

Friday Memo
March 17, 2017

Upcoming Events – Matthew Duffy

March 20: Agenda Setting, Superintendent's Office, 3:30 PM
March 20: Youth Commission, Helms, 6:30 PM
March 21: DLCAP Meeting, Kennedy, 6:30 PM
March 22: Board Study Session, DeJean, 6:00 PM
March 23: Middle School Open House, times vary by site
March 28: Facilities Subcommittee, FOC, 4:00 PM
March 29: Report Card Marking, Minimum Day Middle and High Schools
March 29: Board of Education Meeting, DeJean, 6:30 PM
March 30: High School Open House, times vary by site
April 3: District Holiday
April 3 – 7: Spring Recess

Next Board Meetings – Matthew Duffy

The Board Study Session for the March 22, 2017 will begin at 6:00 PM. Dinner will provided at 5:30 PM.

Moving To Gmail – Matthew Duffy

The District currently uses Google Docs to communicate and collaborate with staff. Teachers use Google Apps for Education and students are saving their work in Google Drive. Because of this, we are considering whether moving to Gmail might be more advantageous. If we move to Gmail, District email address will remain the same. A survey will be going out to all staff next week.

Save the Date – Matthew Duffy

The End of the Year All Employee Recognition Event is planned for Friday June 2, 4:00 PM at the Richmond Auditorium.

California Supreme Court Says Public Records Act Applies to Private Accounts – Marcus Walton

Last week, the California Supreme Court [ruled that the California Public Records Act applies to communications sent to or from a public official's private accounts](#), including but not limited to emails and text messages. This ruling has significant implications for the District's obligations to search for and provide disclosable records to the public. Staff is working with legal counsel to determine the true impact of this ruling on the way the District conducts business and will bring forth recommendations over the summer. There are several briefs regarding this issue for your review. You can read a [news brief](#) prepared by Lozano Smith or a [legal alert](#) prepared by CSBA. In the meantime, if you have questions or concerns, please contact [Marcus Walton](#).

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.

Administrator of the Year – Steve Collins

Each year the Richmond Association of School Administrators (RASA) participates in the Association of California Administrators (ACSA) Administrator of the Year Awards Program for Contra Costa and Alameda Counties. Our administrators nominate their peers, then a committee from the RASA Executive Board reviews the nominations and selects District Administrators of the Year. We submit these candidates to the Regional Awards Committee for Contra Costa and Alameda Counties – ACSA Region VI.

Usually a district of our size may have one or two regional winners. This year, we had six Regional Winners. Listed below are the Administrators of the Year for West Contra Costa Unified School District. The ACSA Region VI Winners have an * after their names.

Elementary Principal – Christine Hatcher
Elementary Principal – Greg Santiago
Secondary Principal – Middle School – Jessica Petrilli
Secondary Principal – Middle School – Renee Lama
Secondary Principal – High School – Phil Johnson*
Co- Administrator – Ryan Shaw, Ryan Kolb, Debbie Narasaki
Business Services – Jackie Kim*
Classified Leader – Nicole Joyner*
Personnel/Human Resources – Mike Wasilchin*
Central Office Administrator – Lisa LeBlanc
Curriculum & Instruction – Sonja Neely-Johnson*
Special Education – Dr. Jodi Couick
Confidential – Denise Cifelli
Retiree – Sara Danielson*

All of our local recipients and the Regional winners will be recognized at the ACSA Region VI Awards Dinner in Pleasanton on Thursday, June 15, 2017.

*Region VI ACSA Winner

Mathematics Adoption—6th-8th Grade/Algebra – Nia Rashidchi

The adoption process for 6th-8th grade mathematics and Algebra I has begun. The adoption committee is comprised of the following:

- District Math Coaches—3 members
- 6th grade teachers—3 members
- Middle School math teachers—2 members
- Algebra teacher-- 1 member
- Administrator—1 member
- Special Education teacher—1 member

The committee first convened on February 28th and met again on March 9th. Initially, the curricula from 5 of the 10 state approved adoptions were on display for committee members. Before examining the curricula, committee members decided on the following priorities in order to calibrate their evaluations:

