

**Friday Memo**  
**January 22, 2016**

**Upcoming Events – Bruce Harter**

- January 25: Governance Subcommittee, Alvarado, 6:30 PM
- January 26: Richmond Promise Scholarship Launch, Fab Lab @ Kennedy, 10:00 AM
- January 26: LCAP Community Meeting, Kennedy Library, 6:30 PM
- January 26: Ed Fund Cash for College, DeAnza, 6:00 PM
- January 27: CBOC, FOC, 6:00 PM
- January 27: Ed Fund Cash for College, Pinole Valley, 6:00 PM
- January 28: Safety & School Climate Committee, Pinole Middle School, 9:00 AM
- January 28: MDAC, Helms, 6:00 PM
- January 28: Berkeley Global Campus Community Working Group Meeting, Berkeley Global Campus, 6:00 PM
- January 28: Board of Education Budget Workshop, DeJean, 6:30 PM
- January 28: Ed Fund Cash for College Night, Richmond High, 6:30 PM
- January 29: MDAC, Kennedy, 9:00 AM
- January 29: Sound Minds Open House, Downer Elementary, 5:30 PM
- January 30: ILT Mid-Year Check In, DeJean Gym, 8:00 – 3:00
- January 30: School Dedication Ceremony, Korematsu Middle, 10:00 AM
- January 30: CASHEE Graduation Ceremony, Richmond Convention Center, 2:00 PM

**Budget Workshop – Bruce Harter**

Thursday's January 28 Budget Workshop will begin at 6:30 PM at DeJean Middle School.

**Special Graduation Ceremony, January 30, 2016 - Wendell Greer**

For the Special Graduation Ceremony scheduled on January 30, 2016, we are expecting approximately 105 former students to participate based on the responses received.

**Enrollment Projections for El Cerrito Family Elementary Schools – Bruce Harter**

At Wednesday's meeting, the Board heard from community members concerned about the lack of space in the El Cerrito family elementary schools. As I've heard many times over the years, people tend to project their observations of new children in their immediate neighborhoods to an entire region. Those perceptions are not always accurate. This is why we contract with professional firms who do this kind of work examining city projections for housing starts, turnover in neighborhoods when 'empty nesters' leave and young families move in, birthrates compared to enrollment rates and the historical trends for changes from grade to grade. Attached is our most recent 10-year projections for enrollment in the El Cerrito family schools from the Davis Demographic study that was presented to the Board last May. The Davis Demographic methodology uses geocoding to report and project the students who actually live within the attendance area. The chart below shows the 2014-15 data for students in these schools who reside in the attendance area as well as the total enrollment for each school.

West Contra Costa Unified School District  
*Office of the Superintendent*

School	Residents	Total	Percent
Fairmont	459	583	79%
Harding	224	373	60%
Kensington	399	512	78%
Madera	457	517	88%
Mira Vista	304	422	72%
Stege	283	332	85%
Washington	223	474	47%
EC Family	2349	3213	73%

While a small number of students who attend schools outside of their geographic attendance area are assigned by program through special education, the vast majority of them are transfers from another WCCUSD attendance area. The El Cerrito family schools are not unique in the number of transfer students and in fact are just slightly lower than the district average.

The Davis Demographics projections (attached) reflect the downward trend that is evident across the district. The greatest challenge we face that results in student displacement is at Fairmont. We're exploring ways to relieve the problem at Fairmont and will bring possible solutions to the Board at a meeting in the near future.

**WCCUSD Expanded Learning Report - Wendell Greer**

The external evaluation report of the WCCUSD 2014-15 site based After School Programs is now available. The report is available on the District website under this link [West Contra Costa Unified School District After School Programs 2014-15 Report](#), hard copies available upon request. The report draws on data collected during site observations, through youth, parent and staff surveys, and through program attendance records, kept by the sites over the course of the year. In addition, the report relies on District data on participants, including race/ethnicity, English Learner status, special needs status and eligibility for free/reduced price lunch meals as well as test scores and academic assessment data.

