

# West Contra Costa Unified School District

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Bond Policies & Procedures

“Program Management Plan” Update

January 13, 2020

presented to Citizens' Bond Oversight Committee

<https://www.wccusd.net/Page/13520>

# Background

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- 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 8<sup>th</sup>, 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

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- ✓ **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

After publishing each section, the District will open a 30-day public comment window for suggestions.

Written suggestions for improvement are encouraged and may be submitted online using a google form.

<https://www.wccusd.net/Page/13520>

# Program Management Plan: Program & Operations Working Drafts & Appendix

## Working Draft Narrative

### 1. Program and Operations

#### A. WCCUSD's Vision and Mission

##### 1. Bond Management Team Vision / Purpose Statement

When 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/Page/6945>.

- ✓ The Narratives include web links to the most up to date information for source documents.

## Appendix

### Program & Operations Appendix

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- ✓ All four sections will include an Appendix with charts, reports, and other reference materials that support the narrative.

## 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

- ✓ The Program Management Plan will include an Acronym Guide.

# Aligning the Program Management Plan with Implementation of Recommendations

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reference to Recommendation

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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	

# Next Steps

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- Ongoing iterative review of updated section working drafts and accompanying appendix
- Release and working drafts online
- 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