

**Friday Memo**  
**August 26, 2016**

**Upcoming Events – Matthew Duffy**

August 27: 4th Annual Walk to Nature, Richmond Greenway to Miller Knox Park, 9:30 – 3:00

August 29: El Cerrito Enrollment Meeting, Korematsu, 6 p.m.

Sept. 2: ECHS Stadium Grand Opening, ECHS, 7 p.m.

**COCPT & DBEC Recruitment Forms – Matthew Duffy**

Attached are the application forms for the District Budget Engagement and Parcel Tax Oversight Committees. These applications will be used when an organization submits a name to be considered by the Board for approval. Staff will bring names forward to the Board only after receiving the attached application. Board members may request additional information if needed.

**Contra Costa County School Boards Association – Matthew Duffy**

The CCCSBA District School Board representatives will meet August 29 for their annual planning meeting. Board member Liz Block serves as representative for the WCCUSD Board on this committee. On September 29<sup>th</sup> the CCCSBA will host a fall kick-off event. Details are in the attached flyer.

**Virus Issue – Mary Phillips**

We were recently attacked by the Ransom virus. It is activated when someone clicks on a malicious attachment or link. This virus encrypts the computer's files making them unreadable. A phone number is then displayed stating that if a ransom is paid, the files will be restored. The virus infected some of the Bond servers, to include the CBOC website server, project server and Primavera, which is hosted by an outside company. To combat the spread of the virus, we have tightened up our fire wall and are deploying a new virus protection program. Although I haven't been informed regarding the Primavera server, the rest of the servers were restored using our backups.

**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.

**Weekly Update from the Superintendent:**

**Week of August 22nd**

**Major Activities:**

Visiting schools on day 1

Working with staff on next steps for Adams

Looking at opening of school enrollment and staffing

More school visits

First overview and look at district CAASP scores

Prep for forensic audit release

Meeting about School Improvement Grants (decided not to pursue)

West Contra Costa Unified School District  
*Office of the Superintendent*

**Get to know you meetings with staff and partners:**

Police Athletic League

Public Advocates

West County Funders group

Richmond City Councilman Vinay Pimple

Big Al Kirkman

Special Ed. Attorney regarding open and serious cases

Visit IT center and IT staff

**Other:**

Continued planning for Principal Professional Learning

Moved forward on EdPioneer to help with LCAP evaluation

Parcel tax prep and visit to Bayside PTA (non-work hours)

Met with Coach Don Iglesias



## Citizens Oversight Committee for Parcel Tax (COCPT) Recruitment Application

**Purpose**

The purpose of the Committee is to review the annual audit of parcel tax expenditures and prepare an annual report to the Board which reconciles parcel tax expenditures with programs and positions funded by the tax measure(s). The committee will also review enrollment and expenditure data from charter schools to ensure those schools are in compliance with the authorizing provisions of the measure(s).

**Membership**

Committee is comprised of eleven members appointed by the Board based on recommendations from the following groups:

<ul style="list-style-type: none"> <li>Two parents: one submitted by the PTA; one submitted from a PTO coming from a school with an unduplicated count greater than 80%</li> </ul>	<ul style="list-style-type: none"> <li>One classified employee submitted by the classified employee unions</li> </ul>
<ul style="list-style-type: none"> <li>One student submitted by the WCCUSD Youth Commission</li> </ul>	<ul style="list-style-type: none"> <li>One representative submitted by the California Charter Schools Association</li> </ul>
<ul style="list-style-type: none"> <li>One teacher submitted by United Teachers of Richmond</li> </ul>	<ul style="list-style-type: none"> <li>One representative of a west county taxpayers association</li> </ul>
<ul style="list-style-type: none"> <li>One business person submitted by the West County Chamber of Commerce</li> </ul>	<ul style="list-style-type: none"> <li>One principal submitted by the West Contra Costa Administrators Association</li> </ul>
<ul style="list-style-type: none"> <li>One youth program leader submitted by a community based organization in west county serving youth</li> </ul>	<ul style="list-style-type: none"> <li>One member representing the West County Mayors Association</li> </ul>

**Applications:**

Completed applications may be mailed to or dropped off at the District office, ATTN: Superintendent, 1108 Bissell Ave., Richmond, CA 94801. The Board of Education shall appoint Committee members.

