

**Friday Memo**  
**February 13, 2015**

**Upcoming Events – Bruce Harter**

February 14: Covered California Event, DeJean, 10:00 – 4:00

February 16-20: Presidents' Week Recess, Schools and Offices Closed

February 23: Agenda Setting, Superintendent's Office, 4:30 PM

February 25: CBOC, FOC, 6:00 PM

February 25: Board of Education Budget Workshop, DeJean, 6:30 PM

February 26: School Safety and Climate Committee, Kennedy, 9:00 AM

February 26: Facilities Subcommittee, Special Meeting, FOC, 4:00 PM

February 26: Science Fair Awards Program, Contra Costa College, Knox Performing Arts Bldg, 7:00 PM

February 28: LCAP Community Townhall Meeting, Peres Elementary, 9:00 AM

**Other Notes – Bruce Harter**

Dinner will be provided for Wednesday, 2/25 Meeting at 6:00 PM.

There will not be a Friday memo next Friday (February 20) due to the President's Week break.

**Middle College Graduation Date Change – Bruce Harter**

As a result of Contra Costa College changing the date of its graduation, Middle College High School's graduation date has been changed to Friday, May 22. It's still at the Richmond Auditorium and starts at 7:00 PM

**LCAP Town Hall at Helms – Bruce Harter**

More than 200 people attended the first of our Town Hall events at Helms on Thursday night (February 12). These meetings are designed for students, parents, staff and community to gather input for the development of the 2015-16 Local Control Accountability Plan. The next Town Hall is scheduled for Saturday, February 28 at Peres Elementary beginning at 9:30 AM.

**Staff Survey 2014 – Bruce Harter**

Attached are the results from staff survey that was completed near the end of school last year. We'll be doing another survey with many of the same items this spring.

**Pinole Valley High Accreditation – Bruce Harter**

Principal Kibby Kleiman received a letter from the Western Association of Schools and Colleges (WASC) this week confirming that PVHS received the full six year accreditation. This is great news since six years is the maximum length of accreditation that any school can receive and reaffirms the Commission's and visiting team's view that PVHS is on the right track. That letter is attached.

**Public Records Log – Marcus Walton**

Included in this week's memo is the log of public records requests received by the district. If you have any questions, please contact me.

West Contra Costa Unified School District  
Results: 2014 Staff Survey by Level

**NUMBER OF RESPONSES**

Elementary	563
Middle	146
High	237
<b>Total</b>	<b>946</b>

**I'm excited about the Common Core and believe it has great potential to impact students positively.**

	Elementary	Middle	High
NR	0%	1%	1%
Disagree	10%	12%	9%
Neither	19%	20%	24%
Agree	70%	67%	66%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**I believe we have a collaborative culture at my school.**

	Elementary	Middle	High
NR	0%	1%	0%
Disagree	22%	24%	17%
Neither	15%	12%	14%
Agree	63%	63%	68%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**At my school, we're not sure what to focus on.**

	Elementary	Middle	High
NR	2%	3%	1%
Disagree	48%	40%	46%
Neither	21%	17%	21%
Agree	29%	40%	32%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**At my school, our collaboration time is often taken up with completing assignments that come from the district.**

	Elementary	Middle	High
NR	2%	4%	3%
Disagree	17%	29%	30%
Neither	22%	20%	23%
Agree	59%	47%	44%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**At my school, the principal is able to protect our collaboration time.**

	Elementary	Middle	High
NR	1%	3%	5%
Disagree	26%	22%	17%
Neither	27%	18%	32%
Agree	45%	57%	46%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**At my school, we're excited about what we're working on together.**

	Elementary	Middle	High
NR	1%	2%	1%
Disagree	19%	31%	14%
Neither	22%	20%	27%
Agree	58%	47%	58%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**I value collaboration time.**

	Elementary	Middle	High
NR	0%	1%	1%
Disagree	3%	10%	8%
Neither	3%	3%	6%
Agree	94%	87%	85%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**At my school, we focus our collaboration time on using data to inform our practice and help us improve.**

	Elementary	Middle	High
NR	1%	2%	3%
Disagree	20%	29%	21%
Neither	21%	17%	23%
Agree	58%	53%	53%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**At my school, we almost always use collaboration time to do work that has real potential to impact students.**

	Elementary	Middle	High
NR	1%	3%	2%
Disagree	37%	34%	29%
Neither	22%	14%	21%
Agree	40%	50%	48%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**At my school, teachers have a voice in how collaboration time is used.**

