

Friday Memo
December 11, 2015

Upcoming Events – Bruce Harter

December 14: Technology Committee, IT Center, 4:00 PM
December 14: Certified Nursing Assistant Graduation, Contra Costa College, 6:00 PM
December 14: Youth Commission, Helms, 6:30 PM
December 14: Pinole's Winter Concert, DeAnza Theater, 7:00 PM
December 15: Academic Subcommittee, DeAnza Media Center, 4:30 PM
December 15: Band Festival, DeAnza Theater, 7:00 PM
December 16: CBOC, FOC, 6:00 PM
December 17: Safety & School Climate Committee, Helms, 9:00 AM
December 17: MDAC, Helms, 6:30 PM
December 18: Minimum Day All Schools
December 18: MDAC, Kennedy, 9:00 AM
December 19: Ed Fund Scholars Luncheon, Richmond Convention Center, 12:00 PM
December 19: PVHS Choir Busking, 4th Street, Berkeley, 12:00 PM
December 21 – January 1: Winter Recess, Schools Closed

Local City Council Annual Reorganizations – Bruce Harter

Each December, four of our five cities holds reorganization meetings for their city councils. Attached is an update list of council officers and members for 2016.

Valley View Update – Lisa LeBlanc

Due to scheduling delays with connecting utilities and municipal services necessary for final commissioning of the new portable buildings, the move scheduled for the December recess has been postponed. The Valley View Elementary move is now scheduled for the Presidents' week break. The first day of classes in the new facilities will be on Monday, February, 22, 2016. Staff and parents have been informed. While the temporary campus is ready, PG & E could not guarantee that the power would be connected in time to complete the set up including the installation of network technology.

WCCUSD Food Services Receives 2015 Western Region Summer Sunshine Award-Lisa LeBlanc

The United States Department of Agriculture is pleased to announce that the West Contra Costa Unified School District Food Services Department is a recipient of the 2015 Western Region Summer Sunshine Award for *Successful and Innovative Community Partnerships*. The award recognizes the West Contra Costa Unified School District Food Services Department for collaborating with many community organizations and local partners to expand the program to benefit more children in the communities of El Cerrito, San Pablo, Pinole, and Richmond. West Contra Costa Unified School District Food Services Department is commended for their innovative approach to serving the whole family to fight hunger. Their partnership with the Contra Costa Food Bank, which distributed fresh produce to needy families at more than 10 summer meal sites, as well as the adult meal pilot at Atchinson Village. During summer 2015 323,577 nutritious meals and snacks were served at 71 sites in low-income neighborhoods by the Contra Costa Unified School District Food Services Department.

West Contra Costa Unified School District
Office of the Superintendent

WCCUSD Food Services wishes to thank everyone who supported our summer program and joined us in serving our children at our various events throughout the summer.



2016-17 Kindergarten Registration- Wendell Greer

Kindergarten registration for the 2016-17 school year begins January 11, 2016 at all district elementary schools. See the attached flyer.

Disaster Preparedness and Safety Update for the Week of December 7, 2015- Wendell Greer

Active Shooter / Violent Intruder Full Scale Exercise

The first meeting of the Active Shooter / Violent Intruder Exercise Planning Team was conducted on Tuesday, December 1st. The Planning Team includes representatives from the Police Agencies across the district; El Cerrito, Richmond, San Pablo, Pinole, Hercules, and Contra Costa County Sheriff, as well as representatives from WCCUSD. The next meeting of the Exercise Planning Team will take place in January.

Building Partnerships with Local School Districts

On Wednesday, December 9th, district staff met with newly appointed Oakland Unified School District Emergency Preparedness Program Manager, Vilma Bermudez. The two districts will work to support each other through collaborations in training, planning, and mitigation and preparedness activities. District staff are currently reaching out to San Francisco Unified to meet and continue to build local collaborations.

School Violence and Active Shooter Seminar

The district was contacted by Richmond Police Department Training Coordinator to inquire on the possibility of hosting a School Violence and Active Shooter Seminar delivered by the Public Safety Training Institute through funding by the Bay Area Urban Area's Security Initiative (BAUASI). Dates have been provided, and we are awaiting confirmation.

