

Friday Memo
July 14, 2017

Upcoming Events – Matthew Duffy

July 18: Facilities Subcommittee, FOC, 4:00 PM
July 18: Governance Subcommittee, Alvarado, 6:00 PM
July 19: Board of Education Meeting, DeJean, 6:30 PM
July 20: Extended Learning Summer School Graduation, Richmond Auditorium, 6:00 PM
July 21: Last Day of Summer School
July 26: CBOC, FOC, 6:00 PM
July 31: Agenda Setting, Superintendent's Office, 4:00 PM
August 7: Board of Education Retreat, Alvarado, 12:00 – 4:00 PM
August 9: Board of Education Meeting, DeJean, 6:00 PM
August 21: First Day of School

Williams Act Quarterly Report – Lisa LeBlanc

The District received one Williams Act complaint during the April 1, 2017 – June 30, 2017 quarter. On June 16, 2017, a complaint pertaining to mice infestation at Wilson Elementary School was submitted to the district from an unidentified source. The district and the pest control contractor inspected the site and determined that it was not an active vermin site. Old mouse droppings were uncovered during spring cleaning that may have initiated the complaint being submitted. Summer cleaning will identify if there are any areas of concerns and appropriate steps will be taken. It is not the district's practice to attach the complaint and response as part of Williams precis as they may contain confidential information pertaining to parents, teachers or students. A copy of the complaint and response may be viewed at the Facilities Operation Center located at 1400 Marina Way South, Richmond, Ca 94804.

Korematsu Middle School Library Patio Decking – Lisa LeBlanc

The District conducted a public bid process for the Korematsu Middle School Library patio decking. The scope of the project includes installing a new mortar waterproofing system over the existing concrete entry slab to complete the library patio decking system. We anticipate the patio will be complete in late August. The project is within the Board approved site budget for Korematsu. The library patio is one of the four small site projects underway at Korematsu to complete the overall campus construction and modernization. The other projects include the food service driveway, roof screens and the upcoming green roof protection system.

Pinole Valley High School Campus Replacement Monthly Newsletter – Lisa LeBlanc

In an effort to improve transparency through enhanced communication with the community, the District has implemented a Community Communication Plan for Pinole Valley High School Campus Replacement project. The plan includes the preparation and distribution of a monthly construction newsletter. The monthly newsletter includes upcoming construction activities, potential impacts to neighbors, and an update on work recently completed. Community members who are interested in receiving the monthly newsletter can subscribe to the distribution by emailing their request to MarshaP@roebbelen.com.

Sprint Grant - \$1 Million Project – Mary Phillips

As you may recall, the district will be receiving 300 hotspot devices for our students who do not have internet in their homes. They will receive 5 years of free service from Sprint. We have identified 300 high school students and have sent the families invitations to our kick-off event to be held on August 23rd, 5:00 – 7:30 at De Jean’s gymnasium. Parents will receive their devices at that time. We will have training areas, food and a 15 minute presentation to the Board at 5:30. This will be a public relations event as it is quite amazing what the district is doing to provide equity for those who do not have internet access in their homes.

Sprint Grant – ConnectED – Mary Phillips

We also received another grant from Sprint, which will provide an additional 1500 hotspot devices and 5 years of free internet service. Our SCOWs are busily identifying students who do not have internet in their homes. Invitations will be sent home and parents will be able to pick up their hotspots from 1300 Potrero Ave. Richmond (IT Building) throughout the week of August 27th. We will answer questions and provide them instructions at this time. For those who cannot make it, we will be asking our SCOWs to hand them out during Back-to-School Nights.

West Contra Costa Health and Safety Incentive Program – Ken Whitemore

Congratulations go out for the fourth year in a row to Employee Health, Safety and Training Coordinator Darlene Thompson and Human Resources Director Marci Williams for once again leading the district to completing 100% of the safety goals set forth by the Contra Costa County School Insurance Group (CCCSIG).

The safety goals met for 2016-17 are attached as well as the goals for 2017-18. If you have any questions please do not hesitate to contact me.

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.

Fab Lab Updates – Nia Rashidchi

This past year has been a journey of finding new and exciting ways to engage students, teachers, and community members in our work at the Fab Lab. Utilization of our Fab Lab resources has significantly increased during the 2016-2017 school year. Between January 1, 2017 and June 30, 2016 students logged almost 1,300 hours in the Fab Lab. This total is more than double the usage from same time period the year before.

The Fab Lab hosted two weeks of summer camp from 6/19-6/30. Twenty-five students, entering 8th, 9th, and 10th graders, spent two and a half hours a day with Alex Fleming, the Fab Lab manager, along with district coaches and teachers. The work was hands on, with students engaged with math, science, design, and fabrication strategies. Students were given tasks to wrestle with, but were also allowed free rein to use their imaginations and the tools in the Fab Lab to create as they pleased.

