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The public is warmly invited to attend and participate in all WCCUSD Board of Education meetings.

**Location:** LOVONYA DEJEAN MIDDLE SCHOOL  
3400 MACDONALD AVENUE  
RICHMOND, CA 94805

**Time:** The Board of Education’s Open Session meeting will begin at 6:30 PM.

**Order of Business:** ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

**Special Accommodations:** Upon written request to the District, disability-related modifications or accommodations, including auxiliary aids or services, will be provided. Please contact the Superintendent’s Office at 510-231-1101 at least 48 hours in advance of meetings.

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“of children be more careful than anything.”  
e.e. cummings

**B. OPENING PROCEDURES**

**B.1 Ple**

This position will also support the Districts Strategic Plan in support of Objectives 23.1 creating an Anti-Bullying Plan.

Recommendation:

Approve new job description

Fiscal Impact:

\$154,457.55 General Fund

\* **D.2 Ratification of Staff Awarded Contract: El Cerrito High School Stadium Project**

Comment:

WLC has prepared plans and specifications for the project. Scope of work includes abatement and demolition of existing buildings, removal of all existing wooden and aluminum bleacher seats, and hazardous material abatement. New construction includes, but is not limited to, site cut and fill, import and export of soil, rough and finish grading, installation of artificial turf and an all-weather track, concrete paving, reinforced concrete retaining walls, drinking fountains, overhead canopy, ticket booths, prefabricated metal bleachers with Press box and ADA lift, new radio antennae, new drainage system throughout site as well as miscellaneous landscaping and field accessories.

The District conducted a public bid process for the project. Bids were opened on November 5, 2013. Ten Contractors submitted bids. They are as follows: Wright Contracting, Inc. \$13,438,000; Zolman Construction & Development, Inc. \$13,600,000; ARNTZ Builders \$13,678,171; Midstate Construction Corporation \$13,942,884; Jeff Luchetti Construction \$14,088,000; Gonsalves & Stronck Company \$14,229,000; Roebbelen Contracting \$14,298,000; Alten Construction \$14,473,000; OC Jones & Sons, Inc. \$15,140,000; Granite Rock Company dba Pavex Construction Division \$15,458,718. The bid price includes the contract value and unit pricing, used for negotiating change orders only. The lowest responsive, responsible bidder is Wright Contracting, Inc.

Recommendation:

Ratify the award to the lowest responsive, responsible bidder: Wright Contracting, Inc.

Fiscal Impact:

\$13,438,000 Funded from the Measure D-2010 Bond

\* **D.3 Approve the following Reclassification: Staff Secretary**

Comment:

Through the Local One bargaining unit agreement, there is a process in place to consider job reclassifications. The Typist Clerk III's working with the Executive Directors followed the process in requesting a job reclassification.

Beginning in the early fall, a job reclassification study was commissioned by the Human Resources Department to address the job reclassification request. The reclassification study yielded the following results:

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- The employees have been providing more independent technical and analytical support than that of a Typist Clerk III.
- The employees provide support to multiple programs and schools in support of the Executive Directors.

The distinguishing characteristics of a staff secretary are as follows: greater variety, greater amount of public contact, higher degree of responsibility, complexity of assignments and providing support to multiple programs.

Recommendation:

The Typist Clerk III's working assigned to the Executive Directors be upgraded to Staff Secretaries. It is recommended this reclassification go into effect July 1, 2014.

Fiscal Impact:

\$20,424.30 General Fund

- \* **D.4 Job Reclassifications:**
  - Senior Administrative Secretary (Confidential)**
  - Senior Personnel Assistant (Confidential)**
  - Executive Secretary to Superintendent (Confidential)**

Comment:

In August of 2013 a meeting was held with confidential employees. There was a request of a reclassification study for this group and that study took place in September and October.

The results of the reclassification study demonstrated personnel in the confidential job classification were performing duties at or above counterparts working in positions represented by bargaining units.

Recommendation:

Move Senior Administrative Secretary and Senior Personnel Assistant to the equivalent of Range 76 of the SSA Salary Schedule. Move the Executive Secretary to the equivalent of Range 81 of the SSA Salary Schedule.

This recommendation is consistent with current Board Policy 4361 where confidential leave and vacation time are already tied to the SSA bargaining unit agreement.

At a later date we would return with a recommendation to add this to Board Policy 4361 to provide consistency in future years for confidential employees and if approved shall take effect July 1, 2014.

