

**Friday Memo**  
**September 30, 2016**

**Upcoming Events – Matthew Duffy**

October 1: Free Volunteer Fingerprinting for Parents, Lupine Hills, 9:00 – 12:00  
October 3: Special Education Community Advisory Community Meeting, Cameron School, 7:00 PM  
October 5: Board of Education Meeting, DeJean, 6:30 PM  
October 7: Annual State of the Schools Breakfast, DeJean, 7:30 AM  
October 10: In-Service Training Day, Schools and Offices Closed

**Next Week’s Board Meeting – Matthew Duffy**

Closed Session for Wednesday’s October 5<sup>th</sup> meeting begins at 6:00 PM.

**Forensic Audit Implementation - Engineering/Professional Services– Lisa LeBlanc**

The forensic audit has a specific recommendation for staff to include historical information related to an add-service request when requesting Board approval (TC13-9). Add-service requests, together with new professional service contracts, typically are considered by the Board under “Approval of Engineering Services”. In an effort to improve our practice and implement the recommendations of the forensic audit, the engineering services summary back-up documentation for the Board has a new format commencing with the October 5, 2016 Board meeting. The summary includes a section for new contracts and a separate section for contract amendments (add-services). The first section for new contracts provides specific information including: project, vendor, funding source, contract amount, contract term and scope of services. The second section for contract amendments includes historical information for the contract including the present allowable compensation and the number of amendments previously approved. In addition to the summary revisions, the actual contract or amendment will be provided as back up documentation identifying the full scope and deliverables associated with the proposed changes in fee for full transparency prior to Board approval.

**Warm Classroom Conditions - Lisa LeBlanc**

The District has several schools that do not have air conditioning and there is recognition that hot days at the beginning and end of the school year create teaching and learning challenges. Our Maintenance team has been monitoring building and classroom temperatures, particularly in our two-story classroom buildings. The cost to add air conditioning to an existing school is significant so the team is looking at other ways in which to provide relief. The District will be installing reflective film on exterior windows at Dover Elementary School beginning on Tuesday, October 4<sup>th</sup>. We anticipate being able to reduce the solar energy gain by as much as 50% and lower classroom temperatures. The District is also planning to install reflective film at Chavez, Ford, Harding and Lincoln with anticipated completion by the end of October. Other cooling techniques are also being implemented including: ventilating classrooms at night and turning off heaters in the morning, installing wall fans, opening windows in an effort to improve classroom comfort during warm weather conditions.

**Board of Education Conflict of Interest – High Risk Area from Forensic Audit – Matt Duffy**

The Board of Education accepted the Phase II Final Report of the Forensic Audit Investigation on September 21, 2016. Within the report, there were several recommendations relating to high risk areas including Board Member conflict of interest and refraining from performing management

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functions. Attorney Harold Freiman, along with District staff, will make recommendations in these areas to revise and/or add language to the Governance Handbook at the November 2, 2016 board meeting.

**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 – Matthew Duffy**

Week of September 26th

**Major Activities:**

Visiting schools

Management Team Meeting

Weekly 1:1 meeting with each Exec. Cabinet member (6 meetings @ 30-90 minutes each)

Working with staff on Forensic Audit and Findings-LeBlanc, Freiman, etc.

Board Agenda Prep and Board Meeting

Coaching and retreat debrief with Don Iglesias

Cabinet Retreat

Parcel tax prep (non-work hours)

Explore potential new partnerships with Equal Opportunity Schools and OneGoal

Strategic Meeting with Ed. Services Team

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

DLCAP Committee

Phil Gonsalves, the Fab Lab and Math

Fatima Alleyne and parents

BBK Orientation

Hercules City Council Meeting

El Cerrito Mayor and City Manager regarding Portola

**Public Records Request Log 2016 - 2017**  
**Week Ending September 29, 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	8/24/16 Partial Records Mailed  <b>9/1/16 Response due on estimated date of availability of remaining records</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>9/21/16 Letter of Extension emailed</b>  <b>10/31/16 Response due</b>
10	8/5/16	Nicole Williams	WCCUSD Contract with African American Male Pipeline Project / Data	8/23/16 Contract mailed <b>Reviewing Data</b>
11	8/5/16	Nicole Williams	WCCUSD Contract with African American Support Collaborative / Data	8/23/16 Contract mailed <b>Reviewing Data</b>
27	9/7/15	Nicole Williams	Approved Contracts for 2016-17 with Service Providers for African American Students at all School Sites / Data and Curriculum	<b>Gathering Records</b>
29	9/14/16	Matt Cagle American Civil Liberties Union	Surveillance Technology and Digital Searches beginning January 1, 2013 – Present	<b>Acknowledgement / Extension letter sent</b>  <b>Initial Determination due on 10/7/2016</b>
30	9/20/16	Jacqueline Sessa Onvia, Inc.	WCCUSD Active Contracts Listing	<b>Acknowledgement email sent</b>
31	9/21/16	Mike Cunningham	Site drawing of temporary Kensington Campus / Portola lower field area	<b>Acknowledgement email sent</b>
<b>Public Records Request Log / Ongoing 2015 – 2016</b>				
116	6/17/16	Don Driscoll Driscoll & Omens	CAL200 v. SFUSD Settlement Documents, Agreements and/or Reports	<b>Gathering / Reviewing Documents</b>