

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

**Friday Memo**  
**July 17, 2020**

**Upcoming Events – Matthew Duffy**

July 28: Agenda Setting, 4:30 PM

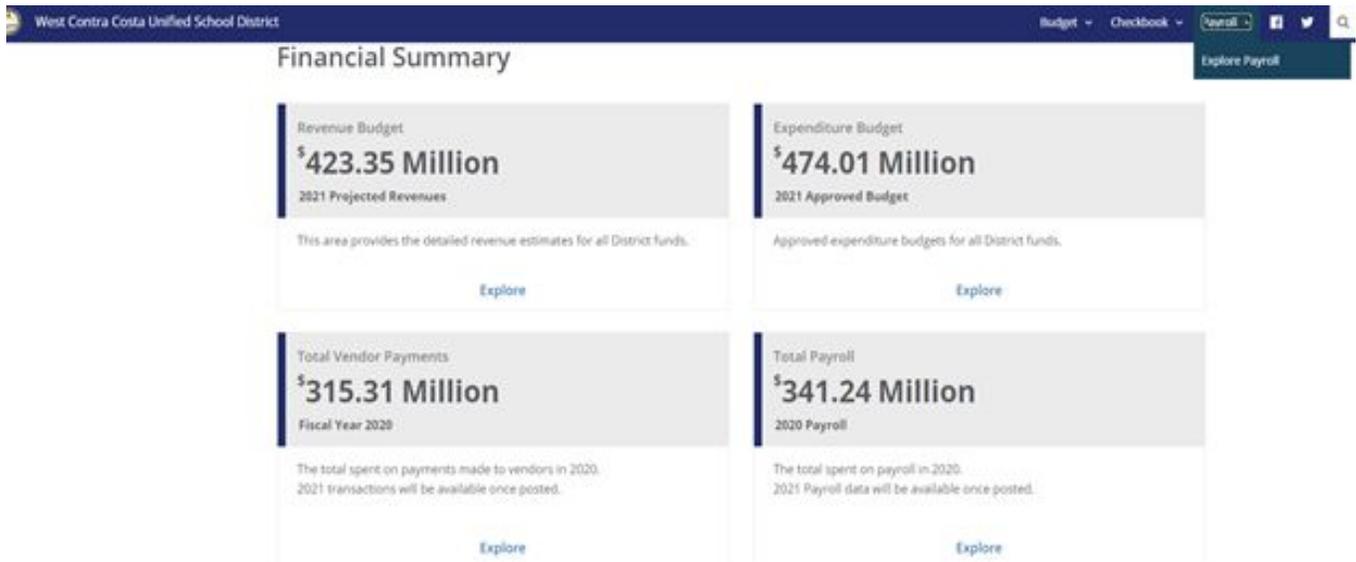
July 29: Special Board Meeting, Video Conference, 6:30 PM

August 5: Regular Board Meeting, 6:30 PM

**Citizen Transparency Tool - Tony Wold (Denise Cifelli)**

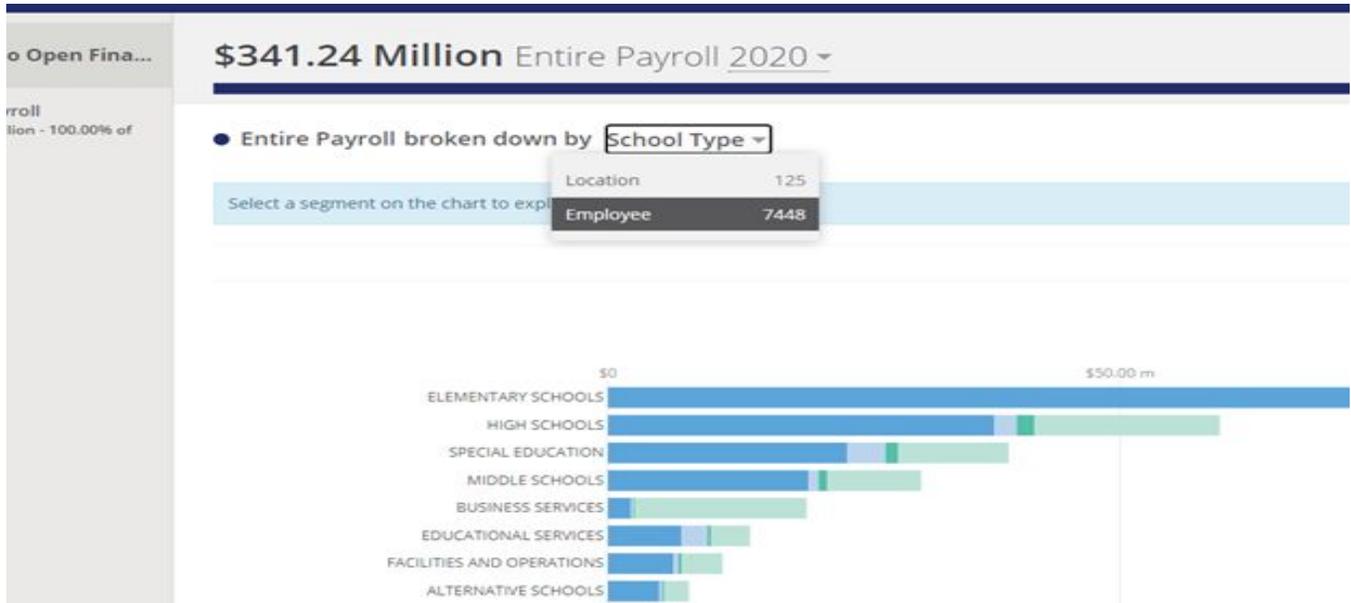
At the Board meeting this week we discussed the need for transparent data, especially information regarding position control. We do have information available on the newly improved dashboard provided by Tyler Technologies for our [Citizen Transparency Tool](#) (linked). This tool provides a transparent look at the types of revenues we collect and how funds are allocated. Previously the site was updated on a monthly basis. Now the site is updated at the beginning of each week so amounts are current as of the previous week ending.

