



Contra Costa County Office of Education

77 Santa Barbara Road, Pleasant Hill, CA 94523 • (925) 942-3388
Karen Sakata, Superintendent of Schools

May 10, 2018

RECEIVED
MAY 30 2018
SUPERINTENDENT

Matthew Duffy
Superintendent
West Contra Costa Unified School District
1108 Bissell Avenue
Richmond, CA 94801

Dear Mr. Duffy:

Please extend to your governing board, administration and site staff my appreciation for their professionalism in addressing the compliance requirements for the Williams Settlement Legislation. Below is the report of our findings. Please present this third quarterly report for fiscal year 2017-2018 to your governing board at a regularly scheduled meeting, as required by Education Code section 1240(c)(2)(G) pursuant to the Williams Settlement. This report is the result of my staff's review of the West Contra Costa Unified School District for the March Quarter, 2018.

Findings were as follows:

Instructional Materials

- No reviews were conducted during this quarter

School Facilities

- No reviews were conducted during this quarter

School Accountability Report Card

- No reviews were conducted during this quarter

Teacher Misassignments and Teacher Vacancies

- No reviews were conducted during this quarter

The law also requires that I receive quarterly reports on complaints filed with the school district concerning insufficient instructional materials, teacher vacancies and misassignments, and emergency or urgent facilities issues under the Uniform Complaint Procedure. While this data is not mandated to be a part of this report, it is included so that you and the citizens of our community will have a complete understanding of the environment in which the schools in the West Contra Costa Unified School District are functioning.

Uniform Complaints

- The Uniform Complaints Report for this quarter was due by April 30, 2018. There was one complaint during this quarter which was resolved.

If you have any questions about this report, please contact Danielle Low, Williams Settlement Administrative Assistant, dlow@cccoe.k12.ca.us or (925) 942-3356.

Sincerely,

A handwritten signature in black ink, appearing to read "Karen Sakata". The signature is fluid and cursive, with the first name "Karen" and last name "Sakata" clearly distinguishable.

Karen Sakata
County Superintendent of Schools

PT:dl

Enclosure: Documentation of Facilities complaint for Quarter 3, 2017-2018



Quarterly Uniform Complaint Form

[Education Code 35186]

District: West Contra Costa Unified School District

Person completing this form: Lisa LeBlanc

Title: Associate Superintendent, Operations

Quarterly Report Submission Date: (check one)

<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

April 30, 2018 (Jan-Mar 2018)

July 31, 2018 (Apr-Jun 2018)

October 31, 2018 (Jul-Sep 2018)

January 31, 2019 (Oct-Dec 2018)

Date for information to be reported publicly at governing board meeting: 4-11-18

Please check the box that applies:

☐

No complaints were filed with any school in the district during the quarter indicated above.

☒

Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

Area of Complaint	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0	0	0
Teacher Vacancy or Misassignment	0	0	0
Facilities Conditions	1	1	0
TOTALS	1	1	0

Matthew Duffy

Print Name of District Superintendent

Signature of District Superintendent

4-11-18

Date

Please return completed form to Danielle Low, Williams Settlement Administrative Assistant
CCCOE - 77 Santa Barbara Road, Pleasant Hill, CA 94523
FAX: (925) 942-3356 • E-MAIL: dlow@cccoe.k12.ca.us



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
Facilities Operations Center
1400 Marina Way South
Richmond, CA 94804

3/16/18

Julio M. Arroyo, Executive Director
Maintenance & Operations

Tel: (510) 231-1109

Oscar Romero
1093 Viewpoint Blvd
Rodeo CA 94572

RE: Richmond High School; Room 653 Heating and Air Conditioning issues

Dear Mr. Romero,

The West Contra Costa Unified School District received your complaint dated March 5, 2018, under Education Code Section 35186; William Complaint Procedures (as contained in West Contra Costa School District Administrative Regulation 1312.4, Williams Complaint Procedures). Upon receipt of the complaint, the District was aware of the condition and resolved the heating concern on March 5, 2018. The heating in the building is now operating. Your following description detailed the situation at Richmond High School;

- Facility Conditions: "Heating system is unreliable. Most of the time it is not working. It is very old and malfunctions often. This room and I believe the entire wing has no air conditioning whatsoever "

The building does not have air conditioning but uses outside air to ventilate the classrooms. We are in the process of evaluating other options such as adding additional fans in the classrooms to help with the heat.

If you have any further questions regarding these or other school site issues, please do not hesitate to contact me at your convenience.

Sincerely,

Julio Arroyo

Julio Arroyo, Executive Director
Maintenance and Operations
West Contra Costa Unified School District
1400 Marina Way South
Richmond CA 94804
(510) 231-1109

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MAR 08 2018



West Contra Costa Unified School District
Complaint Form: Williams Uniform Complaint Procedure

SUPERINTENDENT

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, teacher vacancy or misassignment, or the lack of opportunity to receive intensive instruction and services to pupils who did not pass one or both parts of the high school exit examination by the end of grade 12. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? ☒ Yes ☐ No

Date 03/05/18

Last Name Romero First Name Oscar

Street Address/Apt. # 1093 Viewpoint Blvd.

City Rodero Zip 94572

Home Phone 510 672 9764 Message/Work Phone Richmond High School

School/Office of Alleged Violation Richmond High School

Course title/grade level and teacher name Oscar Romero Spanish Teacher

Room number/name of room/location of facility Richmond High School Room 659

Date problem was observed Past two years

Issue(s) of the complaint: (Please check all that apply; a complaint may contain more than one allegation):

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

- ☐ A pupil, including an English Learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
- ☐ A pupil does not have access to textbooks or instructional materials to use at home or after School. This does not require two sets of textbooks or instructional materials for each pupil.
- ☐ Textbooks or instructional materials are in poor or unusable condition, have missing Pages, or are unreadable due to damage.
- ☐ A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

Copy sent to UTR and Mr. DeLeon.

2. Teacher vacancy or misassignment: (Education Code 35186; 5CCR 4681)

☐ A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year, or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

☐ A teacher lacks credentials or training to teach English learners or is assigned to teach a class with more than 20 percent English learners in the class.

☐ A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facility conditions: (Education Code 35186, 35292.5; CCR 4683)

☒ A condition exists that poses an emergency urgent or threat to the health or safety of students or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff; or structural damage creating a hazardous or uninhabitable condition.

☐ A school restroom has not been cleaned or maintained properly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.

☐ The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when closing of the restroom is necessary for pupil safety or to make repairs.

4. High school exit exam intensive instruction and services: (Education Code 35186)

☐ Pupils who have not passed the high school exit exam by the end of grade 12 were not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after the completion of grade 12.

Please describe the issue of your complaint in detail. You may attach additional pages as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of pupils or staff.

Heating system is unreliable. Most of the time is not working. It is very old and malfunctions often.

This room and I believe the entire wing has no air conditioning whatsoever.

Williams Uniform Complaint Procedure (cont.)

students often complaint but
a wide range of unacceptable
justifications are given to
explain the regular lack
of heating and the
absolute lack of air
conditioning during the
summer months.

Please file this complaint either with the principal of the school your child attends or at the Office of the Superintendent of Schools, 1108 Bissell Avenue, Richmond, California, 94801.

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

Signature

Date

03/05/18.