WCCUSD After School Programs have a straight-forward theory of action: regular participation in high quality programs benefits participating youth and their families. These benefits include direct outcomes for youth such as improved academic behaviors, increased school engagement, and social-emotional skills. In addition, after school programs can contribute to other positive outcomes for youth and their families. These contributory outcomes include student academic outcomes such as English fluency and classroom performance and family outcomes such as family engagement in the school and in the participant's academic work.

**\$1.8 Million Career Technical Education Incentive Grant (CTEIG) Award – Nia Rashidchi**

The California State Board of Education (SBE) just approved WCCUSD's application for \$1.8 million to enhance our current CTE offerings, as well as to build new CTE pathways and programs. Our application focused on several areas, including building a new education pathway, providing stipends to teachers to clear or obtain a CTE credential, and upgrading computer labs to supporting pathway teachers to meet monthly with our postsecondary partners,

providing prep periods for planning, funding middle school pathway development, and providing release time for curriculum planning.

The California Career Technical Education Incentive Grant (CTEIG) Program was established as a state education, economic, and workforce development initiative with the goal of providing pupils with the knowledge and skills necessary to transition to employment and postsecondary education.

In order to qualify to initially apply for the grant, our CTE program had to meet all of the following minimum eligibility standards:

- a. Offer high quality curriculum and instruction aligned with the California CTE Model Curriculum Standards, including, but not limited to, providing a coherent sequence of CTE courses that enable pupils to transition to postsecondary education programs that lead to a career pathway or attain employment upon graduation from high school.
- b. Provide pupils with quality career exploration and guidance.
- c. Provide pupil support services, including counseling and leadership development.
- d. Provide for system alignment, coherence, and articulation, including ongoing and structural regional or local partnerships with postsecondary educational institutions, documented through formal written agreements.
- e. Form ongoing and structural industry and labor partnerships, documented through formal written agreements and through participation on advisory committees.
- f. Provide opportunities for pupils to participate in after school, extended day, and out-of-school internships, competitions, and other work-based learning opportunities.
- g. Reflect regional or local labor market demands and focus on current or emerging high-skill, high-wage, or high-demand occupations.
- h. Lead to an industry-recognized credential or certificate, or appropriate postsecondary training or employment.
- i. Is staffed by skilled teachers or faculty and provides professional development opportunities for those teachers or faculty members.
- j. Report data, which will include:
  - Metrics aligned with the core metrics required by the federal Workforce Innovation and Opportunity Act and the quality indicators described in the California State Plan for Career Technical Education required by the federal Carl D. Perkins CTE Program.
  - The number of pupils completing high school.
  - The number of pupils completing career technical education coursework.
  - The number of pupils obtaining an industry-recognized credential, certificate, license, or other measure of technical skill attainment.
  - The number of former pupils employed and the types of businesses in which they are employed.
  - The number of former pupils enrolled in a postsecondary educational institution, a state apprenticeship program, or another form of job training.

West Contra Costa Unified School District  
*Office of the Superintendent*

We will continue to keep the Board updated as we begin to implement the components of the grant.

**College and Career Pathways “Recognition Nights” – Nia Rashidchi**

For the 2015-16 school year, each high school will host site pathway program celebrations (instead of the district-wide gathering). Lead Pathway teachers and principals requested this change to better meet the needs of their communities. Sites will be celebrating and recognizing students within their College and Career Pathways on their own campuses, inviting families, faculty, partners and community members to attend. The dates and times are as follows:

De Anza High School - Tuesday May 17/6:00p.m. (Theater)  
Kennedy High School - Thursday May 19/6:00pm (Cafeteria)  
Pinole Valley High School-Thursday May 19/6:00p.m. (Multi-Use Room)  
Richmond High School -Thursday May 26/6:00p.m. (Theater)  
El Cerrito High School - Tuesday May 31/7:00p.m. (Theater)  
Hercules High School - Thursday June 2/6:30p.m. (Cafeteria)

It is also important to know that the Tech Futures celebration includes the Digital Technology Pathways from El Cerrito, Kennedy, and De Anza. This celebration will take place in the El Cerrito Theater on Saturday June 4/3:00pm.