The Board requested a closer look at positions which this tool provides. By clicking “Explore Payroll” on the top bar, or “Explore Payroll” on the lower left box will provide a closer look at positions and costs.



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

This allows you to drill down to view positions by location or employee (position). Please note, current payroll figures are as of June 2020. This will update once the first payroll is run in July.



The Business Services Division is committed to continue to provide transparency and accountability in our budget actions and will continue to bring forward budget information as it is received. To provide better transparency we plan to revise the June budget to be updated to the final adopted budget. While not a formal 45-day revision we will bring a new set of budget information to the board at the second meeting in August (rather than waiting to update this information at First Interim). By making this adjustment we will be able to have interim reports refer to this budget rather than the one in June which should eliminate some of the confusion we addressed last year with the changes in the budget. This year the majority of the changes will address revenue whereas last year the changes were in the expenditures areas.

**WCCUSD Food Services meal program update – Tony Wold (Barbara Jellison)**

New to WCCUSD Food Service program, beautiful produce donated by Coaching Corps in conjunction with USDA's Farmers to Families program. Each 20+ pound box of high quality fresh California produce includes stone fruit, strawberries, a range of colorful carrots, lettuce, radishes, onions, grapefruit, apples, oranges and more.

Deliveries are brought to each site by Coaching Corps volunteers, led by Coaching Corps Ambassador and former NBA star, Antonio Davis. The partnership is still in development and we are hoping to have produce deliveries scheduled regularly. To date, the produce boxes have been offered at several summer meal sites, including San Pablo Library, some community centers in Richmond (Booker T Anderson, Nevin and Shields Reid), De Anza High School and Lovonya DeJean Middle School. The boxes have helped raise awareness of and participation at some WCCUSD summer meal sites, while providing

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

nutritional support for West Contra Costa families and community members. The wide range of produce in the boxes also provides opportunities for children to try new things. Some additional highlights:

- At the very first distribution, San Pablo Library also distributed 1000+ children's books.
- The DeAnza produce distribution attracted new families that were unaware of, and appreciative of, the summer meal service there.
- The cities of San Pablo and Richmond, Supervisor Gioia's office and community partners have been invaluable in getting the word out to the community about these last-minute opportunities.

64,000 pounds of produce have been distributed through the WCCUSD Summer Meal Program.

**District Operations - Tony Wold (Ruben Aurelio, Julio Franco, Tashaka Merriweather, Denise Cifelli, Michael Booker)**

The newly formed District Operations department within Business Services will support sites and departments as a one-stop support structure for all functions that are not directly related to curriculum and instruction. The Department is led by Director of Operations Julio Franco and Ruben Aurelio. They are joined by Coordinator Tashaka Merriweather and Safety consultant Michael Booker. District Operations provides oversight and guidance to the following areas; enrollment and transfer office, athletics, school safety, parent complaints (non-title IX), staffing allocations, day-to-day operations of schools, charter school oversight, and many more operational support duties as needed for our sites.

The following updates will provide the board and public with a snapshot of current and ongoing work within District Operations in preparation for the coming year:

- **Intra-District Summary**

The transfer office remains busy during the summer months. The transfer office staff consists of Delia Castro Martinez (intra-district permits) and Maria Suarez (inter-district permits). The transfer office continues to process, support, and communicate with families that are awaiting decisions regarding their requests. This is an unprecedented year for schools and the transfer office is doing everything possible to keep communication open with families. The priority transfer window was held during the month of February. Those requests were given priority based on the adopted board policy. The following paragraph and table provide a snapshot of the work to date.

