

Friday Memo
August 21, 2015

Upcoming Events – Bruce Harter

August 24: School Starts for 51 schools
August 24: Million Father March, DeJean, 8:00 AM
August 24: Agenda Setting, Superintendent's Office, 4:30 PM
August 24: Board of Education Meeting, Alvarado Rm 1, 6:30 PM
August 26: CBOC Meeting, FOC, 6:00 PM
August 27: BGC Community Working Group, Richmond Field Station, 6:00 PM
August 27: CBAC Meeting, Alvarado, 6:30 PM
August 29: Safe City Summer Event, Richmond Civic Center Plaza, 10:30 AM
August 31: Greenwood Academy Starts School

School Gardens – Whole Child/Whole Community – Bruce Harter

Our school gardens are part of our whole child / whole community commitment. Attached is a flyer announcing training for teachers so they can become more skilled in using the garden which can be an outdoor laboratory for reading, writing, math, science and health through gardening.

Special Education Staffing 2015-16 – Steve Collins

Due to the short supply of credentialed special education teachers, aggressive recruitment for 2015-16 occurred early during the 2014-15 school year. We decided that we needed to go back to the Philippines to recruit special education teachers for the 2015-16 school year. In February 2015, Darlene Almeida, Coordinator, Special Education went to the Philippines to get a head start on other districts recruiting abroad. The teachers that we hired were supposed to arrive the end of July. Unfortunately, due to visa issues, the first group arrived on August 18, 2015 (six teachers). The second group that were supposed to arrive on August 19, 2015, now have been delayed until August 26, 2015 (10 teachers) and the final group, which were supposed to arrive the week of August 31, 2015 have been delayed to the middle of September. Human Resources has secured substitutes for the vacancies until their arrival.

New Visual: WCCUSD's Apple Tree of Life Infographic - Nia Rashidchi

This week's Friday memo features a new Infographic that we shared with the site Instructional Leadership Teams during the Instructional Leadership Team Academies on Monday, August 17 (secondary) and Tuesday, August 18 (elementary). We have lots of wonderful work happening in our district. Many times we get asked the question, "How do all of these pieces fit together?" This new visual was created to help explain to all WCCUSD stakeholders how our actions, services, initiatives, work, and support all fit together to ensure that our students are college and career ready, able to make life choices with positive and productive outcomes. The *Apple Tree of Life* helps to tell the story of how we work in WCCUSD.

Major Elements of the Graphic:

- Top left side = WCCUSD has to work with federal, state, and local legislation, policies and procedures; sometimes that legislation feels good (sunshine) and other times it does not (rain), but rain or shine, we work through it.

West Contra Costa Unified School District
Office of the Superintendent

- Bottom left side = On the ground level, we soak up all that rain and sunshine, and we have developed the LCAP. The LCAP tells the story of how we will spend the LCFF dollars to improve student achievement.
- Bottom right side = On the ground level is also the district office who exists to support sites to do the critical daily work of improving Teaching and Learning to achieve better outcomes for kids.
- The roots of the tree include a variety of support programs, initiatives, and services that are funded by LCFF and other sources.
- Top of the tree = Our overarching district theme is *Whole Child, Whole Community*; we want to serve the whole child, and it takes a village.
- Trunk of the tree & top right side = Our overarching district goal is to become a Full Service Community School District that ensures our students are college and career ready able to make life choices with positive and productive outcomes
- Multiple smaller tree branches/leaves = Student learning, student learning, student learning...we are all about students and student learning.
- Truck content = Student learning is our data both at the school and district level.
- Major 3 tree branches = The daily work that schools do falls into three major buckets: Social Emotional, Academics, and Stakeholder Involvement. The schools know these buckets well.
- Top Tree Center = The ongoing work at the school is to set goals (based on a needs analysis), make a plan, take action, collect and analyze data to determine effectiveness and keep moving through a continuous cycle of improvement.
- Bottom left side = The district office also carries out the same continuous cycle of improvement.
- Overall message, we do this work together to ensure that when students leave our Pre-K – 12 doors, they are college and career ready able to make *life* choices with positive and productive outcomes. The *Apple Tree of Life* helps us to tell our story.

