



Contra Costa County Office of Education

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

September 15, 2019

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

SUPERINTENDENT

Subject: 2019-20 LCAP and Adopted Budget Report

Dear Superintendent Duffy:

In accordance with California Education Code, the Contra Costa County Office of Education has reviewed the Local Control and Accountability Plan (LCAP) and adopted budget of the West Contra Costa Unified School District for the 2019-20 fiscal year.

Education Code requires the County Superintendent to approve the LCAP for each school district after determining all of the following:

- The LCAP adheres to the template adopted by the State Board of Education,
- The budget includes expenditures sufficient to implement the specific actions and strategies included in the LCAP, and
- The LCAP adheres to the expenditure requirements for funds apportioned on the basis of the number and concentration of unduplicated students.

We appreciate the district's efforts as you continue to address the evolving LCAP reporting requirements. This year has presented its own unique challenges with the introduction of a new and significantly more prescriptive template. The district responded effectively to the demands of this year's LCAP process. Based on our review, your LCAP is **approved**.

Education Code requires the County Superintendent to approve, conditionally approve, or disapprove the adopted final budget for each school district after doing the following:

- Examine the adopted budget to determine whether it complies with the standards and criteria established pursuant to section 33127 and identify any technical corrections needed to bring the budget into compliance with those standards and criteria.
- Determine whether the adopted budget will allow the district to meet its financial obligations during the current fiscal year and is consistent with a financial plan that will enable the district to satisfy its multi-year financial commitments.
- Determine whether the adopted budget includes the expenditures necessary to implement the LCAP.
- Determine whether the adopted budget includes a combined assigned and unassigned ending fund balance that exceeds the minimum recommended reserve for economic uncertainties.

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Based upon our review of the adopted budget and LCAP, the District's 2019-20 adopted budget has been **approved**.

A number of recent reports including the June 2019 UCLA Anderson Forecast have warned the U.S. economy is slowing and could experience recessionary conditions in the foreseeable future. School Services, the state level Business and Administration Steering Committee (BASC), Department of Finance and others have consistently recommended building and maintaining a strong ending reserve (15-17 %) in order to lessen or avoid the cuts that will otherwise be required during an economic downturn.


As of the 2019-20 Budget Adoption, the district is projected to have an ending reserve of 9.53 percent at the end of its multi-year projection, based on the available reserves calculation. We recommend districts with reserves below recommended levels take additional measures to prepare for slowing economic conditions including the following:

1. Prepare an expenditure reduction plan with budget committee, cabinet and board input and approval making it possible for the district to implement planned reductions quickly should a recession develop,
2. Develop an ending reserve policy that seeks to bring ending reserves to a level sufficient to support the district's cash flow and budget requirements during a recession period, and
3. Continue and strengthen efforts to automate and streamline business processes as a way to reduce costs and provide more timely and accurate information for decision-making.

If you have any questions about the LCAP, please contact Margo Olson Director of Program Support, at (925) 942-3487. If you have any questions about the adopted budget, please contact Bill Clark, Deputy Superintendent of Business Services, at (925) 942-3310.

We appreciate the time and effort that you have put in to the development of your LCAP and budget. This has been an enormous effort and we look forward to working with you this year as you implement your LCAP and budget.

Sincerely,


Lynn Mackey
Superintendent of Schools
Contra Costa County

cc: Tony Wold, Associate Superintendent, Business Services WCCUSD

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