

Friday Memo
September 9, 2016

Upcoming Events – Matthew Duffy

September 12: Agenda Setting, Superintendent's Office, 3:30 PM
September 12: Technology Subcommittee, IT Center, 4:00 PM
September 13: Campus Center Ribbon Cutting, Contra Costa College, 10:30 AM
September 13: Teacher Conversation with Bilingual Teachers, Washington Elem., 3:30 PM
September 13: Academic Subcommittee, DeAnza Library, 5:30 PM
September 14: Annual Flag Raising Ceremony, Hanna Ranch, 8:45 AM
September 14: Board of Education/CBOC Joint Meeting, FOC, 6:00 PM
September 15: Back To School Night, Middle Schools, times vary by site
September 15: Clay Investigation Subcommittee, Alvarado, Room 1, 5:00 PM
September 17: Gold Ribbon Ceremony, Coronado Elementary, 9:00 AM
September 19: Board Candidate Forum, DeJean Middle, 6:30 PM
September 20: Facilities Subcommittee, FOC, 4:00 PM
September 24: Board Retreat, Korematsu Library, 9:00 AM

El Cerrito High School Football Game and Safety Measures – Nia Rashidchi

Last Friday, September 2 during the El Cerrito High football game, there was an allegation that at least one individual was carrying a gun. The El Cerrito Police Department (ECPD) was immediately notified in regards to the allegation. The allegation was confirmed Tuesday, September 6 by 2 additional students. WCCUSD staff member, Libby MontesNation, is working with district safety officers and ECPD to ensure safety at tonight's game. District personnel is collaborating with ECPD in regards to the use of metal detectors for this week's game. Additionally, the Maintenance Department is working to create signs, for ALL high schools, that state individuals are subject to search, which will assist in supporting our law enforcement partners to provide a safe environment for our students and communities. District staff is working closely with site staff and the ECPD to ensure that the ongoing investigation is an effective process. We will keep the Board updated as more details develop.

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.

Weekly Update from the Superintendent – Matthew Duffy
Week of September 6th

Major Activities:

Visiting schools
Principals Meeting all day Tuesday-I am leading the Personalized Learning Group
Weekly 1:1 meeting with each Exec. Cabinet members (6 meetings @ 30-90 minutes each)
Working with staff on next steps for Adams (pre-Board meeting)
Prep for forensic audit release-define clear next steps for Board and Board Committee
Board Agenda Prep and Board Meeting

West Contra Costa Unified School District
Office of the Superintendent

Meeting with Lisa Jimenez on EL work

Get to know you meetings with staff and partners:

WCCAA Executive Team

GO

East Bay Peace Action Committee

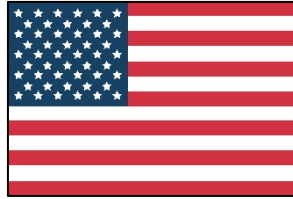
Other:

UTR President on joint Dual Immersion/Bilingual Meeting

Transition new EdPioneer to help with LCAP evaluation

Parcel tax prep (non-work hours)

Met with Coach Don Iglesias-prepped Board retreat



Annual Flag Raising Ceremony

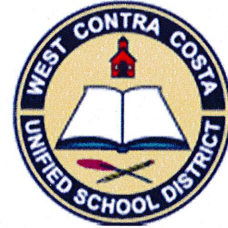
Wednesday, September 14th, 2016, 8:45 a.m.

Hanna Ranch Elementary School

2480 Refugio Valley Road

Hercules, California 94547

- Bugle Call: "Reveille" 8:45 - Julius Melendez (over intercom)
Classes Assemble in Front of the School
Music will Greet Children, Families & Attendees
Hercules Police Explorer Honor Guard
Hanna Ranch Boys & Girl Scouts
- Bugle Call: "To the Colors"
Raising of American & California State Flags
- Spoken: "Pledge of Allegiance"
- Singing: "The Star Spangled Banner"
- Bugle Call: "To the Colors"
Raising of California Gold Ribbon School Flag
- Bugle Call: "Assembly"
- Presentations: Principal Greg Santiago, Student Speakers
Dignitaries & Special Guests
- Bugle Call: "Retreat"
- Dismissal: "The Thunderer", Followed by other Patriotic Music



WEST COUNTY GOT THE GOLD!

Please join us on Saturday, September 17 as we celebrate the award-winning, innovative practices in our local schools!

The West Contra Costa Unified School District, in partnership with the Alliance for Public Education, will showcase our fourteen local schools who received the California Gold Ribbon Award from the California Department of Education.

Representatives from the Gold Ribbon Schools will have displays describing their school's model program and share information about the "best practices" used at their school.