Adult Education Updates – Wendell Greer

- *WCCAE Open House, August 22, 2015* - West Contra Costa Adult Education will host its Annual Open House on Saturday, August 22, 2015 from 9:00 a.m. to 2:00 p.m. at the Serra Campus. Community members, teachers, continuing students, and new students are invited to attend this exciting event. Participants will learn about our course offerings, meet instructors, and register for classes. We will also have our Counselor available to support students who are interested in participating with our High School Diploma or GED program. Light refreshments will also be available.
- *New CNA Program* - In order to support the professional needs of our community, Adult Education is proud to announce our new CNA program. Students will engage with coursework which will prepare them for passage of the state licensing exams. The courses are designed to give our students access to current practices in the nursing field. Our community members interested in working in hospitals, nursing homes, or serving as home health aides will begin their professional journey with our exciting program.
- *Technology Update* - The Computer Lab at Serra has been updated with new machines and software to assist students with their learning in our High School Diploma Program.

Students will begin the fall semester with access to the new PLATO software in our Computer Assisted Lab (Cal Lab). This new software is designed to support students with content mastery through interactive lessons. Teachers will receive academic data reports which will support them with tailoring the classroom instruction to meet the needs of our students who have diverse academic needs.

- *Registration Reopened at Alvarado Campus* - Students who would like to register for classes are now able to register at the Alvarado campus with a credit or a debit card with the VISA or MasterCard logo. The Alvarado Campus and the Serra Campus offer students in person support at the counter or students can utilize the Kiosk stations in the lobby.
- *ASA-(Administrative Software Applications)* - West Contra Costa Adult is upgrade to the Version 3 of our Administrative Software. The new software features upgraded accounting functions, detailed student data reports, and other tools that teachers can access to support them with their attendance collection.

SBAC Results Delayed by the California Department of Education – Nicole Joyner

The Smarter Balance Assessment Consortium (SBAC) assessments were administered to 95.9% of students district-wide in an online format in English-language Arts and Mathematics. Score reports were originally scheduled for release in August. However, the California Department of Education has delayed the release of scores until September at the earliest. Spokeswoman Pam Slater explained in an [August 13 interview](#) with the Orange County Department of Education that the delay will allow the CDE to adequately test and review the new reporting website. According to Slater:

This is the first year of scoring and reporting the new Smarter Balanced assessments, and the development of a new public reporting website. We definitely are aware of the great interest in these results and are working as quickly and diligently as possible. We are being especially careful in this inaugural year to make sure everything is handled properly. It's actually quite exciting to be at this stage, and we're looking forward to a successful launch next month.

We are taking an abundance of caution to ensure that the substantial amount of data we are receiving is properly collected and placed in new files on a new site. Additionally, the department will be launching a new website to display the results and needs sufficient time to test the new site.

Once the scores are released, the WCCUSD Accountability & Assessment Department will send score reports to parents / guardians and school sites. School-level results will also be available to staff in Illuminate, and district-level results will be shared to the public on the [data dashboard](#).

New Principal and Assistant Principal Assignments for the 2015-16 School Year- Ken Whittemore

Please find below new Principal and Assistant Principal assignments for the 2015-16 school year.

The list below is administrators who transferred or were promoted to the position from another administrative role in the district.

| Last Name | First Name | Location | Job Class Description |
|------------------|-------------------|--------------------|---------------------------------|
| Evert | Alison | Chavez Elementary | Principal Elementary |
| Pinney | Denise | Collins Elementary | Principal Elementary |
| Fleischman | Guthrie | Crespi Middle | Principal Middle/Junior High |
| Sigler | Summerlyn | De Anza High | Principal Senior High |
| McGee | William | De Jean Middle | Principal Middle/Junior High |
| Allardice | James | Nystrom Elementary | Principal Elementary |
| Gonzalez | Wendy | Lake Elementary | Principal Elementary |
| Orozco | Esaul | Richmond High | Assistant Principal Senior High |
| Reyes | Rocio | Richmond High | Assistant Principal Senior High |
| Greenwood | Sylvia | Vista High School | Principal Alternative Ed |

The list below is administrators who came to us from our teaching ranks or from outside the district.

| | | | |
|----------|----------------|--------------------|--|
| Eirvin | Jay | El Cerrito High | Assistant Principal Senior High |
| Sudduth | Dana | El Cerrito High | Assistant Principal Senior High |
| Heydari | Farnaz | Grant Elementary | Principal Elementary |
| Randhawa | Amandeep | Olinda Elementary | Principal Elementary |
| Sigars | Melissa | Sheldon Elementary | Principal Elementary |
| Bankston | (Richard) Eric | Pinole Middle | Assistant Principal Middle/Junior High |
| Barrera | Teresa | Ford Elementary | Principal Elementary |

WCCUSD School Nutrition Program Administrative Review - Lisa LeBlanc

The California Department of Education Nutrition Services Division performs an Administrative Review of all school food authorities participating in the National School Lunch Program and/or School Breakfast Program over a three-year cycle. During the 2014/15 school year WCCUSD received its administrative review which consists of three phases: pre-review, on-site review, and post-review. This past year, Food Services has collaborated to complete the Administrative Review to ensure program integrity, compliance and to determine if all Federal and State School Nutrition Program requirements are met. The review did identify findings regarding meal components, eligibility verification, signage, point of service and the implementation of the USDA Non-Program Food Revenue Tool. The findings are not significant and corrective actions have been implemented including staff being retrained and procedures changed to meet state requirements. None of the findings resulted in fiscal action.

