



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
Facilities Operation Center
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Lisa LeBlanc, Associate Superintendent
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February 3, 2016

Mr. Rich Knowles
Contra Costa County Chapter
California Grand Jurors' Association
cccgia@gmail.com

Re: Updated Response - Grand Jury Report 1514 – West Contra Costa Unified School District

Dear Mr. Knowles,

This letter serves as the District's reply to your request dated January 22, 2016 to provide an update on our response to the Grand Jury Report 1514 recommendations. The Grand Jury's Report was taken under serious consideration by our Board of Education who referred the review of Board Policy 7214.2 (Citizen Bond Oversight Committee) to the Governance Subcommittee. After multiple public meetings, the Governance Subcommittee made several recommendations to the Board of Education on the size, composition and selection process of the CBOC resulting in the Board approving several revisions to Board Policy 7214.2 on December 9, 2015 (see attached). Our updated responses are as follows:

Recommendation #1:

The School Board should eliminate the following six member positions from CBOC at the expiration of their terms, to eliminate any concerns about conflicts of interest.

- Five members, one recommended by each member of the Board of Education
- One member representing the Contra Costa Building and Construction Trades Council

District's Response (9/2/2015): This recommendation requires further analysis and has not yet been implemented but it is anticipated that the Board of Education, after input from the Governance Committee, will be considering policy revisions within the next several weeks to make adjustments to the size and make-up of the committee.

District's Updated Response: Revisions to Board Policy 7214.2 revised the categories representing five members appointed by each member of the Board of Education to seven at-large members including three residents of the City of Richmond, one resident from the Cities of El Cerrito, Hercules, Pinole, and San Pablo. The Board of Education retained the membership category representing the Contra Costa Building and Construction Trades Council.

Recommendation #2:

The School Board should change the School Board discretionary category of "Public Employees Union Local 1" to that of an "at large" position from the general community in order to allow for a greater pool of qualified candidates to apply.

District Response (9/2/2015): This recommendation requires further analysis and has not yet been implemented but it is anticipated that the Board of Education, after input from the Governance Subcommittee, will be considering policy revisions within the next several weeks to make adjustments to the size and make-up of the committee. This position is currently vacant. It should be noted that the CBOC recommended that the general community "at large" position, after consideration by the Board of Education, have construction experience.

District Updated Response: Revisions to Board Policy 7214.2 changed the Public Employees Union Local 1 category to be a representative of the four employee unions, UTR, Public Employees Local 1, SSA and WCCA. The member may not be a current WCCUSD employee.

Recommendation #3:

The School Board should create an independent selection committee to select new nominees for CBOC, comprised of the CBOC Chair and a designated appointee from CBOC, two members from the Board of Education, and School Superintendent or designee, for a committee of five. Selection should be based on merit and be a transparent process to ensure public confidence in this vital selection process.

District Response (9/2/2015): This recommendation requires further analysis. There are challenges to identify potential members that have the time and commitment to serve on the committee. There are rarely multiple individuals at any one time vying for a spot on the committee. A selection committee could discourage participation and volunteerism and lengthen the process. The CBOC recommended that a selection subcommittee be formed consisting of one CBOC member and the Board of Education liaison to the CBOC to review potential candidates prior to appointments being recommended by the Board. It should be noted that membership applications are now reviewed by the Board of Education prior to appointment. It is anticipated that the Board of Education, after input from the Governance Subcommittee, will be considering this recommendation along with possible policy revisions within the next several weeks.

District Updated Response: Revisions to Board Policy 7214.2 changed the selection process. Application packages for all nominees are now published in a regular Facilities Subcommittee agenda and all candidates are interviewed by the Facilities Subcommittee at a regular public meeting. The Facilities Subcommittee makes recommendations to the Board of Education for appointment to the CBOC.

Recommendation #8:

WCCUSD should provide CBOC with a comprehensive master plan for the school construction projects within the next three months and as requested by CBOC.

District Response (9/2/2015): The recommendation has not yet been implemented but will be implemented upon completion of a Long Range Master Plan. The district awarded a contract to Darden Architects on July 21, 2015 to begin the planning process which is anticipated to take a minimum of 10 months.