Highlights of the morning:

- Meet our new Superintendent, Matt Duffy
- Greetings from Glen Price, California Co-Deputy Superintendent of Schools and former WCCUSD Board of Education Member
- Refreshments and childcare provided
- Entertainment by the Korematsu Jazz Band

When and where:

Saturday, September 17
10 am – 12 noon

Coronado Elementary School
2100 Maine Avenue - Richmond

2016 WCCUSD Gold Ribbon Schools

Harding Montalvin Riverside Coronado Madera
Olinda Peres Sheldon Fairmont Kensington
Washington Hanna Ranch Valley View De Anza (2015)

Public Records Request Log 2016 - 2017
Week Ending August 25, 2016

	Date of Receipt	Requestor	Requested Records/Information	Current Status
1	7/1/16	Micha Star Liberty Liberty Law	Billing records for Attorney services defending any Sexual Assault, Harassment and/or Abuse Claims filed against the District / Claims filed against District / Beginning September 30, 2013 to present	Gathering Records 7/11/16 Letter of Extension sent 7/25/16 Response due on estimated date of availability of records
3	7/11/16	Arthur Lopez Work Preservation Fund	DeAnza HS Building 10 Linked Learning Project – Payroll Records for Kaiser Glass, Reyes Drywall, Inc. and Valley Precision Grading, Inc.	8/23/16 Documents mailed COMPLETED
6	7/25/16	Leisa Johnson	Contracts, Proposals and Payments between WCCUSD and Interactive Resources, Tom Butt or Any Employee working for Interactive Resources	8/4/16 Letter emailed 9/30/16 Response due
10	8/5/16	Nicole Williams	WCCUSD Contract with African American Male Pipeline Project / Data	8/23/16 Contract mailed 9/2/16 Data due
11	8/5/16	Nicole Williams	WCCUSD Contract with African American Support Collaborative / Data	8/23/16 Contract mailed 9/2/16 Data due
12	8/5/16	Nicole Williams	WCCUSD Contract with Dr. Kaye Burnside	8/23/16 Letter mailed COMPLETED
13	8/8/16	Giorgio Cosentino	Accounting of Tutoring Funds	COMPLETED
15	*8/3/16	Janet Headington	District hired Attorney / Law Firm(s) costs to investigate complaints	COMPLETED
16	8/11/16	Leslie Reckler	School Sites' Report on Staffing Levels of Credentialed Teachers & Counselors	8/25/16 Document mailed COMPLETED
17	*8/3/16	Stephanie Sequeira Building Blocks For Kids	Chavez, Lincoln & Nystrom Elementary Schools / 2015-16 School Parent Compact; Parent Engagement Funding Expenditures; Volunteer Brochure; and SSC Meeting Dates	8/19/16 Schools Compacts and SSC Meeting Dates emailed 8/26/16 Expenditures due
18	8/18/16	Ivan Kranjcec Smart Procure	WCCUSD MUNIS Purchase Order Report / April 1, 2016 – Present	Gathering Records
19	8/18/16	Mike Donavan	Form 700 / Antonio Medrano	8/25/16 Document sent via email COMPLETED
20	8/19/16	Em Herzstein	Caliber School / Student Data	Acknowledgement letter sent
21	*8/15/16	Marcus Walton	WCCUSD 2015-2016 Vendor List Report	8/19/16 Documents sent via email COMPLETED
22	8/25/16	Leslie Reckler	Parcel Tax Expenditure(s) for November Ballot	Acknowledgement letter sent

**Public Records Request Log / Ongoing
2015 – 2016**

32	10/12/15	Fatima Alleyne	Lozano Smith Attorneys / All Invoices, Contracts and Expenses paid beginning January 1, 2014 – December 31, 2014	Available documents ready for review
38	10/16/15	Fatima Alleyne	Parcel Tax Measure D for 2012-2013 School Year / All financial and bank statements, invoices, receipts and salaries	Available documents ready for review
40	10/23/15	Fatima Alleyne	Parcel Tax Measure D for 2009-2010 School Year / All financial and bank statements, invoices, receipts and salaries	Available documents ready for review
41	10/26/15	Fatima Alleyne	Parcel Tax Measure D for 2008-2009 School Year / All financial and bank statements, invoices, receipts and salaries	Available documents ready for review
43	11/1/15	Fatima Alleyne	All Contracts, Invoices and Expenditures for Legal services paid by the District for the 2013-14 School Year	Available documents ready for review
48	11/10/15	Fatima Alleyne	Job Descriptions for all Superintendents' positions	Available documents ready for review
56	11/30/15	Fatima Alleyne	2015-16 Legal Services Contracts / Lozano Smith Attorneys- Ramsey & Ehrlich- Bragg Coffin Lewis & Trapp- and Swanson & McNamara	Available documents ready for review
57	11/30/15	Fatima Alleyne	Superintendent's Contract and 2014-15 and 2015-16 Goals	Available documents ready for review
113	6/2/16	Michael Schoenfeld Murphy Austin Adams Schoenfeld LLP	Portola Middle School Project / Various records and documents	7/1/16 Email sent on Extension 8/31/16 Records will be available
116	6/17/16	Don Driscoll Driscoll & Omens	CAL200 v. SFUSD Settlement Documents, Agreements and/or Reports	Gathering / Reviewing Documents