

**Friday Memo**  
**June 12, 2015**

**Upcoming Events – Bruce Harter**

June 13: BBK Bike Fiesta, Lincoln, 10:00 AM  
June 15: Summer School Starts  
June 15: Agenda Setting, Superintendent's Office, 2:30 PM  
June 15: Special Meeting, Alvarado Room 1, 4:00 PM  
June 15: Governance Subcommittee, Alvarado Room 1, 6:30 PM  
June 16: Community Partners, Kennedy Library, 4:00 PM  
June 16: Pinole City Council Update on PVHS, Pinole Council Chambers, 7:00 PM  
June 17: Joint Meeting with CBOC, FOC, 6:00 PM  
June 18: Richmond College Prep 6<sup>th</sup> Grade Graduation, RCP Playground, 10:00 AM  
June 19: Juneteenth Parade/Festival, Richmond Nevin Park, 9:30 AM

**Special Meeting Monday, June 15 – Bruce Harter**

Reminder - the Board will meet at 4:00 PM on Monday, June 15 in room 1 at Alvarado. The agenda is attached.

**Joint Citizens' Bond Oversight Committee / Board Meeting – Bruce Harter**

This joint meeting will be held Wednesday, June 17, 6:00 PM at the Facilities Operations Center. The agenda is attached.

**Juneteenth Parade – Bruce Harter**

There will be a convertible for Board members who want to ride in the Juneteenth Festival Parade on Saturday, June 19. The parade assembles at the corner of Cutting and Marina Way at 9:30 AM. The parade goes east on Cutting to 37<sup>th</sup> Street and then North to Macdonald where it ends at Nevin Park. Please let me know if you'd like to ride in the parade.

**Workshop Meeting – Bruce Harter**

The Board workshop meeting to begin the process of developing a governance handbook is Tuesday, July 6 from 1:00 to 4:00 PM and will be at the Harbor Master's building on Marina Way (right next to the FOC).

**Extended Learning Program 2015 – Nia Rashidchi**

The Extended Learning Summer 2015 Program will take place at the following schools: Ford, Grant, Lake, Montalvin, Wilson, DeJean (Grades 6-8), Kennedy (Grades 6-12), and Pinole Middle (Grades 9-12). The following principals were appointed to the Extended Learning schools : Ford, Jawan Eldridge; Grant, Greg Santiago; Lake, Christine Hatcher; Montalvin, Katherine Acosta-Verprauskus; Wilson, Claudia Velez; DeJean, Linda Wilkinson; Helms, Gabriel Chilcott; Kennedy, William McGee; and Pinole Middle, Renee Lama. The program begins on Monday, June 11, 2015 and ends on Friday, July 10, 2015.

The preliminary enrollment numbers are: elementary - 1685, middle - 666, and high school - 1809.

**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 ACSA Chapter Award 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 seven Regional Winners. Listed below are the Administrators for West Contra Costa Unified School District and the Regional Winners have an \* after their names.

Elementary Principal – Jeannette Ramirez  
Elementary Principal – Sonja Bell  
Middle School Principal – Patrick Martin\*  
High School Principal – David Luongo\*  
Co-Administrator – William McGee  
Classified Leader – Kenneth McDaniel\*  
Personnel/Human Resources – Ken Whittemore\*  
Curriculum/Instruction – Cheryl Broomall  
Central Office – Carol Butcher  
Business Services – Daniela Parasidis  
Technology – Mary Phillips\*  
Special Education – Ken Talken\*  
Confidential – Debbie Haynie  
Retired Administrator – Antoinette Henry-Evans\*

All of our local recipients and the Regional winners will be recognized at the ACSA Region VI Awards Dinner in Pleasanton on Thursday, June 18, 2015.

\*Region VI ACSA Winner

**Update on the Long-Range Facilities Master Plan Process – Lisa LeBlanc**

The selection process to identify a firm to assist in the Facilities Master Plan continues to move forward according to our previously communicated schedule. The District issued a Request for Qualifications on April 3, 2015 and thereafter distributed a Request for Proposals on May 11, 2015, to qualified firms. On June 5, 2015, four proposals were received from Cumming, Darden Architects/IEP, HMC Architects and MGT of America, Inc. A screening committee consisting of district staff, 2 CBOC members, and a community member is in the process of reviewing the proposals. The four firms will make presentations to the screening committee during the week of June 15<sup>th</sup>. Once the top firm is identified, scope and fee will be refined and a recommendation will be presented to the Board in July.