**Meetings**

Meetings are tentatively scheduled for September, November and January with additional meetings scheduled as needed. The schedule is posted on the District Website ([www.wccusd.net](http://www.wccusd.net))

**Location:** Pinole Middle School  
1575 Mann Drive  
Pinole, CA

**Time:** 6:30pm – 8:00pm

**Applicant Information**

Applicant Name: \_\_\_\_\_ (Please Print)

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Submitted by (Name and Organization/Group) \_\_\_\_\_

I request that you consider my application for the COPTC. I am aware of the meeting schedule, my obligation to serve as an active member of the committee, and am willing to complete at least a one-year term. I acknowledge my commitment to faithfully attend the meetings of the COPTC and to serve the best interests of the community.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## District Budget Engagement Committee (DBEC)

### Initial Committee Member Approval for District Budget Engagement Committee

At the May 11, 2016 meeting, the Board approved the creation of the District Budget Engagement Committee. The mission of the District Budget Engagement Committee (DBEC) is to review and understand the impact of federal, state and local funding on the District's budget and to make recommendations to the Board regarding budget priorities, efficiency or cost reduction strategies, consider the reserve level that is best for the District as well as reviewing the most effective means of presenting budget information to the public.

The DBEC is composed of one representative selected by the following groups:

PTA	Carolyn Day Flowers
PTO Member	Petronila Fernandez
Philanthropic Funders of WCCUSD	Kathleen Maloney
Citizen Oversight Committee for the Parcel Tax	TBD
Labor-Management Solutions Team	TBD
MDAC Member	Stephanie Sequeira
School Site Council	Henry Webb
Elementary	
School Site Council Middle	Vernalstene Jones
School Site Council High	Cathy Garza
District Local Control Accountability Plan Committee	Sonia Bustamante
Youth Commission	TBD August 2016

Members have been solicited from each organization and while some of the organizations have not met and will not be able to recommend a member until later in the summer, it is important to appoint the members whose names have been submitted so the committee can begin in the early fall as planned.

#### Recommendation:

That the Board approve the members who have been recommended for services on the District Budget Engagement Committee.

CCCSBA cordially invites you to hear  
Dr. Pamela Comfort  
~Public Narrative as Leadership Practice~  
September 29<sup>th</sup>

Join members of CCCSBA and guests for buffet dinner, followed by an introduction of new superintendents in Contra Costa County and the program speaker with round table discussions.

*Where:* DVC - Diablo Room in the HSF Bldg. Free Parking

*When:* Thursday, September 29<sup>th</sup> 6:00-8:30

*Who:* Contra Costa County School Boards & Superintendents

*Why:* Learn to connect with the public and advocate for programs  
Welcome new Superintendents to Contra Costa County  
Network with other district board members

*What:* \$20/ dinner and program ticket for attendees from  
CCCSBA member districts  
\$25/dinner and program ticket for guests from  
non-member districts

*RSVP:* All reservations will be at Eventbrite "Public Narrative Through Leadership Practice"

*Tell Your Story: Connect to your audience – make it  
personal, informative and a call to action!*