Updated District Response: The Facilities Master Plan process is underway with an anticipated draft and final plan completed in April, 2016.

Recommendation #11:

The School Board should ensure that the CBOC contains a member from each category required by California Education Code Section 15282.

District Response (9/2/2015): The recommendation will be fully implemented as a result of membership applications now being required and reviewed the Board of Education prior to appointment by the Board of Education.

District Updated Response: Revisions to the Board Policy 7214.2 provides for a transparent and thorough selection process to insure that the CBOC contains a member from each category required under California Education Code Section 15282.

Please feel free to contact me if you have any questions or need further clarification.

Sincerely,



Lisa LeBlanc
Associate Superintendent, Operations & Bond Program

West Contra Costa USD

Board Policy

Citizens Bond Oversight Committee (CBOC)

BP 7214.2

Facilities

Proposition 39, approved by California voters in the General Election of November 7, 2000 provides that the Governing Board of a school district may pursue the authorization and issuance of general obligation bonds passed by a vote of 55 percent or more of the electorate.

As a result of the passage of Proposition 39, language was added to the Education Code requiring school districts passing a bond designated as a Proposition 39 bond to establish a Citizens' Oversight Committee ("Committee" or "CBOC") to actively review and report on uses of bond proceeds to ensure that they are spent only on school facilities improvements allowed under each bond measure and not for any other purpose. The Committee shall be established within sixty (60) days of the date that the Board enters the election results in its minutes. A school district may also establish a voluntary bond oversight committee for a general obligation bond adopted by a two-thirds (2/3) vote of the electorate.

1. Committee's Purpose

The purpose of the Committee is to inform the public concerning the expenditure and uses of bond revenues. The Committee's legal charge is to actively review and report on the expenditure of taxpayer's money for school construction. The Committee shall convene to provide oversight of the following:

a. That bond revenues from bonds adopted by a 55 percent vote of the electorate are expended only for the purpose described in Article 13A, section 1, subdivision (b)(3) of the California Constitution including the construction, reconstruction, rehabilitation or replacement of school facilities, including for a Proposition 39 bond measure the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities; and

b. That, for bonds adopted by a 55 percent vote of the electorate, as prohibited by Article 13A, section 1, subdivision (b)(3)(A) of the California Constitution, no funds are used for any teacher and administrative salaries or other school operating expenses, except for salaries of bond facilities project administrators paid pursuant to the November 2001 and February 2003 resolutions validated by the Judgment of Validation in the Superior Court of California, Contra Costa County Action No. N03-0216; and

c. That, for bonds adopted by a two-thirds (2/3) vote of the electorate, funds are used only for the purposes described in Article 13A, section 1, subdivision (b)(2) of the California Constitution including the acquisition or improvement of real property.

2. Committee's Duties

The Committee may engage in the following activities in furtherance of its purpose:

a. Receiving and reviewing copies of the annual performance audits required by Article 13A, section 1, subdivision (b)(3)(C) of the California Constitution.

(1) The Auditor shall deliver directly to the Audit Subcommittee a draft copy of each audit report at the same time as delivery is made to the district.

(2) The Auditor shall deliver directly to the Committee progress reports at the same time as these reports are issued to the district.

(3) The Committee shall participate with the district in a yearly review of the Auditor's performance.

b. Receiving and reviewing the annual financial audits required by Article 13A, section 1, subdivisions (b)(3)(D) of the California Constitution.

(1) The Auditor shall deliver directly to the Audit Subcommittee a draft copy of each audit report at the same time as delivery is made to the district.

(2) The Auditor shall deliver directly to the Committee progress reports at the same time as these reports are issued to the district.

(3) The Committee shall participate with the district in a yearly review of the Auditor's performance.

c. Inspecting school facilities and grounds to ensure that Bond revenues are expended in compliance with the requirements of Article 13A, section 1, subdivision (b)(3) of the California Constitution.

d. Receiving and reviewing copies of any deferred maintenance proposals or plans developed by the district, including any reports required by Education Code section 17584.1.

e. Reviewing efforts by the district to maximize Bond revenues by implementing cost-saving measures including, but not limited, to the following:

(1) Mechanisms designed to reduce the costs of professional fees;

(2) Mechanisms designed to reduce the cost of site preparation;

(3) Recommendations regarding the joint use of core facilities;

(4) Mechanisms designed to reduce costs by incorporating efficiencies in school site design;

(5) Recommendations regarding the use of cost-effective and efficient reusable facility plans.

