

**Friday Memo**  
**August 28, 2015**

**Upcoming Events – Bruce Harter**

August 29: Safe City Summer, Richmond Civic Center, 10:30 AM

August 31: Greenwood Academy Starts School

September 1: Pinole City Council Meeting, Pinole Council Chambers, 7:00 PM

September 2: Board of Education Meeting, DeJean, 6:30 PM

**Next Week's Board Meeting – Bruce Harter**

Closed Session for Wednesday's September 2nd meeting begins at 5:30 PM.

**CAHSEE and Graduation Requirements – Marcus Walton**

The decision by the California Department of Education to not offer a July administration of the California High School Exit Exam delayed thousands of students throughout the state from receiving their diplomas. This put their college, military and employment prospects on hold until a solution was found. Our District has 37 students who were affected.

On Wednesday, Gov. Jerry Brown signed legislation that exempted students in the Class of 2015 from the requirement they pass the Exit Exam in order to graduate from high school. District staff is planning a ceremony where the affected students can receive their diplomas. Staff will keep you informed of any further developments.

**Data Management Award – Bruce Harter**

For the second year in a row our District has received a CDE and FCMAT 'Data Management Recognition' which is presented to district that meet all of CDE's timelines for data submission and quality. Congratulations to Mary Phillips and Nicole Joyner for their leadership in making this happen.

**Instructional Leadership Team Responsibilities for 2015-16– Nia Rashidchi**

On August 17 and 18, we held our *Second Annual Instructional Leadership Team Academies* at Hs. Lordships in Berkeley, CA. August 17 was focused on ILTs from all secondary schools (140 teachers and administrators). August 18 was focused on all elementary teams (250 teachers and administrators).

The focus of this year's ILT Academy was on setting SMART goals, data analysis and action skill-building, as well as self-assessing if a team is high functioning or is having high impact on student achievement. Lots of time was built into the day for teams to get essential work done together.

According to the written evaluations and verbal feedback both days were highly successful and productive.

All ILTs also had a second day at their sites (August 18 for secondary teams and August 19 for elementary teams) to continue the work they started on Day 1.

The ILTs have a list of responsibilities that they must accomplish this year. We call it the Must Do's/May Do's list. We have included the list in this Friday memo packet.

All ILTs must complete the tasks on the first page of the document. The May Do's are optional for those teams who are ready to take on more.

**Youth Clipper Card – Wendell Greer**

This year WCCUSD students will be able to apply for a Youth Clipper Card through WCCUSD. As you may know, all students are eligible for the AC Transit \$20 a month youth pass which can only be purchased through a Clipper card. The process in the past was challenging for our students and families who needed to provide legal proof of age, have their picture taken and travel to AC Transit Headquarters to apply. In an effort to increase access, WCCUSD has entered into an agreement with AC Transit. The process is easier and faster now! WCCUSD will confirm DOB and no picture is required, but most importantly, the application can be submitted to WCCUSD directly for processing.

To help promote this new process the attached letter is being mailed to all 5<sup>th</sup> to 12<sup>th</sup> grade students in WCCUSD. Students will receive their youth Clipper card by mail from AC Transit directly.

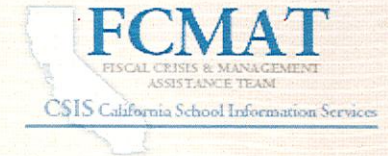
**Public Records Log – Marcus Walton**

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.



California Department of  
EDUCATION

California Department of Education  
**CALPADS**  
California Longitudinal Pupil Achievement Data System



# Data Management Recognition

*Presented to*

## West Contra Costa Unified

Awarded to Local Education Agencies that met the initial CALPADS certification deadline for all six data collections (Fall 1, Fall 2, EOY1, EOY2, EOY3, & EOY4), resolved anomalies to achieve an anomaly rate of less than 2% of enrollment, and maintained quality data in the local SIS as well as in CALPADS.