Board Consideration of Mr. Dennis Hicks to the Citizen's Bond Oversight Committee (CBOC) – Lisa LeBlanc

On August 12, 2015, the Board tabled the consent item recommending Mr. Dennis Hicks as the appointee of the Contra Costa Building and Construction Trades Council for a 2-year term. CBOC attorney Mr. Adam Ferber describes a mechanism by which members of the CBOC whose terms have expired or will soon expire may continue to serve while the Board of Education considers, and how, the size of committee might be reduced in response to the Grand Jury Report. He suggests that until the Board takes final action to reduce the size of the CBOC, it appoint committee members to renewal terms of less than the regular two-year term. Board Policy 7214.2 empowers the Board to appoint individuals to the CBOC for two-year terms. In his opinion, the power to appoint for a two-year term also includes the power to appoint a member for a term of less than two years. Exercising the Board's power to appoint in this way will permit a continued continuity in the business of the CBOC until a Board decision has been appropriately vetted and has been made final. The reduced renewal term of any CBOC member can be created by the Board in either of two ways: (a) The Board can make the appointment and provide that it shall expire at the sooner of either of these events: (1) the completion of the two-year term, or (b) upon a final decision by the Board to eliminate that category of membership from the CBOC; or (b) The Board can make the appointment for a fixed term of less than two years, with a fixed expiration date. The choice of a fixed date can be based on the estimate of the Board or its staff concerning when Board deliberations regarding the reduction of overall CBOC membership is expected to become final.

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.



WCCUSD

and

West County DIGS

(Developing Instructional Gardens in Schools)



Please join us for this exciting
new series of professional developments
presented by DIGS.

This event is open to all WCCUSD teachers and community members.

Teachers will receive the teacher hourly rate of \$31 per hour.

All trainings are from 4:00 to 6:00 at the listed locations.

Attendance is limited to 30 participants.

District employees should register online through the District website.

If you are not a District employee, please call 307-4500 to register by phone.

2015-2016 DIGS Calendar of Events

- August 27th – Mira Vista Elementary – Laying the Groundwork for Success
- September 21st – Washington Elementary – Preparing the Soil
- November 23rd – Mira Vista Elementary – Common Core in the Garden
- December 3rd – Richmond College Prep – School Orchard Care
- January 25th – Tara Hills Elementary – Planning the Spring/Summer Garden
- February 29th – Madera Elementary – From Farm to Market
- April 18th – DeJean Middle School – Integrated Pest Management
- May 16th – Alvarado Adult School – Health and Wellness in the Garden

ONLINE REGISTRATION ONLY

Please register through the district website.

- Go to WCCUSD.net and click on the “Staff” tab.
- Sign in with your district email username and password.
- Click on “Professional Development Calendar” in the left column.
- Find the appropriate date and click on the event to register.

You will receive an email confirming your registration.

US, State, District Policies & Resources

WCCUSD WHOLE CHILD, WHOLE COMMUNITY

LCFF

Student Learning



Student Learning

Students are college & career ready, able to make life choices with positive & productive outcomes!

Student Learning

Social Emotional Development

Academics

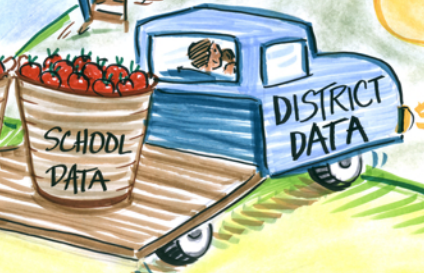
Stakeholder Involvement

Student Learning

FULL-SERVICE COMMUNITY SCHOOL DISTRICT

Graduate Profile

Cross-Pollination



VAPA

Collaboration

ILTs

Master Plan for English Learners

Early Learning

CCSS / NGSS Training & Support

Culturally Relevant Practices

Linked Learning / Academics

Efficacy / Growth Mindset

Education Technology / Illuminate / Power School



AUGUST 2015

LCAP

SEED • PLANT • CULTIVATE • FERTILIZE • CROSS-POLLINATE • COLLABORATE • TEND • WATER • WEED • FEED • PRUNE • HARVEST • LEARN • MEASURE • CELEBRATE • RENEW

