

**Friday Memo**  
**August 18, 2017**

**Upcoming Events – Matthew Duffy**

August 21: First Day of School  
August 23: Sprint Kick-Off Event, DeJean Gym, 5:30 PM  
August 23: Board of Education, DeJean, 6:30 PM  
September 4: Labor Day Holiday, Schools and Offices Closed  
September 6: Board of Education Meeting, DeJean, 6:30 PM

**Next Week’s Board Meeting – Matthew Duffy**

Closed Session for the August 23 meeting will begin at 5:00 PM. The meeting will adjourn at 5:30 to join the Sprint Kick-Off Presentation and then reconvene afterward.

**Organization Charts – Matthew Duffy**

Attached are organization charts for the District’s Cabinet.

**PAASSS Program Video – Nia Rashidchi**

The WCCUSD Practices for African American Student Support and Success (PAASSS) provide services and support to improve teaching and learning for our African American students who are underserved. During the 2016-17 school year, we captured several of our PAASSS programs on video as they were being implemented throughout the year.

The link to the video is below. It starts with our African American Site Advisory Team members carrying out a “data dive,” and then tells the story of what we are out to do to change the current trajectory.

We thought our board members should see the video:

<https://www.youtube.com/watch?v=L4ryk2e1xPM>

**Expanded Learning Program/Data – Nia Rashidchi**

During the August 9 Board of Education meeting, staff was asked to provide data and background information on our Expanded Learning programs. Below is a summary of the Expanded Learning program, as well as a some data points and a link to the 2015-16 evaluation report. The final draft of the 2016-17 evaluation report will be available in November 2017.

West Contra Costa Unified School District (WCCUSD) operates 28 school-based Expanded Learning Programs throughout West Contra Costa Unified School District, including 24 elementary schools (grades K-6) and four middle schools (grades 7-8). School-based Expanded Learning Programs are supported by the WCCUSD Expanded Learning Program Office. The WCCUSD Expanded Learning Programs are open to all students at the host school at no cost to families. In some cases, schools may determine specific criteria for priority student enrollment, such as low academic performance or social needs.

The WCCUSD Expanded Learning Programs begin upon the end of the traditional school day and operate until 6:00 p.m. every day throughout the school year. Each program offers three

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*Office of the Superintendent*

daily components: Academic Support, Enrichment Activities, and Supper. The Academic Support component includes skill building activities, English Language Development, targeted interventions, tutoring, and homework support. The Enrichment component includes visual and performing arts, organized sports, leadership activities, social and emotional learning activities, and technology. All students participating in the WCCUSD Expanded Learning Programs receive a meal provided by the WCCUSD Food Services Department before going home.

**Elementary Sites**

Bayview	Highland
Chavez	King
Coronado	Lake
Dover	Lincoln
Downer	Mira Vista
Fairmont	Montalvin
Ford	Murphy
Grant	Nystrom

**Middle School Sites**

Peres	Crespi
Riverside	DeJean
Sheldon	Helms
Stege	Korematsu
Tara Hills	
Verde	
Washington	
Wilson	

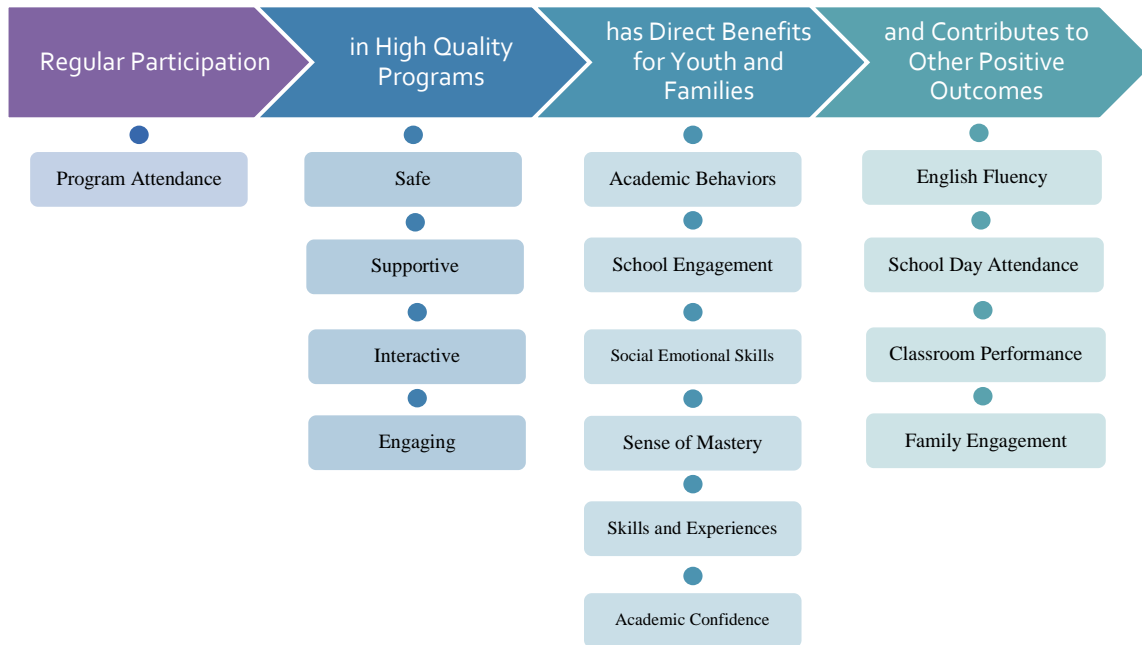
During the school year WCCUSD Expanded Learning Programs serve an average of 3,900 students every day school is in session.

The 28 site-based Expanded Learning Programs operate in partnership with community-based organizations selected through our annual Request For Qualifications (RFQ) process. The Lead Agencies work in close partnership with the WCCUSD Expanded Learning office and the school community to design and implement high quality programs for WCCUSD students. Our 2017-18 Lead Agency partners are Bay Area Community Resources (BACR), Love.Learn.Success (LLS), and the YMCA of the East Bay. In addition to our three lead agency partners, the Expanded Learning office collaborates with twelve community based organizations that provide in-kind and fee for service specialized enrichment activities in our programs.

WCCUSD Expanded Learning Programs share a basic staffing pattern across all sites, though specific staff duties may somewhat vary from site to site. Shared features include a full-time Site Director, a Lead Teacher, and Group Leaders. Many programs also work with additional enrichment providers and some may rely on regular volunteer assistance as well. At some sites, certificated teachers provide targeted academic assistance and academic enrichment activities for program participants through extended work hours.

The Lead Teachers are certificated school day teachers who promote alignment between the Expanded Learning Program and the school day. The Lead Teachers support the program planning process, the selection of academic activities, review academic outcome data of participating students, and encourage ongoing communication between the program and the school day staff. The WCCUSD Expanded Learning Office convenes a monthly Lead Teacher meeting.

**Theory of Action:** Students who participate in high quality Expanded Learning Programs on a regular basis will expand their horizons through new experiences, feel engaged with their school, and master both academic and social / emotional learning (SEL) skills.



The Expanded Learning Office measures quality using the Program Quality Assessment (PQA) Tools and accompanying Youth Program Quality Intervention (YPQI) supports developed by the Weikart Center for Youth Program Quality. The PQAs are a set of research validated observational tools that measure program quality across four domains: safe environment, supportive environment, interaction and engagement.

