

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

**Friday Memo**  
**April 17, 2020**

**Upcoming Events – Matthew Duffy**

April 22: Board of Education meetings via video conference/teleconference, 5:00 PM

**Next Week's Board Meeting**

Closed Session for the April 22 meeting will begin at 4:00 PM.

**Job Descriptions as Part of Budget Reductions - Tony Wold**

At this Board meeting the District will consider Resolution No. 86-1920 to eliminate up 148.71 FTE with the Classified Management, SSA and Teamster units.

The combined impact of the two resolutions reduced the number of Unrepresented Management positions by almost 25% and eliminated the category of Executive Directors from the District for the upcoming 2020 – 2021 school year. These reductions required significant adjustments to the job descriptions of many management positions within the unrepresented group (including Cabinet), WCCAA and SSA. The requirements and compliance of labor law requires that employees that are demoted still have rights to other positions and that for the reduction in status to be defensible the lesser position must have lesser duties. For that reason, required duties must be distributed to other positions.

The revised job descriptions for Cabinet include new duties as part of the district reorganization that must be completed without any additional compensation. After approval of the job descriptions at this meeting the Board will need to ratify the appointment of individuals into some of the positions at the May 6<sup>th</sup> Board meeting. For positions that are in Cabinet the Education Code requires that each new appointment is brought forward as an individual item.

It may be confusing to have reductions and appointments at the same time, but the Education Code requires appropriate notice be given to employees prior to changing their position and then ratifying that new placement and all of these actions are to be done at a subsequent meeting from the notification resolution.

The net result of all of the notifications from the Reduction in Force Resolutions and the placements that will be completed May 6 is that the District will ensure that the District does meet required reductions for 2020 – 2021. To maintain compliance and follow appropriate processes the District must first place individuals that are entitled to a position in order to be able to ultimately reduce the number of employees that remain on the RIF lists from the two resolutions.

With the reduction of Executive Director level positions, the District has identified and streamlined the number of unrepresented management positions. Those job descriptions are within this action item allowing for the proper staffing in the Operations and Educational Services Divisions. All of

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

these Director positions will be filled with current District employees that have rights to a position and are within the District budget after the required cuts have been finalized.

The new SSA level Classified management positions had to be created with greater duties to reflect the impact of the reduction in unrepresented management and the required tasks within Operations that must still be completed to ensure the necessary work is completed. The resolution this evening provided notice to multiple SSA positions as a matter of process. The District is posting the new SSA positions only for inside candidates with a goal to begin interviewing prior to the May 6<sup>th</sup> Board meeting with the intent of ratifying the appointment of many SSA employees to these new classifications as Probationary employees.

This process will further decrease the number of employees that are impacted by the Classified Reduction in Force resolution, as the District was required to provide preliminary notice to positions that could be impacted through bumping by SSA members whose position was impacted by the required restructuring. It is important to understand that all of these positions interconnect and this is why the entire group is brought forward as a package as the alteration of one classification can impact the validity of the reductions across multiple units. This will ensure compliance with Labor law, Education Code, multiple bargaining unit contracts and sustainable District operations. We applaud all of the unions who worked with the District to accomplish this task to be able to include all of the job descriptions tonight.

With the inclusion of the job descriptions new and/or revised titles were created and added to the board adopted salary schedules. In addition, the UTR agreement at this time includes one furlough day which needed to be reflected. The approval of this item will include the revised salary schedules to ensure compliance within STRS and PERS requirements.

All job descriptions included in this item that are within bargaining units (WCCAA or SSA) have been reviewed by those units prior to inclusion in this packet as the District must bargain the impact of new or revised positions. Approval of this full item will allow the District and Superintendent to assign administrators to appropriate budgeted positions for next year or interview per the appropriate union contract guidelines with the Board ratifying those appointments for the majority of the positions at the May 6<sup>th</sup> Board meeting. This timeline will allow the District to continue to work toward reducing the number of employees that remain impacted by the Reduction in Force resolutions. Delaying any of these job descriptions will delay those placements and delay any possible additional restorations.

We recognize that this is quite a bit of material to review and address in a short time frame. With the COVID-19 issues the focus has been on designing a model of support for our current situation. That has required a significant amount of time and energy and is still a work in progress. During this period, however, the realities of budget, and appropriate implementation of operations and staffing assignments have to be completed within appropriate timelines and the lost month has pushed many deadlines together. In a perfect world there would be additional time for review and discussion, but these times require us to move forward. The District is continually reviewing and adjusting the plan as it relates to COVID-19 and the structure of our Operations for the coming year, but at this juncture

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

it is critical that we sustain as much stability as possible (within constraints of the budget) and move forward to notify individuals of their assignments or status for the coming year so that both they, and the District can plan for what is next.