As of July 15, 2020, the transfer office processed over 875 intra-district requests. The schools with the most requests for transfer destination include the following for elementary: Stewart, Washington, & West County Mandarin; and at secondary Korematsu & El Cerrito High. The school sites with the most requests to leave include for elementary; Stege & Bayview and for secondary schools DeJean & Kennedy. 496 number of intradistrict requests were approved for first-choice schools with 61 being given a second choice school or alternative option. 290 have been given denial notices due to a lack of space or seats at the targeted school sites. We do maintain a waitlist for these schools and are doing rolling admission as seats become available. For special programs, the following number of students have been approved for DLI based transfers 165.

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

**Current Intradistrict Transfer data**

Grade Level	1st Choice Approved	2nd Choice or Alternate Placement	Denied & Waitlisted
Kinder	231	14	85
1st	21	3	23
2nd	12	1	16
3rd	7	1	11
4th	8	2	12
5th	5	1	13
6th	15	1	1
7th	72	17	29
8th	4		2
9th	103	14	75
10th	6	1	11
11th	9		7
12th	3	6	5

● **Inter-District Summary**

In addition to intra-district requests, the transfer office also processes the out of district or inter-district transfer requests. These requests go in both directions. WCCUSD receives requests from families wanting to join our district in addition to our families choosing to apply for neighboring school districts. Maria Suarez from the transfer office is mainly responsible for processing these requests.

Currently, a total of 834 applications have been processed with 255 approved new permits and 579 annual renewals. Of those permits received 13 have been denied. The office currently has 12 new incomplete applications, six incomplete renewal applications, and seven new permits with statements attached. There are 18 applications that are pending processing at the time of this writing.

Inter-district requests come through this office throughout the school year. They are processed as they come in and occasionally an appeal is made by a family if the application is denied. Appeals are made to the county office of education. We currently have two pending appeals.

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

● **Parent Concerns Summary:**

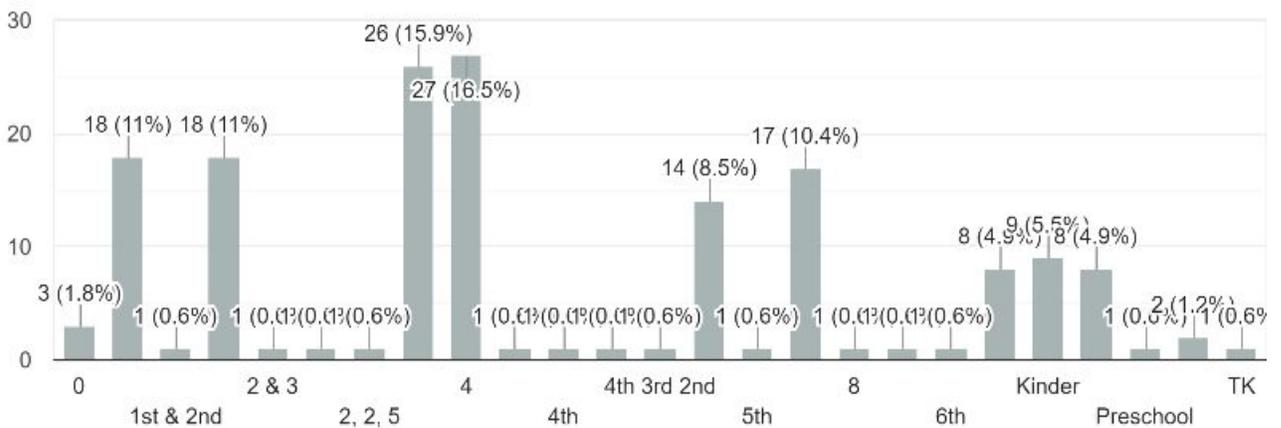
The District ensures that parents that have concerns have an avenue to address those concerns that do not relate to Title IX and the concerns will then be addressed and coordinated through the District Operations department. Under the leadership of Director of District Operations, Julio Franco & Ruben Aurelio, parent concerns from Elementary and Secondary schools will be reviewed and handled in a timely manner. Coordinator, Tashaka Merriweather, will also support some of the initial concerns that come to this office. The group will mediate a solution at the lowest level whenever possible. Our goal is to communicate efficiently with the school administration in order to assure students and the family’s needs are met in a timely manner.

Below is a summary of 2019-2020 parent concerns by level and the subsequent transfer requests that are generated from these concerns. Whenever possible, we look for solutions that keep families whole and don’t disrupt the educational process for students.