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

	<b>Date of Receipt</b>	<b>Requestor</b>	<b>Requested Records/Information</b>	<b>Current Status</b>
1	7/1/16	Micha Star Liberty Liberty Law	Billing records for Attorney services defending any Sexual Assault, Harassment and/or Abuse Claims filed against the District / Claims filed against District / Beginning September 30, 2013 to present	<b>Gathering Records</b>  <b>7/11/16 Letter of Extension sent</b>  <b>7/25/16 Response due on estimated date of availability of records</b>
3	7/11/16	Arthur Lopez Work Preservation Fund	DeAnza HS Building 10 Linked Learning Project – Payroll Records for Kaiser Glass, Reyes Drywall, Inc. and Valley Precision Grading, Inc.	8/23/16 Documents mailed <b>COMPLETED</b>
6	7/25/16	Leisa Johnson	Contracts, Proposals and Payments between WCCUSD and Interactive Resources, Tom Butt or Any Employee working for Interactive Resources	<b>8/4/16 Letter emailed</b>  <b>9/30/16 Response due</b>
10	8/5/16	Nicole Williams	WCCUSD Contract with African American Male Pipeline Project / Data	8/23/16 Contract mailed <b>9/2/16 Data due</b>
11	8/5/16	Nicole Williams	WCCUSD Contract with African American Support Collaborative / Data	8/23/16 Contract mailed <b>9/2/16 Data due</b>
12	8/5/16	Nicole Williams	WCCUSD Contract with Dr. Kaye Burnside	8/23/16 Letter mailed <b>COMPLETED</b>
13	8/8/16	Giorgio Cosentino	Accounting of Tutoring Funds	<b>Gathering Records</b>
15	*8/3/16	Janet Headington	District hired Attorney / Law Firm(s) costs to investigate complaints	<b>Acknowledgement email sent</b> <b>8/26/2016 Records Available</b>
16	8/11/16	Leslie Reckler	School Sites' Report on Staffing Levels of Credentialed Teachers & Counselors	8/25/16 Document mailed <b>COMPLETED</b>
17	*8/3/16	Stephanie Sequeira Building Blocks For Kids	Chavez, Lincoln & Nystrom Elementary Schools / 2015-16 School Parent Compact; Parent Engagement Funding Expenditures; Volunteer Brochure; and SSC Meeting Dates	8/19/16 Schools Compacts and SSC Meeting Dates emailed  <b>8/26/16 Expenditures due</b>
18	8/18/16	Ivan Kranjcec Smart Procure	WCCUSD MUNIS Purchase Order Report / April 1, 2016 – Present	<b>Gathering Records</b>
19	8/18/16	Mike Donavan	Form 700 / Antonio Medrano	8/25/16 Document sent via email <b>COMPLETED</b>
20	8/19/16	Em Herzstein	Caliber School / Student Data	<b>Acknowledgement letter sent</b>
21	*8/15/16	Marcus Walton	WCCUSD 2015-2016 Vendor List Report	8/19/16 Documents sent via email <b>COMPLETED</b>
22	8/25/16	Leslie Reckler	Parcel Tax Expenditure(s) for November Ballot	<b>Acknowledgement letter sent</b>

**Public Records Request Log / Ongoing  
2015 – 2016**

32	10/12/15	Fatima Alleyne	Lozano Smith Attorneys / All Invoices, Contracts and Expenses paid beginning January 1, 2014 – December 31, 2014	<b>Available documents ready for review</b>
38	10/16/15	Fatima Alleyne	Parcel Tax Measure D for 2012-2013 School Year / All financial and bank statements, invoices, receipts and salaries	<b>Available documents ready for review</b>
40	10/23/15	Fatima Alleyne	Parcel Tax Measure D for 2009-2010 School Year / All financial and bank statements, invoices, receipts and salaries	<b>Available documents ready for review</b>
41	10/26/15	Fatima Alleyne	Parcel Tax Measure D for 2008-2009 School Year / All financial and bank statements, invoices, receipts and salaries	<b>Available documents ready for review</b>
43	11/1/15	Fatima Alleyne	All Contracts, Invoices and Expenditures for Legal services paid by the District for the 2013-14 School Year	<b>Available documents ready for review</b>
48	11/10/15	Fatima Alleyne	Job Descriptions for all Superintendents' positions	<b>Available documents ready for review</b>
56	11/30/15	Fatima Alleyne	2015-16 Legal Services Contracts / Lozano Smith Attorneys- Ramsey & Ehrlich- Bragg Coffin Lewis & Trapp- and Swanson & McNamara	<b>Available documents ready for review</b>
57	11/30/15	Fatima Alleyne	Superintendent's Contract and 2014-15 and 2015-16 Goals	<b>Available documents ready for review</b>
113	6/2/16	Michael Schoenfeld Murphy Austin Adams Schoenfeld LLP	Portola Middle School Project / Various records and documents	<b>7/1/16 Email sent on Extension</b> <b>8/31/16 Records will be available</b>
116	6/17/16	Don Driscoll Driscoll & Omens	CAL200 v. SFUSD Settlement Documents, Agreements and/or Reports	<b>Gathering / Reviewing Documents</b>