

**Friday Memo**  
**October 9, 2015**

**Upcoming Events – Bruce Harter**

- October 10: Volunteer Fingerprinting for Parents, DeJean, 9:00 – 12:00
- October 12: In-Service Training Day, Schools & Offices Closed
- October 12: Agenda Setting, Superintendent's Office, 4:30 PM
- October 13: Berkeley Global Campus Education Subcommittee, Nystrom Elem, 4:00 PM
- October 13: Academic Subcommittee, DeAnza, 5:30 PM
- October 14: Grand Opening, Amethod Charter, 1450 Marina Way South, Richmond, 5:00 PM
- October 14: Facilities Master Plan Meeting, El Cerrito High, 6:30 PM
- October 15: Safety & School Committee, DeAnza, 9:00 AM
- October 15: Steering Committee, FOC, 9:30 AM
- October 15: Solutions Team, UTR, 1:00 PM
- October 17: Volunteer Fingerprinting for Parents, Fairmont, 9:00 – 12:00
- October 17: Free Fix Day, DeAnza, 10:00 - 2:00

**Monday's Training Day – Bruce Harter**

Monday (Oct 12) is a professional development day in all our schools (except Middle College). Staffs will be working on their high need areas from their school plans as organized by the instructional leadership team. Key focus areas include the data from SBAC testing, the social emotional learning program at the school and strategies for increasing parent engagement.

The reason that all our offices are closed is that Monday is also our classified training day. All our support staff will be engaged in training as well. Attached are some of the agendas for those activities.

**Sylvester Greenwood Academy Dedication and Grand Opening Celebration – Marcus Walton**

Plans are underway to honor the legacy of Sylvester Greenwood and the grand opening of the new school. Dr. Sylvia Greenwood, Principal Vince Rhea, Thomas Scott and I met this week to outline the community celebration. The event is scheduled for Saturday, October 31 at 10 a.m. We will keep the Board informed as plans are developed.

**Local Control Accountability Plan (LCAP) and Budget Approval Letter – Sheri Gamba**

The Contra Costa County Office of Education has reviewed and approved the 2015-16 budget for our district in accordance with AB1200 and has also approved the Districts LCAP. The letter from the County Superintendent of Schools is enclosed for your review.

**West Contra Costa Literacy Coalition: Literacy Champions Convening – Nia Rashidchi**

With seed funding from the [Hellman Foundation](#) and [The California Endowment](#), the [Richmond Community Foundation](#) has established the West Contra Costa Literacy Coalition, consisting of likeminded stakeholders interested in supporting the Campaign for Grade Level Reading in West Contra Costa County. The Coalition desires to build out the frame work to support academic achievement in literacy and the reduction of the achievement gap through: school readiness, school attendance, and out of school learning. **The goal of the coalition is to create and**

**implement a comprehensive plan to ensure that all children read at grade level by 3<sup>rd</sup> grade.**

On Wednesday, October 7, Educational Services presented WCCUSD literacy information to the Coalition so we can be aligned and work together on this worthy goal.

We have included some of the critical documents that were presented in this Friday memo:

- 1) Our English Language Arts/Literacy and English Language Development Areas of Focus doc
- 2) New Literacy infographic
- 3) College and Career Ready Descriptors one pager

**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.

# Classified Training Day

## AGENDA



### **Campus Security Officers**

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**DATE: Monday, October 13, 2014**

**TIME: 8:00am - 4:00pm**

**Location: Helms Middle School, Multipurpose Room**

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**8:00am - 8:30am**

**Welcome / Donut Mingle**

**8:30am - 10:00am**

**Delivering Excellent Customer Service**

**10:00am - 10:15am**

**BREAK**

**10:15am - 12:00pm**

**Creating a Positive Attitude**

**12:00pm - 1:00pm**

**LUNCH**

**1:00pm - 3:30pm**

**Richmond Police Department**



# Classified Training Day



## AGENDA

**RAFFLE  
WORTH \$200+**

### GROUP A

**Assistant Truancy Prevention, Office Managers (MS & HS),  
Registrars, Typist Clerk III, Typist Clerk III Bilingual**

**DATE: Monday, October 13, 2014**

**TIME: 8:00am - 4:00pm**

**Location: Alvarado Adult School**

TIME	LOCATION	SESSION
8:00am - 8:15am	MPR	Welcome / Breakfast
8:15am - 9:15am	MPR	Get a new outlook on OUTLOOK!
9:15am - 9:30am		BREAK
9:30am - 10:30am	MPR	Work wonders with WORD!
10:30am - 10:45am		BREAK
10:45am - 11:45am	MPR	Excel with EXCEL!
11:45am - 12:45pm	MPR	LUNCH
12:45pm - 2:15pm	ROOM 3	Perfecting your interpersonal communication and multiple constituency services
2:15pm - 3:45pm	ROOM 2	Stress management in the workplace
3:45pm - 4:00pm	MPR	Evaluations, Raffle, and Wrap-up