All of the job descriptions are included with the Friday letter that are moving forward on the Board agenda.

When reviewing the job descriptions, new job descriptions do not have any markup. If a job description was revised new text is listed in bold and the removals are in strikethrough. We are posting the job descriptions in this format to show the adjustments that were made. All descriptions that are within SSA were approved by SSA prior to submission. There is only one WCCAA job description within this packet and that job description was approved by WCCAA. We did not move forward with a second WCCAA job as we are still working with them on that one and may bring it forward at a future board meeting. This all interconnect and approval of the new positions is necessary for us to complete placement of personnel at the next Board meeting.

**State Budget Update (COVID-19 impact) - Tony Wold**

This week traditionally is a high-water mark in determining the budget for next year as the State tracks the revenue it receives for State income tax filings. With the COVID-19 emergency that deadline has been extended until July 15th. The result of this change is that less than 40% of the normal collections have been received at the State level at this time.

We do not know what impact the Shelter in Place order will have on Sales Tax, but we do anticipate that it will have impacts on future year revenue (2021 - 2022) as many taxpayers and corporations will have lower income in the calendar 2020 year. The other uncertainty is the cash liquidity status of individuals who owe taxes and their ability to pay the State by July 15th. Should taxpayers default on making their payments it would have an impact on State cash and revenue.

We are gathering information from the County and State oversight agencies along with tracking guidance from the Department of Finance, Legislative Analyst's Office, and the State Legislature on what may happen with the budget. At this point, we just do not know. Some expectations are that the State will not have a clear picture of revenue until August. This means that the Governor's May Revision for which we build our budget assumptions may be a moving target and we will likely need to revise the budget again in September.

This will be familiar to us in WCCUSD as last year our budget was not clarified in June and we had to complete unaudited actuals to have a clear picture of our structural deficit. While we, as a District, have moved forward with necessary actions to predict our expenditures (until the COVID-19 situation created a new level of uncertainty) we will very likely not be able to predict our revenue and cash flow accurately for budget adoption in June.

All of the County Offices of Education work together with FCMAT and other agencies to generate a common message of budget guidance for Districts to utilize in planning for the next year. That guidance will be finalized in the Middle of May, but we must have already completed our third interim and projected actuals without that full May revision guidance. At this time, the current

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

message and direction that is being distributed is that Districts need to prepare for an economic slowdown (and likely recession) and that several steps should be taken.

The guidance is that it is very possible that the projected COLA could be decreased, or not funded at all for the upcoming 2020 - 2021 school year. The January proposal by the Governor to increase funding for Special Education may not occur, and there is the possibility that the State may revert back to apportionment deferrals (as was done in 2008 - 2011) to ease the State cash flow issues. In addition, should State revenue decrease, the Proposition 98 guarantee is reduced proportionally. The State does have a significant reserve of one-time funds that could be used to “make education whole” but that is something that the legislature and Governor must overtly do. We will try to advocate strongly through the County Office advocacy contract to maintain appropriate funding for Education. We will also work with our labor partners to begin this advocacy.

The common guidance from the County Offices and FCMAT is for Districts to begin to plan for a possible reduction in revenue. District’s should be looking to reduce spending now and avoid ongoing financial commitments that are new for the future. Within the District we are moving forward to ensure that all contracts that were cut by the board are terminated. In addition, for other contracts and services we are requiring that these must be formally resubmitted and reviewed with the board policy lens. We are expecting that the District will have some carryover that we will be able to hold into reserves to protect against additional changes in State revenues. We will provide more information to the Board as we understand these very fluid times in regards to State revenue.

**Bond Refinancing Update - Tony Wold**

The District along with our Financial Advisor KNN and our Underwriters JP Morgan Chase and Raymond James have been monitoring the significant changes in the market since we approved our refinancing. As the COVID-19 impact has widened spreads for longer-term maturities, the market continues to improve and spreads are slowly returning to pre-COVID levels. While we are hopeful the market will continue to improve, some of the candidates for advanced refunding (particularly those with longer call dates beyond 2022) are no longer good candidates for advance refunding. Fortunately, there are still several refunding candidates which generate substantial savings which we continue to focus on for the 2020 Refunding transaction.

As the Board is aware, timing the market is almost impossible, but the team has developed a strategy and is currently monitoring the refunding candidates with shorter call dates that are still very viable for refinancing with the goal of going to market when we can expect a 10% or higher NPV savings. In the past week the average savings for about \$70 million of the bonds we previously discussed has moved from the low 8% to just over 9%. We have a conference call with the full financing team each Friday to ensure that we execute the sale only when we can provide the best possible savings for our taxpayers. This strategy has allowed us to ensure that we meet the goals of the board and allow us to address market impacts felt from COVID-19. While we do not have a crystal ball on timing, the best guess is that we should be able to go to market and achieve those double-digit savings within the next couple of weeks.

