

Friday Memo
September 11, 2015

Upcoming Events – Bruce Harter

September 12: Read Aloud Celebration, Downer Elementary, 11:30 AM
September 14: Governance Subcommittee, Alvarado, 12:00 PM
September 14: Technology Subcommittee, ITC, 4:00 PM
September 14: Special Education CAC, Cameron, 7:00 PM
September 15: Facilities Subcommittee, FOC, 4:00 PM
September 16: Subcommittee on Clay Investigation, Alvarado, 8:30 AM
September 16: Board of Education, DeJean, 6:30 PM
September 17: Solutions Team, UTR Office, 1:00 PM
September 17: Back to School Night, Middle Schools, times vary
September 17: Labor to Labor Dinner – Concord Crowne Plaza 5:30 PM
September 19: Grand Opening Ceremony, Coronado Elementary, 10:00 AM
September 20: El Sobrante Stroll – parade at 10:00 AM; festival 11:00 to 4:00 PM

Next Week’s Board Meeting – Bruce Harter

Closed Session for Wednesday’s September 16th meeting begins at 5:00 PM.

New Teacher Professional Development Series Begins – Nia Rashidchi

Our *New Teacher Professional Development Series* began on Tuesday, September 8 with a focus on Classroom Management, Growth Mindset, and Back-to-School night tips. Dr. Janet Amani-Scott, Director of Educational Services, presented with Kara Pipoli, Teach for America’s Director, Culture of Achievement. 45 teachers participated in this first training, and the evaluations showed a high level of appreciation for the content covered. The PD series will continue from this month through January 2016. The professional development calendar contains all the dates and topics. We are videotaping each of the trainings so that we can upload them to the district website for teachers to have access to the content. All trainings will take place at Pupil Services, 2465 Dolan Way in San Pablo from 4:00 – 6:00 p.m.

Emergency Kits for Schools – Wendell Greer

On Thursday, September 3rd Kennan and Associates Northern California Employees came together at the Marriott in San Ramon for their 3rd Annual Impact Day benefiting non-profit community organizations in the Northern California Area. Organized by JoAnn Angeli, Meetings and Events Specialist for Kennan and hosted by Senior Vice President John Keenan and CEO Sean Smith, Kennan and Associates assembled approximately 400 emergency shelter-in-place kits to be distributed to students in WCCUSD. Helping the team that assembled the kits for WCCUSD was Account Manager Brad Kennan. The kits which include, a blanket, water, fruit cup, granola bar, anti-bacterial wipes, tissues, a napkin and fork will be distributed to the most in need school at the beginning of October.

Kennan’s Impact Day is the beginning of a “beautiful friendship” with WCCUSD, as in the coming years we will continue to partner with Kennan for further shelter-in-place kits as well as establishing a partnership between Kennan and WCCUSD’s Community Engagement Department.

New School Construction Costs Per Square Foot in the Bay Area – Lisa LeBlanc

On September 2, 2015, the Response to the Grand Jury was approved by the Board. The Response compared state-wide school construction costs per square foot with the District’s cost per square foot. As a follow-up to Board President Grove’s question relating to average construction costs in the bay area, the information below for the bay area is from the Office of Public School Construction’s database. As an additional comparison, the costs from the Los Angeles area are shown below. It should be noted that the available Bay Area and Los Angeles data is through 2012 while the WCCUSD data is through 2014. Likely, the Bay Area/LA costs have increased even further.

	Bay Area (2002-2012)	Los Angeles (2002-2012)	WCCUSD (2009-2013/14)
Elementary Schools	\$400 s.f.	\$504 s.f.	\$297 s.f.
Middle Schools	\$440 s.f.	\$506 s.f.	\$397 s.f.
High Schools	\$463 s.f.	\$523 s.f.	\$378 s.f.

