

West Contra Costa Unified School District
Office of the Superintendent

Friday Memo
October 4, 2019

Upcoming Events – Matthew Duffy

October 5: Fingerprint Party, Helms MPR, 9:00 AM
October 7: Special Education CAC, Pupil Service Center, 7:00 PM
October 8: Agenda Setting, Superintendent’s Office, 4:30 PM
October 10: Safety Committee, Alvarado, 6:00 PM
October 11: State of the Schools Breakfast, DeJean, 7:30 AM
October 11: Board of Education Special Closed Session, Admin. Building, 4:30-8:00 PM
October 15: Agenda Setting, Superintendent’s Office, 4:30 PM
October 15: CBOC, FOC, 6:15 PM
October 15: DLCAP, Kennedy Library, 6:30 PM
October 16: Board of Education, DeJean, 6:30 PM

Upcoming Agenda Items October 16 - Matthew Duffy

Climate Update
Charter Renewal
Surplus Property
CTE Update

Football Games - Matthew Duffy

A [Community Message](#) has gone out regarding changes made to high school football schedules in response to the recent shooting. A link to the message is included here.

Director / Internal Auditor - Matthew Duffy

Yesterday we were informed that Grace Elzerman has unfortunately decided to resign due to personal health concerns. We are sad to see Grace leave us, but we are committed to ensuring that the work continues. Dr. Wold has met with Luis Freese and Melissa Payne in Facilities and we have jointly developed the following operational plan to ensure that all milestones are met regarding the performance audit. Margarita Romo, Internal Auditor, will be working out of class in the role that Grace was filling for the foreseeable future. She and Dr. Wold personally, will be collaboratively engaged in fulfilling the independent verification requirements of the audit. We have full confidence in Margarita's ability to work on this task. She and Dr. Wold will be meeting with FAC and CBOC in coming weeks as the work progresses.

Budget Update - Tony Wold

The Business Services office has continued to work with our stakeholder groups to focus on providing information to all groups about “the story,” as was presented to the Board on September 18th. Since the Board meeting presentations and conversation regarding the budget have occurred with site administrators, Solutions Team, Teamsters job stewards representing all sites, District Budget Engagement Committee (DBEC), and additional meetings are scheduled with SSA, WCCAA, and both Executive Council and Rep Council within UTR. This model of open communication is part of the necessary process to building trust in our numbers as well as ensuring that all groups have

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the opportunity to ask questions, synthesize the information, develop thoughtful strategies and ideas, and communicate back with the groups they represent. Through this process we have received a series of questions from the Solutions Team (attached are the responses which are also posted on the District's website along with all budget presentations that have been made to date). Our operational plan is to continue to be open with the information presented and tell the story of our data.

At the October 23rd Board meeting we will be discussing the story, part 2. This will focus on the non-salary components of the budget which will be the first area all of the above mentioned groups will then be able to review and provide recommendations for further investigation. This process of going through each area in a slow, deliberate, and conscientious manner will ensure that we provide the board with recommendations that have been thoroughly reviewed by multiple stakeholders. While it is tempting to want to have an "answer" for our budget immediately it is clear that as the County CBO Bill Clark described we have had some operational "drift" that impacted our budget.

Part of our story regarding the operational drift is the number of committees that have been implemented in the past couple of years to address multiple operational concerns within the organization. Board committees, as a best practice, are created to allow for a deeper analysis of a specific subject, or operational area, with a broader stakeholder lens. These committees, however, should not replace the authority of the board and as a matter of practice serve as an advisory function. Over time, we have seen some "drift" in the function of the committees which have been created through the updating of board policies and drafting of bylaws. Many of these have not been revisited in several years and require us to take a step back to determine the impact to district operations and the costs of implementation in both dollars and staff time before we implement any new actions or mandates. This is part of our "story" and it is evident that the time may have come to slow down and investigate our current governance process to not impede the work necessary to address the current budget situation.

