

**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
April 22, 2015

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
MEETING AGENDA
APRIL 22, 2015**

BOARD AGENDA PACKETS AND INFORMATION:

Complete Board meeting packets are available for review at the Administration Building, the District's six high schools, and at public libraries throughout West County.

Complete Board agendas and packets are available online at: www.wccusd.net.

Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection in the District office located at 1108 Bissell Avenue, Richmond, CA 94801 during normal business hours. In addition, such writings and documents may be posted on the District's website as noted above.

VIEWING THE BOARD MEETINGS:

Television:

Live television broadcast of regularly scheduled Board meetings is available by the City of Pinole on PCTV Channel 26/28, the City of Richmond KCRT Channel 28 and the City of Hercules Cable Channel 28. Please check the city websites for local listings of broadcast schedules.

You may also find the complete meeting available on a tape-delay basis through the Richmond City Web Page at: <http://www.kcrt.com> within a few days of the recording date.

Audio recordings of Board meetings are kept on file at the Administration Building, 1108 Bissell Avenue, Richmond, CA 94801 (510-231-1101).

The Board of Education would like to acknowledge Comcast, the cities of Pinole and Richmond, and WCCUSD staff for their generosity and efforts in helping to televise WCCUSD Board of Education meetings.

ATTENDING BOARD MEETINGS:

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

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

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

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

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

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

B. OPENING PROCEDURES

- B.1 Pledge of Allegiance**
- B.2 Welcome and Meeting Procedures**
- B.3 Roll Call**
- B.4 Presentation of Student Board Representative from Pinole Valley High School**
- B.5 Report/Ratification of Closed Session**
- * **B.6 Agenda Review and Adoption (Public Comment)**
- * **B.7 Minutes: April 1, 2015**
- * **B.8 Request to Address the Board – Dr. Fatima Alleyne**
- * **B.9 WCCUSD Public Comment**

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

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

C. BUSINESS ITEMS

CONSENT ITEMS (Routine Matters)

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

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

Comment:

Formal acceptance is requested from the Board of Education to accept the grants/awards/agreements, as detailed, dated April 22, 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 April 22, 2015.

Recommendation:
Recommend Approval

Fiscal Impact:
As noted per grants summary

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

Comment:
The planned fund-raising events for the 2014-15 school year are summarized, dated April 22, 2015.

Recommendation:
Recommend Approval

Fiscal Impact:
Additional revenue for schools

***CI C.4 Summary of Payroll and Vendor Warrant Reports**

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

Total of payroll warrants (March 2015):	\$ 10,468,401
Total of vendor warrants (March 2015):	\$ 35,752,963

Recommendation:
Recommend approval of the payroll and vendor warrant reports

Fiscal Impact:
As noted above

***CI C.5 Contracts**

Comment:
Permission is requested of the Board of Education to approve contracts as detailed, dated April 22, 2015.

Recommendation:
Recommend Approval

Fiscal Impact:
As noted per contracts summary

***CI C.6 Notice of Completions: Bid 2121102-06 Pinole Middle School Soccer & Football Field and 3601364-03 Kennedy High School Health Clinic**

Comment:
Substantial completion notices have been received for: Bid 2121102-06, Bid 1271223-02, 3601364-03.

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

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

Roebbelen Contracting, Bid 2121102-06 Pinole Middle School Soccer & Football Field.
Steamline Builders, Bid 3601364-03 Kennedy High School Health Clinic.

Recommendation:

Recommend approval of these notices of completion

Fiscal Impact:

None

***CI C.7 Resolution No. 64-1415: National “Day of the School Nurse”**

Comment:

The school nurses play a vital role in the education of our students. We wish to recognize all school nurses who provide their energy, commitment, and passion to the students of West Contra Costa Unified School District. We appreciate their efforts every day and recognize them with a resolution proclaiming May 7, 2015 as the “Day of the School Nurse”.

Recommendation:

Recommend Approval

Fiscal Impact:

None

***CI C.8 El Cerrito High School Jazz Ensemble attending Reno Jazz Ensemble Band Festival**

Comment:

El Cerrito High School Jazz Ensemble has been invited to attend the Jazz Festival at the University of Nevada in Reno on April 24 - April 25, 2015. The students will perform for an audience of professional musicians and peers. They will also have an opportunity to watch and evaluate other musicians’ performances. Students will be able to participate in workshops and clinics. The event will close with a showcase concert and an award ceremony.

Recommendation:

Recommend Approval

Fiscal Impact:

General Fund: \$2,430.00 for chartered bus transportation, balance to be paid by parent and Booster donations.

***CI C.9 Middle College Students attending Student Leadership Conference**

Comment:

Eight Leadership students from Middle College High School will attend the annual Middle College National Consortium student initiative in Ann Arbor, Michigan on April 22 – 26, 2015. These students will foster leadership skills, develop and promote their voices within the community and work with mixed school groups.

During the last eight months the students have been engaged in a project arising from environmental or social justice issues related to the conference theme: From Rust to Renewal.

Recommendation:

Recommend Approval

Fiscal Impact:

\$11,462.00 from LCFF Central Full Service Community Schools Fund

***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: \$1,151,168. Funding sources are Bond Fund, Fund 40, and Prop 39.

***CI C.11 Ratification of Negotiated Change Orders**

Comment:

Staff is seeking ratification of negotiated Change Orders on the following current District construction projects: Montalvin Manor ES Classroom Building; Coronado ES New School; Harding ES Ext. Repairs & Roof; Kennedy HS Richmond Swim Center; Sylvester Greenwood Academy & LPS; El Cerrito HS Stadium; Korematsu MS New Building. Change Orders are fully executed by the District upon signature by the Superintendent's designee. Board ratification is the final step required under state law in order to complete payment and contract adjustment.

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

Recommendation:

Ratify negotiated Change Orders as noted

Fiscal Impact:

Total approval by this action: \$235,502.66

***CI C.12 Ratification of Negotiated Change Orders – M&O**

Comment:

Staff is seeking ratification of negotiated Change Orders on the following current District construction project: ITC Roof and HVAC Renovation. Change Orders are fully executed by the District upon signature by the Superintendent's designee. The Board ratification is the final step required under state law in order to complete payment and contract adjustment.

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

Recommendation:

Ratify negotiated Change Orders as noted

Fiscal Impact:

Total approval by this action: \$6,226.85 – Fund 40

***CI C.13 Citizens' Bond Oversight Committee (CBOC) Reappointment: Orlandus Waters be reappointed by the City of El Cerrito**

Comment:

The City of El Cerrito has forwarded a recommendation that Mr. Orlandus Waters be reappointed to the Citizens' Bond Oversight Committee.

Recommendation:

Approve appointment as noted

Fiscal Impact:

None

***CI C.14 Coronado Elementary School Furniture, Fixture and Equipment Project Rejection of Bid**

Comment:

The construction of the new Coronado Elementary School is nearing completion and will be ready for August 2015 occupancy. The next step for the District is to purchase new furniture for the school. The District has prepared furnishing criteria with classroom configuration, specialty spaces including computer labs, special education, administration furnishings, offices and staff work areas.

The District engaged in a public bid process, using its preliminary furnishing criteria to select the vendor for this contract. Bid opening was on April 9, 2015. One firm submitted a bid: Concepts School and Office Furnishings, \$779,684.87.

After bid opening, the District review found the only bidder non-responsive because they did not meet the Vendor Certification of Compliance with Indoor Air Quality Requirements set forth in the Contract Documents. Therefore, it is recommended that the Board take action at this time to reject the bid.

Recommendation:

Reject the bid.

Fiscal Impact:

Not known at this time. Funded from Bond Measure.

***CI C.15 Lake Elementary School Fire Alarm Modernization Award of Contract**

Comment:

Hamilton +Aitken Architects prepared plans and specifications for the project. Scope of work includes: upgrading the existing fire alarm system for the child care portable building and connecting it to the main school system, and removing the existing child care building alarm system after the new system is activated.

The District conducted a public bid process for the project. Bids were opened on March 31, 2015. Five contractors submitted a bid: ERA Construction, Inc. \$63,900; AEKO Consulting \$74,000; BBJ Electric, Inc. \$77,178; Mike Brown Electric, Co. \$88,580; CF Contracting, Inc. \$198,000. The apparent lowest responsive, responsible bidder is ERA Construction, Inc. \$63,900.

Project completion is anticipated July 2015.

Recommendation:

Award the contract to the lowest responsive, responsible bidder ERA Construction, Inc.

Fiscal Impact:

\$63,900. Funded from Fund 40.

***CI C.16 Seaview Elementary School Demolition Award of Contract**

Comment:

AE3 Architects has prepared plans and specifications for the project. Scope of work includes: demolition and removal of all interior finishes, mechanical electrical and plumbing equipment, structural systems, roofing and vertical site improvements. The scope also includes selective demolition and removal of portable classroom buildings, grade beams, garden planters, and asphalt paving. Site fencing is to be repaired or replaced, and K-railings to be installed along fence line and entrances to parking.

The District conducted a public bid process for the project. Bids were opened on April 8th, 2015. Five contractors submitted a bid: V.E.M. General Engineering, Inc. \$299,305 (non-responsive); Asbestos Management Group of California, Inc. \$335,650; Pantano Demolition \$391,750; CWS Construction

Group, Inc. \$474,500; Evans Brothers, Inc. \$490,100. The apparent lowest responsive, responsible bidder is Asbestos Management Group of California, Inc.

Determining the award is based on two components; the lump sum base bid and unit cost multiplied by quantities to be determined in the field. This benefits the District by locking in unit pricing to be used in negotiating future change orders. The contract award is only associated with the lump sum base bid.

Project completion is anticipated August 2015.

Recommendation:

Award the contract to the lowest responsive, responsible bidder Asbestos Management Group of California, Inc.

Fiscal Impact:

\$335,650. Funded from Fund 40.

***CI C.17 Resolution No. 69-1415: School Nutrition Employee Appreciation Week – May 4-8, 2015**

Comment:

School Nutrition Employee Appreciation Week (May 4-8, 2015) was created to thank thousands of nutrition professionals who prepare healthy food, adhere to strict nutrition standards, navigate student allergies and offer service with a smile nationwide. On an annual basis, the Board has adopted a Resolution to celebrate the hard work and commitment of our District's nutrition personnel.

Recommendation:

Recommend Approval

Fiscal Impact:

None

***CI C.18 Williams Lawsuit Complaints Quarterly Report**

Comment:

The Williams Lawsuit requires that a quarterly report be brought before the Board of Education reflecting the number of complaints filed with any school in the District during a particular quarter. This report reflects the time period from January 1, 2015 through March 31, 2015.

Recommendation:

Recommend Approval

Fiscal Impact:

None

D. AWARDS, RECOGNITIONS, AND REPORTS

*** D.1 Bay Area Science Fair Winners**

Comment:

Eighteen WCCUSD students in grades 7 through 12 won 1st through 4th place awards at the Bay Area Science Fair in 2015, including one first place award and two second place awards. The categories for awards included Physics, Behavioral, Engineering and Computer Applications, Biology, and Mathematics. The award-winning WCCUSD students come from Hercules High School, El Cerrito High School, Pinole Valley High School, Pinole Middle School, and Korematsu Middle School. Topics ranged from “Do Different Salts have Different Levels of Electrical Conductivity?” to “An Instrument to Create Emotions” to “What Materials Block Wi-Fi?” Students initially entered their science fair projects in the District’s science fair, which had more than 160 submissions from WCCUSD secondary schools. Judging and recognition for the District science fair took place in February, and the winners were then entered into the Bay Area Science Fair, which took place in March.

Recommendation:

For Recognition

Fiscal Impact:

None

*** D.2 Recognition of Hercules High School Academy of Hospitality and International Tourism**

Comment:

We would like to recognize and congratulate Herban Movement from Hercules High School Academy of Hospitality and International Tourism for receiving 2 out of 4 awards in the Junior Achievement of Northern California annual Company of the Year Competition at Intuit in Mountain View. They came out of the competition with Best Commercial and Best Business Plan.

The Junior Achievement of Northern California Company of the Year Competition (JACYC) is not simply a business competition for young people. The goal is to balance the business achievements of each team as a whole with the personal development of each individual member. For a team to win this award, Junior Achievement Company Program students must demonstrate that they understand how and why the company performed. Judges look for evidence of innovation and the application of new ideas in all aspects of running the company. They also look for an understanding that continuous improvement through innovation is essential to the success of a business.

Herban Movement will be submitting their business to the Junior Achievement National Student Leadership Summit, in Washington D.C. The Summit is Junior Achievement’s opportunity to celebrate the achievements of students from across the United States.

On May 16th, 2015, Herban Movement will be participating in the 17th Annual Taste of Success Event in San Francisco. At this event Herban Movement will be catering and will be able to mingle and sell their products to over 300 guests. This is the first year the Academy has participated at this event.

We would like to recognize and congratulate the team on their achievements. We would also like to recognize and commend their teacher for her dedication and commitment to the students.

Recommendation:
For Information Only

Fiscal Impact:
None

* **D.3 2014-15 Teaching Excellence Award Winner Recognition**

Comment:

The Ed Fund will celebrate and honor the excellence of five West Contra Costa Unified School District teachers at its 27th Annual Soaring to Excellence Celebration on Thursday, April 30 from 6:30-9:00PM at the El Cerrito High School Performing Arts Theater.

At tonight’s board meeting, we will celebrate the following Teaching Excellence Award Winners: Brent Knapp, Special Education Teacher, Lupine Hills Elementary School; Maribel Lopez, K, 2nd Grade Teacher, Dover Elementary School; Molly Salyk, 2nd Grade Teacher, Coronado Elementary School; Andre Shie, 7th Grade/Pre-Algebra Teacher, Walter T. Helms Middle School; and Keith Valdez, Kindergarten Teacher, Hanna Ranch Elementary School.

These teachers of excellence share a profound passion for instilling a love of learning in our diverse students so that they can attain their goals and realize their dreams. By carefully and thoughtfully weaving creativity, adherence to high standards, profound knowledge of the subjects being taught, and appreciation of individual differences, needs, and strengths, these award winning teachers raise the quality of education to new heights.

The Selection Committee has selected Maribel Lopez and Keith Valdez as the District representatives for the Contra Costa County Teacher of the Year competition. We wish them the best of luck at the county level.

We want to recognize and congratulate all our honorees for all the wonderful work they carry out with students on a daily basis.

Recommendation:
For Recognition

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.

Reverend Lonnie Wafer served as crossing guard for Martin Luther King Jr. Elementary School at 37th and Waller Streets for over 30 years. He served generations of students. Many community members recall Rev. Wafer crossing them as a child as they walk their own children or grandchildren to school. Rev. Lonnie Wafer, 89 years old, received his license to preach under the leadership of the late Rev. L. E. Heard in 1963 from Zion Hill Missionary Baptist Church in Richmond where he was a faithfully member for over 70 years.

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 Manzanita Charter Middle School Renewal Decision Hearing**

Comment:

Manzanita Charter Middle School, started by parents and educators, was the first charter school to open in the West Contra Costa Unified School District. The District approved the Manzanita charter petition in the year 2000 for a term of 5 years. The Board renewed the Charter petition for 5 years in March 2005, and again in March of 2010.

Recommendation:

Recommend renewal of the charter for Manzanita Middle School

Fiscal Impact:

Cost recovery for charter operation and lost ADA for 153 students attending the charter school

* **F.2 Resolution No.68 -1415: Authorization to Eliminate and/or Reduce Classified Positions and Layoff Classified Employees**

Comment:

Due to regulations in California State Education Code Sections 45114 – 45117, 45298 and 45308 and Article 24 – Layoff and Reemployment in the contract between the District and Public Employees Union, Local One, layoffs of classified employees must be conducted 60 days prior to the contractual year ending on June 30, 2015, to be in effect for the beginning of the 2015-16 school year. Layoffs by law occur due to either lack of work or lack of funds.

Before you tonight is the layoff of Graduate, Upper Division and Bilingual tutors for the 2015-16 school year. Graduate, Upper Division and Bilingual tutors prior to 2014-15 were funded via a combination of site, district, and federal funding. It became necessary due to lack of funding to eliminate these positions. In working with sites, it was agreed LCAP funding would cover the tutors for the 2014-15 school year to allow sites time to plan for upcoming years.

The LCAP does not fund tutors for the 2015-16 school year. Some sites elected to use Local Control Funding Formula (LCFF) site allocated monies to retain tutors, while some did not.

This layoff of tutors represents a total of 30.90 Full Time Equivalent (FTE) positions which must be provided notice. Because many of the positions are part time, the 30.90 FTE represents the equivalent of 55 personnel. The equivalent of 19 FTE personnel will be returned through the bumping process. This will provide opportunity for over 30 personnel to return to tutor positions.

For personnel without positions after the bumping process human resources will work with these employees to enter the substitute teaching pool or assist them in entering a teacher credentialing program.

The following positions are stated for reduction in hours for the upcoming 2015-16 school year. Each of the reductions is explained below:

Food Services Aide/Clerk is a reduction in the workday for one employee due to program needs at the school site and is consistent with other Food Services Aide/Clerks at other school sites. There is one vacant position that will also be reduced due to program needs at the school site.

Tutors (Graduate and Graduate - Bilingual) are being reduced in the number of hours as they were not included in the LCFF for the 2015-16 school year. The budget from the school site can only fund less hours for these classifications. This reduction in hours impacts four employees.

Classroom Support Aides, Instructional Assistants, Special Education, Special Education Assistants, and Behavior Technicians positions are being eliminated from school sites due to SIG categorical funds being eliminated. There are no available site funds to backfill the hours for these positions so there will be a decrease in hours for 16 employees, which will move them back to their original FTE prior to the SIG categorical funding.

Recommendation:

Recommend Approval

Fiscal Impact:
To be determined

G. DISCUSSION ITEMS

*** G.1 Formation of a Subcommittee on Board Governance**

Comment:

At the Board retreat in January and again at the April 1, 2015 meeting, the Board has discussed the possibility of forming a Board subcommittee on governance. The Board currently has four standing subcommittees: Academic, Facilities, Safety & Climate and Technology. Board members participate on other Board approved committees including the Citizens Bond Oversight Committee, the Community Budget Advisory Committee, the Multilingual District Advisory Committee, the Special Education Community Advisory Committee. Board members also serve as liaisons other committees and groups.

