

West Contra Costa Unified School District
Office of the Superintendent

Friday Memo
March 1, 2019

March 5: AASAT, DeJean, 6:00 PM
March 5: WCCUSD-Music Festival, Richmond Auditorium, 7:00 PM
March 6: Board of Education Meeting, DeJean, 6:30 PM
March 7: Board Study Session, DeAnza, 6:30
March 15: You make a Difference Awards, DeJean, 7:00 PM

County to Recognize Three WCCUSD Students at the 26th Annual Cesar E. Chavez Commemorative Celebration - Marcus Walton

Students Rita Benitez and Marlen Munoz from Richmond High School and Raven Richardson from Pinole Valley High School will be recognized by the Contra Costa County Board of Supervisors as 2019 Youth Hall of Fame award winners. The ceremony takes place on Tuesday, March 26, 2019, from 11 a.m. to Noon as part of the 26th Annual Cesar E. Chavez Commemorative Celebration in the Contra Costa County Board of Supervisors' Chambers, 651 Pine Street, Room 107, Martinez, CA. A flyer is attached.

Update and Next Steps on Re-Imagining Stege - Matthew Duffy

We are excited about the work we have done so far on Re-Imagining Stege. We received a lot of great ideas and feedback from the conversation with community leaders on Monday night and the Board study session on Tuesday and look forward to putting them into action.

Before I get into details about next steps, you should know that teachers at Stege have been provided with supplies. District staff worked with school leaders to ensure that each teacher has access to the supplies they need. In addition, a new copier was delivered this week as part of the copier upgrades taking place throughout the District.

Next week, district staff will meet to begin outlining the 18-month process. The input received from the meetings this week will be considered and included in the developed timeline.

We will share the timeline and process as soon as it is completed.

WCCUSD Food Services Celebrates National School Breakfast Week March 4-8, 2019 -Lisa LeBlanc

Busy weekday mornings make it a challenge for families to find time for a healthy breakfast. However, US Department of Agriculture data show that more students are starting their day with a nutritious breakfast in their school cafeterias. To encourage more families to take advantage of the

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healthy choices available with school breakfast, West Contra Costa USD schools are recognizing National School Breakfast Week, which is March 4-8, 2019.

WCCUSD Students are encouraged to “Start their engines” next week with special breakfast menus, cafeteria events, and more. Students are challenged to create posters showing the importance of breakfast, new menu items and California-grown fruit will be showcased.

Please join us, breakfasts are no charge to eligible students, \$1.75 for non-eligible students at elementary schools and \$2.50 at all secondary schools, adults can purchase a breakfast for \$2.50 at elementary schools and \$2.75 at all middle and high schools.

“National School Breakfast Week helps us educate parents and students about all the healthy and appealing choices we offer”. WCCUSD serves over 8,000 breakfasts daily through the federally funded School Breakfast Program. Our school nutrition professionals in West Contra Costa prepare breakfast and lunches every day that meet federal nutrition standards – limiting fat, calories and sodium – and encourage students to choose from the fruits, vegetables and whole grains offered with school meals.

National School Breakfast Week was launched in 1989 to raise awareness of the availability of the School Breakfast Program, a federally assisted meal program operating in public and non-profit private schools and residential child care institutions since 1975.

For more information on WCCUSD meal programs go to www.wccusd.net – Food services department or call WCCUSD Food Services at 510-307-4580



Food Services Produce Bid and Upcoming Program Enhancements -Lisa LeBlanc

On March 6, 2019, District staff is recommending that the Board award produce bids to Daylight Foods (\$600,695) and Pacific Rim Produce (\$351,925). The awards will allow the District to purchase fresh fruits and vegetables, up to that amount, for a period of one year but may be continued for up to three (3) one-year extensions at the option of the District. The District requested pricing on fresh fruits and vegetables, and also included organic certified as an option depending on pricing. This provides the District flexibility to enhance our fresh fruits and vegetables subject to budget availability. The bids comply with the federal procurement requirements and will provide for our food program’s primary fruits and vegetables, our USDA’s approved Unprocessed Fruit and Vegetable Program allocations, and our district’s Fresh Fruit and Vegetable Program grant serving California fresh local fruits and vegetables.

