

West Contra Costa Unified School District
Office of the Superintendent

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West Contra Costa Unified School District
Office of the Superintendent

We very much appreciate the hard work of our staff and stakeholders in this important effort. Once the draft plan is created we will submit it to individual trustees so they are briefed on its contents. Trustees

West Contra Costa Unified School District
Office of the Superintendent

Community Schools supports
College and Career supports

West Contra Costa Unified School District
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The State budget is significantly reliant upon the receipt of additional Federal stimulus funding, that as of today has not been approved by the Senate. **Ki'vj ki'hwf lpi 'f qgu'pqv'cr r gct 'vj g'Ucwg'y kndg'lp'c' r quiskp'y j gt g'xgt { 'uli pkkcpv't gf wvqpu'y ki'vkn'dg't gs wlt gf 'vj cv'b qu'hknr' 'y qwf 'lo rcev'vj g' 4243'6'4244'æj qqr'f gct 0** Another area of significant concern is the amount of revenue deferrals that are

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verdict. **Y g'b wv'y qtm'vqi gvj gt 'cpf 'dg'qr gp'vq'ej cpi g0** The end result is that we are working at reframing our entire organization.

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Every school district, and to a greater extent all of society are currently beginning to ask

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improvement within our operations teams. The most precious resource we have is not financial, it is time and we must focus our time wisely to make

West Contra Costa USD

Administrative Regulation

Expenditures And Purchases

AR 3300

Business and Noninstructional Operations

Purchasing Procedures

2. Work to be done (including new construction):

a. For work to be done costing between one dollar (\$1) and fifteen thousand dollars (\$15,000):

Board Action: The Board automatically authorizes the district-appointed agent(s) in advance to contract for such work to be done; the Board automatically ratifies these contracts when it certifies the monthly expenditure report.

b. For work to be done costing more than \$15,000:

Board Action: All bids received are listed by bidder and the amount of the bid, and submitted to the Board for approval prior to letting of the contract. The Board, by separate action, lets the bid to the lowest responsible bidder for such work to be done. t1E30-(1)-2 (1)-2C0163 (t)-6 ten m064

Board Action: A summary of consultant contracts which exceed \$50,000 **most recent interim report did not receive a “positive” certification, then the amount reverts to \$25,000 for all unrestricted general fund contracts and** will be submitted to the Board for approval prior to letting of the contract. (Original contracts are maintained in the purchasing department for review.)

Authority to Purchase and/or let Contracts

All district purchases for supplies, material, equipment or leasing of equipment, other service or for work to be done (construction and/or repair) shall be channeled through the district purchasing department through the current district financial software system.

All purchase made or contracts let or authorized not in accordance with the above prescribed channels and/or procedure shall remain the personal liability of the individual(s) who initiated the purchase agreement with the vendor.

Purchasing Guidelines

9. Specific district purchasing procedures which are located on the district web site are considered regulations of the district.
2. The purchase of supplies and equipment for the district shall be done in a manner which provides the very best merchandise available at the most economical price consistent with standard purchasing practices.
3. The Superintendent, **Executive** Director **General Business** Services or designee is authorized to issue and sign purchase orders on a continuing basis throughout the year and shall be responsible for all district, purchasing activities, requisitioning, setting specifications, bidding, ordering, receiving and maintaining inventory control.
4. Appropriate fiscal controls shall be maintained to ensure that public monies are not disbursed in amounts in excess of the budgeted appropriations provided by the Board.
5. Proposed purchases that would exceed the appropriated expenditure classification may be placed by the Superintendent or designee if a sufficient amount is available in the budget **line item** for transfer by the Board to cover the purchase.
6. Invoices in excess of 10 percent previously approved purchase order amounts may be paid by the Superintendent or designee without approval by the Board when the excess amount is due to sales tax, transportation charges or demurrage charges.
7. Maintenance, replacement or installation costs, and trade-in value shall be considered in determining the most economical purchase price.
8. T

beneficial to the overall purposes of the district and schools.

9. The Board recognizes no obligation incurred by any staff member when it is incurred contrary to Board Policy and the administrative regulations.

10. This Administrative regulation cannot be modified without Board approval.

Regulation WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

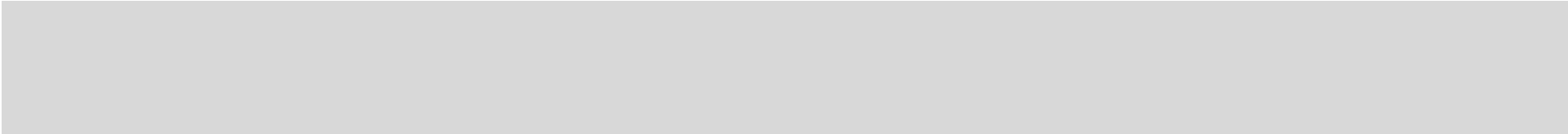
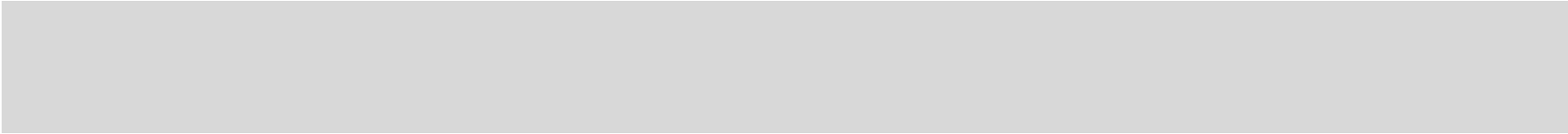
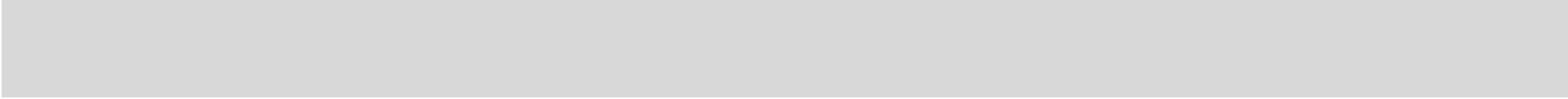
Approved: August 25, 2015 Richmond, California

Revision Approved: June 30, 2020 Richmond California

CONTRACTS FOR RATIFICATION

BOARD DATE: JUNE 24, 2020

NOTE: E6Dt4R3I4 (:)-3.4 (8)1.I4 (:3-3.4 (8)1.A)1248,E.6 (P)-94(,)L.5 (Et4R [NOT)-14.5 (E5,)M (E.5 (P)-943,)L)9.6 (A)124(,)[NOT)-14.5 (E5,).7 (8)10



Contractor / Vendor	Department / Site	Date(s) of Service	New / Renewal
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Bay Area Community Resources	Coronado Crespi Hercules High Greenwood	July 24, 2020 - June 30, 2021	New
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Amount	Previous Board Approval Amount	Fund	Resource	Object	Site	Goal
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Total of all contracts by Fund			
\$ 55,456	Unrestricted	01	0000
\$ 300,000	LCAP	01	0670
\$ 70,000	Mental Health or SPED?	01	6512
\$ 425,456	Total		