**Elementary**

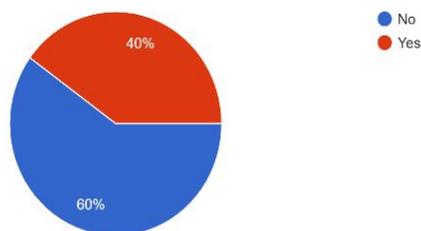
Student Grade

164 responses



Transfer Requested

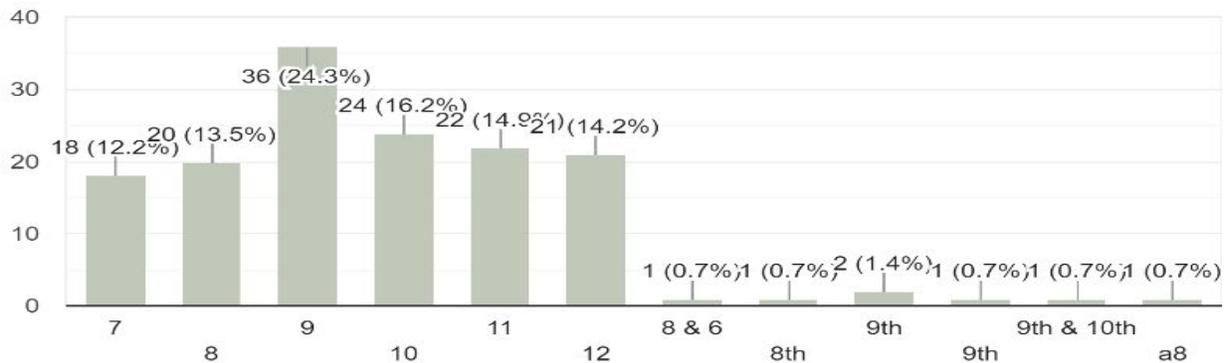
165 responses



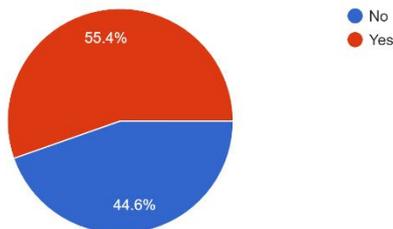
West Contra Costa Unified School District  
**Office of the Superintendent**

**Secondary**

**Student Grade**  
 148 responses



**Transfer Requested**  
 130 responses



**Advocacy to Continue Seamless Summer Nutrition Service - Tony Wold (Barbara Jellison)**

At the start of the COVID-19 Pandemic on March 16th, USDA allowed school nutrition programs to run the seamless summer meal program. This allowed WCCUSD to offer meals to any child 18 years of age and younger and stipulated that children did not have to be present to receive meals which could be picked up by an adult. Because of this program WCCUSD has been able to ensure that our families that are struggling during this crisis could access healthy meals without worry. We have almost served over 2.5 million meals under these flexible waivers.

As of this writing, the seamless summer meal program will end on August 17, 2020 when school starts. Without a continued waiver from the USDA, families will only be able to pick up meals for students enrolled in the district AND only if they are eligible for the meal program they will receive meals at no charge which will require daily verification and without this our students will have to pay. We need support in advocating for the continuation of the waiver program until such time as it is safe for all students to return to school daily. This should not be about politics, but should be about serving our neediest students.

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

There is an initiative in place to lobby for the program waiver to continue. Individuals can voice their concerns by clicking the take action button, entering their information, and submitting, we can all urge the USDA to reconsider stopping the Seamless Summer Meal Program on 8/14/2020.

The links to the submission are included below and we will be working with communications to distribute this widely. A copy of the School Nutrition Association Letter to the USDA is included in the update and the link to submit support is listed below:

<https://cqrcengage.com/schoolnutrition/app/write-a-letter?3&engagementId=508658&lp=0>

In addition, in preparation for the lack of a waiver we will be doing outreach to all families to submit their lunch applications for the upcoming year to be eligible for free meals. With the financial impact of the pandemic we anticipate that more students than ever will need assistance and may qualify for these benefits even if they did not in the past. The links are below:

**For MySchoolApps.com**

**ENGLISH**

[https://www.myschoolapps.com/Home/DistrictRedirect/WEST\\_CONTRA?langid=1](https://www.myschoolapps.com/Home/DistrictRedirect/WEST_CONTRA?langid=1)

**SPANISH**

[https://www.myschoolapps.com/Home/DistrictRedirect/WEST\\_CONTRA?langid=2](https://www.myschoolapps.com/Home/DistrictRedirect/WEST_CONTRA?langid=2)