



# WCCUSD REDISTRICTING COMMISSION

## Overview of Proposed Process for Selecting Special Legal Counsel and Demographer

- Step 1. Adopt a proposed budget for the Commission.
  - This proposed budget will include estimated costs for special legal counsel (“SLC”) and demographer.
- Step 2. Adopt a proposed process for selecting SLC and demographer.
- Step 3. Publish requests for applications.
  - Publish requests for applications for SLC and demographer. Establish a submission deadline.
- Step 4. District staff receives and reviews applications for minimum eligibility requirements and conduct reference checks.
  - District staff will ensure that each applicant meets minimum requirements for consideration. Here are the proposed minimum requirements.
    - Special Legal Counsel: (1) At least 3 years representing school district boards of education or commissions in California; (2) Attorney(s) remain in good standing with the State Bar of California; (3) neither have represented the District before nor have been involved in the Ruiz Lozito, et al. v. West Contra Costa Unified School District litigation (Case No.: C18-00570).
    - Demographer: (1) At least 3 years providing demographic services to school districts; (2) neither have represented the District before nor have been involved in the Ruiz Lozito, et al. v. West Contra Costa Unified School District litigation (Case No.: C18- 00570).
  - District staff will conduct reference checks on all applicants.
- Step 5. *Optional*- If Commission receives more than three (3) applicants for SLC and/or more than three (3) applicants for demographer, Commission convenes to review applications. The Commission will then select the top three (3) SLC applicants and top three (3) demographer applicants to interview at a future meeting.
- Step 6. Interview applicants for SLC and demographer and make a selection.
  - During an open Commission meeting, each applicant will be given a set time to present. The Commission members will then have an opportunity to ask questions. The Commission will invite the public to send in questions for the applicants in advance of the meeting, for Commission members’ consideration.
  - Commission discusses applicants and selects preferred SLC and demographer.