3. Committee Operations

The Committee's legal charge is to review Bond expenditures and to inform the public about the uses of Bond proceeds.

The Committee shall have the authority to:

- a. Inspect a job site or construction project in coordination with the district Superintendent or designee. Visits to job sites require that the Committee member(s) be accompanied by a representative of the district and require that all safety measures in effect at the job site be followed.
- b. Contact district staff, district contractors or consultants, including without limitation, accountants, auditors, architects, financial advisors and legal counsel in coordination with district Superintendent or designee.

The Committee shall not have the authority to:

- a. Participate in the bond sale and issuance process or make decisions concerning the timing, terms or structure of a bond issuance, except that the Committee may review the district's plans for any bond sale and may review bond issuance documents upon the conclusion of a bond sale if desired;
- b. Determine how bond funds shall be spent;
- c. Select contractors or consultants for bond projects or participate in the negotiation or bid process for such contractors and consultants;
- d. Require the district to prepare reports or conduct audits more frequently than those required by law.

The Committee shall not be entitled to legal representation by district legal counselor at district expense, unless permitted by the Board.

The Superintendent or his/her designee shall attend Committee meetings. Members of the Board shall attend as necessary or desirable.

Upon completion of all Bond projects, the Committee shall prepare a final written report summarizing its activities and conclusions.

The Board shall, without expending Bond funds:

- a. Provide the Committee with any necessary technical assistance;

- b. Provide administrative assistance in furtherance of the Committee's purpose; and
- c. Provide the Committee with sufficient resources to publicize the Committee's conclusions.

The Associate Superintendent of Operations will serve as a resource to the Committee. He/she shall assign such other district staff and professional service providers as needed to assist the Committee in carrying out its duties.

The Committee and Board shall hold joint meetings during the first quarter (January through March) and third quarter (July through September) of each year.

The Committee shall make reports to the Board of Education at each regular Board meeting. This report shall be placed on the Board's agenda. All recommendations approved by the Committee shall be presented to the Board of Education. The Board shall respond to the Committee's recommendation(s) within sixty (60) days after receipt of the recommendation(s).

The CBOC shall establish a set of bylaws and operational rules to manage the operation of the committee. These bylaws and operational rules shall be in compliance with Board Policy and all applicable laws.

4. Financial Operations

The Board of Education shall adopt an annual Facilities Program Budget.

- a. District staff shall identify the budget by fund and account code on each Board action memo that recommends the expenditure of funds for facility projects.
- b. The Facility Program Budget shall be formally amended by the board of Education during the calendar year, as needed, for new and revised projects and change orders.

5. Committee Selection and Composition

The Superintendent or designee and the CBOC shall solicit by all means available applications for membership on the Committee, and, in the event the number of applicants exceeds the number of spaces available, shall conduct interviews of interested citizens and make recommendations to the Board for appointments.

The Committee shall be comprised of individuals who either live or work within the boundaries of the district, except that no elected officials shall be appointed to the Committee.

Nominations for the five positions required by law shall be made by the respective organization for each position shown below.

Nominations for all the other positions on the Committee shall be by self-nomination.

All nominations shall be made using the CBOC approved Application Form and shall include a resume and statement as to why the candidate wants to be a Committee member.

Applicants shall submit a written all application form documents to the Facilities Subcommittee Superintendent and CBOC Chair delineating the applicant's qualifications to serve on the CBOC. On this form applicants shall acknowledge their commitment to faithfully attend the meetings of the CBOC and to serve the best interests of the community.

The Application Package for all nominees shall be published in a regular Facilities Subcommittee Agenda Package and all candidates shall be interviewed by the Facilities Subcommittee at a regular public meeting.

The Facilities Subcommittee shall make recommendations based on merit to the Board of Education for appointment to the CBOC.

The Board of Education shall have the authority at its sole discretion to select and appoint the Committee members. While the Committee must consist of at least seven members, the Board intends the Committee to consist of 17 members as shown below between 15 and 21 members. However, the Board shall determine the final size of the Committee.