	Elementary	Middle	High
NR	1%	3%	2%
Disagree	33%	18%	28%
Neither	18%	17%	26%
Agree	48%	62%	45%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**West Contra Costa Unified School District  
Results: 2014 Staff Survey by Level**

**At my school, we'd like to know more about what other schools are doing and working on.**

	Elementary	Middle	High
NR	2%	6%	3%
Disagree	13%	17%	13%
Neither	21%	20%	23%
Agree	63%	57%	60%
Total	100%	100%	100%

**Generally speaking, working conditions in my school/department allow me to be successful in my job.**

	Elementary	Middle	High
NR	1%	0%	0%
Disagree	24%	26%	24%
Neither	12%	12%	19%
Agree	64%	63%	57%
Total	100%	100%	100%

**I am comfortable raising an issue or concern with my supervisor.**

	Elementary	Middle	High
NR	0%	0%	0%
Disagree	24%	19%	19%
Neither	8%	7%	12%
Agree	68%	74%	69%
Total	100%	100%	100%

**I am satisfied with the accuracy, timeliness, and usefulness of site/department communications.**

	Elementary	Middle	High
NR	1%	1%	0%
Disagree	33%	30%	28%
Neither	22%	17%	18%
Agree	44%	51%	53%
Total	100%	100%	100%

**Safety and security procedures are in place to ensure the safety of students and staff.**

	Elementary	Middle	High
NR	0%	0%	1%
Disagree	28%	34%	27%
Neither	14%	9%	16%
Agree	58%	57%	56%
Total	100%	100%	100%

**Employee ideas and suggestions get fair consideration in my school/department.**

	Elementary	Middle	High
NR	1%	0%	0%
Disagree	25%	22%	24%
Neither	13%	17%	16%
Agree	61%	61%	60%
Total	100%	100%	100%

**I understand the role the ILT (Instructional Leadership Team) has at my school.**

	Elementary	Middle	High
NR	2%	2%	3%
Disagree	27%	28%	23%
Neither	15%	14%	14%
Agree	56%	56%	59%
Total	100%	100%	100%

**My school/department offers me opportunities to become involved in decision-making processes (SSC, ILT, Grade Level Teams, Departments).**

	Elementary	Middle	High
NR	2%	1%	2%
Disagree	14%	11%	14%
Neither	16%	15%	16%
Agree	68%	72%	68%
Total	100%	100%	100%

**I am satisfied with the accuracy, timeliness, and usefulness of district communications.**

	Elementary	Middle	High
NR	0%	1%	0%
Disagree	38%	36%	36%
Neither	27%	22%	24%
Agree	35%	41%	39%
Total	100%	100%	100%

**I know what is expected of me to be successful in my job.**

	Elementary	Middle	High
NR	1%	0%	0%
Disagree	8%	15%	12%
Neither	11%	6%	10%
Agree	80%	80%	78%
Total	100%	100%	100%

**I am proud to work at my school or in my department.**

	Elementary	Middle	High
NR	1%	0%	1%
Disagree	10%	12%	8%
Neither	13%	18%	11%
Agree	77%	71%	80%
Total	100%	100%	100%

**My principal/supervisor gives me the support and feedback I need to get my job done.**

	Elementary	Middle	High
NR	0%	0%	1%
Disagree	23%	25%	20%
Neither	14%	14%	17%
Agree	63%	60%	61%
Total	100%	100%	100%

**West Contra Costa Unified School District  
Results: 2014 Staff Survey by Level**

**I get a sense of accomplishment from my work.**

	Elementary	Middle	High
NR	0%	0%	0%
Disagree	4%	11%	4%
Neither	7%	6%	11%
Agree	89%	83%	85%
Total	100%	100%	100%

**I have the materials and supplies I need to do my job.**

	Elementary	Middle	High
NR	0%	0%	0%
Disagree	32%	31%	35%
Neither	16%	9%	13%
Agree	52%	60%	52%
Total	100%	100%	100%

**I have the freedom I need to do my job well.**

	Elementary	Middle	High
NR	0%	1%	0%
Disagree	18%	18%	15%
Neither	17%	14%	13%
Agree	65%	67%	72%
Total	100%	100%	100%

**I have the information I need to get my job done well.**

	Elementary	Middle	High
NR	0%	0%	0%
Disagree	17%	16%	14%
Neither	17%	16%	16%
Agree	66%	67%	70%
Total	100%	100%	100%

**Staff members at my site or in my department operate as a team.**

	Elementary	Middle	High
NR	1%	1%	1%
Disagree	22%	23%	17%
Neither	18%	13%	17%
Agree	60%	62%	65%
Total	100%	100%	100%

