



**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT**

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To: The WCCUSD Board of Education  
From: Harlan Kerr, WCCUSD Uniform Committee  
Re: Amendment Requesting a Plan and Budget for Financial Support  
Date: July 23, 2006

At the July 17, 2006 Board meeting an amendment was added to the adoption of the uniform policy guidelines requesting a plan for providing assistance to families in need and a budget for this plan. Attached is the proposed plan and budget for providing support for needy families. The proposed plan includes a review of the process of supplying uniforms, projected costs, and initial sources of fiscal support.

## **WCCUSD Plan for Providing Support to Needy Families as Part of Implementing District-Wide Uniforms**

### **I. The process:**

The Uniform Committee has determined that support to needy families needs to be managed and implemented at the site level.

The reasons for this are:

- Principals and other site personnel are most in tune with the needs of individual families.
- Families tend to feel more comfortable approaching a person such as the site principal that they have a relationship with, rather than an unknown central office representative on issues of support. Therefore the committee is recommending that families be notified that if they need support, they should schedule a meeting to meet directly with their school principal.

Each school will be provided a set of uniforms for a uniform closet (see below). Principals will use uniforms from this supply to give support to needy families. Families requesting support will meet with the principal. The principal will explain the cost to the district of the uniforms and ask the families how much of that cost they can afford to pay. The anticipated cost to the district is approximately \$16-\$17 for a uniform shirt and pants. If families cannot afford anything, then they will be asked to consider (but not required) volunteering at the school site. Principals will keep accurate records of uniforms given out and any funds collected. These will be submitted on a monthly basis. The staff responsible for uniform issues will collaborate with fiscal services to provide principals with a process for submitting funds collected on school site. Funds taken in will be used for reordering uniforms as needed.

It is anticipated that some schools will use fewer than their allotment of uniforms and some will use more. In these cases uniforms will be redistributed as necessary.

Uniform closets will also be used to provide lending uniforms to students who arrive at school out of uniform and need to borrow one for the day. Each school will develop site level procedures for managing this. Central office support will be provided on request.

### **II. Budget and Fiscal Considerations:**

Based on presentation information and discussion at the July 20, 2006 Uniform Committee meeting the following proposal is presented. The committee proposes providing each school with a set of approximately 50 uniforms in various sizes. This would total 2,400 uniforms. Based on the cost estimates we have received from providers of uniforms, this would total \$54,000-\$56,000 for the 2006-2007 school year. It is anticipated that this figure will greatly decrease in following years as uniforms are recycled and passed on. These projected costs include 2,400 pants and 2,400 polo-type shirt tops. Most suppliers contacted are offering the district a 15%-25% discount off of their regular prices for bulk purchases of uniforms.

The critical issue here is identifying the funding for this. The committee has been working to identify outside means of support for this funding. In particular the committee, and specifically Board Member Karen Pfeifer, have been working with the Richmond Chamber of Commerce to request donations from local businesses and corporations.

The goal is to raise these funds by September 30, 2006. The Richmond Chamber is moving forward enthusiastically with this program. The Chamber of Commerce is in the final process of preparing this mailing. There is a time line of two months to accomplish the fund raising goal outlined above. With letters to business going out shortly, it is anticipated that a substantial amount, if not all of this goal, will be raised by September 30, 2006. The committee plans to keep the Board and cabinet updated on a weekly basis as to the progress made.

Committee members are in the process of sharing the information from the Richmond Chamber of Commerce with other Chambers in district cities and requesting their support as well.

Staff has developed a donation form to be used in this process that would allow the district to easily track, document, record and report donations.

The committee is also exploring support using safety fund grants that are available from the state to local police departments to use in support of schools. Uniforms fall under safety related issues and it is anticipated that local police departments could apply for these funds for use in providing needy families with uniforms. Committee member Dr. Kaye Burnside is making direct contact with local law enforcement agencies, Police Chief Magnes and Supervisor John Gioia to explore funding sources via these and other safety initiatives and to identify ways in which they can support the uniform initiative.

Finally, the committee is working with local suppliers of uniforms to identify which companies provide rebates to schools on uniform sales and what the process is for this.