Fiscal Impact:

For the 2014-15 General Fund budget \$67,812

**E. DISCUSSION ITEMS**

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

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

Lovonya DeJean Middle School – December 11, 2013

**G. 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 (\*).



# West Contra Costa USD

Board Policy -

6. Use of profane, vulgar, or abusive language
7. Plagiarism or dishonesty in school work or on tests
8. Inappropriate attire
9. Tardiness or unexcused absence from school
10. Failure to remain on school premises in accordance with school rules

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or



The Superintendent or designee shall clearly communicate to all students, staff and

material removed.

EDUCATION CODE

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/ls/ss>  
Center for Safe and Responsible Internet Use: <http://cyberbully.org>  
National School Boards Association: <http://www.nsba.org>  
National School Safety Center: <http://www.schoolsafety.us>  
U.S. Department of Education: <http://www.ed.gov>

Policy WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

Adopted: August 20, 2009 Richmond, California

# West Contra Costa USD

## Board Policy

### Positive School Climate

BP 5137

**Students**

The Governing Board desires to enhance student learning by providing an orderly, caring,

management, bio-reduction, and medication skills. Staff shall receive training that implements

[REDACTED]

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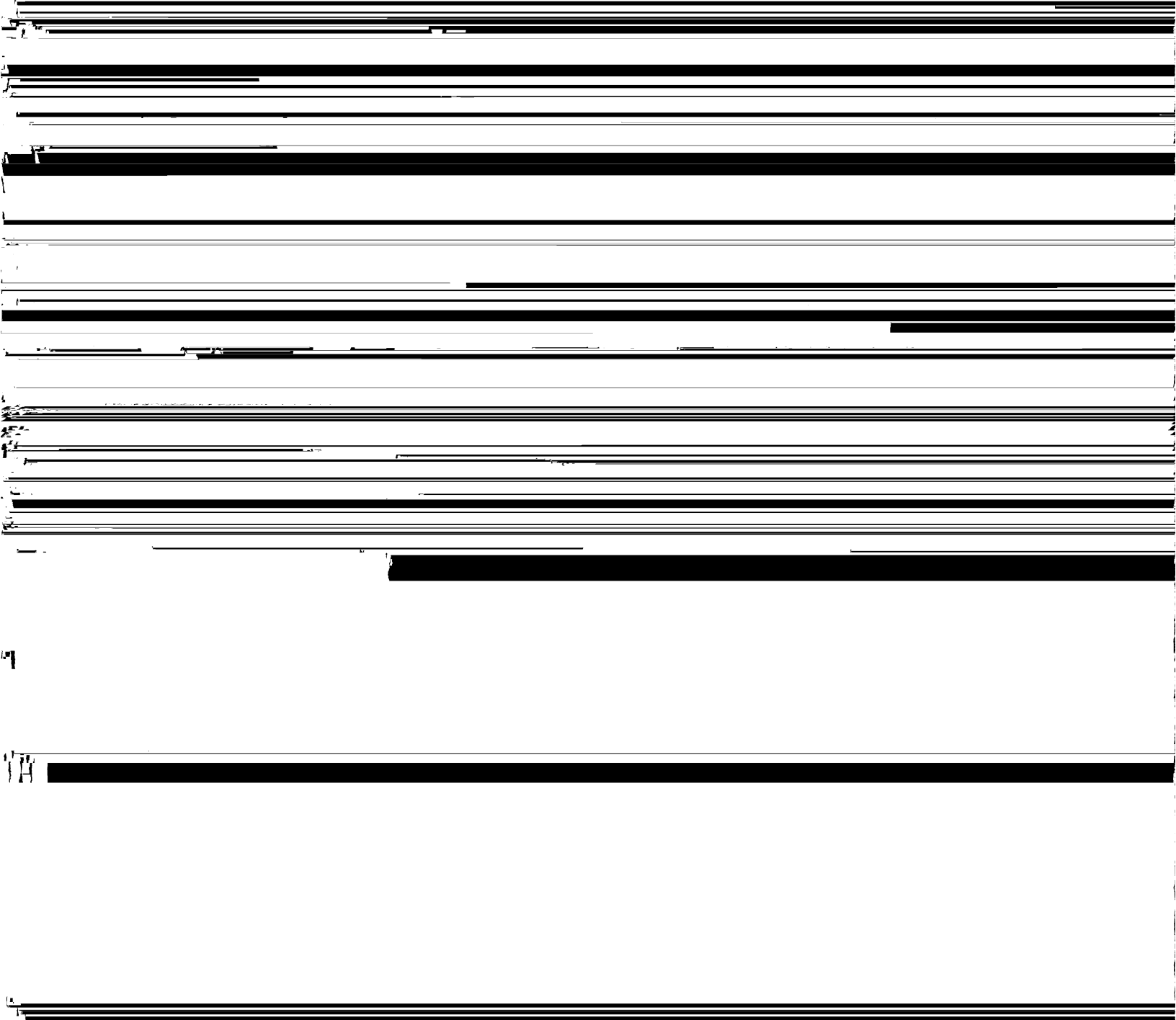
[REDACTED]