**Professional development to improve my knowledge and skills is available to me.**

	Elementary	Middle	High
NR	0%	1%	1%
Disagree	13%	20%	22%
Neither	12%	16%	16%
Agree	75%	62%	62%
Total	100%	100%	100%

**Communication between my principal/supervisor and me is adequate.**

	Elementary	Middle	High
NR	0%	0%	0%
Disagree	22%	21%	17%
Neither	10%	12%	14%
Agree	68%	66%	69%
Total	100%	100%	100%

**Employees in my school/department are treated fairly.**

	Elementary	Middle	High
NR	0%	1%	1%
Disagree	24%	28%	27%
Neither	13%	14%	21%
Agree	63%	57%	51%
Total	100%	100%	100%

**Employee ideas and suggestions get fair consideration in my school/department.**

	Elementary	Middle	High
NR	0%	1%	1%
Disagree	24%	21%	19%
Neither	13%	20%	22%
Agree	63%	59%	57%
Total	100%	100%	100%

**I can state my opinion in my school or department without fear of retribution.**

	Elementary	Middle	High
NR	1%	0%	1%
Disagree	25%	23%	23%
Neither	11%	12%	19%
Agree	63%	66%	57%
Total	100%	100%	100%

**My principal/supervisor deals effectively with staff who need improvement.**

	Elementary	Middle	High
NR	2%	2%	5%
Disagree	35%	37%	33%
Neither	26%	28%	29%
Agree	38%	33%	33%
Total	100%	100%	100%

**Right now I'm personally feeling weary and a bit overwhelmed by the number of things on my plate.**

	Elementary	Middle	High
NR	2%	2%	2%
Disagree	18%	23%	22%
Neither	16%	24%	19%
Agree	64%	51%	57%
Total	100%	100%	100%

West Contra Costa Unified School District  
Results: 2014 Staff Survey by Level

**The positives in my job generally outweigh the frustrations.**

	Elementary	Middle	High
NR	0%	1%	0%
Disagree	16%	20%	15%
Neither	20%	16%	18%
Agree	64%	64%	67%
Total	100%	100%	100%

**My most recent evaluation helped me perform better in my job.**

	Elementary	Middle	High
NR	9%	11%	12%
Disagree	15%	21%	20%
Neither	31%	22%	32%
Agree	46%	46%	35%
Total	100%	100%	100%

**My most recent evaluation was:**

	Elementary	Middle	High
This year	40%	50%	40%
Last year	34%	28%	30%
Before 2011-12	16%	11%	17%
Never evaluated	3%	2%	5%
I don't know	7%	8%	8%
Total	100%	100%	100%

**Rules for dealing with students consistently and fairly are followed by: Administrators**

	Elementary	Middle	High
NR	2%	2%	3%
Disagree	30%	39%	41%
Neither	18%	17%	21%
Agree	50%	42%	35%
Total	100%	100%	100%

**Rules for dealing with students consistently and fairly are followed by: Teachers**

	Elementary	Middle	High
NR	2%	3%	3%
Disagree	22%	38%	39%
Neither	17%	16%	25%
Agree	59%	43%	33%
Total	100%	100%	100%

**Rules for dealing with students consistently and fairly are followed by: Support staff**

	Elementary	Middle	High
NR	2%	2%	3%
Disagree	26%	36%	35%
Neither	24%	23%	29%
Agree	49%	39%	33%
Total	100%	100%	100%

**The school keeps parents well informed of their child's academic progress.**

	Elementary	Middle	High
NR	2%	5%	6%
Disagree	13%	14%	15%
Neither	20%	16%	19%
Agree	66%	65%	61%
Total	100%	100%	100%

**The school is a safe place for students.**

	Elementary	Middle	High
NR	1%	2%	2%
Disagree	12%	20%	14%
Neither	14%	17%	21%
Agree	73%	62%	63%
Total	100%	100%	100%

**Teachers participate in the development and**

	Elementary	Middle	High
NR	2%	5%	6%
Disagree	17%	16%	15%
Neither	21%	21%	24%
Agree	61%	59%	55%
Total	100%	100%	100%

FEB 10 2015

SUPERINTENDENT



# Accrediting Commission for Schools Western Association of Schools and Colleges

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- DAVID YOSHIHARA  
Association of California School Administrators

February 2, 2015

Mr. Kibby Kleiman  
Principal  
Pinole Valley High School  
2900 Pinole Valley Road  
Pinole, CA 94564-1499

Dear Mr. Kleiman:

The Accrediting Commission for Schools, Western Association of Schools and Colleges announces the action taken to grant accreditation to Pinole Valley High School through June 30, 2021 with a two-day mid-cycle visit.