The WCCUSD Expanded Learning Office partners with an external evaluator, Public Profit, to track service quality and outcomes for participating students and their families. The annual evaluation is a comprehensive mixed methods evaluation that combines program attendance, site visit observations, youth, parent and school staff surveys, student academic data and demographics as well as focus groups to measure program impact. The Expanded Learning Office utilizes the data from our annual external evaluation report to identify student needs, student interests, and areas for program quality improvement, which then informs professional development, curricula, and projects. Listed below are key findings from our 2015-16 external evaluation <http://www.wccusd.net/Page/5283>. The final draft of the 2016-17 evaluation report will be available in November 2017.

- During the 2015-16 school year elementary participants attended the WCCUSD Expanded Learning Programs an average of 124 days.
- Program quality scores improved between the fall and the spring. Elementary schools' overall PQA score increased from 3.35 to 3.87, a +0.52 difference. Middle schools' overall PQA score increased from 2.92 to 3.07, a +0.15 difference.
- Program participants attended school at a higher rate than their non-participant peers, 95.4% compared to 93.7%.
- Program participants were re-designated at a higher rate than non-participating peers at their school sites, 9.3%, were re-designated compared to 6.9% of their non-participating peers.

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*Office of the Superintendent*

- Participants achieved a slight improvement on their SBAC ELA Achievement Level: an average 0.16 increase compared to a 0.12 for non-participants. This improvement was even greater for English Learners, an average 0.21 of a step for English Learner participants compared to 0.15 for non-participants.

The Expanded Learning Office facilitates a quarterly collaborative meeting with all stakeholders to inform and coordinate services and efforts across the 28 Expanded Learning Programs in WCCUSD. The goal of the collaborative meeting is to share the program mission, vision, goals, and program outcome data. The quarterly collaborative meeting provides an opportunity for all stakeholders to be engaged in the continuous cycle of quality improvement. Evaluation results are a cornerstone of sustainability efforts, providing concrete evidence to funders and key stakeholders of the value and importance of an investment in the District's Expanded Learning Programs.

**Maintenance: Getting Our Schools Ready for the First Day of School – Lisa LeBlanc**

As a follow-up to Trustee Phillips' inquiry at the August 9 Board meeting, our Maintenance and Operations team has been hard at work during our summer break to clean the floors. The following items are focused on during the summer:

- Tiled floors are stripped, sealed and waxed, and baseboards are cleaned
- Glass is cleaned
- Carpeted areas are shampooed
- Walls and other surfaces are cleaned
- Spot painting and larger painting projects are completed
- Lockers are cleaned and have their codes reset, and in some cases, are spot painted
- Many of our landscaped areas faced stress during the drought. The District is working to revitalize our grounds by increasing watering and lawn care at our school sites, particularly the last few weeks. In addition, the team is working hard to remove weeds. This area has been a challenge due to the extraordinary amount of weed growth this year compared to prior years. Grounds staff is trying their best to address the sites needing attention.

**Solar Project Update – Lisa LeBlanc**

The next phase of the solar project will begin construction at the following sites: Coronado, Ford, Harding, Helms, Grant, Sheldon, Lupine Hills, King, Hercules High School and Mira Vista. The construction of these projects is expected to be 6-8 weeks. Also, the District is finalizing construction at Bayview, DeAnza, El Cerrito High School, Ellerhorst, Ohlone and Tara Hills. It is anticipated that the construction at these six schools will be completed in approximately four months.

As previously communicated, the solar panels will not only provide energy savings for the district, they will provide student shade areas (Ellerhorst, Ford, Helms, Lupine Hills, Ohlone, Mira Vista and Tara Hills) and covered parking (Grant, Harding, Hercules High School, DeAnza, El Cerrito High School and Sheldon). Some of the schools are receiving rooftop solar (Coronado, King and Nystrom).

The District's Executive Director of Maintenance, Julio Arroyo, has been working with the sites regarding their concerns of impacts on school opening. Mr. Arroyo has communicated with each site to develop alternative parking plans where needed, along with playground fencing, to minimize disruptions.

**Conscious Kitchen Update at Madera and Peres Elementary Schools – Lisa LeBlanc**

On May 24, 2017, WCCUSD Board approved the request for consulting services for Conscious Kitchen and the approval to fundraise to cover costs incurred to pilot scratch cooking at both Peres and Madera schools this coming school year. A stakeholders team comprised of an architect, kitchen designer, a mechanical engineer and others interested in this pilot program met during the summer to develop plans as to how to transition the current kitchen at Peres to enable all meals to be able to be cooked from scratch. The current kitchen was designed to receive meals prepared by the district's central kitchen and warmed at the school site just prior to service. Conscious Kitchen has also initiated outreach relationships with key community stakeholders to support the district's Health and Wellness policy. It is also working on fundraising support by writing and submitting grants, soliciting donations, planning partnerships, and organizing a major donor dinner to support their efforts to create a new model for school food service. At this time, the programs at Madera and Peres are being targeted to begin later in the school year. We will keep the Board apprised of the start date, which is contingent upon successful fundraising efforts.

**Food Services Celebrates a Successful Summer Meal Program at 70 sites – Lisa LeBlanc**

On June 12, 2017 Food Services kicked off its summer meals program with a special BBQ lunch, and also included educational activities for the children and tours of its state of the art central kitchen. Over 400 meals were served that day to children and information given to families on where to access meals during the summer months. Many of our students rely on meals during the regular school year and just because it is summer, their hunger does not take a vacation. Throughout the district, seventy sites, in eligible areas, offered meals to children this summer and over 300,000 meals were served. June and July saw an increase in the number of meals served from 2016. On August 15, 2017 Food Services joined the El Sobrante library with its last BBQ of the summer and to kick off the coming 2017/18 school year. A healthy BBQ meal was offered to families, with over 300 children served meals during this event. Information was also given to families on the importance of reading and education, taste tests conducted for possible new breakfast items for the coming year, vision tests and eyeglasses offered and much more. This is in an effort to help children and their families succeed.

The Summer Meal program was a great success with more meals served to even more children this summer. A special thank you to Patrice Chamberlain, Director of the California Summer Meal Coalition, Food Service Supervisors, Community organizations, Central Kitchen staff, Warehouse staff & drivers, the office staff, and all of our site staff who ensured that children got the necessary nutrition throughout the summer months in West Contra Costa because "Hunger does not take a Vacation".

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**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.