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

**Dual Language Immersion Update - Gracie Guerrero**

Marketing to increase the DLI enrollment at designated schools is currently underway. A flyer was mailed to all parents of English learners in grades TK-5th grade informing them of opportunities at our current 10 DLI schools: Chavez, Coronado, Dover, Downer, Ford, Grant, Lake, Lincoln, Washington, and Stewart K-8. The Transfer Office staff will start actively monitoring calls and returning messages in order to provide information regarding the program and steps to take to have priority transfer to any of the DLI schools. The district transfer website is being updated to include information specific to DLI and we are populating the Multilingual site with relevant program information for parents and teachers. A DLI Advisory Group has been recruited and an inaugural meeting will take place on Monday April 27, 2020 at 5:30 p.m. A subsequent meeting has been scheduled and will occur every month. Each DLI school was asked to recommend one parent and one staff member. Starting in August, a member of the County EL Network and a CAFE representative will be invited to join.

**Partnership with UC Berkeley - Gracie Guerrero**

In order to meet the staffing needs in our DLI classrooms and increase the number of teachers with a Math Credential, we are establishing a partnership with UC Berkeley. This opportunity is made possible through the CalED grant that was rewritten this year to focus on services provided for English learners and African American students. The bulk of the partnership with UC Berkeley will include training for classroom teachers in the areas of language acquisition and Math and an intensive review for teachers to add a BCLAD or Math Credential. Due to the COVID-19 pandemic, these services will take place virtually starting this summer. This MOU is included for approval consideration during the upcoming April 22 Board meeting.

**Middle School Science Adoption - Gracie Guerrero**

This process to select a new 6-year middle school science instructional materials adoption began in November 2018 with the formation of a District committee. In March 2019, two resources were selected for pilots: Amplify and Inspire Science. The pilots took place during May 2019 and a recommendation by the district selection committee to adopt Amplify was made in the fall. This item was included in the first March Board Meeting agenda, but due to time constraints and recent cancellations/refocusing of meeting content in response to the school closures, this item is back again for the Board's consideration for approval on April 22. The adoption will serve all grade 6-8 classes and has an approximate cost of \$1,324,297. Like other instructional materials adoptions, the funding source is the Restricted Lottery. Related professional development to be provided by the publisher is included in this price.

**Middle School History-Social Science Adoption - Gracie Guerrero**

In preparation for the 2020-2021 school year, a staff recommendation for a middle school History-Social Science materials adoption will be presented to the Board next month.

**Public Comment at the April 22 Board meeting - Marcus Walton**

At the April 22 Board of Education meeting, we will try out a new method of receiving public comment. It is our hope that these new ways to engage the community will allow maximum

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

participation and while adhering to our values of respect and safety for the community. This is an experiment and may change based on feedback.

Based on the [Governor's Emergency Executive Order issued on March 12, 2020](#), the District has leeway to change the manner in which Board meetings are conducted due to the COVID-19 crisis and the ongoing shelter-in-place orders.

Members of the public who wish to address the Board during the April 22 meeting must submit their statement on the [WCCUSD Public Comment form](#) or by email to [boardcomment@wccusd.net](mailto:boardcomment@wccusd.net). The subject line should include the following: "Request to Address the Board" followed by the Agenda Item Number and your first and last name. Comments that do not include a first and last name and Agenda Item Number will not be accepted.

District staff members will read submitted comments as written and restricted to the time limits announced by the Board president. Each submitted and accepted comment will be posted to the District website.

In order to allow for proper vetting and preparation of public comment materials for reading by staff, the deadline for submission is at 4 p.m. on Wednesday, April 22.

Many other school districts in the state have taken this approach to eliminate inappropriate comments during virtual meetings. Staff will accept feedback on this method of receiving public comment and will review the issue after the April 22 meeting.

Please contact [Marcus Walton](#) with any questions.

**Media Stories of Interest - Marcus Walton**

The following articles may be of interest.

<https://www.nytimes.com/aponline/2020/04/15/us/ap-us-virus-outbreak-california.html> - American Schools May Look Radically Different as They Reopen

<https://edsource.org/2020/san-francisco-bay-area-school-district-teachers-offer-look-at-distance-learning-plan/628007> - One California district's guide for teachers and students in the world of distance learning

<https://edsource.org/2020/richmond-high-school-students-confront-demands-of-social-distancing/627298> - Richmond High School students confront demands of social distancing

<https://sanfrancisco.cbslocal.com/2020/04/09/coronavirus-shelter-in-place-west-contra-costa-schools-expand-free-meals-to-dinner-time/> - Coronavirus Shelter-In-Place: West Contra Costa Schools Expand Free Meals To Dinner Time