

**Friday Memo**  
**January 13, 2017**

**Upcoming Events – Matthew Duffy**

January 16: Martin Luther King, Jr. Holiday, Schools and Offices Closed

January 16: Apple Day of Service, Stege

January 17: Secondary Work Day, No School Middle & High

January 17: Facilities Subcommittee, FOC, 4:00 PM

January 18: Board of Education Meeting, DeJean, 6:30 PM

January 19: Safety/Climate Committee, Hercules High, 9:00 AM

January 21: El Cerrito Theater Performance, 7:00 PM

January 23: Linked Learning Site Visit, DeAnza, 10:00 – 2:30

January 24: Parent University Graduation, King Elementary, 6:00 PM

January 26: DLCAP Meeting, Kennedy Library, 6:30 PM

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

Closed Session for Wednesday's January 18th meeting begins at 6:00 PM.

**Online Registration Went Live January 9, 2017 – Mary Phillips**

New this year! Parents can now register their students online. This includes all necessary forms as well as student information. So far we have had over 300 parents register online. We have received no complaints from parents or the school sites. This will save time for staff and parents, increase efficiency, obtain more accurate data and collect data previously not collected. For example, cell phone data for texting is now being collected.

**Academic Talent Development Program (ATDP) - Nia Rashidchi**

The Academic Talent Development Program is a summer program, created by UC Berkeley, which focuses on developing student talent. The summer programs give elementary, middle, and high school students the opportunity to pursue their passions and deep interests by accelerating their coursework or taking classes not typically offered during the regular school year.

The elementary program serves K-6 grade students and is held at our very own Washington Elementary School. The secondary program serves 7<sup>th</sup> – 11<sup>th</sup> grade students and is held on the UC Berkeley campus.

Summer classes are taught by outstanding public school, private school, and university instructors, as well as industry professionals who have deep knowledge of their subject areas and are committed to helping students think and understand deeply.

Since 1982, the program has invited excelling students from the Bay Area and around the world into a unique academic community. The program was built to serve strong students, from all backgrounds, which are hardworking, enjoy learning, and are prepared for an intellectually stimulating and demanding summer class.

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

ATDP also maintains a financial aid fund to help all qualified applicants attend summer program, regardless of their family's ability to pay.

WCCUSD normally has over 100 elementary and secondary students participate in the ATDP summer program. We are aiming to increase our participation this year. Important to note, we also have an additional 25 student slots set-aside for WCCUSD students to participate and get financial assistance if they need it. We will be posting program application information on our district website, as well as promoting it at our schools. For more information on the overall program, please click on the following link: <https://atdp.berkeley.edu/>

**Friday Memo - Fraud Hotline – Lisa LeBlanc**

Pursuant to the Vicenti, Lloyd, Stutzman LLP forensic audit recommendation to ensure that an effective fraud reporting mechanism is in place for reporting known or potential wrongdoing impacting the District, the District has established a fraud hotline through WeTip. The fraud hotline is available 24/7 for employees and the members of Community to anonymously communicate any concerns.

The District is advertising the availability of the fraud hotline on the District website (<http://www.wccusd.net/domain/1845>). District staff will also distribute the posters and brochures to the each school site and department by the end of January.

**Financial Aid Cup Update – Marcus Walton**

The Ed Fund is again sponsoring a financial aid competition for District high schools. The Ed Fund will award the Financial Aid Cup and \$500 to the senior class of the comprehensive high school with the highest percentage of their seniors completing their financial aid applications by the March 2nd priority deadline.

With the earlier opening of the financial aid application period this school year, several schools have hit the ground running. Here are the current standings as of January 11, 2017:

El Cerrito - 36% (2016: 70%)  
Hercules - 35% (2016: 69.9%)  
Kennedy - 30% (2016: 62.7%)  
De Anza - 26% (2016: 67.1%)  
Pinole - 25% (2016: 69.2%)  
Richmond - 23% (2016: 60.9%)

The Ed Fund will present the cup to the winning school at a Board of Education meeting.

**Human Resources - Ken Whittemore**

In the consent items for this Board meeting there are certificated appointments. These appointments/approvals are for the 2017-2018 school year. Our team felt it important to get the approvals to the Board of Education early so we can begin to work with individuals on placements for next year.

If you have any questions or concerns on this matter, please contact me.

**Williams Report - Richmond High School – Ken Whitemore**

There was a Williams Complaint filed on December 5, 2016 for insufficient teachers at Richmond High School. This is a valid Williams Complaint, which is being addressed in the following manner:

- 1) Met with Principal Jose De Leon on December 9, 2016 and December 29, 2016 to strategize to address the issue.
- 2) Offered two positions to credentialed teachers to fill current vacancies.
- 3) Filled Chemistry and Social Science positions with long-term substitutes who wanted positions and site administration desired in the positions. Working with both candidates to complete CSET's to make them fully credentialed.
- 4) There is a current ELD opening that teachers are filling with 120% assignments.
- 5) Establish weekly meetings with principal to keep abreast of situation.
- 6) Posted Richmond High School positions for 2017-18 to ensure issue does not happen in future years.

This will be updated quarterly with each Williams Report until the situation is fully corrected. If you have any questions, please contact me.

**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 2016 - 2017**  
**Week Ending January 12, 2017**

	<b>Date of Receipt</b>	<b>Requestor</b>	<b>Requested Records/Information</b>	<b>Current Status</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 Gathering/Reviewing additional Docs
47	12/20/16	Chansell Evans-Green		