The following is the tentative timeline of budget activities with us providing a formal Board update at the second meeting of each month during this process:

- o October - review of the non-salary components of the budget
- o November – review of inputs that will be part of the first interim budget and identification of possible areas for reduction
- o December – review of the positions within the budget
- o January – continued review of possible areas for reduction and positions within the budget and provisions of the Governor's January Budget Proposal
- o February - review of inputs that will be part of the second interim budget and identification of possible areas for reduction and continued review of the budget process in Sacramento
- o March – review of LCAP priorities as they pertain to the budget
- o April – review of recommendations for reductions that have not yet been adopted by the board at the first two interim reports
- o May - review of inputs that will be part of the final budget and update on the Governor's May Budget Revision
- o June – adoption of 2020-2021 budget and finalization of necessary reductions

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Proposed Amendments to Board Policy 7214.2 - Tony Wold

At the last Governance Committee meeting the proposed revisions to Board Policy 7214.2 that were jointly created by the District and members of the CBOC were reviewed to subsequently be brought forward to the Board for consideration. Part of the conversation at the Governance Committee was to have Bond Counsel that is familiar with Citizen's Oversight Committees review the proposed amendments. Nixon Peabody has served as the District's bond counsel and has completed the attached review of the proposal. While this review is subject to attorney-client privilege the District is releasing the full document for review by all parties and this intent was communicated to Nixon Peabody. We intend to send this analysis to the CBOC as well for their review prior to the policy coming to any board meeting.

The review by Nixon Peabody states that many of the amendments are improvements over the existing policy. There are, however, several areas where the recommendation is for the board to consider revisions to the draft of the policy prior to submission to the board for consideration. Based upon this review it may be appropriate to discuss the timing of this item coming to the board and possibly having another conversation with the CBOC about possible changes in reflection to this guidance prior to taking action. This may require the item to be held during that process based upon feedback. To facilitate the next steps we are providing the redline version of the proposed amendments along with the Nixon Peabody memorandum.

In addition, the VLS Forensic audit outlined several areas for consideration regarding the creation of board policies that can impact ongoing district operations. Those are summarized in the included attachment excerpt as well. Several of the relevant references include: (1) TC 4-1: Board members refrain from performing management functions; (2) TC 4-2: Require that the Board members attend the Brown Act training workshop; (3) TC 4-3: Identify restrictions placed on Board members due to a conflict of interest; (4) TC 4-4: Develop a Board policy on conflict of interest specific to Board member relationships with District vendors; (5) TC 4-5: Provide guidance in the Board Policy related to the degree of authority Board members should have related to proposing amendments to vendor contracts; (6) TC 4-6: Develop and implement a Board member training calendar.

Special Educational Costs - Statewide - Tony Wold

School Services of California released a report (attached) that shows the average cost of Special Education Services above the funding received for school districts. Based upon the most recent analysis the Federal and State contribution for Special Education Services continued with local school districts required to make an average contribution of 65.88% of the total costs for these mandated services to our most needy students. This cost is something that is impacting all school districts in California and continues to have budget impact as both the State and Federal Governments pass laws and regulations that mandate services but do not follow those directives with adequate funding. We will continue to provide the necessary and appropriate services to our students. Our department has done a tremendous job to ensure these services are appropriate, but until the government takes responsibility for the mandates the providing of these services will impact our operational budget.

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Nutrition Services - Administrative Review - Tony Wold

Programs that receive Federal Funding are subject to multiple compliance reviews to ensure that those funds are spent appropriately. Last school year the Nutrition Services was subject to an administrative review. The results of that review require the district to document and update several procedures to remain compliant with Federal and State requirements. Dr. Wold is working with the Nutrition Services Department and the California Department of Education (CDE) to address each of the concerns in the audit report and has met with CDE to collaboratively address each area. A summary of the Administrative review is listed below with mitigation efforts listed in parentheses:

The California Department of Education Nutrition Services Division finalized its administrative review of WCCUSD Food Service programs which includes the National School Breakfast program, the National School Lunch Program, the Seamless Summer Feeding Program and the Child and Adult Care Food Program which includes the Snack and Supper programs offered to children enrolled in after school enrichment programs. The California Department of Education Nutrition Services Division objectives were to determine if we complied with all program regulations and policies.

WCCUSD Food Services responsibilities for these programs include: entering into a written agreement with the State agency, managing program operations at service sites, maintaining accurate financial and accounting records, including support for all costs of operating the program and providing meals that meet program requirements.

