painting interior walls.

**Site**

- Lime treatment complete.
- Layout and excavation for planters.

**Anticipated Progress Next Period:**

**Building A**

- Install roller shades.

**Building B**

- HVAC startup.

**Building C**

- Tile corridor.
- HVAC startup.

**Site**

- Waterproof building at planters.

**Schedule Assessment/Update:**

Construction Duration (Calendar Days):	1,090
Construction Calendar Days Elapsed:	921
Construction Calendar Days Remaining:	169
Percent of Construction Completed:	83%

**Percentage of Work Done**                      **83%**                      **Total Project**

**Proposed Changes:**

**General Comment:**

Project is on schedule.

Progress Photos: 2/28/2015



Building A - LPS: Tile corridor walls at second floor



Building B - Gym: Insulation and gyp board at gym walls



Building C - Mortar for tile at second floor corridor