

West Contra Costa Unified School District

Bond Policies & Procedures

“Program Management Plan” Update

January 8, 2020

presented to Facilities Committee

Background

- The Moss Adams Program Effectiveness Audit recommends that: “the District consolidate all policies, procedures, and resolutions into one document to ensure effective controls and communication of the policies and procedures.”
- On May 8th, 2019, the Board of Education approved a contract with Swinerton Management & Consulting (“SMC”) to assist the District to develop and publish a Bond Program Management Plan (“PMP”)
- The Program Management Plan is anticipated to be completed by June 2020
- Regular updates and draft sections are available at <https://www.wccusd.net/Page/13520>

Program Management Plan: Anticipated Schedule to Release Working Drafts

- ✓ **Program and Operations** – December 2019
- **Administrative** – January 2020
- **Project Management** – February 2020
- **Fiscal** – March 2020
- **Program Management Plan** – April 2020
- **Present to Board** – June 2020

Suggestions for revisions, additions, and improvements may be forwarded to any of the following:
Melissa Payne mpayne@wccusd.net and/or General Mailbox: facilitiesplanning@wccusd.net

Program Management Plan: Program & Operations

Working Drafts & Appendix

Working Draft with [web links](#)

I. Program and Operations

A. WCCUSD's Vision and Mission

1. Bond Management Team Vision / Purpose Statement

When it is finalized, it will be added to this document.

2. Long-Range Facilities Master Plan

West Contra Costa Unified School District's current Long-Range Facilities Master Plan (FMP) was approved by the Board of Education on June 15, 2016. The purpose of creating a new FMP was to solicit input for prioritizing and sequencing construction projects that will utilize the remaining funds from the Measure D 2010 and Measure E 2012 bonds. The process to create the Plan began on July 24, 2015. Community and stakeholder involvement were key elements in this highly involved, transparent process.

The complete 2016 Long-Range Facilities Master Plan, including the process by which it was developed and approved, can be found on the District's website at the Facilities Master Plan / Implementation page, which is located here: https://www.wccusd.net/cms/lib/CA01001466/Centricity/Domain/1417/WCCUSD_MasterPlan_Final_081216.pdf

a. Annual Review and Update

The Facilities Planning and Construction Department reviews the FMP annually, presenting updates on each Master Plan project to the Board, as well as the overall schedule and budget. Any factors that may have an effect on the Plan are brought to the Board's attention. These may include changes in critical needs, state funding eligibility, and project timelines. Master Plan updates from previous years can be found on the District's website at the Facilities Master Plan / Implementation page, which is located here: <https://www.wccusd.net/Page/6945>

b. Periodic Master Plan Reassessment

In the Conclusion section of the FMP, there is an Additional Recommendation to complete a periodic review of the Plan involving the community. While the FMP is kept current through the annual review process which is approved by the Board and shared with the CBOC and the FC, there may be factors that call for a thorough reassessment of the Plan.

Substantial changes in the scope, sequence, and/or funding of FMP projects require Board Approval.

Appendix

Section I Program & Operations Appendix Table of Contents

Item 1: District Leadership Organizational Chart	1
Item 2: Business Services Organizational Chart	2
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Item 8: Bond Program Financial Status, Report 13	13
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Item 10: AP Check List	20

items indicated with an asterisk appear in this appendix in an abbreviated form

Acronym List

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AOR: Architect of Record
ASC: Audit Sub-Committee
ASO: Associate Superintendent of Operations
BCT: Bond Controls Team
BMP: Best Management Practice
BOE: Board of Education
Cal/OSHA: California Division of Industrial Safety
CASQA: California Stormwater Quality Association
CBOC: Citizens' Bond Oversight Committee

- ✓ All four sections will include an Appendix with charts, reports, and other reference materials that support the narrative.
- ✓ The Program Management Plan will include an Acronym Listing.

presented to Facilities Committee

Aligning the Program Management Plan with Implementation of Recommendations

Table of Contents including the reference to Recommendation

WCCUSD Bond Program Management Plan

Introduction (32) (133) (161)

I. Program and Operations

A. WCCUSD's Vision and Mission

1. Bond Management Team Vision/Purpose Statement
2. Long-Range Facilities Master Plan
 - a. Annual Review and Update (10) (68)
 - b. Periodic Master Plan Reassessment (2)
3. Legacy Projects

Working Drafts

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Draft [12/06/2019]
Program & Operations

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West Contra Costa Unified School District
Swinerton Management & Consulting, Inc

Draft Summary & Tracking for All Recommendations

Master List #	VLS #	Brief Description	Location	Moss Adams
1	TC 1-1	advertise CBOC membership	PO- C.5.a.i	o
2	TC 2-1	clarify "review period" in Master Plan	PO- A.2.b	
3	TC 2-2	Incl. information about Master Plan in Bond Measure	WCCUSD	
4	TC 4-1	revise Governance Handbook (GH) (ethics)	Board of Education	✓
5	TC 4-2	Brown Act training workshop	Training	
6	TC 4-3	add Conflict of Interest section to GH	PO- C.2	✓
7	TC 4-4	Conflict of Interest section (cont.)	PO- C.1, C.2	✓
8	TC 4-5	BOE power over contract amendments	Board of Education	✓
9	TC 4-6	BOE training on GH contents	Board of Education	o
10	TC 5-1	annual internal Master Plan review	PO- A.2.a	
11	TC 5-2	multi-year, line-item budgets	F: A.1, A.1.a.ii	
12	TC 6-1	budget practices	F: B.1	
13	TC 6-2	budget verification pre-contract approval	F: A.3, B.3, D.2.a	o
14	TC 6-3	budget verification process	F: B.3	o
15	TC 6-4	budget string review by principal acct	F: B	o
16	TC 6-5	budget string sign off on transfer form	F: A.3, B.3	o
17	TC 6-6	New form for budget amendment/transfer	F: A.4.b, D.2.a	o
18	TC 6-7	Bond project budget reports to BOE	F: A.1.a.i, D.1.a.i	
19	TC 6-8	budget in decreases for BOE approval	F: A.4.b	
20	TC 6-9	Site Budget Authorization Form monthly	F: A.1.a, D.1.a.i	

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Next Steps

- Ongoing iterative review of updated section working drafts and accompanying appendix
- Release and post working drafts to gather feedback
- Receive, review and if approved incorporate feedback
- Maintain the summary of all audit recommendations & provide updates on the implementation of recommendations
- Continue to provide monthly updates to the Facilities Committee and Citizens' Bond Oversight Committee
- Publish the Program Management Plan in June 2020