West Contra Costa Unified School District
Office of the Superintendent

School Site Safety Plans

School Site Safety Plan Drafts were delivered to school sites on Tuesday, November 10th for information and roles and responsibilities input. The plans were due back to the Disaster Preparedness and Safety Office on Tuesday, December 8th for completion, printing, filing, and final delivery back to the sites. Final Delivery will happen at the beginning of January.

Technology Improvement for Munis – Sheri Gamba

"Munis" by Tyler Technologies is our Enterprise database system. It is the integrated software system used for human resource, payroll, budget, accounting and more. Currently the servers running Munis are housed at the CCCOE and maintained by the WCCUSD Technology Department, Contra Costa County Office of Education Technology Department, Tyler Technologies, and the WCCUSD Business Office and WCCUSD Technology Team. While this configuration served the district well for the implementation and first few years of operations staff is now finding that improved performance, data storage, off site security for data storage and web based access is available through a hosting agreement directly with Tyler. In order to accomplish this improvement, staff and Tyler have negotiated a roll-over of the existing contract. The County Office of Education has agreed that this is a good move for our District and supports the direction we are going. Both the County Office and Tyler will issue credits toward the existing agreements. The net increase for 2015-16 school year for the system conversion to Tyler hosting will be \$20,352. Over the course of a five year period the new contract vs the current hosting configuration increased cost is a grand total \$58,000 for the entire period. This contract will upgrade WCCUSD to Tyler Technologies' Software as a Service (SaaS) which is Tyler's cloud based solution affording us better end user performance and direct service for our upgrades and maintenance. WCCUSD will no longer be dependent on maintaining/ upgrading servers, software licenses, or disparate technology support. Additionally, SaaS includes full disaster recovery services, including redundant backup and storage of all system, data and image files in a secure off-site location. The contract rollover will be on the contracts portion of the agenda on January 6, 2016.

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.

Local City Council Annual Reorganizations 2015

El Cerrito	
Mayor	Greg Lyman
Mayor Pro Tem	Janet Abelson
Council Members	Jan Bridges Mark Friedman Gabriel Quinto
Hercules	
Mayor	Dan Romero
Vice Mayor	Myrna de Vera
Council Members	Chris Kelley Bill Kelly Sherry McCoy
Pinole	
Mayor	Roy Swearingen
Mayor Pro Tem	Debbie Long
Council Members	Timothy Banuelos Pet Murray Vacant (appt. scheduled mid-December)
Richmond	
Mayor	Tom Butt
Vice Mayor	Jael Myrick
Council Members	Nathaniel Bates Jovanka Beckles Eduardo Martinez Vinay Pimplé
San Pablo	
Mayor	Rick Kinney
Vice Mayor	Cecilia Valdez
Council Members	Genoveva Garcia Calloway Paul Morris Kathy Chao Rothberg



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

Kindergarten Registration

**YOUR CHILD MUST BE 5 BY SEPTEMBER 1, 2016
TO BE ELIGIBLE TO ENROLL IN KINDERGARTEN**

WHERE: ELEMENTARY SCHOOLS

ENROLLMENT TIMES: 9:00am – 12:00pm & 1:00pm – 3:00pm

BRING: BIRTH CERTIFICATE OR BAPTISMAL RECORD

ADDRESS VERIFICATION (two documents i.e. Utility bills or rental agreement under the parent/guardian's name)

IMMUNIZATION RECORD documenting that the child has been fully immunized per Senate Bill 277

VALID PHOTO ID

NOTE: SOME SCHOOLS WILL OFFER MORNING AND AFTERNOON SESSIONS. PARENTS MUST INDICATE PREFERENCE. CONTACT THE RESIDENT SCHOOL FOR INFORMATION

**Open Enrollment period for transfers within the district for the
2016-2017 school year is from February 1 through February 12, 2016.**