Facilities Master Plan - Community Meetings – Lisa LeBlanc

High School Family/Community Meetings will begin on September 29, 2015 and continue through October 14, 2015. The purpose of these meetings is to introduce the Facilities Master Planning process and obtain valuable input from the High School Family/Community. We will be seeking input on the condition of their current schools facilities and on any improvements to their schools that they believe would help students to better learn. We will also be asking for input on the criteria to be utilized in determining prioritization of future school construction within the District. The meeting schedule is as follows –

- Richmond HS Family/Community: September 29, 2015 at 6:30 PM – 8:30 PM
- Hercules HS Family/Community: October 1, 2015 at 6:30 PM – 8:30 PM
- Kennedy HS Family/Community: October 5, 2015 at 6:30 PM – 8:30 PM
- De Anza HS Family/Community: October 6, 2015 at 6:30 PM – 8:30 PM
- Pinole HS Family/Community: October 8, 2015 at 6:30 PM – 8:30 PM
- El Cerrito HS Family/Community: October 14, 2015 at 6:30 PM – 8:30 PM

All meetings will be held in the school’s cafeteria/multi-purpose room.

Gann Limit – Sheri Gamba

As a part of the year end closing process the District is required to perform a calculation known as the “Gann Limit”. This calculation was established in 1979 as a part of the spending limitations enacted with Proposition 13. The Gann Limit has become a pro-forma requirement because the limit has grown much faster than the funding associated with it. The Gann Limit calculation form is included in the unaudited actuals book that you are receiving in this Friday’s packet. The Gann form is toward the back of the book, you can see the term “Form GANN” on the upper right hand corner of the page. The State requires separate action on this item so the resolution to adopt the Gann Limit for our District will be on the consent agenda. I have also

included an article from School Services of California in this packet to more thoroughly explain the Gann Limit. Please feel free to call me if you have any questions.

Family, Community & Youth Engagement Trainings – Wendell Greer

The Community Engagement Department will be supporting district-wide efforts around family engagement, youth engagement, and community partnerships by providing training and resource opportunities throughout the school year. These opportunities are available for district and school site staff, students, parents, and community partners. Below is an overview of each opportunity and information on the intended audience/participants, schedules are attached.

No	Attachment:	Intended for:
1.	School Site Council Training Dates	Any Parent, Teacher, Classified staff member or High school student who is new to the School Site Council (SSC) or intends to run.
2.	English Learners Advisory Committee Training Dates	Any Parent of an English Learners, Teacher or Classified staff member who is part of the English Learner Advisory Committee (ELAC).
3.	Volunteer Site Coordinator Training Dates	For site staff member identified by the Principal to act as the Volunteer Site Coordinator. This is the person who will receive e-mail notification and who will be able to access the Be a Mentor website. Training covers overview of their role and responsibilities as Volunteer Coordinator.
4.	Multilingual District Advisory Council Meeting Dates	The purpose of this committee is to advise the district governing board on issues related to English Learners (ELs). This committee is comprised of delegates elected by site English Learner Advisory Committee.
5.	Fingerprinting Parties	For all parents and family members interested in becoming a volunteer. We will host Saturday fingerprint parties (in addition to our weekly fingerprinting dates).
6.	School Community Outreach Worker Staff Meetings	This monthly meeting is intended for professional development and capacity building for School Community Outreach Workers (SCOW), Principals are included on a quarterly basis. School Community Outreach Workers (SCOW) support family and community engagement at school sites. SCOW position allocations are based on the LCAP and site unduplicated student counts.
7.	Youth Commission	Youth Representatives from Richmond, De Anza, El Cerrito, Kennedy, Pinole Valley, Hercules, Middle College, North Campus, Vista and Greenwood meet monthly to discuss issues impacting each of their school campuses. In collaboration with leadership classes, sites are asked to identify 3 student members and 2 alternates.

