

Friday Memo
October 20, 2017

Upcoming Events – Matthew Duffy

October 21: 12th Annual Parents as Partners Conference, DeJean, 9:00 – 3:00
October 23: Agenda Setting, Superintendent's Office, 4:00 PM
October 23: Youth Commission, Helms, 6:30 PM
October 25: College Day, PSAT / SAT administration at middle and high schools
October 25: CBOC, FOC, 6:00 PM
November 1: Board of Education Meeting, DeJean, 6:30 PM
November 6: Agenda Setting, Superintendent's Office, 4:00 PM
November 8: Governance Subcommittee, Alvarado, 6:00 PM
November 11: Veterans' Day Holiday, Schools and Offices Closed

Lead Testing in District Schools – Lisa LeBlanc

The State Water Resources Control Board's Division of Drinking Water, in collaboration with the California Department of Education, has taken the initiative to provide resources for testing drinking water in schools (K-12) for lead. Through this initiative, our District's Maintenance and Operations Department in collaboration with East Bay Municipal Utility District, is scheduled to start Lead Testing during the week of October 23, 2017. The tests will take place at 2-3 schools per day in the early morning. A requirement for the test is for the water to sit still for 6 hours before testing. Testing is estimated to continue until December 2017.

Ombudsmen Update – Matt Duffy

The Office of the Ombudsperson is now fully operational. We have brought all of our complaint procedures to one room under the leadership and direction of Rhonda Haney. The Ombuds Office now handles all complaints - Williams, Uniform, Personnel and Title IX. The Ombuds Office directs staff on how to handle complaints, meet required timelines and performs investigations where needed. If parents are not satisfied with the district handled complaint process, they can appeal to the Ombudsperson for review. The introduction to the office is now on our [website](#). Please let me know if you have other questions.

Follow up Williams Complaint- Wilson School – Ken Whittemore

On Wednesday October 18, 2017, the Board of Education inquired about a Williams Complaint that appeared on the Contra Costa County Office of Education Quarterly report to the District. Specifically, the report was made anonymously, and lodged a complaint about facility questions at Wilson Elementary School. The complaint outlined cleanliness and rodent issues.

The Maintenance and Operations Department responded, ensuring cleanliness and eradication of the problem (see attached letter dated June 23, 2017). There was no follow up complaint once these items were addressed.

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.



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
Facilities Operation Center
1400 Marina Way South
Richmond, CA 94804

Lisa LeBlanc, Associate Superintendent
Operations & Bond Program

Tel: (510) 231-1105
Fax: (510) 234-1891

June 23, 2017

Claudia Valdez
Wilson Elementary Principal

RE: Wilson Elementary vermin evidence in classrooms

Dear Ms. Valdez,

The West Contra Costa Unified School District received a complaint submitted by you from an unidentified source on June 16th, 2017, under Education Code Section 35186; William Complaint Procedures (as contained in West Contra Costa School District Administrative Regulation 1312.4, Williams Complaint Procedures). Upon receipt of the complaint, the District was not aware of the condition described in the complaint. Specifically; Mice infestation.

- Facility Conditions: "Mice infestation mice droppings office, teacher lounge, copy room, cafeteria classrooms Infestation is getting worse droppings every where "

The Williams Uniform Complaint Procedure defines the conditions that poses an emergency, urgent or threat to the health or safety of students or staff including nonfunctioning; heating , ventilation, fire sprinklers, or air conditioning systems, gas leaks, electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows, or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff; or structural damage creating a hazardous or uninhabitable condition, and or other emergency .

The complaint was reviewed by District Administration in consultation with the Operations Department and Pest Control Contractor; Kelley Pest Control. The District conducted an inspection of conditions on June 16th, 2017. Evidence of mice presence was verified in the main office, room 1, 4, copy room. There was no evidence of vermin in the kitchen area.

