

Friday Memo
September 30, 2016

Upcoming Events – Matthew Duffy

October 1: Free Volunteer Fingerprinting for Parents, Lupine Hills, 9:00 – 12:00
October 3: Special Education Community Advisory Community Meeting, Cameron School, 7:00 PM
October 5: Board of Education Meeting, DeJean, 6:30 PM
October 7 Annual State of the Schools Breakfast, DeJean, 7:30 AM
October 10: In-Service Training Day, Schools and Offices Closed

Next Week's Board Meeting – Matthew Duffy

Closed Session for Wednesday's October 12th meeting begins at 6:00 PM.

Forensic Audit Implementation - Engineering/Professional Services Lisa LeBlanc

The forensic audit has a specific recommendation for staff to include historical information related to an add-service request when requesting Board approval (TC.1.3). Add-service requests, together with new professional service contracts, typically are considered by the Board under "Approval of Engineering Services". In an effort to improve our practice and implement the recommendations of the forensic audit, the engineering services summary back documentation for the Board has a new format commencing with the October 5, 2016 Board meeting. The summary includes a section for new contracts and a separate section for contract amendments (revisions). The first section for new contracts provides specific information including: project, vendor, funding, contract amount, contract term and scope of services. The second section for contract amendments includes historical information for the contract including the present allowable compensation and the number of amendments previously approved. In addition to the summary revisions, the actual contract or amendment will be provided as back up documentation identifying the full scope and deliverables associated with the proposed changes in fee for full transparency prior to Board approval.

Warm Classroom Conditions - Lisa LeBlanc

The District has several schools that do not have air conditioning and there is recognition that hot days at the beginning and end of the school year create teaching and learning challenges. Our Maintenance team has been monitoring building and classroom temperatures, particularly in our two-story classroom buildings. The cost to add air conditioning to an existing school is significant so the team is looking at other ways in which to provide relief. The District will be installing reflective film on exterior windows at Dover Elementary School beginning on Tuesday, October 4th. We anticipate being able to reduce the solar energy gain by as much as 50% and lower classroom temperatures. The District is also planning to install reflective film at Chavez, Ford, Harding and Lincoln with anticipated completion by the end of October. Other cooling techniques are also being implemented including: ventilating classrooms at night and turning off heaters in the morning, installing fans and opening windows in an effort to improve classroom comfort during warm weather conditions.

Board of Education Conflict of Interest – High Risk Area from Forensic Audit – Matt Duffy

The Board of Education accepted the Phase II Final Report of the Forensic Audit Investigation on September 21, 2016. Within the report, there were several recommendations relating to high risk areas including Board Member conflict of interest and refraining from performing management

West Contra Costa Unified School District
Office of the Superintendent

functions. Attorney Harold Freiman, along with District staff, will make recommendations in these areas to revise and/or add language to the Governance Handbook at the November 2, 2016 board meeting.

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.

Weekly Update from the Superintendent – Matthew Duffy

Week of September 26

Major Activities:

Visiting schools

Management Team Meeting

Weekly 1:1 meeting with each Exec. Cabinet member (6 meetings @ 30 minutes each)

Working with staff on Forensic Audit and Findings Blanc, Feiman, etc.

Board Agenda Prep and Board Meeting

Coaching and retreat debrief with Don Iglesias

Cabinet Retreat

Parcel tax prep (non-work hours)

Explore potential new partnerships with Equal Opportunity Schools and OneGoal

Strategic Meeting with Ed. Services Team

Get to know you meetings with staff and partners:

DLCAP Committee

Phil Gonsalves, the Fab Lab and Math

Fatima Alleyne and parents

BBK Orientation

Hercules City Council Meeting

El Cerrito Mayor and City Manager regarding Portola

Public Records Request Log 2016 - 2017
Week Ending September 29, 2016

	Date of Receipt	Requestor	Requested Records/Information	Current Status
1	7/1/16	Micha Star Liberty Liberty Law	Billing records for Attorney services defending any Sexual Assault, Har	