Board Bylaw 9130 allows the Board to develop subcommittee as necessary and requires that the Board, in establishing a subcommittee, determines the duties for the subcommittee at the time of appointment. The Board also decides whether the subcommittee is a standing or ad hoc. Standing subcommittees meet on a regular schedule whereas ad hoc subcommittees are dissolved when the charge or duties of that group have been addressed. Duties for a governance subcommittee could include a review of the Board's bylaws, the development of a succession plan for Board leadership or a review of Board meeting practices. A subcommittee on governance could take on one role at a time and report recommendations to Board for consideration.

Recommendation:

That the Board consider and provide direction around the purposes, duties and duration of a subcommittee on Governance.

Fiscal Impact:
None

*** G.2 Addressing the Need to Keep Board Meetings to a Reasonable Length of Time**

Comment:

Although the Board procedures published in every Board agenda state that meetings will end no later than 10:30 PM, three meetings of the Board of Education over the last three months have extended past midnight. While the Board President, Clerk and the Superintendent do consider the number and complexity of items at the time the agenda is developed, it is difficult to predict the length of a meeting when two key factors are not known until a short time after a meeting begins. One factor is the number of community members requesting to make public comment either on specific items or on items not on the agenda. The other factor is the number of items that will be removed from the consent agenda either by a Board member or a member of the community.

Board Bylaw 9323 states,

The Board believes that late night meetings deter public participation, can affect the Board's decision-making ability, and can be a burden to staff. Regular Board meetings shall be adjourned at

10:30 p.m. unless extended to a specific time determined by a majority of the Board. The meeting shall be extended no more than once and subsequently may be adjourned to a later date.

At the April 1, 2015 meeting, the Board agreed by consensus to adhere to Bylaw 9323 and end meetings at 10:30 PM unless there is a motion to extend the meeting. The Board may also want to consider whether to adhere to another provision of Board Bylaw 9323 which limits public comment to 30 minutes on one topic and deferring additional speakers to the “Unfinished Requests to Address the Board” which is near the end of the meeting. The “Adjournment” (Section K) of the agenda includes the following statement:

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 Board may also want to consider starting meetings earlier in the day or adding additional meetings in order to end the regular meetings at a reasonable time.

Recommendation:

That the Board consider changes in meeting procedures that would help keep meetings from continuing past 10:30 PM.

Fiscal Impact:

None

* **G.3 Local Plan Policies**

Comment:

Each Special Education Local Plan Area (SELPA) is required to adopt a Local Plan as its basis for operation and administration of special education programs. Each Local Plan contains Assurance Statements representing the policies required by applicable state and federal laws and regulations, including compliance with the Individuals with Disabilities Education Act, the Federal Rehabilitation Act of 1973, Section 504 of Public Law and the provisions of the California Education Code Part 30.

The Local Plan requires each SELPA to have in place SELPA adopted policies matching each of these required Local Plan Assurance Statements. A copy of these Board adopted policies must be kept on file at the SELPA office. Periodically the state revises these Assurance Statements. In addition, changes in the law can affect local policies. A review of the current West Contra Costa Unified School District (WCCUSD) Board adopted policies revealed the lack of one policy required under the Local Plan Assurance Statements. The policy is provided for review.

BP 6164.42 - Instruction, Disproportionality

Recommendation:

Board Review

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 – May 6, 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

April 22, 2015

1. CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Negotiator: Superintendent Dr. Bruce Harter
Property: 1400 Marina Way South, Richmond, CA
Property: 5000 Patterson Circle, Richmond, CA
Property: 2853 Groom Drive, Richmond, CA

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)]

Five 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

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)

Classified Employee Dismissal

11. REPORT OF CLOSED SESSION ACTIONS

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

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: April 22, 2015

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

Agenda Item: B.4

Subject: Presentation of Student Board Representative from Pinole Valley High School

Background Information:

A Student Board Representative from Pinole Valley High School will attend the Board of Education on April 22, 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
Lovonya DeJean Middle School
3400 Macdonald Avenue
Richmond, CA 94805

Agenda Item B.7

April 1, 2015

A. CLOSED SESSION

B. OPENING PROCEDURES

President Groves called the meeting to order at 5:00 P.M. The Board recessed into Closed Session. President Groves called the Public Session to order at 6:36 P.M.

B.1 Pledge of Allegiance

President Groves led the Pledge of Allegiance.

B.2 Welcome and Meeting Procedures

President Groves offered welcome and instructions to the public regarding the meeting

B.3 Roll Call

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

Staff Present: Patty Cuevas, Translator; Otilia Espinoza, Translator; Luis Freese, District Engineer; Sheri Gamba, Associate Superintendent Business Services; Wendell Greer, Associate Superintendent K-Adult Schools; Bruce Harter, Superintendent; Debbie Haynie, Executive Secretary; Joshua Herrera, Electronics Technician; Keith Holtslander, Director Facilities & Construction; Nicole Joyner, Director Data & Accountability; Lisa LeBlanc, Associate Superintendent M & O/Bond Program; David Luongo, El Cerrito High Principal; Vince Meyer, Executive Director Maintenance/Operations; Mary Phillips, Chief Technology Officer; Adam Taylor, Executive Director K-12; Ken Whittmore, Assistant Superintendent Human Resources; Darrin Zaragoza, Curriculum Specialist

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

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

B.5 Report/Ratification of Closed Session

Superintendent Harter asked the Board to ratify action taken in Closed Session to approve a settlement agreement reached in Contra Costa County Superior Court, case number 1400044.

MOTION: Ms. Kronenberg moved to ratify action taken in Closed Session to approve a settlement agreement reached in Contra Costa County Superior Court, case number 1400044. Ms. Block seconded. Ms. Block, Ms. Cuevas, Mr. Enos, Ms. Kronenberg and President Groves voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

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

Jody Couick, Coordinator of Special Education
Kevin Nazario, Director of Special Education, Secondary

MOTION: Mr. Enos moved to ratify action taken in Closed Session to approve the administrative appointments of Jody Couick and Kevin Nazario. Ms. Block seconded. Ms. Block, Ms. Cuevas, Mr. Enos, Ms. Kronenberg and President Groves voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

B.6 Agenda Review and Adoption

Ms. Cuevas requested that Consent Items C. 4 and C.5 be pulled for separate discussion and action.

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

B.7 Minutes: March 4, 2015; March 18, 2015

Public Comment:
None

Board Comment:
None

MOTION: Ms. Kronenberg moved approval of the Minutes of March 4, 2015. Mr. Enos seconded. Ms. Block, Ms. Cuevas, Mr. Enos, Ms. Kronenberg, Student Representative Nadir Morgan (advisory vote only), and President Groves yes, with no abstentions and no absences. Motion carried 5-0-0-0.

MOTION: Ms. Kronenberg moved approval of the Minutes of March 18, 2015. Ms. Block seconded. Ms. Block, Ms. Cuevas, Mr. Enos, Ms. Kronenberg, Student Representative Nadir Morgan (advisory vote only), and President Groves voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

B.8 WCCUSD Public Comment
Tom Panas, Joanna Pace

C. BUSINESS ITEM

C.1 Acceptance of Donations

C.2 Approve Fund-Raising Activities

C.3 Notice of Completion: Bid 1401347-00 Montalvin Elementary School New Classroom Building

C.4 Acceptance of Contra Costa County Office of Education 2nd Quarterly Report for Williams Settlement Legislation
This item was pulled for separate discussion and action.

C.5 Delete Board Policy 0420.1

This item was pulled for separate discussion and action.

C.6 Technology Equipment & Services for Coronado Elementary - RFP Dated February 6, 2015

C.7 Close Up Visitation of Washington D.C., April 4 – April 10, 2015

C.8 Ratification and Approval of Engineering Services Contracts

C.9 Approval of Negotiated Change Orders

C.10 Approval of Negotiated Change Orders – M&O

C.11 Ratification of Staff Awarded Contracts (CUPCCAA): July 1, 2014 – December 31st, 2014

C.12 Approval of Board Member Travel

MOTION: Ms. Cuevas moved Approval of Consent Items C. 1 – C.3, C.6 - C.12. Mr. Enos seconded. Ms. Block, Ms. Cuevas, Mr. Enos, Ms. Kronenberg, Student Representative Nadir Morgan (advisory vote only), and President Groves voted, with no abstentions and no absences. Motion carried 5-0-0-0.

D. AWARDS, RECOGNITIONS, AND REPORTS

D.1 Recognition of El Cerrito High School Basketball Team

Mr. Greer invited the Board to join in recognizing the 2015 North Coast Section Basketball Champion team from El Cerrito High School. Mr. Zaragoza and Mr. Adam Taylor congratulated Coach Michael Booker on this his first NCS championship, and the proud moment for his coaching staff. Coach Booker shared highlights of the season speaking of the players as good athletes, good citizens and good young men. He also commended the coaching staff and support of school administrators. Athletic Director George Austin also commended the coaching staff and students. Plaques were awarded to the players. The Board and the team took advantage of the photo opportunity. Coach Booker concluded the presentation with a video clip highlighting the players and their successful season.

Public Comment:
None

Board Comment:

Ms. Kronenberg said the team had set the standard high for teams following them. She saluted the players, coaching staff and principal for setting the tone of excellence and offered her congratulations.

Mr. Enos congratulated the players and remarked that they will remember their teammates and coaches as people with whom they accomplished this championship. He said they also carried the responsibility of encouraging those athletes who will follow them. Mr. Enos congratulated the coaching staff saying good things happen to good people.

Ms. Block offered her congratulations and said she enjoyed seeing their great team work in the video. She commended the players.

Ms. Cuevas said that she enjoyed seeing the players' faces as they watched the video clip, saying she could see the love of basketball in their reactions. She thanked them for their hard work and for bringing the championship to their school and the District.

President Groves commended and congratulated the student athletes and their coaching staff.

Student Representative Nadir Morgan left the meeting for the evening.

D.2 Local Control Accountability Plan (LCAP) Goals & Progress Indicators Report #3

Ms. Joyner thanked the Board for the opportunity to present the third report regarding LCAP progress indicators. She provided information detailing improved student achievement for all students, improved student engagement and climate outcomes, as well as increased parent engagement, involvement and satisfaction. Ms. Joyner made comparisons between last year and this year, pointing out this year's targets.

Public Comment:

None

Board Comment:

Mr. Enos spoke about making the link between the data and performance in the classroom. He also spoke about goals for students with parent support and the District striving to have the best teachers in classrooms.

Ms. Block spoke of the need to stress academic rigor in classrooms along with support from site leadership. She commended Ms. Joyner for compiling the mountain of data in to a sharable format. Ms. Block said that she would like to hear more about parent involvement concerns. She concluded by asking about a District dashboard to reflect all the components of a data driven district. Ms. Joyner responded affirmatively about the development of a dashboard.

Ms. Kronenberg commended Ms. Joyner for the presentation saying she appreciated the interactive aspects of the LCAP information available on the website. She asked about state mandated goals as well as District goals. Ms. Joyner responded that state has not set goals but that the County Office of Education worked with the District in setting attainable goals last year to begin the process of implementation. She also spoke of the amenability of the plan as data is reviewed along with actions and services implemented by the District.

Ms. Cuevas spoke about translating the data into betterment for students and how it is the responsibility of District representatives to set the standard for progress. She was thoughtful about how the District will translate the data into operational progress.

President Groves had questions regarding changes in the EAPE becoming tied to the Smarter Balance test targeting 11th graders becoming a college readiness test similar to the SAT. He said that in looking at those tests and the increased rigor that those tests aim for, perhaps there is a need for proactive planning to prepare students earlier in their academic career. He said he had concern about mixed signals with tests changing while still named that same. Ms. Joyner said the District is working with the College Board regarding the test changes, as well as changes to Ready Step, an 8th grade assessment test. She said that the Education Services division is working closely with the College Board on staff training in order to become familiar with the changes. President Groves asked whether the data would lead to reports with concrete steps to take in order to mitigate problems for students regarding college readiness. Ms. Joyner responded with information about administering the College Board's Early Participation Program score report that students receive in January. She said it mapped out strengths and weaknesses. She also said that the PSAT report, online SAT prep courses, and the college and career counselors funded with LCAP are all tools currently in use by schools.

E. COMMITTEE COMMUNICATIONS

E.1 Standing Reports

Academic Subcommittee. Mr. Enos announced the upcoming Collaboration Colloquium planned for April 21st at DeJean Middle school. He said that teachers, coaches, principals, and others will share strategies, tools, and specialized knowledge with their colleagues.

College and Career Readiness Academies. Mr. Greer announced Cal Day, April 18, for about 1200 tenth and eleventh graders to attend events on the University of California Berkeley campus as an outreach opportunity to expose students to college. He thanked the University for its commitment to students.

Community Budget Advisory Committee. Ms. Gamba introduced Ms. Elizabeth Bundschu-Mooney as the new committee chairperson. In addition to the April meeting the committee planned to attend the May the Governor's budget workshop to learn about how school budgets work in California. The current challenge to the committee has been to achieve a quorum at meetings. The members feel the need to outreach to all parties in order act as an affective committee. Ms. Gamba said that there are two vacancies coming up, the parent liaison and business liaison. The District is actively seeking outreach to fill these vacancies.

Facilities Subcommittee. Ms. Kronenberg announced the next meeting for April 14, 2015.

Ivy League Connection. Ms. Kronenberg said the committee plans a report to the Board next month listing the ILC students and their college acceptances.

Safety and School Climate Committee. Mr. Enos reported on the recent meeting where the committee reviewed the experiences at DeAnza when students used civil disobedience to demonstrate. He commended the staff for working with students to keep things peaceful. He said the committee also looked at the health and wellness program, and the recent shooting incident outside El Cerrito High School. He commended staff and students for the great job of cooperating with police department during the lock down. He concluded by saying that a student experiencing bullying has returned to school and is doing well. Ms. Cuevas thanked staff for handling the tough situations in keeping students safe. She committed that the District will continue working with parents and the community when situations happen.

Technology Subcommittee. Ms. Phillips announced the next meeting for April 13, 2015 at 4:00 PM.

Youth Commission. President Groves said that commissioners were engaged in preparations for the April 16 youth town hall for the Local Control Accountability Plan. Students in grades 9-12 will participate, and the event is open to all students of the District. He saw this as a unique event for outreach to students and their peers. Ms. Block asked how influential the students might be to the input of the Local Control Accountability Plan. President Groves assured that all voices heard are collected for public opinion and carry the same weight as other members of the public. He emphasized that adjustments and changes can be made in the plan. Ms. Cuevas spoke about students having as much opportunity as any adult, and the importance of their faith and empowerment as they respond.

E.2 Superintendent's Report

Superintendent Harter provided a report of activities in the District.

E.3 In Memory of Members of the School Community

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

Public Comment:

None

Board Comment:

None

Ms. Block left the dais.

C.4 Acceptance of Contra Costa County Office of Education 2nd Quarterly Report for Williams Settlement Legislation

Ms. Cuevas asked Mr. Whittemore questions about receiving the County Williams Report. Mr. Whittemore affirmed that there were no findings of violations as far as instructional materials, school facilities, or uniform complaints; and there were no teacher vacancies or misassignments. Ms. Cuevas thanked staff for seeing to circumstances that resulted in this positive report. Mr. Whittemore commended the Human Resources staff for their work.

MOTION: Ms. Kronenberg moved approval to Accept the Contra Costa County Office of Education 2nd Quarterly Report for Williams Settlement Legislation. Mr. Enos seconded. Ms. Cuevas, Mr. Enos, Ms. Kronenberg, and President Groves voted yes, with no abstentions and Ms. Block absent. Motion carried 4-0-0-1.

Ms. Block returned to the dais.

C.5 Delete Board Policy 0420.1

Ms. Cuevas said she wanted to demonstrate clarity to confirm that this action is not an elimination of School Site Councils (SSCs). Mr. Whittemore confirmed this information. She clarified that elimination of language is the result of SSCs no longer dealing with categorical funding. Mr. Whittemore emphasized the continuing role of SSCs in monitoring the Single Plans for Student Achievement reports, as well as review and designation of funds through the LCAP. Ms. Cuevas asked about policy language to reinforce the role of SSCs. Mr. Whittemore responded with information about the District's commitment to update policies. Ms. Cuevas said she looked forward to more conversation about integrating SSCs into LCAP work.

MOTION: Mr. Enos moved approval of the Deletion of Board Policy 0420.1. Ms. Block seconded. Ms. Block, Ms. Cuevas, Mr. Enos, Ms. Kronenberg, and President Groves voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

F. ACTION ITEMS

F.1 Long Range Facilities Master Plan

Ms. LeBlanc provided an overview of the bond program, projects and sequencing, as well as funding authority available through Measures C, D and J. She said that this report had also been shared with the Facilities Subcommittee and the Citizens' Bond Oversight Committee. She explained that a long range master plan would provide an opportunity to prioritize, plan and include Proposition 39 facilities requests. She explained the targeted issuance schedule regarding funding availability for bond measures, remaining bond authority, estimated revenue and current project expenditures. She detailed the process to seek Requests for Qualifications (RFQ) from qualified consultants who might assist the District in facilitation of the development of the long range plan, issuing Requests for Proposals (RFP) to invite qualified consultants to submit proposals for the work, and proceeding with the scope of work with the selected firm. She said the hope is to develop a Facilities Master Plan within ten months of the approval of the consultant contract.

Public Comment:

Terrence Boyd, Reginald Humdy

Board Comment:

Ms. Block asked the speakers about where their outreach services currently take place. She thanked them for their work in the community. Ms. Cuevas asked the Superintendent to have staff follow up regarding the speakers' request.

Ms. Block asked about criteria to be used to evaluate a consultant. Ms. LeBlanc explained that the criteria will be developed with input from the various communities who will be screening qualifications. Ms. Block commended Ms. LeBlanc looking to other districts as models for Long Range Master Plan.

