

West Contra Costa Unified School District
Office of the Superintendent

Friday Memo
November 4, 2022

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

November 5: Fingerprint Party, 9:00am-12:00pm, Helms Middle School

November 11: Veterans' Day Holiday (No School)

November 14: CBOC Meeting, 6:00pm, 1400 Marina Way S, Richmond, CA

November 16: Board of Education Meeting, 6:30pm, LoVonya Dejean Middle School

November 21-24: Thanksgiving Break (No School)

Policy Updates– Kenneth Chris Hurst Sr., Ed.D

CSBA introduced an all new GAMUT platform that integrates policy services and meeting management in a single application. **GAMUT Policy Plus** is an upgrade to and replacement for our previous Manual Maintenance service, and includes new features designed to make managing and updating policies, simple, fast and effective.

The new GAMUT relies on consistent policy titles and numbering across all districts. This allows CSBA to push updates directly to us through GAMUT and enables us to maintain consistent legal references and management resources. It also makes it possible for us to use the advanced search feature to search across the CSBA sample policies and the adopted policies of other districts.

During this process we have some policies that show up as drafts because the title or number did not match the titles and numbers in the CSBA Sample Policy Manual. In most cases, this is because CSBA updated or deleted the sample policy, or the policy is unique to our district. **Because these policies are in draft status they are not currently visible to the public on our GAMUT site however staff has access to the draft policies. The policies have not been deleted from our policy manual but will continue to not be visible to the public until Board action is taken.** If it is a unique policy, CSBA will work with us on adding the policy number and title to the system.

CSBA has requested that all districts review their policies. Basically, our new system is based on a master index that assigns a title to each code number. Once these titles are assigned, they don't change them because they would have to change every district's title and all the cross-references throughout the policy manual. Thus, in renaming our policies we would align them to their master index and thus can easily see their updates.

If we decide ***not*** to rename a policy, they would need to add a new code to the system. This isn't hard to do, but the downside is that their policy updates won't cover these policies and we won't be able to easily compare them to their sample manual or other districts.

We received communication from CSBA asking us to take the following action:

Next steps:

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There were **63** policies that recommended renaming and **7** recommended deletions.

We recommend your district take the following actions to resolve the exceptions created by the migration to new Gamut. The next steps are bolded.

1. **Policies to Rename:** The district should review these policies to make sure the new titles are acceptable. If so, the board should approve the new name, check the approved box in GAMUT, and enter the approval date. If the new titles are not acceptable, the district should contact CSBA and we will assign a new policy code.

Next Steps: This should be put on the agenda as an action/consent item.

2. **Policies to Delete:** These are policies for which CSBA at some point in time maintained a sample. The related samples are no longer in the CSBA sample manual for reasons such as repeal of the law on which they are based and/or changed circumstances that have rendered the policies unnecessary or outdated.

- District should consider deleting these policies in light of the information provided by CSBA.

To delete the policies: Put policies on the agenda as an action/consent item. (See attached “Sample Agenda Item” document for suggested language)

- If the District chooses to retain these policies, please contact CSBA to assign new policy codes.

3. **Unique Policies:** These policies appear unique to your district because they have a unique code and title.
 - All policies on this tab should be reviewed regularly to ensure they remain current with the law, as these are not connected to CSBA regular updates.
 - We were able to post these policies in your manual by assigning them a new number in the CSBA policy code index. See column E (“New Policy Number”) for the new number for each policy.
 - Unless you see an issue with the new numbers we assigned, there is no need to take action with the policies on this tab.

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Office of Educational Equity- Title IX / Office of the Ombudsperson

Please see [How to File a Formal Complaint \(Spanish\)](#) document. This information can also be found on the District's webpage at <https://www.wccusd.net/Page/9516>.

Title IX Complaints:

Sexual harassment under Title IX means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the school district conditioning the provision of an aid, benefit or service of the school district on an individual's participation in unwelcome sexual conduct (quid pro quo);
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

*Please note that if the conduct being reported does not rise to the level of sexual harassment under Title IX, the District will take steps to appropriately investigate and address the report in accordance with any applicable alternative District policies, regulations, and procedures.

Uniform Complaint Procedures (UCP) Complaint:

The UCP applies to complaints alleging a violation of applicable state and federal laws and regulations governing educational programs. The UCP shall be used to investigate and resolve allegations made by a student, or a student's duly authorized representative, involving unlawful discrimination, intimidation, or bullying based on a protected characteristic.

