

**West Contra Costa Unified School District  
Board of Education  
Meeting Agenda  
December 11, 2013**

**B. OPENING PROCEDURES**

- B.1 Pledge of Allegiance**
- B.2 Welcome and Meeting Procedures**
- B.3 Roll Call**
- B.4 Annual Organization Meeting**

Comment:

Board Bylaw 9100 governs the dimensions of the annual organization meeting. At this meeting, the Board shall:

- Elect a president and a clerk from its members.
- Appoint a secretary to the Board.
- Authorize signatures.
- Develop a schedule of regular meetings for the year.
- Develop a Board calendar for the year.
- Designate Board representatives.

Board policy does not detail procedure for nomination and election of Officers. The Brown Act precludes members from being elected to the Board. The Board shall:

Fiscal Impact:

Recommendation:  
Recommend Approval

Fiscal Impact:  
As noted per donations summary

**\*CI C.3 Approval of Fund-Raising Activities**

Comment:  
The planned fund-raising events for the 2012-13 school year are summarized, dated December 11, 2013.

Recommendation:  
Recommend Approval

Fiscal Impact:  
Additional revenue for schools

**\*CI C.4 Contracted Services**

Comment:  
Permission is requested of the Board of Education to approve contracts for services as detailed, dated December 11, 2013.

Recommendation:  
Recommend Approval

Fiscal Impact:  
As noted per contracts summary

**\*CI C.5 Summary of Payroll and Vendor Warrant Reports**

Comment:  
The summaries of Payroll and Vendor Warrants issued during the month of November 2013 are provided:

Total of payroll warrants (November 2013): \$ 9,822,208.24  
Total of vendor warrants (November 2013): \$ 23,742,496.00

Recommendation:  
Recommend approval of the payroll and vendor warrant reports

Fiscal Impact:  
As noted above

**\*CI C.6 Notice of Completion: Bid 1151202-04 Dover Elementary School MPR Demolition and Site Improvements**

Comment:

Substantial completion notice has been received for: Bid 1151202-04.

Major construction projects are subject to acceptance by the governing board before a Notice of Completion can be processed, and final payment of the contract made. (BP 7470)

Staff recommends acceptance of the work completed by the following contractor:

V.E.M. General Engineering, Inc. Bid 1151202-04 Dover Elementary School MPR Demolition and Site Improvements.

Recommendation:

Recommend approval of this notice of completion

Fiscal Impact:

None

**\*CI C.7 Resolution No. 45-1314: Certificate of Signatures**

Comment:

School districts are required to hold an annual organizational meeting in December to adopt a new Certification of Signatures Resolution. The effective period of the resolution should be the date of the date of the organizational meeting.

Recommendation:

Recommend Approval

Fiscal Impact:

None

**\*CI C.8 Modification of Requirement for Volunteer Tuberculosis Testing**

Comment:

It has been a longstanding practice in WCCUSD to require parents and other volunteers to submit the results of tuberculosis testing as a component of the full access to volunteer duties in schools and on field trips. A recent letter from Dr. Wendel Brunner, Contra Costa County Director of Public Health,



- Assists with enrollment in the Early Learning program and commensurate data and report requirements.

Recommendation:

Recommend Approval

Fiscal Impact:

There is no impact to the general fund. This position will replace the current position of Preschool Community Worker.

**\*CI C.11 Approve the following new job description: Special Education Assistant – Autistic Classroom**

Comment:

This is a new job classification to meet the needs of our Autism Spectrum Disorders (ASD) students in the preschool program and K through 6 classrooms. The current classifications in the Instructional Assistant and Special Education Assistant families have not been able to effectively work with these specialized students. These employees must participate in ongoing training and professional development to learn techniques, methodologies and assessments to best meet the needs of the students. Some of the vital tasks, duties and responsibilities are as follows:

- Works independently with students using Structured Teaching activities (TEACCH), Picture Exchange Communication System (PECS), Developmental Relationship Intervention (DRI), Applied Behavior Analysis (ABA) and other relevant methods, systems or strategies.
- Providing mainstreaming opportunities are implemented consistently while making sure all students are safe and active participants in the program.
- Collects data on student progress and Individualized Education Program (IEP) goals.

Recommendation:

Recommend Approval

Fiscal Impact:

\$100,824 – Special Education

**\*CI C.12 Approve the following new job description: Facilities Maintenance Manager**

Comment:

At the request of the Maintenance and Operations Department a new job description was created, a Facilities and Maintenance Manager. This position is created to provide more direct supervision and allow for more efficiency in the Maintenance and Operations Department.

