

**Friday Memo**  
**September 9, 2016**

**Upcoming Events – Matthew Duffy**

- September 12: Agenda Setting, Superintendent's Office, 3:30 PM
- September 12: Technology Subcommittee, IT Center, 4:00 PM
- September 13: Campus Center Ribbon Cutting, Contra Costa College, 10:30 AM
- September 13: Teacher Conversation with Bilingual Teachers, Washington Elem., 3:30 PM
- September 13: Academic Subcommittee, DeAnza Library, 5:30 PM
- September 14: Annual Flag Raising Ceremony, Hanna Ranch, 8:45 AM
- September 14: Board of Education/CBOC Joint Meeting, FOC, 6:00 PM
- September 15: Back To School Night, Middle Schools, times vary by site
- September 15: Clay Investigation Subcommittee, Alvarado, Room 1, 5:00 PM
- September 17: Gold Ribbon Ceremony, Coronado Elementary, 9:00 AM
- September 19: Board Candidate Forum, DeJean Middle, 6:30 PM
- September 20: Facilities Subcommittee, FOC, 4:00 PM

The allegation was confirmed Tuesday additional students. WCCUSD staff member, Libby MontesNat officers and ECPD to ensure safety at tonight's game. District p in regards to the use of metal detectors for this week's game. A Department is working to create signs, for ALL high schools, th search, which will assist in supporting our law enforcement part for our students and communities. District staff is working close ensure that the ongoing investigation is an effective process. W more details develop.

**Public Records Log – Marcus Walton**

Included in this week's memo is the log of public records request have any questions, please contact me.

**Weekly Update from the Superintendent – Matthew Duffy**  
**Week of September 6th**

**Major Activities:**

Visiting schools  
Principals Meeting all day Tuesday-I am leading the Personalize  
Weekly 1:1 meeting with each Exec. Cabinet members (6 meetin  
Working with staff on next steps for Adams (pre-Board meeting  
Prep for forensic audit release-define clear next steps for Board  
Board Agenda Prep and Board Meeting

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

Meeting with Lisa Jimenez on EL work

**Get to know you meetings with staff and partners:**

WCCAA Executive Team

GO



# Annual Flag Raising Ceremony

Wednesday, September 14<sup>th</sup>, 2016, 8:45 a.m.

Hanna Ranch Elementary School

2480 Refugio Valley Road

Hercules, California 94547

Bugle Call: Reveille 8:45 - Julius Mendez (over intercom)  
Class Assembly in Front of the School  
Musicians: Green Children, Families & Attendees  
Hercules Police Explorer Honor Guard  
Hanna Ranch Boy & Girl Scouts

Bugle Call: To the Colors  
Raising of American & California State Flag

Spoken: Pledge of Allegiance

Singing: The Star Spangled Banner

Bugle Call: To the Colors  
Raising of Child Guild Ribbon School Flag

Bugle Call: Assembly

Presentations: Principals Greg Satiago



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Public Records Request Log / Ongoing  
2015 2016