

**Friday Memo**  
**February 16, 2018**

**Upcoming Events – Matthew Duffy**

February 19-23: Presidents' Week Recess, Schools and Offices Closed  
February 26: Board Study Session, DeJean, 6:30 PM  
February 26: Youth Commission, Helms, 6:30 PM  
February 28: Agenda Setting, Superintendent's Office, 5:00 PM  
February 28: Board of Education Meeting, DeJean, 6:30 PM  
March 1: LCAP Work Session, Kennedy Library, 6:30 PM  
March 1: WCCUSD Science Fair Awards, ECHS Theater, 7:00 PM  
March 2: Read Across America Day  
March 6: All District Music Festival, Richmond Auditorium, 7:00 PM  
March 7: Board of Education Meeting, DeJean, 6:30 PM  
March 13: Solutions Team, UTR Office, 1:00 PM  
March 13: Right to Special Education Services Workshop, Pupil Services Center, 5:30 PM  
March 13: Academic Committee, DeAnza, 5:30 PM  
March 14: Joint Board / CBOC Meeting, FOC, 6:30 PM  
March 15: You Make A Difference Ceremony, DeJean, 7:00 PM

**Invitation – Ken Whittmore**

As a prelude to the Board of Education workshop on February 26, I would like to invite you to join us on Saturday, February 24, at the Contra Costa County Teacher Job Fair. This job fair is at Alhambra High School in Martinez and will be from 9-11 am.

This is an annual job fair put on for Contra Costa County Schools and kicks off our recruitment fair season.

If you have any questions, please do not hesitate to contact me.

**African American Parent Advisory Council Leadership Retreat - Nia Rashidchi**

We had our first African American Parent Advisory Council (AAPAC) Retreat last Saturday, February 10, 2018 at Helms Middle School. We had 18 of our schools with teams made up of 6-8 African American parents, one/two teachers, the School Community Outreach Worker (SCOW), and the Principal in attendance.

Just as a reminder for board members, the African-American Parent Advisory Council is a group of parents of African-American students coming together to ensure the success of their children, and ultimately all African-American students at their school. It is an advocacy group made up of parents, families, teachers, administrators, community members and organizations, dedicated to promoting quality education for African-American students. We are committed to each of our schools having an AAPAC in place by **June of 2018**.

The goals of AAPACs are to:

- Increase academic achievement of all African-American students,

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

- Increase the capacity of school staff to engage and support African-American students and families,
- Advocate for programs and services that will increase preparation for college and career,
- Provide a safe place for the African-American families and school communities to discuss the education of their children,
- Increase family engagement among parents of African-American students through leadership opportunities, and
- Provide families with the tools and resources needed to support learning at home.

The retreat is only one of the many capacity-building support mechanisms to ensure we meet our June 2018 commitment. We have included pictures of the retreat in this Friday memo.



**Purchase of 1400 Lenovo Tablets and 164 Lenovo Laptops – Mary Phillips**

Our first generation of tablets (ASUS) are now aging out. We are recommending replacing these with the Lenovo tablet, a more robust device able to better multi-task, manage and connect to the Internet at faster speeds. The ASUS tablets will be re-distributed to Early Childhood Education and Adult School. This purchase was discussed at the Technology Subcommittee Meeting and conformance with the WCCUSD Technology Plan. In addition, we are beginning the process of replacing old Dell laptops with newer Lenovo laptops to ensure teachers are equipped with the necessary tools to teach the Common Core curriculum.

**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 February 15, 2018**

	<b>Date of Receipt</b>	<b>Requestor</b>	<b>Requested Records/Information</b>	<b>Current Status</b>
40	1/2/18	Ann Surapruik Bay Area Legal Aid	WCCUSD Applicant and Application Processes and Leases/Contracts with the City of Richmond	2/12/18 Email sent with Documents and links <b>Reviewing additional DOCs</b>
41	1/2/18	Ann Surapruik Bay Area Legal Aid	WCCUSD Rehabilitation Processes	2/12 Email sent - No Responsive Documents <b>COMPLETED</b>
45	1/23/18	Paula Senigar	Special Education Department Documents and Agreements	<b>Gathering/Reviewing Documents</b> <b>4/1/2018 DOCs available</b>
48	1/29/18	Todd Senigar	WCCUSD Policies/Protocols for maintenance, retention and destruction of student records	<b>Gathering/Reviewing Documents</b> <b>4/1/2018 DOCs available</b>
49	2/2/18	Ryan Luther	Tony Thurmond/Former Board Member – Various Documents and Records	2/8/18 Acknowledgement email sent <b>Gathering/Reviewing Documents</b>
50	2/6/18	Guadalupe Calvario	Nystrom Elementary / SSC Meeting Minutes for 2016-17 School Year and Membership Rosters for 2015-16, 2016-17 and 2017-18 School Years	2/7/18 Acknowledgement email sent <b>Gathering/Reviewing Documents</b>
<b>Public Records Request Log / Ongoing</b> <b>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 12/1/17 Documents sent via email  <b>1/1/218 Letter sent to requester to schedule phone call / No response from requester</b>