

**Friday Memo**

**Thursday, November 9, 2017**

**Upcoming Events – Matthew Duffy**

November 10: Veterans' Day Holiday, Schools and Offices Closed

November 13: Technology Committee, IT Center, 4:00 PM

November 13: Youth Commission, Helms Library, 6:30 PM

November 14: Solutions Team, UTR Office, 1:00 PM

November 14: Facilities Subcommittee, FOC, 4:00 PM

November 15: Board of Education Meeting, DeJean, 6:30 PM

November 15 & 16: Richmond High The Great Gatsby, Theater, 7:30 PM

November 17 & 18: El Cerrito Theater Performance, Student Plays, Theater, 7:30 PM

November 21: Academic Subcommittee, DeAnza, 5:30 PM

November 22: Minimum Day, All Schools

November 23-24: Thanksgiving Holidays

November 27: Agenda Setting, Superintendent's Office, 4:00 PM

November 29: CBOC, FOC, 6:00 PM

November 30: MDAC Meeting, Kennedy Library, 6:30 PM

November 30-December 2: CSBA Annual Education Conference, San Diego

November 30: Fall Theater Showcase, DeAnza Theater, 7:00 PM

December 1: MDAC Meeting, Kennedy Library, 9:00 AM

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

Closed Session for the November 15 meeting will begin at 5:00 PM.

**2017-18 Single Plan for Student Achievement (SPSA) on Board Agenda for November 15 –  
Nia Rashidchi**

During the November 15 Board meeting, the **2017-18** Single Plans for Student Achievement will be on the agenda for approval.

We wanted to provide Board members with a little background on SPSAs, as well as our two-year-long journey of getting our SPSA process and timeline aligned with our LCAP process and timeline.

*EC* Section 64001 specifies that schools and districts that receive state and federal or other applicable funding through the district's Consolidated Application process must prepare an SPSA for any recipient school. The SPSA is a blueprint to improve the academic performance of all students. SPSA specifics are also subject to review during a Federal Program Monitoring process.

**Timeline:** The 2017-18 SPSAs have been developed by site staff in conjunction with the established School Site Councils at each district school. The SPSA development process began in the Spring of 2017 with the allocation of LCFF and Title I funds to sites and the review of data to determine the efficacy of 2016-17 programs. School teams finalized their SPSAs during the Fall of 2017. Central office staff provided support and guidance throughout the SPSA development process.

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The completed Board approved SPSAs will be the foundational document that identify the Theory of Action, program focus and specific plans for use of funds to improve student achievement for the 2017-18 school year. As such, the SPSAs for identified schools will be included in the Federal Program Monitoring (FPM) visit conducted by staff from The California Department of Ed (CDE) this month (November).

Last school year, we began to align the SPSA cycle to the timing of the WCCUSD LCAP development process. This has been a two-year process, culminating in the **2018-19** SPSAs being brought to board for approval on the same timeline as the LCAP (June 2018).

**2018-2019 SPSA Timeline**

Sept. - Oct. 2017	Nov. 2017	Dec. 2017 - Jan. 2018	Feb. - Mar. 2018	Apr. 2018
17-18 SPSA Modifications and SSC Approval, Begin Implementation	17-18 SPSA Board Approval	Progress Check #1 Implementation of Actions	Progress Check # 2 Student Outcomes <b>Begin Planning for 18-19 SPSA</b>	April 30 Draft SPSA Due for Review and Feedback
May-June 2018	June 2018			
Technical Assistance and SSC Approvals	18-19 SPSA Board Approval June 27, 2018			

**Four Teams Reach Football Playoffs - Marcus Walton**

For the second consecutive year, four high school football teams from the District have qualified for the North Coast Section (NCS) playoffs.

Kennedy, Hercules, El Cerrito, and De Anza high schools were notified Sunday, November 5 by the NCS Selection Committee of their respective seeds, opponents, and game times.

- No. 2 Kennedy hosts No. 11 El Molino at 1 p.m. on Saturday, Nov. 11
- No. 7 Hercules hosts No. 10 Ygnacio Valley at 7 p.m. on Friday, Nov. 10
- No. 9 El Cerrito hosts. No. 8 Miramonte at 7 p.m. on Friday, Nov. 10
- No. 16 De Anza plays at No. 1 Marin Catholic at 1 p.m. on Saturday, Nov. 11

Please contact Darrin Zaragoza at [dzaragoza@wccusd.net](mailto:dzaragoza@wccusd.net) if you want to attend any of this weekend's games.

**WCCUSD Food Services offered additional staff training October 9, 2017 - Lisa LeBlanc**

WCCUSD Food Services took the opportunity on October 9, 2017, a non-work day, to offer special training for staff. Matt Upton, a nationally recognized speaker, was requested by staff to

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lead the training. Staff had participated in other trainings at both state conferences and during previous classified training days and felt that he made a positive difference in the way they viewed their jobs and coworkers after other trainings they had attended. Over ninety food service workers, both supervisors and teamster members, attended to improve their serve. Sessions included creating and maintaining customer allegiance, how to communicate in a connective and effective manner, learning how to handle the “pesky” person, but most important was the session on the recipe for a successful 2017/18 Season to Serve. Overall Mr. Upton’s message was for each of us to encourage every student, every day: to engage, empower and educate. This was not only a very successful day for attendees but also for their coworkers who could not attend but could see the difference in the attitudes of those who attended.



**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 November 9, 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	<b>Reviewing Data for Report</b>
8	8/17/17	Kyra Worthy For Richmond	Electronic Communications / Various – Beginning January 1, 2015 – November 1, 2017	<b>10/18/17 BATCH#1</b> <b>10/26/17 BATCH#2</b> Ready to be Picked Up  <b>Reviewing Additional Documents</b>
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  <b>ITEM#4 – Waiting for Documents</b>
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	Gathering Records
26	10/23/17	Sarah Valdez / Legal Assistant Law Offices of Young, Minney Corr LLP	WCCUSD Elementary School, Middle School and High Schools' Records/Documents/Data	Gathering Records
27	10/30/17	Robert Fellner Transparent California	WCCUSD 2016 Employee Compensation Report	10/30/17 Acknowledgement email sent  <b>Reviewing Data for Report / Same as PRR#3</b>
28	11/6/17	Johanna Epperson MDR	WCCUSD 2017-2018 School Year Staff Data Listing	11/6/17 Acknowledgement email sent
29	11/6/17	Nuria Marquez Martinez Richmond Confidential	Communications, Records and Data on DACA status of Teachers and Students of WCCUSD	11/8/17 Acknowledgement email sent
30	11/6/17	Janie Jordan Data Research Partners LLC	WCCUSD Current Employee Listing	11/8/17 Acknowledgement email sent
<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 9/22/17 Documents sent via email 10/27/17 Documents sent via email  Gathering/Reviewing additional Docs <b>12/1/17 Additional Docs Available</b>