Ms. Kronenberg said that she thought this plan will set the District in a good direction. She said that she had taken time to review the model plans of other districts and felt those districts were in different positions than the District in an overall rejuvenation of facilities. She said the scope of the District's plan might be smaller to reflect the school sites already completed and those not yet touched by bond program. Ms. LeBlanc affirmed the need to consider work concluded and current projects. Ms. Kronenberg continued to say that the District's inventory of sites will inform decisions for the future. She said that she favored delaying projects in order for this review and prioritization to take place. She said her concern was to see that school sites are available for student use.

Mr. Enos thanked Ms. LeBlanc for the informative presentation and said that he agreed that research is needed to determine goals for the best use of resources for students and schools.

Ms. Cuevas remarked that the District has the third largest bond measure in state. She had questions about how to prioritize delivery of the plan and communication in a way that is efficient, effective, and meets needs. Ms. LeBlanc, spoke about the learning process particularly with the review of RFQs to determine who has qualifications and how

they will meet the District's needs. There is information that can be included to alignment with performance audits, planning and sequencing, as well as cash flow.

Superintendent Harter spoke about reviewing the standards previously set that drive certain kinds of expenses, consideration of those during planning and prioritization, as well as review and assess practices to become more efficient to deliver a product that the community will value.

Ms. Block spoke about being mindful of costs when considering whether items are educationally necessary. She commended Ms. LeBlanc for her input into the facilities program and credited Dr. Harter in providing good direction.

President Groves said he was grateful to see this recommendation coming to the Board. He spoke about the Office of the Legislative Analyst reporting on equity for districts receiving facilities funding from the state to assist the poorest communities in state. He expressed hope that the District could benefit, since in his opinion, the Board and community have done more than their part to rejuvenate schools.

MOTION: Ms. Block moved approval of the Long Range Facilities Master Plan. Ms. Cuevas seconded. Ms. Block, Ms. Cuevas, Mr. Enos, Ms. Kronenberg, and President Groves voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

F.2 Ohlone Elementary School Playground & Parking Lot Completion Project Change Order Approval

Ms. LeBlanc spoke of revised procedures regarding change orders and the opportunity to share more information for specific change orders. She provided details regarding the change of scope for the playground and parking project phase of demolition and construction at the Ohlone Elementary site from a prior phase moving the work to next phase.

Public Comment:

Tom Panas, Ben Steinberg

Board Comment:

Ms. Block asked for clarification about the definition of a change order. Ms. LeBlanc defined a change order as a change to the original contract between the District and a contractor, whether change in scope of work, dollar amount, or even a time difference in calendar days requiring a change order.

Ms. Kronenberg asked whether change order was a legal term. Ms. LeBlanc said it is an industry term and believed it is also a legal term. Ms. Kronenberg recommended noting the reason or terms of the change and whether there was a responsibility. She said this might assist the community to feel confident with bond program matters.

Ms. Cuevas said this was an excellent opportunity to engage in best practices to define change orders in order to inform practice moving forward. She said she supported evidence to vote affirmatively on change orders items.

MOTION: Ms. Kronenberg moved approval of the Ohlone Elementary School Playground & Parking Lot Completion Project Change Order Approval. Ms. Cuevas seconded. Ms. Block, Ms. Cuevas, Mr. Enos, Ms. Kronenberg, and President Groves voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

F.3 Program Management and Construction Management Services provided under contract with SGI Construction Management (SGI)

Ms. LeBlanc presented information regarding the SGI request for expenditure authority for a contract approved in 2013. The actual contract with SGI is a five year agreement running from October 1, 2013 through 2018. She explained that the Board on a quarterly and semi-annual basis, as well as project basis, has been approving the budget expenditure authority and then SGI has the ability to invoice from that amount upon staff review and approval. She said that her division continues to align construction management services with project workload.

Public Comment:

None

Board Comment:

Ms. Block said that she was gaining a better understanding of the process and asked about the approval process. Ms. LeBlanc responded for clarification.

President Groves thanked staff for working so hard and asked whether the delay in approval had any impact on time line. Ms. LeBlanc responded.

MOTION: Ms. Kronenberg moved approval of Program Management and Construction Management Services provided under contract with SGI Construction Management (SGI). Mr. Enos seconded. Ms. Block, Ms. Cuevas, Mr. Enos, Ms. Kronenberg, and President Groves voted yes, with no abstentions and no absences. Motion carried 5-0-0-0.

G. DISCUSSION ITEMS

G.1 Governance and Meetings

Superintendent Harter spoke about the Board's interest in considering the development of a governance handbook, adding a subcommittee on governance, as well as consideration regarding the length of meetings. He said this was an opportunity for discussion among Board members and direction to staff in order to bring this back for consideration as a subsequent meeting.

Public Comment:

Tom Panas, Joanna Pace

Board Comment:

Ms. Cuevas said she saw this as an opportunity related to the goals set at the Board's January retreat regarding a commitment to continuous improvement. She said that a focus on governance will help provide support to staff as the Board leads implementation.

Mr. Enos said he thought these items were good first steps. He would be happy to work with his colleagues in terms of leading in the development of thoughtful governance policies.

Ms. Block spoke specifically about the development of a handbook and recommended doing so with help of a facilitator who has done this work with other districts in the interest of the best possible outcome.

Ms. Kronenberg said that she has looked at other district handbooks for examples of similarities to this District. She asked about the role of a governance subcommittee and how it would operate. She was interested in knowing about a model. She concluded by saying that she did not favor limiting time for presentations at Board meetings.

Discussion continued among Board members about engaging the community and consideration of changing the time of meetings.

President Groves suggested moving this item forward to enable staff to develop specific recommendations for Board consideration.

G.2 Project Status Report

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

Public Comment:

None

Board Comment:

Mr. Enos asked about completion dates for current projects. Mr. Freese responded that the information will be provided to the Board.

Mr. Groves asked about the Leadership / Greenwood Academy campus. Mr. Freese responded that there were some issues with furniture availability resulting in moving out the opening date. Superintendent Harter said that the Board will receive a proposal to modify the start day of school for the Sylvester Greenwood Academy to the day after Labor Day, thus allowing sufficient time for the commissioning of the building. Students for both Leadership Public Schools and Greenwood would start in the new campus at the same time with a modification in the school year schedule.

Ms. Kronenberg asked whether the project status reports completion dates were accurate in particular for the El Cerrito football stadium. She shared that the community was interested in that event. Mr. Freese confirmed that the stadium will be available for the scheduled football games.

Ms. Block asked about celebrations for the completion of the buildings. Ms. LeBlanc spoke about the upcoming ribbon cuttings for both Montalvin and the Pinole Middle School track.

President Groves asked about responsiveness to neighbors of El Cerrito and Pinole Valley High Schools. Mr. Freese spoke about providing outreach.

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

I. COMMENTS OF THE BOARD OF EDUCATION AND SUPERINTENDENT

Ms. Cuevas thanked staff for the significant changes she saw as opportunities to continue growth in confidence of the community. She thanked her colleagues for the opportunity to represent the District at a recent NALEO conference that included information regarding updates on federal reauthorizations. She spoke of inviting Congressman DeSaulnier to visit the District's Title I schools. She concluded by taking time to offer condolences and remember her 7th and 8th grade language arts teacher, Ms. Caroline Jansen, who died tragically.

Ms. Block spoke of condolences to the family of former Marin Academy and UC Berkeley soccer player Eloi Vasquez. She continued to speak about having the opportunity to see the recent El Cerrito forensic and speech performance where she was impressed with the talented students. She also commended the El Cerrito High staff and first responders regarding the recent shooting incident in front of the school. She concluded by thanking staff for the hard work and efforts toward greater transparency.

Ms. Kronenberg invited the public to participate in a youth empowerment event, April 11, 2015 at the Bethlehem Missionary Baptist Church in Richmond. She said the event will be cohosted by law enforcement officials and the faith community as well as the Black Prosecutor's Association. This will be an opportunity for students to learn about their rights as citizens and opportunity for conversation with law enforcement representatives. Mr. Greer reported that approximately 200 District youth will attend.

President Groves spoke about a recent discussion of updating the wellness policy and administrative regulations. He spoke of wanting wellness and health for employees to be able to radiate wellbeing in schools in order to address emotional stress and trauma for students. He saw a need to prioritize social and emotional well-being in schools. He spoke of a program to gauge the emotional environment for students to enable students to feel emotionally safe and healthy. He concluded by thanking staff for their hard work and the frank, open conversations in order to move forward.

J. THE NEXT SCHEDULED BOARD OF EDUCATION MEETING
Lovonya DeJean Middle School – April 22, 2015

K. ADJOURNMENT

President Groves adjourned the meeting at 9:57 PM.

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

BH:dh

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: April 22, 2015

From: Bruce Harter

Agenda Item: B.8

Subject: Request to Address the Board – Dr. Fatima Alleyne

Background Information:

Dr. Alleyne will speak about her experience in a District school.

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: April 22, 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 April 22, 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: April 22, 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 April 22, 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
April 22, 2015 Board Meeting

<u>Donor Name</u>	<u>Description or Purpose</u>	<u>Estimated Value</u>	<u>Receiving School or Department</u>
Chamberlin Family Foundation	Materials & Supplies	\$250.00	Grant Elementary
Chamberlin Family Foundation	Materials & Supplies	\$202.58	Grant Elementary
Bio-Rad Corporation	Science Fair	\$300.00	WCCUSD Fiscal Services
Mr. William Dacanay	Golf	*\$400.00	Pinole Valley High

*Estimated values for the non-cash donations are provided by the donor
Donation Précis 042215

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: April 22, 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 April 22, 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
April 22, 2015 Board Meeting

APPROVAL OF FUND-RAISERS

<u>School</u>	<u>Fund-Raising Activity</u>	<u>Activity Sponsor</u>
Washington Elementary	International Fair where Parents and Students raise money by selling raffle tickets and participating in silent Auction	Washington PTA
Pinole Valley High	Selling Travel Mugs from Maredy	PVHS Cheer and Dance Team
Pinole Valley High	Selling Cookie Dough	PVHS Cheer and Dance Team
Pinole Valley High	Selling Specialty Popcorn	PVHS Cheer and Dance Team
Pinole Valley High	Selling Cheesecakes	PVHS Cheer and Dance Team

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: April 22, 2015

From: Sheri Gamba *SG*
Associate Superintendent Business Services

Agenda Item: CI C.4

Subject: Summary of Payroll and Vendor Warrant Reports

Background Information:

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

Total of payroll warrants (March 2015):	\$ 10,468,401
Total of vendor warrants (March 2015):	\$ 35,752,963

Recommendation: Recommend approval of the payroll and vendor warrant reports

Fiscal Impact: As noted above

DISPOSITION BY BOARD OF EDUCATION		
Motion by: _____	Seconded by: _____	
Approved _____	Not Approved _____	Tabled _____

West Contra Costa Unified School District

Month of : March 2015

Payrolls	Warrant From	Numbers To	Total Warrants Current	Total Warrants Previous	Total Warrants To Date
Variable				1,682,559	1,682,559
Regular	695928	697034	1,681,095	12,223,241	13,904,336
Special	695743	695909	121,965	248,395	370,360
Variable EFT				4,885,365	4,885,365
Regular EFT	466558	469559	8,604,374	59,371,162	67,975,536
Special EFT				102,174	102,174
Typed #1	695710	695742	27,348	778,950	819,612
Typed #2	695910	695914	2,908		
Typed #3	695915	695923	7,346		
Typed #4	695924	695927	3,060		
Typed #5					
Typed #6					
Typed #7					
BENEFITS				0	0
Cancelled	Various	Various	20,305	0	20,305
Totals			10,468,401	4,238,618	89,760,248

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

PAGE-1

DATE: March 3, 2015

FUND#	FUND DESCRIPTION	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	1,597,691	34,561,843	36,159,534
7706	CAFETERIA	34,404	4,207,428	4,241,832
7707	CHILD DEVELOPMENT		81,732	81,732
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY	30,190	1,871,779	1,901,969
7710	BUILDING	6,540,669	77,123,473	83,664,142
7711	CAPITAL FACILITIES	360	71,126	71,486
7712	SELF INSURANCE PROPERTY & LIABILITY		1,939,263	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	4,799	88,339	93,138
7770	ADULT EDUCATION	1,983	193,012	194,995
7785	DEFERRED MAINTENANCE		493,172	493,172
7790	BOND INTEREST & REDEMPTN		0	0
7701	PAYROLL REVOLVING	5,663,691	81,001,678	86,665,369
	TOTALS	13,873,787	201,635,675	215,509,462

Christine J. [Signature]
Prepared By

[Signature]
Accounting Supervisor

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT

2014-2015

PAYMENT

PAGE-2

DATE: March 10, 2015

FUND#	FUND DESCRIPTION	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	960,312	36,159,534	37,119,846
7706	CAFETERIA	417,545	4,241,832	4,659,377
7707	CHILD DEVELOPMENT	4,456	81,732	86,188
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY	2,358	1,901,969	1,904,327
7710	BUILDING	3,050,186	83,664,142	86,714,328
7711	CAPITAL FACILITIES		71,486	71,486
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		93,138	93,138
7770	ADULT EDUCATION	4,028	194,995	199,023
7785	DEFERRED MAINTENANCE		493,172	493,172
7790	BOND INTEREST & REDEMPTN		0	0
7701	PAYROLL REVOLVING	1,658	86,665,369	86,667,027
	TOTALS	4,440,543	215,509,462	219,950,005

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT

2014-2015

PAYMENT

PAGE-3

DATE: March 17, 2015

FUND#	FUND DESCRIPTION	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	1,287,878	37,119,846	38,407,724
7706	CAFETERIA	18,742	4,659,377	4,678,119
7707	CHILD DEVELOPMENT	314	86,188	86,502
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY	257,699	1,904,327	2,162,026
7710	BUILDING	3,386,219	86,714,328	90,100,547
7711	CAPITAL FACILITIES		71,486	71,486
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		93,138	93,138
7770	ADULT EDUCATION	14,433	199,023	213,456
7785	DEFERRED MAINTENANCE		493,172	493,172
7790	BOND INTEREST & REDEMPTN		0	0
7701	PAYROLL REVOLVING		86,667,027	86,667,027
	TOTALS	4,965,285	219,950,005	224,915,290

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT

2014-2015

PAYMENT

PAGE-4

DATE: March 24, 2015

FUND#	FUND DESCRIPTION	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	1,479,227	38,407,724	39,886,951
7706	CAFETERIA	72,392	4,678,119	4,750,511
7707	CHILD DEVELOPMENT	3,896	86,502	90,398
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY	71,889	2,162,026	2,233,915
7710	BUILDING	369,981	90,100,547	90,470,528
7711	CAPITAL FACILITIES	943	71,486	72,429
7712	SELF INSURANCE PROPERTY & LIABILITY	9,594	1,939,263	1,948,857
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		93,138	93,138
7770	ADULT EDUCATION	5,414	213,456	218,870
7785	DEFERRED MAINTENANCE		493,172	493,172
7790	BOND INTEREST & REDEMPTN		0	0
7701	PAYROLL REVOLVING	77,271	86,667,027	86,744,298
	TOTALS	2,090,607	224,915,290	227,005,897

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT

2014-2015

PAYMENT

DATE: March 31, 2015

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FUND#	FUND DESCRIPTION	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL	1,030,764	39,886,951	40,917,715
7706	CAFETERIA	214,585	4,750,511	4,965,096
7707	CHILD DEVELOPMENT	45,796	90,398	136,194
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY	29,687	2,233,915	2,263,602
7710	BUILDING	3,640,711	90,470,528	94,111,239
7711	CAPITAL FACILITIES	7,578	72,429	80,007
7712	SELF INSURANCE PROPERTY & LIABILITY		1,948,857	1,948,857
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		93,138	93,138
7770	ADULT EDUCATION	5,297	218,870	224,167
7785	DEFERRED MAINTENANCE	31,565	493,172	524,737
7790	BOND INTEREST & REDEMPTN		0	0
7701	PAYROLL REVOLVING		86,744,298	86,744,298
	TOTALS	5,005,983	227,005,897	232,011,880

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
WEEKLY VENDOR WARRANT REPORT

2014-2015

PAYMENT

DATE: March 27, 2015

PAGE-6

FUND#	FUND DESCRIPTION	TOTAL WARRANTS THIS REPORT	TOTAL PREVIOUS WARRANTS	TOTAL WARRANTS TO DATE
7701	GENERAL		40,917,715	40,917,715
7706	CAFETERIA		4,965,096	4,965,096
7707	CHILD DEVELOPMENT		136,194	136,194
7708	SPECIAL RESERVE FOR CAPITAL OUTLAY		2,263,602	2,263,602
7710	BUILDING		94,111,239	94,111,239
7711	CAPITAL FACILITIES		80,007	80,007
7712	SELF INSURANCE PROPERTY & LIABILITY		1,948,857	1,948,857
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		93,138	93,138
7770	ADULT EDUCATION		224,167	224,167
7785	DEFERRED MAINTENANCE		524,737	524,737
7790	BOND INTEREST & REDEMPTN		0	0
7701	PAYROLL REVOLVING	5,376,758	86,744,298	92,121,056
	TOTALS	5,376,758	232,011,880	237,388,638

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: April 22, 2015

From: Sheri Gamba *SG*
Associate Superintendent Business Services

Agenda Item: C.I. C.5

Subject: Contracts

Background Information: Permission is requested of the Board of Education to approve the following contracts as detailed on the attached sheets dated April 22, 2015.

Recommendation: Recommend Approval

Fiscal Impact: As noted per contracts summary

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

West Contra Costa Unified School District
April 22, 2015 Board Meeting

CONTRACTS

The following contracts are recommended for approval.

<u>DEPARTMENT</u>	<u>Effective Date</u>	<u>VENDOR NAME</u>	<u>COST & FUNDING</u>	<u>PURPOSE</u>
Mathematics Center	3/15/15 Thru 6/30/16	The Fab Foundation	\$391,270 Chevron	To provide a Mobile Fab Lab at Kennedy High School enabling students and community members from the WCCUSD digital fabrication capabilities allowing for education, innovation and personal expression.

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: April 22, 2015

From: Sheri Gamba *sg*
Associate Superintendent Business Services

Agenda Item: CI C.6

Subject: Notice of Completions: Bid 2121102-06 Pinole Middle School Soccer & Football Field and 3601364-03 Kennedy High School Health Clinic.