As required by law, Committee membership shall include the following categories:

- a. One member shall, at the time of appointment, be active in a business organization representing the business community of the district;
- b. One member shall, at the time of appointment, be active in a senior citizens' organization, which may be a local, regional, statewide or national organization;
- c. One member shall, at the time of appointment, be active in a bona fide taxpayers' organization, which may be a local, regional, statewide or national organization;
- d. One member shall, at the time of appointment, be the parent or guardian of at least one child currently enrolled in a school of the district;
- e. One member shall, at the time of appointment, be a parent or guardian of at least one child currently enrolled in a school of the district and be an active member in a district parent-teacher organization, such as the PTA or school site council.
- f. Committee membership shall also include but not be limited to, at the discretion of the Board, the following community members:

(1) Seven One members shall be selected at-large including three residents of the City of Richmond, one resident each from the Cities of El Cerrito, Hercules, Pinole, and San Pablo, recommended by each City Council from the cities of El Cerrito, Hercules, Pinole, Richmond and San Pablo excluding sitting elected officials;

(2) Two members shall reside in unincorporated areas of the district and shall be selected at-large from recommended by the County Supervisors of each respective unincorporated areas if the district, excluding sitting elected officials;

(3) — One member shall be recommended by each member of the Board of Trustees;

(3)(4) One member shall, at the time of appointment, represent the Contra Costa Building and Construction Trades Council.

(4)(5) One member shall, at the time of appointment, be a representative of the four employee unions, UTR, Public Employees Local 1, SSA and WCCAA. This member may not be a current WCCUSD employee. of Public Employees Union Local 1 (without being a district-employee).

(6) One member shall, at the time of appointment, be a WCCUSD student, and represent district students.

Pursuant to Education Code Section 15282(b), no employee or official of the district shall be appointed to the Committee. Additionally, no vendor, contractor, or consultant of the district shall be appointed to the Committee. If, while serving on the Committee, a member becomes an official or employee of the district or becomes a vendor, contractor or consultant of the district, their membership on the Committee shall cease immediately.

Members of the Citizens' Oversight Committee may serve for no more than three consecutive terms of two years each. Committee members who wish to be appointed for a second or third two-year term shall reapply to the Board for consideration. (Education Code 15282) Committee members shall receive no remuneration for their participation on the Committee.

A Committee member who no longer serves as a representative of the designated group she/he was appointed to represent (e.g., ceases to be active within a taxpayers' organization, or ceases to have a child enrolled in the district) shall be allowed to complete his/her term. However, that Committee member shall not be entitled to serve a subsequent term as a representative of the designated group.

Within sixty (60) days of being notified of a Committee vacancy, the Board will appoint a new member to complete the term of the vacancy following the process used to select the original Committee members, provided an eligible and willing candidate is available and ready to serve.

Committee members shall be subject to prohibitions regarding incompatibility of office pursuant to Government Code 1125-1129 and financial interest in contracts pursuant to Government Code 1090-1098.

The Committee shall establish an attendance policy and procedures for the removal from the Committee for a violation of this policy:

The Committee will determine when a seat on the Committee becomes vacant and a new

Committee member will be named by the Board if one or more of the following events occur:

- a. The Committee member submits a written resignation;
- b. The Committee member fails to meet the participation requirements above.

An individual who replaces such a member shall serve until the completion of the original member's term. Thereafter, the member must apply for an additional term if she/he wishes to remain on the Committee. A member who is replaced may appeal to the Board for the Board to reappoint that person to the Committee.

Legal Reference

EDUCATION CODE

15278-15288

CALIFORNIA CONSTITUTION

Article, XIII A, Section 1 (b)

Article, XVI, Section 18 (b)

Policy WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

adopted: August, 2008 Richmond, California

revised: January 9, 2008

revised: November 16, 2011

revised: May 14, 2014

revised: _____



CONTRA COSTA COUNTY CHAPTER

CALIFORNIA GRAND JURORS' ASSOCIATION

January 22, 2016

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
1108 Bissell Avenue
Richmond, CA 94801-3135

To: The West Contra Costa Unified School District

I am writing to you as a member of the Contra Costa County Grand Jurors' Association (CCCGJA).