West Contra Costa Unified School District
Office of the Superintendent

At the end of July and August, we already have approximately 80 teachers enrolled in four separate two-day trainings at the Fab Lab. The two-day workshops will focus on one to two machines, but also support teachers in designing lesson plans. The goal of this work is to have teachers leave the Fab Lab with not only knowledge of the machines, but a working lesson plan they can use during the year that incorporates the Fab Lab resources.

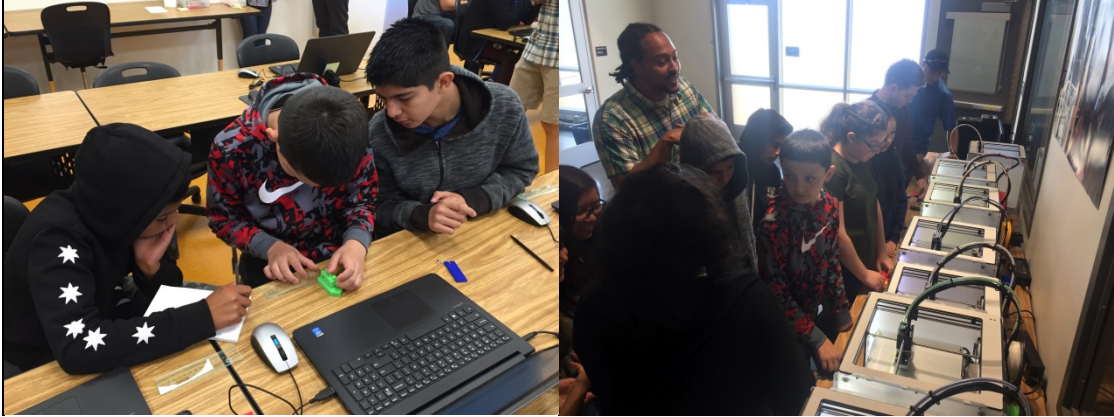
Alex Fleming, Fab Lab manager, working with students on the laser cutter.







Harrison Blatt, KHS chemistry teacher, works with students making connections to his subject area in the Fab Lab classroom.







Students getting hands-on experience with fabrication (and measurement!).



West Contra Costa USD Health and Safety Incentive Program - FY2016/17

Program Elements	Weight	Event(s) Scheduled	Completed to Date	Fully Completed
<p>1. Custodial New Hire Training</p> <ul style="list-style-type: none"> At least 75% of new custodial hires (sub and permanent) must complete at least the following Cal OSHA-required trainings: Bloodborne Pathogens, Personal Protective Equipment, IIPP, Ladder Safety, Back Safety, Haz Com, Heat Illness, Accident Prevention Signs/Tags, Garbage Compactor Safety and Slip, Trip, Fall Prevention. May use In-Person Custodial New Hire Training (4hrs; at CCCSIG or onsite; min. 8-10 required) and/or any online training program. If no new Custodians hired, may substitute with new M&O and/or Grounds hires, which require the same Cal OSHA-required training topics as Custodians. If no new M&O and/or Grounds hired, may substitute with occupation of choice and its corresponding Cal OSHA-required trainings. (Note: each occupation's Cal OSHA-required training matrix can be viewed on our website under "New Employee Trainings"). Due date: All training records must be submitted to CCCSIG by 6/30/17. For CCCSIG trainings, provide a list of all Custodians hired in FY16/17. For non-CCCSIG trainings, provide a list of all Custodians hired in FY16/17, sign-in sheets (to include instructor name, training topics, duration, location, format) or online training records; and training outlines. 	15%			
<p>2. Health & Safety (H&S) Summer Program</p> <ul style="list-style-type: none"> 3.5-hour program (with CCCSIG In-Person Instructors Only) At least 75% attendance of full-time C/M&O/G/Warehouse employees and supervisor(s) Program available 6/7/16 through 9/16/16 Due Date: 9/16/16 	15%		Jul 13 Jul 14 Jul 15 Jul 28	
<p>3. CCCSIG H&S Services Email Updates to All Administrators</p> <ul style="list-style-type: none"> Forward each quarterly CCCSIG H&S Services Email Update to all District Leadership, Campus and School Site Administrators and Department Managers (including the site Reports is optional). Copy CCCSIG on all four emails for credit Due dates: Q1: 8/26/16; Q2: 11/10/16; Q3: 2/10/17; Q4: 5/12/17 	15%		Q1: Aug 12 Q2: Nov 2 Q3: Feb 6 Q4: Apr 18	
<p>4. Accident Investigation Forms</p> <ul style="list-style-type: none"> An Accident Investigation Form for at least 75% of all reported employee incidents occurring in FY16/17 must be completed by employee's supervisor (all fields must be completed on each submitted form for credit). Districts may use tracking method of their choice. Example tracking method: districts may request a report of Incidents from CCCSIG to tag each incident for which an AI form has been fully completed and received by the district. Submit Incident report and corresponding Accident Investigation forms to CCCSIG by the due date. Due date: 6/30/17 	15%		Jun 27	