Background Information:

Substantial completion notices have been received for: Bid 2121102-06, Bid 1271223-02, 3601364-03.

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

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

Roebbelen Contracting, Bid 2121102-06 Pinole Middle School Soccer & Football Field.
Steamline Builders, Bid 3601364-03 Kennedy High School Health Clinic.

Recommendation: Recommend approval of these notices of completion.

Fiscal Impact: None.

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

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

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

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

Notice is hereby given that:

1. The undersigned is owner of the property hereinafter described:
2. The full name of the owner is: Governing Board, West Contra Costa Unified School District.
3. The full address of the owner is: 1108 Bissell Avenue, Richmond, Calif. 94801.
4. A work of improvement on the property hereinafter described was completed and accepted on April 22, 2015.
5. The work done was: Project 2121102-06 Pinole MS Soccer & Football Field.
6. The name and address of the contractor for such work of improvement was Roebbelen Contracting, 1241 Hawks Flight Court, El Dorado Hills, CA 95762. Date of Contract: 4/24/2014.
7. The name of the Bonding Company that provided Surety for said contractor relative to work to be performed is: Western Surety Company.
8. The property on which said work of improvement was completed is located within the West Contra Costa Unified School District, County of Contra Costa, State of California, and is described and located as follows: Pinole Middle School, 1575 Mann Dr., Pinole, CA 94564.

Dated: April 22, 2015

Director, General Services
West Contra Costa USD

VERIFICATION

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

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

Executed on April 22, 2015, at Richmond, CA.

Director, General Services
West Contra Costa USD

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

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

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

Notice is hereby given that:

1. The undersigned is owner of the property hereinafter described:
2. The full name of the owner is: Governing Board, West Contra Costa Unified School District.
3. The full address of the owner is: 1108 Bissell Avenue, Richmond, Calif. 94801.
4. A work of improvement on the property hereinafter described was completed and accepted on April 22, 2015.
5. The work done was: Project 3601364-03 Kennedy HS Health Clinic.
6. The name and address of the contractor for such work of improvement was Streamline Builders, 1700 25th Avenue, San Francisco, CA 94122 Date of Contract: 8/11/2014.
7. The name of the Bonding Company that provided Surety for said contractor relative to work to be performed is: Allegheny Casualty Company.
8. The property on which said work of improvement was completed is located within the West Contra Costa Unified School District, County of Contra Costa, State of California, and is described and located as follows: Kennedy High School, 4300 Cutting Blvd., Richmond, CA 94804.

Dated: April 22, 2015

Director, General Services
West Contra Costa USD

VERIFICATION

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

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

Executed on April 22, 2015, at Richmond, CA.

Director, General Services
West Contra Costa USD

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: April 22, 2015

From: Kenneth L. Whittemore,
Assistant Superintendent Human Resources

Agenda Item: CI C.7

Subject: Resolution No. 64-1415: National "Day of the School Nurse"

Background Information:

The school nurses play a vital role in the education of our students. We wish to recognize all school nurses who provide their energy, commitment, and passion to the students of West Contra Costa Unified School District. We appreciate their efforts every day and recognize them with a resolution proclaiming May 7, 2015 as the "Day of the School Nurse".

Recommendation: Recommend Approval

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

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

RESOLUTION NO. 64-1415

**May 7, 2015
“Day of the School Nurse”**

WHEREAS, the State of California designates May 7th as the official Day of the School Nurse; and

WHEREAS, School Nurses promote the health and well-being of school children and families; and

WHEREAS, School Nurses provide for the optimal educational experience of children and families; and

WHEREAS, School Nurses educate students, families, and staff about health problems, health promotion and self-care; and

WHEREAS, School Nurses promote each student’s attainment of optimal health in order to achieve their maximum learning potential; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the West Contra Costa Unified School District proclaims May 7, 2015 as the Day of the School Nurse in West Contra Costa County, and

BE IT FURTHER RESOLVED, that the Board of Education urges all citizens to honor our school nurses on this and every other day of the year.

PASSED AND ADOPTED on this 22nd day of April 2015 at a regular meeting of the Board of Education by the following vote:

AYES ___ NOES ___ ABSENT ___ ABSTAIN ___

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly introduced, passed, and adopted by the members of the Governing Board of the West Contra Costa Unified School District at a Regular Meeting held on April 22, 2015.

Secretary, Board of Education

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: April 22, 2015

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

Agenda Item: CI C.8

Subject: El Cerrito High school Jazz Ensemble attending Reno Jazz Ensemble Band Festival

Background Information: El Cerrito High School Jazz Ensemble has been invited to attend the Jazz Festival at the University of Nevada in Reno on April 24th-April 25th, 2015. The students will perform for an audience of professional musicians and peers. They will also have an opportunity to watch and evaluate other musicians performances. Students will be able to participate in workshops and clinics. The event will close with a showcase concert and an award ceremony.

Recommendation: Approval

Fiscal Impact: General Fund: \$2,430.00 for chartered bus transportation, balance to be paid by parent and Booster donations.

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

WCCUSD STUDY TRIP REQUEST FORM (Form must be typed)

SCHOOL:	El Cerrito High School	Date of Submission: 3/27/15
----------------	------------------------	------------------------------------

TYPE OF TRIP: OVERNIGHT TRIP

Submissions must be received in the Executive Director's office by the following timeline:

<input checked="" type="checkbox"/> Chartered Transportation (Bus reserved by school/PTA/Transportation Office)	25 school days prior to trip date
<input type="checkbox"/> Automobile (Driving to destination)	25 school days prior to trip date
<input type="checkbox"/> Public Transportation (Plane, Amtrak, etc.)	25 school days prior to trip date
<input type="checkbox"/> Out of Country (Plane, Amtrak, Automobile, etc.)	45 school days prior to trip date

ALL trips must start AND end at the school site.

TRIP AND CHAPERONE INFORMATION:

Minimum of 2 Chaperones per study trip

Adult to Student Ratio: Pre-School (1:3), K-3 (1:5) & 4-12 (1:10)

Date of Trip: 4/24/15 to 4/25/15	Time Leave: 1:45 pm Return: 11:30p.m	Grade/Group: Jazz Ensemble	Total number of students participating: 33
Trip Destination: (Include Address/phone) Reno Jazz Festival University of Nevada, Reno	Teacher in Charge of Group: (Name, phone, e-mail) Keith Johnson 510-703-2794		Other Teachers Accompanying Group:
Total Number of Chaperones accompanying the group: 5		* Names of Chaperones and Position/Title form attached	
* List of student names attached-District provides insurance coverage for all students. (PowerSchool printout or typed list)			

TRANSPORTATION ARRANGEMENTS:

Chartered Transportation	<p>CHARTERED TRANSPORTATION REQUEST FORM. All requests using district funds must be booked through the Transportation Office. Completed Chartered Transportation request must be attached to study trip request.</p> <p>FUNDING SOURCE Requests using other funding sources (i.e. PTA) must be booked by trip organizer and paid for at the site level. Funding source MUST be indicated. 01-0600-5780-603-0600-7150-600100-0-0000</p> <p>COMPANY Must be from District approved list as indicated on Bulletin. <u>Attach confirmation from chartered transportation company.</u></p>	<p><input checked="" type="checkbox"/> Completed form attached. (Funding Source Account Code provided on form)</p> <p>FUNDING SOURCE/ACCOUNT CODE see Superintendent</p> <p>COMPANY NAME AND CONTACT: Sierra Pacific Tours</p>
Automobile	<p>AUTOMOBILE TRANSPORTATION FORM Form must be completed with driver's information attached. Valid California Driver's license and insurance requirements are mandatory.</p>	<p><input type="checkbox"/> Completed form attached.</p> <p><input type="checkbox"/> Valid driver's license and insurance attached</p>
Public Transportation	<p>TYPE OF PUBLIC TRANSPORTATION (BART, BUS, AMTRAK, FERRY) Funding source required if transportation tickets/arrangements are to be purchased using District funds. Funding source MUST be indicated even if using other funding, i.e., PTA, Approved Fundraiser, etc. PR's should be initiated at least 3 weeks in advance of the trip.</p>	<p>Funding Source Account Code: MUNIS Req/PO #</p>
Admission Fees	<p>FEES TO DESTINATION, I.E., ZOO, THEATER, MUSEUM, ETC. Funding source required if tickets are to be purchased using District funds. Funding source MUST be indicated even if using other funding, i.e., PTA, Approved Fundraiser, etc. PR's should be initiated at least 8 weeks in advance of the trip.</p>	<p>Funding Source Account Code: MUNIS Req/PO #</p>

EDUCATIONAL VALUE

Must include standards reference number and a brief explanation of how the trip relates to the classroom activity. Attach additional sheet if necessary.

Standards Number(s):
Music Standards 2.4, 4.2, 5.1

* See attached form

Substitute(s) Requested	FOR SECONDARY SITES ONLY: SUBSTITUTES NEEDED FOR TEACHERS ON STUDY TRIPS.	Funding Source Account Code
	Substitutes Needed for _____ paid periods	

LAST DATE FOR SUBMISSION OF STUDY TRIP: APRIL 17, 2015 (3RD Friday in April)
LAST DATE FOR STUDY TRIP TO BE TAKEN: MAY 29, 2015 (5TH Friday in May)

* No late or incomplete requests will be accepted. Study trips need pre-approval during CST testing periods.

STUDY TRIP REQUEST FORM MUST HAVE PRINCIPAL SIGNATURE AND FUNDING SOURCE INDICATED BEFORE SENDING TO THE EXECUTIVE DIRECTOR'S OFFICE. INCOMPLETE STUDY TRIP REQUESTS WILL BE RETURNED AND MAY RESULT IN DELAY IN PROCESSING OR DENIAL OF REQUEST. APPROVALS WILL BE SENT BACK VIA EMAIL TO SECRETARY/OFFICE MANAGER AND PRINCIPAL.

APPROVALS:




 Principal Signature

3-27-15

 Date

Funding Authorization Dept. _____ Signature _____ Date _____

 Carol Butcher _____
 Executive Director _____ Date 4/1/15

RECEIVED	
EXECUTIVE DIRECTOR'S OFFICE USE ONLY:	
Received: 	
APR 01 2015	
Approval Sent: WCCUSD	
Date: _____	By: _____
	Executive Director

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: April 22, 2015

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

Agenda Item: CI C.9

Subject: Middle College Students attending Student Leadership Conference

Background Information: Eight Leadership students from Middle College High School will attend the annual Middle College National Consortium student initiative in Ann Arbor, Michigan on April 22 – 26, 2015. These students will foster leadership skills, develop and promote their voices within the community and work with mixed school groups.

During the last eight months the students have been engaged in a project arising from environmental or social justice issues related to the conference theme: From Rust to Renewal.

Recommendation: Approval

Fiscal Impact: \$11,462.00 from LCFF Central Full Service Community Schools Fund

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

WCCUSD STUDY TRIP REQUEST FORM (Form must be typed)

SCHOOL: Middle College High School	Date of Submission: February 17, 2015
---	--

TYPE OF TRIP: OVERNIGHT TRIP

Submissions must be received in the Executive Director's office by the following timeline:

Chartered Transportation	(Bus reserved by school/PTA/Transportation Office)	25 school days prior to trip date
Automobile	(Driving to destination)	25 school days prior to trip date
<input checked="" type="checkbox"/> Public Transportation	(Plane, Amtrak, etc.)	25 school days prior to trip date
Out of Country	(Plane, Amtrak, Automobile, etc.)	45 school days prior to trip date

ALL trips must start AND end at the school site. TRIP AND CHAPERONE INFORMATION: Minimum of 2 Chaperones per study trip

Adult to Student Ratio: Pre-School (1:3), K-3 (1:5) & 4-12 (1:10)

Date of Trip: April 22-26, 2015	Time Leave: Return:	Grade/Group: Leadership	Total number of students participating: 8
Trip Destination: (Include Address/phone) Ann Arbor Regent Hotel and Suites 2455 Carpenter Rd. Ann Arbor, Michigan 48108 (301) 567-3549	Teacher in Charge of Group: (Name, phone, e-mail) Katherine Williams-Sams (805) 895-9997 kwilliams2@wccusd.net		Other Teachers Accompanying Group: Steve Hoffman
Total Number of Chaperones accompanying the group <u>2</u>		Names of Chaperones and Position/Title form attached	
List of student names attached-District provides insurance coverage for all students. (PowerSchool printout or typed list)			

TRANSPORTATION ARRANGEMENTS:

Chartered Transportation	<p>CHARTERED TRANSPORTATION REQUEST FORM. All requests using district funds must be booked through the Transportation Office. Completed Chartered Transportation request must be attached to study trip request.</p> <p>FUNDING SOURCE Requests using other funding sources (i.e. PTA) must be booked by trip organizer and paid for at the site level. Funding source MUST be indicated.</p> <p>COMPANY Must be from District approved list as indicated on Bulletin. <u>Attach confirmation from chartered transportation company.</u></p>	<p>Completed form attached. (Funding Source Account Code provided on form)</p> <p>FUNDING SOURCE/ACCOUNT CODE</p> <p>COMPANY NAME AND CONTACT:</p>
Automobile	<p>AUTOMOBILE TRANSPORTATION FORM Form must be completed with driver's information attached. Valid California Driver's license and insurance requirements are mandatory.</p>	<p>Completed form attached. Valid driver's license and insurance attached</p>
Public Transportation	<p>TYPE OF PUBLIC TRANSPORTATION (BART, BUS, AMTRAK, FERRY) Funding source required if transportation tickets/arrangements are to be purchased using District funds. Funding source MUST be indicated even if using other funding, i.e., PTA, Approved Fundraiser, etc. PR's should be initiated at least 8 weeks in advance of the trip.</p>	<p>Funding Source Account Code: MUNIS Req/PO #</p>
Admission Fees	<p>FEES TO DESTINATION, I.E., ZOO, THEATER, MUSEUM, ETC. Funding source required if tickets are to be purchased using District funds. Funding source MUST be indicated even if using other funding, i.e., PTA, Approved Fundraiser, etc. PR's should be initiated at least 8 weeks in advance of the trip.</p>	<p>Funding Source Account Code: MUNIS Req/PO #</p>

EDUCATIONAL VALUE

Must include standards reference number and a brief explanation of how the trip relates to the classroom activity. Attach additional sheet if necessary.

Standards Number(s):
Leadership students will attend the annual MCNC student initiative in Ann Arbor, Michigan. Through this conference, students will foster leadership skills and develop and promote their voices within the community. This April, students from across the nation will convene in Michigan in order to share their experiences with projects arising from environmental to social justice issues related to the conference theme: From Rust to Renewal. Students at MCHS will have been engaged with their community project for eight months prior to travelling to Michigan. The focus of MCHS' project for 2014-15 is to save Manzanita Charter School. Students have been gathering signatures and petitioning to keep the school open by renewing their charter contract.


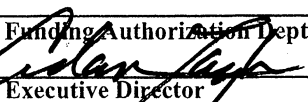
Substitute(s) Requested	FOR SECONDARY SITES ONLY: SUBSTITUTES NEEDED FOR TEACHERS ON STUDY TRIPS.	Funding Source Account Code: Substitutes Needed for ___ paid periods
--------------------------------	--	---

LAST DATE FOR SUBMISSION OF STUDY TRIP: APRIL 17, 2015 (3RD Friday in April)
LAST DATE FOR STUDY TRIP TO BE TAKEN: MAY 29, 2015 (5TH Friday in May)

*** No late or incomplete requests will be accepted. Study trips need pre-approval during CST testing periods.**

STUDY TRIP REQUEST FORM MUST HAVE PRINCIPAL SIGNATURE AND FUNDING SOURCE INDICATED BEFORE SENDING TO THE EXECUTIVE DIRECTOR'S OFFICE. INCOMPLETE STUDY TRIP REQUESTS WILL BE RETURNED AND MAY RESULT IN DELAY IN PROCESSING OR DENIAL OF REQUEST. APPROVALS WILL BE SENT BACK VIA EMAIL TO SECRETARY/OFFICE MANAGER AND PRINCIPAL.

APPROVALS:

 _____ Principal Signature	2/17/15 _____ Date
 _____ Executive Director	3/16/2015 _____ Date

EXECUTIVE DIRECTOR OFFICE USE ONLY:	
Received:	EXECUTIVE DIRECTOR
Approval Sent:	FEB 24 2015
Date:	REC BY: [Signature]

2 mailed 2-27 missing info. 3/25/15 need flight hotel info!

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:** April 22, 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: \$1,151,168. Funding sources are Bond Fund, Fund 40, and Prop 39.

DISPOSITION BY BOARD OF EDUCATION

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

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

ENGINEERING & ARCHITECTURAL SERVICES CONTRACTS

Project/Funding	Dates	Firm	Contract Cost	Reference
Adams Middle School Renovation Scenarios Fund 40	April 2015	Silva Cost Consulting	\$2,000	Cost Estimating Services.
Scope of Work: Provide cost estimate for various improvements.				

Caliber Charter School Portable Relocation Project Fund 40	April 2015 through May 2015	Architects MA	\$25,850	Design Services.
Scope of Work: Provide Architectural, engineering and design services for Portable relocation from Stege ES to Coronado ES Temporary Campus location.				

Caliber Charter School Portable Relocation Project Fund 40	April 2015 through July 2015	Clark Civil Engineering	\$2,200	Topographic Survey Services.
Scope of Work: Provide partial topographic survey of proposed project site area.				

De Anza High School Campus Replacement Project Bond Measure Funded (PID:3521208-01)	April 2015 through May 2015	Fehr & Peers	\$5,800	Traffic Engineering Services.
Scope of Work: Traffic observation and engineering for signal timing update at main entrance on Valley View Road.				

De Anza High School Campus Replacement Project Bond Measure Funded (PID:3521208-01)	July 2012 through June 2013	DLM	\$175,000	Construction Administration Services.
Scope of Work: Negotiated cost for extended Construction Administration beyond original contract amount.				

