

Friday Memo
December 31, 2015

Upcoming Events – Bruce Harter

January 4: Classes Reconvene

January 4: Special Education CAC, Cameron School, 7:00 PM

January 6: Board of Education Meeting, DeJean, 6:30 PM

January 7: Subcommittee on Clay Investigation, Alvarado, 6:30 PM

January 11: Kindergarten Registration for 2016-17 Begins

Next Week's Board Meeting – Bruce Harter

Closed Session for Wednesday's January 6 meeting begins at 5:00 PM.

Magna Award to Fab Lab – Bruce Harter

Last week I was informed by National School Board Association that the WCCUSD Fab Lab program would be recognized for NSBA's Magna Awards. We're one of only five recipients from Districts of 20,000 or more students. Our Fab Lab program will be featured in the April 2016 issue of *American School Board Journal*. We'll also be recognized at the School Leaders luncheon at this year's NSBA annual conference on April 9. Please let me know if you'd like to attend this year's conference which is in Boston and represent WCCUSD at the awards luncheon.

Parent University- Wendell Greer

Dover Elementary hosted their 4th cohort of Parent University Graduates in December. Thanks to the support of the Richmond Community Foundation and United Way of the Bay Area, the Dover Parent University Program is unique in that it also offers SparkPoint Parent University and includes a financial literacy component. Parents who attended two weekly financial literacy classes graduated with honors (gold tassels) and were awarded a \$50 saving account for their child's education fund.



Youth Commission- Wendell Greer

Youth Commissioners completed their annual WCCUSD High School tour on December 9-10th. Youth Commissioners interviewed their peers across the District about strengths and

opportunities at each school sites. The Youth Commission will use this information to create their spring project and recommendations to the Board. The next Youth Commission meeting is Monday January 11th from 6:30-8pm at Helms Middle School.

WCCUSD January 2016 Professional Development – Nia Rashidchi

West Contra Costa USD provides abundant professional development opportunities for staff. We think it is important for board members to know about the variety of offerings. This Friday memo contains the January 2016 Professional Development Calendar.

Review and Approval of Unaudited Actuals 2014-15– Sheri Gamba

The Contra Costa County Office of Education has reviewed and approved the 2014-15 Unaudited Actuals for our District in accordance with AB1200. Once the County Office has reviewed and approved our documents they submit them to the California Department of Education. The letter from the County Superintendent of Schools is enclosed for your review.

2016 State School Bonds – Lisa LeBlanc

The California Public Education Facilities Bond Initiative in the amount of \$9 billion is eligible for the November 8, 2016 ballot. If successful, the bond would preserve the current School Facility Program and would authorize the proceeds to be allocated as follows:

- \$3 billion for the construction of new school facilities
- \$500 million for providing school facilities for charter schools
- \$3 billion for the modernization of school facilities
- \$500 million for providing facilities for career technical education programs
- \$2 billion for acquiring, constructing, renovating and equipping community college facilities

The Coalition for Adequate School Housing (C.A.S.H) has recently announced that they are aware that a group that includes legislative staff and others has announced their intention to work in partnership with the Governor and his staff to place a State School Bond on the June 2016 ballot (requiring a two-thirds vote of the Legislature). While there is no set amount, C.A.S.H. heard that the amount will be between \$2-3 billion. Concerning policy and programmatic issues, while there is no tangible proposal or documents; senior legislative staff appears to be looking at a broad framework that builds on many of the programmatic changes that the Governor has proposed. C.A.S.H. believes that this emerging proposal is intended to preempt and neutralize the C.A.S.H. initiative for the November bond.

Pinole Valley High School - Prequalification Pool of Bidders - Lisa LeBlanc

Pursuant to Public Contract Code §20111.6, all general contractors bidding directly to the District and first-tier mechanical, electrical and plumbing subcontractors must be prequalified. The District conducted multiple outreach efforts to increase the pool of bidders. In accordance with the statute, the District has published the list of prequalified contractors including: six general contractors and twenty-three mechanical, electrical and plumbing subcontractors. The six general contractors are: C. Overaa & Company, Hensel Phelps Construction Company, Lathrop Construction Associates, Inc., Roebbelen Contracting, Inc., S.J. Amoroso Construction Co., Inc., and T.B. Penick & Sons, Inc. The complete listing of prequalified contractors is available on the Bond Program website www.wccusbondprogram.com.

Update on Project Completion Dates – Lisa LeBlanc

Final project completion dates for Korematsu Middle School, El Cerrito Stadium, and Nystrom Elementary School are being discussed with the respective General Contractors taking into consideration current construction schedules on the projects. As schedules are confirmed, more information will be provided to the Board, but the following summarizes the anticipated completion dates.

