

Friday Memo
November 6, 2015

Upcoming Events – Bruce Harter

November 9: Technology Subcommittee, IT Center, 4:00 PM
November 9: Agenda Setting, Superintendent’s Office, 4:30 PM
November 9: Youth Commission, Helms, 6:30 PM
November 10: Ed Fund Fundraising Breakfast, Bubbalo Cafe in Richmond, 7:30 – 8:30 AM
November 10: Facilities Subcommittee, FOC 4:00 PM
November 11: Veterans’ Day Holiday, Schools & Offices Closed
November 12: Safety & School Climate Committee, Pinole Valley, 9:00 AM
November 12: DLCAP Student Meeting, Kennedy, 11:00 AM
November 12: Prioritization Committee, FOC, 6:30 PM

Assessment Brief – Bruce Harter

Attached is the November / December Assessment Brief that reviews the assessments for those two months.

Organization Chart – Bruce Harter

Attached are the organization charts for the district and for each of our Cabinet members.

WCCUSD LCAP Materials Recognized by the State Board of Education – Bruce Harter

Nicole Joyner has done a great job in pulling together all the information for our Local Control Accountability Plan. This week that work was recognized at the State Board of Education and the information that we provided was acknowledged as a model for other districts. Special thanks to Marcus Walton, too who wrote our Executive Summary. We’re the only district to show up in all the categories.

Our Executive Summary, Dashboards and Infographics were listed as resources during State Board of Education Accountability meeting.

(<http://www.cde.ca.gov/be/ag/ag/yr15/documents/nov15item11.doc>)

The list of resources below provides some examples of LEAs that coordinated and synthesized LCAP content through the use of infographics, executive summaries, dashboards, and blogs/Websites that were devoted to LCFF and LCAP information. Future SBE items will continue to showcase examples of strategic decision making and effective communication of the LCAP and Annual Update that LEAs are producing for their educational communities.

Infographics

- *Bear Valley Unified School District*
http://bearvalleyusd.edlittest.com/ourpages/LCAP/LCAP_BearValleyUSD15_082015_Infographic.pdf
- *West Contra Costa Unified School District* <http://www.wccusd.net/Page/5246>

Executive Summaries

- *Etiwanda School District* (<http://www.etiwanda.org/>)
<http://www.etiwanda.org/district/LCAPExecutiveSummary.pdf>

West Contra Costa Unified School District
Office of the Superintendent

- *Orange Unified School District*
(<http://www.orangeusd.k12.ca.us/>) <http://www.orangeusd.k12.ca.us/LCFF/pdf/LCAPExecutiveSummary6-6.pdf>
- *Red Bluff Joint Union High School District*
(<http://www.rbhsd.org/>) (<https://d3jc3ahdjad7x7.cloudfront.net/w9nTdNSim7eEFL3KAfhHVETP/OutRmWOKRgBE1gpUqPSdhuk0.pdf>)
- *Santee Unified School District*
(<http://www.santeeusd.net>) <http://www.santeeusd.net/cms/lib/CA01000468/Centricity/Domain/847/LCAP%202015%20Executive%20Summary%2003%2004%2015%20-%20Single%20Pages.pdf>
- *West Contra Costa Unified School District*
(<http://www.wccusd.net>) <http://www.wccusd.net/cms/lib03/CA01001466/Centricity/Domain/961/2%202015-16%20LCAP%20Executive%20Summary%20Rev%2006042015.pdf>

Dashboards

- *Etiwanda School District* <http://www.etiwanda.org/district/LCAPDashboard.pdf>
- *Madera Unified School District* <http://lcap.madera.k12.ca.us/>
- *West Contra Costa Unified School District* <http://www.wccusd.net/dashboard>

Pinole City Council and WCCUSD Fiber Build – Mary Phillips

West Contra Costa Unified School District requested an encroachment agreement from the City of Pinole for installation of overhead and underground fiber optics in order to interconnect our school facilities. Building a fiber network will provide each site with 10 GB of bandwidth, which is necessary as we move forward with our one-to-one tablet initiative and engage students with more bandwidth-intensive online learning experiences. The District’s fiber project is scheduled for completion in mid-January and has, to date, accomplished approximately 30% of the total build. At the October 20th Pinole City Council Meeting, the Council expressed concern about installing fiber on poles throughout the City. They further explained that the City passed a resolution stating all new construction would be placed underground. Our fiber vendor, Conterra, was not at that meeting. However, Conterra did express that the cost to trench throughout the City would be cost prohibitive. The City understands that without allowing Conterra’s fiber to be built, schools located in Pinole would not be able to take advantage of the additional bandwidth provided to other schools within the district. In order to gather more information and reach resolution, this item was tabled until a meeting could be established between the City, Conterra and the District. The City’s delegate will be appointed at the next Council Meeting scheduled for November 3, 2015. It is assumed that the meeting will take place shortly thereafter.

Educator Effectiveness Professional Development Funding - Nia Rashidchi

California’s SB-77 Section 58 provides new funding for professional learning for every district, county office of education, charter school, and state special school throughout the state. This funding source is referred to as *Educator Effectiveness* monies.

The state requires that these funds be spent in the following four ways:

- Beginning teacher and administrator support and mentoring, including, but not limited to, programs that support new teacher and administrator ability to teach or lead effectively and to meet induction requirements,
- Professional development, coaching, and support services for teachers who have been identified as needing improvement or additional support by local educational agencies,

- Professional development for teachers and administrators that is aligned to the state content standards, and
- To promote educator quality and effectiveness, including, but not limited to, training on mentoring and coaching certificated staff and training certificated staff to support effective teaching and learning.

Staff has conducted a needs assessment from a variety of stakeholders, including instructional leadership teams, academic subcommittee members, United Teachers of Richmond Rep. Council, West Contra Costa Administrator’s Association Executive, and the principals.

WCCUSD has been informed that we will receive approximately \$2.3 million dollars to be spent over 3 years (2015-16, 2016-17, 2017-18).

Staff will share the plan to spend the funds at the November 18 Board of Education meeting. There will be a public hearing during the November 18 meeting, and then the plan will be brought back to the Board for approval at the December 9 Board of Education meeting.

‘So Can You’ Campaign – Marcus Walton

On Friday, Nov. 13, the District will launch its So Can You campaign, aimed at encouraging students in the District and children in the local community to go to college. Conceptualized by Dr. Harter, the campaign features students from the Class of 2015 who are wearing their college sweatshirts. Their photos will be displayed in three different media: billboards, a commercial playing in the local movie theater and on posters displayed in schools, libraries and community gathering places.

The first views will be seen by people watching movies beginning Friday, Nov. 13, at the Century Richmond Hilltop 16, where a 15-second spot will be shown before every film. Three billboards, provided by the California State Outdoor Advertising Association, will display the campaign in the Richmond area beginning later this month. And finally, posters of the students will be displayed at schools, libraries and community gathering places.

A sample of a poster and a draft version of a billboard are included in this week’s memo.

CPR Training for Classified Employees- Wendell Greer

As part of Classified Training Day this year, Elementary School Secretaries, Community Outreach Workers and clerical staff received CPR and First Aid training. Below is the list of the employees that received certification, a total of 103.