April 22, 2015

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

ENGINEERING & ARCHITECTURAL SERVICES CONTRACTS

Project/Funding	Dates	Firm	Contract Cost	Reference
De Anza High School Linked Learning Project Bond Measure Funded (PID:3521208-02)	November 2013 through September 2014	DLM	\$117,700	Design Services.
Scope of Work: Additional design services to incorporate changes to the contract documents and specifications including: upper level parking lot, site lighting, irrigation, planting, data design, Building 10 revisions, surveillance system revisions and incorporation.				
El Cerrito High School Stadium Project Bond Measure Funded (PID:3541348-00)	April 2015 through September 2015	Alan Kropp	\$47,700	Geotechnical Services.
Scope of Work: Additional construction testing and observation services due to extended schedule and site requirements.				
Kennedy High School Fabrication Laboratory Project Bond Measure Funded (PID:36010092-00)	April 2015 through July 2015	SGL Construction Management	\$54,140	Construction Management Services.
Scope of Work: Construction management services including one part-time construction manager (50% FTE anticipated).				
Montalvin Elementary School New Classroom Building Project Bond Measure Funded (PID:1401347-00)	January 2015 through March 2015	Consolidated Engineering Laboratories	\$7,000	Geotechnical Services.
Scope of Work: Additional material testing and construction inspection services.				

April 22, 2015

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

ENGINEERING & ARCHITECTURAL SERVICES CONTRACTS

Project/Funding	Dates	Firm	Contract Cost	Reference
Nystrom Elementary School Modernization Project Bond Measure Funded (PID:1441205-02)	April 2015	Interactive Resources	\$36,570	Design Services.
Scope of Work: Additional design services to incorporate changes to the contract documents and specifications including: pavement modifications, floor-mounted to wall-mounted toilets, update fire alarm system to District standard Gamewell, and changes necessary to secure library shelves.				
Richmond High School Fire Alarm System Replacement Project Bond Measure Funded (PID:36410084-00)	April 2015 through July 2015	RGA Environmental	\$6,625	Environmental Engineering Services.
Scope of Work: Environmental monitoring and oversight services.				
Sylvester Greenwood / LPS Campus Replacement Project Bond Measure Funded (PID:3581366-05)	April 2015 through July 2015	Ninyo & Moore	\$34,000	Geotechnical Services.
Scope of Work: Additional material testing and construction observation services.				
Valley View Elementary School Campus Replacement Project Bond Measure Funded (PID:1601382-03)	April 2015	Construction Cost Management Services	\$1,000	Cost Estimating Services.
Scope of Work: Additional cost estimating services for seismic upgrade eligibility.				

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

ENGINEERING & ARCHITECTURAL SERVICES CONTRACTS

Project/Funding	Dates	Firm	Contract Cost	Reference
Valley View Elementary School Interim Campus Project Bond Measure Funded (PID:1601382-04)	April 2015 through November 2015	SGL Construction Management	\$188,162	Construction Management Services.

Scope of Work:

Construction Management Services including one Construction Manager, full-time as required to complete the project. Portion of CM's time are anticipated to be allocated to other project(s), and during those times would perform less than full-time against this project. Invoicing would be reflective of this level of support.

Various Sites Bond Measure Funded	Ongoing	Security By Design	\$396,880	Security System Design Services.
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Scope of Work:

Security Infrastructure and System design which includes installation coordination services, implementation, and construction administration services for several school sites included in the bond program. Provides services and technical assistance to District staff to insure the safety and security of our students and staff.

Various Sites Prop 39 Funding	April 2015 through April 2017	Cumming	\$50,541	Design Services.
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Scope of Work:

Design documents for Year 2 lighting retrofit projects at Richmond High School, Grant Elementary School, Collins Elementary School, Lake Elementary School and Hannah Ranch Elementary School.

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:** April 22, 2015
From: Lisa LeBlanc **Agenda Item:** CI C.11
Associate Superintendent of Operations
Subject: Ratification of Negotiated Change Orders

Background information:

Staff is seeking ratification of negotiated Change Orders on the following current District construction projects: Montalvin Manor ES Classroom Building; Coronado ES New School; Harding ES Ext. Repairs & Roof; Kennedy HS Richmond Swim Center; Sylvester Greenwood Academy & LPS; El Cerrito HS Stadium; Korematsu MS New Building. Change Orders are fully executed by the District upon signature by the Superintendent's designee. Board ratification is the final step required under state law in order to complete payment and contract adjustment.

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

Recommendation:

Ratify negotiated Change Orders as noted.

Fiscal Impact: Total approval by this action: \$235,502.66

DISPOSITION BY BOARD OF EDUCATION

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

April 22, 2015 Change Order 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	Montalvin Manor ES Classroom Building	W.A. Thomas Co., Inc.	\$2,843,000.00	\$204,903.55	-\$523.00	-0.018%	\$205,124.55	7.22%	\$3,048,124.55	15.1
					\$744.00	0.026%				24
2	Coronado ES New School	Lathrop Construction Associates, Inc.	\$26,974,910.00	\$580,775.00	\$0.00	0.00%	\$583,237.00	2.16%	\$27,558,147.00	28 (time ext)
					\$1,586.00	0.01%				29
					\$876.00	0.00%				30
3	Harding ES Ext. Repairs & Roof	Best Contracting Services, Inc.	\$918,600.00	\$23,294.32	\$9,794.34	1.07%	\$33,088.66	3.60%	\$951,688.66	3
4	Kennedy HS Richmond Swim Center	Arntz Builders, Inc.	\$7,642,921.00	\$214,415.98	\$16,487.00	0.22%	\$287,188.86	3.76%	\$7,930,109.86	17
					\$2,460.70	0.03%				18
					\$23,352.32	0.31%				19
					\$2,536.00	0.03%				20
					\$27,936.86	0.37%				21
5	Sylvester Greenwood Academy & LPS	Lathrop Construction Associates, Inc.	\$53,887,350.00	\$1,992,707.00	\$42,433.00	0.08%	\$2,035,140.00	3.78%	\$55,922,490.00	71
6	El Cerrito HS Stadium	Wright Contracting Inc.	\$13,438,000.00	\$233,226.00	\$2,885.00	0.02%	\$250,617.00	1.86%	\$13,688,617.00	22
					\$5,150.00	0.04%				23
					\$7,978.00	0.06%				24
					\$1,378.00	0.01%				25
7	Korematsu MS New Building	Arntz Builders, Inc.	\$42,762,406.00	\$704,448.69	\$38,894.77	0.09%	\$794,877.13	1.86%	\$43,557,283.13	49
					\$51,533.67	0.12%				50

Total Board Action	\$235,502.66
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Note: the proposed Board Action is to Ratify all Change Orders below ten percent (10%) of the Contract Value.

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

ITEM REQUIRING ATTENTION --- BOARD OF EDUCATION

To: Board of Education **Meeting Date:** April 22, 2015
From: Lisa LeBlanc **Agenda Item:** CI C.12
Associate Superintendent, Operations
Subject: Ratification of Negotiated Change Orders – M&O

Background information:

Staff is seeking ratification of negotiated Change Orders on the following current District construction project: ITC Roof and HVAC Renovation. Change Orders are fully executed by the District upon signature by the Superintendent's designee. The Board ratification is the final step required under state law in order to complete payment and contract adjustment.

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

Recommendation:

Ratify negotiated Change Orders as noted.

Fiscal Impact: Total approval by this action: \$6,226.85 – Fund 40

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

April 22, 2015- Change Order Approval Summary - M&O

	Project	Company	Contract Number	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	ITC ROOF AND HVAC RENOVATION	JUV, INC	1000001513	\$760,000.00	\$30,952.96	\$2,746.85	0.361%	\$37,179.81	4.89%	\$797,179.81	8
						\$3,480.00	0.458%				9

Total Board Action	\$6,226.85
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Note: the proposed Board Action is to Ratify all Change Orders below ten percent (10%) of the Contract Value.

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education **Meeting Date:** April 22, 2015
From: Lisa LeBlanc *LL* **Agenda Item:** CI C.13
Associate Superintendent, Operations
Subject: Citizens' Bond Oversight Committee (CBOC) Reappointment: Orlandus Waters be reappointed by the City of El Cerrito

Background Information:

The City of El Cerrito has recommended Mr. Orlandus Waters be reappointed to the Citizens' Bond Oversight Committee.

Recommendation:

Approve appointment as noted.

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

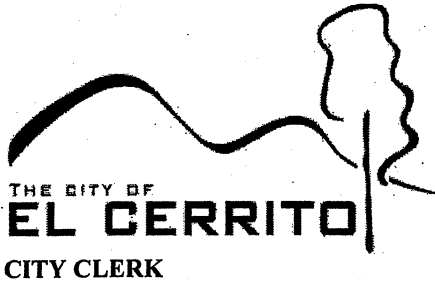
Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____



RECEIVED
MAR 24 2015
SUPERINTENDENT

March 19, 2015

Mr. Orlandus Waters
229 Pomona Avenue
El Cerrito, CA 94530

Dear Mr. Waters:

Congratulations! As a follow up to an earlier phone call, I am writing to confirm that on March 17, 2015, the El Cerrito City Council endorsed your reappointment as El Cerrito's representative to the West Contra Costa County Unified School District Citizens' Bond Oversight Committee.

The City Council is most appreciative of your willingness to serve the community and the contributions made by you and other dedicated citizens of El Cerrito who have participated as members of local and regional bodies. We look forward to working with you in your second term.

Sincerely,

Cheryl Morse
City Clerk

Enclosure

cc: Honorable Mayor and City Council
Bruce Harter, PhD, Superintendent, WCCUSD
Ivette Ricco, WCCUSD Bond Oversight Committee Chair
Luis Freese, WCCUSD Staff Liaison

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:** April 22, 2015
From: Lisa LeBlanc **Agenda Item:** CI C.14
Associate Superintendent, Operations
Subject: Coronado Elementary School Furniture, Fixture and Equipment Project Rejection of Bid

Background Information:

The construction of the new Coronado Elementary School is nearing completion and will be ready for August 2015 occupancy. The next step for the District is to purchase new furniture for the school. The District has prepared furnishing criteria with classroom configuration, specialty spaces including computer labs, special education, administration furnishings, offices and staff work areas.

The District engaged in a public bid process, using its preliminary furnishing criteria to select the vendor for this contract. Bid opening was on April 9, 2015. One firm submitted a bid: Concepts School and Office Furnishings, \$779,684.87.

After bid opening, the District review found the only bidder non-responsive because they did not meet the Vendor Certification of Compliance with Indoor Air Quality Requirements set forth in the Contract Documents. Therefore, it is recommended that the Board take action at this time to reject the bid.

Recommendation:
Reject the bid.

Fiscal Impact: Not known at this time. Funded from Bond Measure.

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:** April 22, 2015
From: Lisa LeBlanc *LL* **Agenda Item:** CI C.15
Associate Superintendent, Operations
Subject: Lake Elementary School Fire Alarm Modernization Award of Contract

Background Information:

Hamilton +Aitken Architects prepared plans and specifications for the project. Scope of work includes: upgrading the existing fire alarm system for the child care portable building and connecting it to the main school system, and removing the existing child care building alarm system after the new system is activated.

The District conducted a public bid process for the project. Bids were opened on March 31, 2015. Five contractors submitted a bid: ERA Construction, Inc. \$63,900; AEKO Consulting \$74,000; BBJ Electric, Inc. \$77,178; Mike Brown Electric, Co. \$88,580; CF Contracting, Inc. \$198,000. The apparent lowest responsive, responsible bidder is ERA Construction, Inc. \$63,900.

Project completion is anticipated July 2015.

Recommendation:

Award the contract to the lowest responsive, responsible bidder ERA Construction, Inc.

Fiscal Impact: \$63,900. Funded from Fund 40.

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:** April 22, 2015
From: Lisa LeBlanc **Agenda Item:** CI C.16
Associate Superintendent, Operations
Subject: Seaview Elementary School Demolition Award of Contract

Background Information:

AE3 Architects has prepared plans and specifications for the project. Scope of work includes: demolition and removal of all interior finishes, mechanical electrical and plumbing equipment, structural systems, roofing and vertical site improvements. The scope also includes selective demolition and removal of portable classroom buildings, grade beams, garden planters, and asphalt paving. Site fencing is to be repaired or replaced, and K-railings to be installed along fence line and entrances to parking.

The District conducted a public bid process for the project. Bids were opened on April 8th, 2015. Five contractors submitted a bid: V.E.M. General Engineering, Inc. \$299,305 (non-responsive); Asbestos Management Group of California, Inc. \$335,650; Pantano Demolition \$391,750; CWS Construction Group, Inc. \$474,500; Evans Brothers, Inc. \$490,100. The apparent lowest responsive, responsible bidder is Asbestos Management Group of California, Inc.

Determining the award is based on two components; the lump sum base bid and unit cost multiplied by quantities to be determined in the field. This benefits the District by locking in unit pricing to be used in negotiating future change orders. The contract award is only associated with the lump sum base bid.

Project completion is anticipated August 2015.

Recommendation:

Award the contract to the lowest responsive, responsible bidder Asbestos Management Group of California, Inc.

Fiscal Impact: \$335,650. Funded from Fund 40.

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:** April 22, 2015
From: Lisa LeBlanc **Agenda Item:** CI C.17
Associate Superintendent, Operations
Subject: Resolution No. 69-1415: School Nutrition Employee Appreciation Week – May 4-8, 2015

Background Information:

School Nutrition Employee Appreciation Week (May 4-8, 2015) was created to thank thousands of nutrition professionals who prepare healthy food, adhere to strict nutrition standards, navigate student allergies and offer service with a smile nationwide. On an annual basis, the Board has adopted a Resolution to celebrate the hard work and commitment of our District's nutrition personnel.

Recommendation:

Recommend Approval

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

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

Resolution No. 69-1415

SCHOOL NUTRITION EMPLOYEE APPRECIATION WEEK

WHEREAS, nutritious meals at school are an essential part of the school day; and

WHEREAS, the staff of the District's school meals and nutrition department are committed to providing healthful, nutritious meals to the District's children; and

WHEREAS, the men and women who prepare and serve school meals help nurture our children through their daily interaction and support; and

NOW THEREFORE, BE IT RESOLVED, that the Board of education of the West Contra Costa Unified School District proclaims the week of May 4-8, 2015 as School Nutrition Employee Appreciation Week, and

BE IT FURTHER RESOLVED, that the Board of Education expresses its deep appreciation to these valuable employees and commends their good work on behalf of children

PASSED AND ADOPTED on this 22nd day of April 2015 at a regular meeting of the Board of Education by the following vote:

AYES _____ NOES _____ ABSENT _____ ABSTAIN _____

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly introduced, passed, and adopted by the members of the Governing Board of the West Contra Costa Unified School District at a Regular Meeting held on April 22, 2015.

Secretary, Board of Education

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education **Meeting Date:** April 22, 2015
From: Lisa LeBlanc *LL* **Agenda Item:** CI C.18
Associate Superintendent, Operations
Subject: Williams Lawsuit Complaints Quarterly Report

Background Information:

The Williams Lawsuit requires that a quarterly report be brought before the Board of Education reflecting the number of complaints filed with any school in the district during a particular quarter. This report reflects the time period from January 1, 2015 through March 31, 2015.

Recommendation:

For approval

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

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



PRINT

RESET

Quarterly Uniform Complaint Form

[Education Code 35186]

District: West Contra Costa Unified School District

Person completing this form: Lisa LeBlanc

Title: Associate Superintendent, Operations

Quarterly Report Submission Date: *(check one)*

- April 30, 2015 (Jan-Mar 2015)
- July 31, 2015 (Apr-Jun 2015)
- October 31, 2015 (Jul-Sep 2015)
- January 31, 2016 (Oct-Dec 2015)

Date for information to be reported publicly at governing board meeting: 4-22-15

Please check the box that applies:

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

Area of Complaint	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0	0	0
Teacher Vacancy or Misassignment	0	0	0
Facilities Conditions	2	2	0
TOTALS	2	2	0

Bruce Harter

Print Name of District Superintendent

Signature of District Superintendent

Date

Please return completed form to Eloísa Mendoza-Hinds, Williams Settlement Lead
 CCCOE – 77 Santa Barbara Rd. Pleasant Hill, CA 94523
 FAX: (925) 942-3454 E-MAIL: emendoza@cccoe.k12.ca.us

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: April 22, 2015

From: Nia Rashidchi
Assistant Superintendent, Educational Services

Agenda Item: D.1

Subject: Bay Area Science Fair Winners

Background Information:

Eighteen WCCUSD students in grades 7 through 12 won 1st through 4th place awards at the Bay Area Science Fair in 2015, including one first place award and two second place awards. The categories for awards included Physics, Behavioral, Engineering and Computer Applications, Biology, and Mathematics. The award-winning WCCUSD students come from Hercules High School, El Cerrito High School, Pinole Valley High School, Pinole Middle School, and Korematsu Middle School. Topics ranged from "Do Different Salts have Different Levels of Electrical Conductivity?" to "An Instrument to Create Emotions" to "What Materials Block Wi-Fi?" Students initially entered their science fair projects in the district's science fair, which had more than 160 submissions from WCCUSD secondary schools. Judging and recognition for the district science fair took place in February, and the winners were then entered into the Bay Area Science Fair, which took place in March.

Recommendation: Recognition

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: April 22, 2015

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

Agenda Item: D.2

Subject: Recognition of Hercules High School Academy of Hospitality and International Tourism

Background Information:

We would like to recognize and congratulate Herban Movement from Hercules High School Academy of Hospitality and International Tourism for receiving 2 out of 4 awards in the Junior Achievement of Northern California annual Company of the Year Competition at Intuit in Mountain View. They came out of the competition with Best Commercial and Best Business Plan.

The Junior Achievement of Northern California Company of the Year Competition (JACYC) is not simply a business competition for young people. The goal is to balance the business achievements of each team as a whole with the personal development of each individual member. For a team to win this award, Junior Achievement Company Program students must demonstrate that they understand how and why the company performed. Judges look for evidence of innovation and the application of new ideas in all aspects of running the company. They also look for an understanding that continuous improvement through innovation is essential to the success of a business.

Herban Movement will be submitting their business to the Junior Achievement National Student Leadership Summit, in Washington D.C. The Summit is Junior Achievement's opportunity to celebrate the achievements of students from across the United States.