August 2017

West Contra Costa Unified School District  
Board of Education

Superintendent

Ombudsperson  
Auditor

Director  
Communications

Associate  
Superintendent for  
Operations

Food Services  
Maintenance &  
Operations  
Facilities  
School  
Construction

Associate  
Superintendent  
Special Education

Special Education  
Services  
Transportation  
Discipline /  
Expulsions  
Student Welfare /  
Attendance  
Comprehensive  
School Health  
Homeless/  
Neglected Program  
Non-public Schools

Chief Technology  
Officer

Technology for  
Learning  
Administrative  
Technology  
Technology  
Infrastructure  
Student Information  
Management  
Systems  
Data Integration  
State Reporting

Associate  
Superintendent PreK-  
Adult Educational  
Services

PK-12  
Curriculum &  
Instruction  
Textbooks  
GATE  
State, Federal,  
FPM  
ESEA  
Local Assessment  
Extended Learning  
Intervention/  
Summer  
Inst. Tech.  
EL Services  
PD  
School Libraries  
Accreditation  
Athletics  
School to Career  
Adult Ed / ROP  
Service Learning  
Linked Learning  
Transfer Program  
Community  
Engagement

Assistant  
Superintendent for  
Human Resources

Collective  
Bargaining  
Recruitment  
Staff Evaluations /  
Discipline  
Substitutes  
Workers Comp  
Benefits  
Safety  
Title IX

Associate  
Superintendent for  
Business Services

Budgeting  
Audits  
Facilities Use  
Financial Reporting  
Payroll  
Print Shop  
Purchasing /  
Contracts  
Student Body  
Accounting  
Warehouse  
Bond Finance  
Fixed Assets /  
Inventory  
Investments  
Fixed Assets  
Risk Management  
Insurance

# Communications Department Organizational Chart 2016 - 2017

**Marcus Walton**  
Director, Communications

**Evy Ruiz**  
Senior  
Administrative  
Secretary

**Sarai Montes**  
District  
Receptionist

**Robert Jordan**  
Manager  
Communications

**Raechelle Forrest**  
Coordinator,  
Electronic Communications



# Operations Organizational Chart 2017 - 2018

**Associate Superintendent of Facilities,  
Maintenance, Operations and Bond Program  
Lisa LeBlanc**

Sr. Administrative  
Assistant  
Silvia Garfield

**Food Service Director  
Barbara Jellison**

Staff Secretary  
Suzanne  
Velasquez

Desk Top  
Support  
Larry Kauble

**Risk Mngmt.  
Manager  
Staci Parish**

**Engineering Officer  
Luis Freese**

**Director of Contracts  
Melissa Payne**

Facilities Planner  
vacant

**Bond Project Manager  
Andrew Mixer  
Eduardo Donoso  
Paul Orr  
Facilities Project Manager  
Joe Mayes  
IOR/Utility Coordinator  
Steve Cayson**

**Senior Facilities Planning  
Specialist  
Christina Hanson  
Lina Sonico  
Administrative Serv. Mgrs.  
Consuelo Rojas  
Imelda Sanchez**

**Disaster Prep.  
& Safety  
Coordinator  
Libby  
MontesNation**

Admin.  
Assistant  
Rosa Luera

Energy  
Conserv. Mgr.  
Vacant

**M&O Executive Director  
Julio Arroyo**

**Maintenance Manager  
Ken McDaniel  
M&O Secretary  
Vickie Vargas**

Bldg. Maint. Supervisor  
Derek Milton

Bldg. Maint. Supervisor  
Josh Herrera

Bldg. Maint. Supervisor  
Victor Castaneda

Bldg. Maint. Supervisor  
Lionel Myles

**Operations Supervisor  
Danny Sousa  
Assistant Supervisor  
Ken Russell**

Typist Clerk III  
Marlene Gabriel

**Grounds Supervisor  
James Karnes**

**Area Supervisor  
Tomas Goco  
Nadine Ahola  
Supervisor/Nutritionist  
Dylan Hatami**

FS Operation Assistant  
Kathy Christie  
Whitney Bostian

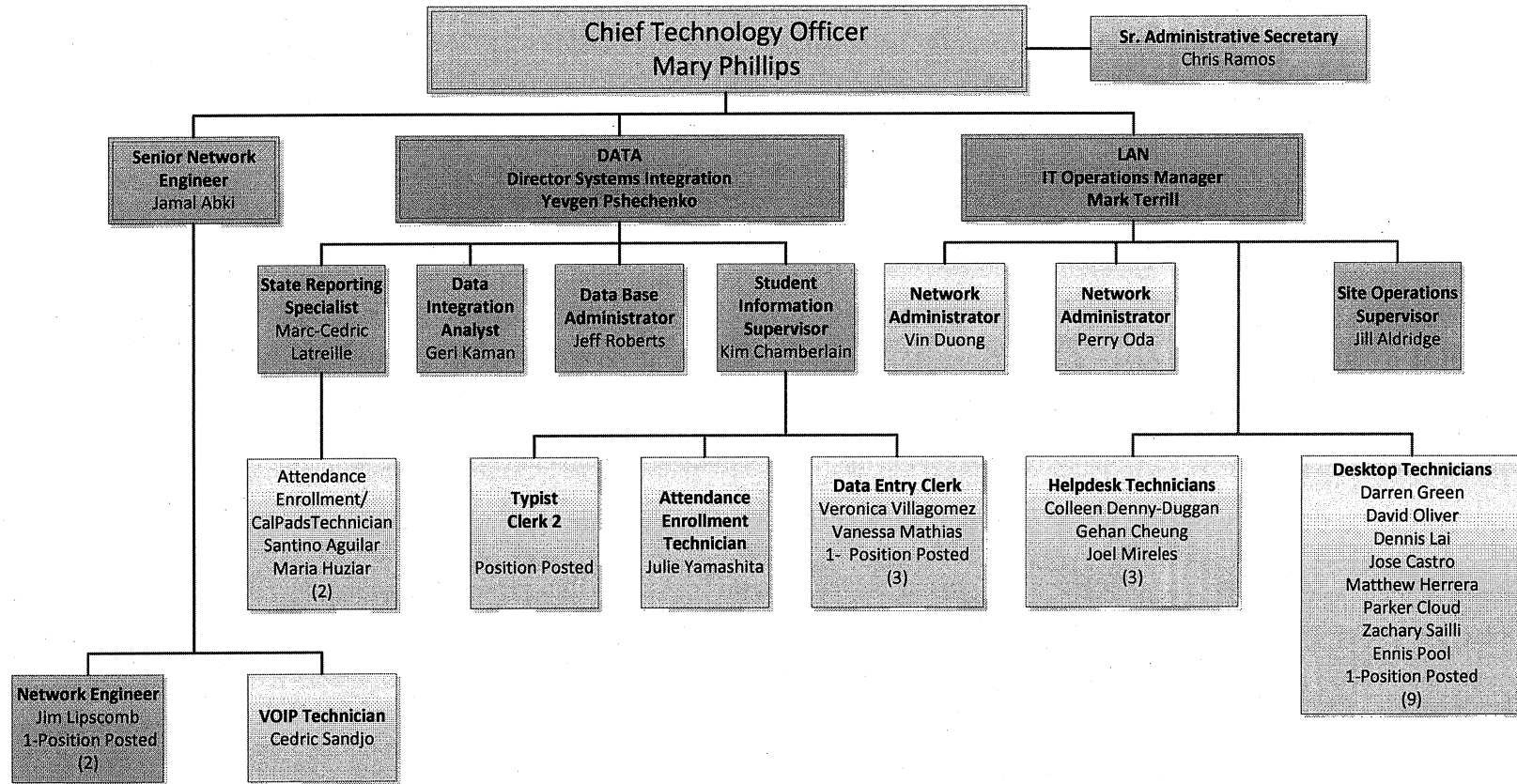
**FS Account Tech  
xxxx  
FS Accountant Sr. Clerk  
Kristen Gibson**

Typist Clerk 2  
Gabriella Ayala

**Coordinator  
Joy Guinto  
Buyer  
Yong Wilt**

**Maintenance Supervisor  
Vacant  
Warehouse Supervisor  
Antonio Tirado  
Food Prod. Supervisor  
Steve Melas  
Cook/Baker  
Rauch Grant**