Korematsu Middle School buildings will be ready to occupy in late March 2016 with the exception of the gymnasium building. Due to unforeseen ground water, the gymnasium building and associated work on the mid-level grading and paving has been impacted and could delay their completion beyond occupancy. El Cerrito's Stadium project anticipated completion date is now February 2016. Items remaining to be completed are installation of PG&E's gas main (which has experienced a delay due to conflicts with other underground utilities), the storage enclosures under the visitors' bleachers, bio retention basin, site fencing and landscaping. Installation of the basketball court will be postponed until the spring when dryer weather permits grading and paving work. Nystrom's project completion date is estimated to be in the Spring 2016. Several unforeseen conditions have contributed to the extended completion date of the project. Contributing factors include the revisions to the site grading, drainage and landscaping needed to accommodate the extended use of the former LPS campus. Work continues on the interiors of the north and south buildings and site work along Harbor Way. Additionally, and weather permitting, is the final site grading, drainage work and paving.

Postal Equipment Lease – Sheri Gamba

Five years ago the District entered into a lease with Pitney Bowes for two pieces of postal equipment, a digital postal meter mailing system and Payroll & Accounts Payable folder inserter vertical stacker machine. Leases for both pieces of equipment will be expiring June 30, 2016. Pitney Bowes is offering new upgraded equipment at a discount utilizing a WSCA (Western States Contracting Alliance) contract which is part of their cooperative purchasing program. The leases include meter rental, maintenance, and software updates. The approval for this lease will be on the January 6, 2016 agenda.

Williams Act Quarterly Report – Lisa LeBlanc.

The District received three Williams Act complaints during the October 1, 2015 – December 31, 2015 quarter. One complaint pertained to the lack of heat at Cameron Elementary school. The boiler was inspected and adjusted to remedy the problem. There were also two anonymous complaints associated with Helms Middle School regarding alleged insufficient quantities of instructional materials and lack of teacher certification. The District confirmed that there were sufficient quantities of instructional materials at the school and the Human Resource department verified that the teacher in question had the proper certification for her position.

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.



Karen Sakata, Superintendent of Schools

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

December 14, 2015

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SUPERINTENDENT

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

Dear Dr. Harter:

The County Office of Education in accordance with AB 1200 has reviewed the District's Unaudited Actuals report for the 2014-15 fiscal year. During our review, we validate that the Unaudited Actuals report was adopted by the District's Board within the prescribed time period using the state required forms, signatures and data submission.

Additionally, we review and verify that the District's Unaudited Actuals:

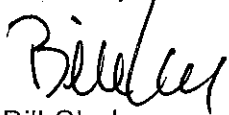
- 1) Beginning fund balances agree with the ending balance reported to the California Department of Education,
- 2) Current year estimated beginning fund balances are not significantly different from the Unaudited Actuals ending balance,
- 3) Ending fund balances are not negative and meet established state reserve requirements,
- 4) When applicable, borrowing between funds was repaid within the required time frame as defined in Education Code section 42603,
- 5) Long-term debt estimated beginning balances and ending Unaudited Actuals agree,
- 6) Unaudited ending cash balances agree to the County Treasurer cash reconciliation,
- 7) Categorical programs and balances agree to prior year schedules when available,
- 8) Unaudited data was uploaded to the California Department of Education on or before October 15,

- 9) Accounting activity and ending balance appear reasonable and there are no significant changes and/or unanticipated issues impacting the District's fiscal solvency.

Based on our review, the District's Unaudited Actuals report meets the reporting requirements established under AB 1200. Additionally, we have determined that the District's financial position has not significantly deteriorated since the new year's budget was approved.

We appreciate your staff's efforts as they have worked to prepare the many forms and documents required to complete the Unaudited Actuals report. Please do not hesitate to call if you have any questions or concerns.

Sincerely,



Bill Clark
Associate Superintendent
Business Services

BC:bf

cc: Sheri Gamba, Associate Superintendent, Business Services, West Contra Costa Unified School District

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WCCUSD January 2016 Professional Development