This position will supervise the daily operations, response and preventative maintenance of the district's maintenance and operations department. The job description being proposed takes into consideration the evolution of Districts current needs including but not limited to:

- Coordinating response to district alarm systems on a 24 hour basis
- Plans, organizes, directs, administers and oversees the maintenance, rehabilitation and functions of district facilities

- Coordinating district-wide projects and inspections
- Provide needed background and information to maintain the integrity of the district's safety program
- Insures district is in compliance with state and federal guidelines
- Provide training for staff
- Provides after hours support for emergencies and safety; and performs other related duties as assigned.

Recommendation:

Recommend Approval

Fiscal Impact:

There is no impact to the general fund. This position will replace the current position of Manager of Building and Mechanic Maintenance.

**\*CI C.13 Procurement Contract for Data Center and Wireless Infrastructure**

Comment:

Under Public Contract Code Section 20118 (K-12) our District is able to utilize procurement contracts which have been publicly bid or negotiated for the use by other public entities. Through CDWG we will be utilizing National Joint Powers Alliance (NJPA), and CalSave contracts for the procurement of a wireless infrastructure for 13 sites and head-end equipment to be used for the district's, email servers, Voice Over IP (VOIP) communications and storage.

In March, 2013, the Board approved an ERATE contract to upgrade the wireless infrastructure for eleven of our ERATE eligible schools. These schools are: Downer, Ford, Nystrom, Peres, Verde, Harbour Way, Helms, King, Dover, Gompers and Kennedy. ERATE did not approve the funding and consequently these schools have not yet been upgraded. Coronado (temp campus), and Valley View were folded into the contract when it was determined that the equipment could be repurposed once Bond completes these sites. In addition, it was found that antiquated switches remain at DeJean, Grant, Lake, Lincoln and Richmond despite the recent wireless infrastructure upgrade as performed by AT&T earlier this year. Twelve switches are included in the build of materials for this reason. The total cost of the project is \$2,144,461.56.

Competitive bids were sought for the data center piece of the project. The purpose of the data center is to serve as the "head-end" for the district's email servers, Voice Over IP communications and storage. Nine-hundred (900) VOIP phones are included for the purpose of standardizing all sites on the same communication (phone) system. The total cost for this part of the project is \$1,431,082.37.

Recommendation:

Approve the NJPA contract for the procurement of wireless infrastructure and CalSave contract for the data center for the purpose of upgrading remaining sites with new switching, wireless technology and establishing a "head-end" for the district's, email servers, Voice Over IP communications and storage.

Fiscal Impact:

\$3,575,543.93 Measure E 2012



**\*CI C.14**







The Joint Use Agreements for each School Site contain the same terms and conditions and contemplate

**D. AWARDS, RECOGNITIONS, AND REPORTS**

**\* D.1 National Board for Professional Teaching Standards (NBPTS) Certification Recognition**

Comment:

The National Board for Professional Teaching Standards (NBPTS) is a professional development program which seeks to elevate the status, voice and role of accomplished teachers in shaping a true profession. This advanced teaching credential compliments our teachers' California teaching credential. This credential requires submission of extensive portfolio entries, including video recordings and examples of student work. In addition, teachers must demonstrate in-depth content knowledge in response to rigorous exercises for chosen certificate areas.

Tonight we celebrate the following teachers who have accomplished this significant achievement:

|  |  |
|--|--|
| Maria Evelyn Smith, Cameron Early Intervention | Credential Area: Exceptional Needs               |
| Farnaz Heydari, Olinda Elementary              | Credential Area: Middle Childhood Generalist     |
| Beth Levine, Montalvin Elementary              | Credential Area: Early Middle Childhood Literacy |
| Mary Ann LaFosse, Washington Elementary        | Credential Area: Early Childhood Generalist      |

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\* **D.3 Religious/Cultural Celebration**

Comment:

In support of the histories of holiday celebrations, we demonstrate to all of our stakeholders that their beliefs and traditions play an important role in assisting our students to be global thinkers with international partners around the world.

This is a living document, meaning that as our populations of students increase and diversifies; their holi

\* **E.3 In Memory of Members of the School Community**

Comment:

The District would like to take time to recognize the contributions of members of our school community who have passed away. The District requests the community to submit names to be reported as a regular part of each agenda.

Mildred Gordon began teaching in 1965, working at both Tara Hills and Shannon Elementary Schools. Ms. Gordon retired in 2001. She was a great teacher who loved her students.

Our thoughts go out to the family and friends in the loss of their loved one.