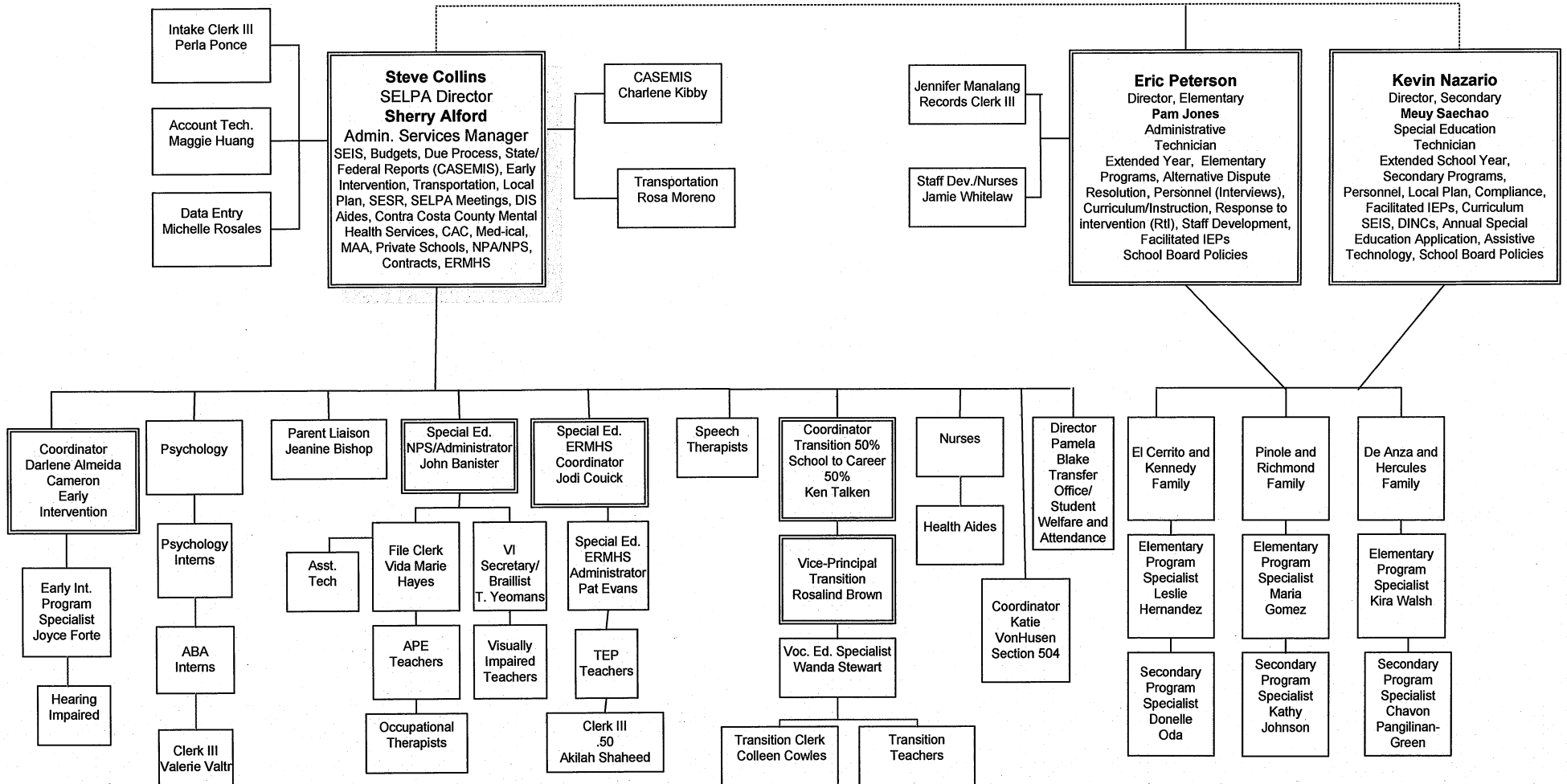
# Technology Department Organizational Chart 2016/2017