Williams Complaints:

A Williams Complaint may be filed regarding instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils, and teacher vacancies or misassignments.

Complaints Concerning District Personnel:

These are complaints regarding school district employees not alleging unlawful discrimination. These are also complaints alleging unlawful discrimination against school district employees.

Student Data Session #1 follow ups - Tracey Logan (Morgan Matthews, Dir Research & Reporting)

- **How many English Learners are there in WCCUSD?**
 - There are 8,513 English Learners in WCCUSD as of the October 2021 official enrollment data, this is 32% of our student enrollment.
- **What were the CHKS Response Rates for 2017-18 and 2021-22?**
 - **■ Response Rate Summary WCCUSD CHKS Spring 2018 and Spring 2022 - ...**
- **How many 3rd graders are currently proficient?**
 - **iReady Pilot Schools**
 - iReady Reading: 27%
 - iReady Math: 28%
 - **STAR/RenLearn Schools**
 - STAR Reading: 33%
 - STAR Math: 33%

Note: iReady pilot schools are Bayview, Chavez, Dover, Grant, Helms, Obama, Murphy, Ohlone, Peres, Shannon, Stewart, Valley View, Virtual K-12.

Curriculum, Instruction & Assessment STEM- LaResha Huffman (Gabriel Chilcott & team)

STEM Department (Mark Lobaco, John Iwawaki, & Team):

The STEM Department celebrates Native American/Indigenous Peoples Heritage Month by sharing [these slides of STEM Heroes](#) with schools to use with their classes.

Math Department (Mark Lobaco & Team):

In the spirit of communicating growth mindset messaging and learning opportunities for parents/caregivers to support their children, the WCCUSD Math Department has provided parent conference math resources for teachers to share with families to facilitate deeper conversations with parents during parent teacher conferences.

- [Our WCCMath Parent Guides webpage](#) has youcubed one-pager parent advice and multiple methods handouts in English and Spanish. This includes important information on growth mindset and different ways of seeing/doing math.
- This [Orienting Parents/Caregivers to Zearn Math](#) link provides ways to use Zearn Reports for parent conferences as well parent/caregiver orientation resources.
- A one-page Zearn Helpers for Parents- [English](#) ([Spanish](#)) with encouraging prompts families can use.

College & Career - LaResha Huffman (Allison Huie & team)

WCCUSD Education Fair 2023

This year’s Education Fair hosted by WCCUSD and EnrollWCC will be held on November 19th and December 10th, families can attend virtual sessions to engage in panel discussions around specific topics including:

November 19th, 2022	December 10th, 2022
Extracurricular and co-curricular programming to support student success <ul style="list-style-type: none">● Athletics and Recreation● The Arts - Music, performance, and visual arts● Academic Enrichment Programs	Starting the journey to college and career early and often <ul style="list-style-type: none">● Middle School and High School College Support Programs● WCCUSD High School Pathways Programs● A Tour Through College Types

Families can also attend an in-person fair event, Saturday, January 28th 10am-12pm. This is an opportunity to connect face-to-face with representatives from the schools in our community as well as local community organizations and college partners.

There is also a “help desk” section to offer families one-on-one support. There will be representatives from The Richmond Promise there to support the completion of FAFSA and CADAA applications. There will also be a team of parent and community leaders to support with special education questions.

This is a free event for all. Spanish translation will be available for all virtual sessions November 19th and December 10th. I encourage you to RSVP as soon as you can by filling out the form at bit.ly/2023WCCEducationFair. And please, help get the word out so that all families in our community know about this exciting opportunity to learn more about the incredible programs and services our schools have to offer!

The West Contra Costa Education Fair is also thrilled to continue the West Contra Costa School Champion Awards to honor all of the hard work of West Contra Costa’s school support staff. The WCC School Champions will be celebrated in-person at the fair January 28th!

Policy that Invests in Equity

College affordability is one of the largest barriers to attaining a college degree, but it doesn’t have to be. This is the idea behind the statewide legislation passed this fall that now requires West Contra Costa and all local education agencies in the state to ensure that every student has access to the FAFSA, CADAA, or a waiver that exempts any student from either financial aid form. The

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District must have evidence on file that each student/family has completed the waiver or form that they and their family deem most appropriate for them. In order to meet this obligation, WCCUSD is conducting a Financial Aid Access campaign that ensures all students and families are aware of these resources and options.