*Cindy Kazanis*

Cindy Kazanis  
Director  
Educational Data Management Division  
California Department of Education



*Nancy J. Sullivan*

Nancy Sullivan  
Chief Operations Officer  
FCMAT/California School Information Services

# ***WCCUSD Instructional Leadership Team Responsibilities 2015 - 16***

## ***Must Do's***

- ❖ Participate in 3 district wide ILT events (August Retreat, Feb./March Mid-Year Check-in and June EOY Check-in) for the 2015-16 school year.
  - During these events, ILTs will:
    - Collaboratively complete the ILT self-assessment survey and rubric process to determine ILT progress and areas for support, identify an area of focus, set a SMART process goal (around ILT function/relationships) and create action plan (*finalized goal and action plan due Sept. 30, 2015*).
    - Collaboratively analyze school wide academic data to determine academic progress, identify area of focus, set 3 SMART content goals (around CCSS Areas of Focus, social emotional learning, or parental engagement...must be tied to SPSA, WASC, etc.), and create action plan (*finalized goals and action plan due Sept. 30, 2015*).
    - Complete mid-year and EOY analysis and reflection to celebrate small and large successes/progress and update action plans. (*by Feb./March 2016 and in June 2016*).
- ❖ By August 31, 2015, establish a Data Driven Instruction (DDI) Calendar for September 2015 – June 2016.
- ❖ Use the CCSS Working Group tool or some other valid tool to reflect on schoolwide CCSS implementation and determine areas of progress, focus, and support (*twice a year by October 2015 and May 2016*).
- ❖ By February 2016, ILT hosts/organizes at least one family night on the CCSS, NGSS, and/or new EL standards
- ❖ ILTs meet at least once-a-month throughout the year September 2015 – June 2016. (*Evidence of minutes for 10 meetings*)

## ***May Do's***

- ❖ Use ILT Mini-modules in areas of need (based on self-assessment, new members, new staff)
- ❖ Use the CCSS working group tool or some other valid tool more than twice per year.
- ❖ Meet more than once-a-month to improve Teaching and Learning
- ❖ Read a book together
- ❖ Carry out a digital chalkboard module (formerly Broker's of Expertise) together
- ❖ Carry out monthly peer observation process
- ❖ Host additional family information events (socio-emotional, technology integration, etc.)

# SOLICITUD DE TARJETA CLIPPER PARA JÓVENES

West Contra Costa Unified School District

## INSTRUCCIONES PARA LA SOLICITUD

Llene y envíe AMBOS lados de la solicitud para obtener gratis una tarjeta Clipper para Jóvenes. Todas las solicitudes deben estar acompañadas por una copia de un documento de comprobante de edad (a menos que si presenta la solicitud a la oficina de su escuela).

## TARIFAS CON DESCUENTO

Las tarjetas Clipper para Jóvenes calculan las tarifas con descuento para jóvenes con base en la edad y la elegibilidad. Las tarjetas están disponibles para jóvenes mayores de 5 años. Los niños menores de 5 años de edad viajan gratis en todo el transporte público. La edad máxima para calificar para descuentos varía según la agencia de transporte. Por favor llame al 511 para revisar con su agencia de transporte público estos requisitos de elegibilidad para las tarifas de descuento.

### Paso 1: INFORMACIÓN DE CONTACTO DEL TITULAR

Todos los campos en el Paso 1 son obligatorios excepto el correo electrónico.

Nombre \_\_\_\_\_ Apellido \_\_\_\_\_

Dirección \_\_\_\_\_ No. de Apto. \_\_\_\_\_ Ciudad \_\_\_\_\_ Estado \_\_\_\_\_ Código postal \_\_\_\_\_

Teléfono diurno \_\_\_\_\_ Correo electrónico (opcional) \_\_\_\_\_

### Paso 2: DOCUMENTO DE COMPROBANTE DE EDAD DEL TITULAR DE LA TARJETA

Si presenta a la oficina de su escuela, el personal completará este paso. No necesita tener su comprobante de edad.

Marque el documento que presentará y escriba su número a continuación. Sólo envíe fotocopias. No envíe documentos originales.