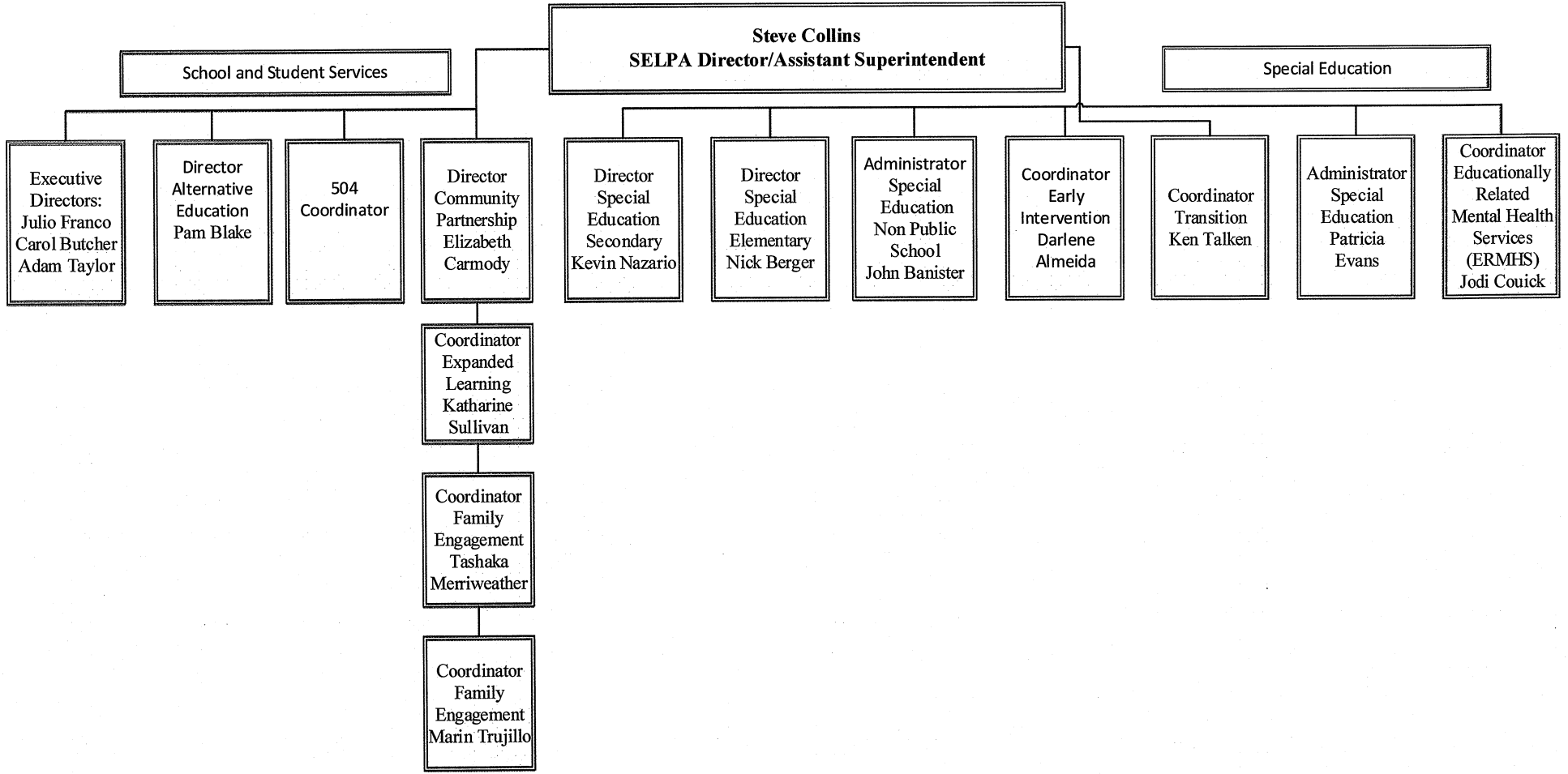
Revised: 9/21/2016

2016/2017

# Special Education/Pupil Services Department 2016-17 Organizational Structure

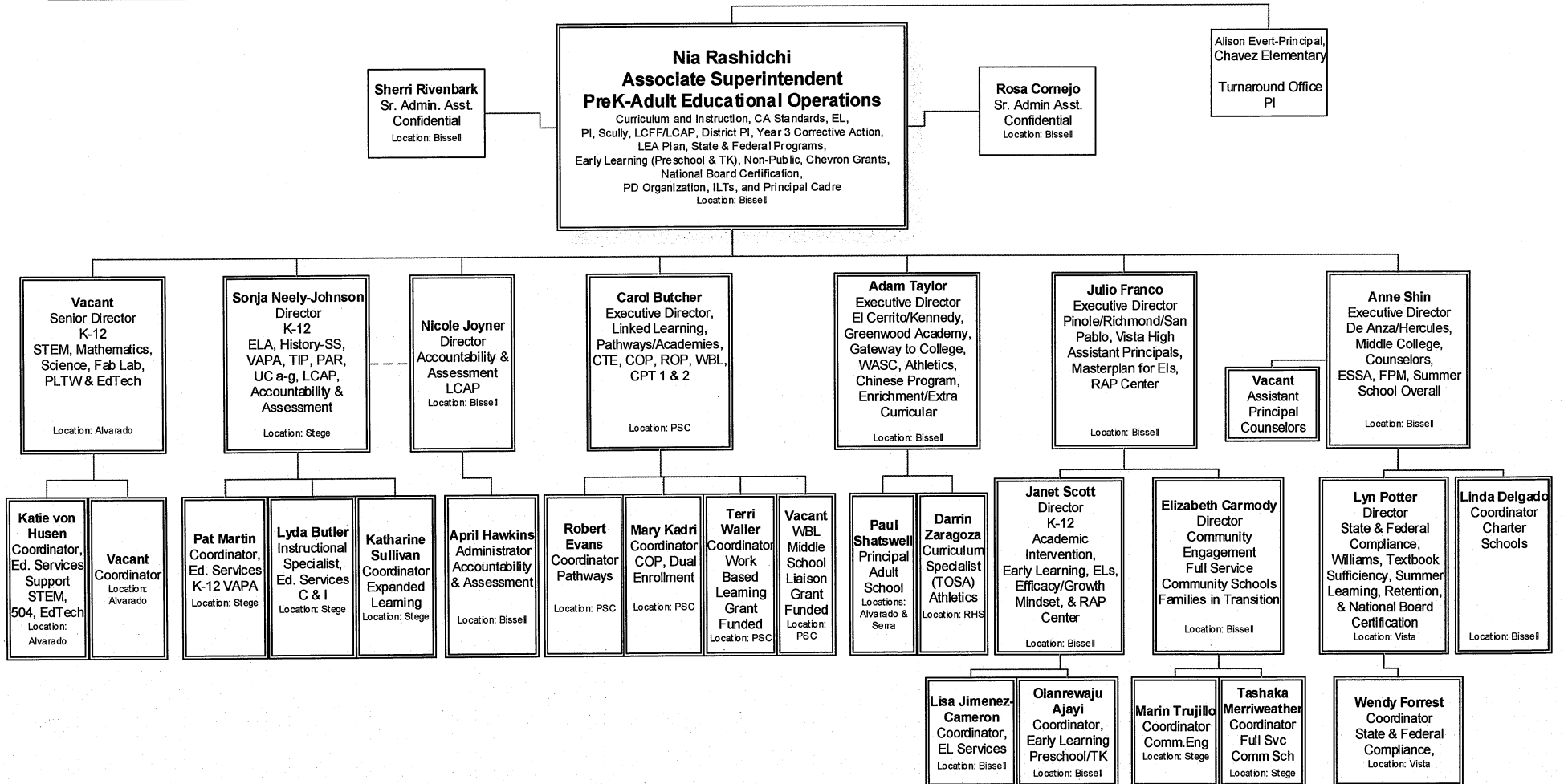


**Special Education Department  
Administrative Assignment  
2017-18**



# WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

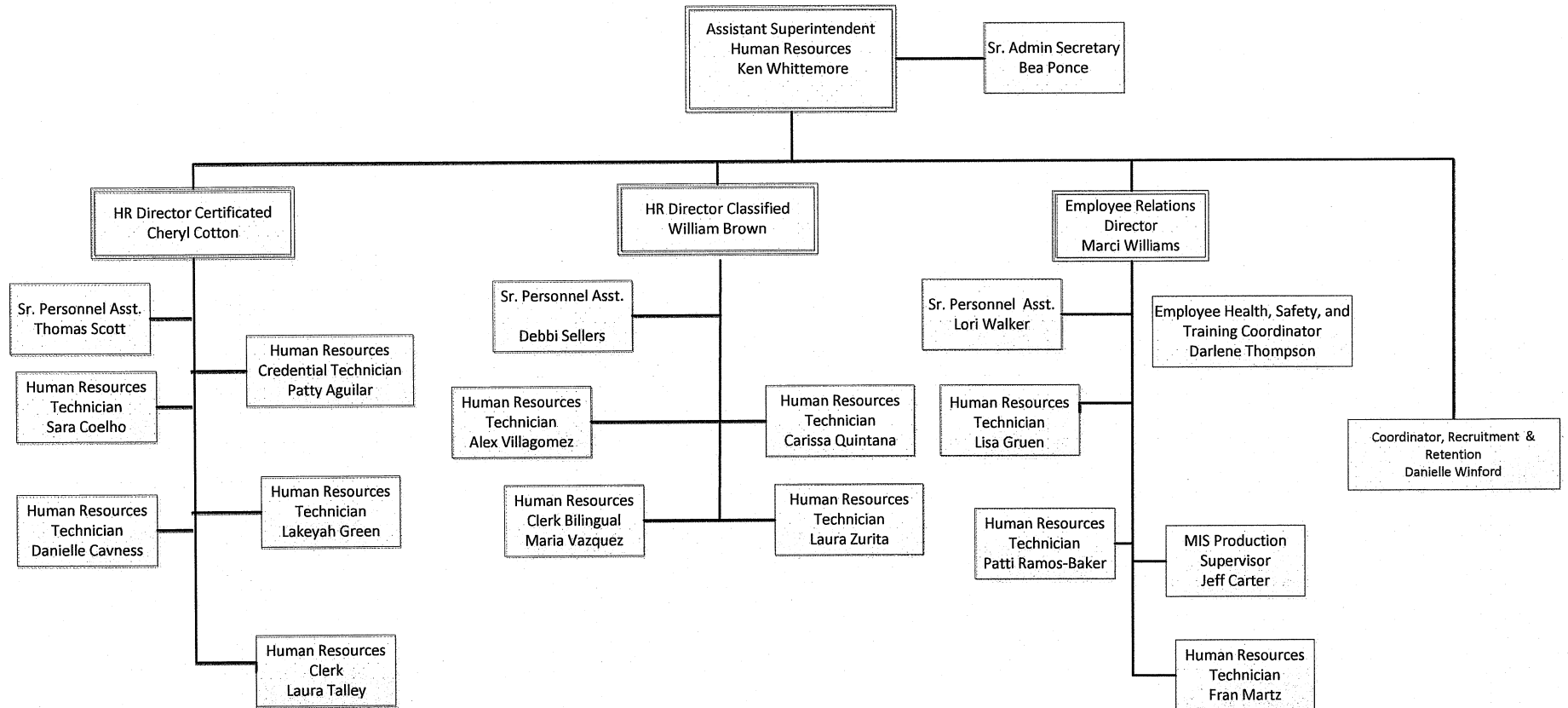
PRE K-ADULT EDUCATIONAL OPERATIONS 2016 – 2017 rev 12/19/16