Program Elements	Weight	Event(s) Scheduled	Completed to Date	Fully Completed
<p>5. Slip, Trip and Fall (STF) Site Inspections</p> <ul style="list-style-type: none"> • Conduct at least one STF Site Inspection at 100% of sites. • May use either CCCSIG STF Site Inspection Checklist available on CCCSIG Website under Publications; or a non-CCCSIG checklist as long as it includes at least 75% of the items listed on the CCCSIG STF Site Inspection Checklist. • Each STF Inspection Checklist must be signed by each respective Site Administrator. • Due Date: 6/30/17 	10%		Jun 27	
<p>6. Administrator Safety Brief at Staff Meeting</p> <ul style="list-style-type: none"> • K-12/CCCOE: Principals from at least 75% of sites to conduct a “Slip, Trip, Fall Prevention” Safety Brief during at least one certificated staff meeting for at least 75% of staff. • CCCCD: Custodial/Building & Grounds (C/B&G) Managers from each campus to conduct a “Safe Lifting” Safety Brief during at least one staff meeting for at least 75% of staff. (CCCSIG Summer Program training does not count toward this incentive program item). • CCCSIG will post Safety Briefs and corresponding optional videos on the CCCSIG website. At the beginning of each quarter, CCCSIG will send email to District H&S Coordinators that includes a web link and instructions for accessing the Safety Briefs and optional videos for the district to forward to their Administrators (K-12) or C/B&G Managers (CCCCD). • Documentation needed: Sign-in sheet and agenda (which include mention of the Safety Brief shared with staff) may be dropped off, mailed, emailed or faxed to CCCSIG on or before the due date. • Due Date: 6/30/17 	20%		Jun 27	
<p>7. Healthy Lifestyle Program Promotion</p> <ul style="list-style-type: none"> • Forward CCCSIG’s fall <u>and</u> spring Healthy Lifestyle Program promotional email and/or a Crossroads newsletter that includes same information to all employees. • Emails must be sent to employees at least one week before the start date of each program. • Copy CCCSIG H&SS Staff on each of the two emails. 	5%		Fall Email Spring Email	
<p>8. CCCSIG Countywide H&S Coordinator Meetings</p> <ul style="list-style-type: none"> • At least one district representative must attend each of the three meetings: -10/19/16 -1/18/17 -4/19/17 	5%		Oct 19 Jan 18 April 19	

**Board Director – Sheri Gamba H&S Coordinators – Darlene Thompson, Marci Williams, Vincent Meyer
CCCSIG Representative – Steve Webber**

West Contra Costa Unified School District Health and Safety Incentive Program - FY2017/18				
Program Elements	Weight	Event(s) Scheduled	Completed to Date	Fully Completed
<p>1. Written Hazardous Communication Program</p> <ul style="list-style-type: none"> Review, update and submit to CCCSIG by 6/30/18 Resources to assist districts in completing this item: Cal OSHA Hazard Communication Program Self-Audit Tool and Hazardous Communication Template both available on CCCSIG website under Publications <p>Purpose: Assists districts in maintaining regulatory compliance with Cal OSHA</p> <p>Due Date: 6/30/18</p>	20%			
<p>2. Health & Safety Summer Program</p> <ul style="list-style-type: none"> Duration:3.5-hrs Training Content: interactive job-specific safety, wellness and mandated Cal OSHA training Accepted Training Formats: In-Person (with CCCSIG H&S Team Instructors) Required Attendance: At least 75% attendance of full-time custodial, building and grounds maintenance, warehouse employees and supervisors (recommend also sending subs, part-time and hourly employees) Program available 6/5/17 through 9/8/17 <p>Purpose: Assists districts in preventing injuries, promoting good health and maintaining Cal OSHA compliancy.</p> <p>Due Date: 9/8/17</p>	15%	Jul 25, 27, 27 Aug 3 (make-up day)		
<p>3. CCCSIG Quarterly Health and Safety (H&S) Services Email Updates to All Administrators</p> <ul style="list-style-type: none"> Forward each quarterly CCCSIG H&S Services Email Update to all District Leadership, Campus and School Site Administrators and Department Managers Copy CCCSIG on each of the four emails for credit <p>Purpose: Assists districts in enhancing administrator awareness of district/site incident trends and the CCCSIG health and safety services available to address trends, prevent injuries and maintain the district's safety culture through periodic email communications throughout the school year</p> <p>Due dates: Q1: 8/11/17; Q2: 11/9/17; Q3: 2/9/18; Q4: 5/11/18</p>	10%	Q1 Aug 11 Q2 Nov 9 Q3 Feb 9 Q4 May 11		
<p>4. Health and Safety (H&S) Action Meetings</p> <ul style="list-style-type: none"> At least two meetings must occur: first one by 10/31/17; second one by 3/31/18 Meeting attendees must include at least one District H&S Coordinator and CCCSIG H&S Services Representative Districts may invite other district individuals to attend at their discretion Meeting agenda must include review of incentive program requirements, district incident trends and potential actions to mitigate trends District H&S Committee Meetings may be used to satisfy this requirement (which also counts toward the "Communication" section of the IIPP if quarterly meetings) <p>Purpose: Assists District H&S Coordinator(s) and other individuals as appointed by the District in identifying trends, preventing injuries and successful safety planning and completion of the District H&S Incentive Program.</p> <p>Due Dates: First meeting completed by 10/31/17; second meeting completed by 3/31/18</p>	20%			

