

Friday Memo
February 10, 2017

Upcoming Events – Matthew Duffy

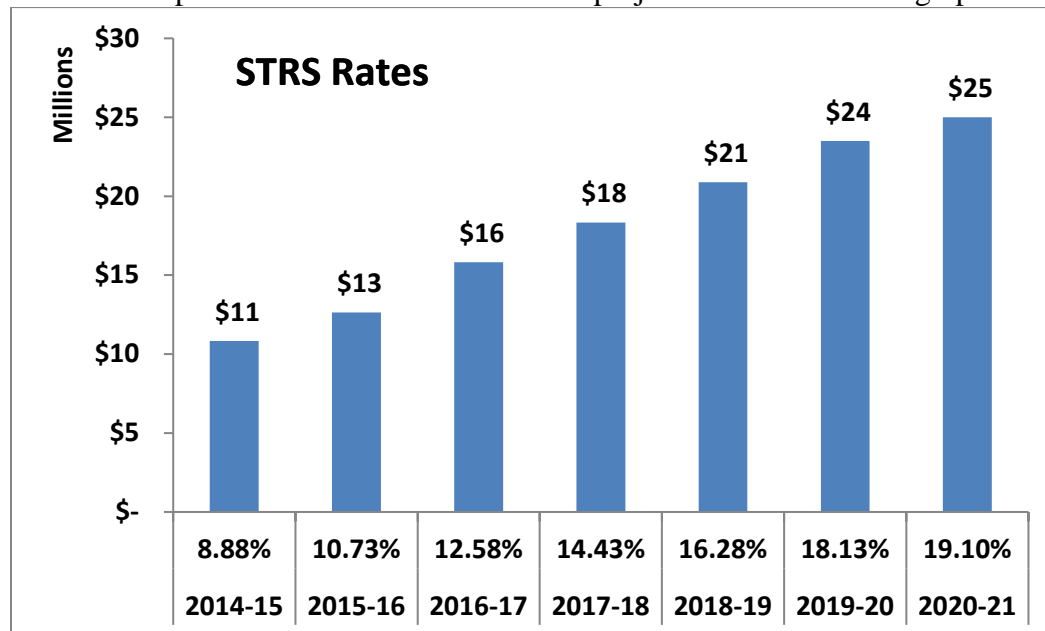
- February 13: Agenda Setting, Superintendent’s Office, 3:30 PM
- February 13: Technology Subcommittee, IT Center, 4:00 PM
- February 13: Youth Commission, Helms MS, 6:30 PM
- February 14: Academic Subcommittee, DeAnza JS, 4:00 PM
- February 15: Solutions Team, UTR Office, 1:00 PM
- February 15: Board of Education Meeting, DeJean MS, 6:30 PM
- February 16: Safety/Climate Subcommittee, Pinole Valley HS, 9:00 AM
- February 20-25: Presidents’ Week Recess, Schools and Offices Closed
- February 26: WASC Visitation, Hercules HS, 4:00 PM
- February 27: District Budget Engagement Committee (DBEC), Pinole Middle, 6:30 PM
- February 28: Facilities Subcommittee, FOC, 4:00 PM

Budget / LCAP Study Session – Matthew Duffy

At the request of the Board, a study session is planned for Wednesday, March 22, 2017 at DeJean Middle School. Both LCAP and the Budget will be covered.

State Teacher Retirement System Rate Information- Sheri Gamba

The California State Teachers Retirement System (STRS) is recommending a revised investment return assumption in their underlying actuarial projections. They have issued a [press release](#) to relay information on how this may have impact on rates for both employees and employers going forward. The notice indicates that school employer rates will reach 19.1% in July of 2020, which corresponds with our current financial projections shown in the graph below.



The press release notes that employee rates, for teachers hired after January 1, 2013 will likely be increasing. In January, we were alerted to an increase for CalPERS (See 1-25-17 Friday letter) and there is continued concern as it relates to both employer and employee rates for the

retirement systems in regards to how these increases will affect the District budget, as well as the employee deductions.

