

**Friday Memo**  
**December 1, 2017**

**Upcoming Events – Matthew Duffy**

December 4: Special Ed CAC, Cameron, 7:00 PM  
December 5: DeAnza Area Band Festival, DeAnza Gym, 7:00 PM  
December 6: Richmond Area Band Festival, RHS Gym, 6:00 PM  
December 6: Board of Education Meeting, DeJean, 6:30 PM  
December 6: El Cerrito Area Band Festival, Korematsu Gym, 7:00 PM  
December 7: Winter Choral Concert, DeAnza Theater, 7:00 PM  
December 7: Pinole Area Band Festival, Pinole Middle Gym, 7:00 PM  
December 8: El Cerrito Jazz Concert, ECHS Theater, 7:00 PM  
December 11: Technology Committee, IT Center, 4:00 PM  
December 12: Academic Committee, DeAnza, 5:30 PM  
December 12: Kennedy Area Band Festival, DeJean Middle MPR, 6:00 PM  
December 12: Pinole Valley Choir Winter Concert, DeAnza Theater, 7:00 PM  
December 13: CBOC, FOC, 6:00 PM  
December 13: Hercules Middle Area Band Festival, Hercules Middle MPR, 7:00 PM  
December 14: Governance Subcommittee, Alvarado, 6:30 PM  
December 14: Hercules Area Winter Festival, Hercules HS Gym, 7:00 PM  
December 14: El Cerrito Winter Band Concert, ECHS Theater, 7:00 PM  
December 15: Minimum Day All Schools  
December 18-January 1: Winter Recess  
January 2: Classes Reconvene

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

Closed Session for the December 6 meeting will begin at **4:00 PM**.

**Joint Meeting with Richmond City Council – Matthew Duffy**

Wednesday, January 10, 2018 has been confirmed for a joint meeting with the Richmond City Council. Additional details will be forthcoming as the date approaches.

**Hercules High School Plays for North Coast Section Title - Marcus Walton**

As you know, the Hercules High School football team plays in the North Coast Section Division 4 Championship game against Fortuna High School tomorrow night at 7 p.m. at McKinleyville High School.

If you are interested in attending the game, please contact [Darrin Zaragoza](#) as soon as possible.

**Progress Update on Forensic Accounting Report Recommendations – Lisa LeBlanc**

The progress update to the Board of Education regarding the implementation of the 112 recommendations was on the November 15, 2017 agenda. As a result of the late hour on November 15, 2017, the item was not discussed. Due to the anticipated number of items on the December 6 Board meeting, we are waiting until February to provide an update to the Board, which is the next regularly scheduled progress report. Therefore, I am providing a summary of the report that was going to be presented to the Board on November 15 in the form of this Friday

Memo. Attached to the November 15, 2017 agenda were the following documents that can still be located on agenda-on-line:

1. Implementation Plan Update PPT Presentation that provides the background on the audit, an update on the number of recommendations implemented (70 out of 112), an update on the internal auditor's review, and information relating to the budget and contract recommendations that have been implemented. The internal auditor has been reviewing the implemented recommendations and is assisting staff to identify back-up documentation to comply with audit procedures and evidence of implementation. The budget and contract recommendations that were implemented focused on the development of written procedures.
2. Phase II Forensic Accounting Investigation Report Implementation Plan (Executive Summary). This document has been provided to the Board previously.
3. Matrix of Recommendations showing the current status of each recommendation. In addition to being on agenda-on-line, the matrix was printed out and provided to the Board on November 15<sup>th</sup>.
4. Backup documentation to the contracts update that includes a Workflow for Proposal Approval Checklist for Construction Services. The flowchart identifies the procedures, forms and educational resources utilized in the bond program for 12 recommendations. Please note that the flowchart, along with the forms and resources, were discussed fully at the Facilities Subcommittee on November 15, 2017.
5. Backup documentation for the contracts update that includes the Forms and Resources as explained above.

Please let me know if you need any of the above referenced documents or cannot locate them as referenced. The next progress updates will be provided to the Facilities Subcommittee in January 2018, and to the Board of Education in February 2018.

**PVHS Teacher Finalist for Educator Illuminator of the Year Award - Marcus Walton**

PVHS teacher Dayne Dibble has been selected as one of the top three finalists for the Educator Illuminator of the Year Award! Dayna was notified this week about being nominated to recognize her use of Illuminate to positively impact student learning, parent engagement, or educator success. The winner will be announced at the Illuminate Education User Conference (IEUC18) held in San Diego, CA on February 1<sup>st</sup> - 2nd, 2018.

**Two Local Organizers Win Community Leadership Awards - Marcus Walton**

The San Francisco Foundation has announced that Tamisha Torres-Walker, founder of the Safe Return Project and District parent, and Pogo Park, which serves residents in the Iron Triangle, have won 2017 Community Leadership Awards, which recognize the Bay Area's most creative, innovative, and community-driven leaders who address the region's most pressing challenges. Award winners will be honored in a ceremony on December 6.

**Media stories of note - Marcus Walton**

The following media stories from the last two weeks may be of interest:

1. <https://www.nbcbayarea.com/news/local/14-Year-Old-Arrested-Bringing-Loaded-Gun-De-Anza-High-School-459071813.html>

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

2. <http://richmondconfidential.org/2017/11/24/advocates-fight-for-teacher-salary-increase-in-west-contra-costa-schools-decry-proposal-of-contentious-charter-school/>
3. <http://www.oaklandpost.org/2017/11/17/richmond-san-pablo-protest-charter-school-expansion/>
4. <https://richmondpulse.org/2017/11/17/being-head-of-the-class-offers-new-perspective/>

**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 30, 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	11/29/17 Report sent via email <b>COMPLETED</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>
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	11/22/17 BATCH#1 Emailed with Links  11/22/17 ITEM#5 DOCs Available for Review at FOC  <b>12/8/17 Additional DOCs Available</b>
27	10/30/17	Robert Fellner Transparent California	WCCUSD 2016 Employee Compensation Report	11/29/17 Report sent via email <b>COMPLETED</b>
28	11/6/17	Johanna Epperson MDR	WCCUSD 2017-2018 School Year Staff Data Listing	11/29/17 Report sent via email <b>COMPLETED</b>
29	11/6/17	Nuria Marquez Martinez Richmond Confidential	Communications, Records and Data on DACA status of Teachers and Students of WCCUSD	11/28/17 No Responsive Docs letter emailed <b>COMPLETED</b>
30	11/6/17	Janie Jordan Data Research Partners LLC	WCCUSD Current Employee Listing	11/29/17 Report sent via email <b>COMPLETED</b>
31	11/17/17	Ariel Strauss Levy, Levy & Levy Law Firm	Impact Fee Resolution#59-0506	11/17/17 Resolution emailed <b>COMPLETED</b>
32	11/22/17	Giorgio Cosentino	Greenwood Academy / Admission Criteria	11/22/17 Email sent with Links <b>COMPLETED</b>
33	11/29/17	Lori Hensley Daktronics, Inc.	Pinole Valley High School-New Campus Project / Payment Bond	11/30/17 Document 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 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>