Last Name	First Name	Classification	Location
HAGE	ROSALINA	TYPIST CLERK III BILINGUAL	ADULT ED - ALVARADO
LIVINGSTONE	ELVIRA	TYPIST CLERK III BILINGUAL	ADULT ED - ALVARADO
GUINN	REGINA	TYPIST CLERK III	ADULT ED -SERRA
HOLMAN	JOHN	TYPIST CLERK II	ADULT ED -SERRA
MARTINEZ VEGA	ALEJANDRA	TYPIST CLERK I BILINGUAL	ADULT ED -SERRA
ROSALES-PEREZ	ALEXANDRA	TYPIST CLERK II	ADULT ED -SERRA
AGUERO	MICHELLE	TYPIST CLERK III	ASSESSMENT
CUEVAS	PATRICIA	SCHOOL COMM OUTREACH WRKER BIL	BAYVIEW ELEMENTARY
FLORES MIRANDA	MARINA	TYPIST CLERK I BILINGUAL	BAYVIEW ELEMENTARY
KAJLA	TARA	SCHOOL SECRETARY I	BAYVIEW ELEMENTARY

West Contra Costa Unified School District
Office of the Superintendent

CANELO	JOVITA	TYPIST CLERK I BILINGUAL	CHAVEZ ELEMENTARY
GUERRA	MARIA	TYPIST CLERK III BILINGUAL	CHILD DEVELOPMENT
WADE	TEHARA	EL COMMUNITY WORKER	CHILD DEVELOPMENT
TORERO DE DIAZ	OLINDA	TYPIST CLERK III BILINGUAL	COMMUNICATIONS
ESPINOZA	OTILIA	BIL ASSESSMENT AND REGIST TECH	COMMUNITY ENGAGEMENT
ESQUIVEL	CHERYL	STAFF SECRETARY	COMMUNITY ENGAGEMENT
ORTIZ PEREZ	NANCY	STAFF SECRETARY BILINGUAL	COMMUNITY ENGAGEMENT
RESENDIZ	MARIA	SCHOOL COMM OUTREACH WRKER	COMMUNITY ENGAGEMENT
ORTIZ DE TOUIREL	REYNA	TYPIST CLERK I BILINGUAL	CORONADO ELEMENTARY
THOMAS	CHRISTINA	SCHOOL SECRETARY I	CORONADO ELEMENTARY
VALADEZ	MARIA	SCHOOL COMM OUTREACH WRKER BIL	CORONADO ELEMENTARY
SERHAN	SOPHIA	SCHOOL COMM OUTREACH WRKER BIL	CRESPI MIDDLE
FLORES	ANDREA	TYPIST CLERK II	DE ANZA HIGH
MIYASAKI-RAE	KAREN	REGISTRAR	DE ANZA HIGH
WILLIAMS	ALEXIS	TYPIST CLERK II	DE ANZA HIGH
PIZANO	AMERICA	SCHOOL SECRETARY I	DOVER ELEMENTARY
ALVAREZ	MARTHA	TYPIST CLERK I BILINGUAL	DOWNER ELEMENTARY
BYRD	BARBARA	ASST TRUANCY PREVENTION	ED SERVICE ELEM/SEC ASSOC SUPT
CARDONA	YORQUI	REGISTRAR	EL CERRITO HIGH
MONTEITH	DAWN	TYPIST CLERK II	EL CERRITO HIGH
SAECHAO	EMILY	ATTENDANCE CLERK	EL CERRITO HIGH
HERNANDEZ	CYNTHIA	TYPIST CLERK I	ELLERHORST ELEMENTARY
ARECHIGA	ROSA	TYPIST CLERK I BILINGUAL	FORD ELEMENTARY
CHENEY	BEVERLY	TYPIST CLERK II	FRED T. KOREMATSU MIDDLE
ALBA	ROSA	TYPIST CLERK I BILINGUAL	GRANT ELEMENTARY
ARELLANO	LUPITA	SCHOOL COMM OUTREACH WRKER BIL	GRANT ELEMENTARY
ESPINOZA	SAIDA	SCHOOL SECRETARY I	GRANT ELEMENTARY
JIMENEZ	ROSAMAR	SCHOOL SECRETARY I	HARDING ELEMENTARY
SALAZAR	MARIA	TYPIST CLERK I	HARDING ELEMENTARY
DIAZ	DOLORES	SCHOOL COMM OUTREACH WRKER BIL	HELMS MIDDLE
FRANCO	SOFIA	SCHOOL COMM OUTREACH WRKER BIL	HELMS MIDDLE
GODINEZ	MARIA	SCHOOL COMM OUTREACH WRKER BIL	HELMS MIDDLE
MUNOZ	LIZETH	TYPIST CLERK II BILINGUAL	HELMS MIDDLE
CARLO	VICKI	TYPIST CLERK II	HERCULES HIGH SCHOOL
FARR	JULIANA	TYPIST CLERK II	HERCULES HIGH SCHOOL
NGUYEN	QUI	ATTENDANCE CLERK	HERCULES HIGH SCHOOL
PETRONI	JOAN	TYPIST CLERK II	HERCULES MIDDLE
RAMIREZ	ROSEMARY	TYPIST CLERK I BILINGUAL	HIGHLAND ELEMENTARY
RHEA	LINDA	SCHOOL SECRETARY I	HIGHLAND ELEMENTARY
AGUILAR	SANTINO	ATTENDANCE ENROLLMENT TECH	INFORMATION TECHNOLOGY
HUIZAR	MARIA	ATTENDANCE ENROLLMENT TECH	INFORMATION TECHNOLOGY
YAMASHITA	JULIE	ATTENDANCE ENROLLMENT TECH	INFORMATION TECHNOLOGY
BARDELL	ANIYAH	SCHOOL COMMUNITY OUTREACH WORK	KENNEDY HIGH
BETANCES	MARIA	SCHOOL COMM OUTREACH WRKER BIL	KENNEDY HIGH
DAVIDSON	HENRIETTA	TYPIST CLERK II	KENNEDY HIGH
GRANT	RASHEEDAH	SCHOOL COMM OUTREACH WRKER	KENNEDY HIGH
LOOMIS	PATRICIA	TYPIST CLERK II	KENNEDY HIGH
RAMIREZ	ALICIA		KENNEDY HIGH
SHAH	FAIZA	REGISTRAR	KENNEDY HIGH
PORTER	PAMELA	SCHOOL SECRETARY I	KENSINGTON ELEMENTARY
CHAO	SUSAN	TYPIST CLERK I	KING ELEMENTARY
CASTILLO	MARISOL	TYPIST CLERK I BILINGUAL	LAKE ELEMENTARY
PALACIOS	DILCIA	SCH COMMUNITY OUTRCH SPEC	LAKE ELEMENTARY
AGREDANO	EVELIA	SCHOOL COMM OUTREACH WRKER BIL	LINCOLN ELEMENTARY
DELGADO	TERESA	TYPIST CLERK I BILINGUAL	LINCOLN ELEMENTARY
FINLEY	DA'SHAWNTA	SCHOOL COMMUNITY OUTREACH WORK	LINCOLN ELEMENTARY
BASSI	ELIZABETH	SCHOOL SECRETARY I	LUPINE HILLS ELEMENTARY
JACKMON	JOHNETTER	TYPIST CLERK I	LUPINE HILLS ELEMENTARY
ESTEBEZ	RUBY	SCHOOL SECRETARY I	MADERA ELEMENTARY
PIMENTEL	SALLY	TYPIST CLERK I	MADERA ELEMENTARY
CASTELLAN	MICHELLE	TYPIST CLERK II	MUSIC BAND