**CBOC Appointments and Board Policy 7214.2 – Lisa LeBlanc**

Board Policy 7214.2, modified by the Board on December 9, 2015, included modifications to the size, composition, membership categories and selection process for new members. The Facilities Subcommittee is now responsible to interview potential candidates for the CBOC and legal guidance was requested at the meeting on January 12, 2016, relating to the term of CBOC existing members when appointed to a new category and whether new or existing members can be appointed to fill terms less than two years. Attached is a legal opinion from Orbach, Huff, Suarez & Henderson with regard to these issues.

**Adams Site Conditions Letter of Concern - Lisa Leblanc**

The District received a letter dated January 9, 2016 from a neighbor expressing concerns about the conditions at the Adams Middle School campus. The complaints were specific to vegetation coverage of the slope adjacent to the neighbor’s property, a request to “top” a pine tree and identified public use of the secured closed fenced play yard. The District maintains and reduces risk at all District owned properties including closed campuses like Adams Middle School. The District responded to the letter and reviewed recent actions at this site; the Grounds Department reduced vegetation along the slope identified and used the chipped brush to cover the slope to reduce weed growth, contacted an arborist to evaluate and propose recommendations for the identified tree, and provided security contact information to address inappropriate activities.

**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.

Elementary School Projections by Residence

Attendance Area Fairmont		Projection Date 10/8/2014									
	ACTUAL	PROJECTED RESIDENT STUDENTS									
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
K	82.0	74.7	76.1	70.2	69.3	69.3	69.3	69.3	69.3	69.3	69.3
1	100.0	91.0	82.9	84.5	77.9	76.9	76.9	76.9	76.9	76.9	76.9
2	79.0	93.0	84.6	77.1	78.6	72.5	71.5	71.5	71.5	71.5	71.5
3	80.0	78.2	92.1	83.8	76.4	77.8	71.8	70.8	70.8	70.8	70.8
4	81.0	77.6	75.9	89.3	81.3	74.1	75.5	69.6	68.7	68.7	68.7
5	73.0	78.6	75.3	73.6	86.6	78.8	71.8	73.2	67.5	66.6	66.6
6	74.0	70.8	76.2	73.0	71.4	84.0	76.5	69.7	71.0	65.5	64.6
K-5	495.0	493.1	486.9	478.5	470.1	449.4	436.8	431.3	424.7	423.8	423.8
K-6	569.0	563.9	563.1	551.5	541.5	533.4	513.3	501.0	495.7	489.3	488.4

Attendance Area Harding		Projection Date 10/8/2014									
	ACTUAL	PROJECTED RESIDENT STUDENTS									
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
K	38.0	33.8	35.8	33.1	32.9	32.9	32.9	32.9	32.9	32.9	32.9
1	46.0	39.9	35.5	37.6	34.8	34.5	34.5	34.5	34.5	34.5	34.5
2	35.0	45.1	39.1	34.8	36.8	34.1	33.8	33.8	33.8	33.8	33.8
3	31.0	34.3	44.2	38.3	34.1	36.1	33.4	33.1	33.1	33.1	33.1
4	35.0	30.7	34.0	43.7	37.9	33.7	35.7	33.1	32.8	32.8	32.8
5	51.0	34.6	30.4	33.6	43.3	37.6	33.4	35.4	32.8	32.5	32.5
6	18.0	37.2	25.3	22.2	24.5	31.6	27.4	24.4	25.8	23.9	23.7
K-5	236.0	218.4	219.0	221.1	219.8	208.9	203.7	202.8	199.9	199.6	199.6
K-6	254.0	255.6	244.3	243.3	244.3	240.5	231.1	227.2	225.7	223.5	223.3

Attendance Area Kensington		Projection Date 10/8/2014									
	ACTUAL	PROJECTED RESIDENT STUDENTS									
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
K	58.0	51.6	54.6	50.6	50.2	50.2	50.2	50.2	50.2	50.2	50.2
1	58.0	56.3	50.0	53.0	49.1	48.7	48.7	48.7	48.7	48.7	48.7
2	64.0	56.3	54.6	48.5	51.4	47.6	47.2	47.2	47.2	47.2	47.2
3	57.0	64.6	56.8	55.1	49.0	51.9	48.1	47.7	47.7	47.7	47.7
4	71.0	51.9	58.8	51.7	50.2	44.6	47.2	43.7	43.4	43.4	43.4
5	71.0	66.0	48.2	54.7	48.1	46.6	41.5	43.9	40.7	40.3	40.3
6	41.0	48.3	44.9	32.8	37.2	32.7	31.7	28.2	29.9	27.7	27.4
K-5	379.0	346.7	323.0	313.6	298.0	289.6	282.9	281.4	277.9	277.5	277.5
K-6	420.0	395.0	367.9	346.4	335.2	322.3	314.6	309.6	307.8	305.2	304.9