- Certificado de nacimiento o pasaporte
- Tarjeta de identificación o licencia de conducir emitida por el Estado
- Tarjeta de residente permanente ("Tarjeta Verde")
- Matrícula consular
- Tarjeta de identificación de la Ciudad de SF
- Tarjeta de identificación estudiantil con fecha de nacimiento
- Tarjeta de dependiente de un militar con fecha de nacimiento
- Tarjeta de beneficios médicos con fecha de nacimiento

Su # de documento \_\_\_\_\_

Fecha de nacimiento (MM/DD/AAAA) \_\_\_\_\_

### Paso 4: INFORMACIÓN DE CONTACTO DEL TITULAR

Todos los campos en el Paso 1 son obligatorios excepto el correo electrónico.

Al firmar, doy testimonio de que la información en esta solicitud es veraz y correcta.

Firma del padre, madre o tutor \_\_\_\_\_ Fecha \_\_\_\_\_

### Paso 5: PRESENTAR LA SOLICITUD

PRESENTE la solicitud a la oficina de su escuela (no necesita tener comprobante de edad). ENVÍE POR CORREO su solicitud y una fotocopia de su comprobante de edad a: [Clipper Youth/Senior Applications, P.O. Box 318, Concord, CA 94522-0318](mailto:ClipperYouth/SeniorApplications,P.O.Box318,Concord,CA94522-0318). No envíe documentos originales, ya que no se le devolverán. ENVÍE POR CORREO ELECTRÓNICO imágenes escaneadas o en fotografías de su solicitud y de su comprobante de edad a [seniorouthapps@clippercard.com](mailto:seniorouthapps@clippercard.com). ENVÍE POR FAX su solicitud y su comprobante de edad al 877.565.3149. Por favor espere 7 días hábiles para su entrega.

También puede presentar su solicitud en persona en un Centro de Servicio al Cliente de Clipper o en su agencia de transporte público participante para obtener una tarjeta de forma inmediata. Vea la lista completa de ubicaciones en [clippercard.com/discounts](http://clippercard.com/discounts).

¿Preguntas? Llame a Servicio al Cliente de Clipper al 877.878.8883. Favor de ver la Política de Privacidad de Clipper en [clippercard.com/privacy](http://clippercard.com/privacy).

SÓLO PARA USO INTERNO/OFFICE USE ONLY:

Intake Date \_\_\_\_\_ Transit Agency \_\_\_\_\_ Employee Name \_\_\_\_\_

08/2015 0157-15SP

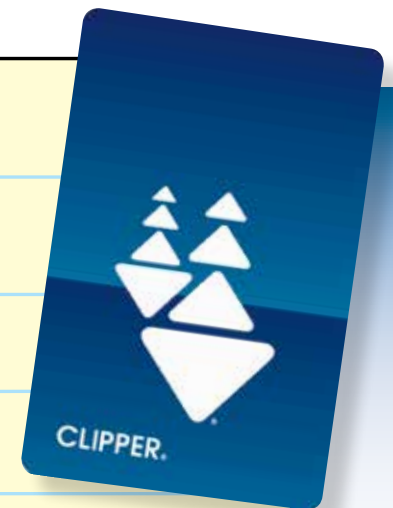
## School Supplies

[ ] Pens

[ ] Pencils

[ ] Notebook

[✓] Youth Clipper card!!!



\*Load cash and passes at (agregue efectivo y pasesa):

- El Cerrito: Walgreens, 11565 San Pablo Avenue • El Sobrante: Walgreens, 3630 San Pablo Dam Road
- Pinole: Walgreens, 2750 Pinole Valley Road • Richmond: Bart Mart & Deli, 1551 Nevin Plaza; Rancho Market and Liquor, 930 23rd Street; Walgreens, 1150 Macdonald Avenue • San Pablo: Adobe Liquors, 13800 San Pablo Avenue; Handy Liquors, 14301 San Pablo Avenue; Raley's, 3360 San Pablo Dam Road; Walgreens, 14280 San Pablo Avenue, 3751 San Pablo Avenue, 15650 San Pablo Avenue

AC Transit Marketing & Communications • August 2015

0157-15

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PERMIT #117

West Contra Costa Unified School District  
Community Engagement Office  
1108 Bissell Ave, Richmond, CA 94801



# Get an **A** in Savings



With the Youth Clipper card, you get a 5-cent discount on the youth cash fare every time you board AC Transit. Get even better savings by loading the AC Transit 31-Day Youth Pass, which gives you unlimited local rides for only \$20. That's like getting two extra weeks of bus travel for free!

