

Friday Memo
December 30, 2016

Upcoming Events – Matthew Duffy

December 19-January 2: Winter Recess, Schools Closed
December 23, 26 & January 2: Employee Holidays – Offices Closed
January 3: Board of Education Retreat, Alvarado Adult Ed, Room 1, 6:00 PM
January 4: Board of Education Meeting, DeJean, 6:30 PM
January 6: Parent University Graduation, Coronado Elementary, 5:30 PM
January 9: Kindergarten Registration Begins
January 9: Youth Commission, Helms, 6:30 PM
January 13: Parent University Graduation, Montalvin Elementary, 6:00 PM
January 16: Martin Luther King, Jr. Holiday, Schools and Offices Closed
January 17: Secondary Work Day, No School Middle & High
January 17: Facilities Subcommittee, FOC, 4:00 PM
January 19: Safety/Climate Committee, Location TBD, 9:00 AM
January 20: Parent University Graduation, Richmond High, 5:30 PM
January 21: El Cerrito Theater Performance, 7:00 PM

Board Retreat – Matthew Duffy

The Board retreat will be held at the Alvarado Adult Education campus, 6:00 – 9:00 PM. Dinner will be provided at 5:30 PM.

Next Week’s Board Meeting – Matthew Duffy

Closed Session for Wednesday’s January 4th meeting begins at 5:30 PM.

Agenda Item Regarding Board Meeting Calendar – Matthew Duffy

An item regarding the Board Calendar is included on the upcoming agenda amending the March meeting dates to March 1 and March 29, replacing March 8 and 22. Also due to the heavy volume of work in August, staff is recommending two August meeting dates and one in July, eliminating July 5 and adding August 23.

Update to Student Services Board Policies for Attendance and Transfers – Steve Collins

At the January 4, 2017 Board Meeting the following revised Board Policies are being presented for approval:

- BP 5113 Absences and Excuses
- BP 5113.1 Absences and Truancy
- BP 5116.1 Intradistrict Open Enrollment
- BP 5117 Interdistrict Attendance

California School Boards Association (CSBA) provides periodic updates to School Districts concerning Board Policies. Also, due to the enactment of the “Every Student Succeeds Act” (ESSA) which replaced “No Child Left Behind” (NCLB) revisions were needed to be aligned with state and federal laws.

BP 5113, 5113.1 – These Board Policies were updated to meet current laws per CSBA.

BP 5116.1 (Intradistrict Open Enrollment) needed to be revised due to the enactment of the Every Student Succeeds Act (“ESSA”), which replaced No Child Left Behind (“NCLB”). One significant change was the elimination of the requirement that school districts allow students at schools receiving Title 1 funds identified for program improvement to transfer to another district school or charter school. In addition, revisions were made to more closely align BP 5116.1 with District practice and procedures.

BP 5117 (Interdistrict Attendance) was revised to reflect changes in the law related to criteria for interdistrict attendance and to more closely align with district practice and procedures.

Forensic Audit Implementation – Contracts and amendments – Lisa LeBlanc

The forensic audit has a specific recommendation for regular review of contract templates by legal counsel to ensure that contracts include necessary sections and language to protect the District (TC8-3). In addition, the forensic audit recommends legal review and potential revisions to specific terms in the areas of invoicing, subcontractors, duration of services, and right to audit clause (FI 3-2, FI 3-3, FI 3-4, FI 4-1, FI 4-2, FI 7-5). In an effort to improve our practice, legal counsel reviewed the recommendations and provided contractual revisions to strengthen the existing contract templates.

The Engineering Services precis for January 4, 2017 includes an architectural contract and two amendments for ongoing hourly consulting services that incorporate the legal revisions as appropriately applied to the type of contract and the nature of the services. A brief summary of the recommendations being implemented is provided below:

Recommendation	Summary
FI 3-2	District vendors payment to subcontractors timely and payments are subject to audit
FI 3-3	Hourly invoicing requires time cards including: date, hours, location and description.
FI 3-4	Revise the right to audit clause
FI 4-1	Comprehensive Analysis including review by legal counsel prior to entering into contract negotiations
FI 4-2	Clause specifying the duration and compensation.
FI 7-5	Revisions to architect contract template: (a) terminology (b) revise ability to communicate instructions verbally, should be in writing (c) Ensure that person(s) holding titles in certain contract provisions are identified.

Nystrom Project and Change Order Status – Lisa LeBlanc

Over the past two years, the modernization of Nystrom has updated everything throughout the building, while restoring and preserving the historical Maritime landmark. Nystrom opened this fall, however, the final site work and project closeout is ongoing. Over the duration of the project there have been a number of impacts which have resulted in change orders including: historical preservation, unforeseen conditions, weather, delays, and time extensions due to site occupancy/utilization by Amethod. Currently, the project has fifty-three approved change orders that represent a 9.69% increase in the original construction contract.

West Contra Costa Unified School District
Office of the Superintendent

Pursuant to Board direction, all change orders which cause a project's contract costs to exceed ten percent, or are of an individual value of \$250,000 or more, will be considered for action separately from change orders not meeting these criteria. As the project approaches completion, all future change orders will cause the project's contract cost to exceed the cumulative ten percent threshold, so all future change orders for this Project will be brought before the Facilities Subcommittee for review and the Board as action items.

During the Facilities Subcommittee Meeting on December 20, 2016, staff presented the current project and change order status. Staff also presented two change orders prepared for Board Action on January 4, 2017. Change order fifty-four and fifty-five were the result of soil testing and classification which increased the cost of off-haul and disposal requirements that were unknown at the time of bid. The District calculated the change order cost using the competitive unit pricing provided at the time of bid and the exact quantities exported. The cumulative value of the two change orders is \$166,564.16 and would increase the overall change order percentage to 10.48%.

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.

Public Records Request Log 2016 - 2017
Week Ending December 30, 2016

	Date of Receipt	Requestor	Requested Records/Information	Current Status
29	9/14/16	Matt Cagle American Civil Liberties Union	Surveillance Technology and Digital Searches beginning January 1, 2013 – Present	12/2/16 Documents sent via email Gathering/Reviewing additional Docs Response due on 12/9/2016
37	10/21/16	Lillian Chen Public Counsel	Student Enrollment Data for 2014-15, 2015-16 and 2016-17 / Probationary and Foster Care Youth	12/6 /16 Documents sent via email 12/19/16 Final response sent via email COMPLETED
46	12/9/16	Steve Chamberlin	Superintendent's Goals	12/19/16 Response sent via email COMPLETED
47	12/20/16	Chansell Evans-Green	2015-2016 WCCUSD Student Data on Student Attendance / Absences for Grades K-12	12/20/16 Acknowledgement email sent
48	12/20/16	Anton Jungherr	Resolution#53-1617 / Certificate of Signatures for the December 7, 2016 Board Meeting / and Correction with Superintendent's Name	12/22/16 Documents sent via email COMPLETED
49	12/20/16	Anton Jungherr	Forensic Accounting Investigation Report / Implementation Task Force Meeting of December 16, 2016 / Agenda, Minutes and Backup Docs	12/22/16 Acknowledgement email sent
50	*12/14/16	Mary Selva Richmond Annex Neighborhood	Number of Students attending Public Schools in Richmond Annex	12/22/16 Acknowledgement email sent