West Contra Costa Unified School District
Office of the Superintendent

SHUMAKE	ANDRE	SCHOOL COMM OUTREACH WRKER	NYSTROM ELEMENTARY
CABRAL	KATHLEEN	SCHOOL SECRETARY I	OHLONE ELEMENTARY
MENDOZA	DEYDA	SCHOOL SECRETARY I	OLINDA ELEMENTARY
HERNANDEZ	LUZ	SCHOOL SECRETARY I	PERES ELEMENTARY
PINEDA	LAURA	TYPIST CLERK I	PERES ELEMENTARY
LANDEROS	ALMA	SCHOOL COMMUNITY OUTREACH WORK	PINOLE HIGH SCHOOL
MAZARIEGOS	LUIS	TYPIST CLERK II BILINGUAL	RICHMOND HIGH SCHOOL
RIVERA CAMACHO	ZENAIDA	TYPIST CLERK II	RICHMOND HIGH SCHOOL
VEGA	VERONICA	REGISTRAR	RICHMOND HIGH SCHOOL
VERDIN	MARIA	SCHOOL COMM OUTREACH WRKER BIL	RICHMOND HIGH SCHOOL
GONZALES	STEPHANIE	SCHOOL SECRETARY I	RIVERSIDE ELEMENTARY
ORTEGA	BEATRIZ	SCHOOL COMM OUTREACH WRKER BIL	RIVERSIDE ELEMENTARY
COWAN	TIFFANY	SCHOOL SECRETARY I	SHANNON ELEMENTARY
HECKENHULL	CELESTINO	TYPIST CLERK I	SHELDON ELEMENTARY
WELTEN	NELDA	TYPIST CLERK I BILINGUAL	SHELDON ELEMENTARY
OLIVA	DORIS	TYPIST CLERK II BILINGUAL	SPECIAL ED INFANT & PRESCHOOL
PONCE	PERLA	TYPIST CLERK III BILINGUAL	SPECIAL EDUCATION
SAECHAO	MEUY	TYPIST CLERK III	SPECIAL EDUCATION
AGUIRRE	JENY	TYPIST CLERK II BILINGUAL	STATE PRESCHOOL
BARRON	ANABEL	SCHOOL COMM OUTREACH WRKER BIL	STEGE ELEMENTARY
HAWKINS	LAKISHA	TYPIST CLERK I	STEGE ELEMENTARY
JONES	TAMERA	SCHOOL SECRETARY I	STEGE ELEMENTARY
MARTIN	MARIA	TYPIST CLERK II	STEWART ELEMENTARY
RODRIGUEZ LUNA	MAYRA	TYPIST CLERK III BILINGUAL	TRANSFER OFFICE
BARLESI	PAMELA	TYPIST CLERK I	VALLEY VIEW ELEMENTARY
VASARHELY	ANITA	SCHOOL SECRETARY I	VALLEY VIEW ELEMENTARY
DAVIS	VERONICA	SCHOOL SECRETARY I	VERDE ELEMENTARY
NIETO	MARTHA	SCHOOL COMM OUTREACH WRKER	VERDE ELEMENTARY
MCGUIRE	KRISTI	TYPIST CLERK II	VISTA HIGH SCHOOL
CABRAL	THERESA	SCHOOL SECRETARY I	WASHINGTON ELEMENTARY
CASTILLO	ALI	TYPIST CLERK I BILINGUAL	WASHINGTON ELEMENTARY

2015-16 WCUSD College Preparedness Programs by High School Site – Wendell Greer

An updated list of all the college preparedness programs at each of our six comprehensive sites is attached.

SAT Electronic Score Report Delivery – Nicole Joyner

Students who took the SAT on October 14th during College Day / SAT School Day are now able to view their scores online at <https://account.collegeboard.org/login/login>, and the majority of scores have been delivered to colleges.

Understanding SAT Scores

SAT scores are reported on a scale from 200-800, with additional sub-scores reported for the essay (ranging from 2-12) and for multiple-choice writing questions (on a 20-80 scale). Scores tell college admissions staff how a student performed compared with other students who took the test. For example, if a student scored close to the mean or average — about 500 on SAT critical reading and 500 on SAT mathematics — admissions staff would know that the student scored as well as about half of the students who took the test nationally. More information for understanding SAT Scores is available online at <https://sat.collegeboard.org/scores/understanding-sat-scores>

Current Certificated Openings-Ken Whittemore

West Contra Costa Unified School District
Office of the Superintendent

Please find listed below the latest certificated hiring update. Provided is the school and grade, reason for vacancy, and current status. If you have any questions or comments please feel free to contact me.

School/Grade	Reason for Vacancy	Current Status
Kennedy Counselor	Late September Resignation	Interviews being held
Greenwood Academy Counselor	Late September Resignation	Interviews being held
El Cerrito .80 English	Late Resignation	Position will be filled 11/9
Cameron SH DHH Lift	Currently not filled	Position offered 10/28
Greenwood PE	New Position	Interviews being held
Itinerant School Nurse	Continuing Opening	Posted and recruiting

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.



ASSESSMENT BRIEF

NOVEMBER/DECEMBER 2015

PLEASE POST

KEY DATES

- Nov 7 Students can access **SAT School Day** scores [online](#)
- Nov 13 **AP** Participation Form Deadline (High Schools)
- Nov 13 **CAASPP** Online Security Agreements due
- Dec 5 **SAT** Administration (At ECHS Only)
- Dec 11 **SARC** Template due to Accountability

Benchmark Dates

- Nov 6-13 ECHS—**ELD 4** Benchmark 2
- Nov 9-20 **SRI**-Read 180 SP System 44 (Grade 6-12)
- Nov 9-Dec 4 **Math**: HS Alg I, Geom, Alg II Benchmark 1
- Nov 16 **ELD** (Grade 6-12)
- Nov 30 ECHS Semester 1 Alg 1, Geom, Alg II Benchmark 2

College Day

On October 14th, our students took the *SAT School Day*, *PSAT 8/9* and *PSAT/NMSQT* tests.

District-wide, students in grades 8-12 (approx. 10,000) sat down and showed us that they are serious about their journey towards college and career readiness.

A big THANK YOU to all of the district staff who sacrificed their time and energy to make this day special for our students!

SARC

Each site will need to update its School Accountability Report Card (SARC) online by December 11th, due to Susana Montelongo in the Accountability and Assessment Department (307-4502).

November 2015

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	29
29	30					

December 2015

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	31	31		

SAT SCHOOL DAY Results

Scores will be released to students by November 7th. Students access scores [online](#) the same way they would for a Saturday administration. Sites will receive scores by mid-November, and the district will receive a data file by mid-December.

PSAT/NMSQT Results

Sites will receive the following results in January 2016:

- 1) 2 sets of *Student Score Reports* (one for student and one for student's file),
- 2) *Roster of Student Scores and Plans*, and
- 3) *School Summary Report*.

In late December, sites will receive the special code needed to access *AP Potential* results online.

Reminder!

CAASPP Security Agreement

Designated CAASPP Coordinators must complete the online security agreement by November 13th, 2015.

Check out all the new
online resources

Accountability & Assessment website
<http://www.wccusd.net/Page/3644>

West Contra Costa Unified School District
Board of Education

Revised by
Board Action

August 12, 2015

Superintendent

Director
Accountability/
Chief Data Officer

Director,
Communications

Associate
Superintendent for
Operations

Food Services
Maintenance &
Operations
Facilities
School
Construction

Associate
Superintendent K-
Adult Schools

Elementary &
Secondary Schools
Libraries
Safety
Discipline /
Expulsions
Accreditation
Athletics
School to Career
Adult Education
Regional
Occupation
Programs
Work Based
Learning
Student Welfare &
Attendance
Transfer Program
Student Services
Comprehensive
School Health
Homeless/
Neglected Program
Student Attendance
Community
Engagement

SELPA Director

Special Education
Services
Transportation

Chief Technology
Officer

Technology for
Learning
Administrative
Technology

Assistant
Superintendent
Educational
Services

Pre-School
Curriculum &
Instruction
Textbooks
GATE
State & Federal
ESEA
Local Assessment
Non-Public schools
Federal Program
Monitoring
Extended Learning
Intervention
Instructional
Technology
English Learner
Services
Professional
Development
Summer School –
Elem./Secondary
Service Learning
Linked Learning

