

**Friday Memo**  
**March 17, 2017**

**Upcoming Events – Matthew Duffy**

March 20: Agenda Setting, Superintendent's Office, 3:30 PM  
March 20: Youth Commission, Helms, 6:30 PM  
March 21: DLCAP Meeting, Kennedy, 6:30 PM  
March 22: Board Study Session, DeJean, 6:00 PM  
March 23: Middle School Open House, times vary by site  
March 28: Facilities Subcommittee, FOC, 4:00 PM  
March 29: Report Card Marking, Minimum Day Middle and High Schools  
March 29: Board of Education Meeting, DeJean, 6:30 PM  
March 30: High School Open House, times vary by site  
April 3: District Holiday  
April 3 – 7: Spring Recess

**Next Board Meetings – Matthew Duffy**

The Board Study Session for the March 22, 2017 will begin at 6:00 PM. Dinner will provided at 5:30 PM.

**Moving To Gmail – Matthew Duffy**

The District currently uses Google Docs to communicate and collaborate with staff. Teachers use Google Apps for Education and students are saving their work in Google Drive. Because of this, we are considering whether moving to Gmail might be more advantageous. If we move to Gmail, District email address will remain the same. A survey will be going out to all staff next week.

**Save the Date – Matthew Duffy**

The End of the Year All Employee Recognition Event is planned for Friday June 2, 4:00 PM at the Richmond Auditorium.

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

**Administrator of the Year –**

**1. Math Content/Alignment with CCSS**

- a. SBAC aligned problems
- b. Wide-range of Depth Of Knowledge problems
- c. Content based on sound math
  - i. Horizontal equations
- d. Vocabulary

**2. Program Organization**

- a. Appropriate scaffolding, development of conceptual understanding

**3. Assessment**

- a. SBAC modeled assessments
- b. Wide-range of assessment types (formative, summative, quick-checks - progress s

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

- July 10-14—Middle School Students
- Fab Lab Summer Institutes—July/August 2017
  - July 24/25, July 26/27, July 31/August 1, August 2/3, 2017

Teachers will go in-depth in one or two machines and get support in lesson planning and preparing to bring students during the 2017-2018

**College & Career Dept. – Nia Rashidchi**

This summer our Pathway students will have the opportunity to participate in a 6-week Summer Learning Program designed to help gain and practice valuable workplace skills needed to be College & Career Ready. Students can receive academic credit, wages, and teacher support,

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

A special thank you to the Central Kitchen and Warehouse staff & drivers who showed students up close and personal the different areas of the Central Kitchen and Warehouse. A special thank you to the teachers and parents who volunteered their time to accompany the 64 students to the Nutrition Center for the tour.

**WCCUSD Food Services Supports Alumni Day at Lunch in the Cafeteria at Kennedy High School on Friday March 3, 2017 - Lisa LeBlanc**

WCCUSD Food Services appreciates the support of the community.

tal4(h6(on)2 sgo6-)134(y" 4(h6(ae)-5Tt4( t w)-2(ea)4(ytk [(t w)-2()-216(004 Tw [(t1(h)5(p [(t)ci4( t)104 T b)2 sr



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

fat, calories and sodium – and encourage students to choose from the fruits, vegetables and whole grains offered with school meals.

The week was a great success with more breakfast meals served to more students. A special thank you to the Supervisors, Site support, Central Kitchen staff, Warehouse staff & drivers and the breakfast staff at all of our sites ensuring their students get the necessary nutrition to learn.



**Public Records Request Log 2016 - 2017**  
**Week Ending March 16, 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	Gathering/Reviewing additional Docs
50	*12/14/16	Mary Selva Richmond Annex Neighborhood	Number of Students attending Public Schools in Richmond Annex	12/22/16 Acknowledgement email sent 1/19/17 Email Sent
59	1/30/17	Anton Jungherr	Approval of Bond Program Site Budget Authorization	3/14/17 Documents sent via email <b>COMPLETED</b>
60	1/30/17	Anton Jungherr	Long-Range Facilities Master Plan / Implementation Plan / Determination on Estimated Available Funds	3/13/17 Email sent to extend date Response due on 3/24/2017 Gathering Documents
61	2/1/17	Anton Jungherr	General Obligation Bonds / Annual Certification Form for 2014, 2015 and 2016	2/15/17 Email sent to extend date Gathering Documents
65	2/7/17	Casey Hazelhofer Law Offices of Young, Minney & Corr. LLP	All WCCUSD Elementary & Middle Schools Student Data, Enrollment, School Site Data	3/3/17 Email sent Response due on 3/31/2017
69	3/1/17	Giorgio Cosentino	Review of Services for Hercules Struggling Students	3/8/17 Documents sent via email <b>PATRIALLY COMPLETED</b>
70	3/1/17	Denise Morgan Calif. Charter Schools Assoc.	Charter Schools PROP 39 Facilities Requests to WCCUSD for 2017-2018 School Year / ADDED 2016-2017 School Year	3/15/17 Documents sent via email <b>COMPLETED</b>
71	3/9/17	Aaron Rabinowitz Baker & Hostetler LLP	Helms Middle School Restrooms / All Fire Report Records January 1, 2007 – Present	3/13/17 Acknowledgement email sent
72	3/13/17	Andrew Baker Beeson, Tayer & Bodine	WCCUSD & Public Employees Local 1 MOUs July 1, 1985 – June 30, 2008	3/13/17 Acknowledgement email sent