Christine Walker See Shape.com

Public Records Request Log 2015-2016
Week Ending August 20, 2015

| | Date of Receipt | Requestor | Requested Records/Information | Current Status |
|----|------------------------|---|---|--|
| 6 | 7/15/15 | Fatima Alleyne | #1- District Budget for Administrator Appointments #2- Job Descriptions / Announcements for Teachers and Teacher Aides' appointments posted as Parcel Tax Appointments #3- Health documents for Washington Elementary 5/31 – 6/5/15 | Assigned to Attorney |
| 7 | 7/15/15 | Fatima Alleyne | #1- Salaries for Superintendents and Administrators #2- Lozano Smith Attorneys' Invoices 1/2012 – 7/15/15 | Assigned to Attorney |
| 8 | 7/22/15 | Maya Humes NBC Bay Area News | WCCUSD 2014-15 Suspension Data | In Progress / Gathering Data |
| 11 | 7/30/15 | Alison Schoenbeck CA Charter Schools Assoc. | 2015-16 Prop 39 / Charter Schools Information | 8/20/15 Documents/CD mailed COMPLETED |
| 12 | 7/31/15 | Thomas Peele, Daniel Willis Bay Area News Group | Superintendent's Contract | 8/10/15 Documents sent via email COMPLETED |
| 13 | 7/31/15 | Kay Tsen Labor Commissioner State of California | Sylvester Greenwood Academy / Contrax Records | 8/5/15 Documents sent via email COMPLETED |
| 14 | 7/31/15 | Kay Tsen Labor Commissioner State of California | Coronado Elementary School / Contrax Records | 8/5/15 Documents sent via email COMPLETED |
| 15 | 7/31/15 | Lia Bush | 5 CA Code Regulations 852 (a) and (b) / Any notices sent to parents beginning January, 2013 to Present | 8/18/15 Documents mailed COMPLETED |
| 16 | 8/3/15 | Lauren Olson | WCCUSD Past Tax Measures / Sample Ballots and Proposed Ordinance Text | Acknowledgement email sent In Progress |
| 17 | 8/7/15 | Dominic Torreano Sheet Metal Workers Union | Ellerhorst Elementary School Project / Exterior Repairs | 8/18/15 Documents mailed COMPLETED |
| 18 | 8/10/15 | Sally Kirk | WCCUSD Student Records Policies, Regulations, Guidelines and/or Instructions | Acknowledgement letter sent In Progress |
| 19 | 8/14/15 | Ireshah Andre SmartProcure | Electronic records of purchases made by WCCUSD from 5/13/2015 to present | Acknowledgement email sent In Progress |
| 20 | 8/18/15 | Ivette Ricco | Agreements for Legal Services / Ramsey & Ehrlich, Brag Coffin Lewis & Trapp, and Swanson & McNamara | Acknowledgement email sent In Progress |

Public Records Request Log / Ongoing
2014 - 2015

| | | | | |
|-----|----------|--|--|--|
| 87 | 11/18/14 | Fatima Alleyne | Washington School Budget / SSC SY 2009 -to- 2013 | 4/3 and 5/18/15-Contacted Requestor to review documents Requestor to schedule apt. to review |
| 176 | 3/23/15 | Michael Strub Jr. Irell & Manella LLP | CA Healthy Kids Survey / CA School Climate Survey / CA Student Survey / LCAP / Student Information / Suspensions / Expulsions / Employment Information | Extension Invoked In Progress / Ongoing Gathering / Reviewing Documents Documents being sent via email after review |
| 197 | 5/19/15 | Timothy Adams Schoolie | WCCUSD Student Information/Records for the past 5 years | Extension Invoked In Progress / Ongoing Gathering / Reviewing Documents Documents being sent via email after review |

| | Date of Receipt | Requestor | Requested Records/Information | Current Status |
|-----|------------------------|------------------|--|---|
| 208 | 6/29/15 | Robbie Block | <p>#1- Superintendent's District Credit Card records from start of employment in 2006 – present</p> <p>#2- Calendars</p> | <p>7/7/2015 Email sent requesting fees 8/5/2015 Follow-up email sent Information Received</p> <p>No response from Requestor COMPLETED / CLOSED</p> |