Prequalification of Bidders for Pinole Valley High School – Lisa LeBlanc

On September 16, 2015, District staff is requesting that the Board adopt a Resolution for an enhanced prequalification system for prospective bidders on the Pinole Valley High School Project. Prequalification is a process that allows the District to build a pool of contractors that have demonstrated they have met certain minimum District criteria. Public Contract Code § 20111.6 requires that school districts prequalify contractors on all public projects awarded after January 1, 2014 that use state funding and involve a projected expenditure of one million dollars or more. The District previously passed Resolution No. 44-1314 approving the development, adoption and establishment of a uniform prequalification questionnaire, rating system, and related process for the prequalification of contractors and specified subcontractors consistent with the Public Contract Code. The District intends to prequalify prospective bidders, specifically for Pinole Valley High School Campus Replacement Project, due to the nature, size, and complexity of the scope of work. This enhanced prequalification will be in the form of a “standardized questionnaire and financial statement” and will be required for all prospective general contractors and mechanical, electrical and plumbing subcontractors.

Update on Pinole Valley High School Hillside Stabilization – Lisa LeBlanc

Demolition of Pinole Valley High School is substantially complete which allows the hillside stabilization project to resume. The stabilization project resumed last week and is anticipated to be complete in early October before the rain begins. On September 9, 2015, the contractor worked extended hours into the evening addressing an unforeseen fissure in the hillside which required immediate filling. The City of Pinole ordinance sets forth construction hours between 8 a.m. and 5 p.m. Monday through Friday. The contractor worked outside of those hours on September 9, 2015, which disrupted the neighbors. The hillside project over the last week has also started earlier than the ordinance required hours. City of Pinole officials and District staff met on September 10, 2015 to discuss procedures to request from the city extended working hours when needed and in emergency situations. The importance of ongoing communication with neighbors and City officials was recognized as being critical throughout construction. The District is preparing a communication plan that will be mutually agreed with the City of Pinole to address outreach for situations similar to the event that occurred on September 9, 2015. The plan will also outline protocols for project updates and extended construction hours approved by the City. At the meeting, the importance of safety and security of the site was raised as a concern with unmonitored open gates during the emergency work. The District will confirm that the contractor security monitors open gates and other exposed areas.

Public Records Log – Marcus Walton

Included in this week’s memo is the log of public records requests received by the district. If you have any questions, please contact me.

The FISCAL REPORT *an informational update*

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Volume 35

For Publication Date: September 04, 2015

No. 18

The Gann Limit Calculation—2015

The Gann Limit (named for Paul Gann, the author of Proposition 4, which amended the State Constitution to establish this limit) is intended to constrain the growth in state and local government spending by linking year-to-year changes in expenditures to changes in inflation (represented by per capita personal income) and caseloads (represented by average daily attendance [ADA] for schools). Established in 1979 following the enactment of Proposition 13 and subsequently amended by Proposition 111, the Gann Limit has become a largely pro forma calculation that no longer constrains governmental expenditures. This is because the limit has grown significantly faster than appropriations subject to the limit.

Current law (Education Code section 42132) requires that on or before September 15 of each year, the governing board of each school district adopt a resolution to identify the appropriations limit for the district for the preceding fiscal year. The resolution must be adopted at a regular or special meeting of the governing board.

The state's Standardized Account Code Structure (SACS) software includes the Gann Limit calculation, making your task reasonably simple. The software includes the statewide factor for per capita personal income change of 3.82%, but each district will have to enter the workload factor, which is the change in Second Principal Apportionment (P2) ADA from 2013-14 to 2014-15. The combination of these factors yields the change in your district's Gann Limit.

The next step is to determine how much of your district's local resources are subject to that limit. It is important to understand that not all revenue sources count against your district's Gann Limit. Gann Limits only constrain the appropriations from state and local tax sources, so federal aid is excluded, as well as nontax income, such as revenues from cafeteria sales, adult education fees, and foundations.