Updated Budget Development Calendar – Sheri Gamba

The Budget Development Calendar was presented at the January 18, 2017 Board Meeting. At the time it was presented there were study session and meeting dates that were unknown. Those dates have been added and the calendar updated. Attached is the updated calendar for your records.

Effective Reading Interventions – Steve Collins

The Special Education Department has provided training and materials with LCAP funds in Effective Reading Intervention to both general and special education teachers in grades K-12 in four research-supported supplemental reading intervention programs. One set of programs, Read Naturally and The Six-Minute Solution, provide reading intervention targeting building student reading fluency skills. The second set of programs, REWARDS and Phonics for Reading, target building student reading decoding skills. Focusing on increasing student reading skills in decoding and fluency are key strategies that aid students in building their general reading literacy. Also, attached are the software programs we are utilizing this year funded through LCAP.

Read Naturally

The *Read Naturally* program is a supplemental reading program that is being used to target reading fluency and accuracy of students in elementary, middle, or high school or adults using a combination of texts, audio CDs, and computer software. The *Read Naturally* strategy includes: modeling of story reading, repeated reading of text for developing oral reading fluency, and systematic monitoring of student progress by teachers and the students themselves. Students work at their reading level, progress through the program at their own rate, and work (for the most part) on an independent basis. The program can be delivered in three ways: (1) students use audio CDs with hard-copy reading materials, (2) students use the computer-based version, or (3) students use the web-based version. *Read Naturally has been found effective by the What Works Clearinghouse in increasing student reading fluency and general literacy achievement.*

The Six Minute Solution

The Six-Minute Solution is a program that builds students' reading fluency in a six minute daily lesson. With this program, teachers in any subject area first assess students' current instructional reading levels and then place them in fluency pairs. In these pairs, one student reads the passage or fluency-building sheet to his or her partner for one minute, while the partner tracks the words read correctly or incorrectly. The partners then switch roles. Students chart their own progress, which increases motivation.

There is a well-documented correlation between reading fluency and reading comprehension. The National Reading Panel found that repeated reading strategies, such as that used by Six-Minute Solution are an effective way to build reading fluency. Students who read fluently read more independently and are better able to complete assignments—across all content areas.

REWARDS

REWARDS for intermediate and secondary students is an explicitly taught, research-validated reading intervention program. It incorporates a highly generalizable strategy for decoding multisyllabic words frequently found in content-area texts. Daily 50- or 60-minute lessons increase oral and silent reading rates (fluency), expand students' knowledge of general academic and domain-specific vocabulary, and build students' confidence in their reading ability. *REWARDS* was evaluated and determined effective in an independent program review by the Florida Center for Reading Research. The *REWARDS* strategies are also recommended by the National Reading Panel Report and Reading Next.

Phonics for Reading

Phonics for Reading is a supplementary phonics program designed to teach phonemic decoding to students who have not yet mastered those skills. The program was originally conceived for students in grades 3-6 but may also be used for students in grades 1 and 2, for lower performing students in upper grades, and for adults learning to read English. Phonics for Reading may be taught in small groups or one-on-one by a classroom teacher; or following training, by an aide, tutor, or volunteer. Daily lessons require 40-50 minutes to complete, or the teacher may choose to complete a lesson in two sessions. The program is appropriate for flexible use in general and special education classrooms, for tutoring, and for summer school sessions.

Phonics for Reading addresses phonics, one of the important components of reading instruction cited by the Report of the National Reading Panel (2000). The program's systematic and explicit focus on phonics attempts to help students master the print-to-speech mapping system of our alphabetic language by developing automaticity with letter-sound correspondences and with word reading. Consistent teaching routines featured throughout the program may be beneficial from two standpoints: students are able to focus uniquely on the lesson's content and the teacher has more freedom to concentrate on student responses.