This action was taken after a careful study of the Visiting Committee Report, which identified schoolwide critical areas for follow-up that need attention. The mid-cycle review requires a written progress report and a follow-up visit. The progress report and visit should demonstrate that the school has:

- Addressed the critical areas for follow-up through implementation of the schoolwide action plan
- Improved student achievement relative to the schoolwide learner outcomes and the academic standards.

As a reminder, accredited schools are to annually contribute members from the school staff or district to participate on visiting committees.

Enclosed please find the ACS WASC Mid-cycle Procedures. For additional information and/or assistance, please contact the ACS WASC office.

The Commission looks forward to your continued efforts to facilitate school improvement and foster student learning. Please accept our congratulations for your commitment to school improvement.

Sincerely,

Valene Staley, Ed.D.  
Commission Chairperson

Enclosure: ACS WASC Mid-cycle Procedures

cc: Visiting Committee Chairperson  
Superintendent

**Public Records Request Log 2014-2015**  
**Week Ending 2/12/2015**

	<b>Date of Receipt</b>	<b>Requestor</b>	<b>Requested Records/Information</b>	<b>Current Status</b>
21	8/14/14	Theresa Harrington	All email or correspondence regarding bond refinancing between Jan. 1, 2009 and present	<b>14 Day Extension</b> <b>Email Sent – 8/21/2014</b> <b>On Hold / Pending Legal Review</b>
87	11/18/14	Fatima Alleyne	Washington School Budget / SSC SY 2009 -to- 2013	<b>In Progress</b> <b>Data being collected</b>
89	11/18/14	Anton Jungherr	Access to review all CBOC files from 2001 to 10/31/2014	<b>Need clarification of request</b> <b>M. Walton</b>
96	11/21/14	Anton Jungherr	Pinole Valley High School – Detention Basin, Utilities and Paving Projects	<b>12/30/14- Letter sent requesting fees</b> <b>Will come in to view documents</b>
126	12/23/14	Charles Reichmann	WCCUSD Academic Calendars 10/1/2013 – Present	<b>2/9/15 Sent via email (56 pages)</b>  <b>Future documents to be sent by 3/1/15</b>
130	12/29/14	Anton Jungherr	Richmond High School / Seismic Reports & Information	<b>1/21/15-Letter sent requesting fees</b> <b>Will come in to view documents</b>
135	1/8/15	Bay Area News Group	2014 Employees' Compensations	<b><u>Notified Requestor</u></b>  <b>Gathering Information-May take up to a month for final report</b>
138	1/8/15	Anton Jungherr	Swanson & McNamara invoices RE.- Ms. Kronenberg's Legal Representation	2/10/15 Documents mailed <b>Completed</b>
142	1/15/15	Alison Schoenbeck CA Charter Schools Assoc.	Prop 39 / Charter School Information	<b>In Progress</b> <b>14 Day Extension Invoked</b> <b>Gathering/Reviewing Documents</b>
143	1/15/15	Ron Beller Caliber Schools	Caliber Schools-Beta Academy Information	<b>In Progress</b> <b>14 Day Extension Invoked</b> <b>Gathering/Reviewing Documents</b>
149	1/28/15	Anton Jungherr	Nixon Peabody LLP Invoices Funding / Agreement	<b>In Progress</b> <b>Acknowledgement letter sent</b>
150	1/28/15	Anton Jungherr	Ramsey & Ehrlich LLP Invoices & Funding	2/9/15 Documents mailed <b>Completed</b>
151	1/29/15	Anton Jungherr	Barg Coffin Lewis & Trapp LLP Invoices & Funding	2/9/15 Documents mailed <b>Completed</b>
152	1/30/15	Anton Jungherr	Friday Memo (1/30/2015)	2/9/15 Documents mailed <b>Completed</b>
153	2/9/15	Alissa Mack	District's check registry for 2013-14 / All Contracts with Pacific Educational Group	<b>In Progress</b> <b>Acknowledgement letter sent</b> <b>Data being collected</b>
154	2/9/15	Laila Carroll	District's complete Student Records Policy	2/10/15 Sent link via email <b>Completed</b>
155	2/9/15	Anton Jungherr	Friday Memo (2/6/2015)	The Memo is posted on the web site. We'll no longer be sending written copies for information that is posted. <b>Complete</b>
156	2/10/15	C.D. Michel Michel & Assoc.	District's use of Shooting Ranges / Working on behalf of National Rifle Association (NRA)	2/10/15 Letter mailed <b>Completed</b>