Assistant
Superintendent for
Human Resources

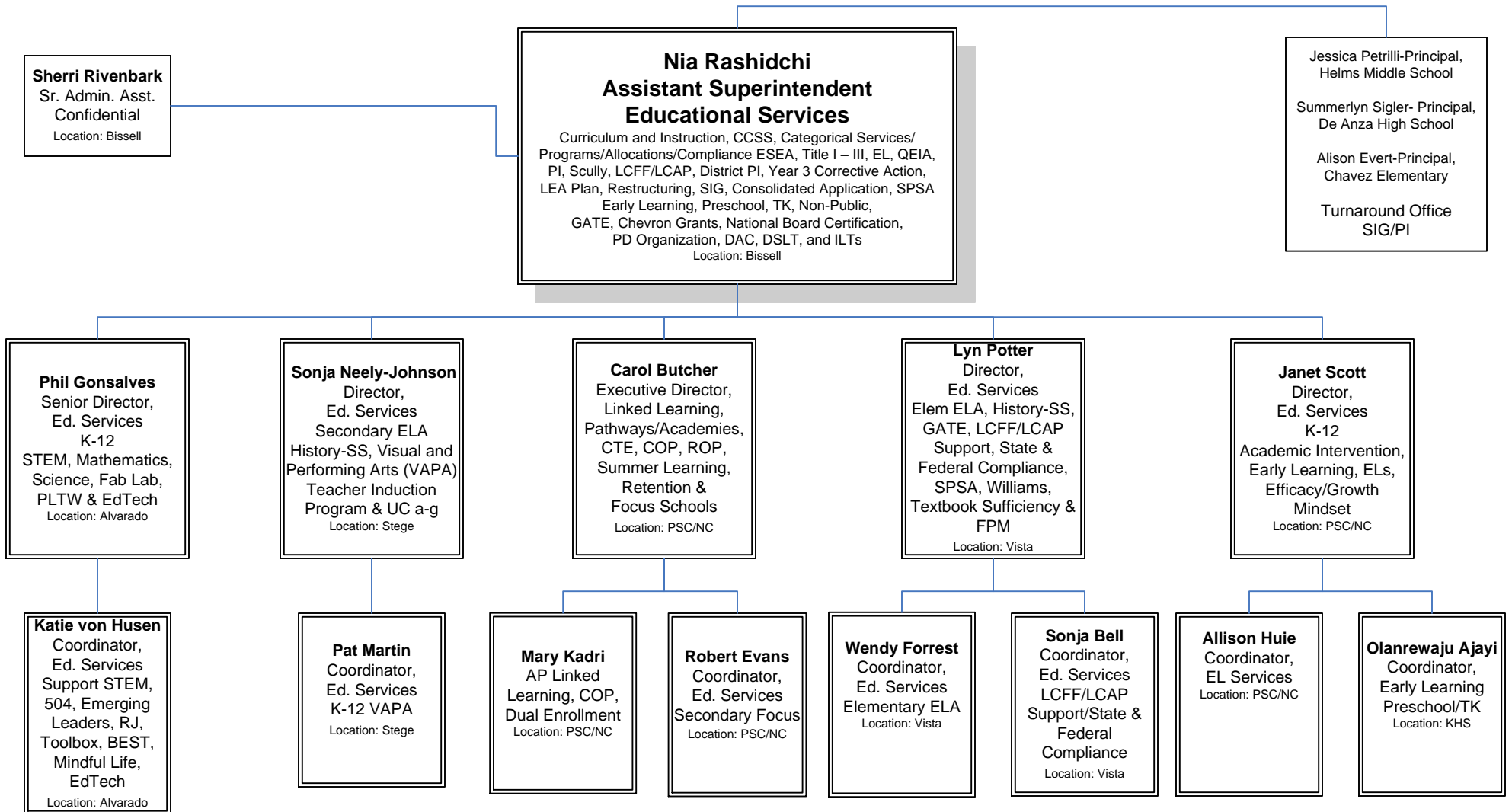
Collective
Bargaining
Recruitment
Staff Evaluations /
Discipline
Substitutes
Workers Comp
Benefits

Associate
Superintendent for
Business Services

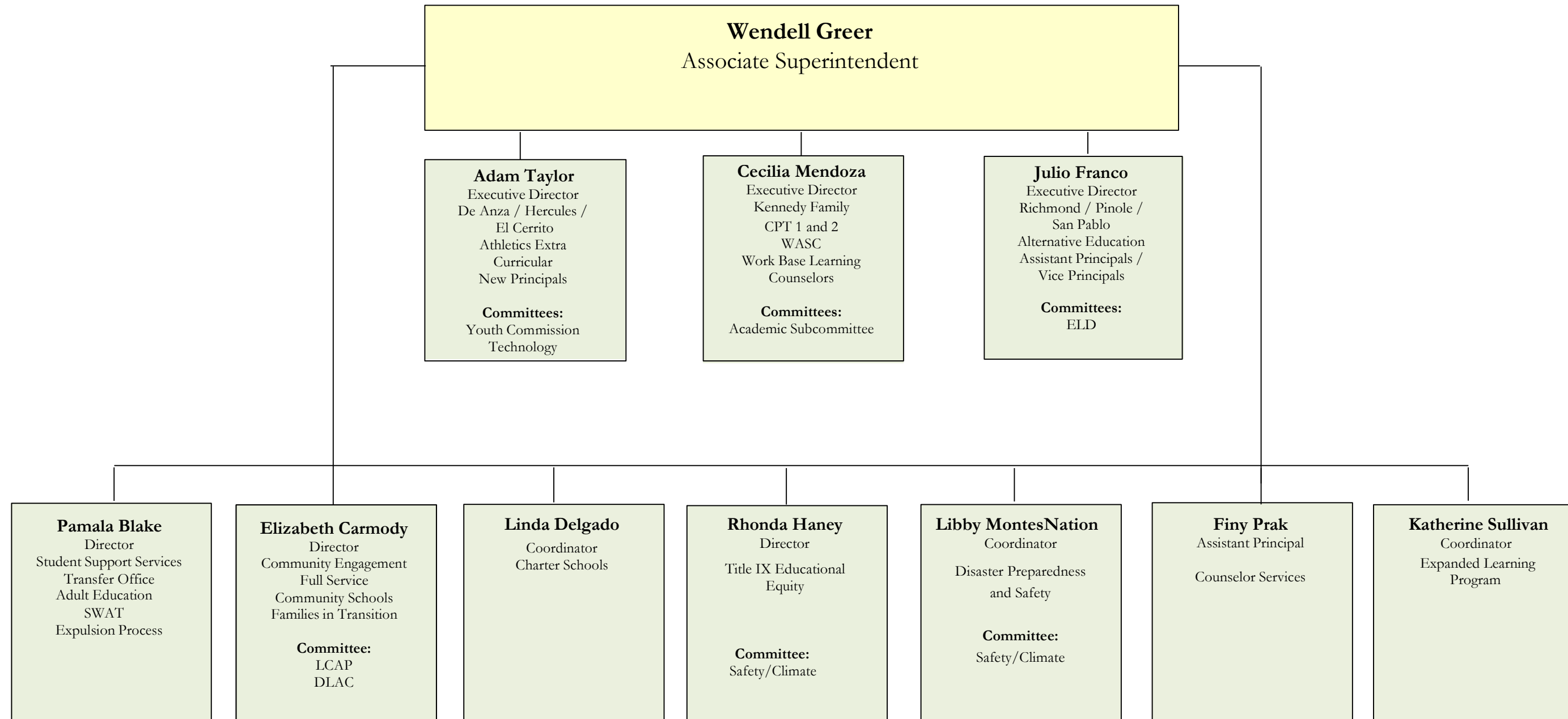
Budgeting
Audits
Facilities Use
Financial Reporting
Payroll
Print Shop
Purchasing /
Contracts
Student Body
Accounting
Warehouse
Bond Finance
Fixed Assets /
Inventory
Investments
Fixed Assets
Risk Management
Insurance

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

EDUCATIONAL SERVICES 2015 – 2016 rev 11/05/15



K – Adult School Operations Organizational Chart 2015 - 2016



West Contra Costa Unified School District

Human Resources 2015-2016

Assistant Superintendent Human Resources
 K. Whittemore
 Collective Bargaining
 Recruitment
 Staff Evaluations
 Discipline
 Grievances
 Substitutes
 Workers Comp
 Benefits
 Uniform Complaints
 Catastrophic Leave Program

HR Director Certificated
 C. Cotton

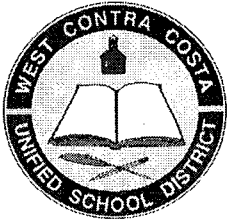
Recruitment, Selection, Hiring, Placement,
 Promotion, Re-assignment, Leave,
 Transfer, Termination, Layoffs
 Visiting Teacher Program
 Job Descriptions
 District Bargaining Team Member-UTR, WCAA
 Personnel Records
 Peer Assistance Review
 Grievances
 Professional Development
 Substitute Placement
 Employment Verifications
 Employee Discipline Investigations
 Elementary Prep Staffing
 Review Criminal Background Reports
 Monitors Certificated Evaluations

