

West Contra Costa Unified School District
Office of the Superintendent

Friday Memo
June 3, 2022

Upcoming Events – Kenneth Chris Hurst Sr., Ed.D

June 3: WCCUSD End of the Year Event from 4:00-7:00pm

June 4: Vista High School Graduation, 11:00am-1:00pm at Vista High School

June 4: Gateway To College Graduation, 2:00pm-4:00pm at Vista High School

June 6: District Reclassification Ceremony for 9-12 Grade Students, 5:30-7:30pm at Richmond High School

June 6: Adult Education Graduation, 6:00-8:00pm at El Cerrito High School

June 13: CBOC Meeting at 6:00pm at FOC Building- 1400 Marina Way South, Richmond, CA 94804

June 15: Board of Education Meeting, 6:30pm at DeJean Middle School

Curriculum, Instruction & Assessment Secondary- LaResha Martin (Gabriel Chilcott & team)

Teacher Professional Learning in Mathematics for SY 2021-22 (Mark Lobaco & team)

Despite multiple challenges during this school year, teachers across K-12 attended a variety of professional growth opportunities offered by the WCCUSD Math Department. All sessions were held via video conferencing. Topics included number talks, student work analysis, unit/lesson internalization, intervention strategies, curriculum overviews, professional readings, assessment summaries, and lesson planning/pacing. An overview can be found [HERE](#).

Fiscal Updates- Robert McEntire, E.D. and SeungJa Cha (ED Fiscal Services)

Every year after June 30, the Business Service team switches from preparing the budget to closing the books for the current fiscal year. The Unaudited Actuals are due to the county office of education by September 15th. While there are no concerns meeting the county's submission deadline, the document submission deadline for the September 7th board meeting does present a challenge for staff. As a result, the county has agreed that staff may present the Unaudited Actuals to the board on September 21st, so long as we send the documents to the county by September 15th.

For your reference, here is the [year-end closing timeline](#) and [2022-23 Budget Development Calendar](#). The 2022-23 Budget Calendar is also published on our website.

West Contra Costa Unified School District
Office of the Superintendent

California Public Records Act (CPRA) Activity Log- Robert McEntire, E.D. and Phyllis Rosen (Risk Management)

Government Code Section 6250-6270.7

2/6/22 to 6/3/22

Date Received	Requestor	Responsible Dept	Request Summary	ACTIVITY
2/6/2022	Lisa Chatar	Purchasing	All purchasing records 10/18/21 to present.	2/8/22 Response letter with attachment.
2/7/2022	Nicolas OConnell	Technology	Student Directory Information.	2/16/22 Response letter.
2/11/2022	Mark Shalz - 1	Superintendent/ Business Services	Contracts or other agreements with attorneys, legal counsels, etc. retained for the purposes of consultation, development, presentation, legal defense, etc. in relation to the three vaccine mandates presented on 9/30/21.	2/18/22 Initial Response extending to 4/1/22. 4/1/22 Response with attachments.
2/11/2022	Mark Shalz - 2	Superintendent/ Business Services	Payments to attorneys, legal counsel, etc., to persons retained by WCCUSD for the purposes of consultation, development, presentation, legal defense, etc., in relation to the three	2/18/22 Initial Response extending to 4/1/22. 4/1/22 Response with attachments.

West Contra Costa Unified School District
Office of the Superintendent

			vaccine mandates presented on 9/30/21.	
2/15/2022	Mark Shalz - 1	Superintendent/ Business Services	Records that pertain to contracts, other agreements, and/or invoices with attorneys, etc., for the purposes of consultation, development, etc., legal opinion presented on 12/15/21, regarding Bylaw 9100.	2/28/22 Initial Response extending to 4/8/22. 4/8/22 Response with attachments.
2/15/2022	Mark Shalz - 2	Superintendent	Communications to principals, etc., that the 2/18/22 vaccine mandate deadline had been suspended at the 2/2/22 board meeting.	2/28/22 Initial Response extending to 4/8/22. 4/8/22 Determination Letter.
2/23/2022	Cynthia Dizikes-SF Chronicle	Human Resources	Public records relating to any well-founded and substantial claims of sexual misbehavior, harassment and related misconduct.	3/7/22 Initial Response extending to 4/15/22. 4/15/22 Follow up response extending to 5/6/22. 5/5/22 Follow up letter extending to 5/27/22. 5/27/22 Follow up letter extending to 6/17/22.