1. **Math Content/Alignment with CCSS**
 - a. SBAC aligned problems
 - b. Wide-range of Depth Of Knowledge problems
 - c. Content based on sound math
 - i. Horizontal equations
 - d. Vocabulary
2. **Program Organization**
 - a. Appropriate scaffolding, development of conceptual understanding
3. **Assessment**
 - a. SBAC modeled assessments
 - b. Wide-range of assessment types (formative, summative, quick-checks - progress monitoring)
4. **Universal Access**
 - a. ELD (Spanish) resources
 - b. Differentiation
 - c. Total online access
5. **Teacher Support**
 - a. Quality, sustained trainings/PDs
 - b. Component trainings, multi-year

Here is the timeline for the remainder of the adoption process:

- Selection of two publishers for field-testing—March 17, 2017
- Public Meetings/Publisher Presentations—March 30, April 13, April 25
- Field Test of selected curriculum—April 17-May 5
- Finalization of selection by committee and field testers—May 8-12
- Presentation to Board for Approval—May 24

Fab Lab Updates – Nia Rashidchi

The staff of the Fab Lab continues to outreach to our teachers and students. As we look towards the summer months, our plans are to build capacity in both teachers and students in design and the use of our fabrication technology.

Here are upcoming events:

- Fab Lab and the Kennedy High School After School Program—Late March-June 2017
 - As part of the After School Program, students will have access to a Fab Lab class on Tuesdays and Thursdays taught by district teachers.
- Fab Lab Summer Camps—June/July 2017
 - June 26-30—Grades 3-6 Students
 - June 5-7—High School Interns
 - Attendees will be paid a stipend. They will serve as the first student cadre to support peers and teachers in the Fab Lab.

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- July 10-14—Middle School Students
- Fab Lab Summer Institutes—July/August 2017
 - July 24/25, July 26/27, July 31/August 1, August 2/3, 2017

Teachers will go in-depth in one or two machines and get support in lesson planning and preparing to bring students during the 2017-2018

College & Career Dept. – Nia Rashidchi

This summer our Pathway students will have the opportunity to participate in a 6-week Summer Learning Program designed to help gain and practice valuable workplace skills needed to be College & Career Ready. Students can receive academic credit, wages, and teacher support, while providing our employer community with their talents and potential.

Rising seniors will spend the first week of the Summer Learning/Internship program working with Teacher Advisors focusing on career exploration and planning, job readiness, workplace norms, financial literacy, and other key areas.

For the following five weeks, students will be placed in paid internships where they can practice and hone their academic, technical, and workplace professional skills. Friday mornings, students will return to class for group seminars to share and process learning experiences and problems collaboratively. Teacher advisors will collaborate with the workplace supervisor throughout the internship. Finally, to conclude the Summer Learning Program, students will present their attainment of learning goals to professionals in a culminating event where our employer partners will be celebrated. (Save the date: evening of August 1st!) Leads on potential internship placement providers are much appreciated and should be directed to Terri Waller: terri.waller@wccusd.net. First-time internship providers will be offered technical assistance and a “mini-grant” to create a relevant and meaningful work-site project for their intern.

WCCUSD Food Services Invites Students and Teachers to Visit the Nutrition Center and Learn About the Meal Program - Lisa LeBlanc

The WCCUSD Nutrition Center offers tours of the Central Kitchen to district students. Three 1st grade classes from Coronado Elementary came to visit the Nutrition Center on March 16, 2017 to see the facilities. They received a firsthand view of how meals are prepared, packaged, staged and sent to sites. They were all excited to see their own lunch for Friday being prepared with entrees, fresh fruits & vegetables and milk. The tour also included a taste testing of a possible new breakfast item and a special lunch prepared for the students that included fresh produce and fruits in season.



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A special thank you to the Central Kitchen and Warehouse staff & drivers who showed students up close and personal the different areas of the Central Kitchen and Warehouse. A special thank you to the teachers and parents who volunteered their time to accompany the 64 students to the Nutrition Center for the tour.