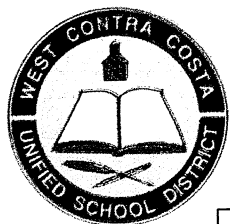


# West Contra Costa Unified School District

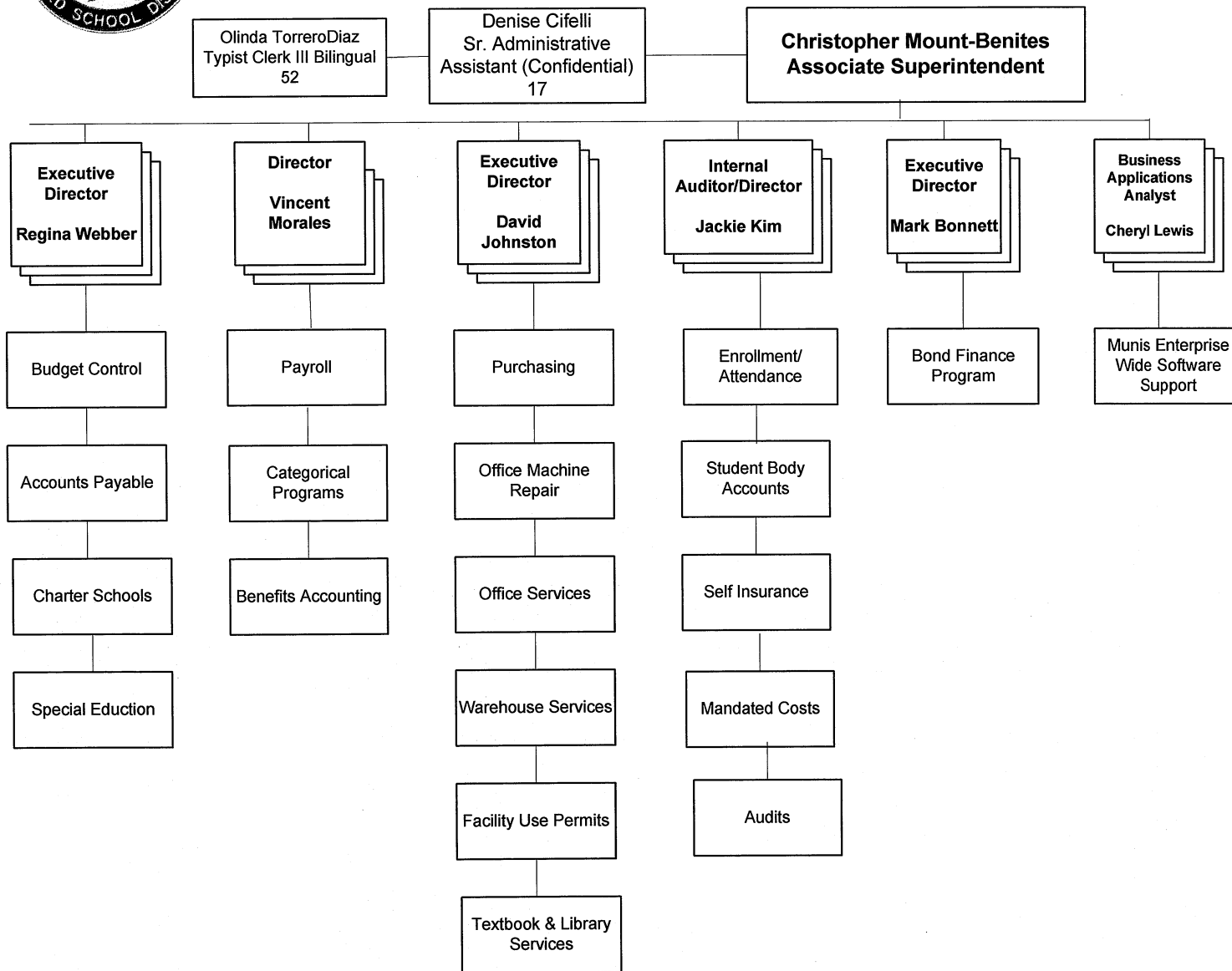
Human Resources 2017-2018

(as of 7/12/2017)





