

# West Contra Costa Unified School District

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Bond Policies & Procedures

“Program Management Plan” Update

October 15, 2019

presented to Citizens' Bond Oversight Committee

# Background

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- The Moss Adams FY 17/18 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 8<sup>th</sup>, 2019, the Board of Education approved a contract with Swinerton Management & Consulting (“SMC”) to assist the District to develop, draft and publish a Bond Program Management Plan (“PMP”)
- The Program Management Plan will consolidate all the policies and procedures that define the functional areas of the Bond Program

# Program Management Plan: Table of Contents & Policies and Procedures

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

B. Roles and Responsibilities

1. Teams and Departments
  - a. Board of Education
  - b. Superintendent
  - c. Implementation Task Force (112)
  - d. Business Services
  - e. Operations
    - i. Contract Administration
    - ii. Engineering
  - f. Departments
    - i. Special Education
    - ii. Sites
    - iii. Technology Services
    - iv. Maintenance and Operations
    - v. Food Services
  - g. Consultants
2. District and Professional Services Annual Staffing Plan (114) (115) (135) (136)
3. Organizational Structure

C. Transparency and Communication

1. District Business Ethics Expectation Policy and Compliance (7) (76)
2. District Conflict of Interest Policy and Compliance (6) (7)
3. Board of Education
  - a. Membership
  - b. Meetings
  - c. BOE precis (50) (85)
4. Facilities Subcommittee
  - a. Membership

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Table of Contents Swinerton Management & Consulting, Inc

## Table of Contents

- Program and Operations
- Administrative
- Project Management
- Fiscal

Read by:

**Introduction**

This Bond Program Management Plan has been developed by Swinerton Management and Consulting, in conjunction with the West Contra Costa Unified School District, for use in administering the District's Bond Program. The purpose of this Plan is to provide information to Bond Program participants on the procedures relevant to the execution of the Bond Program. This Plan outlines all the processes for Bond Program activities including, but not limited to, staffing, procurement, financial controls, document control, budgeting practices, master planning, scheduling, invoice/payment application review and processing, change order review and processing, and claims avoidance and management.

The Bond Program Management Plan is intended to provide the West Contra Costa Unified School District with documentation of the internal controls that properly implement the District's policies, safeguard its assets, provide compliance with state and federal laws and regulations, and produce timely and accurate financial information.

The following sections and attachments describe the procedures for administering and managing the bond program and related projects. These descriptions do not replace the District's contract requirements. Rather, they provide supplemental information regarding management and day-to-day processes. The Plan will ensure that District staff has clear guidelines to follow, assist in training new members of the team by providing them with the initial and fundamental information they will need to meet the expectations of the West Contra Costa Unified School District, and provide consistency in process implementation.

This Bond Program Management Plan is a living document which is intended to be revised and refined over time to reflect emerging decisions, improvements, and best practices needed to guide the program to a successful conclusion. Suggestions for revisions, additions, and improvements may be forwarded to any of the following:

Melissa Payne, Director of Contract Administration  
Email: mpayne@wccusd.net  
General Mailbox: facilitiesplanning@wccusd.net

The Board of Education of the West Contra Costa Unified School District gives life and meaning to this Bond Program Management Plan by intermittently reviewing it under the purview of the Facilities Committee. When new regulations or better practices emerge, the Director of Contract Administration will review any updates to the Plan with the Facilities Committee. The Associate Superintendent of Operations will report to the Board annually, at the minimum, that the Bond Program Management Plan is current and under implementation.

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Introduction Swinerton Management & Consulting, Inc

## Policies & Procedures

Draft cohesive narratives, flowcharts, and reference external resources that reflect best practices and then provide to the District for ongoing iterative review and validation

# Program Management Plan: Incorporation of Additional Recommendations

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## CBOC Table of Contents

- Role of CBOC
- Information to CBOC on Design Phase
- Information to CBOC on Construction Phase
- Information to CBOC on Occupancy Phase
- Performance Audit CBOC Role
- Financial Audit CBOC Role
- Monthly Reporting to CBOC
- Annual Reporting to CBOC December 31

## CBOC Facilities Roadmap

- Financial Impact Statements for Board Precis
- Annual Review of 2016 Facilities Master Plan
- Project management approach to identify the steps needed, the resources needed, the best practices available to minimize the cost as well as reasonable timelines and responsibilities
- Regular Monthly Reports to the BOE on the Program
- Continue semi-annual Joint CBOC/BOE meetings
- Board Policy BP 7214.2 Citizens' Bond Oversight Committee



# Program Management Plan: Colbi Implementation

Colbi provides program and project financial management and reporting software

Implementation of Colbi will include historical information

Anticipated implementation is scheduled for October 2019

## Bond Program Spending by Site, Report 2, 9/30/19

Board Approved Budget 06/26/19	Expended FY 99-01 thru FY 18-19	Expended FY 19-20	Expended Total thru 09/30/19
4,415,204	4,415,204	-	4,415,204
35,000,000	34,294,330	-	34,294,330
142,246,837	133,644,083	612,191	134,256,274
1,654,822,431	1,537,900,924	3,518,523	1,541,419,449

As of 9/30/19,  
Budget &  
Expenditures  
successfully  
imported in  
Account Ability

## Colbi Report, 9/30/19

Budget	Expenditures
28,002,210	28,004,319
16,457,787	14,514,301
47,475,161	44,185,395
-	-
<b>1,654,822,430</b>	<b>1,541,419,450</b>

# Aligning the Program Management Plan with Implementation of Recommendations

Table of Contents including the reference to Recommendation

Procedure

Draft Summary & Tracking for All Recommendations

WCCUSD Bond Program Management Plan

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Master List #	VLS #	Brief Description	Location	Moss Adams
1	TC 1-1	advertise CBOC membership	PO- C.5.a.i	0
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	0
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	0
14	TC 6-3	budget verification process	F- B.3	0
15	TC 6-4	budget string review by principal acct	F- B	0
16	TC 6-5	budget string sign off on transfer form	F- A.3, B.3	0
17	TC 6-6	New form for budget amendment/transfer	F- A.4.b, D.2.a	0
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	

presented to Citizens' Bond Oversight Committee

# Next Steps

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- Ongoing iterative review and approval of narratives
- Maintain the summary of all audit recommendations
- Continue to provide monthly updates to the Facilities Committee and Citizens' Bond Oversight Committee
- The Draft Bond Program Management Plan is anticipated for November 2019