

West Contra Costa Unified School District
Office of the Superintendent

Friday Memo
November 3, 2023

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

November 4: WCCUSD Community Job Fair, 9-12pm, Dejean Middle School
November 7: Budget Committee #4, 4-7pm, DeAnza High School (Library)
November 8: Special Board Meeting, 5-7pm, Lovonya Dejean Middle School
November 10: Veteran's Day Holiday - No School

Next Board of Education Meeting November 15, 2023 – Kenneth Chris Hurst Sr., Ed.D.

Kenneth C. Hurst Sr., Ed.D - Superintendent

This is from legal counsel regarding the Governance Calendar. Per legal's response and review we are meeting all of the legal requirements.

Dr. Hurst and Rosa:

Based on our review, the following items already on the District's governance calendar refer to legally required activities:

1. March 15 Reductions/Layoff notices (§§ 44949, and 45117);
2. Second Interim Report (§ 42130);
3. Adopt the LCAP (§ 52060);
4. Adopt the budget (§ 42127);
5. Receive Audit (§ 41020(h));
6. First Interim Report (§ 42130); and
7. Annual Organizational Meeting. (§ 35143.)

Please note that although a school site visit is required each year, there is no date or deadline associated with that requirement. (Ed. Code § 35292.) The District is also obligated to maintain a list of personal property or equipment; however, maintenance of the list is not connected with a specified date. (Ed. Code § 35168.) Although these actions were referred to on the calendar, they do not need to be performed at a designated time.

Additionally, you requested that we note any legally required action items that should be added to the governance calendar. For your convenience, we have attached a list of significant Board action items and the dates required by statute for those items. The items highlighted in yellow are already included on the District's calendar. Although the District is not required to include the items on the attached list on the Board's governance calendar, these items are significant legal requirements that would be helpful to note for the calendar. Further, although the District's governance calendar is closely aligned with the sample promulgated by CSBA, Rosa, you indicated that you did not have access to that document. For your convenience, the CSBA sample Board calendar can be viewed at:

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<https://www.csba.org/Services/Services/GovernanceServices/GovernanceConsulting/~media/713C45D197AF400BA6505CAD0A6E8285.ashx>

Here is the [link](#) to the West Contra Costa Unified School District Governance Calendar 2023-2024.

Board Calendar Required Dates

(The highlighted activities are included on the calendar, but the calendar may not specify the date.)

January

Review Annual Audit: District is required to review the annual audit report and exceptions/correction plans at a public hearing on or before **January 31**. (§ 41020.3.)

February

SARC Copies Available: District is required to make hard copies of the SARC available on or before **February 1** and make it available on the internet. (§§ 35256 & 35258.)

March

Layoff and Non-reelection Notices: If the District is conducting layoffs, layoff notices must be provided to employees on or before **March 15**. (§§ 44885.5, 44929.21, 44948.5, 44949, and 45117.)

District Second Interim Financial Report: The Superintendent is required to submit the District's second interim financial report to the Board by **March 15**. (§ 42130.)

Charter Second Interim Financial Report Due: charter schools are required to submit their second interim financial reports by **March 15**. (§ 47604.33.)

April

May

Final Layoff and Release Notices: Final layoff notices must be provided to employees on or before **May 15**, unless extended pending OAH hearing. (§§ 44948.5 and 45117.)

June

July

Adopt Annual Budget: District is required to adopt the annual budget on or before **July 1**,

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and submit it to the county superintendent of schools. (§ 42127.)

Annual Financial Report: District is required to submit an annual report to the county superintendent of schools and the Superintendent of Public Instruction on or before **July 1**. (§ 35250.)

LCAP Annual Update: the LCAP must be updated annually on or before **July 1**. (§ 52060.)

Charter Budget and LCAP Due: District authorized charter schools are required to submit their preliminary budgets and LCAPs to the District on or before **July 1**. (§ 47604.33.)

August

Annual Notification to Parents: the District is required to provide an annual notice to parents at the beginning of the first regular school term. (§ 48980 et. seq.)

September

County Approval of Budget: the county superintendent of schools is required to approve or disapprove the annual budget on or before **September 15**. (§ 42127.)

Estimated Appropriations Resolution: the District Board is required to adopt a resolution to identify the estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year by **September 15**. (§ 42132.)

Charter Final Unaudited Financial Report Due: charter schools are required to submit their final unaudited financial reports by **September 15**. (§ 47604.33.)

October

November

December

Annual Organizational Meeting: within 15 days after second Friday in December following an election, or no later than December 20 in year without a regular board member election. (§ 35143.)

District Interim Financial Report: the Superintendent is required to submit the District's interim financial report to the Board by **December 15**. (§ 42130.)

District Audit Report: the District is required to submit its annual audit report to the county superintendent of schools by **December 15**. (§ 41020(h).)

Charter Interim Financial Report Due: charter schools are required to submit their interim

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financial report by **December 15.** (§ 47604.33.)

Charter Independent Audit Report: charter schools are required to submit their independent financial audit reports by **December 15.** (§ 47605(m).)

College & Career - Sonja Neely-Johnson (Dr. Allison Huie & Team)

Celebrating Fall Around WCCUSD

As the weather begins to turn and leaves begin to fall throughout the Bay Area, our students and teachers get the opportunity to celebrate and share the results of their hard work since the start of the school year.

The Fall concert season has begun! ECHS featured the Freshman Concert Band, Symphonic Band, and Honors Wind Ensemble. The Wind Ensemble's program included Timothy Broege's *Tango Disappearing*, Dan Forrest's *A Basque Lullaby*, and Ralph Vaughn Williams' masterwork, *English Folk Song Suite*.



