

West Contra Costa Unified School District
Office of the Superintendent

Friday Memo
August 7, 2020

Upcoming Events – Matthew Duffy

August 11: Governance Subcommittee, Zoom meeting, 5:00 - 7:00 PM

August 12 - 13: Teacher In Service/Work Days

August 17: School Starts with Distance Learning

August 18: Agenda Setting, 4:30 PM

August 23: Terence Martin Day

August 26: Regular Board Meeting, 6:30 PM

Enrollment Verification - Tony Wold (Anne Shin, Julio Franco, and Wendy Forrest)

The Staffing Committee is currently working to make sure that we start the school year fully staffed to best serve our students and families. The committee is meeting weekly to closely monitor the enrollment numbers and working with site leaders to make sure that they are amply staffed. In order to meet this goal, we are implementing a three step approach.

1. Each school site will reach out to their students and families to welcome them back to the new school year and to verify actual enrollments. Our students and families will receive a Welcome Back to School email message from their schools with instructions on how to complete the online Annual School Forms which verifies their enrollment. In addition, Beginning on August 12th teachers will be personally calling all students in their Homeroom to welcome them back to school.
2. Students and families will also receive an automated call from their schools that will ask them to respond, “yes or no” to confirm their intent to attend.
3. The Communications Department will send a message to our community letting them know that this message will be coming from each of their respective schools and encourage them to complete this process as soon as possible.

Our goal is to account for all of our students in order to ensure that we will start this new school year with accurate staffing allocations. We will continue to meet, monitor and collaborate with district and site staff to ensure that we provide the staffing needed to best support our students’ success.

Charter School Oversight Update - Tony Wold (Denise Cifelli, Anne Shin, and Julio Franco)

We have begun an outreach program to regularly meet with all of the charter schools within our boundaries, including those that are under County or State oversight. To date four meetings have been held with our Charter School partners in an effort to build partnerships and relationships with each school to enable us to best serve students. We have had the opportunity to introduce our district team and their roles and to meet those we will be interfacing with throughout this year.

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Our meetings have been open, productive, and well attended with discussions on the alignment of school opening plans and sharing of information from the CDE and County Office of Education. We provided them with a submission calendar of items due throughout the year and established a shared contact list. To date July Tax In-Lieu payments have been issued and will go out next week. August Tax In-Lieu has also been prepared for release. Budgets have been collected and are currently being reviewed. We believe it is essential that we are able to obtain information from our charter schools to best make decisions for our students and are working to build a system that provides this information in a timely manner.

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

Since the beginning of the pandemic, WCCUSD Food Services has now served **over 3 million free meals to West Contra Costa families in need since March 16**. This is 1 million more meals than would be served during a normal year! With the uncertain times we are dealing with it's even more important to have nutrition for a child and these meals are contributing to the well-being not only to the child, but to the family. We want to thank everyone who helped make these meals possible and the list is endless with food services staff, district employees, and community volunteers all joining in to make this happen.

When school begins the week of August 17th we will no longer be able to utilize the seamless summer program without a waiver from the Federal Government, which to date has not been granted. This means we revert back to the National School Lunch Program (NSLP) for children who rely on school meals and will be distance learning from home. Eligibility requirements would resume and meals would have to be accounted for by individual eligible students.

Food Services is finalizing logistics for continued curbside pickup at possibly 15 school sites. These sites include our current programs at Richmond High, Kennedy High, Pinole Valley High, DeAnza High, Helms Middle, DeJean Middle, Bayview Elementary, Montalvin Elementary, Riverside Elementary and Nystrom Elementary. In addition to these sites, plans for curbside pickup at El Cerrito High, Hercules Middle, Pinole Middle, Verde and Peres Elementary are also scheduled.

Due to the requirements of the USDA, breakfasts and lunches will be for WCCUSD students only. Federal waivers in place the past 5 months allowed us flexibility to serve youth at no charge across our district. These USDA waivers expire on day 1 of the new school year. Families will need to provide a student ID# for the students they are picking up meals for. Free meals will be available to students who are eligible or attend a Provision 2 school.