HR Director Classified
 M. Wasilchin

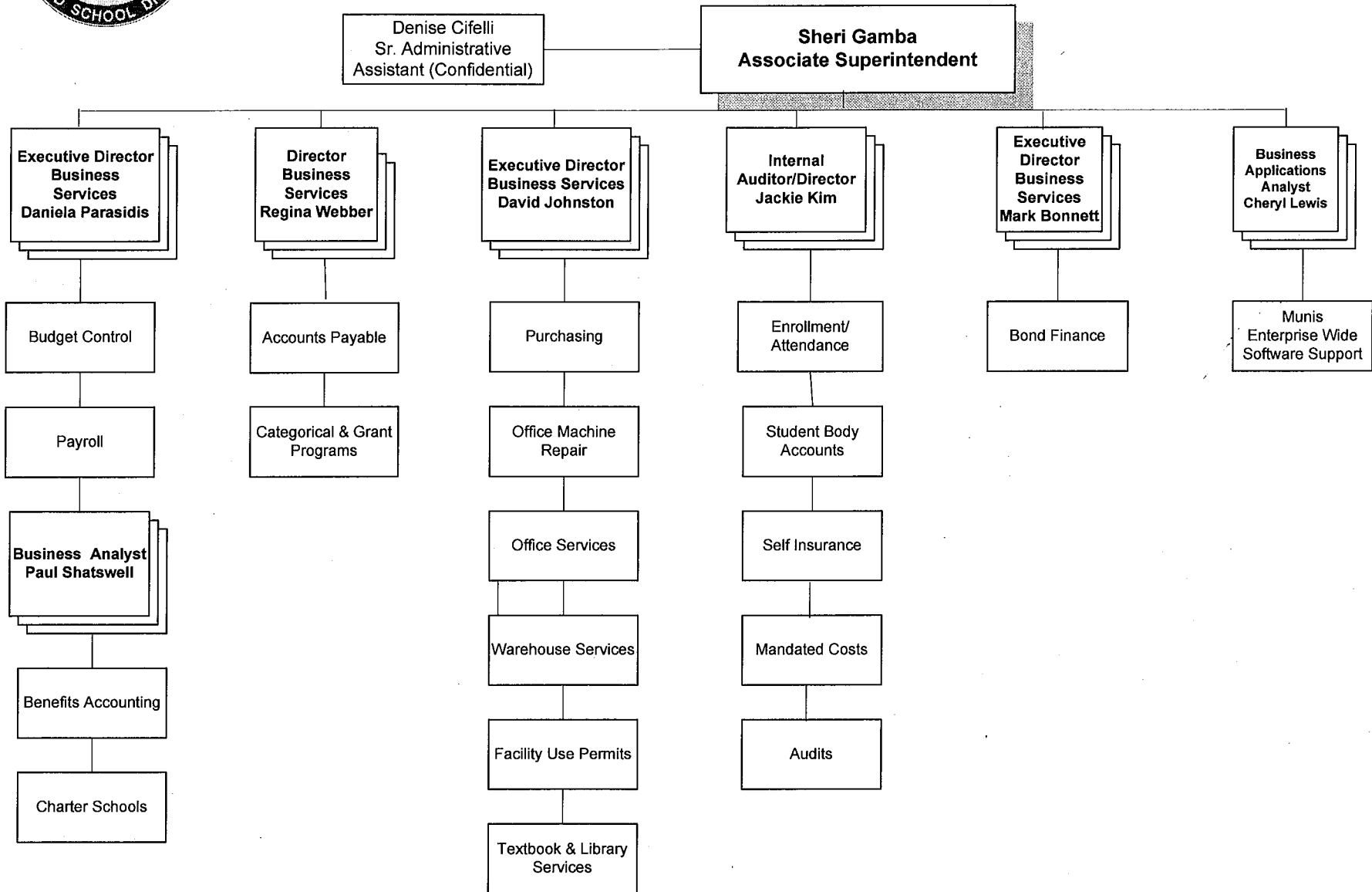
Recruitment, Selection, Hiring, Placement,
 Promotion, Re-assignment, Leaves,
 Transfer, Termination, Layoffs
 Summer School
 Job Descriptions
 District Bargaining Team Member – Local 1, SSA
 Personnel records
 District Unemployment Program
 Employee Discipline Investigations
 Substitute Placement
 Employment Verifications
 Grievances
 Monitors Classified Evaluations
 Monthly meetings with Local 1 & SSA
 Reviews Criminal Background Reports

Employee Relations Director
 M. Williams

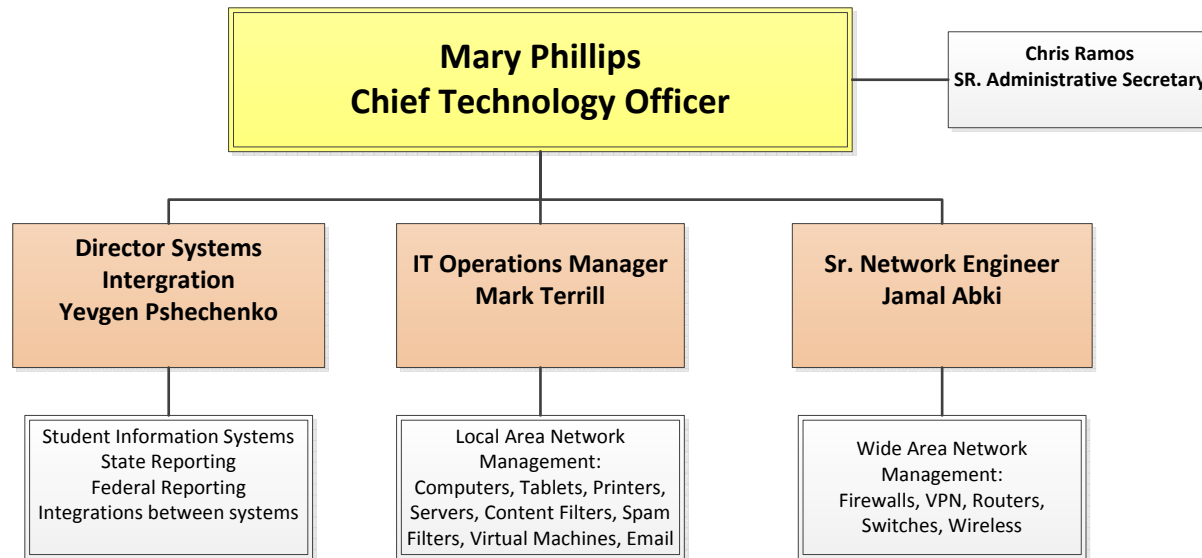
Workers Compensation/
 Bridge-Modification Duty Program
 Health Benefits/COBRA
 ADA Requests & follow up
 Safety Committee/Incentive Program (CCCSIG)
 Employee Complaints/ Investigations/Mediation
 DFEH/EEOC Complaints
 Reviews Criminal Background Reports
 Personnel Records
 Grievances
 ESchool
 Affordable Care Act
 Commuter Benefits
 New Hire Orientation & Trainings
 Employee Trainings
 MUNIS Team Leader & Expert
 Classified Training
 Disciplinary Actions