## How to Apply

Applying for the Youth Clipper card is easy! Just submit a completed application to your school's front office. Your card will be mailed to the address you provide on the application. **There is NO photo required and no cost for the card.**

If you need another Youth Clipper application, your school's front office will have extra copies.

## Go to the head of the class and make the Youth Clipper card part of your back-to-school essentials!

## Reciba una "A" en ahorros

Con la tarjeta Clipper para Jóvenes, recibe un descuento de 5¢ en la tarifa juvenil en efectivo cada vez que se sube a un vehículo de AC Transit. Obtenga aún más ahorros agregando el pase juvenil de 31 días (31-Day Youth Pass) de AC Transit, el cual le permite realizar recorridos ilimitados por sólo \$20. ¡Eso es como recibir dos semanas adicionales de recorridos en autobús gratis!

### Cómo solicitarla

¡Solicitar la tarjeta Clipper para Jóvenes es fácil! Sólo llene una solicitud y preséntela en la oficina de su escuela. Su tarjeta le será enviada por correo a la dirección que proporcionó en la solicitud. **NO es necesario presentar una fotografía y no hay costo alguno por la tarjeta.**

Si necesita otra solicitud de la tarjeta Clipper para Jóvenes, la oficina de su escuela tendrá copias

If you already have a Youth Clipper card, do not apply for a new one. Only one youth card per person is permitted. If there are issues or questions about the card, call Clipper Customer Service at 877-878-8883. If you have lost your card, also call Clipper so the old card can be blocked and a replacement card can be issued for a fee of \$5.

### How to Load Cash or Passes

You can visit more than 100 retail locations (including 11 in West Contra Costa County\*) to add cash, passes or both! Please click on the Clipper Retail Locations button on [actransit.org](http://actransit.org) for more information.

For more info about Clipper and AC Transit, visit [actransit.org](http://actransit.org) or call 511 (and say "AC Transit").

adicionales. Si ya tiene una tarjeta Clipper para Jóvenes, no solicite una nueva. Sólo se permite una tarjeta juvenil por persona. Si hay algún problema o pregunta sobre la tarjeta, llame al Centro de Servicio al Cliente de Clipper (Clipper Customer Service) al 877-878-8883. Si ha perdido su tarjeta, también llame a Clipper para que la tarjeta extraviada sea bloqueada y poder expedir una tarjeta de reemplazo por una cuota de \$5.

### Cómo agregar dinero en efectivo o pases

¡Puede visitar más de 100 tiendas (incluyendo 11 en el oeste del condado de Contra Costa\*) para agregar efectivo, pases o ambos! Favor de hacer clic en el botón Clipper Retail Locations en [actransit.org](http://actransit.org) para más información.

Para más información sobre Clipper y AC Transit, visite [actransit.org](http://actransit.org) o llame al 511 (y di "AC Transit")



### APPLICATION INSTRUCTIONS

Complete and submit this application to obtain a free Youth Clipper® card. All applications must be accompanied by a copy of proof-of-age documentation (unless submitting application at your school).

### DISCOUNTED FARES

Youth Clipper cards calculate discounted youth fares based on age and eligibility. Cards are available for youths aged 5 or older. Children under 5 years of age ride all public transit for free. The maximum age to qualify for discounts varies by transit agency. Please call 511 to check with your transit agency about its eligibility requirements for discount fares.

#### Step 1: CARDHOLDER CONTACT INFORMATION

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_ Apt # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Day Phone \_\_\_\_\_ Email Address (optional) \_\_\_\_\_

#### Step 2: CARDHOLDER PROOF-OF-AGE DOCUMENT

If submitting at your school, staff will complete this step. No need to submit your proof of age.

Check the one document you are submitting and write its number below. Only send photocopies. Do not send original documents.

