

West Contra Costa Unified School
District Citizens' Bond Oversight
Committee

CBOC Membership

Application/Information Form

<http://www.wccusd-bond-oversight.com/>

Committee's Purpose: "The purpose of the committee is to inform the public concerning the expenditures and uses of bond revenues. The committee's legal charge is to actively review and report on the expenditures of taxpayers' money for school construction." WCCUSD Board Policy 7214.2

Instructions: Please attach a resume to this application.

Submit this application and your resume to the Superintendent of Schools: West Contra Costa Unified School District, 1108 Bissell Ave., Richmond, Ca. 94801, with a copy to the Citizens' Bond Oversight Committee, Facilities Operation Center, 1400 Marina Way South, Richmond, CA 94804.

Name

Charles Cowens

Home Address

[Redacted] 9427

Home Number, for
communication with the CBOC

[Redacted]

Cell Number, for
communication with the
CBOC

[Redacted]

Email Address, for communication with the CBOC

[Redacted]

No employee or official of the District shall be appointed to the Committee. Additionally, no vendor, contractor, or consultant of the District shall be appointed to the Committee.

Are you eligible for appointment?

☒ Yes

☐ No

On which CBOC Subcommittee would you be willing to serve?

Construction, financial, administrative, communication, contracts, or project management?

State your interest: communication, financial, administrative

List any background experience and/or special area of expertise (i.e. finance, contracts, construction, project management, website design, etc.) that could be helpful to fulfill the responsibilities of the CBOC and serve on CBOC subcommittees:

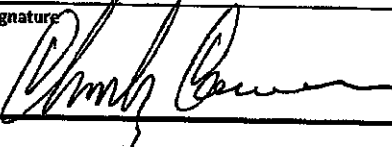
I am a former Secretary of CBOC (and member, too, of course).
I also served as Chair of the parallel Community Budget Advisory
Committee. In addition, I am a past President of the
Bayside Council of PTAs.

My work background is in content and data.

I am aware of the monthly meeting schedule and my obligation to serve as an active member of the subcommittee.
The CBOC By-Laws states in part that if a member is absent four (4) or more time from regular meetings during a twelve-month period the CBOC shall deliberate the removal of the member.

I am willing to complete at least a two-year term and refrain from becoming an employee, vendor, contractor, or consultant of the District during my term. I acknowledge my commitment to faithfully attend the meetings of the CBOC and to serve the best interests of the community.

Signature



Date

2/24/2016

Charles Cowens

Experienced Communicator



Experience

Lead Technical Writer at Exadel

July 2002 - Present (13 years 8 months)

Content Manager: Development of user guides, getting started guides, help files, release notes, and videos; writing and editing material for marketing collateral, company website, blog, and Twitter; writing and editing material for training; editing contract proposals; and setting content standards Sales/Marketing

Support Manager: Administration of CRM system (Salesforce), blog (WordPress), and website; web analytics; production of webinars; and general technical and organizational support for sales and marketing activities For an enterprise software engineering company that develops products (JBoss Developer Studio, RichFaces, Exadel JavaFX Plug-in for Eclipse, RESTXpress, Appery.io, etc.) and that provides custom development services (Java, mobile, etc.)

Technical Writer (Contract) at Acirro

December 2001 - April 2002 (5 months)

Development of user guide, "quick starts", help files, and release notes for a network storage technology company

Technical Writer at Prismedia

September 2000 - May 2001 (9 months)

Development of installation and developers guides, creation of and support for tools for use in the publishing process, and advising engineering on improvements in the user interface for a network storage technology company (changed name to Acirro)

Publications/Internet Services Director at Independent Institute

October 1997 - May 2000 (2 years 8 months)

Coordination and production of books and an academic journal, website administration and maintenance, and general systems support for a non-profit policy research institute

Technical Services Manager at Colorific

July 1996 - October 1997 (1 year 4 months)

Technical support, web technical support documentation, quality control, and release engineering for a color management software company (name later changed to E-Color)

Print Manager at HarperCollins Publishers

January 1995 - July 1996

Manufacturing and budget analysis of 1- and 4-color books and liaison with printers for a trade book publisher

Education

University of California, Berkeley

BA, Legal Studies, 1985

Certifications

Data Scientist's Toolbox

Coursera Verified Certificates April 2015

R Programming

Coursera Verified Certificates June 2015

Getting and Cleaning Data

Coursera Verified Certificates November 2015

Volunteer Experience

Leadership Roles at California State PTA

July 2003 - June 2010 (7 years)

VP Communications, Bayside Council of PTAs, July 2009 – June 2010 VP Leadership, 32d District, July 2007 – June 2009 VP Communications, Bayside Council of PTAs, July 2006 – June 2008 Council President, Bayside Council of PTAs, July 2004 – June 2006 Executive VP, Bayside Council of PTAs, July 2003 – June 2004 *Bayside Council of PTAs: PTAs in West Contra Costa Unified School District and John Swett Unified School District 32d District: PTAs in all of Contra Costa County*

Committee Leadership and Membership at West Contra Costa Unified School District

July 2005 - January 2015 (9 years 7 months)

Secretary, Citizens' Bond Oversight Committee, September 2012 - January 2015 Member, Citizens' Bond Oversight Committee, January 2011 - January 2015 Chair, Community Budget Advisory Committee, July 2005 – June 2010 *Citizens' Bond Oversight Committee: Proposition 39 committee for reviewing use of bond funds for school construction in the district and communicating the results of this review to the public*
Community Budget Advisory Committee: Committee chartered by school board to advise school board and staff on operational (non-capital) budget matters and provide opportunities for public education on operational budget matters

Honors and Awards

Distinguished Citizen Award - West Contra Costa Public Education Fund, 2006