**Classified Training Day & Professional Development Day  
AGENDA**

**Monday, October 13, 2014**

Room B14, Pinole Middle School Campus

8:00a - 8:30a	Coffee, Tea, Fruit & Assorted Pastries
8:30a - 9:40a	<b>Session I</b> -- Whole Group (ILA, LMS & TL)
9:40a - 9:45a	Passing Period (to TECH LAB)
9:45 - 10:30a	<b>Session II (part A)</b> -- Whole Group
10:30a - 10:45a	Break
10:45a - 11:30a	<b>Session II (part B)</b> -- Whole Group
11:30a - 12:30p	Lunch
12:30p - 2:30p	<b>Session III</b> -- ILA (Francie), TL & LMS (Tatjana)
2:30p - 2:45p	Break
2:45p - 3:45p	<b>Session IV</b> -- ILA (Francie), TL & LMS (Tatjana)
3:45p - 4:00p	Evaluation and Wrap Up

*We have door prizes for those attending and samples from the vendors.*

Some of the topics that will be covered:

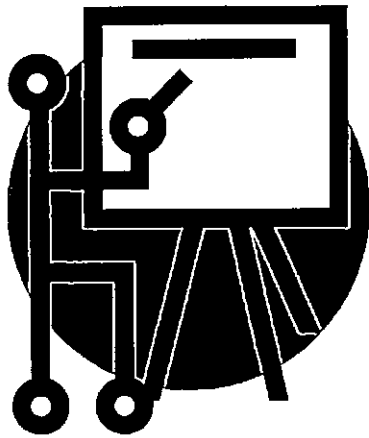
- Managing Go Backs & Obsoletes & District Mail Procedures
- Year in the life of an ILA
- Destiny training from Reed Scott (Follett School Solutions) (Whole Group)
- Review Library Plan/ Collection Development Policy (TL & LMS)
- Vendor presentations from Jim Frederick (Capstone, etc) & Lisa Gamboa (Cavendish, etc) (TL & LMS)

# Classified Training Day

**Date: Monday, October 13, 2014**

**Time: 8:30am—4:30pm**

**Location : ITC 1300 Potrero**



Technicians: Cisco Wireless Training

Supervisors, Office Tech & Clerical:

Leadership-Work Style

8:30-10:30      Session 1

10:30-10:45    Break

10:45-12:00    Session II

12:00 - 1:15    Lunch

1:15p - 2:45    Session III

3:00p- 4:00    Session IV

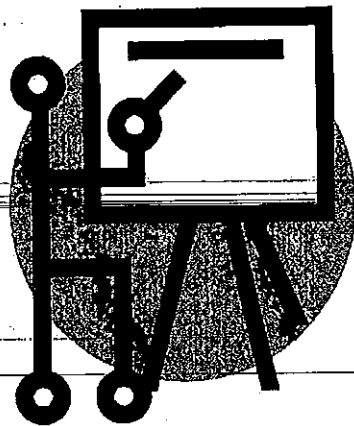
4:00-4:30      Evaluation

# Maintenance & Operations Classified Training Day

**Date: Monday, October 13, 2014**

**Time: 7:30am—3:30pm**

**Location : Helms Middle School**



8:00a—9:45a - Creating a Safe and Healthy  
Campus Environment

9:45a—10:00a - **BREAK**

10:00a—12:00p - Delivering Excellent  
Customer Service

8:00a—12:00p - CPR Training—**Supervisors**

12:00n—1:00p - **LUNCH**

1:00p—3:30p - Asbestos Awareness

**Contact person: Luis Freese/Rosa Luera-Pacheco**



# WELCOME TO CLASSIFIED TRAINING DAY!

## *Agenda for the day:*

8:30 am To 9:00 am: Continental Breakfast/Meet & Greet (Main Courtyard)

9:00 am To 10:00 am: MHN – Enhancing Wellness Through Resiliency (VH7)

10:15 am To 11:15 am: CCCSIG – Taking the War Out of Words (VH8)

11:30 am To 12:30 pm: Excel (TTL1)

12:30 pm To 1:30 pm: LUNCH (Panera)

1:30 pm To 2:30 pm: Excel (TTL1)

2:45 pm To 3:45 pm: CCCSIG – Listen to This! (VH10)

4:00 pm To 4:30 pm: Munis/ESS/eSchool/SchoolDude/Survey Drop-In Lab (TTL2)

**Lunchtime Drawing:** During lunch we will hold a drawing for prizes. You must be present to win. Make sure you pick up a ticket during registration!