<p>5. Slip, Trip and Fall (STF) Site Inspections</p> <ul style="list-style-type: none"> • Conduct at least one STF Site Inspection at 100% of sites • May use either CCCSIG STF Site Inspection Checklist available on CCCSIG Website under Publications; or a non-CCCSIG checklist as long as it includes at least 75% of the items listed on the CCCSIG STF Site Inspection Checklist • Each STF Inspection Checklist must be signed by each respective Site Administrator <p>Purpose: Slip Trip and Fall incidents are the #1 incident type among most occupations and districts. Conducting periodic site inspections, which include STF Site Inspections, is not only required by Cal OSHA, but also a very proactive injury prevention strategy that eliminates or reduces the risk of a hazard before it leads to an injury.</p> <p>Due Date: 6/30/18</p>	15%			
<p>6. Health and Safety (H&S) Services Presentation for Administrators</p> <ul style="list-style-type: none"> • Duration: 45 minutes • Training content: overview of district/site incident trends, strategies specific to administrators for preventing employee injuries and promoting good health and wellness, accident investigation refresher, and available CCCSIG H&S services • Accepted Training Formats: CCCSIG In-Person Instructor and/or CCCSIG On Demand Video Training • Required attendance: at least 75% of all District Leadership, Campus and School Site Administrators and Department Managers <p>Purpose: Provides continuing education for existing and new administrators on ways they can contribute to employee injury prevention/health and wellness; important safety protocols and CCCSIG services available to assist.</p> <p>Due Date: 6/30/18</p>	10%			
<p>7. Healthy Lifestyle Program Promotion</p> <ul style="list-style-type: none"> • Forward CCCSIG's fall and spring Healthy Lifestyle Program promotional email and/or a Crossroads newsletter that includes same information to all employees • Emails must be sent to employees at least one week before the start date of each program • Copy CCCSIG on both emails <p>Purpose: Workplace fitness and nutrition programs promote good health and wellness and support employees in making healthy choices. Healthy employees are less likely to be injured at work, and, if they do get injured, may require less time to recover.</p> <p>Due Dates: At least one week before the start date of each program; program dates TBA.</p>	5%			
<p>8. CCCSIG Countywide Health and Safety (H&S) Coordinator Meetings</p> <ul style="list-style-type: none"> • At least one district H&S representative must attend each of the three meetings: <ul style="list-style-type: none"> • 10/18/17 • 1/17/18 • 4/18/18 <p>Purpose: Meetings are for District H&S Coordinators to enhance their knowledge of workplace health and safety through guest speakers and featured topics, to discuss and brainstorm solutions for high frequency/severity incident trends, to stay abreast of new H&S program updates and to learn from peers through networking opportunities.</p>	5%	Oct 18 Jan 17 April 18		

Board Director: Christopher Mount-Benites H&S Coordinators: Darlene Thompson, Marci Williams, Vincent Meyer
CCCSIG Representative: Steve Webber

Public Records Request Log 2017 - 2018
Week Ending July 13, 2017

	Date of Receipt	Requestor	Requested Records/Information	Current Status
1	7/6/17	Sallie DeWitt CBOC, Chair	CBOC Annual Report 2016 / Photos of Projects completed in 2016 and photo of students	Acknowledgement email sent
Public Records Request Log / Ongoing 2016 - 2017				
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 3/31/17 Documents sent via email 5/5/17 Documents sent via email Gathering/Reviewing additional DOCs
65	2/7/17	Casey Hazelhofer Law Offices of Young, Minney & Corr. LLP	All WCCUSD Elementary & Middle Schools Student Data, Enrollment, School Site Data	3/31/17 Documents sent via email Gathering / Reviewing Additional DOCs