



Contra Costa County Office of Education

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

May 16, 2018

VIA U.S. MAIL AND EMAIL

Kristy Downs
Governing Board, Chair
Clayton Valley Charter High School
1101 Alberta Way
Concord, CA 94521

Re: Clayton Valley Charter High School – Hiring Practices Document Retention and Preservation Notice, and Notice of Review and Audit Regarding Hiring Practices

Dear Ms. Downs:

The County Superintendent of Schools, pursuant to Education Code Sections 47604.3 and 47604.4, will conduct a review and audit regarding Clayton Valley Charter High School (“CVCHS”) hiring practices.

CVCHS is instructed to retain and preserve all documents relating to CVCHS hiring practices, including current and past practices, policies, and decisions (“Hiring Practices”). CVCHS must preserve all documents relating to Hiring Practices, whether hard copy or electronically stored information. Electronically stored information includes email and other electronically stored files. If automatic deletion practices are employed for email or files of a certain age, CVCHS must ensure existing files are not deleted.

Documents subject to CVCHS’s obligation to preserve and retain, include *but are not limited to* drafts and final versions of the following:

- Email
- Correspondence
- Internal Memoranda
- Internal Reports
- CVCHS Board Agendas
- CVCHS Board Meeting Minutes
- CVCHS Board Policies and Regulations
- CVCHS Governance Oversight Committee Agendas
- CVCHS Governance Oversight Committee Meeting Minutes
- CVCHS Governance Oversight Committee Documents such as: Reports, Summaries, Recommendations, Analysis, Notes
- CVCHS Administration Policies
- CVCHS Administration Procedures or Guidelines
- Documents Regarding the Development of Hiring Policies, Guidelines, or Procedures
- Interviewing Guidelines, Policies, or Procedures
- Interview Notes
- Interview Evaluations
- Resumes and/or Qualifications of Administrative Staff hired
- Resumes and/or Qualifications of all other employees hired

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- Applications or Submissions for Employment of Administrative Staff
- Documents Regarding Selection of Candidates for Employment
- Offers of Employment
- Salary and Benefit Negotiations
- Employment Contracts
- Recommendations to CVCHS Board Regarding Candidate Employment
- Notices or Publications of Open Positions
- Documents discussing, developing, or analyzing CVCHS position requirements and qualifications
- Documents identifying, discussing, developing, or analyzing the creation of new positions, including but not limited to the "Associate/Assistant Superintendent" position
- Data or other documentation underlying and/or supporting any of the documents listed here
- Data or other documentation underlying and/or supporting any other documents relating to CVCHS Hiring Practices
- Notes regarding any of the documents or document categories listed here

The County Office of Education will be in further contact regarding the timing of its review and audit, and formal document requests. We appreciate your anticipated cooperation in this important matter.

Sincerely,



Bill Clark

Associate Superintendent, Business and Administrative Services
Contra Costa County Office of Education

cc: Karen Sakata, County Superintendent of Schools
Dr. Fatima S. Alleyne, County Board of Education Board President