2nd Annual Historically Black Colleges and Universities (HBCU) – Nia Rashidchi College Recruitment Caravan – February 17, 2017

The West Contra Costa Unified School District, in partnership with the Black College Expo, will host the 2nd Annual Historically Black College Recruitment Caravan on Friday, February 17, 2017 from 4:30 p.m. to 7:30 p.m. at Richmond High School. The event is for juniors and seniors interested in pursuing higher education at historically black colleges or universities. Over 20 colleges will be represented at the college recruitment fair offering college applications, scholarship and internship opportunities. Some students may get accepted on the spot.

Students are being encouraged to bring five copies of their high school transcripts, SAT and/or ACT scores, two letters of recommendation from their teachers and/or counselors, and to take advantage of colleges that may waive application fees.

The Black College Caravan is an extension of the Black College Expo that will take place on February 18 at Laney College in Oakland from 9 a.m. to 5 p.m. The caravan aims to provide support specifically for WCCUSD students to gain assistance with college preparation and readiness.

WCCUSD Hidden Figures Family Nights on February 27 and 28 – Nia Rashidchi

As part of our districtwide Black History activities, West Contra Costa is hosting *Hidden Figures Family Nights* at the Century Richmond Hilltop on February 27 and 28. Each school will give entrance flyers to a few families. The theater capacity is 300 seats for each night. The movie showing is at 6:30 p.m. We are asking our families to arrive at 6:00 p.m. This is very exciting! We are hoping this type of relevant family engagement activity becomes a tradition in WCCUSD. We have included the flyers for February 27 and 28 in this Friday memo packet.

End of the Year Staff Celebration – Marcus Walton

The District is working on an event to recognize and celebrate WCCUSD employees on June 2 at the Richmond Convention Center. The District is asking staff at each school site to select one certificated employee, one classified employee, and one volunteer to be recognized at the June 2 event. Nomination forms will be sent to school sites in March and tallied by the Communications Office.

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 2017-18 Budget Development Calendar

Completion Date	Activity/Action	Responsibility
9/26/16	Enrollment Projection Review Concepts & Review Fiscal Policy Allocations	Cabinet
9/29/16	DLCAP Committee Meeting	Education Services
10/4/2016	Principal Meeting "Introduction to Budget Planning"	Education Services
10/11/16	Enrollment Projection Review Distribution	Business
10/17/16	Review Allocations Policies and Enrollment Projection for 2017-18	Cabinet
10/24/16	Preliminary Grant Allocations Due	State and Fed/Business
10/24/16	Per Pupil Allocation Estimates Due	Business
10/27/16	Staffing Committee Review and Organization	HR
11/8/16	Principal Budget Training – Kick Off – Allocations Distributed - Preliminary Teacher Staffing Review	Business/HR
11/16/16	District Budget Engagement Committee (DBEC): Roster Approved	Board
11/29/16	Townhall meeting DLCAP in English and Spanish	Cabinet
12/6/16	Principal Meeting Budget Review & Assistance	Cabinet
12/7/16	First Interim Report	Board
1/11/17	Townhall Meeting DLCAP Input	Cabinet

West Contra Costa Unified School District 2017-18 Budget Development Calendar

Completion Date	Activity/Action	Responsibility
1/12/17	District Budget Engagement Committee (DBEC): First meeting of new committee	Business
1/17/17	Governor's Budget Workshop	Supt/Business
1/10,17-20/2017	Assistance to Schools Meeting w/Sites for Budget, Grants & Human Resources	Various depts.
1/26/17	DLCAP Committee Meeting	Education Services
1/27/17	Budget & Teacher Staffing Review Due	Principals
1/31/17	Department Budgets and Staffing Due	Managers
2/27/17	DBEC Study Session Meeting	Business
3/21/17	DLCAP Committee Meeting	Accountability
3/22/17	Budget Study Session – School Board	Board
3/27/17	DBEC Meeting	Business
3/29/17	2 nd Interim Report to Board of Education Including Board Direction on 2017/18 Budget	Business/Board
3/30/17	Position Control/Staffing Review	Business/HR
4/27/17	DLCAP Committee Meeting	Accountability
5/13/17	DBEC Meeting	Business
5/17/17	Governor's May Revise Workshop	Supt/Business
5/24/17	Board Report on Governor's May Revise	Business