[REDACTED]

# West Contra Costa USD

## Board Policy

### Sexual Harassment



In any case of removal involving the principal or any other district employee to whom

4600-4687 Uniform Complaint Procedures

4900-4965 Nondiscrimination in elementary and secondary education programs





(Education Code 35294.13)

The district shall provide age-appropriate instruction to help promote understanding of and respect for human rights. (Education Code 233.8)

At the beginning of each school year, students and staff shall receive a copy of the district's policy on hate-motivated behavior. (Education Code 234.3)

Legal Reference:

EDUCATION CODE

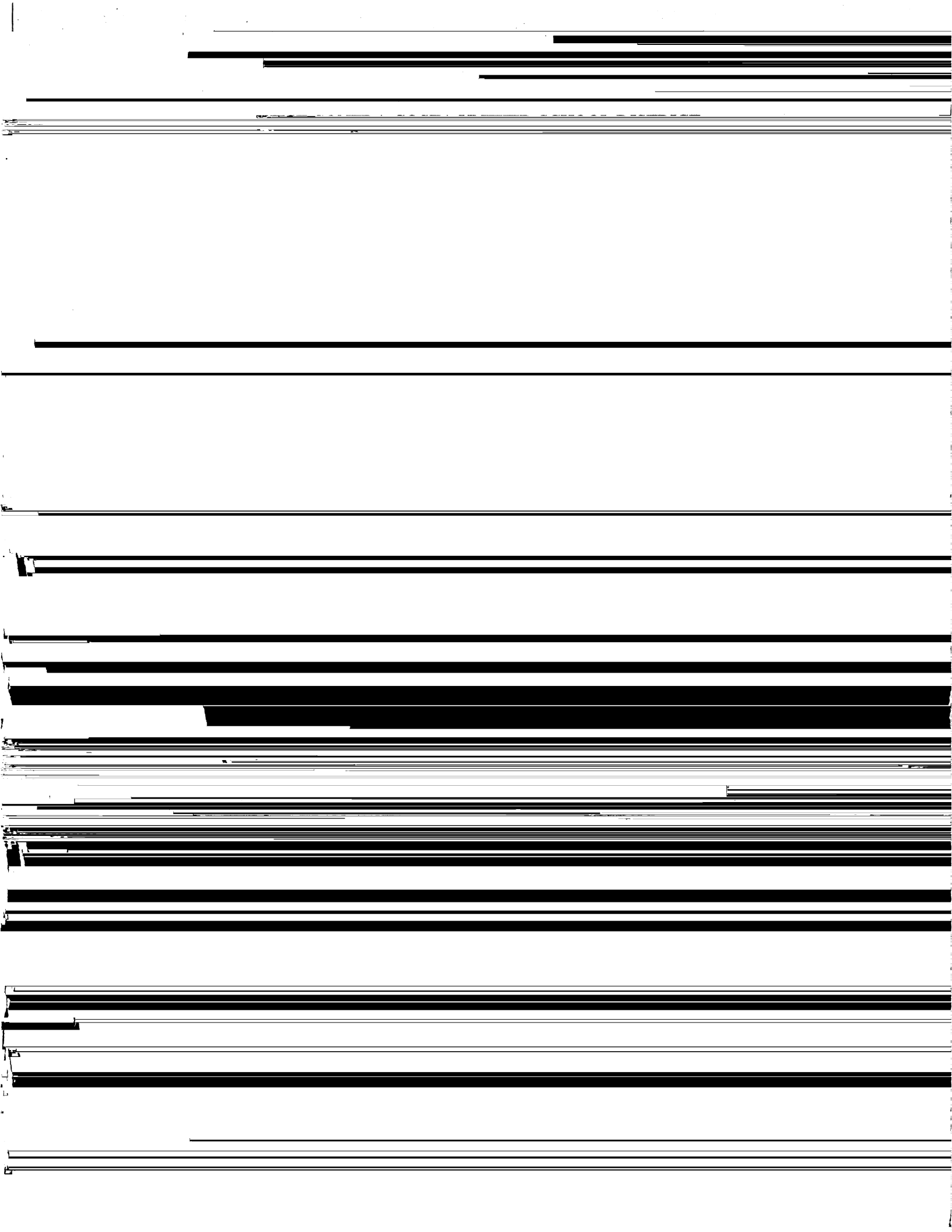
200-262.4 Prohibition of discrimination on the basis of sex

