

**Friday Memo**  
**May 26, 2017**

**Upcoming Events – Matthew Duffy**

- May 27: Middle College Graduation Ceremony, Richmond Auditorium, 10:00 AM
- May 29: Memorial Day Holiday, Schools and Offices Closed
- June 1: Transition Program Graduation, Vista Hills, 10:00 Am
- June 2: End of Year Employee Celebration, Richmond Convention Center, 4:00-6:00 PM
- June 3: Tech Futures Graduation Ceremony, ECHS Theater, 3:00 PM
- June 5: Adult Education Graduation, DeAnza Theater, 7:00PM
- June 6: DeAnza High Graduation, Richmond Convention Center, 7:00 PM
- June 7: Kennedy High Graduation, Richmond Convention Center, 7:00 PM
- June 8: Last Day of School, Noon Dismissal
- June 8: Richmond High Graduation, Richmond Convention Center, 7:00 PM
- June 9: El Cerrito High Graduation, Richmond Convention Center, 7:00 PM
- June 10: Pinole Valley High Graduation, Richmond Convention Center, 12:00 PM
- June 10: Alternative Education Graduation, Richmond Convention Center, 3:30 PM
- June 10: Hercules High Graduation, Hercules HS Football Field, 6:00 PM

**Administrative Appointments – Ken Whitemore**

During the May 24, 2017, Board of Education Meeting the following people were elected to the corresponding administrative positions:

<u>Position</u>	<u>Recommendation</u>	<u>Site</u>
Executive Director of Multilingual and Building Multicultural Learning	Lisa Jimenez	Administrative
Executive Director of Maintenance and Operations	Julio Arroyo	FOC Building
<b>Elementary Principal</b>		
Principal	Megan Burnham	Lincoln
Principal	Chelsea LaForest	Murphy
<b>High School Assistant Principal</b>		
Assistant Principal High	John Hillyer	Richmond
Assistant Principal High	Michael Hatcher	Richmond
<b>Elementary School Vice-Principal</b>		
Vice Principal	Christopher Read	Downer

Please join me in welcoming each of these new administrators to their positions.

**Request for Qualifications (“RFQ”) for Design Build Construction Services for the Wilson Elementary School Replacement Project – Lisa LeBlanc**

On the April 12, 2017, the Board approved Resolution 80-1617 authorizing staff to utilize the design-build best value selection method for the Wilson Elementary School Replacement Project. Accordingly, staff prepared and issued a Request for Qualification that includes a prequalification questionnaire and statement of qualifications for Design Build Construction Services. The District is currently advertising the RFQ on the District website and online plan room hosted by Blue Print Express ([www.blueprintexpress.com](http://www.blueprintexpress.com)). In addition, to conventional forms of advertisement, the District is also targeting outreach efforts to Design Build Entities (“DBEs”) in order to solicit a larger qualified pool of respondents. After evaluating the responses and conducting interviews, the District will prequalify a short list of DBEs. The District will issue a Request for Proposals (“RFP”) to only the pool of prequalified DBEs.

**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.

**Public Records Request Log 2016 - 2017**  
**Week Ending May 25, 2017**

	<b>Date of Receipt</b>	<b>Requestor</b>	<b>Requested Records/Information</b>	<b>Current Status</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  Gathering/Reviewing additional DOCs Response due by 6/9/2017
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
83	4/26/17	Dennis Clay	SGI Contracts / Documents	5/23/17 Email Sent Response due by 5/31/2017
85	5/8/17	Ivan Kranjcec Smart Procure	WCCUSD MUNIS Purchase Order Report / February, 2017 – Present	5/23/17 Response sent via email <b>COMPLETED</b>
86	5/8/17	Matthew McConnaughy Graybar	Solar Installation Project – 34 Sites / Payment Bond	5/23/17 Response sent via email <b>COMPLETED</b>
87	5/12/17	Dennis Clay	2006 Facilities Master Plan / 2000 Facilities Master Plan / Appendix Long Range Master Plan for WCCUSD	5/23/17 Acknowledgement email sent