West Contra Costa Unified School District 2017-18 Budget Development Calendar

Completion Date	Activity/Action	Responsibility
6/5/17	Notice of Public Hearing of Budget & LCAP	Business
6/9/17	Public Inspection of Budget & LCAP	Business
6/13/17	DBEC Meeting	Business
6/14/17	Public Hearing on the Budget & LCAP	Business
6/28/17	Adoption of LCAP and Budget	Board
6/27/17	DBEC Meeting	Business
6/29/17	File 17/18 Budget and LCAP with CCCOE	Business

Software	Software Description	Target Student Groups
MobyMax	This software provides students with differentiated, online instruction and practice material at their level. Students are given an individualized learning plan in a variety of subject areas (primarily language and mathematics), in order to target key skill areas.	K-12 RSP & NSH students. Most appropriate for Intermediate Elementary, Middle & High
Learning A-Z Suite (Includes Reading A-Z & Raz Kids)	see descriptions below	see below
Reading A-Z	This software program provides students digital reading material at their level. Students are given a pathway with which they focus on reading materials at their level. They may progress through pathway as their skills develop.	K-12 RSP & NSH students. Can be appropriate for SH as well. Most use at the Elementary level for RSP & NSH.
Raz Kids	This software program will help teachers to differentiate level reading instruction. It provides blended learning capabilities as well as a plethora of leveled resources in English and Spanish.	K-12 RSP & NSH students. Can be appropriate for SH as well. Most use at the Elementary level for RSP & NSH.
Read&Write for Google	<p>Make Google Apps for Education accessible for those with reading and writing difficulties, learning disabilities such as Dyslexia, or English Language Learners.</p> <ul style="list-style-type: none"> -Hear text read aloud with dual color highlighting -Have words explained with text and picture dictionaries and translated into other languages -Get suggestions for the current or next word as you type with Word Prediction -Turn speech to text in Google Docs -Highlight and collect text; build vocabulary lists -Simplify and summarize text on web pages -Annotations, including typewriter tool 	K-12 + Transition. Any students that would benefit from dictation and text reading software.

Software	Software Description	Target Student Groups
Unique Learning Systems (Includes Unique & News-2-You)	see descriptions below	see below
Unique	Unique Learning System is an online, interactive, standards-based curriculum specifically designed for students with special needs. Subscribers download and interact with monthly, instructional, thematic units of study. Each unit contains special education lesson plans and interactive materials teachers can implement into classroom learning activities. All materials are created using SymbolStix symbols. The unit lesson plans define three levels of differentiated tasks which accommodate the diversity of learners with significant disabilities.	K-12 + Transition- SH students
News-2-You	This resource provides symbol-supported tools and materials for students with special needs. With News-2-You, students learn about current events through symbol-supported articles, activities, games and worksheets. All of these instructional materials reinforce the topic of each weekly newspaper.	K-12 + Transition- SH students
Boardmaker Online	Boardmaker Online Personal is the most complete system for delivering symbol-based instructional activities and measuring student progress from the web.	Preschool, K-12 & Transition-SH students/classrooms
Read Naturally Live	This cloud-based intervention efficiently applies the research-based Read Naturally Strategy to accelerate reading achievement. Visual and auditory prompts guide students through the motivating steps to develop fluency and phonics skills, support comprehension, and improve vocabulary. Track student progress easily and use the data to differentiate instruction with Read Naturally Live.	K-12- Primarily used with Elementary NSH & RSP students.