# West Contra Costa Unified School District Business Services

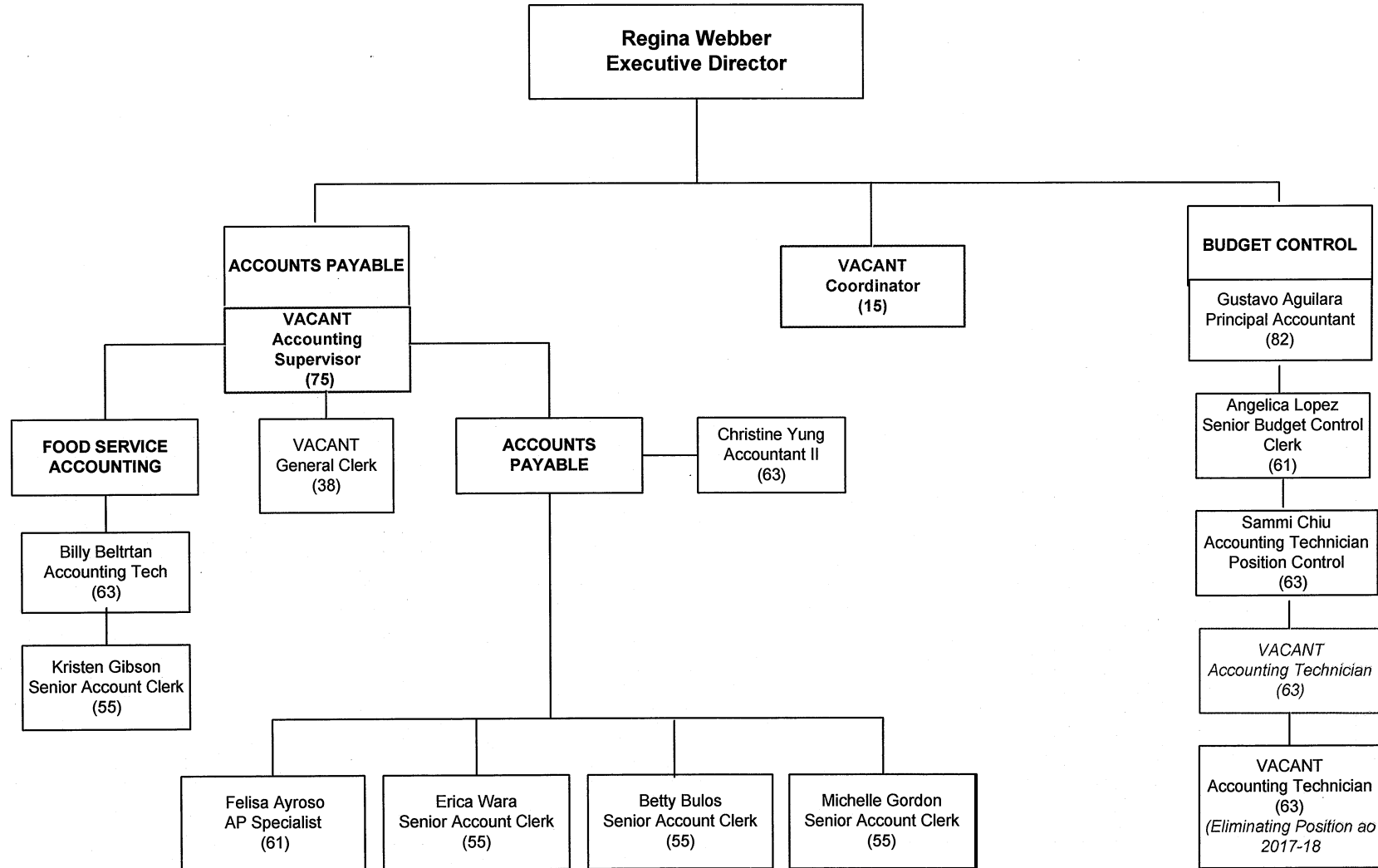




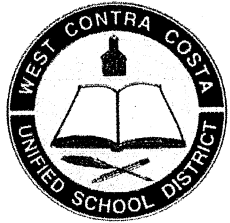
# West Contra Costa Unified School District

## Business Services Division

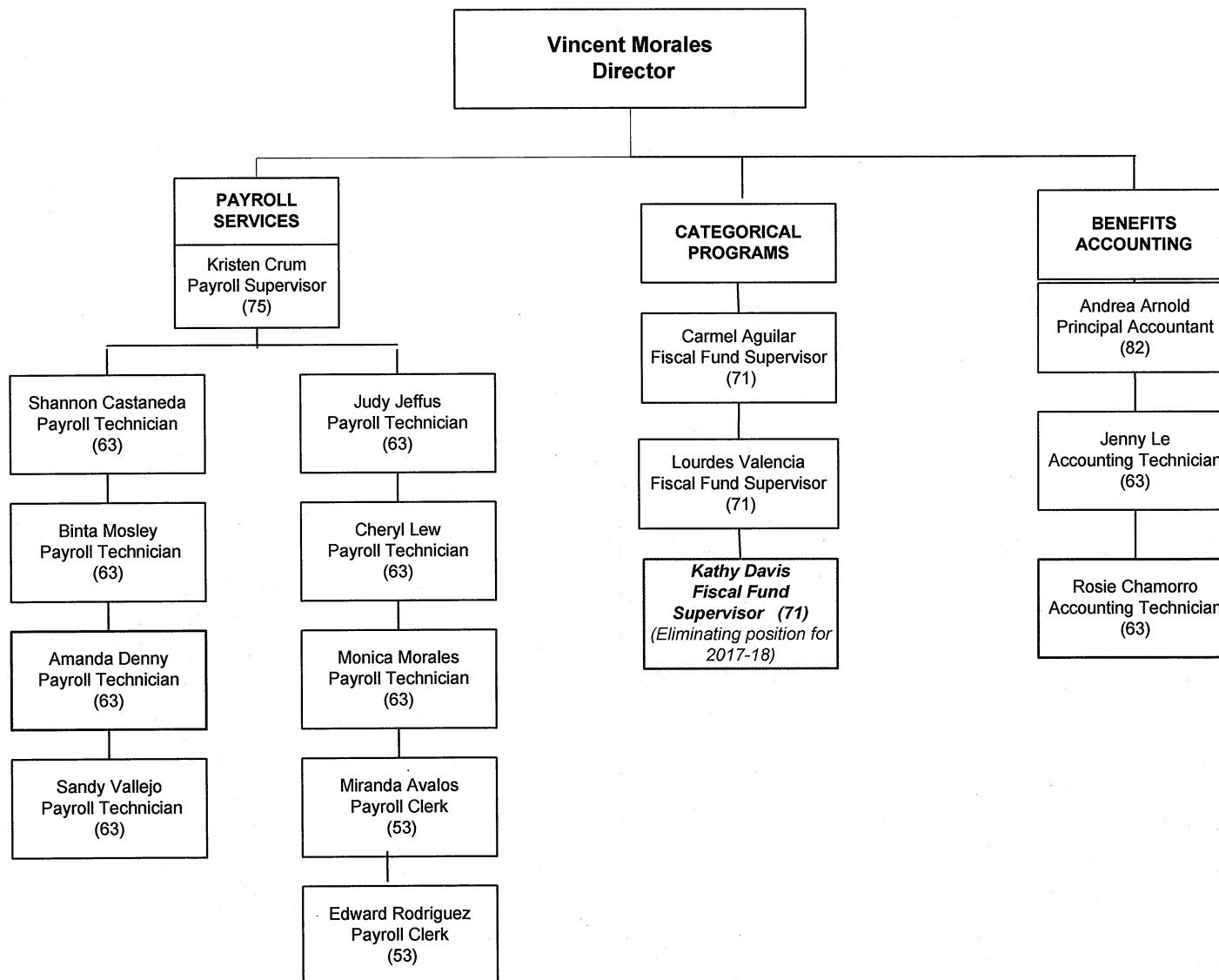
### Accounts Payable / Budget Control

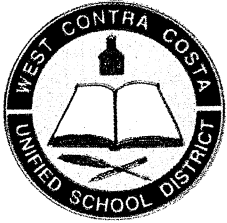




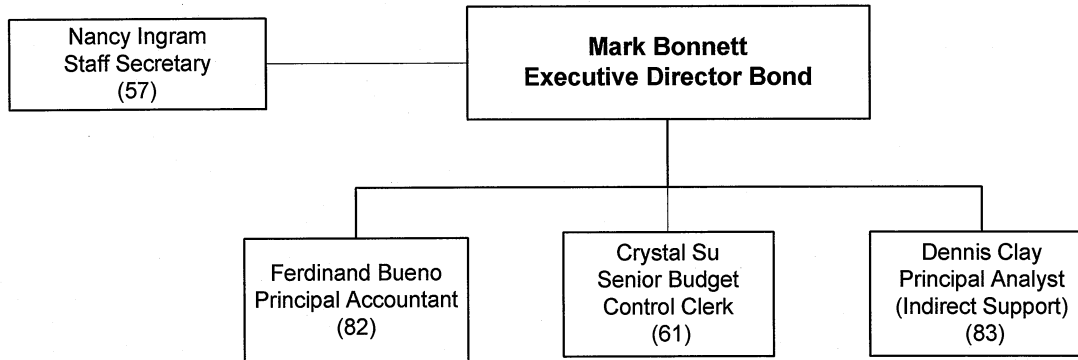


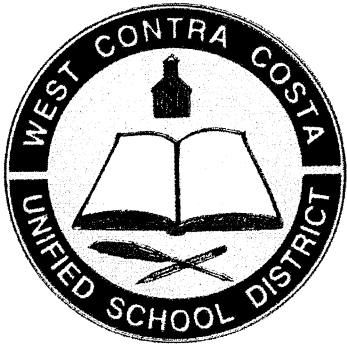
# West Contra Costa Unified School District Business Services Division Payroll / Categorical / Benefits Accounting