**BEGINS
JANUARY
11, 2016**



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

Inscripción de Kindergarten

**SU HIJO/A ES ELEGIBLE PARA KINDERGARTEN SI
CUMPLE 5 AÑOS DE EDAD PARA EL
1 DE SEPTIEMBRE DEL 2016**

**DÓNDE: EN CADA ESCUELA PRIMARIA
HORAS DE INCRIPCIÓN:
9:00AM – 12:00PM Y 1:00PM – 3:00PM**

**QUÉ TRAER: CERTIFICADO DE NACIMIENTO O BAUTISMO
VERIFICACIÓN DE DOMICILIO (dos documentos , por ejemplo, facturas de servicios públicos o
contrato de alquiler a nombre del padre/apoderado o encargado)
REGISTRO DE VACUNAS documentando que el niño/a ha sido completamente vacunado de
acuerdo a la Ley del Senado 277
IDENTIFICACIÓN VALIDA CON FOTOGRAFIA**

**NOTA: ALGUNAS ESCUELAS OFRECEN CLASES POR LA MAÑANA Y POR LA TARDE. LOS PADRES
DEBEN INDICAR SU PREFERENCIA. PARA MAS INFORMACIÓN CONTACTE LA ESCUELA DE
RESIDENCIA**

**El período de inscripción abierta para las transferencias dentro del distrito para el
año escolar 2016-2017 es del 1 de febrero al 12 de febrero del 2016.**

**COMIENZA
EL 11 DE ENERO
DEL 2016**

Public Records Request Log 2015-2016
Week Ending December 10, 2015

	Date of Receipt	Requestor	Requested Records/Information	Current Status
32	10/12/15	Fatima Alleyne	Lozano Smith Attorneys / All Invoices, Contracts and Expenses paid beginning January 1, 2014 – December 31, 2014	Available documents ready for review
38	10/16/15	Fatima Alleyne	Parcel Tax Measure D for 2012-2013 School Year / All financial and bank statements, invoices, receipts and salaries	Available documents ready for review
40	10/23/15	Fatima Alleyne	Parcel Tax Measure D for 2009-2010 School Year / All financial and bank statements, invoices, receipts and salaries	Available documents ready for review
41	10/26/15	Fatima Alleyne	Parcel Tax Measure D for 2008-2009 School Year / All financial and bank statements, invoices, receipts and salaries	Available documents ready for review
43	11/1/15	Fatima Alleyne	All Contracts, Invoices and Expenditures for Legal services paid by the District for the 2013-14 School Year	Available documents ready for review
48	11/10/15	Fatima Alleyne	Job Descriptions for all Superintendents' positions	Available documents ready for review
52	11/19/15	Anton Jungherr	Education Specifications	Gathering / Reviewing Documents
53	11/19/15	Derek Miles Northern CA Fire Group	Battalion One Contractor / Worked performed in WCCUSD	12/7/15 Letter of Extension sent Gathering / Reviewing Documents
55	11/24/15	Steve Chamberlin	Design, Construction and Project Costs of Various School Sites	12/8/15 CD Picked up COMPLETED
56	11/30/15	Fatima Alleyne	2015-16 Legal Services Contracts / Lozano Smith Attorneys- Ramsey & Ehrlich- Bragg Coffin Lewis & Trapp- and Swanson & McNamara	Assigned to Attorneys
57	11/30/15	Fatima Alleyne	Superintendent's Contract and 2014-15 and 2015-16 Goals	Available documents ready for review
58	12/7/15	Paul Rosenstein	Richmond Swim Center Project	12/9/15 Letter/Information mailed COMPLETED
59	12/7/15	Sal Mendoza Mendoza Insurance Brokers	RFQ/RFP for Owner Control Insurance Program Brokerage Services for the Pinole Valley High School Construction Program	Acknowledgement letter sent
60	12/8/15	Steve Chamberlin	Design Capacity in Number of Students – Various School sites	Gathering Documents
61	12/9/15	Blayne Goodman Work Preservation Fund	El Cerrito High School Stadium Project- Payroll Records from FieldTurf USA	Acknowledgement letter sent
62	12/9/15	Antonio Banuelos City of Richmond	Number of WCCUSD Employees working in Richmond	12/10/15 Information sent via email COMPLETED