Attendance Area Madera		Projection Date 10/8/2014									
	ACTUAL	PROJECTED RESIDENT STUDENTS									
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
K	80.0	71.1	75.4	69.8	69.2	69.2	69.2	69.2	69.2	69.2	69.2
1	93.0	86.4	76.8	81.4	75.3	74.7	74.7	74.7	74.7	74.7	74.7
2	79.0	87.4	81.2	72.2	76.5	70.8	70.3	70.3	70.3	70.3	70.3
3	68.0	78.2	86.5	80.4	71.5	75.7	70.1	69.5	69.5	69.5	69.5
4	80.0	65.3	75.1	83.1	77.2	68.6	72.7	67.3	66.8	66.8	66.8
5	77.0	78.4	64.0	73.6	81.4	75.6	67.2	71.3	66.0	65.4	65.4
6	68.0	66.2	67.4	55.0	63.3	70.0	65.1	57.8	61.3	56.7	56.3
K-5	477.0	466.8	459.0	460.5	451.1	434.6	424.2	422.3	416.5	415.9	415.9
K-6	545.0	533.0	526.4	515.5	514.4	504.6	489.3	480.1	477.8	472.6	472.2

Attendance Areas projections have not been adjusted for charter school growth as location data for students enrolled in charter schools has not been shared with WCCUSD staff or DDP.

Does not include Pre K, TK, Home School, Non Public School, Continuation High School or students residing outside of the W.C.C.U.S.D. boundaries.

Attendance Area Mira Vista		Projection Date 10/8/2014									
	ACTUAL	PROJECTED RESIDENT STUDENTS									
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
K	40.0	40.1	40.2	36.9	36.4	36.4	36.4	36.4	36.4	36.4	36.4
1	59.0	42.4	42.5	42.6	39.2	38.6	38.6	38.6	38.6	38.6	38.6
2	65.0	59.6	42.8	42.9	43.1	39.6	39.0	39.0	39.0	39.0	39.0
3	57.0	67.0	61.4	44.1	44.2	44.4	40.7	40.2	40.2	40.2	40.2
4	62.0	58.7	69.0	63.2	45.4	45.5	45.7	42.0	41.4	41.4	41.4
5	62.0	64.5	61.1	71.7	65.7	47.2	47.3	47.5	43.6	43.0	43.0
6	56.0	57.7	60.0	56.8	66.7	61.1	43.9	44.0	44.2	40.6	40.0
7	41.0	47.0	48.4	50.4	47.7	56.0	51.4	36.9	37.0	37.1	34.1
8	48.0	43.0	49.4	50.9	52.9	50.1	58.8	53.9	38.8	38.8	39.0
K-5	345.0	332.3	317.0	301.4	274.0	251.7	247.7	243.7	239.2	238.6	238.6
K-6	401.0	390.0	377.0	358.2	340.7	312.8	291.6	287.7	283.4	279.2	278.6
K-7	442.0	437.0	425.4	408.6	388.4	368.8	343.0	324.6	320.4	316.3	312.7
K-8	490.0	480.0	474.8	459.5	441.3	418.9	401.8	378.5	359.2	355.1	351.7