**Survey:** Complete and turn in your Classified Training Day Survey before you leave and you will be entered in a drawing for a Cheesecake Factory gift card. Two prizes will be awarded.

*Thank you for joining us for this big day.*



**TRAINING DAY COURSE SCHEDULE**  
**October 13, 2014**

	Developing Students' Emotional Competence Presenter: Selena Jackson, MA Room – GYM	Understanding Student Behavior & Providing Positive Support Presenter: Becky Valero, M.S., NCSP, LEP School Psychologist Room - 400	<p><i>These classes are split. Choose the one that suits your needs.</i></p> <b>Overview of Autism Spectrum Disorder &amp; Effective Instruction Supports</b> Presenter: April Jourdan, School Psychologist, Behaviorist, Ph.D., ABSNP, LEP, BCBA-D  <b>PECS- Visual Support</b> Presenter: Heidi Hata, School Psychologist  Room – 602 and 603	Special Education In the 21 <sup>st</sup> Century an Overview Presenter: Susan Keefe, Ed.D Room - GYM
9:15 a.m.	Group A	Group B	Group C	Group D
10:30 a.m.	Group B	Group A	Group D	Group C
12:15 p.m.	Group C	Group D	Group B	Group A
1:20 p.m.	Group D	Group C	Group A	Group B
2:20 p.m.	All groups to cafeteria for sign out & Evaluation Sheets			
2:30 p.m.				



Karen Sakata, Superintendent of Schools

77 Santa Barbara Road Pleasant Hill, CA 94523 (925) 942-3388

RECEIVED  
WCCUSD

SEP 28 2015

Associate Superintendent  
Business Services

September 14, 2015

Bruce Harter, Ph.D., Superintendent  
West Contra Costa Unified School District  
1108 Bissell Avenue  
Richmond, CA 94801

SUBJECT: 2015-16 LCAP and Adopted Budget Report

Dear Superintendent Harter:

In accordance with Education Code sections 52070 and 42127, the Contra Costa County Office of Education has reviewed the Local Control Accountability Plan (LCAP) and adopted budget of the West Contra Costa Unified School District for the 2015-16 fiscal year.

Education Code requires the County Superintendent to approve the LCAP or annual update for each school district after determining all of the following:

- The LCAP adheres to the template adopted by the State Board of Education.
- The budget includes expenditures sufficient to implement the specific actions and strategies included in the LCAP.
- The LCAP adheres to the expenditure requirements for funds apportioned on the basis of the number and concentration of unduplicated students pursuant to sections 42238.02 and 42238.03.

Based on our review, your LCAP is **approved**.

Education Code requires the County Superintendent to approve, conditionally approve, or disapprove the adopted final budget for each school district after doing the following:

- Examine the adopted budget to determine whether it complies with the standards and criteria established pursuant to section 33127 and identify any technical corrections needed to bring the budget into compliance with those standards and criteria.
- Determine whether the adopted budget will allow the district to meet its financial obligations during the current fiscal year and is consistent with a financial plan that will enable the district to satisfy its multi-year financial commitments.
- Determine whether the adopted budget includes the expenditures necessary to implement the LCAP or annual update to the LCAP.

Bruce Harter, Ph.D., Superintendent  
September 14, 2015  
page 2

Based upon our review of the adopted budget, the District's 2015-16 adopted budget has been **approved**.

We are requesting that the district provide the following:

- Before the district's Board of Education takes any action on a proposed collective bargaining agreement, the district must meet the public disclosure requirements of Government Code section 3547.5 and the California Code of Regulations Title V, section 15449. **Please submit this to the County Office for review at least ten (10) working days prior to the date the governing board will take action on the proposed bargaining agreements.**

If you have any questions about the LCAP, please contact Pamela Comfort, Deputy Superintendent, at (925) 942-3358. If you have any questions about the adopted budget, please contact Bill Clark, Associate Superintendent of Business Services, at (925) 942-3310.

We appreciate the time and effort that you have put in to the development of your LCAP and budget. This has been an enormous effort and we look forward to working with you this year as you implement your LCAP and budget.