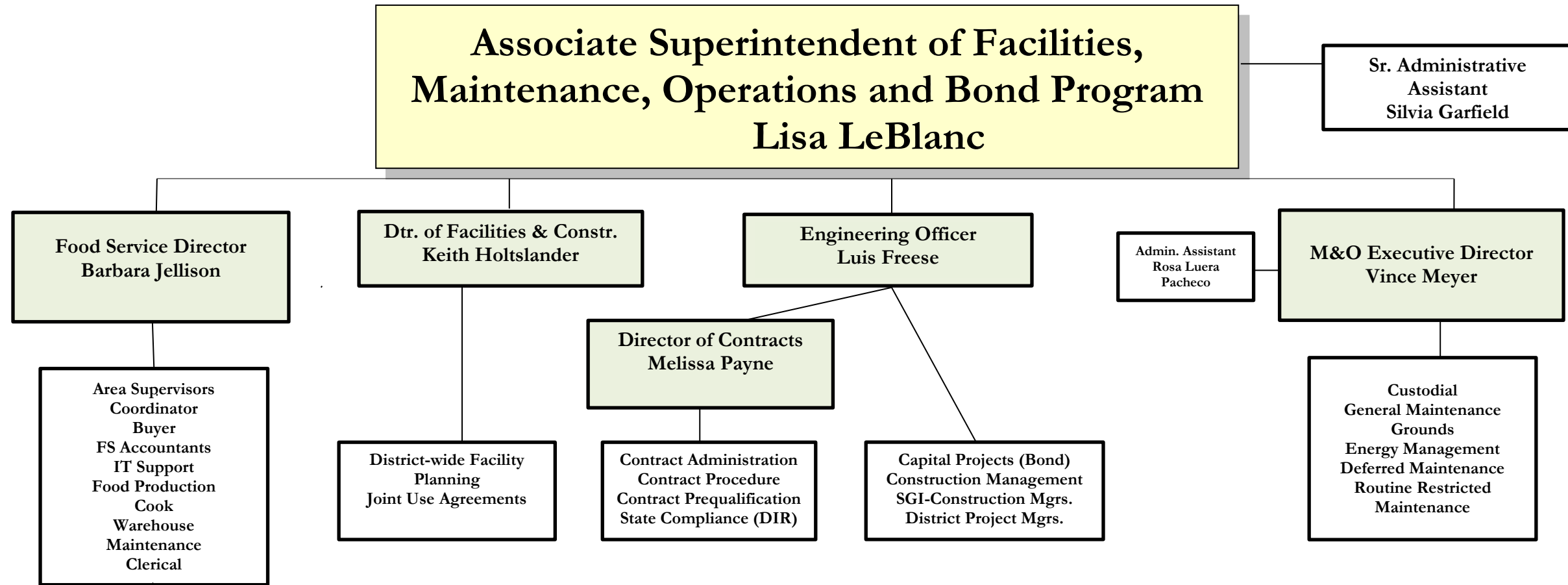
West Contra Costa Unified School District Business Services



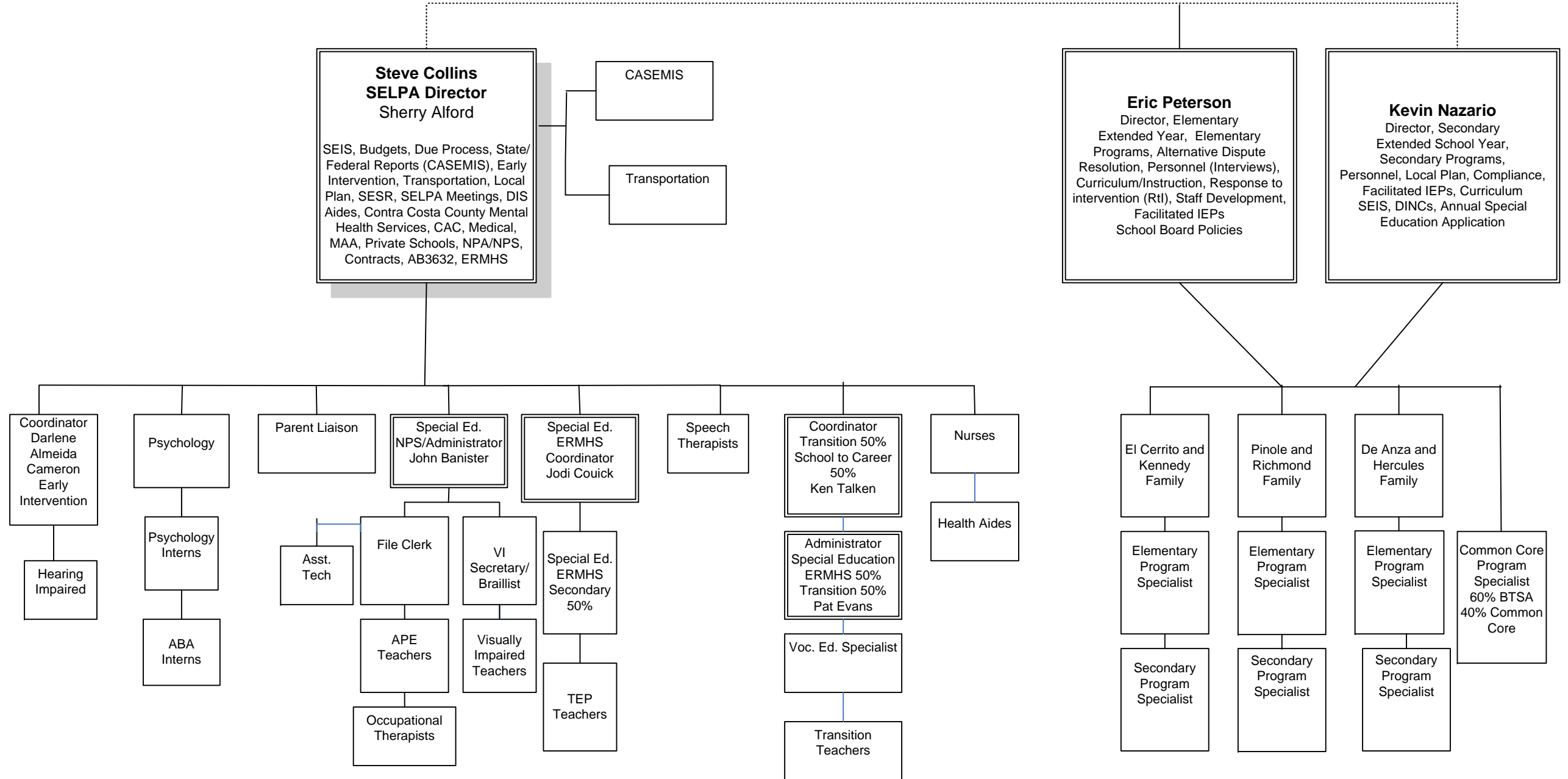
West Contra Costa Unified School District Information Technology Division-Administrative Services



Operations Organizational Chart 2015 - 2016



Special Education Department 2015-16 Organizational Structure



**THIS STUDENT IS
GOING TO COLLEGE...**



JIREH QUIOM
LAKE ELEMENTARY
HELMS MIDDLE
RICHMOND HIGH 2015

**SO CAN YOU!
TU TAMBIÉN PUEDES!**



@WCCUSD



Michelle Croda
De Anza High

Jireh Quiom
Richmond High

Abdul Black
El Cerrito High

Antonio Gonzalez
Richmond High

Maria Llose
Kennedy High



THESE STUDENTS FROM THE CLASS OF 2015
ARE GOING TO COLLEGE...

SO CAN YOU!

¡TU TAMBIÉN PUEDES!

ESTOS ESTUDIANTES DE LA CLASE DE 2015 SE
VAN A LA UNIVERSIDAD ...



