

**Friday Memo**  
**October 6, 2017**

**Upcoming Events – Matthew Duffy**

- October 9: Agenda Setting, Superintendent's Office, 4:00 PM
- October 10: JROTC Distinguished Unit Merit Award Ceremony, 10:30, DeAnza
- October 10: Academic Committee & Technology Committee Joint Meeting, DeAnza, 5:30 PM
- October 11: College Day, PSAT / SAT administration at various sites
- October 11: Governance Subcommittee, Alvarado, 6:00 PM
- October 14: Volunteer Fingerprinting for Parents, Helms, 9:00 – 12:00
- October 17: Facilities Subcommittee, FOC, 4:00 PM
- October 18: Board of Education Meeting, DeJean, 6:30 PM
- October 21: 12<sup>th</sup> Annual Parents as Partners Conference, DeJean, 9:00 – 3:00
- October 23: Agenda Setting, Superintendent's Office, 4:30 PM
- October 23: Youth Commission, Helms, 6:30 PM
- October 25: CBOC, FOC, 6:00 PM

**Lake Elementary School Project Update-Lisa LeBlanc**

There are multiple projects at various stages of construction for Lake Elementary School. The Board approved a contract for the camera installation on July 19, 2017. The Technology Department is in the process of upgrading the entire networking infrastructure at Lake. The camera installation is dependent upon installation of a new network infrastructure. We anticipate that the cameras will be operating by the end of the calendar year.

The Facilities Department is currently preparing demolition plans for the lake childcare portables that have been vacant and are beyond their usable life cycle. The demolition of the portables is part of the scope of the Facilities Master Plan campus replacement project scheduled to begin planning in summer of 2019. Staff is recommending the Board approve a portion of the master plan budget on October 18, 2017 to demolish the portables this winter. Cash flow is available at this time due to the anticipated influx of State dollars. We are targeting a February 2018 completion for the demolition. The facilities department is also planning to address the space needs at Lake Elementary School using the capital outlay funds (Fund 40) to install two portables on site by the end of the calendar year. The Lake community has a need for additional space for community and health care providers. The timelines for the demolition and portable installation projects are, of course, subject to DSA approval and/or favorable weather. We will update the Board if there are any changes to the timelines.

**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 2017 - 2018**  
**Week Ending October 5, 2017**

	<b>Date of Receipt</b>	<b>Requestor</b>	<b>Requested Records/Information</b>	<b>Current Status</b>
3	7/18/17	Kyra Kocis Transparent California	WCCUSD 2016 Employee Compensation Report	Reviewing Data for Report
6	8/8/17	Kyra Worthy For Richmond	Approved Contracts with Invoices and Individuals Served for 2016-2017 School Year	9/26/17 Requester to pick up thumb drive <b>COMPLETED</b>
8	8/17/17	Kyra Worthy For Richmond	Electronic Communications / Various – Beginning January 1, 2015 – November 1, 2017	Gathering Documents
15	9/12/17	Lindsay Volle Herrig & Vogt Attorneys	Pinole Valley High School / New Campus Project	Gathering Documents 10/6/17 Documents ready for review
17	9/19/17	Jeanette Jackson Total Package Professional Serv.	WCCUSD Solar Project Construction Projects at Crespi, Stewart, Hanna Ranch and Montalvin	Gathering Documents
18	9/22/17	Shalice Otis	Pinole Valley HS / Complaints, including the Williams Act	9/27/17 Acknowledgement email sent
19	9/22/17	Shalice Otis	Collins Elementary School / Complaints, including the Williams Act	9/27/17 Acknowledgement email sent
20	9/26/17	Kay Tsen Public Work's Enforcement	Alvarado Adult School / Restroom Remodel Project	9/26/17 Documents sent via email <b>COMPLETED</b>
<b>Public Records Request Log / Ongoing 2016 - 2017</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 7/13/17 Documents sent via email <b>9/22/17 Documents sent via email</b>  Gathering/Reviewing additional Docs 10/27/17 Additional Docs Available