Business Services- Robert McEntire

Coming this winter 2023 - our Budget Ambassador Program! To best serve participants, we have decided to amend this program's start date from November 7, 2022 to January 9, 2023.

Parents, staff, community members, and district partners are invited to this free program, hosted by Dr. Robert McEntire, our Associate Superintendent of Business Services.

Beginning January 9th, participants will learn about WCCUSD's budget process, the importance of the Board for District finances, financial principles, and how they can contribute to our District's financial decisions. Participants will have access to on-demand learning and assignments, office hours, and live discussions with their cohort throughout the program.

The program objective is to increase community involvement and engagement in our finances through financial education from our district leaders.

Upon completion of the program in early March, participants will receive a graduation certificate presented by the Board.

If candidates are interested in this program, they can fill out the interest form at <https://forms.gle/Ss9s9oWWLorVSd5z8>. Later, they will receive a confirmation email confirming a seat in the class. The deadline to complete the interest form is Thursday, Dec 15, 2022.

We're excited to kick off this program and look forward to sharing our program results with you.

Family & Community Engagement - LaResha Huffman (Martine Blake & team)

Expanded Learning Division - Youth Voice

As of the 2022-2023 SY, the Office of Family and Community Engagement will continue to lead All Student Congress(ASC) and Youth Voice across our district. This effort is being led by Kasey Blackburn-Jiron, Expanded Learning Coordinator, and supported by the Family and Community Engagement Director and Coordinator as well as the Office of African American Achievement who is leading Black Student Unions. Our division has experienced some delays in kicking this initiative off due to staff turnover as well as hiring delays. Although delayed, we are excited to kick off youth voice with a planning session with our Student Board Representatives this month, and host our first district-wide youth listening session in December.

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Additionally, we are seeking partnership with youth advocacy groups who can support the district and our students to develop and codify sustainable youth engagement and youth voice systems and structures from the classroom to the boardroom. We also hope to increase equity and student led engagement in our practices to engage a more diverse group of students and give students the opportunity to shape when, how and why they are engaged. We are currently meeting with community partners and consultants to schedule youth listening sessions, including a possible partnership with the department of Positive School Climate to expand the focus of the listening sessions to include climate.

Family and Community Engagement Division - Community Engagement Initiative

WCCUSD was accepted into the third cohort of the Community Engagement Initiative, which includes a \$50,000 grant. CEI is a five-year effort intended to strengthen Systems of Support by building the capacity of school districts to authentically engage and learn with one another. This includes identifying effective models of community engagement, developing metrics to evaluate those models, having difficult conversations, building trusting relationships and participating in the Local Control and Accountability Plan (LCAP) development process. To learn more, please visit: <https://californiaengage.org/>.

This initiative is led by the District and the community including:

- Director and Coordinator of Family and Community Engagement
- Peres Elementary school administration, SCOW, Expanded Learning Coordinator, Community School Director (*vacant*), and a team of parents and students
- A team of parents from Tara Hills and a virtual academy student
- a Community Based Organization (*vacant*)

Communications Update - Liz Sanders

Advisory regarding Financial Aid Access Campaign Graphics

Please see below for the following adjusted language regarding our FAFSA/CADAA Financial Aid Access Campaign for seniors. Revised graphics are listed [here](#).

CDE requires the West Contra Costa Unified School District to ensure that every student has access to the FAFSA, CADAA, or a waiver that exempts any student from either financial aid form. The District must have evidence on file that each student has completed the waiver or form that they and their family deem most appropriate for them. In order to meet this obligation, WCCUSD is conducting a Financial Aid Access campaign that ensures all students and families are aware of these resources and options.

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News Updates

[Letters: Expand the vote | Contra Costa Supervisor | School board - The Mercury News](#)

Wednesday, November 2, 2022

[GoFundMe aims to send Richmond High Marching Band to Disneyland](#) | **Richmond Standard**

The Richmond High Marching Band has worked hard representing the school and community at sporting and community events and competitions, particularly amid the pandemic. The band has — as champion athletes would suggest — earned their right to go to Disneyland. But the band needs your help.

Tuesday, November 1, 2022

[Through WCC Education Fund, Youth Code Now triples number of Black and Latino ...](#) | **Richmond Confidential**

With financial support from the [West Contra Costa Public Education Fund](#), YCN has brought Science, Technology, Engineering and Math, after-school programs, as well as dance, music and art classes to 540 children in 16 Richmond pre-school, elementary, middle and high schools this year. The program has more than tripled since last year, when it benefitted 170 students in eight schools.