The date of the inspection was conducted during summer recess and did not represent a school year with students or staff present. This is relevant because the evidence indicated that partial summer cleaning may have exposed mouse droppings that were not evident during the school year. Active vermin activity usually presents an aromatic, physical damage and fecal evidence. At the time of the inspection, the campus was a warm indoors which increases odors; however none was detected. No papers or cardboard shredding was evident in the areas inspected

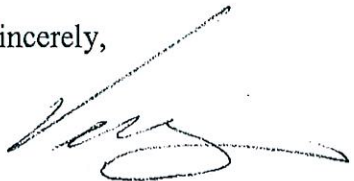
although materials were present. Fecal evidence was present but appeared to be covered with a layer of dust that indicated that vermin presence was not recent.

The District contacted the Pest Control Contractor shared that Wilson Elementary was not considered an active vermin site. An inspection of the nontoxic sticky traps showed no evidence of vermin. Vermin traps are inspected by custodial staff and replaced annually in classrooms unless activity is detected. Kitchens traps are inspected by the pest control contractor and replaced every other month unless activity is detected. The District inspection identified potential vermin nesting materials by the waste containers and will eliminate the ivy growth around the containers to reduce any vermin activity associated with trash collection.

The District will continue to prepare Wilson Elementary School for the 2017/18 school year. The summer cleaning will identify any additional areas of concern and new nontoxic vermin traps will be installed throughout the campus. Custodial staff will monitor conditions and should there be any activity or evidence identified; the district contractor will be contacted to address the issue immediately.

If you have any further questions regarding these, or other school site issues, please do not hesitate to contact me at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read 'Vince Meyer', with a long, sweeping horizontal stroke extending to the right.

Vince Meyer, Executive Director
Maintenance and Operations
West Contra Costa Unified School District
1400 Marina Way South
Richmond CA 94804
(510) 231-1109

cc: Lisa LeBlanc

Public Records Request Log 2017 - 2018
Week Ending October 19, 2017

	Date of Receipt	Requestor	Requested Records/Information	Current Status
3	7/18/17	Kyra Kocis Transparent California	WCCUSD 2016 Employee Compensation Report	Reviewing Data for Report
8	8/17/17	Kyra Worthy For Richmond	Electronic Communications / Various – Beginning January 1, 2015 – November 1, 2017	10/18/17 BATCH#1 Ready to be Picked Up 10/23/17 BATCH#2 / Available
15	9/12/17	Lindsay Volle Herrig & Vogt Attorneys	Pinole Valley High School / New Campus Project	10/11/17 Letter mailed/email sent 10/11/17 Documents available for review COMPLETED
17	9/19/17	Jeanette Jackson Total Package Professional Serv.	WCCUSD Solar Project Construction Projects at Crespi, Stewart, Hanna Ranch and Montalvin	10/11/17 Email sent / Documents to ITEMS#1, #2 and #3 emailed ITEM#4 – Waiting for Documents
18	9/22/17	Shalice Otis	Pinole Valley HS / Complaints, including the Williams Act	10/19/17 Documents sent via email COMPLETED
19	9/22/17	Shalice Otis	Collins Elementary School / Complaints, including the Williams Act	10/19/17 Documents sent via email COMPLETED
21	9/29/17	Brandi Bier Axiom	Superintendent's Contract	10/16/17 Documents sent via email COMPLETED
22	10/9/17	Rahul Singh	El Sobrante Elementary School / 2003-2005 Yearbooks	10/17/17 No Responsive Docs letter sent COMPLETED
23	10/16/17	Jeanette Jackson Total Package Professional Serv.	WCCUSD Solar Project Construction Projects at Ellerhorst, Kensington, Lincoln, Murphy, Peres, Pinole Middle and Tara Hills	10/17/17 Acknowledgement email sent
Public Records Request Log / Ongoing 2016 - 2017				
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 7/13/17 Documents sent via email 9/22/17 Documents sent via email Gathering/Reviewing additional Docs 10/27/17 Additional Docs Available