Attendance Area Stege		Projection Date 10/8/2014									
	ACTUAL	PROJECTED RESIDENT STUDENTS									
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
K	74.0	69.4	67.5	61.9	60.8	60.8	60.8	60.8	60.8	60.8	60.8
1	98.0	77.0	72.2	70.2	64.4	63.2	63.2	63.2	63.2	63.2	63.2
2	87.0	96.0	75.4	70.7	68.8	63.1	61.9	61.9	61.9	61.9	61.9
3	70.0	79.2	87.4	68.6	64.4	62.6	57.4	56.3	56.3	56.3	56.3
4	68.0	65.8	74.4	82.2	64.5	60.5	58.8	54.0	53.0	53.0	53.0
5	73.0	63.9	61.9	70.0	77.2	60.6	56.9	55.3	50.8	49.8	49.8
6	71.0	64.2	56.2	54.4	61.6	68.0	53.4	50.1	48.7	44.7	43.8
K-5	470.0	451.3	438.8	423.6	400.1	370.8	359.0	351.5	346.0	345.0	345.0
K-6	541.0	515.5	495.0	478.0	461.7	438.8	412.4	401.6	394.7	389.7	388.8

Attendance Area Washington		Projection Date 10/8/2014									
	ACTUAL	PROJECTED RESIDENT STUDENTS									
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
K	51.0	49.3	49.3	46.7	45.9	45.9	45.9	45.9	45.9	45.9	45.9
1	50.0	60.2	58.5	58.5	55.1	54.1	54.1	54.1	54.1	54.1	54.1
2	41.0	45.0	54.4	52.9	52.6	49.6	48.7	48.7	48.7	48.7	48.7
3	44.0	41.0	45.2	54.6	52.9	52.6	49.6	48.7	48.7	48.7	48.7
4	31.0	46.2	43.3	47.8	57.4	55.5	55.3	52.1	51.2	51.2	51.2
5	34.0	24.8	37.2	34.8	38.2	45.9	44.4	44.2	41.7	40.9	40.9
6	24.0	23.8	17.5	26.2	24.4	26.8	32.1	31.1	31.0	29.2	28.6
K-5	251.0	266.5	287.9	295.3	302.1	303.6	298.0	293.7	290.3	289.5	289.5
K-6	275.0	290.3	305.4	321.5	326.5	330.4	330.1	324.8	321.3	318.7	318.1

Attendance Areas projections have not been adjusted for charter school growth as location data for students enrolled in charter schools has not been shared with WCCUSD staff or DDP.

Does not include Pre K, TK, Home School, Non Public School, Continuation High School or students residing outside of the W.C.C.U.S.D. boundaries.



Writer's E-Mail: ntaylor@ohshlaw.com  
Writer's Direct Dial: (510) 379-4096

File Number  
4483.021

January 20, 2016

West Contra Costa Unified School District  
Facilities Subcommittee

Re: West Contra Costa Unified School District  
CBOC Appointments – Board Policy 7214.2

Dear Facilities Subcommittee:

The West Contra Costa Unified School District Governing Board (“Board”) recently approved the recommendations from the Board’s Governance Subcommittee regarding the composition and size of the Citizens Bond Oversight Committee (“CBOC”). Board Policy 7214.2 was modified to reflect the new composition and, as current members’ terms expire, those members may reapply in any category for which they qualify up to the maximum of three consecutive two-year terms.

The following issues are discussed in this letter:

1. Whether the term served by a CBOC member may be reset or extended by that member’s appointment to a new category. The short answer is no.
2. Whether a CBOC member may be appointed to fill a term that is less than two years. The short answer is yes for an existing member and no for a new member.

**A CBOC Member’s Term Is Not Reset or Extended upon Appointment to a New Category.**

Education Code section 15282 specifically limits a CBOC member’s term to “no more than 3 consecutive terms.” Each term is for a period of two years.

The focus of the statutory limitation is on “consecutive” service. Thus, even if a member serves in differing categories, if that service is consecutive, the term is limited to no more than three such terms. Likewise, there is no “re-setting” or “extension” of the maximum service limitation for switching categories. Thus, any CBOC member that switches categories or fills a new category based on the revised BP 7214.2 will maintain the same term expiration date.