48900.3 Suspension for hate violence

PENAL CODE

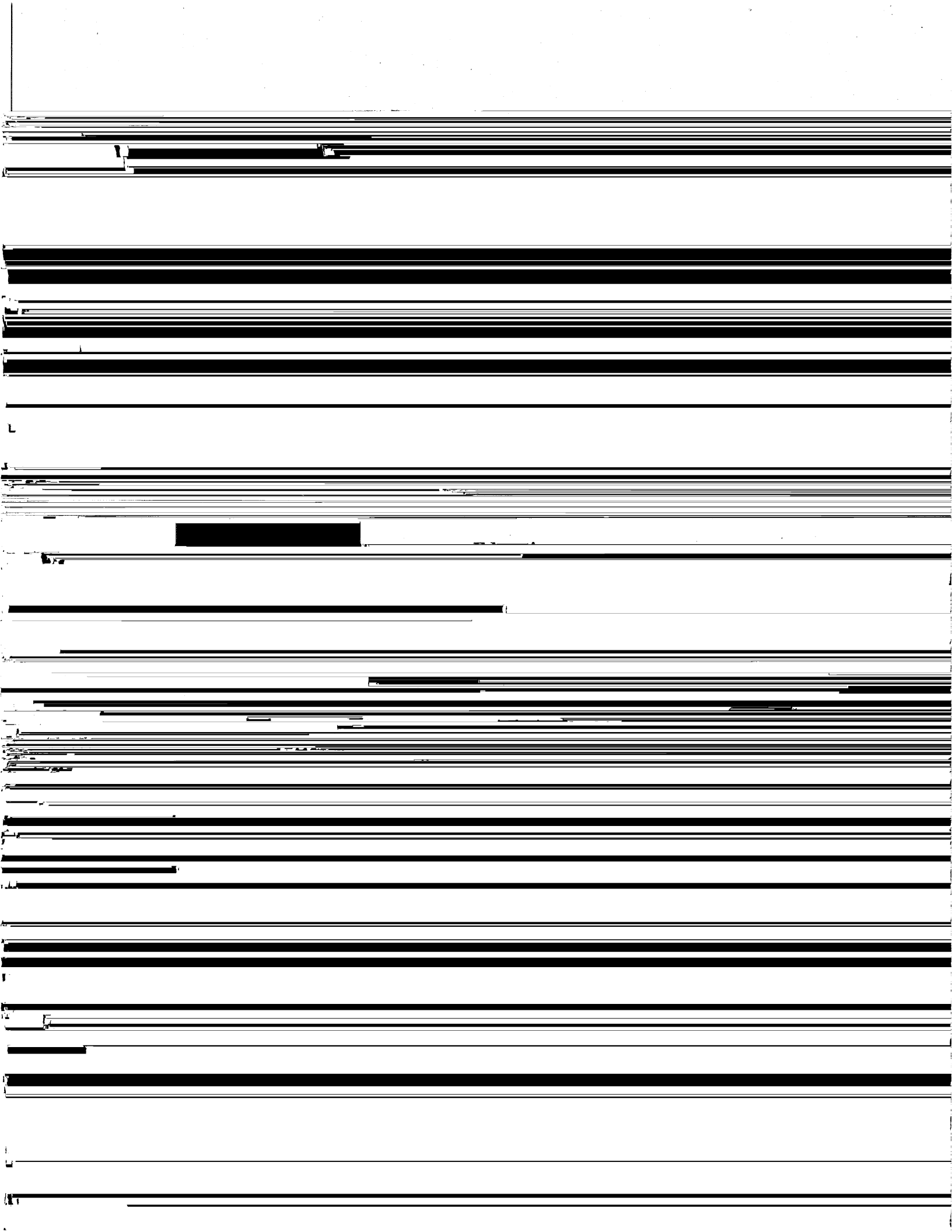
186.21 Strict liability: legislative findings and declarations

West Contra Costa Unified School District  
1108 Bissell Avenue









- Occasionally lift and carry up to twenty (20) pounds for short distances.



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