Recommendation:

For Information Only

Fiscal Impact:

None

**F. ACTION ITEMS**

\* **F.1 Approval of Agreement with West Contra Costa Administrators Association / AB1200  
Public Disclosure of Collective Bargaining Agreement with WCCAA**

Comment:

District and West Contra Costa Administrators Association Collective bargaining reopener proposals were sunshined for the 2013-14 year. Through the Interest Based Process a Tentative Agreement has been reached with representatives of West Contra Costa Administrators Association (WCCAA). A copy of the Tentative Agreement will be provided at the Board meeting. Once WCCAA has ratified the Agreement, it will be presented to the Board of Education for ratification.

School districts are required to publicly disclose the provisions of all collective barglwl757(g)2(l)-2(wlp75)3(7



Fiscal Impact:

\$139,708 for 2013-14

\$279,416 per year for 2014-15, 2015-16

\* **F.2 Salary and Health Benefits Package for Unrepresented Management, Cabinet, Board Members and Confidential Employees / AB 1200 Public Disclosure**

Comment:

The employees of the school district who are in the categories of Unrepresented Management, Cabinet, Superintendent and Confidential will receive the salary and benefit contribution rates for active employees, cash in lieu amounts as agreed upon with West Contra Costa Administrator's Association (WCCAA) and School Supervisors Association (SSA). Unrepresented Certificated Management and Certificated Cabinet will align with West Contra Costa Administrators Association (WCCAA) and Unrepresented Classified Management, Classified Cabinet and Confidential will align with the School Supervisors Association (SSA). The school board will select from the health benefits plans and correlating contribution rates that are currently offered to the bargaining units in accordance with Board Policy and will adhere to the retiree provisions in Board Bylaw 9250.

The salary and benefits will be effective January 1, 2014.

Recommendation:

Recommend Approval

Fiscal Impact:

General Fund \$79,168 for 2013-14

General Fund \$158,337 per year for 2014-15, 2015-16

\* **F.3 First Interim Report, 2013-**

Fiscal Impact:  
Positive Budget Certification

**G. DISCUSSION ITEMS**

\* **G.1 Update on School Funding Eligibility**

Comment:  
The District has contracted with School Facility Consultants for school funding eligibility. Mr. Pettler will provide a brief presentation on the possibility of Seismic Funding to the Board.

Recommendation:  
For Information Only

Fiscal Impact:  
None

\* **G.2 Project Status Report**

Comment:  
The following are provided for review of Facilities Planning and Construction in the District's Bond Program and for information regarding individual projects:

- Engineering Officer's Report
- Construction Status Reports

Recommendation:  
For Information Only

Fiscal Impact:  
None

**H. UNFINISHED REQUESTS TO ADDRESS THE BOARD** (continued from Item E)

**I. COMMENTS OF THE BOARD OF EDUCATION AND SUPERINTENDENT**

**J. THE NEXT SCHEDULED BOARD OF EDUCATION MEETING**

Lovonya DeJean Middle School – January 8, 2014

**K. ADJOURNMENT**

At 10:00 PM, any items remaining on the agenda that require immediate attention will be moved to this time. All other items will be tabled to another or the following Board meeting in order to make fair and attentive decisions. The meeting will adjourn at 10:30 PM. The meeting may be extended by a majority vote of the Board of Education.

The public may address items which are marked with an asterisk (\*).

Agenda Item: A

**A. CLOSED SESSION**

**A.1 CALL TO ORDER**

**A.2 DISCLOSURE OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**  
(Government Code 54957.7)

**A.3 RECESS TO CLOSED SESSION AS SCHEDULED**

**See Exhibit A**

(Government Code Section 54954.5)

The **Open Session** will resume at the end of the **Closed Session** in the Multi-Purpose Room at approximately **6:30 PM**.

**EXHIBIT A**

(Government Code Section 54954.5)  
CLOSED SESSION AGENDA

**December 11, 2013**

**1. CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

**2. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION**  
[Government Code Section 54956.9(a)]

- a. WCCUSD v. Orrick
- b. Palmer and Pollack v. WCCUSD
- c. American Standards Properties v. WCCUSD

**3. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED/POTENTIAL LITIGATION**  
[Government Code Section 54956.9(b)]

Four cases

**4. LIABILITY CLAIMS (Government Code Section 54956.95)**

**5. CONFERENCE WITH LABOR NEGOTIATORS**

- a. Superintendent/Dr. Bruce Harter
- b. Employee Organizations
  - UTR
  - Local One
  - School Supervisors Association
  - WCCAA

- c. Unrepresented Employees
  - Confidential and Management

**6. PUBLIC EMPLOYEE APPOI**