On May 16th, 2015, Herban Movement will be participating in the 17th Annual Taste of Success Event in San Francisco. At this event Herban Movement will be catering and will be able to mingle and sell their products to over 300 guests. This is the first year the Academy participated at this event.

We would like to recognize and congratulate the team on their achievements. We would also like to recognize and commend their teacher for her dedication and commitment to the students.

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:** April 22, 2015
From: Nia Rashidchi **Agenda Item:** D.3
Assistant Superintendent Education Services
Subject: 2014-15 Teaching Excellence Award Winner Recognition

Background Information:

The Ed Fund will celebrate and honor the excellence of five West Contra Costa Unified School District teachers at its 27th Annual Soaring to Excellence Celebration on Thursday, April 30 from 6:30-9:00PM at the El Cerrito High School Performing Arts Theater.

At tonight's board meeting, we will celebrate the following Teaching Excellence Award Winners: Brent Knapp, Special Education Teacher, Lupine Hills Elementary School; Maribel Lopez, K, 2nd Grade Teacher, Dover Elementary School; Molly Salyk, 2nd Grade Teacher, Coronado Elementary School; Andre Shie, 7th Grade/Pre-Algebra Teacher, Walter T. Helms Middle School; and Keith Valdez, Kindergarten Teacher, Hanna Ranch Elementary School.

These teachers of excellence share a profound passion for instilling a love of learning in our diverse students so that they can attain their goals and realize their dreams. By carefully and thoughtfully weaving creativity, adherence to high standards, profound knowledge of the subjects being taught, and appreciation of individual differences, needs, and strengths, these award winning teachers raise the quality of education to new heights.

The Selection Committee has selected Maribel Lopez and Keith Valdez as the district representatives for the Contra Costa County Teacher of the Year competition. We wish them the best of luck at the county level.

We want to recognize and congratulate all our honorees for all the wonderful work they carry out with our students on a daily basis.

Recommendation: Recognition

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:** April 22, 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.

Reverend Lonnie Wafer served as crossing guard for Martin Luther King Jr. Elementary School at 37th and Waller Streets for over 30 years. He served generations of students. Many community members recall Rev. Wafer crossing them as a child as they walk their own children or grandchildren to school. Rev. Lonnie Wafer, 89 years old, received his license to preach under the leadership of the late Rev. L. E. Heard in 1963 from Zion Hill Missionary Baptist Church in Richmond where he was a faithfully member for over 70 years.

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

Recommendation: For Information Only

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION		
Motion by: _____	Seconded by: _____	
Approved _____	Not Approved _____	Tabled _____

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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

To: Board of Education **Meeting Date:** April 22, 2015
From: Wendell C. Greer **Agenda Item:** F.1
Associate Superintendent, K-Adult Operations
Subject: Manzanita Charter Middle School Renewal Decision Hearing

Background Information: Manzanita Charter Middle School, started by parents and educators, was the first charter school to open in the West Contra Costa Unified School District. The District approved the Manzanita charter petition in the year 2000 for a term of 5 years. The Board renewed the Charter petition for 5 years in March 2005, and again in March of 2010.

This hearing is to review staff recommendations, and make a decision concerning the renewal of a charter petition.

Recommendation: Recommend renewal of the charter for Manzanita Middle School

Fiscal Impact: Cost recovery for charter operation and lost ADA for 153 students attending the charter school

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

Manzanita Middle School Renewal

Staff Report

The District approved the initial Manzanita charter petition in the year 2000 for a term of 5 years. The Board renewed the Charter petition for 5 years in March 2005, and then again in March of 2010. On March 4, 2015, the Board heard a presentation from the petitioners, and public comment concerning a renewal. Parent support for the school appeared to be robust. Review for this charter school renewal included a team of District experts listed below:

Member	Title	Expertise
Steve Collins	Director	Special Education
Linda Delgado	Coordinator	Charter Schools Support
Phil Gonsalvez	Director	Mathematics Instruction
Mimi Melodia	Coordinator	English Language Development
Sonja Neeley-Johnson	Director	Curriculum and Instruction
Mehdi Rizvi	Accountant	Fiscal
Jackie Kim	Director	Fiscal
Ed Sklar	Counsel	Counsel

Initial concerns and resolutions:

Concerns or Requests	Resolution
SPED and 504 section needed updating.	Submitted, checked and approved.
Updated School Closure section	Submitted, checked and approved.
Updated Parent Handbook, volunteering	Submitted, checked and approved.
Inadequate description of student assessments.	Submitted, checked and approved.
Bylaws updated for Brown Act Compliance.	Submitted, checked and approved.
Needs more specificity on employee qualifications	Pending
Health and Safety procedures	Submitted, checked and approved.
Student Suspension and expulsion	Submitted, checked and approved.
Dispute resolution section needs updating.	Submitted, checked and approved.

Data Review

This report includes the following data and evaluations:

- Demographics and Academic Performance Index (API)
- Three Year API comparison
- North Western Evaluation Association (NWEA) Site-based testing results
- CELDT results

- Discipline data
- Physical Fitness data
- Attendance Information
- CST data

A brief description of the visits follow, with notes from observations plus an assessment of the school's strengths and challenges, and finally a Self-Reflective report generated at our request by the school.

Based on the data available the staff's recommendation is to renew.

Demographics and Academic Performance Index (API)

The top three schools that would serve students if they did not attend Manzanita include: Helms, DeJean or Pinole Middle Schools (as reported by the school). The California Department of Education provided the three-year API score and information on influential factors including percentage of students who are: Socioeconomically Disadvantaged (SD), English Language Learners (EL), or Special Education (Sped). All statistics are rounded to the closest whole number, and all demographic statistics represent percentages.

2011

SCHOOL	API	SD %	EL%	Sped%
Manzanita	688	90	69	6
Helms	655	93	73	15
DeJean	618	92	60	16
Pinole	683	63	37	18

2012

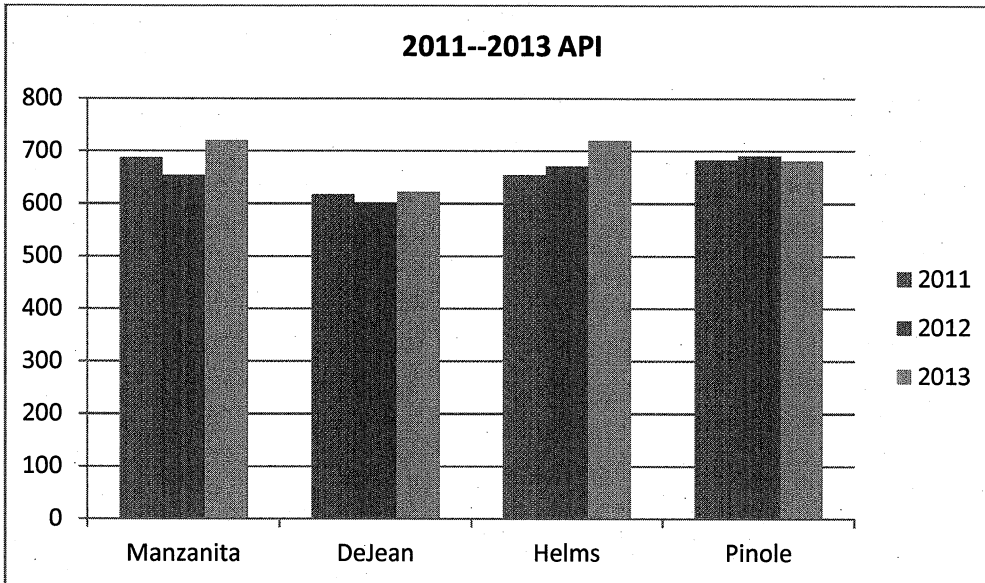
SCHOOL	API	SD %	EL%	Sped%
Manzanita	654	85	64	11
Helms	671	94	66	14
DeJean	599	91	53	17
Pinole	691	66	30	18

2013

SCHOOL	API	SD %	EL%	Sped%
Manzanita	720	84	54	11
Helms	720	100	70	13
DeJean	622	94	58	16
Pinole	682	71	32	18

3 Year API Comparison

Using the three-year comparison is provided to review data between the same three schools and Manzanita. As the API is no longer in use data for the current year is not available so not included in this analysis.



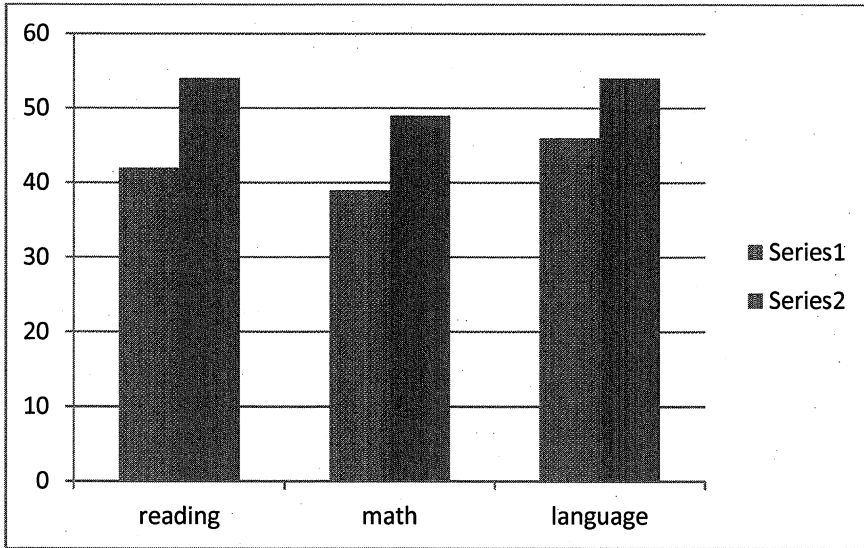
As scores are close, the raw data are included here.

API	2011	2012	2013
Manzanita	688	654	720
DeJean	618	599	622
Helms	655	671	720
Pinole	683	691	682

In 2011 Manzanita has the strongest score, followed closely by Pinole. In 2012, Pinole leads followed by Helms, Manzanita and DeJean. In 2013, the API shows Helms and Manzanita with the strongest scores.

North Western Evaluation Association (NWEA) Data

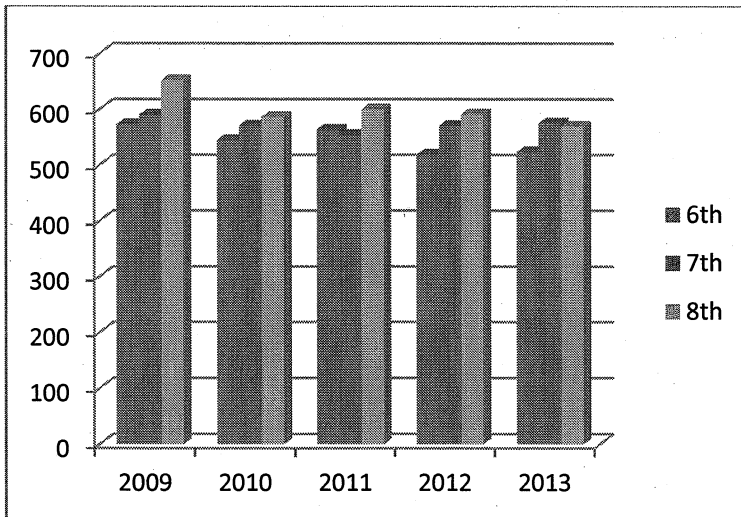
Beginning last year the parents, staff and leadership of Manzanita determined that closer monitoring of student growth in understanding through detailed data analysis would improve teaching and learning. The school selected and began use of a data management system called Kickstart, and used a series of assessments from NWEA against which normed benchmarking could begin. Initial results follow. Series 1, denoted with the blue bar, shows the benchmark data from winter to spring of 2013 to 2014. The red bar, series 2, shows student growth in all grades from fall of 2014 to winter of 2015.



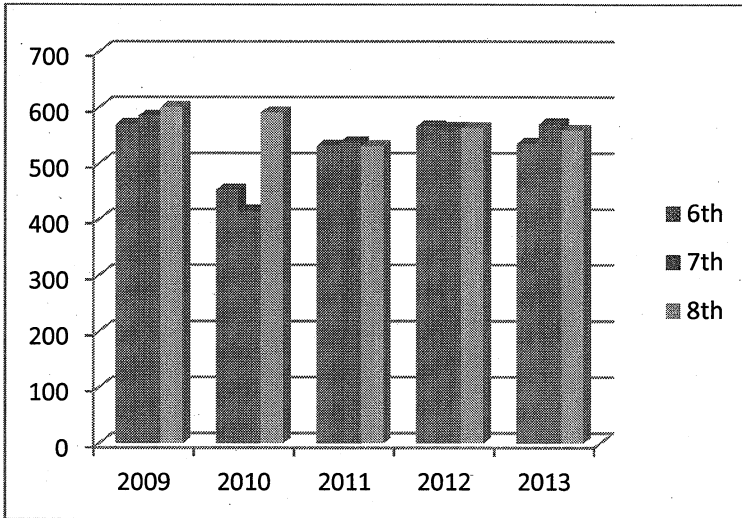
Manzanita selected the NWEA normed assessment to provide information until the SBAC test results are available based on the advice of the California Charter Schools Association. Using the data supplied by NWEA, the school tracks student learning in collaborative meetings against projected outcomes. Staff then identifies students who need remediation. Five tutors provide intensive instruction with student groups of three to five students twice each week.

CELDT

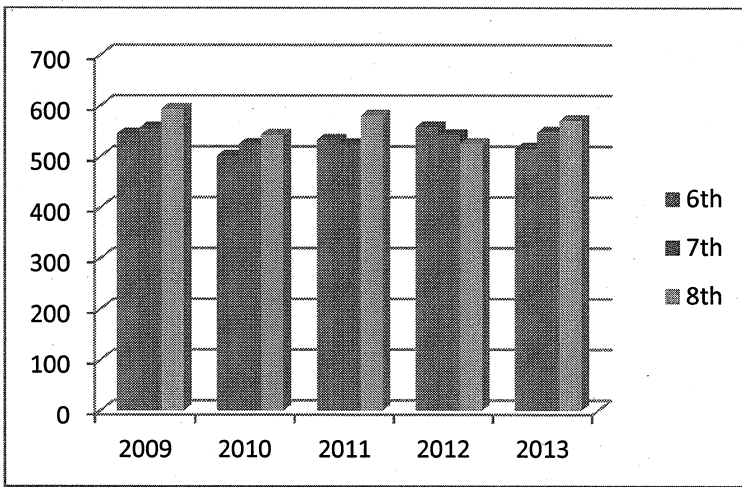
In this data review for student progress in acquiring the English language, an upward trend from 6th through 8th grade is desirable. Students enter the school at 6th grade, and in most cases, their learning indicates gains. Four domains over five years are shown below: Listening, Speaking, Reading and Writing.



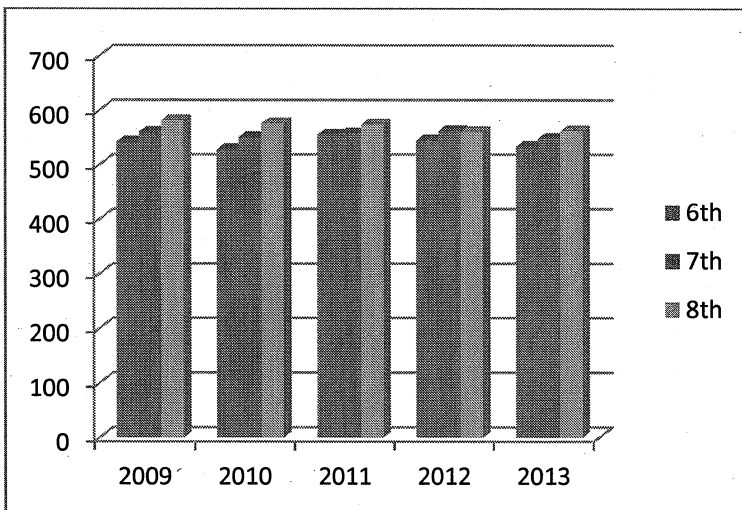
Listening Mean Scale Scores for 2009 – 2013 – Grades 6th – 8th



CELDT Speaking Mean Scale Scores for 2009 – 2013 – Grades 6th – 8th



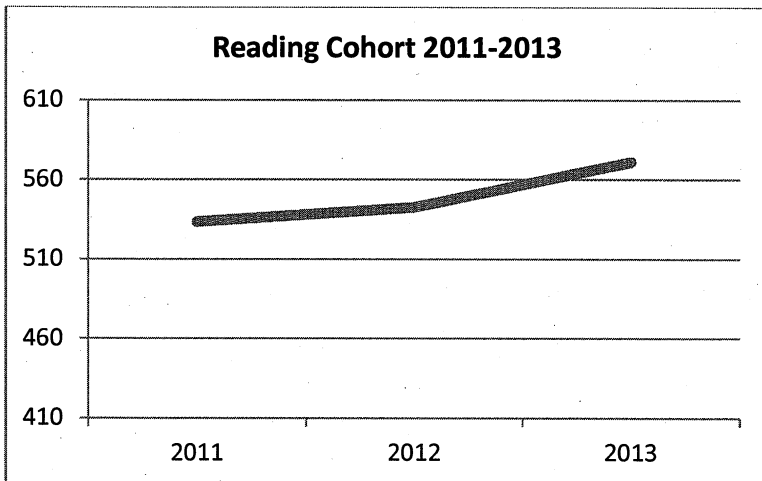
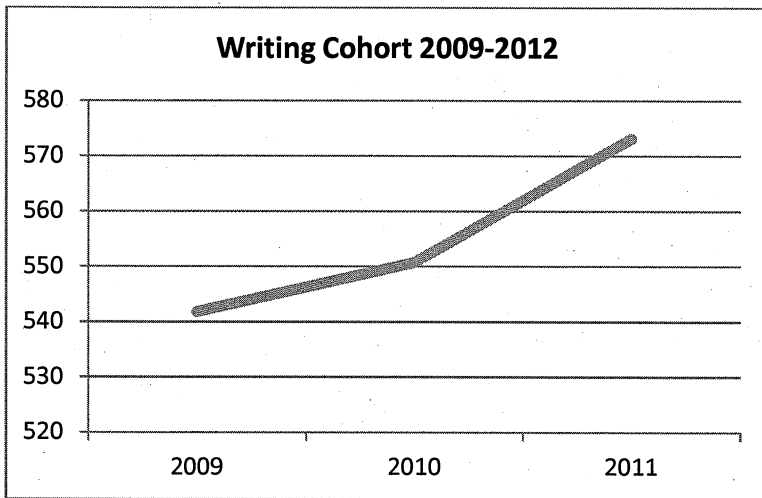
CELDT Reading Mean Scale Scores for 2009 – 2013 – Grades 6th – 8th

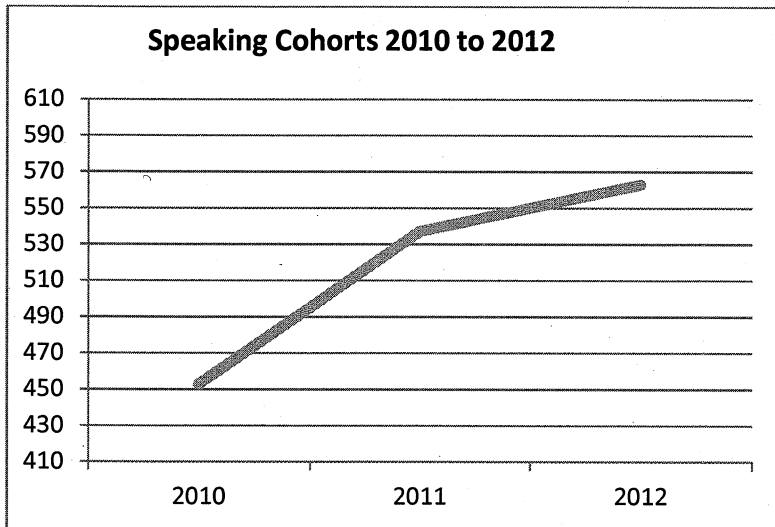


CELDT Writing Mean Scale Scores for 2009 – 2013 – Grades 6th – 8th

In response to staff and school leader review of CELDT data, Manzanita has hired several ELL instructors to work with small groups of students, who are receiving targeted English Language Instruction.