<p>1/7/2016 4:00 PM - 6:00 PM Secondary ELD Monthly Departmental Meeting Location: Pupil Services, Room 2</p>
<p>1/7/2016 4:00 PM - 6:00 PM Secondary Science Fair Meeting #2 of 2 Location: El Cerrito High School, Classroom B304, Agenda includes district secondary science fair planning and other items.</p>
<p>1/7/2016 4:00 PM - 6:00 PM VAPA Committee Meeting Location: Secondary Educational Services Portable #35 Visual and Performing Arts Department Committee Meeting</p>
<p>1/8/2016 3:30 PM - 5:30 PM Elementary ELD - Train the Trainers Location: Pupil Services, Room 2 Advanced strategies for your ELD practice (intended for teachers who attended the ELD monthly meetings in the 2014-2015 school year)</p>
<p>1/9/2016 8:30 AM - 4:30 PM Arts Integration Institute Location: East Bay Center for the Performing Arts Join us for this full-day Institute featuring hands-on workshops in diverse performing arts forms, arts integration strategies and collaborative sessions with East Bay Center for the Performing Arts to strengthen arts education in public schools. This event is part of Learning Without Borders, a professional development program in arts integration with WCCUSD and East Bay Center for the Performing Arts.</p>
<p>1/12/2016 8:15 AM - 11:30 AM Universal Design for Learning (UDL) and the Common Core Standards Location: Pupil Services Center Special Education Teachers, Inclusion Specialists and Administrators</p>
<p>1/12/2016 3:30 PM - 5:00 PM Accelerated Reader (Independent Reading) for Beginners, Grades 2-8 Location: Vista Hills Participants will learn the basic components of the Independent Reading component of Accelerated Reader. Come to this session to learn how to:</p> <ul style="list-style-type: none">• Use STAR Reading data• Help students select appropriate independent reading books• Help students use AR to take quizzes and earn points
<p>1/12/2016 3:30 PM - 5:00 PM Accelerated Reader 360 (Instructional Reading), Grades 3-8 Location: Vista Hills Participants will learn how to use the Instructional Reading component of AR 360. This resource allows teachers to assign leveled reading passages and related quizzes to students. This session is designed for teachers who have not explored this resource.</p>
<p>1/12/2016 3:30 PM - 6:00 PM Elementary Pizza & Planning: EdTech Integration Location: Alvarado MPR EdTech content and planning support for elementary teachers. District objective: Participants will learn about and/or review best practices for educational technology integration in the classroom based on CCSS.</p>

<p>1/14/2016 8:15 AM - 3:00 PM Human Growth and Development - Invitation Only - Grades 5-6 Location: Alvarado Adult School, Room 3 One-day training for teachers who are new to teaching 5th or 6th grade and have not yet been trained in iMatter, our new Human Growth and Development curriculum.</p> <p>The objectives of the <i>iMatter</i> curriculum are to:</p> <ul style="list-style-type: none"> • promote gender-equitable, inclusive attitudes • increase knowledge and comfort related to puberty • improve communication and critical thinking skills • lay the groundwork for a healthy adolescence
<p>1/14/2016 3:30 PM - 4:30 PM Full-Day Kindergarten Meeting Location: Vista Hills, Room 106</p>
<p>1/14/2016 4:00 PM - 6:00 PM Growth Mindset #5: Going Deeper-Assessments for a Growth Mindset for 1st/2nd Year Teachers Location: Pupil Service Center-MPR This session will focus on ensuring that the classroom has a growth mindset climate during testing times. When testing culture focuses only on right or wrong answers, it makes students afraid of making mistakes and discourages them from reviewing material more deeply. Topic 1: Timed tasks send a fixed mindset message Topic 2: Open tasks can promote a growth mindset and put the focus on learning Topic 3: Tasks that promote struggle lead to growth Topic 4: Activities for creating challenging tasks</p>
<p>1/14/2016 4:00 PM - 6:00 PM Instructional Support for Secondary Teachers (middle school 6-12) Location: Pupil Services- Rm. 2 Session 2: Formative Assessments This session will focus on moving beyond equity sticks by providing a variety of additional strategies teachers can use to monitor student learning and help teachers and students identify their strengths and weaknesses and target areas that need work.</p>
<p>1/14/2016 4:00 PM - 6:00 PM SDAIE Monthly Meeting, Grades 4-12 Location: Kennedy High School, Room 401 Collaboration and strategies to support ELs in the content areas</p>
<p>1/19/2016 3:30 PM - 5:00 PM Elementary ELA Make and Take, Grades K-6 Location: Vista Hills Participants will be able to make and take classroom items (i.e., posters, games, lesson materials, etc.) that support differentiated ELA instruction.</p>
<p>1/21/2016 3:30 PM - 5:00 PM Academic Language Development, Grades 2-6 Location: Vista Hills Participants will be trained in the use of curriculum that has been developed for use during ALD instruction in grades 2-6. This training is designed for participants who have not used this resource or who need a refresher.</p>
<p>1/21/2016 3:30 PM - 5:30 PM TBE/DLI Monthly Departmental Meeting Location: Pupil Services, Room 2</p>
<p>1/21/2016 4:00 PM - 6:00 PM VAPA Pizza and Planning Location: De Anza High School (Rms. 106-108 & Cafeteria) Join us for the Visual and Performing Arts Department Pizza and Planning featuring workshops and support for Art Integration and Instruction through Common Core State Standards for K-12.</p>