WCCUSD Food Services Supports Alumni Day at Lunch in the Cafeteria at Kennedy High School on Friday March 3, 2017 - Lisa LeBlanc

WCCUSD Food Services appreciated the request for a special lunch for both students and alumni to enjoy during Alumni Day at Kennedy High School on March 3, 2017. Food Services worked with Kennedy office, health center staff and volunteer students to serve over 600 students and 40 alumni. The menu for the day offered Spanish rice, refried beans, seasoned beef and chicken, roasted peppers and onions, tortillas, a variety of vegetables and fresh cut seasonal fruit. The event was a success for all involved. Special thanks to the Kennedy High school cafeteria staff and Food Services central kitchen for supporting this special event.



WCCUSD Food Services Celebrates National School Breakfast Week March 6-10, 2017 - Lisa LeBlanc

Busy weekday mornings make it a challenge for families to find time for a healthy breakfast. However, US Department of Agriculture data show that more students are starting their day with a nutritious breakfast in their school cafeterias. To encourage more families to take advantage of the healthy choices available with school breakfast, West Contra Costa USD schools recognized National School Breakfast Week during March 6-10, 2017.

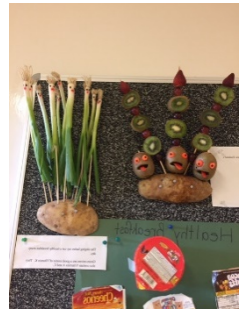
WCCUSD Students were encouraged to “Take the Challenge” last week with special breakfast menus, decorations, cafeteria events, and more. Cafeteria staff were challenged to a bulletin board decorating contest, classrooms were challenged to create posters showing the importance of breakfast, and smoothie specials and new menu items were served.

“National School Breakfast Week helps us educate parents and students about all the healthy and appealing choices we offer”. WCCUSD serves over 6,000 breakfast meals daily through the federally funded School Breakfast Program. Our school nutrition professionals in West Contra Costa prepare breakfast and lunches every day that meet federal nutrition standards – limiting

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fat, calories and sodium – and encourage students to choose from the fruits, vegetables and whole grains offered with school meals.

The week was a great success with more breakfast meals served to more students. A special thank you to the Supervisors, Site support, Central Kitchen staff, Warehouse staff & drivers and the breakfast staff at all of our sites ensuring their students get the necessary nutrition to learn.



Public Records Request Log 2016 - 2017
Week Ending March 16, 2017

	Date of Receipt	Requestor	Requested Records/Information	Current Status
29	9/14/16	Matt Cagle American Civil Liberties Union	Surveillance Technology and Digital Searches beginning January 1, 2013 – Present	Gathering/Reviewing additional Docs
50	*12/14/16	Mary Selva Richmond Annex Neighborhood	Number of Students attending Public Schools in Richmond Annex	12/22/16 Acknowledgement email sent 1/19/17 Email Sent
59	1/30/17	Anton Jungherr	Approval of Bond Program Site Budget Authorization	3/14/17 Documents sent via email COMPLETED
60	1/30/17	Anton Jungherr	Long-Range Facilities Master Plan / Implementation Plan / Determination on Estimated Available Funds	3/13/17 Email sent to extend date Response due on 3/24/2017 Gathering Documents
61	2/1/17	Anton Jungherr	General Obligation Bonds / Annual Certification Form for 2014, 2015 and 2016	2/15/17 Email sent to extend date Gathering Documents
65	2/7/17	Casey Hazelhofer Law Offices of Young, Minney & Corr. LLP	All WCCUSD Elementary & Middle Schools Student Data, Enrollment, School Site Data	3/3/17 Email sent Response due on 3/31/2017
69	3/1/17	Giorgio Cosentino	Review of Services for Hercules Struggling Students	3/8/17 Documents sent via email PATRIALLY COMPLETED
70	3/1/17	Denise Morgan Calif. Charter Schools Assoc.	Charter Schools PROP 39 Facilities Requests to WCCUSD for 2017-2018 School Year / ADDED 2016-2017 School Year	3/15/17 Documents sent via email COMPLETED
71	3/9/17	Aaron Rabinowitz Baker & Hostetler LLP	Helms Middle School Restrooms / All Fire Report Records January 1, 2007 – Present	3/13/17 Acknowledgement email sent
72	3/13/17	Andrew Baker Beeson, Tayer & Bodine	WCCUSD & Public Employees Local 1 MOUs July 1, 1985 – June 30, 2008	3/13/17 Acknowledgement email sent