To evaluate teaching and learning for the high population of English Language learners served by this school, a cohort review of data was conducted. This review involved tracking data for one group of students over three years of instruction. These results follow, disaggregated by writing, reading, and speaking.





While not all data in this group show positive trends, the majority do and are available on request.

Discipline Data, Suspensions, 2011→2014

Year	White	Hispanic/Latino	African American	More Than One Race	Totals
2011-12	0	5	1	1	7
2012-13	2		1	0	3
2013-14	5 (2 children: one 3 times, the second child twice)	1	2	0	8

In response to the slight rise in suspensions, the staff and school leader have implemented several strategies including Restorative Justice Circles, training for staff in classroom management, and coaching from peers and school leader. This year staff and leadership have opted to engage in the study of Mindfulness, and staff and students have received training. Next, the board and parents will receive training.

Physical Fitness Data

2010→2011

Physical Fitness Area	Total Tested, 7 th grade	% in HFZ*	% Need Improvement	% Health Risk
Aerobic Capacity	52	50	34.6	15.4
Body Composition	52	19	23.1	40.4
Abdominal Strength	52	49	5.8	N/A
Trunk Extension Strength	52	42	19.2	N/A
Upper Body Strength	52	47	9.6	N/A

Flexibility	52	44	15.4	N/A
Averages	N/A	41.83	17.95	27.9

*Healthy Fitness Zone

2011→2012

Physical Fitness Area	Total Tested, 7 th grade	% in HFZ*	% Need Improvement	% Health Risk
Aerobic Capacity	54	26	31.5	20.4
Body Composition	54	18	22.2	44.5
Abdominal Strength	54	47	13	N/A
Trunk Extension Strength	54	30	44.4	N/A
Upper Body Strength	54	28	48.1	N/A
Flexibility	54	38	29.6	N/A
Averages	N/A	31.17	31.47	32.45

2012→2013

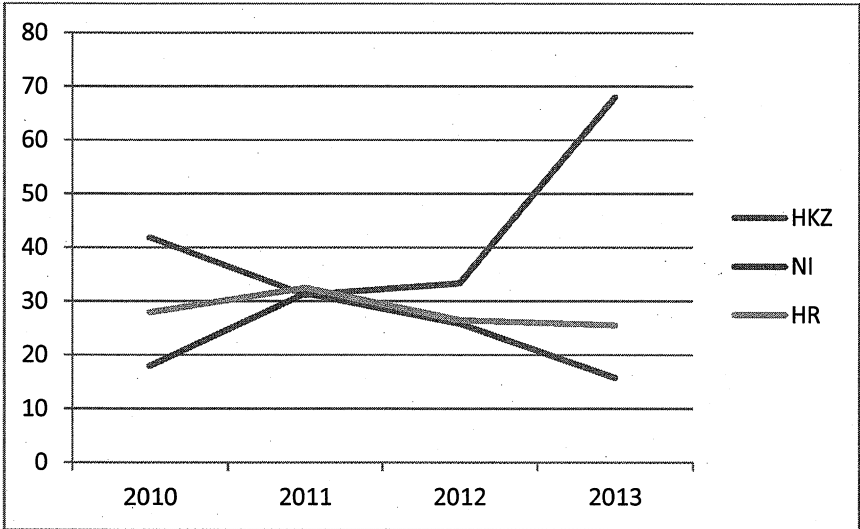
Physical Fitness Area	Total Tested, 7 th grade	% in HFZ*	% Need Improvement	% Health Risk
Aerobic Capacity	51	27	31.4	15.7
Body Composition	51	21	21.6	37.2
Abdominal Strength	51	33	35.3	N/A
Trunk Extension Strength	51	49	3.9	N/A
Upper Body Strength	51	42	17.6	N/A
Flexibility	51	28	45.1	N/A
Averages	N/A	33.33	25.82	26.45

2013→2014

Physical Fitness Area	Total Tested, 7 th grade	% in HFZ*	% Need Improvement	% Health Risk
Aerobic Capacity	51	60.8	17.6	21.6
Body Composition	51	49.	21.6	29.4
Abdominal Strength	51	52.9	47.1	N/A
Trunk Extension Strength	51	96.1	3.9	N/A
Upper Body Strength	51	78.4	21.6	N/A
Flexibility	51	70.6	29.4	N/A
Averages	N/A	67.97	15.68	25.5

Averages over Time; 2010 through 2013-14

Data for this measure of the school's program are best understood through the following line chart. The HKZ denotes the Healthy Kid Zone—a target measure that represents state goals in strength and conditioning for students at the school. The NI denotes averages of students who need improvement, and the HR represents students who are at Health Risk. The HKZ measure rises as the NI and HR fall, suggesting an improvement in the physical fitness of students at the school for the last 4 years after fall in results in the year 2001.

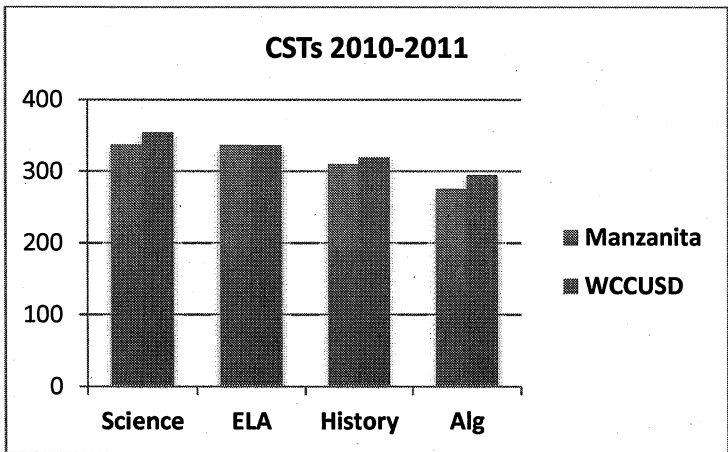
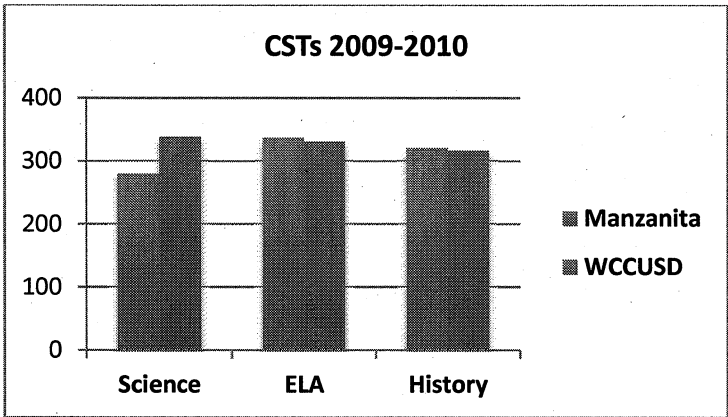


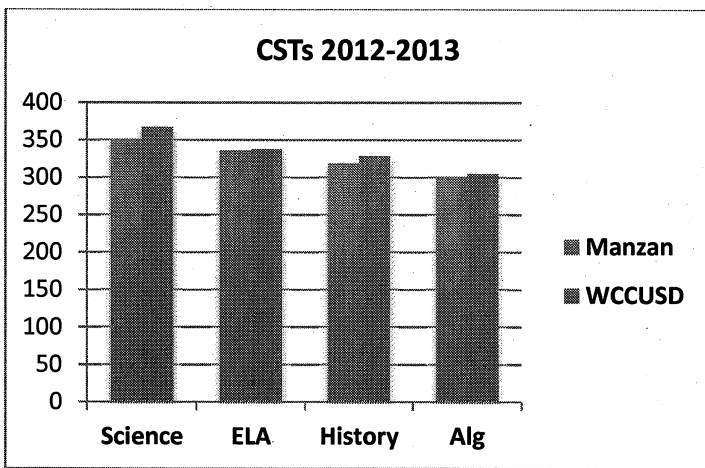
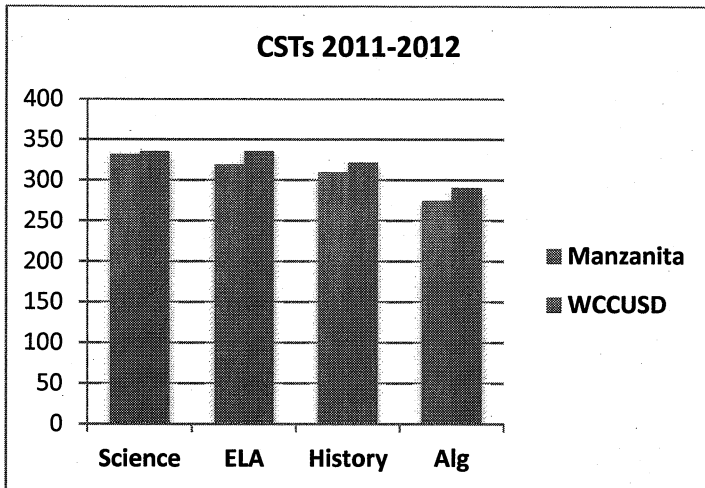
Attendance

Manzanita attendance has averaged over 95% for each of the years under consideration.

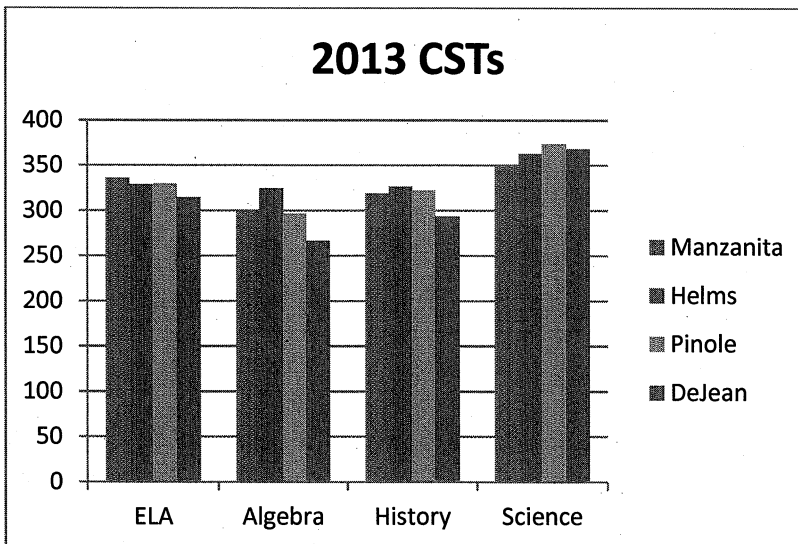
CST Data

The following tables compare the CST 8th grade Mean Scale scores, an average of the scale scores for Manzanita and District-wide 8th graders for the years 2009 through 2013.





Next is a comparison for the three schools that students of WCCUSD would attend compared with Manzanita's data. Again, as some scores are close the raw data is included to help make distinctions.



CSTs, 2013	ELA	Algebra	History	Science
Manzanita	335.7	300.1	318.6	348.6
Helms	328.9	324.7	326.4	362.7
Pinole	329.8	296.3	322.3	373.8
DeJean	314.5	266.5	293.4	368.2

Evaluation Visit

Staff members including Mehdi Rizvi, and Jackie Kim have each conducted a visit in 2015 to review fiscal data, and Linda Delgado has conducted several visits. Dr. Delgado toured classrooms ranging from 6th through 8th grade and spoke with school leadership, board members, staff and students. Selected observational notes follow:

- All students have text books and required materials.
- Technology is present and leveraged for student learning. This is particularly evident in the mathematics class.
- Parents are strongly supportive of the program and student results.
- The school site is orderly, and appealing.
- Evidence for the Common Core transition was present, and staff and the school leader continue to actively prepare.

Strengths

- Robust family involvement is evident at all levels ranging from Board service through site maintenance.
- School leader shows a commitment to continued growth in student learning, and growth in focus on leveraging data to improve student learning.
- Innovative work in math was apparent.
- History of achievement and excellence (California Distinguished School, top CST scores for middle schools).
- School climate is supportive and warm.

Areas for Improvement or Examination

- As indicated in meetings leading to renewal recommendation, school leadership and staff must continue to build strong systems of data analysis at every level, particularly staff understanding and interaction with data.
- Share assessment data with parents during regular community meetings.
- Regularly involve the board in reviewing student data.
- Continue to prepare for the Common Core State Standards.

Self-Reflective Report, Submitted by Manzanita Staff and Leadership

The Manzanita staff decided that the widest net possible would be cast by submitting the self-reflective report to all teachers and school leader, and gathering and combining responses.

Below are selected excerpts, presented in a bullet point format.

The numbers next to each question represent the staff and leadership's evaluation on a scale, with one representing the lowest and 5 the highest.

1. How effective is your school overall? 4

How do you know?

Graduation rates, daily attendance average (over 95%), mandated test score improvements, GPA growth and improvements, positive rapport between students/family and faculty/staff, and students' general happy disposition.

What are its strengths?

- Rapport between faculty/staff and student/families—family involvement engendered through a warm and welcoming environment.
- bilingual information/meetings/etc, "family" style atmosphere of small school, and
- outreach efforts that rely on word of mouth and result in a wait list for each year
- New focus on the use of data, including the instigation of the NWEA testing, and Kickstart data analysis program.
- The dedicated teaching staff!
- A reinvented technology committee that relies on a full time technology lead, two teachers with technology skills and interests, the School Systems Administrator and depending upon availability, interests and background, parents.
- Our investment in new technologies and resources, for example the school recently won an award of 30 Chromebooks from a competition in increasing students' math understanding through the use of the Kahn academy and in-class practice of concepts.

What are the main priorities for improvement?

- Hiring more full-time salaried faculty/staff members (especially a counselor/therapist).
- Continued growth in student learning.
- Continually improve test scores, communication with parents, and streamline our processes

How do you know?

- We are very effective because students frequently come back to tell us so.
- Many students from Manzanita have gone on to four year colleges and universities.
- We use data to constantly reflect and improve our students' learning as shown through assessment results.

2. How well do students achieve? 4

In which subjects and grades do students do best, and why?

- Students are responding well to improvements in math instruction, as well as English Language Arts. We believe the focus on formative assessments is helping.
- PE, and ART -As students' home language is less of a barrier to content. These opportunities provide students engagement in different ways, students showcase multiple intelligences, and students genuinely perform.

In which subjects and grades is improvement needed, and what action is being taken?

- Core subjects continue to receive focus. Staff are focused on reading.
- CLAD certification of teachers.
- Intensive, small group instruction.

Is there evidence of differences in attainment according to gender, ethnic background, Special Education status or other grouping?

- Yes. Staff and leader have noted a difference in achievement for English Language Learners and students with disabilities.

If so, what actions are being taken?

- RSP and interventions, accommodations.
- Intensive, regular and targeted small group tutoring, Title IX enforcement, and scaffolding/support instructional strategies have been implemented.
- We are continually working hard to improve all of our subjects, currently our most rigorous focus is on ELA and math, where we have intensive classes that complement the normal curriculum for all grades and test prep classes that hone students' math and ELA testing knowledge and skills.
- We have special reading and math intensive coaches who take the lowest performing ELL and special education students out of the mainstream intensive classes to provide more individualized support. Also the special education teacher pulls students out and visits regular classes to sit-in with special education students.

In which subjects and grades do students do best, and why?

- Math in 7th and 8th grade, due to the school's high investment in math-related technologies and that teacher's excellent curriculum, Teach for America resources, and dedication. In all the other subjects and grades, we have still invested significantly in solid resources, curriculum, and have dedicated and competent teachers.

3. How effective is the quality of instruction, including teaching, learning and curriculum? 4

How do you know?

- The school has recently focused on the use of data to drive instruction.
- Our cross-disciplinary collaboration projects, because they hone the content and common core standards understanding in our students in a way that simulates the real-world.

Which are the strongest features of teaching and learning, and why?

- Teachers focus on holistic educational approaches -- "the child will learn when the child feels safe and secure, the child will bond with consistent positive input from the learning community" -- and rely on various styles of summative and formative assessments (project based learning, social justice/community service learning, etc).