**2014-15 Student Survey Results Are In! - Nicole Joyner**

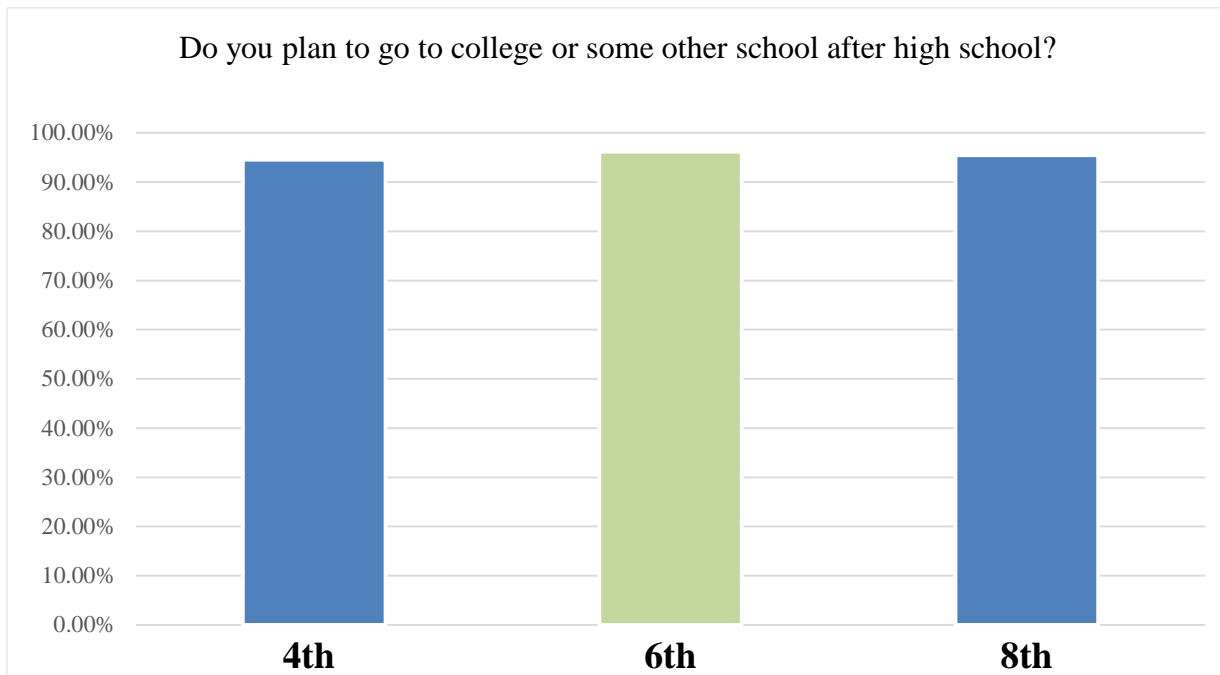
Nearly 5,500 students responded to the 2015 LCAP Student Survey, which is a confidential and anonymous survey administered to all 4<sup>th</sup>, 6<sup>th</sup>, and 8<sup>th</sup> grade students. Survey topics include school climate, safety, student engagement, and classroom practices.

Survey results demonstrated that the district is creating a college and career-positive environment, with the vast majority of students across 4<sup>th</sup>, 6<sup>th</sup>, and 8<sup>th</sup> grade stating that they plan to go to college or some other school after high school (Figure 1 below).

A positive trend was clear in school climate for eighth graders. In the 2013-14 student survey, only 87.3% of 8<sup>th</sup> graders responded positively to the question, “Do the teachers and other grown-ups at school care about you?” This number increased to 91.03% in 2014-15. In addition, 88% of 8<sup>th</sup> graders reported feeling safe at school – a positive 2% increase over last year. The Student Survey was an engagement piece of the 2014-15 Local Control and Accountability

Plan and the results will be used to continue creating positive school climates for all students. View 2013-14 student survey results at <http://www.wccusd.net/Page/5387>. The 2014-15 results will be added by the end of June.

**Figure 1**



**Technology Update – Mary Phillips**

Unified Communications – We have been busily installing our new hosted Voice over IP (VoIP) solution in order to create a district-wide communication system. Some features include sending voicemail to email and using internal collaboration software to communicate via the computer. This solution will positively impact our budget as we continue to disconnect hundreds

West Contra Costa Unified School District  
*Office of the Superintendent*

of old telephone lines and associated equipment. We have 10 sites left and anticipate completion by the end of July.

10 Gb Backbone – We are starting to move more quickly with the installation of 10 Gb fiber between sites and to the Internet. We were delayed due to permitting issues, but these roadblocks appear to be cleared. Most sites will be connected by the time school starts in August. The remainder should be connected shortly thereafter. We estimate completion by the end of September. This will provide us the bandwidth needed to accommodate the Common Core technology-based curriculum.

Data Center – Our data center is almost 100% complete with the remaining items to be installed tonight. With the additional server and storage capacity that the data center provides, we will be able to eliminate all existing antiquated server hardware by migrating the programs to the new data center. This migration is happening now and should be completed by August. Our new firewalls and content filters have also been installed as part of this project. This equipment is necessary to protect the district from malicious software or hacking attempts.

Wireless Update – We are at about 95% completion. We have two sites left to complete (Downer and Verde). CDW reports that these sites should be completed within the next couple of weeks. We are now performing a “gap analysis” at each site to ensure adequate coverage exists to support our one-to-one tablet initiative.