The Korematsu Middle School jazz ensemble, concert band, and orchestra performed a combined concert featuring several selections perfectly themed for the spooky fall season. Their next

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concert will be December 6th together with the El Cerrito High School bands at the all-area concert.

Additional festivities included visits from the Richmond High School and El Cerrito High School bands to elementary schools. Student musicians in both bands dressed in costume and regaled the spectators with festive selections.



Students in the Richmond High School Health Academy were treated to a surprise when they were able to participate in a special haunted anatomy lab.



Positive School Climate/Student Recruitment & Retention - Sonja Neely-Johnson (LaShante Smith & Team)

As we continue our mission to provide a nurturing and supportive educational environment for our students, the Student Services team is pleased to provide an update on our commitment to prioritizing mental health and our partnership with **Care Solace**, a mental health navigation system.

We recognize the significant impact that mental health has on our students' overall well-being and academic success. As part of our ongoing efforts to address this critical aspect of student life, we have established a robust framework that emphasizes mental health support and resources.

Through our partnership with Care Solace, we hope to continue to streamline the process of connecting students and their families with mental health services, both within and outside our community. By leveraging Care Solace, we aim to ensure that our students have easy access to the support they need during challenging times. Care Solace is available to all our stakeholders, including families, students, and staff.

As of today, Care Solace has logged 2570 communications; and has opened 58 cases. The top referral reasons have been for Trauma, Anxiety, and Depression. We will continue to promote our partnership with Care Solace.

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Care Solace has a dedicated team for West Contra Costa Unified District, and anyone is able to make a referral by going to www.caresolace.com/wccusd



Curriculum, Instruction & Assessment - Early Learning/TK-12 Literacy/Humanities- Sonja Neely-Johnson (Sonja Bell & Team)

The CIA team is offering **monthly** PD sessions for Middle School GenEd and SPED English teachers who use the board-adopted [StudySync](#) ELA curriculum.

November 7, 2023 - Lesson Planning/Backward Planning

In this session we will go over how to utilize the Lesson Plans with StudySync to help you backwards plan your units and employ questions and tasks, both oral and written, to help students understand the content and meaning of the text(s). We will also look at the alignment between DOK levels and StudySync formative assessments to ensure lessons align with intended learning outcomes.

November 14, 2023 - Specifically for Special Education Teachers who use StudySync

This session will cover: Assigning Proficiency Levels, Creating Subgroups, Leveled Texts, Customizing Assignments and Integrated Supports.

Curriculum, Instruction & Assessment STEM- Sonja Neely-Johnson (Dr. Gabriel Chilcott & Team)

Native American/Indigenous Peoples STEM Heroes Slide Deck – In celebration of Native American/Indigenous People Heritage Month, the WCCUSD Math Department has shared [these slides](#) of STEM Heroes for teachers across all school sites.

Update from Business Services- Kim Moses

Preparing for First Interim

The Business Services Team is in the process of completing our First Interim Report. We are reviewing expenditures from quarter one along with the adopted budget to determine whether adjustments to our adopted budget are needed. We are primarily examining two things based upon quarter one revenues and expenditures: 1) How do the actual beginning balances affect the adopted budget? and 2) Is there new information and/or changes to revenue or expenditures that create a need to adjust previous estimated budgeted. The First Interim Report will be presented to the board at the December 6, 2023 Board Meeting.

Budget Reduction Planning

The Superintendent's Cabinet is engaging in weekly discussions to address areas within our central budget where we may have potential opportunities to reduce expenditures and support budget reductions. We are examining both short and long term proposals which will be brought forth to the budget subcommittee. In an effort to support more efficient spending we have added a level of approval to reduce overtime and travel costs.

Reduction in Overtime/Extra Time

Effective, Monday, November 6, 2023 all overtime will require Cabinet-Level Approval. Overtime/extra time will be approved in circumstances related to critical site/central needs. This will not impact labor negotiated vacancy agreements.

Freeze all Out of State Conference/Travel

Effective, Monday, November 6, 2023 requests to attend out-of-state professional development will be granted only in cases where the professional learning cannot be obtained in the region, or the state. Conference requests will be reviewed by the cabinet.

Fiscal Solvency Review - Financial Advisor

The CBO meets weekly with Javetta Cleveland, fiscal advisor, and Daniela Parasidis, County CBO to review all expenditures above \$25,000 and all contracts with a financial impact prior to district approval. The review of these expenditures is to ensure that our department stays within best practices for allowable expenses and costing for services and contracts.

The Business Services Fiscal Team is hard at work but we set aside time to celebrate Halloween together!



Communications Update - Liz Sanders

Legislative Updates:

Healthy Meals Help Kids Learn Act

The Healthy Meals Help Kids Learn Act permanently increases the federal reimbursement level for all free, reduced-price, and paid-rate school meals by 45 cents for every lunch served and 28 cents for every breakfast served, with a yearly adjustment. Pennsylvania U.S. Senator John Fetterman, along with Senators Martin Heinrich (D-NM) and Raphael Warnock (D-GA), introduced this bill to the Senate last week.

FAFSA Simplification Act

The FAFSA Simplification Act represents a significant overhaul of the processes and systems used to award federal student aid starting with the 2024–25 award year. This includes the Free

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Application for Federal Student Aid (FAFSA®) form, need analysis, and many policies and procedures for schools that participate in federal student aid programs. The law will also affect every state that uses FAFSA data to award state grant aid and every school that participates in the federal student aid programs. [Act Details Here.](#)