CCCGJA is composed of previous members of Contra Costa Civil Grand Juries. Our goals are to support the grand jury system and promote government accountability. One of our tasks is to follow up on prior Grand Jury recommendations.

The West Contra Costa Unified School District's responses to several recommendations in the 2014-2015 Grand Jury Report 1514 indicated intent to take action, but our association has not been able to determine what action has been taken.

In Report 1514, the Grand Jury recommendation #1 was that:

"The School Board should eliminate the following six member positions from CBOC at the expiration of their terms, to eliminate any concerns about conflicts of interest.

- Five members, one recommended by each member of the Board of Education
- One member representing the Contra Costa Building and Construction Trades Council"

Here is the response from the West Contra Costa Unified School District to recommendation #1:

"This recommendation requires further analysis and has not yet been implemented but it is anticipated that the Board of Education, after input from the Governance Committee, will be considering policy revisions within the next several weeks to make adjustments to the size and make-up of the committee."

Please provide us with an update on your response to this Grand Jury recommendation.

In Report 1514, the Grand Jury recommendation #2 was that:

"The School Board should change the School Board discretionary category of "Public Employees Union Local 1" to that of an "at large" position from the

general community in order to allow for a greater pool of qualified candidates to apply”

Here is the response from the West Contra Costa Unified School District to recommendation #2:

“This recommendation requires further analysis and has not yet been implemented but it is anticipated that the Board of Education, after input from the Governance Subcommittee, will be considering policy revisions within the next several weeks to make adjustments to the size and make-up of the committee. This position is currently vacant. It should be noted that the CBOC recommended that the general community "at large" position, after consideration by the Board of Education, have construction experience.”

Please provide us with an update on your response to this Grand Jury recommendation.

In Report 1514, the Grand Jury recommendation #3 was that:

“The School Board should create an independent selection committee to select new nominees for CBOC, comprised of the CBOC Chair and a designated appointee from CBOC, two members from the Board of Education, and School Superintendent or designee, for a committee of five. Selection should be based on merit and be a transparent process to ensure public confidence in this vital selection process.”

Here is the response from the West Contra Cost Unified School District to recommendation #3:

“This recommendation requires further analysis. There are challenges to identify potential members that have the time and commitment to serve on the committee. There are rarely multiple individuals at any one time vying for a spot on the committee. A selection committee could discourage participation and volunteerism and lengthen the process. The CBOC recommended that a selection subcommittee be formed consisting of one CBOC member and the Board of Education liaison to the CBOC to review potential candidates prior to appointments being recommended by the Board. It should be noted that membership applications are now reviewed the Board of Education prior to appointment. It is anticipated that the Board of Education, after input from the Governance Subcommittee, will be considering this recommendation along with possible policy revisions within the next several weeks.”

Please provide us with an update on your response to this Grand Jury recommendation.

In Report 1514, the Grand Jury recommendation #8 was that:

“WCCUSD should provide CBOC with a comprehensive master plan for the school construction projects within the next three months and as requested by CBOC”

Here is the response from the West Contra Costa Unified School District to recommendation #8:

“The recommendation has not yet been implemented but will be implemented upon completion of a Long Range Master Plan. The district awarded a contract to Darden Architects on July 21, 2015 to begin the planning process which is anticipated to take a minimum of 10 months.”

Please provide us with an update on your response to this Grand Jury recommendation.

In Report 1514, the Grand Jury recommendation #11 was that:

“The School Board should ensure that the CBOC contains a member from each category required by California Education Code Section 15282.”

Here is the response from the West Contra Cost Unified School District to recommendation #11:

“The recommendation will be fully implemented as a result of membership applications now being required and reviewed [by] the Board of Education prior to appointment by the Board of Education.”

Please provide us with an update on your response to this Grand Jury recommendation.

We would appreciate your response by March 1, 2016. You can send your response electronically to: Rich Knowles at cccgja@gmail.com. Please note that we will share this letter and your response with the current Contra Costa Civil Grand Jury.

Thank you.

Sincerely,
Rich Knowles
cccgja@gmail.com