The following areas were noted with concerns:

- Meal Price increases to ensure that the nonprofit school Food Service account does not supplement the cost of paid lunches (prices have since been approved by the board of education)
- Unpaid Meal policy update (this has also been adopted by the Board of education).
- Interest charged to school food service account (this also is currently being remedied).
- Personnel Activity Reports, will be maintained for employees who are funded by more than one funding source. (Currently all food service employees are funded to the National School Lunch Program which satisfies this requirement).
- One meal component in Child and Adult Care Food Program's snack program did not meet requirements. The NutriGrain bar which is a cereal bar and is considered a grain based dessert item in the USDA Grains Chart did not meet the USDA requirements for the program. (This item has since been removed from all Snack and Supper menus).
- The district is not monitoring the 15% administrative expenses cost threshold for the Child and Adult Care Food Program. Administrative costs are expenses incurred in planning, organizing, and managing the CACFP. (The District has since developed and implemented specific written fiscal policies and procedures to ensure compliance. Responsible staff have been trained).
- Food Services conducts staff training on CACFP duties and responsibilities at the beginning of each school year. Training must include instruction on the Program's meal patterns, meal counts, claims submission and review procedures, record keeping requirements, maintaining training attendance records and reimbursement system. Records were not appropriately kept. (All training were performed for 2019/20 and records are maintained by key staff).

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- Not all monitoring review elements for the Adult and Child Care Program were in compliance: 5 day meal count reconciliation and attendance documentation were incomplete and the required monitoring visits were not complete in a 12 month period. (Food service team has worked with CDE to improve tracking logs for site monitoring and conducted extensive staff training to ensure compliance).

In addition to responding to the findings, additional training has been provided to all staff to bring all finding areas into compliance.

For more information on WCCUSD meal program can be found on the district website at www.wccusd.net - Food Services department or by calling WCCUSD Food Services at 510-307-4580.

Nutrition Services - Fresh Fruits and Vegetables Program - Tony Wold

The WCCUSD Nutrition Services department has obtained a grant that allows us to partner with 11 eligible elementary school principals and their staff to bring an additional fresh fruit and vegetable snack to their students.

The Fresh Fruit and Vegetable Program (FFVP) is a reimbursement grant program that the U.S. Department of Agriculture and the California Department of Education (CDE) Nutrition Services Division which awards select schools a yearlong grant (July–June). The purpose of this program is to provide an additional free fresh fruit or vegetable snack to students during the school day as a supplement to (and not part of) the School Breakfast Program and the National School Lunch Program, and to teach students about good nutrition.

The following WCCUSD School Principal’s with the support of their staff applied and were awarded a FFVP grant for 2019-20:

- Bayview
- Chavez
- Ford
- Grant
- Lake
- Lincoln
- King
- Montalvin
- Riverside
- Stege
- Verde

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 🍌	2 Gala Apple	3 Caramel Chili Lime	4 Grapefruit Quince	5 Asian Pear	
6	7 Apple Greenery Snack	8 Orley Stick	9 Honeydew Berries	10 Radish Watermelon	11 Pine	12
13	14 Caramel w/ Ranch	15 Bartlett Pear	16 Rasp. Pops	17 Fuji Apple	18 Tangerine/Grape	19
20	21 Honey Citrus Apple	22 Cantaloupe Melon	23 Cantaloupe Berries	24 Jicama Stick	25 Asian Pear	26
27	28 Caramel Chili Lime	29 Grapefruit Quince	30 Gala Apple	31 Orley Stick	🍌	

For your information we have included a calendar of our October daily offerings and a link to additional information on [Fresh Fruit and Vegetable Program](#).

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

Charter School Reform Bill Signed by the Governor - Tony Wold

On Thursday, October 3, 2019 Governor Gavin Newsom signed Assembly Bill (AB) 1505 (O'Donnell) and Assembly Bill (AB) 1507 (Smith) into law. Attached is a briefing from School Services regarding this legislation which will go fully into effect by July 1, 2020. Several of the key components of the bills include a two year moratorium on non-classroom based charters and the ability to authorize charter schools outside the boundaries of authorizer. In addition, the authorization, renewal, and appeal process for Charters will change as a result of this legislation. A major component will be the ability of school district to deny a charter that has a material impact on the fiscal stability of the authorizer. There are several criteria regarding this arena including the possibilities that the authorizer and county office would need to certify that the district has a qualified or possible negative budget certification as a result to the pending charter. The timing of the start of this legislation will be an area of discussion in coming months across the State and we expect much more conversation and direction in the future.

Athletic Vans - Tony Wold

A board member brought up a question of utilizing the Athletic Vans that are housed at our high schools to help facilitate transportation of students to school to improve attendance. Staff has done some initial research into the legal requirements regarding this option and is providing some background information regarding this option.