The Food Services Department has always been extremely proactive to make enhancements to the food we serve our students and stay within the Federal and State guidelines. Some of the key work that is underway includes the Conscious Kitchen program at Peres, the pilot program at Madera serving scratch cooked meals from the Central Kitchen, hiring a district culinary Chef, adding language to our proposal process to include organic products, and beginning coordination with The Good Food Purchasing Program. The Good Food Purchasing Program assists organizations in five

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core value areas: local economies, health, valued workforce, animal welfare, and environmental sustainability. Our first step is for them to perform an assessment of the District's FY2017/18 food purchasing program. Thereafter, we will provide an update to the board which will include a resolution setting forth district goals for our food program.

Forensic Accounting Investigation Implementation Review – Lisa Leblanc

In October 2015, the Board of Education approved a contract with Vicenti, Lloyd & Stutzman, LLP (VLS) to perform a Phase I risk assessment of allegations brought forward by a District employee. On January 7, 2016, VLS presented its Phase I risk assessment matrix to the Clay Subcommittee and scope of work for a Phase II Accounting Investigation Report. On January 20, 2016, the Board approved the Phase II Accounting Investigation scope of work, which included testing the internal controls of the district, assigning a new risk score and conducting a forensic investigation. The Board accepted the full Phase II Investigation Report on September 21, 2016. The Phase II report contained 112 recommendations to reduce the District's level of risk, improve overall operational and administrative efficiencies. One of the recommendations for the overall operational efficiency of the district included the formation of the implementation task force, which has been meeting quarterly.

District staff developed a work plan identifying deliverables on each recommendation and reported that 62 recommendations had been implemented by June 30, 2017. On October 18, 2017, the Board approved an amendment to an agreement with Moss Adams auditors to review the forensic audit recommendations that been implemented. Their fee to review the 112 recommendations was \$98,000 plus an additional cost for any re-verification needed for prior recommendations. Moss Adams completed their review of the initial 62 forensic accounting recommendations that the District implemented as of June 30, 2017. The CBOC received the draft report at its February 13, 2019 meeting. Moss Adams will be presenting their report at the Board/CBOC joint meeting on March 27th.

In summary, the Moss Adams report indicates the following results for the 62 recommendations:

- 35 recommendations were confirmed by Moss Adams as being implemented
- 17 recommendations were confirmed by Moss Adams as being partially implemented
- 3 recommendations were confirmed by Moss Adams as not implemented (one of which was implemented after the June 30, 2017 review period)
- 7 recommendations were considered "undetermined" by Moss Adams due to attorney-client privilege with the Board of Education

It has been an educational process during implementation and staff is committed to continue to learn and fully implement all recommendations. The knowledge gained from the implementation and the Moss Adams review includes:

- It is critical that the District focus on the high risk areas first and foremost

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- The District needs to carefully analyze those recommendations of the 62 that are identified in the Moss Adams review as partially implemented to complete their implementation by June 30, 2019
- The audit recommendations vary in scope and complexity and several require coordination across leadership, departments, program delivery and support functions within the district, particularly the Bond Program, Business Services, Superintendent, and the Board of Education
- Staffing issues and fiscal constraints have presented challenges including elimination of positions and transition of new staff that impacted implementation time frames
- The District-generated deliverables identified in the work plan need to be reviewed and updated as procedures have evolved in some cases
- The District's procurement practices for public works projects and professional services comply with the Public Contracts Code and Education Code but internal policies and procedures need to be finalized to reflect practices to protect the District in times of staff transitions
- Some recommendations from the forensic accounting report may no longer be applicable in their entirety which needs to be noted in the District's deliverables
- District staff needs to fully implement all 112 recommendations to realize the full benefit of the audit by June 20, 2020. (Note: there is one "future" recommendation that cannot be addressed unless a future bond measure moves forward)
- Assess strengths of a new Director of Internal Audit to determine what implementation review can be accomplished in house

Overall, District staff fully appreciates the significance and role of the audit function and looks forward to the successful delivery of outcomes to enhance our practices and internal controls.