Families can apply for eligibility at <https://www.myschoolapps.com/Application>. Families will be able to receive snacks and suppers at no charge as part of our district's Child and Adult Care Program at eligible sites. To increase participation and shift from entirely using pre-packed meals we are looking to consolidate meal distribution to two days a week and provide multiple take-home meals at that time. This will also ensure that the instructional blocks are not disrupted as families are required to commute to a school site to pick up meals. **Tentatively, sites will be serving on Tuesdays and Thursdays from 8 am to 1 pm to allow parents to pick up multiple meals and not have to pick up daily.** By starting the pick-up window earlier in the day from our current 11 - 1 timeframe, we hope to provide needed flexibility to our families during this time.

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To better serve our families, Food Services has sent out a family survey to better understand how we can support them with our curbside student meals distribution when school starts. The survey is linked here: <https://docs.google.com/forms/d/e/1FAIpQLSdmFZTk7V8r6vl0VjmJg3nWU6gHsFQkh8ywS-KnLGbpTo50jQ/viewform>

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

Contracts and Partnerships - Tony Wold (Martine Blake, Anne Shin, Julio Franco, and Mary Kitchen)

The Business Operations Contract Team is working to finalize the structure of the new Partnership Process. The Director of Community Engagement Department along with Directors of Business Operations have met to structure the step of the contact process which will determine the approval of vendors and services. The overarching goal is to minimize and control the number of partners with similar services and implementations and ensure that the ones utilized have proper AMOs.

The contract team is also working in creating all the tools of information being provided to principals this includes the [20-21 Community Partner Master Contracts google sheet](#) which is shared with all school Principals where they are asked to add all the services they wish to partner with along with allocation and budget codes. Beginning the 2020 - 2021 school year the contact team has decided that it will start creating Direct Services Contracts only with already approved partners (completed Master contracts) that have met all appropriate criteria

Dual Language Immersion (DLI) Program Update - Ruben Aurelio

As a follow up to the Dual Language Immersion (DLI) board presentation on August 5, 2020, the following information is being provided to the Board. Teachers and administrators were supported through professional development opportunities during the 2019-2020 school year. We will continue to support DLI instructors and administrators in the 2020-2021 school year with targeted professional development opportunities. We will look to establish DLI-focused Community of Practice opportunities for site administration.

The following table provides answers to the questions that were posed. In the table find a breakdown of schools listed with their current enrollment in DLI classes. Please note that these enrollment numbers are ever-changing as we get closer to the start of school on August 17th. We expect that a number of families have not fully registered and are waiting for either in-person support or telephone support with online registration. Further information regarding language breakdown for West County Mandarin and information about support for our youngest DLI students is also listed.

Questions	Evidence	Comments
What is the current enrollment	Bayview	Bayview is on track to phase out TBE. Currently has one TBE class 3rd grade with 25 scholars. Phase-out complete at the end of

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breakdown in 20-21 for our DLI programs by school/grade span?		the 20/21 SY.
	Chavez	Chavez has 4 DLI classes for 20/21: K - 27; 1st - 24; 2nd - 23; 3rd - 24. There is no 4th-grade DLI class programmed.
	Coronado	Coronado has 4 DLI classes for 20/21: K - 25; 1st - 24; 2nd - 24; 3rd - 20. There is no 4th-grade DLI class programmed.
	Dover	Dover has 8 DLI classes for 20/21: (2) K classes - 24 in each; (2) 1st classes - 25 and 0 (Note from Staffing spreadsheet reads, "Second first grade 0 class teacher can be moved to upper grades and a possible 3/4 combo to address concerns here."); (2) 2nd-grade classes - 25 in each (1) 3rd grade - 45; (1) 4th grade - 35.
	Downer	Downer has 7 DLI classes for 20/21: (1) K - 24; (1) 1st - 24; (2) 2nd grade classes: 24 and 23; (2) 3rd grade classes: 24 and 23; (1) 4th grade class - 33.
	Ford	Ford has 4 DLI classes for 20/21: K - 25; 1 - 23; 2nd - 23; 3rd - 24. There is no 4th-grade DLI class programmed.
	Grant	Grant has 7 DLI classes for 20/21: (2) K classes - 25 and 14; (2) 1st grade classes - 21 and 23; (1) 2nd - 26; (1) 3rd - 24; (1) 4th -
	Lincoln	Lincoln has 5 DLI classes for 20/21: K - 25; 1st - 24; 2nd - 24; 3rd - 24; 4th - 31.
	Stewart	Stewart has 5 DLI classes for 20/21: K - 25; Combo Class 1st grade - 24 and 2nd grade - 4; Combo Class 2nd grade - 10 and 3rd grade - 17; Combo Class 3rd grade - 6 and 4th grade - 22; Combo Class 5th grade - 17 and 6th grade - 9.
	Verde	Verde has a 2nd-grade TBE class with 21 scholars. Verde is on track to phase out TBE.
	Washington	Washington has 15 DLI classes for 20/21: (3) K - 25 in each; (2) 1st grade classes - 27 and 32; (3) 2nd grade - 23 in each; (2) 3rd grade - 26 in each; (1) 3rd/4th grade Combo Class - 23; (1) 4th grade - 33; (1) 5th grade - 33; (1) Combo Class 5th/6th grade - 27; (1) 6th grade - 33.
WC Mandarin One-way DLI Program	A language model of 90/10 (Mandarin instruction time to English instruction time) was in place through the end of last year. However, due to the budget cuts, starting this year (20/21), the Time and Content Allocation has changed to a 50/50 model in all grades Kinder - 3rd. WCM is phasing in 3rd grade this year. They will be K - 4 (21/22), K - 5 (22/23), and K - 6 (23/24).	