Due to insurance requirements only District employees can drive District vehicles that are covered under our insurance. Based upon this requirement we may not have the option of utilizing unpaid volunteers which would require those driving to be in a paid status for this service. The vans are typically used immediately and sometimes before school is over to transport students to athletic and other events at other sites. This would not allow for the vehicles to be available after school on an ongoing basis. In addition, the employee who would provide the service would need to start prior to school hours to pick up the van which depending upon their hours of assignment could create a situation where overtime is required. These costs would need to be analyzed and addressed should we continue to investigate this option.

We will continue to review requirements and logistics as requested with the understanding of the initial parameters we have identified.

Next Generation Science Standards in Middle School – Gracie Guerrero

Grade 6-8 Teachers are planning for full implementation of the Next Generation Science Standards. WCCUSD Science teachers have adopted the [Preferred Integrated Model](#) for grades 6-8. A middle school instructional materials committee began evaluating and piloting NGSS aligned instructional materials in February of 2019. The pilots continue in Grade 6-8 classrooms this fall. A full [Middle School Science Adoption Timeline](#) is attached. A recommendation for adoption of instructional materials will be brought to the Board in February, 2020.

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Visual and Performing Arts Update (VAPA) – Gracie Guerrero

WCCUSD offers Instrumental Music programs in each of our elementary schools. We have 36 schools with band programs and nine schools offer orchestra. There are 1,854 students from 4th-6th grade were represented in the elementary instrumental program in the 2018-2019 school year.

Our [Middle School Arts Enrollment](#) includes 1,564 students out of 3,883 students. Our [High School Arts Enrollment by Discipline](#) includes 4,969 students out of 7,789 students.

Arts Integration for All: Arts for all students is best served through Arts Integration (*WCCUSD Visual and Performing Arts Master Plan, 2015*). The Integrated Learning Specialist Program (ILSP) is an intensive training that covers arts integration, culturally responsive teaching, visual thinking strategies, studio habits of mind, authentic assessment, and effective lesson planning. Three 30 hour courses make up this program. 84 WCCUSD teachers have completed at least one of these courses representing 32 elementary schools and 8 secondary schools.

The VAPA Site Liaison Program identifies one teacher from each school site to bring arts integration lessons to their PLC and to support the arts at their respective sites. Pizza and Planning sessions highlight lessons and planning time in three evening workshops from January until April and are open to K-12 teachers.

The [WCCUSD VAPA Master Plan for Curriculum Implementation and Integration 2015](#) will be updated to support the recently adopted Board Resolution for Arts Equity in our schools.

Arts Partnerships: We currently partner as a district with Alameda County Office of Education, RYSE Center of Richmond, The Richmond Art Center, and the East Bay Center for the Performing Arts. Many individual schools have partnership agreements with these and other entities as well, including The Quinan St. Project, Z Sharp, SF Opera, Oakland Youth Chorus, and others.

Student Board Members Appointed - Marcus Walton

The Youth Commission held a special meeting on Monday, September 30, 2019, and filled the following positions:

Student Board Members: Luke Shalz (Pinole Valley) and Brisa Aguayo (Richmond)

DLCAP Representative: Ryan Saechao (Richmond)

District Budget Engagement Committee: Hawi Abraham (Middle College)

Citizens Bond Oversight Committee: Kayla Munguia (Middle College)

The student board members will attend the October 16 Board of Education meeting.

Media Stories of Interest- Marcus Walton

The following news stories may be of interest. Copies are attached.

<https://richmondstandard.com/richmond/2019/09/23/richmond-threatened-with-legal-action-over-at-large-election-system/> - Richmond threatened with lawsuit over at-large election system

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<https://www.courant.com/ctnow/sns-tns-bc-edu-history-assassins-creed-20190926-story.html> - New tool in East Bay history class: 'Assassin's Creed' video game

<https://www.nbclosangeles.com/news/california/San-Pablo-Program-Aimed-at-Supporting-Refugee-Students-561574161.html?akmobile=o> - San Pablo Program Aimed at Supporting Refugee Students

<https://richmondstandard.com/richmond/2019/09/30/richmonds-transformative-summer/> - Richmond's transformative summer

<https://richmondstandard.com/community/education/2019/09/30/west-county-teachers-of-year-honored-at-concord-gala/> - Contra Costa Teachers of Year honored at Concord gala