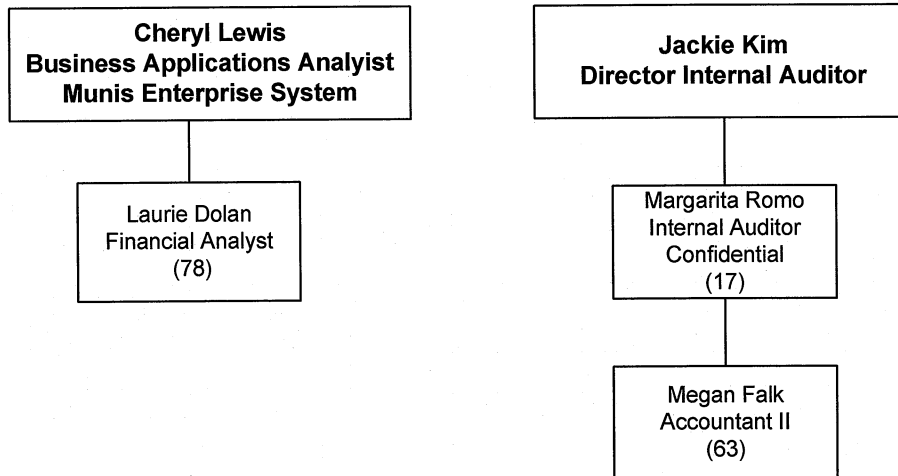


# West Contra Costa Unified School District Business Services Division–Bond/Enrollment/Attendance





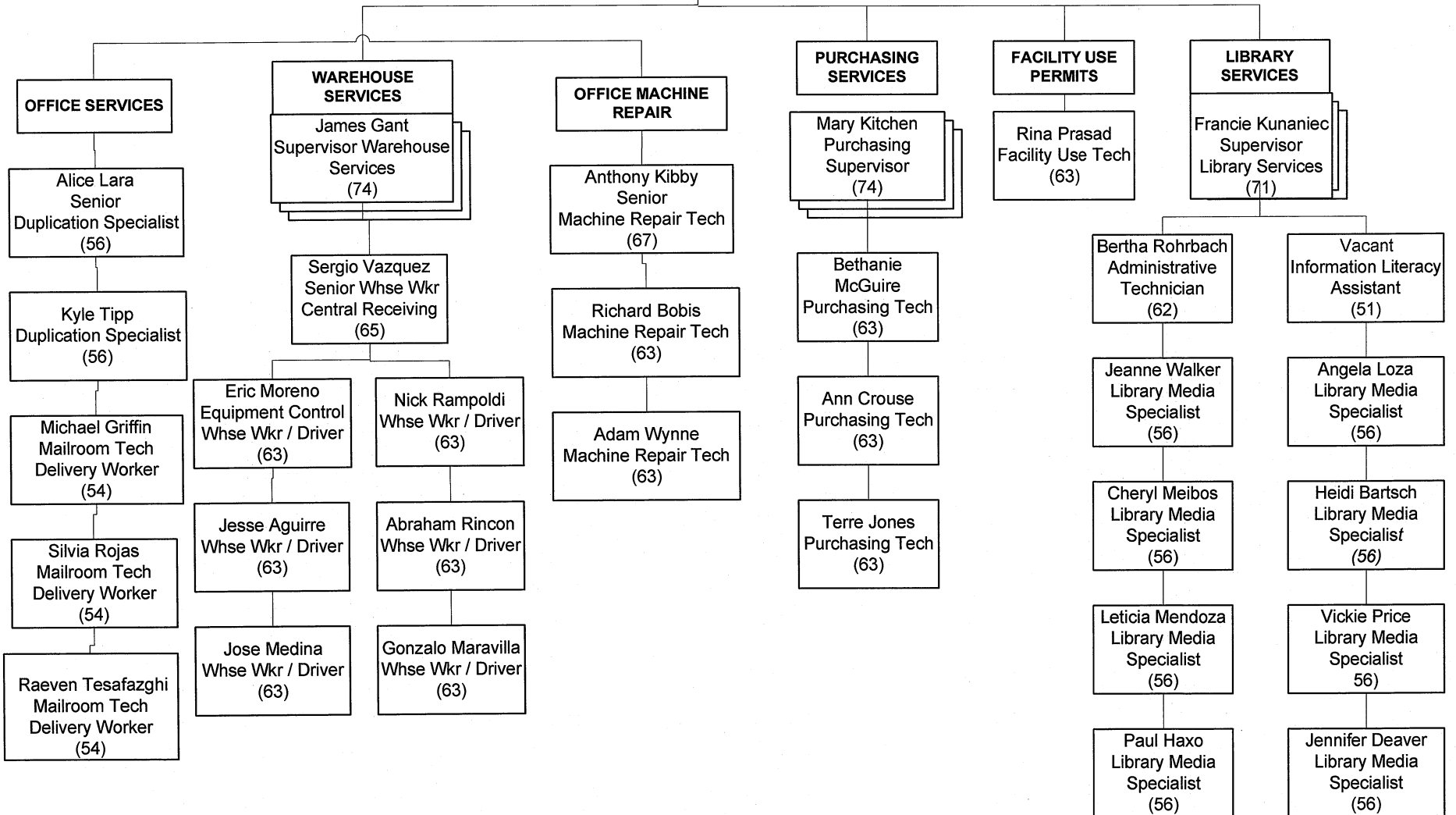
West Contra Costa Unified School District  
Business Services Division  
Munis Enterprise System Management  
Internal Auditor  
Risk Management





# West Contra Costa Unified School District General Services

**David Johnston**  
Executive Director



**Public Records Request Log 2017 - 2018**  
**Week Ending August 17, 2017**

	<b>Date of Receipt</b>	<b>Requestor</b>	<b>Requested Records/Information</b>	<b>Current Status</b>
3	7/18/17	Kyra Kocis Transparent California	WCCUSD 2016 Employee Compensation Report	Gathering Data for Report
4	8/1/17	John Paul Teague Smaha Law Group	Nystrom Elementary School Modernization and Classroom Building Rehabilitation Documents	8/10/17 Acknowledgement letter mailed 8/18/17 Documents available for review
6	8/8/17	Kyra Worthy For Richmond	Approved Contracts with Invoices and Individuals Served for 2016-2017 School Year	8/10/17 Acknowledgement email sent 9/15/17 Documents ready for review
7	8/10/17	Denise Morgan California Charter School Assoc	Charter School records for 2017-2018 School Year	Gathering Records
8	8/17/17	Kyra Worthy For Richmond	Electronic Communications / Various – Beginning January 1, 2015 – November 1, 2017	8/17/17 Acknowledgement email sent
9	8/17/17	Antonio Banuelos City of Richmond	Number of WCCUSD Employees working in Richmond	8/17/17 Acknowledgement email sent
<b>Public Records Request Log / Ongoing 2016 - 2017</b>				
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 7/13/17 Documents sent via email  Gathering/Reviewing additional Docs 8/18/2017 Response Due