PLEASE JOIN US

FEBRUARY 27, 2017

6:00 PM (movie starts at 6:30)

CENTURY RICHMOND HILLTOP 16

3200 KLOSE WAY, RICHMOND

FOR

A SPECIAL VIEWING OF



HIDDEN FIGURES is the incredible untold story of Katherine Johnson (Taraji P. Henson), Dorothy Vaughan (Octavia Spencer) and Mary Jackson (Janelle Monáe)—brilliant African-American women working at NASA, who served as the brains behind one of the greatest operations in history: the launch of astronaut John Glenn into orbit, a stunning achievement that restored the nation's confidence, turned around the Space Race, and galvanized the world. The visionary trio crossed all gender and race lines to inspire generations to dream big.

**FLYER GOOD FOR
ONE WCCUSD FAMILY (UP TO 4)
TO ATTEND HIDDEN FIGURES**

**YOU MUST HAVE THE ORIGINAL
FLYER FOR ADMISSION.**





PLEASE JOIN US

FEBRUARY 28, 2017

6:00 PM (movie starts at 6:30)

CENTURY RICHMOND HILLTOP 16

3200 KLOSE WAY, RICHMOND

FOR

A SPECIAL VIEWING OF



HIDDEN FIGURES is the incredible untold story of Katherine Johnson (Taraji P. Henson), Dorothy Vaughan (Octavia Spencer) and Mary Jackson (Janelle Monáe)—brilliant African-American women working at NASA, who served as the brains behind one of the greatest operations in history: the launch of astronaut John Glenn into orbit, a stunning achievement that restored the nation's confidence, turned around the Space Race, and galvanized the world. The visionary trio crossed all gender and race lines to inspire generations to dream big.

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Public Records Request Log 2016 - 2017
Week Ending February 9, 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	12/2/16 Documents sent via email Gathering/Reviewing additional Docs
47	12/20/16	Chansell Evans-Green	2015-2016 WCCUSD Student Data on Student Attendance / Absences for Grades K-12	Reviewing Data
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 Response due on 2/17/2017
53	1/17/17	Ivan Kranjcec Smart Procure	WCCUSD MUNIS Purchase Order Report / August 19, 2016 – Present	2/6/17 Report sent via email COMPLETED
57	1/24/17	Rachael Tillman Law Offices of Young, Minney & Corr. LLP	All High Schools' Football Season Schedules and/or Calendars / July 1, 2015 – June 30, 2016	Reviewing / Gathering Documents
58	1/30/17	Anton Jungherr	Administrators authorized to sign Contacts less than \$50,000 without Board Approval for the 2016-2017 School Year	2/7/17 Response sent via email COMPLETED
59	1/30/17	Anton Jungherr	Approval of Bond Program Site Budget Authorization	Gathering Documents
60	1/30/17	Anton Jungherr	Long-Range Facilities Master Plan / Implementation Plan / Determination on Estimated Available Funds	Gathering Documents
61	2/1/17	Anton Jungherr	General Obligation Bonds / Annual Certification Form for 2014, 2015 and 2016	Gathering Documents
62	2/1/17	Anton Jungherr	DBEC Mtg. / January 12, 2017 – Handouts	2/7/17 Documents sent via email COMPLETED
63	*1/30/17	Anton Jungherr	Facilities Long-Range Master Plan / Implementation Plan on WCCUSD Website	2/7/17 Letter/Link sent via email COMPLETED
64	2/6/17	Denise Morgan Calif. Charter Schools Assoc.	Charter Schools / 2016-2017 Records and Documents	2/7/17 Acknowledgement email sent
65	2/7/17	Casey Hazelhofer Law Offices of Young, Minney & Corr. LLP	All WCCUSD Elementary & Middle Schools Student Data, Enrollment, School Site Data	2/8/17 Acknowledgement email sent