- Birth certificate or passport
- State-issued ID card or driver's license
- Permanent resident card ("Green Card")
- Matricula consular/consular ID card
- SF City ID card
- Student ID card with date of birth
- Military dependent card with date of birth
- Medical benefit card with date of birth

Your Document's # \_\_\_\_\_

Date of Birth (MM/DD/YYYY) \_\_\_\_\_

#### Step 4: SIGNATURE

Parent or guardian signature is required.

By signing, I attest that the information on this application is true and correct.

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Step 5: SUBMIT APPLICATION

**SUBMIT your application at your school (no proof of age needed).** MAIL your application form and a copy of your proof-of-age document to: [Clipper Youth/Senior Applications, PO Box 318, Concord, CA 94522-0318](mailto:seniorouthapps@clippercard.com). Do not send originals, as documents will not be returned. Or EMAIL scans or photos of your application form and proof-of-age document to [seniorouthapps@clippercard.com](mailto:seniorouthapps@clippercard.com). Or FAX your application form and proof-of-age document to 877.565.3149. **Please allow 7 business days for delivery.**

You may also apply in person at a Clipper Customer Service Center or participating transit partner location to get a card immediately. See full list of locations at [clippercard.com/discounts](http://clippercard.com/discounts).

Questions? Call Clipper Customer Service at 877.878.8883. Please view the Clipper Privacy Policy at [clippercard.com/privacy](http://clippercard.com/privacy).

OFFICE USE ONLY: Intake Date \_\_\_\_\_ Transit Agency \_\_\_\_\_ Employee Name \_\_\_\_\_

**Public Records Request Log 2015-2016**  
**Week Ending August 27, 2015**

	<b>Date of Receipt</b>	<b>Requestor</b>	<b>Requested Records/Information</b>	<b>Current Status</b>
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	<b>Assigned to Attorney</b>
7	7/15/15	Fatima Alleyne	#1- Salaries for Superintendents and Administrators #2- Lozano Smith Attorneys' Invoices 1/2012 – 7/15/15	<b>Assigned to Attorney</b>
8	7/22/15	Maya Humes NBC Bay Area News	WCCUSD 2014-15 Suspension Data	8/21/15 Documents sent via email <b>COMPLETED</b>
16	8/3/15	Lauren Olson	WCCUSD Past Tax Measures / Sample Ballots and Proposed Ordinance Text	<b>Acknowledgement email sent</b> <b>In Progress</b>
18	8/10/15	Sally Kirk	WCCUSD Student Records Policies, Regulations, Guidelines and/or Instructions	<b>Acknowledgement letter sent</b> <b>In Progress</b>
19	8/14/15	Ireshah Andre SmartProcure	Electronic records of purchases made by WCCUSD from 5/13/2015 to present	<b>Acknowledgement email sent</b> <b>In Progress</b>
20	8/18/15	Ivette Ricco	Agreements for Legal Services / Ramsey & Ehrlich, Brag Coffin Lewis & Trapp, and Swanson & McNamara	8/25/15 Documents sent via email <b>COMPLETED</b>
21	8/24/15	Kay Tsen Labor Commissioner State of California	Coronado Elementary School / Quality Furniture Installation Records	8/25/15 Documents sent via email <b>COMPLETED</b>
22	8/26/15	Gregg Visineau	Korematsu Middle School Project / Final Architects' Drawings and Final/Approved EIR Report	<b>Acknowledgement email sent</b> <b>In Progress</b>
<b>Public Records Request Log / Ongoing 2014 - 2015</b>				
87	11/18/14	Fatima Alleyne	Washington School Budget / SSC SY 2009 -to- 2013	<b>4/3 and 5/18/15-Contacted Requestor to review documents</b> <b>Requestor to schedule apt. to review</b>
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	<b>Extension Invoked</b> <b>In Progress / Ongoing</b> <b>Gathering / Reviewing Documents</b>  <b>Documents being sent via email after review</b>
197	5/19/15	Timothy Adams Schoolie	WCCUSD Student Information/Records for the past 5 years	<b>Extension Invoked</b> <b>In Progress / Ongoing</b> <b>Gathering / Reviewing Documents</b>  <b>Documents being sent via email after review</b>