Perhaps the easiest way to understand this calculation is to envision the dollar amount of your district's Gann Limit as a bucket. For example, if your current year Gann Limit is \$50 million, picture a bucket that can hold \$50 million. First, put into this bucket local property taxes that count toward your Local Control Funding Formula entitlement, as well as an appropriate portion of your district's interest income. Next, pour all of the district's other unrestricted state aid into this bucket. Under state law (Government Code [G.C.] Section 7906), the amount of state aid that fills up the bucket counts toward your district's Gann Limit, while the amount that overflows the bucket counts toward the state's Gann Limit. In addition, all state aid for categorical programs always counts toward the state's Gann Limit.

Through this process, as much state aid as possible counts toward school agency Gann Limits. By reducing the amount of state aid that counts toward the state's Gann Limit in this manner, this process helps the state avoid being over its Gann Limit.

Through this calculation, the revenues of nearly every local education agency are exactly at their Gann Limit. Furthermore, if any school agency should, for any reason, find itself over its Gann Limit, that agency may adopt a governing board resolution increasing its Gann Limit by the amount needed and then inform the Director of the California Department of Finance, who shall then reduce the state's Gann Limit by an equal dollar amount (reference G.C. Section 7902.1).

To summarize, school agencies are required to perform Gann Limit calculations by the California State Constitution. Also, it is important that school agencies complete these calculations to identify how much state aid counts toward the local agency's Gann Limit, so that the state of California knows how much state aid counts toward its own Gann Limit. Be sure to double check your entries. Because of the severe cuts to education funding, the Gann Limit should not pose a problem for most districts this year.

[Note: The California Department of Education's software and instructions are available through the SACS2015ALL software as a supplemental form [here](#). The functionality within the SACS software allows for an extract from the school agency's uploaded data into the Gann Limit form. However, it is important to review the completed form for accuracy and any necessary board action (i.e., resolution).]

—*Robert Miyashiro*

posted 08/31/2015

Public Records Request Log 2015-2016
Week Ending September 10, 2015

	Date of Receipt	Requestor	Requested Records/Information	Current Status
6	7/15/15	Fatima Alleyne	#1- District Budget for Administrator Appointments #2- Job Descriptions / Announcements for Teachers and Teacher Aides' appointments posted as Parcel Tax Appointments #3- Health documents for Washington Elementary 5/31 – 6/5/15	Assigned to Attorney
7	7/15/15	Fatima Alleyne	#1- Salaries for Superintendents and Administrators #2- Lozano Smith Attorneys' Invoices 1/2012 – 7/15/15	Assigned to Attorney
16	8/3/15	Lauren Olson	WCCUSD Past Tax Measures / Sample Ballots and Proposed Ordinance Text	Acknowledgement email sent In Progress
18	8/10/15	Sally Kirk	WCCUSD Student Records Policies, Regulations, Guidelines and/or Instructions	In Progress / Gathering Data
23	9/4/15	Anton Jungherr	2015-16 Legal Service Contracts for Ramsey & Ehrlich; Brag Coffin Lewis & Trapp; and Swanson & McNamara	Acknowledgement letter sent In Progress
24	9/4/15	Anton Jungherr	Measure E CBOC Minutes beginning January, 1999 – December 31, 2000	Acknowledgement letter sent In Progress
Public Records Request Log / Ongoing 2014 - 2015				
87	11/18/14	Fatima Alleyne	Washington School Budget / SSC SY 2009 -to- 2013	4/3 and 5/18/15-Contacted Requestor to review documents Requestor to schedule apt. to review
176	3/23/15	Michael Strub Jr. Irell & Manella LLP	CA Healthy Kids Survey / CA School Climate Survey / CA Student Survey / LCAP / Student Information / Suspensions / Expulsions / Employment Information	Extension Invoked In Progress / Ongoing Gathering / Reviewing Documents Documents being sent via email after review
197	5/19/15	Timothy Adams Schoolie	WCCUSD Student Information/Records for the past 5 years	Extension Invoked In Progress / Ongoing Gathering / Reviewing Documents Documents being sent via email after review