West Contra Costa Unified School District
Office of the Superintendent

2/25/2022	Emma Erbach	HR/Business Services	Document request of 16 items relating to seniority, leave of absence, employee assignments, contracts, temporary employees, federal and/or state statutes, board documents for 22-23 related to reduction or layoff, termination, student teacher ratio, FTE allocation by site, resignations, retirements, Special Ed Services agreements, etc.	3/7/22 Initial Letter extending to 3/21/22. 3/21/22 Determination Letter and attachments extending to 4/25/22. 4/25/22 Further Determination Letter and attachments.
2/25/2022	Veronica Diaz	HR/Business Services	Outside vendor contracts, vacant positions for all bargaining units, Teamsters on leave and sub details, change in staffing amount, non represented management 20-21 to 21-22.	3/7/22 Initial Letter extending to 3/21/22. 3/21/22 Determination Letter and attachments extending to 4/21/22. 4/21/22 Further Response Letter and attachments.
2/28/2022	Sue Kahn	HR/Business Services	List of PKS the district intends to cut by labor groups with unrepresented management; budget cuts, dollar amount total needed to be cut and distributed by	3/10/22 Initial Letter extending to 3/24/22. 3/24/22 Final Response with attachments.

West Contra Costa Unified School District
Office of the Superintendent

			labor group; current vacancies by labor group; staffing matrix for UTR and WCCAA; Current Org Chart.	
3/1/2022	Mark Shalz	Business Services	Records that pertain to the purchase of masks made available to students during the 2021-22 school year.	3/11/22 Response with attachments.
3/3/2022	Stella Miranda	Human Resources	The name of all teachers working with the children in WCCUSD Virtual Academy.	3/11/22 Response with attachment.
3/4/2022	Tanise Smith	Ed Services	OLCAP/AAPAC Budget and Contact Information	3/14/22 Initial letter with attachment. 4/11/22 Final letter with attachments.
3/8/2022	Sharon Jenkins	HR/Business Services	Confirmation of 8 job classifications impacted FTEs; Specific FTE classifications that are grant funded; seniority lists; FTE classifications with vacant positions; copy of staffing matrix; copy of position control report.	3/28/22 Initial letter extending to 4/11/22. 4/11/22 Final letter with attachments.

West Contra Costa Unified School District
Office of the Superintendent

3/9/2022	Emma Erbach	HR/Business Services	Bargaining Documents from 2-8-22 and 2-17-22 requests: J-90, salary scattergrams, healthcare scattergram, FCMAT calculator, How one-time Covid related funds are being spent, Site FTE allocation sheets.	3/21/22 Response letter with attachments.
3/16/2022	Sharon Jenkins	HR/Business Services	Open positions, grant funded positions, job analysis forms from Jan 31, SSA positions w DOB/service years, consultant contracts cut by department, management layoff plans, next steps.	3/28/22 Initial letter extending to 4/11/22. 4/11/22 Final letter with attachments.
3/18/2022	Ristoff	Business Services	Payers into all collective bargaining units Oct, Nov, Dec for 2017 - 2021.	3/28/22 Letter extending due date to 4/11/22. 4/11/22 Response with attachment.
3/29/2022	Ristoff	Business Services	Payers into all collective bargaining units Jan, Feb, Mar for 2018 through 2022.	4/8/22 Response extending due date to 4/22/22. 4/22/22 Extending due date to 5/20/22. 5/20/22 Response with attachment.
4/5/2022	Philip/Denise Saddler	Human Resources	Daily Pay Rate - Sub Principal positions	4/14/22 Response with attachment.

West Contra Costa Unified School District
Office of the Superintendent

4/12/2022	Ahmed Sangbana @ O'Melveny	Business Services/ SPED	First Student records, contracts, claims against First Student, etc. for the past five years.	4/22/22 Initial Response extending due date to 5/6/22. 5/6/22 Initial Response with partial attachments extending to 6/3/22.
4/14/2022	CCSA-Denise Morgan	Facilities/Charter Schools	Prop 39 Requests for Facilities, 2022, 2023; District responses to Prop 39 Requests for Facilities; Offers for Space; Facilities Use Agreements	4/25/22 Response with attachments.
4/17/2022	Stella Miranda	Community Engagement	Any record from 2005-2020 regarding (in-kind) parent volunteer service hours in classroom, yard duty, misc. general clerical.	4/27/22 Response with attachment.
4/17/2022	Stella Miranda	Business Services/ Superintendent	All invoices or fees paid to attorneys for WCCUSD for the last 7 years.	4/27/22 Letter requesting clarification.
4/29/2022	Giorgio Cosentino	Human Resources	Area Director Job Description and Duty Statement	5/2/22 Response with attachment.
5/6/2022	Lisa Chatar	Purchasing	All Purchasing Records 2/7/22 to present.	5/26/22 Response extending due date to 5/31/22. 5/27/22 Response with attachment.
5/18/2022	Meghan Reisbord	Title IX	Data re Title IX Complaints-ECHS 2016	Extended due date to 6/10/22.

West Contra Costa Unified School District
Office of the Superintendent

5/26/2022	Charlie Slack, CWS Construction	Facilities, Maintenance, Bond	Bid Packages and related documents for projects at Montalvin, Pinole Valley High, Crespi Middle, Fairmont Elementary	Initial response due June 6.
5/29/2022	Tara Garcia Mathewson	Technology	CALPADS Supporting report 1.13	Initial response due June 8.