College Preparedness Programs by site

WCCUSD 2015-16

School Site	College Preparedness Programs
DeAnza High School	<p>African American Male Pipeline Project <u>Criteria:</u> Serves 10-15 African American Male students <u>Description:</u> Serves students that have traditionally lacked the essential support to reach their academic potential. Students in the cohort will receive individualize wrap-around services including: college advising & preparation, academic support & enrichment, family engagement, cultural awareness activities, career readiness, mentoring, success coaching, internships, field experience, community mentorship, leadership opportunities and physical and emotional wellness. The pipeline will ensure that students receive services to develop them academically, socially, physically, and emotionally. Further, AAMPP is partnered with numerous organizations that together provide the students with the resources necessary to pursue a career in STEM.</p> <p>East Bay Consortium <u>Criteria:</u> All 12th graders <u>Description:</u> It's a partnership that provides assistance and support for Pre-FAFSA/Dream Act presentations, college applications and Cash for College workshops</p> <p>Rising Scholars Program <u>Criteria:</u> 9th-12th Young Men of Color approx. 25-30 students <u>Description:</u> The Young men will receive college counseling in small groups and have a counselor assigned to work with them to increase their knowledge of the college preparation and application process along with enrichment experiences that will increase their social transformation and help to prepare them for life, as well as college</p> <p>UCB Pre-College Trio/Talent Search <u>Criteria:</u> 9th-12th Serves approx. 20-25 students <u>Description:</u> Trio College Advisors provide individual academic advising, planning and referral process to help students graduate and matriculate into post-secondary education. They also provide summer programs and an intensive SAT/ACT preparation program</p> <p>UCB EAOP/DCAC Fellowship Advisors <u>Criteria:</u> 9th-12th Serves approx.160 students per site <u>Description:</u> The UC Berkeley Early Academic Outreach Program (EAOP)/Destination College Program prepare students for higher education. Services include individual academic planning, classroom workshops covering college admissions, college transition and preparation, college & career explorations, college and career fairs, FAFSA and scholarship application assistance</p>

College Preparedness Programs by site

WCCUSD 2015-16

	<p>Upward Bound Mills <u>Criteria:</u> 9th-12th Serves approx. 20 students per targeted site. Student must be US Citizen or Permanent Resident or in the process of becoming a resident. Must be First Generation (Neither parent has a BA/BS or 4 year College degree. Family's Taxable Income must meet Federal TRIO Low-Income levels or family receives federal or state assistance such as food stamps, free lunch, AFDC, CAI-Works, Section 8, etc. <u>Description:</u> Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their pre-college performance and ultimately in their higher education pursuits. Upward Bound serves high school students from low-income families; and high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of post-secondary education</p>
El Cerrito High School	<p>East Bay Consortium <u>Criteria:</u> All 12th graders <u>Description:</u> It's a partnership that provides assistance and support for Pre-FAFSA/Dream Act presentations, college applications and Cash for College workshops</p> <p>Rising Scholars Program <u>Criteria:</u> 9th-12th Young Men of Color approx. 25-30 students <u>Description:</u> The Young men will receive college counseling in small groups and have a counselor assigned to work with them to increase their knowledge of the college preparation and application process along with enrichment experiences that will increase their social transformation and help to prepare them for life, as well as college</p> <p>Upward Bound UC Berkeley <u>Criteria:</u> 9th-11th Low-income 1st generation approx.15-20 students <u>Description:</u> The program helps motivate and prepare high school students graduate from high school and enroll in post-secondary education. Services include college readiness, financial aid assistance, and Saturday school</p> <p>UCB Pre-College Trio/Talent Search <u>Criteria:</u> 9th-12th Serves approx. 20-25 students <u>Description:</u> Trio College Advisors provide individual academic advising, planning and referral process to help students graduate and matriculate into post-secondary education. They also provide summer programs and an intensive SAT/ACT preparation program</p>

College Preparedness Programs by site

WCCUSD 2015-16

	<p>UCB EAOP/DCAC Fellowship Advisors <u>Criteria:</u> 9th-12th Serves approx. 160 students per site <u>Description:</u> The UC Berkeley Early Academic Outreach Program (EAOP)/Destination College Program prepare students for higher education. Services include individual academic planning, classroom workshops covering college admissions, college transition and preparation, college & career explorations, college and career fairs, FAFSA and scholarship application assistance</p> <p>Writer's Coach Connection <u>Criteria:</u> 9th Grade & ELD 3-4 all students <u>Description:</u> WriterCoach Connection collaborates with teachers and trains community volunteers as writer's coaches to provide students with one on one writing support. They also assist seniors with college application.</p>
Hercules High School	<p>East Bay Consortium <u>Criteria:</u> All 12th graders <u>Description:</u> It's a partnership that provides assistance and support for Pre-FAFSA/Dream Act presentations, college applications and Cash for College workshops</p> <p>Rising Scholars Program <u>Criteria:</u> 9th-12th Young Men of Color approx. 25-30 students <u>Description:</u> The Young men will receive college counseling in small groups and have a counselor assigned to work with them to increase their knowledge of the college preparation and application process along with enrichment experiences that will increase their social transformation and help to prepare them for life, as well as college</p> <p>UCB EAOP/DCAC Fellowship Advisors <u>Criteria:</u> 9th-12th Serves approx. 160 students per site <u>Description:</u> The UC Berkeley Early Academic Outreach Program (EAOP)/Destination College Program prepare students for higher education. Services include individual academic planning, classroom workshops covering college admissions, college transition and preparation, college & career explorations, college and career fairs, FAFSA and scholarship application assistance</p> <p>UCB Pre-College Trio/Talent Search <u>Criteria:</u> 9th-12th Serves approx. 20-25 students <u>Description:</u> Trio College Advisors provide individual academic advising, planning and referral process to help students graduate and matriculate into post-secondary education.</p>
Kennedy High School	<p>East Bay Consortium <u>Criteria:</u> All 12th graders <u>Description:</u> It's a partnership that provides assistance and support for Pre-</p>

College Preparedness Programs by site

WCCUSD 2015-16

	<p>FAFSA/Dream Act presentations, college applications and Cash for College workshops</p> <p>Upward Bound UC Berkeley <u>Criteria:</u> 9th-11th Low-income 1st generation approx.15-20 students <u>Description:</u> The program helps motivate and prepare high school students graduate from high school and enroll in post-secondary education. Services include college readiness, financial aid assistance, and Saturday school</p> <p>UCB EAOP/DCAC Fellowship Advisors <u>Criteria:</u> 9th-12th Serves approx. 160 students per site <u>Description:</u> The UC Berkeley Early Academic Outreach Program (EAOP)/Destination College Program prepare students for higher education. Services include individual academic planning, classroom workshops covering college admissions, college transition and preparation, college & career explorations, college and career fairs, FAFSA and scholarship application assistance</p> <p>Upward Bound Mills <u>Criteria:</u> 9th-12th Serves approx. 20 students per targeted site. Student must be US Citizen or Permanent Resident or in the process of becoming a resident. Must be First Generation (Neither parent has a BA/BS or 4 year College degree. Family's Taxable Income must meet Federal TRIO Low-Income levels or family receives federal or state assistance such as food stamps, free lunch, AFDC, CAI-Works, Section 8, etc. <u>Description:</u> Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their pre-college performance and ultimately in their higher education pursuits. Upward Bound serves high school students from low-income families; and high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of post-secondary education</p> <p>Writer's Coach Connection <u>Criteria:</u> ELD 3 students <u>Description:</u> WriterCoach Connection collaborates with teachers and trains community volunteers as writer's coaches to provide students with one on one writing support. They also assist seniors with college application.</p>
Pinole Valley High School	<p>African American Male Pipeline Project <u>Criteria:</u> Serves 10-15 African American Male students <u>Description:</u> Serves students that have traditionally lacked the essential support to reach their academic potential. Students in the cohort will receive individualized wrap-around services including: college advising &</p>