What aspects of teaching and learning most need improvement, and what actions are being taken?

- First year teachers need a mentor and intensive training in classroom management. Teachers, overall, need more support (i.e. hire another full-time faculty member).
- We are currently taking action to provide even more robust opportunities for collective professional development that allow us to learn as a team and collaborate on new endeavors with this new knowledge and training.

4. How effective is the assessment of student learning? 3

How do you know?

- The standardized tests tell us that we are not meeting the standard, however majority of students are bilingual (home language other than American Standard English) which inhibits timed assessments.
- Staff need guidance in the use of formative assessments.

What are the strongest features of assessment?

- The NWEA testing gives detailed understanding of student learning. By delivering and analyzing assessments the teachers can provide tailored instruction.
- We have excellent formative and summative assessments utilizing common-core aligned resources from Smarter Balanced Assessment Consortium, Teacher Curriculum Institute, University of California History Social Science Project, and many other resources with student academic and culture performance shared with families every two weeks.
- Quizzes, essays, and projects.
- Our sharing of data to support one another's instruction.

What formative and summative assessments are in use?

- See above.

What aspects need improvement and what action is being taken?

- We are constantly reflecting on what we have and discussing how to improve it, one topic for discussion is how to best involve our families in the completion of missing work, so that it does not have to be marked as a zero right away. We are in the midst of this conversation and it will be resolved well, as usual.

5. How effective are strategies and processes to ensure your school enrolls a diverse student population, including English Language Learners, students with disabilities, or foster youth? 5

How do you know?

- Community outreach (sharing information, welcoming atmosphere, bilingual communications), RSP teacher and part-time therapist are highly collaborative and informative.
- We have made great improvements in the diversity of our school in the four years that I have worked here.
- Our English-Spanish recruiting materials, the comprehensive digital presence fostered by our School Systems Administrator, and the brilliant ability of the Executive Director to utilize his community presence and connections to market our school by visiting, directly, various community organizations.

What are the strongest aspects of your efforts in this respect?

- Having positive, effective parental involvement.

What aspects need improvement, and what action is being taken?

- Hire a full time counselor/therapist to support current and future students who are struggling with challenges.

What aspects need improvement, and what action is being taken?

- I do not see any areas for improvement, except for perhaps more funding to hire more staff to make us even more effective.

6. How effective is the leadership and management of the school? 4

How do you know?

- We are small school -- information is readily available, seen and heard.
- Because we have made continuous improvements each year.
- We have hired excellent support staff that is bringing new ideas and expertise to the school.

How does your school monitor teacher and staff implementation of the school's chosen curriculum, including alignment with the Common Core State Standards?

- Through teacher evaluations (given by administrators) and faculty collaboration (professional learning community meets every Wednesday, and faculty staff meets every first Tuesday of each month for training.
- We have constant/daily one-on-one communication, as well as staff wide communication in weekly staff meetings, monthly team collaboration meetings, monthly membership meetings, and monthly Board meetings.

What steps are taken if the staff is not effectively implementing the curriculum?

- Administration steps in to adjust implementation.

How are teachers supported in improvement and growth?

- We have a coach.

In what ways do the leadership and management of the academic performance need improvement?

- We need an Assistant Director!

In what ways are leadership and management excelling?

Management have implemented assessments to check for student understanding. They continue to lead in analysis of student data.

What steps are taken if the staff is not effectively implementing the curriculum?

- The Executive Director provides us with professional development opportunities to aid us in the implementation of the quality curricula he has purchased.

How are teachers supported in improvement and growth?

- Collaborative meetings where teachers share strategies, discuss challenges, plan actions and take and opportunities to align curriculum.

In what ways do the leadership and management of the academic performance need improvement?

- We are doing the best we can with what we have. Perhaps funding for a vice-principal of sorts would allow the leadership/management to specialize and accomplish more.

In what ways are leadership and management excelling?

- Excellent individualized attention to staff concerns, brilliant motivation, small things done to let you know they care, and open-mindedness to staff ideas.

7. How well does the charter school collaborate with parents to encourage active participation their child's education? 5

How do you know?

- We are a parent-cooperative. We cannot function without parent participation. Parent involvement is our cultural mainstay. Parents serve on the board of directors, and closely partner with the school leader and staff.
- Because we have parents in the classrooms when requested, parents serving lunch, helping plan and lead field trips, managing the big-picture perspective of the school, cleaning, and teaching classes.

What are the strongest features, and why?

- Our inclusive family cultural and atmosphere.
- The parent-led classes are just so creative and inspiring.
- The board is largely if not entirely populated by parents. In many cases the parents bring new and innovative ideas to share with the leader, and the leader brings ideas to the parent board. One example is that when the leader was having difficulty getting traction with assessing and reviewing results, the board president supported him through a directive that told teachers that this would be the way to improvement.

What most needs attention, and what action is being taken?

- We need to have Manzy.org website translated into Spanish.
- We are currently taking action to get even more parents involved in our day-to-day operations by thanking them privately and publicly and actively asking them to be involved.

8. How effective are the methods and strategies by which your school assures that students with disabilities are provided a free, appropriate education in the least restrictive environment and that English Language Learners are supported? 5

How do you know?

- SpEd students spend the majority of their time with the class ("push-in" instruction model). They are rarely taken out.
- We just created several new classrooms that are quiet and isolated from the main school buildings for special educators to provide intensive one-on-one and small group support in all subjects, with a Common Core focus, as well as mental health services.
- The passion, compassion, and quality of our special educators and school counselor.
- The Special Education is provided through the District.

What are the strongest elements of your program?

- RSP teacher and regular teachers - we're fully invested in our students and their success.

What most needs attention, and what action is being taken?

- Technology upgrades- many of the programs that would help all our students rely on computer and internet access.
- We are constantly assessing the effectiveness of our special educators and ensuring that they are involved in sharing growth and progress data with our teacher teams.

9. How effective is the governing board of the school? 4

How do you know?

- We are a parent-cooperative. Board members are parents with children in this school.

Please describe the process for selecting your governing board members.

- Parents volunteer, they provide a brief intro, the membership votes on the nominee of their choice.

Describe the governing board's primary roles and responsibilities.

- Policies and procedures are created, voted on, and instituted by the membership. The board follows the legal protocol, and brings passions and new ideas to the school.
- The board supports the school leader and teachers.
- Finance, overall leadership, fundraising, parent involvement, grant-writing, human resources management, facilitating top notch communication between staff, parents- Board, etc.

How effectively does the governing board work with the school leader(s)?

- Effectively, considering this is purely volunteerism and everyone has a full-time job. Board members are well versed and deeply familiar with the program.
- Wonderfully. The board and school leader meet and discuss student learning frequently at minimum each month at scheduled board meetings.
- Our governing Board is diverse and competent in all ways.

How do you know?

- Data indicates that parents serve on the board for multiple years.
- Parents report finding satisfaction and growth opportunities from service.
- Some board members say that serving on the board has given them an increased understanding of the difficulties and challenges from governing a school. Some parent board members have reported professional benefits have followed their work on the board due to opportunities to expand skills.

Please describe the process for selecting your governing board members.

- It is a democratic election process, whereby parents/guardians are encouraged to apply for Board positions and have a vote in electing them.

10. How effective is the school at ensuring fiscal soundness and legal compliance? 5

How do you know?

- Budget is transparent, verifiable, and accurate. Teachers and faculty are trained appropriately. Outside experts routinely brought in to verify understanding and implementation.

What are the strongest features, and why?

- See above.
- We conservatively guard our cash reserves, while allocating
- ample funds for high priority investments.

What most needs attention, and what action is being taken?

- We are looking into a full-time grant writer to create cash-flow for new employment opportunities that would further enhance the ability of our hard-working staff to serve our students and community by creating more administrative positions at the school that could allow us to achieve greater success in such areas as fieldtrip logistics/planning/fundraising and managing school climate/culture.

11. How effectively is the school managed fiscally? 5

How do you know?

- We're solvent.
- We conservatively guard our cash reserves, while allocating ample funds for high priority investments.
- We have hired an excellent staff member with experience.

What aspects of the school's fiscal operations work best?

- Transparency and accountability.
- We have an auditing company advise us and review our accounting work, to ensure that we are doing an excellent job.
- We have recently hired a former District employee who handled fiscal matters, and is now seeing to these needs for Manzanita.

In what ways can the school's fiscal systems or operations be improved, and what action is being taken?

- Get a bigger budget. We need more full time salaried support staff.
- We have hired a person with experience in school fiscal bookkeeping and reporting. District personnel tell us the reporting is now in compliance.

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: April 22, 2015

From: Ken Whitemore
Assistant Superintendent Human Resources

Agenda Item: F.2

Subject: Resolution No.68 -1415: Authorization to Eliminate and/or Reduce Classified Positions and Layoff Classified Employees

Background Information:

Due to regulations in California State Education Code Sections 45114 – 45117, 45298 and 45308 and Article 24 – Layoff and Reemployment in the contract between the District and Public Employees Union, Local One, layoffs of classified employees must be conducted 60 days prior to the contractual year ending on June 30, 2015, to be in effect for the beginning of the 2015-16 school year. Layoffs by law occur due to either lack of work or lack of funds.

Before you tonight is the layoff of Graduate, Upper Division and Bilingual tutors for the 2015-16 school year. Graduate, Upper Division and Bilingual tutors prior to 2014-15 were funded via a combination of site, district, and federal funding. It became necessary due to lack of funding to eliminate these positions. In working with sites, it was agreed LCAP funding would cover the tutors for the 2014-15 school year to allow sites time to plan for upcoming years.

The LCAP does not fund tutors for the 2015-16 school year. Some sites elected to use Local Control Funding Formula (LCFF) site allocated monies to retain tutors, while some did not.

This layoff of tutors represents a total of 30.90 Full Time Equivalent (FTE) positions which must be provided notice. Because many of the positions are part time, the 30.90 FTE represents the equivalent of 55 personnel. The equivalent of 19 FTE personnel will be returned through the bumping process. This will provide opportunity for over 30 personnel to return to tutor positions.

For personnel without positions after the bumping process human resources will work with these employees to enter the substitute teaching pool or assist them in entering a teacher credentialing program.

The following positions are stated for reduction in hours for the upcoming 2015-16 school year. Each of the reductions are explained below:

Food Services Aide/Clerk is a reduction in the workday for one employee due to program needs at the school site and is consistent with other Food Services Aide/Clerks at other school sites. There is one vacant position that will also be reduced due to program needs at the school site.

Tutors (Graduate and Graduate - Bilingual) are being reduced in the number of hours as they were not included in the LCFF for the 2015-16 school year. The budget from the school site can only fund less hours for these classifications. This reduction in hours impacts four employees.

Classroom Support Aides, Instructional Assistants, Special Education, Special Education Assistants, and Behavior Technicians positions are being eliminated from school sites due to SIG categorical funds being eliminated. There are no available site funds to backfill the hours for these positions so there will be a decrease in hours for 16 employees, which will move them back to their original FTE prior to the SIG categorical funding.

Recommendation: Recommend Approval

Fiscal Impact: To be determined

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 68-1415
AUTHORIZATION TO ELIMINATE CLASSIFIED POSITIONS,
LAY OFF CLASSIFIED EMPLOYEES AND REDUCE WORK HOURS**

WHEREAS, it is necessary, because of lack of work and/or funds, to eliminate/or reduce certain classified positions of the District; and

WHEREAS, certain services performed by a classified employees are being eliminated and/or reduced;

NOW, THEREFORE, BE IT RESOLVED that the following positions should be eliminated and/or reduced as of June 30, 2015:

Job Classification	FTE
Tutor, Graduate	28.17
Tutor, Graduate – Bilingual	2.40
Tutor, Upper Division	0.33
Total FTE	30.90

Reduce the work hours for the following positions:

Job Classification	FTE
Food Services Aide/Clerk	0.07
Tutor, Graduate	0.54
Tutor, Graduate - Bilingual	0.13
Classroom Support Aide	1.32
Instructional Assistant, Special Education	0.47
Special Education Assistant	0.90
Behavior Technician	0.20
Total FTE	3.63

BE IT FURTHER RESOLVED that the Superintendent hereby authorizes a notice of lay off to affected employees as required by law.

BE IT ALSO RESOLVED that the positions enumerated herein being eliminated and/or reduced effective June 30, 2015.

PASSED AND ADOPTED on this 22nd day of April 2015, by the Board of Education of the West Contra Costa Unified School District, County of Contra Costa, State of California, by the following vote:

AYES:

NOES:

ABSENT:

I HEREBY CERTIFY that the foregoing resolution was duly and regularly introduced, passed, and adopted by the members of the Governing Board of the West Contra Costa Unified School District at a public meeting of said Board held on April 22, 2015.

Secretary, Board of Education

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

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education **Meeting Date:** April 22, 2015
From: Bruce Harter **Agenda Item:** G.1
Superintendent
Subject: Formation of a Subcommittee on Board Governance

Background Information:

At the Board retreat in January and again at the April 1, 2015 meeting, the Board has discussed the possibility of forming a Board subcommittee on governance. The Board currently has four standing subcommittees: Academic, Facilities, Safety & Climate and Technology. Board members participate on other Board approved committees including the Citizens Bond Oversight Committee, the Community Budget Advisory Committee, the Multilingual District Advisory Committee, the Special Education Community Advisory Committee. Board members also serve as liaisons other committees and groups.

Board Bylaw 9130 allows the Board to develop a subcommittee as necessary and requires that the Board, in establishing a subcommittee, determines the duties for the subcommittee at the time of appointment. The Board also decides whether the subcommittee is a standing or ad hoc. Standing subcommittees meet on a regular schedule whereas ad hoc subcommittees are dissolved when the charge or duties of that group have been addressed. Duties for a governance subcommittee could include a review of the Board's bylaws, the development of a succession plan for Board leadership or a review of Board meeting practices. A subcommittee on governance could take on one role at a time and report recommendations to Board for consideration.

Recommendation:

That the Board consider and provide direction around the purposes, duties and duration of a subcommittee on Governance.

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:** April 22, 2015
From: Bruce Harter **Agenda Item:** G.2
Superintendent
Subject: Addressing the Need to Keep Board Meetings to a Reasonable Length of Time

Background Information:

Although the Board procedures published in every Board agenda state that meetings will end no later than 10:30 PM, three meetings of the Board of Education over the last three months have extended past midnight. While the Board President, Clerk and the Superintendent do consider the number and complexity of items at the time the agenda is developed, it is difficult to predict the length of a meeting when two key factors are not known until a short time after a meeting begins. One factor is the number of community members requesting to make public comment either on specific items or on items not on the agenda. The other factor is the number of items that will be removed from the consent agenda either by a Board member or a member of the community.

Board Bylaw 9323 states,

The Board believes that late night meetings deter public participation, can affect the Board's decision-making ability, and can be a burden to staff. Regular Board meetings shall be adjourned at 10:30 p.m. unless extended to a specific time determined by a majority of the Board. The meeting shall be extended no more than once and subsequently may be adjourned to a later date.

At the April 1, 2015 meeting, the Board agreed by consensus to adhere to Bylaw 9323 and end meetings at 10:30 PM unless there is a motion to extend the meeting. The Board may also want to consider whether to adhere to another provision of Board Bylaw 9323 which limits public comment to 30 minutes on one topic and deferring additional speakers to the "Unfinished Requests to Address the Board" which is near the end of the meeting. The "Adjournment" (Section K) of the agenda includes the following statement:

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 Board may also want to consider starting meetings earlier in the day or adding additional meetings in order to end the regular meetings at a reasonable time.

Recommendation:

That the Board consider changes in meeting procedures that would help keep meetings from continuing past 10:30 PM.

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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Office of the Superintendent

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: April 22, 2015

From: Steve Collins
SELPA Director

Agenda Item: G.3

Subject: Local Plan Policies

Background Information:

Each Special Education Local Plan Area (SELPA) is required to adopt a Local Plan as its basis for operation and administration of special education programs. Each Local Plan contains Assurance Statements representing the policies required by applicable state and federal laws and regulations, including compliance with the Individuals with Disabilities Education Act, the Federal Rehabilitation Act of 1973, Section 504 of Public Law and the provisions of the California Education Code Part 30.

The Local Plan requires each SELPA to have in place SELPA adopted policies matching each of these required Local Plan Assurance Statements. A copy of these Board adopted policies must be kept on file at the SELPA office. Periodically the state revises these Assurance Statements. In addition, changes in the law can affect local policies. A review of the current West Contra Costa Unified School District (WCCUSD) Board adopted policies revealed the lack of one policy required under the Local Plan Assurance Statements. The policy is provided for review.

BP 6164.42 - Instruction, Disproportionality

Recommendation: Board Review

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

West Contra Costa USD

Board Policy

Disproportionality

BP 6164.42

Instruction

Definition

Disproportionality is the inappropriate overrepresentation and over identification of ethnic minority children in special education. The disproportionality is the relationship or association between a child's race or ethnicity and the numbers and type of special education classification and placement that result (Technical Assistance Center on Disproportionality, 2010).

West Contra Costa Unified School District is committed to becoming a district in which all students, staff and community respect cultural, racial, ethnic, language, national origin, gender, sexual orientation, gender identity, gender expression, socio-economic status or disability. The district recognizes that the over-representation of certain ethnic minority or sub-groups in special education and in disciplinary procedures and practices has an adverse affect on the academic achievement of those students. It is the policy, therefore, to determine the root causes of disproportionality within the district and work with staff and the community to correct those causes as they are identified. Where persistent patterns of disproportionality in special education and discipline procedures and practices exist, the district will partner with health and human service agencies, staff and the community to correct these persistent patterns. Furthermore, the district will consistently examine and monitor all policies, programs, practices and written documents to ensure disproportionality does not exist in special education identification, placement and disciplinary practices and procedures.

All staff will understand how their positions contribute directly or indirectly to develop the knowledge and skills needed in their areas of influence to serve diverse students and families, and be accountable for implementing a plan that will achieve these goals. By purpose and design, the district will promote practices that provide each student with the academic, emotional and social supports needed to increase the achievement of underperforming subgroups at an accelerated rate while maintaining and increasing overall student performance.

Policy WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
adopted: Richmond, California