Attorneys at Law

●  
Suite 1630  
1901 Harrison Street  
Oakland, CA 94612  
510 999-7908 · PHONE  
510 999-7918 · FAX  
www.ohshlaw.com

■  
Suite 575  
1901 Avenue of the Stars  
Los Angeles, CA 90067  
310 788-9200 · PHONE  
310 788-9210 · FAX

■  
Suite 800  
501 W. Broadway  
San Diego, CA 92101  
619 564-4130 · PHONE

■  
Suite 1100  
600 Anton Boulevard  
Costa Mesa, CA 92626  
714 795-3200 · PHONE

January 20, 2016

Page 2

**An Existing CBOC Member May Be Appointed to Fill a Term that is Less Than Two Years,  
But a New CBOC Member May Not.**


If an *existing* CBOC member who has a remaining term of less than two years (e.g., the member is maxing out) moves into a new or different category, then there is no issue and this is permissible. The minimum two-year term requirement is not category driven. Likewise, if there is a vacancy on the CBOC that is being filled due to a member's departure, removal, etc., the appointment can be limited to the remaining term of the prior member.

If, however, the appointment is for a *new* member (or a member being appointed after a break from service), the minimum term would be two years pursuant to the statutory requirement.

Please let us know if you need any further assistance with or have other questions on this matter.

Very truly yours,

**ORBACH HUFF SUAREZ & HENDERSON LLP**



Nancy Taylor

NT:JPE



**Public Records Request Log 2015-2016**  
**Week Ending January 21, 2016**

	<b>Date of Receipt</b>	<b>Requestor</b>	<b>Requested Records/Information</b>	<b>Current Status</b>
32	10/12/15	Fatima Alleyne	Lozano Smith Attorneys / All Invoices, Contracts and Expenses paid beginning January 1, 2014 – December 31, 2014	<b>Available documents ready for review</b>
38	10/16/15	Fatima Alleyne	Parcel Tax Measure D for 2012-2013 School Year / All financial and bank statements, invoices, receipts and salaries	<b>Available documents ready for review</b>
40	10/23/15	Fatima Alleyne	Parcel Tax Measure D for 2009-2010 School Year / All financial and bank statements, invoices, receipts and salaries	<b>Available documents ready for review</b>
41	10/26/15	Fatima Alleyne	Parcel Tax Measure D for 2008-2009 School Year / All financial and bank statements, invoices, receipts and salaries	<b>Available documents ready for review</b>
43	11/1/15	Fatima Alleyne	All Contracts, Invoices and Expenditures for Legal services paid by the District for the 2013-14 School Year	<b>Available documents ready for review</b>
48	11/10/15	Fatima Alleyne	Job Descriptions for all Superintendents' positions	<b>Available documents ready for review</b>
56	11/30/15	Fatima Alleyne	2015-16 Legal Services Contracts / Lozano Smith Attorneys- Ramsey & Ehrlich- Bragg Coffin Lewis & Trapp-and Swanson & McNamara	<b>Available documents ready for review</b>
57	11/30/15	Fatima Alleyne	Superintendent's Contract and 2014-15 and 2015-16 Goals	<b>Available documents ready for review</b>
60	12/8/15	Steve Chamberlin	Design Capacity in Number of Students – Various School sites	<b>Gathering Documents Extension Invoked</b>
65	12/21/15	Lillian Chen Public Counsel Law Center	Student arrests, Law Enforcement referrals, Suspensions, Expulsions, and School Resource Officers and/or Campus Safety Officers for 2012-13, 2013-14 and 2014-15 School Years	<b>Gathering Documents Extension Invoked</b>
68	1/4/16	Anton Jungherr	Pinole Valley High School Project / Joint Aquatic Resources Permit Application (JARPA)	<b>Gathering Documents</b>
69	1/4/16	Bay Area News Group	WCCUSD 2015 Employees' Compensations	<b>Gathering Records Extension Invoked</b>
71	1/11/16	Jacqueline Sessa Onvia, Inc.	WCCUSD Active Contracts	<b>Gathering Records</b>
72	1/15/16	Ivette Ricco CBOC Chairperson	Clay Investigation Subcommittee / Audio Recording of 1/11/2016 Meeting	<b>Acknowledgement email sent</b>  Requestor informed that recording may not be available until Meeting Minutes are approved at next schedule meeting
73	1/15/16	Ivette Ricco CBOC Chairperson	Facilities Subcommittee / Audio Recording of 1/12/2016 Meeting	<b>Acknowledgement email sent</b>  Requestor informed that recording may not be available until Meeting Minutes are approved at next schedule meeting