**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.

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**SPECIAL MEETING AGENDA  
MONDAY, JUNE 15, 2015  
4:00 PM**

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**BOARD AGENDA PACKETS AND INFORMATION:**

Complete Board meeting packets are available for review at the Administration Building, the District's six high schools, and at public libraries throughout West County.

Complete Board agendas and packets are available online at: [www.wccusd.net](http://www.wccusd.net).

Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection in the District office located at 1108 Bissell Avenue, Richmond, CA 94801 during normal business hours. In addition, such writings and documents may be posted on the District's website as noted above.

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**ATTENDING BOARD MEETINGS:**

**Location: ALVARADO ADULT EDUCATION CAMPUS  
ROOM 1  
5625 SUTTER AVENUE  
RICHMOND, CA 948054**

**Time: The Board will convene at 4:00 PM in Room One. The Board may recess to closed session.**

**A. OPENING PROCEDURES**

**A.1 ROLL CALL**

**A.2 PUBLIC COMMENT**

Public comment on any of the items on the agenda.

**B. RECESS TO CLOSED SESSION**

The Board may recess to Closed Session to discuss personnel implications for the forensic examination.

**CLOSED SESSION**

**B.1 CALL TO ORDER**

**B.2 DISCLOSURE OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**

(Government Code 54957.7)

**EXHIBIT A**  
(Government Code Section 54954.5)  
**CLOSED SESSION AGENDA**

**June 15, 2015**

- 1. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT**  
(Government Code Section 54957)
  
- C. RECONVENE TO PUBLIC SESSION - REPORT OF CLOSED SESSION ACTIONS**
  
- D. AGENDA APPROVAL**
  
- E. ACTION ITEMS**
  - E.1 Ratification of legal services agreement with Moscone Emblidge & Otis LLP for legal services regarding the forensic examination of the Dennis Clay complaint.**
  
  - E.2 Establishing a process for the selection of a firm to complete the forensic examination.**
  
  - E.3 Defining the scope of the services for the forensic examination.**
  
- F. ADJOURNMENT**

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
JOINT BOARD OF EDUCATION AND  
CITIZENS' BOND OVERSIGHT COMMITTEE MEETING  
MEETING AGENDA**

**FACILITIES OPERATIONS CENTER  
1400 MARINA WAY SOUTH  
RICHMOND, CA 94804**

**JUNE 17, 2015**

**6:00 – 8:00 PM**

**A. OPENING PROCEDURES**

- A.1 Call to Order**
- A.2 Welcome and Meeting Procedures**
- A.3 Roll Call**
- A.4 Approval of Agenda**

**B. DISCUSSION ITEMS**

- \* B.1 Update on the Board Authorized Investigation of the Clay Allegations and discussion of scope of the investigation**
- \* B.2 Performance and Financial Audit Discussion for the upcoming audits**
- \* B.3 Review of CBOC's Role and Responsibilities under Policy 7214.2**
- \* B.4 Discussion of the size of the CBOC and authority for recommending appointments**

**C. FUTURE MEETINGS**

- C.1 Board Meeting June 24, 2015**
- C.2 CBOC Meeting July 15, 2015**

**D. ADJOURNMENT**

The public may address items which are marked with an asterisk (\*).

**Public Records Request Log 2014-2015  
Week Ending June 11, 2015**

	<b>Date of Receipt</b>	<b>Requestor</b>	<b>Requested Records/Information</b>	<b>Current Status</b>
21	8/14/14	Theresa Harrington	All email or correspondence regarding bond refinancing between Jan. 1, 2009 and present	<b>Extension Invoked</b> <b>On Hold / Pending Legal Review</b>
87	11/18/14	Fatima Alleyne	Washington School Budget / SSC SY 2009 -to- 2013	<b>5/18/15 - Contacted Requestor to review documents</b> <b>Requestor to schedule apt. to review</b>
143	1/15/15	Ron Beller Caliber Schools	Caliber Schools-Beta Academy Information	6/9/15 Documents and CD mailed <b>COMPLETED</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</b> <b>Gathering/Reviewing Documents</b>
197	5/19/15	Timothy Adams Schoolie	WCCUSD Student Information/Records for the past 5 years	<b>Extension Invoked</b> <b>In Progress</b> <b>Acknowledgement letter sent</b>
198	6/3/15	Mallory McCoy Axiom	CBOs 2014-15 Contract	6/9/15 Letter sent via email <b>COMPLETED</b>
199	6/3/15	Lisa Hodge Southwest Design/Supply	Valley View Elementary School Project – Bonds and Contract	6/9/15 Documents sent via email <b>COMPLETED</b>
200	6/8/15	Letitia Sorensen Donahoo & Associates	El Cerrito High School / Stadium Project Records	<b>In Progress</b> <b>Acknowledgement letter sent</b>