Sincerely,



Karen Sakata,  
County Superintendent of Schools

KS:mj

cc: ✓ Sheri Gamba, Associate Superintendent, Business Services, WCCUSD

022 15/16

## **WCCUSD Common Core English Language Arts and Literacy in the Content Areas**

### *Major Areas of Focus/Support for 2015-16*

- 1) Including more informational reading and writing in daily practice and citing evidence from text (using the close reading strategy)
- 2) Increasing opportunities for student discourse (collaborative conversations) and developing academic vocabulary\*
- 3) Using genuine formative assessments to guide instruction frequently

What can it look like?

Students are:

- Reading (and writing) more informational texts and citing evidence from the text to answer questions,
- Using appropriate academic language and having multiple opportunities to talk/collaborate with peers,
- Increasing their academic proficiency (outcomes) based on more authentic, frequent teacher feedback

Teachers are:

- Using more informational reading and writing texts/resources in class and requiring students to cite evidence from the text/resource to answer questions,
- Creating more opportunities for “student talk”/collaboration to take place (teacher is facilitating this), and
- Using authentic SBAC-like assessments more frequently to guide/improve/enhance instruction.

\*NOTE - Leads to more engaged students

## **WCCUSD English Language Development**

### *Major Areas of Focus/Support for 2015-16*

- 1) Providing **daily, rigorous** English Language Development (ELD) instruction
- 2) Developing and citing daily language objectives that frame opportunities for student discourse (collaborative conversations) and developing academic vocabulary\*
- 3) Using genuine formative assessments to guide instruction frequently

What can it look like?

Students are:

- Engaging in productive oral discourse and written group work with peers that incorporate academic vocabulary tied to the lesson or unit of study,
- Participating in effective oral discourse and written communication with teachers,
- Explaining and demonstrating their knowledge using emerging complex language, academic vocabulary and other communicative strategies in different settings, and
- Extracting meaning from complex written texts.

Teachers are:

- Posting and constantly referring back to content and related language objectives,
- Teaching academic vocabulary explicitly with a focus on related language structures and functions,
- Providing frequent opportunities for oral practice, including structured partner and small group activities,
- Modelling and providing frequent opportunities for students to engage in collaborative conversations,
- Using visual cues, graphic organizers and other strategies to ensure comprehensible input, and
- Using authentic SBAC-like assessments more frequently to guide/improve/enhance instruction.

\*NOTE - Leads to more engaged students



COLLEGE AND CAREER READY

# LITERACY FOR ALL

## 2015-2016

MEETING THE NEEDS  
OF THE WHOLE CHILD  
PRE-K THROUGH 12TH



WORKING TOGETHER TO MEET  
THE NEEDS OF ALL STUDENTS

RIGOROUS  
ENGLISH  
LANGUAGE  
DEVELOPMENT

EARLY  
LEARNING

INSTRUCTIONAL AREAS  
OF FOCUS:

CLOSE READING AND  
WRITING

COLLABORATIVE  
CONVERSATIONS

FORMATIVE  
ASSESSMENT

DATA DRIVEN  
INSTRUCTION

GROWTH  
MINDSET

FOCUSED  
PROFESSIONAL  
DEVELOPMENT





# STUDENTS WHO ARE COLLEGE & CAREER READY



in Reading, Writing, Speaking & Listening, and Language:

- 
- ❖ Demonstrate independence
  - ❖ Build strong content knowledge
  - ❖ Respond to the varying demands of audience, task, purpose, and discipline
  - ❖ Comprehend as well as critique
  - ❖ Value evidence
  - ❖ Use technology/digital media strategically and capably
  - ❖ Come to understand other perspectives and cultures
-

**Public Records Request Log 2015-2016**  
**Week Ending October 8, 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>
23	9/4/15	Anton Jungherr	2015-16 Legal Service Contracts for Ramsey & Ehrlich; Brag Coffin Lewis & Trapp; and Swanson & McNamara	<b>Information being reviewed</b>
27	10/5/15	Janet Headington	Attorney Fees / Mr. Ngo	<b>Acknowledgement letter sent In Progress</b>
28	10/5/15	Anton Jungherr	Harris Construction Agreement / Board Approval Date	<b>Acknowledgement letter sent In Progress</b>
29	10/5/15	Anton Jungherr	Joint Board of Ed and CBOC Meeting of September 30, 2015 / Voice recording	<b>Acknowledgement letter sent 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 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 In Progress / Ongoing 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 In Progress / Ongoing Gathering / Reviewing Documents</b>  <b>Documents being sent via email after review</b>