<p>1/21/2016 4:30 PM - 6:00 PM Academy Leads CoP Meeting Location: Kennedy High Focus will be on pathway certification, senior defenses, and/or student portfolios. To be continued into February session.</p>
<p>1/22/2016 8:45 AM - 10:15 AM Grad Tutor Training Location: Pupil Services, Room 2</p>
<p>1/22/2016 12:00 PM - 11:00 PM School Community Worker (SCOW) and Principal Location: Alvarado MPR School Community Worker (SCOW) Staff Development</p>
<p>1/25/2016 4:00 PM - 6:00 PM WCCUSD and West County DIGS Location: Tara Hills Elementary School Developing Instructional Gardens in Schools - Planning the Spring/Summer Garden This event is open to all WCCUSD teachers and community members. District employees should register online through the District website. If you are not a district employee, please call 510-307-4500 to register by phone.</p>
<p>1/26/2016 8:15 AM - 11:30 AM Assistive Technology and Universal Design for Learning Location: Pupil Services Center For special education teachers, speech therapists and administrators</p>
<p>1/26/2016 8:30 AM - 3:00 PM READ 180/System 44 Cadre Day Location: Helms READ 180/System 44 Cadre Day Designed for the sharing of best practices, working with your peers, and determining next steps in your classroom.</p>
<p>1/26/2016 3:30 PM - 6:00 PM Secondary Pizza & Planning: EdTech Integration Location: Alvarado MPR EdTech content and planning support for Grades 7-12 teachers. District objective: Participants will learn about and/or review best practices for educational technology integration in the classroom based on CCSS.</p>
<p>1/27/2016 1:00 PM - 3:00 PM Learning Center/RSP Meeting Location: Pupil Services Center - Room 2 For Elementary RSP teachers only</p>
<p>1/28/2016 4:00 PM - 6:00 PM Math Pizza and Planning #2 of 3 for Grades Pre K-2 Location: Alvarado Adult School Multipurpose Room Mathematics content and planning support for Grades Pre K-2 teachers. District Objective: Participants will learn about, review, and/or plan using CCSS, SBAC, and benchmark content, pedagogy, and assessment.</p>

Public Records Request Log 2015-2016
Week Ending December 31, 2015

	Date of Receipt	Requestor	Requested Records/Information	Current Status
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
52	11/19/15	Anton Jungherr	Education Specifications	Gathering / Reviewing Documents
53	11/19/15	Derek Miles Northern CA Fire Group	Battalion One Contractor / Worked performed in WCCUSD	12/7/15 Letter of Extension sent Gathering / Reviewing Documents
56	11/30/15	Fatima Alleyne	2015-16 Legal Services Contracts / Lozano Smith Attorneys- Ramsey & Ehrlich- Bragg Coffin Lewis & Trapp- and Swanson & McNamara	Acknowledgement letter sent
57	11/30/15	Fatima Alleyne	Superintendent's Contract and 2014-15 and 2015-16 Goals	Available documents ready for review
59	12/7/15	Sal Mendoza Mendoza Insurance Brokers	RFQ/RFP for Owner Control Insurance Program Brokerage Services for the Pinole Valley High School Construction Program	Gathering Documents
60	12/8/15	Steve Chamberlin	Design Capacity in Number of Students – Various School sites	Gathering Documents
61	12/9/15	Blayne Goodman Work Preservation Fund	El Cerrito High School Stadium Project- Payroll Records from FieldTurf USA	12/17/15 Information sent via email COMPLETED
63	12/14/15	Betsy Brazy Law Office of Betsy J. Brazy	Fagen, Friedman Fulfroost Attorneys / Invoices, payments, and costs for services rendered in <i>WCCUSD v. Natalia Quintero</i> – Beginning October 1, 2015 – Present	Gathering Documents
65	12/21/15	Lillian Chen Public Counsel Law Center	Student arrests, Law Enforcement referrals, Suspensions, Expulsions, and School Resource Officers and/or Campus Safety Officers for 2012-13, 2013-14 and 2014-15 School Years	Acknowledgement letter sent with 14-Day Extension
66	12/23/15	Jessica Scott CC Electrical Compliance	Alvarado Adult School Restroom Remodel Project / TPS Electric Certified Payroll Records	Acknowledgement letter sent
67	12/28/15	Susan Garea Beeson, Tayer & Bodine	Employee information from the M&O unit, Paraprofessional unit, Police unit and Office and Technical Services Unit	12/28/15 Information sent via email COMPLETED