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		Previously: K - 1 (90/10) and 2nd grade (and above) 50/50 model.
	Korematsu	7th= 34 students 8th=32 students
	ECHS	9th Grade= 29 students 10th Grade=31 students 11th Grade=28 students 12th Grade=17 students Currently, El Cerrito High School does not have a teacher so they are looking to collapse all of these sections. Considering DLI Homeroom during distance learning.
How many combo classes do we have slotted in DLI?		Combo Classes by Site Stewart - 4 Washington - 2
What blended learning platforms are we considering in support of language learners and Dual Language immersion students?		<p>M&M has discussed Footsteps-2-Brilliance for lower primary (K-3), and Imagine Learning for upper primary (4-6). If we were to acquire programs, these two would be top on our recommendation list.</p> <p>We also discussed testing and assessments. There were several suggested by sites. However, M&M chose to keep with the proposed assessments for all Elementary sites (R.R. Records, etc). Spanish language assessment we did move to is the California Spanish Assessment beginning in the 3rd grade.</p> <p>There was also some talk about adding to the Renaissance Suite: STAR, Early Lit, myOn, AR, and AM. The district already uses STAR for Reclassification 3 - 8, and all elementary and middle schools use STAR to monitor reading growth in English and Spanish. The district will be adding STAR Math for 2-8 grade for all students, including DLI.</p> <p>We were at the beginning stage (research). The next step would be to reach out to sites for input with a list of “acceptable” programs to choose from.</p> <p>The use of Title III funds for ELs in DLI classrooms has come up and was a finding this year for Federal Program Monitoring (FPM.) Title III funds need to be clearly monitored for the use of EL students only and must be equitable across the district.</p>

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<p>Do we have any specific supports that we are putting in place to support our K-1 grade DLI students, instructional aides, for example?</p>		<p>No. Paras were not part of the support being discussed. DLI supports (paras) mirror supports in SEI classrooms.</p> <p>Support for instruction is provided with Professional Development throughout the year. PD was grade specific: K - 1, and 2 - 3. Providing more online resources for Spanish phonics is suggested. Currently, K - 1 Cancionero has limited online resources that were included with its purchase. We will be exploring additional materials that can add to the phonics offerings in Spanish.</p>
<p>What is the language composition breakdown for WC Mandarin?</p>	<p>WCM</p>	<p>A language model of 90/10 (Mandarin instruction time to English instruction time) was in place through the end of last year. However, due to the budget cuts, starting this year (20/21), the Time and Content Allocation has changed to a 50/50 model in all grades Kinder - 3rd. WCM is phasing in 3rd grade this year(20/21). They will be K - 4 (21/22), K - 5 (22/23), and K - 6 (23/24).</p> <p>Previously: K - 1 (90/10) and 2nd grade (and above) 50/50 model.</p>
<p>Agendas for PD and Meetings</p>		<p>DLI Principals and Teachers P.D. Running Agenda</p> <p>DLI Advisory Committee Meetings</p>