

West Contra Costa Unified School District  
*Office of the Superintendent*

**Friday Memo**  
**April 24, 2020**

**Upcoming Events – Matthew Duffy**  
April 28: Agenda Setting

**Performance Audit RFP Process – Tony Wold**

The District must complete an annual Proposition 39 Financial and Performance Audit of the Bond Program. The District's three-year contract with Moss Adams to provide services for the Proposition 39 Bond Performance Audit is expiring to provide a service for the Bond Performance Audit. WCCUSD remains under contract for the Financial Audit with Christy White.

In addition, Moss Adams is still under contract to provide services for Phase 2 of our Forensic Investigation third-party verification of recommendations (Phase 2) scheduled to begin July 2020. Unlike the annual audit that is limited to a specific time period, the Phase 2 report will look at the District policies and procedures alignment with current practices in real-time. After completion of the Phase 2 report, the District will be able to determine what additional audit services may be most beneficial to pursue in future expanded audits.

As a result, the current operational plan is to complete the Phase 2 review before adding any additional scope to the compliance audits.

At this time, the staff recommends that we issue a Request for Proposal ("RFP") for the Proposition 39 Performance Audit services. The RFP will encourage all qualified firms, including Moss Adams, to submit their best proposal to complete the Proposition 39 Performance Audit for our bond programs as required by law. Staff believes that issuing an RFP is appropriate and demonstration of best practices.

To summarize, the District currently has 3 different audit functions occurring within the Bond Program:

- Financial Audit Services – Under Contract with Christy White
- Performance Audit Services – Recommend RFP for services
- Forensic Investigation Verification Phase 2 Services – Under contract with Moss Adams

If any Board members have any questions about the RFP process please contact Tony Wold and Luis Freese. Staff would generate the RFP for public release by May 8 to allow time to assess firms and identify the firm to complete the Performance Audit before July 1<sup>st</sup>.

**Bond Counsel RFP – Tony Wold**

With passage of Measure R the District is beginning the next phase of our construction program and will need ongoing Bond Counsel support. Our current contract with Nixon Peabody was extended for the current school year after discussions with the Facilities Committee, but now it would be

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appropriate to complete an RFP for these services beginning with the 2020 – 2021 school year. The District is currently completing an RFP for all other legal services and this speciality service is not part of that RFP which is why we would move forward.

If any Board members have any questions about the RFP process please contact Tony Wold and Luis Freese. Staff would generate the RFP for public release by May 8 to allow time to assess firms and identify the firm to complete the Bond Counsel Services before July 1<sup>st</sup>.

**Facility Use Fees (Investments) – Tony Wold**

The District continues to review all relevant policies that may need revision. One policy that should be reviewed on an annual basis is the fees that are charged as part of the Civic Center Act. Board Policy 1330 outlines the authorized uses of school facilities by community groups. The District will be bringing forward a proposal to update the Facility Use Fee Schedule and the methodology for collection of fees at the May 6<sup>th</sup> Board meeting. This will be an informational presentation on the 6<sup>th</sup> with the Board asked to vote on the schedule at the May 20<sup>th</sup> Board meeting.

It has been several years since the District has brought forward revisions to the Facility Use Fee Schedule and ensured that costs of utilization are recovered. District staff has reviewed our current Facility Use Policies and Procedures along with the current Facility Use fee schedule and compared these fees to those charged by other local Districts. One area that was noted is that the cost of labor and utilities has increased each of the past three years while the fee schedule has remained static. In revising the fee schedule a priority was to maintain affordability for local non-profit youth sports programs that support West Contra Costa Unified School District students.

In order to achieve higher community use of our facilities and increase our revenues to offset the cost of maintaining our facilities, district staff have investigated online platforms that provide support for Facility use. In this research staff will present to the Board an online platform called Facilitron. Facilitron is a cloud-based platform that streamlines requests, manages reservations and saves time and hassles for renters and district administrators. Facilitron currently provides service to 45 Bay Area school districts and 57 additional school districts throughout the State of California. Staff will have Facilitron provide a short presentation that will explain how an online portal can help the district with managing our Facility Use and maximize revenue for the coming school year at the next Board meeting.

After the May 6<sup>th</sup> meeting and pending board discussion and direction, District Staff will bring back on May 20<sup>th</sup> to the Board for options for utilizing and online platform and revised Policies and Procedures and a Fee Schedule for the 2020-21 school year for approval

**Media Stories of Note - Marcus Walton**

The following articles may be of interest.

<https://www.kwestonmedia.com/cut-short-how-high-school-seniors-are-coping/> - Cut Short: How High School Seniors Are Coping

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<https://richmondstandard.com/richmond/2020/04/19/donorschoose-helps-keep-kids-learning-at-richmond-school/> - DonorsChoose helps keep kids learning at San Pablo school