College Preparedness Programs by site

WCCUSD 2015-16

	<p>preparation, academic support & enrichment, family engagement, cultural awareness activities, career readiness, mentoring, success coaching, internships, field experience, community mentorship, leadership opportunities and physical and emotional wellness. The pipeline will ensure that students receive services to develop them academically, socially, physically, and emotionally. Further, AAMPP is partnered with numerous organizations that together provide the students with the resources necessary to pursue a career in STEM.</p> <p>East Bay Consortium <u>Criteria:</u> 12th graders <u>Description:</u> It's a partnership that provides assistance and support for Pre-FAFSA/Dream Act presentations, college applications and Cash for College workshops</p> <p>Rising Scholars Program <u>Criteria:</u> 9th-12th Young Men of Color approx. 25-30 students <u>Description:</u> The Young men will receive college counseling in small groups and have a counselor assigned to work with them to increase their knowledge of the college preparation and application process along with enrichment experiences that will increase their social transformation and help to prepare them for life, as well as college</p> <p>UCB Pre-College Trio: Talent Search/Upward Bound/Upward Bound Math & Science <u>Criteria:</u> 9th-12th Serves approx. 25-30 students <u>Description:</u> Trio College Advisors provide individual academic advising, planning and referral process to help students graduate and matriculate into post-secondary education. They also provide summer programs and an intensive SAT/ACT preparation program</p> <p>UCB EAOP/DCAC Fellowship Advisors <u>Criteria:</u> 9th-12th Serves approx. 160 students per site <u>Description:</u> The UC Berkeley Early Academic Outreach Program (EAOP)/Destination College Program prepare students for higher education. Services include individual academic planning, classroom workshops covering college admissions, college transition and preparation, college & career explorations, college and career fairs, FAFSA and scholarship application assistance</p>
Richmond High School	<p>College Is Real, Inc <u>Criteria:</u> 2.5 GPA and a desire to go to a 4 year university <u>Description:</u> Independent, non-profit 501c3 that provides students with a mentor, tutoring, and scholarships upon graduation and as alumni</p>

College Preparedness Programs by site

WCCUSD 2015-16

East Bay Consortium

Criteria: All 12th graders

Description: It's a partnership that provides assistance and support for Pre-FAFSA/Dream Act presentations, college applications and Cash for College workshops

PACT (Plan of Action for Challenging Time, Inc.)

Criteria: Students must be low-income, first generation college students who are citizens or legal residents

Description: PACT, Inc. is a non-profit, TriO/Educational Talent Search program that has provided college advising and tutoring in the Bay Area for 50 years. Their services include: college admission assistance & information, SAT/ACT registration, career exploration, campus tours, Financial Aid assistance and scholarships

UCB EAOP/DCAC Fellowship Advisors

Criteria: 9th-12th Serves approx.160 students per site

Description: The UC Berkeley Early Academic Outreach Program (EAOP)/Destination College Program prepare students for higher education. Services include individual academic planning, classroom workshops covering college admissions, college transition and preparation, college & career explorations, college and career fairs, FAFSA and scholarship application assistance

Upward Bound UC Berkeley

Criteria: 9th-11th Low-income 1st generation approx.15-20 students

Description: The program helps motivate and prepare high school students graduate from high school and enroll in post-secondary education. Services include college readiness, financial aid assistance, and Saturday school

Upward Bound Mills

Criteria: 9th-12th Serves approx. 20 students per targeted site. Student must be US Citizen or Permanent Resident or in the process of becoming a resident. Must be First Generation (Neither parent has a BA/BS or 4 year College degree. Family's Taxable Income must meet Federal TRIO Low-Income levels or family receives federal or state assistance such as food stamps, free lunch, AFDC, CAI-Works, Section 8, etc.

Description: Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their pre-college performance and ultimately in their higher education pursuits. Upward Bound serves high school students from low-income families; and high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of post-secondary education

College Preparedness Programs by site

WCCUSD 2015-16

	<p>Writer's Coach Connection <u>Criteria:</u> ELD 4 students <u>Description:</u> WriterCoach Connection collaborates with teachers and trains community volunteers as writer's coaches to provide students with one on one writing support. They also assist seniors with college application.</p>
Summer Programs	<p>Academy of Art Pre-College Summer Program <u>Criteria:</u> 9th-11th Grade <u>Description:</u> The Academy of Art provides our district with 30 scholarships for student to enroll in up to four courses during the summer and receive credits toward Academy of Art University. At the end of the 6 week program, students get to show off their work</p> <p>Holy Names Summer Bridge Program <u>Criteria:</u> 8th-11th graders <u>Description:</u> A 3 week program for student to participate in the Math Achievement Academy & enrichment classes at Holy Names University. Students were bussed to the University.</p> <p>Pre-College Academy <u>Criteria:</u> 9th-10th serves approx.200 students <u>Description:</u> A six week program (June-July) in which students enroll in two courses related to college level English and math</p> <p>UCB Talent Search Summer Bears <u>Criteria:</u> 6th-11th Graders <u>Description:</u> Talent Search offers a four-week summer program on the UC Berkeley campus usually during the first four weeks in July. The Summer BEARS program gives students in grades 6-11 an early start to the academic year by providing classes such as college/career awareness, study skills, life skills and writing skills</p> <p>UCB Upward Bound Summer Program <u>Criteria:</u> Serves high school students who attend a Target School and are low-income and first-generation-to-college. <u>Description:</u> UC Berkeley Upward Bound (UB) is a six week program that gives students the opportunity to live in student dormitories and take classes on the UC Berkeley Campus. Students also engage in exciting enrichment activities, academic and college-preparation workshops, and academic field trips. The academic component of the Summer Resident program focuses on social justice, college preparation and project-based learning.</p> <p>UCB Upward Bound Math & Science Summer Program</p>

College Preparedness Programs by site

WCCUSD 2015-16

	<p><u>Criteria:</u> High School students who attend a Target School. The student must also be a US Citizen or permanent resident, and come from a first generation (Parent or Guardian has not graduated from a 4 year College), low income family</p> <p><u>Description:</u> Students are given the opportunity to live in a dormitory on the University of California, Berkeley campus. Upward Bound Math & Science counselors live with the students and provide supervision and guidance throughout the six-week session. The summer session is a comprehensive program that includes classes in English, math, computers and lab science; evening tutorial sessions; workshops of social and cultural significance; weekend field trips of math or science significance and organized recreational activities. Transportation over the summer is paid and arranged by sending/sponsoring project or the UC Berkeley Math & Science Program</p>
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Public Records Request Log 2015-2016
Week Ending November 5, 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	Requestor contacted on 9/30 and 10/15/15 to review Documents No response from Requestor
7	7/15/15	Fatima Alleyne	#1- Salaries for Superintendents and Administrators #2- Lozano Smith Attorneys' Invoices 1/2012 – 7/15/15	Requestor contacted on 9/30 and 10/15/15 to review Documents No response from Requestor
31	10/12/15	Glenn Snyder Sheet Metal Workers Union	Alvarado Adult School / Restroom Remodel Project	11/2/15 Documents mailed COMPLETED
32	10/12/15	Fatima Alleyne	Lozano Smith Attorneys / All Invoices, Contracts and Expenses paid beginning January 1, 2014 – December 31, 2014	Acknowledgement letter sent Documents will be available by November 13, 2015
38	10/16/15	Fatima Alleyne	Parcel Tax Measure D for 2012-2013 School Year / All financial and bank statements, invoices, receipts and salaries	Acknowledgement letter sent Documents will be available by November 13, 2015
39	10/16/15	Rhem Bell United Teachers of Richmond	Charter School / Teachers' Data	Gathering / Reviewing Documents
40	10/23/15	Fatima Alleyne	Parcel Tax Measure D for 2009-2010 School Year / All financial and bank statements, invoices, receipts and salaries	Acknowledgement letter sent Assigned to Attorney
41	10/26/15	Fatima Alleyne	Parcel Tax Measure D for 2008-2009 School Year / All financial and bank statements, invoices, receipts and salaries	Acknowledgement letter sent Assigned to Attorney
42	10/29/15	Chad Morgan Attorney At Law	#1- Contract between WCCUSD and any Public Employee Association effective 1/1/2014 – Present #2- Record of employees who are or were elected officers in any District, Statewide or National organizations effective 1/1/2014 – Present	Acknowledgement letter sent #1 / COMPLETED
43	11/1/15	Fatima Alleyne	All Contracts, Invoices and Expenditures for Legal services paid by the District for the 2013-14 School Year	Acknowledgement letter sent Assigned to Attorney

Public Records Request Log / Ongoing
2014 - 2015

87	11/18/14	Fatima Alleyne	Washington School Budget / SSC SY 2009 -to- 2013	4/3/15 and 5/18/15 - Contacted Requestor to review documents / Requestor did not respond to District's offer to review documents CLOSED
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	No response from Requestor CLOSED
197	5/19/15	Timothy Adams Schoolie	WCCUSD Student Information/Records for the past 5 years	No response from Requestor CLOSED