

Friday Memo
September 16, 2016

Upcoming Events – Matthew Duffy

September 17: Gold Ribbon Event, Coronado Elementary, 9:00 – 12:00
September 18: El Sobrante Stroll Parade, El Portal and San Pablo Dam Roads, 10:30 AM
September 19: Board Candidate Forum, DeJean Middle, 6:30 PM
September 20: Facilities Subcommittee, FOC, 4:00 PM
September 21: Board of Education, DeJean Middle School, 6:30 PM
September 22: High School Back to School Night, times vary by site
September 22: Contra Costa County Teacher of the Year Awards, Concord, 6:00 – 9:30 PM
September 24: Board Retreat, Korematsu Library, 9:00 AM
September 24: Free Volunteer Fingerprinting for Parents, Collins Elementary, 9:00 -12:00

Next Week’s Board Meeting – Matthew Duffy

Closed Session for Wednesday’s September 21st meeting begins at 5:00 PM.

El Sobrante Stroll – Matthew Duffy

Please plan to arrive at the staging area for the parade by 10:30 AM; the parade will begin promptly at 11 AM. Staging and start of the parade will be from the Walgreen's parking lot at the corner of El Portal Drive and San Pablo Dam Rd. The parade begins at El Portal Dr., goes down San Pablo Dam Rd. and ends at Appian Way. If you park at Appian Way, a shuttle ride will be provided to the starting point. This way, your vehicle will be close to the ending point. As an alternative, you may also park in the Masonic Lodge's parking lot on El Portal Drive.

Gann Limit – Sheri Gamba

As a part of the year end closing process the District is required to perform a calculation known as the “Gann Limit”. This calculation was established in 1979 as a part of the spending limitations enacted with Proposition 13. The Gann Limit has become a pro-forma requirement because the limit has grown much faster than the funding associated with it. The Gann Limit calculation form is included in the unaudited actuals book that you are receiving in this Friday’s packet. The Gann form is toward the back of the book, you can see the term “Form GANN” on the upper right hand corner of the page. The State requires separate action on this item so the resolution to adopt the Gann Limit for our District will be on the consent agenda. I have also included an article from School Services of California in this packet to more thoroughly explain the Gann Limit. Please feel free to call me if you have any questions.

2015-16 LCAP Carryover – Budget Authorization for 2016-17 – Sheri Gamba

During the budget development and adoption period for the 2015-16 school year the Board adopted a resolution setting aside \$4.3 million in reserve from the Supplemental/Concentration funding source. This set aside was in anticipation of increasing and improving outcomes and services for students; and such services being negotiable had not yet been mutually agreed upon by the District and United Teachers of Richmond (UTR). The activities and services agreed upon with UTR largely take effect in 2016-17 and moving forward, therefore; having reached agreement with UTR the Board released the reserve in January 2016.

West Contra Costa Unified School District
Office of the Superintendent

Subsequently, Public Advocates filed a complaint which was resolved when the District agreed to revise the 2015-16 LCAP template and to provide a carryover provision for unspent 2015-16 Supplemental and Concentration Grant funding. The public hearing and the Board action on the revision took place in May and June of 2016.

The carryover of Supplemental Concentration Grant funding for 2015-16 is \$1.1 million dollars and is a component of the Unaudited Actuals. Since carryover funding is one-time in nature it is important that the sites and programs understand the need to spend the funds on one-time items. In accordance with the priorities set in May 2016 by the District Local Control Accountability Plan Committee, the proposed allocation of carryover is as follows:

\$500,000 Direct Allocation to School Sites/Site Single Plan for Student Achievement
\$300,000 Books and Materials for Common Core non-fiction focus/Site Based
\$300,000 Professional Development

The Board will be considering an action item next week requesting a reduction of Unrestricted Designated Fund Balance of \$1.1 million with \$800,000 placed in site accounts and \$300,000 placed in Professional Development Account for the 2016-17 school year budget.

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.

The FISCAL REPORT *an informational update*

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Volume 35

For Publication Date: September 04, 2015

No. 18

The Gann Limit Calculation—2015

The Gann Limit (named for Paul Gann, the author of Proposition 4, which amended the State Constitution to establish this limit) is intended to constrain the growth in state and local government spending by linking year-to-year changes in expenditures to changes in inflation (represented by per capita personal income) and caseloads (represented by average daily attendance [ADA] for schools). Established in 1979 following the enactment of Proposition 13 and subsequently amended by Proposition 111, the Gann Limit has become a largely pro forma calculation that no longer constrains governmental expenditures. This is because the limit has grown significantly faster than appropriations subject to the limit.

Current law (Education Code section 42132) requires that on or before September 15 of each year, the governing board of each school district adopt a resolution to identify the appropriations limit for the district for the preceding fiscal year. The resolution must be adopted at a regular or special meeting of the governing board.

The state's Standardized Account Code Structure (SACS) software includes the Gann Limit calculation, making your task reasonably simple. The software includes the statewide factor for per capita personal income change of 3.82%, but each district will have to enter the workload factor, which is the change in Second Principal Apportionment (P2) ADA from 2013-14 to 2014-15. The combination of these factors yields the change in your district's Gann Limit.

The next step is to determine how much of your district's local resources are subject to that limit. It is important to understand that not all revenue sources count against your district's Gann Limit. Gann Limits only constrain the appropriations from state and local tax sources, so federal aid is excluded, as well as nontax income, such as revenues from cafeteria sales, adult education fees, and foundations.

Perhaps the easiest way to understand this calculation is to envision the dollar amount of your district's Gann Limit as a bucket. For example, if your current year Gann Limit is \$50 million, picture a bucket that can hold \$50 million. First, put into this bucket local property taxes that count toward your Local Control Funding Formula entitlement, as well as an appropriate portion of your district's interest income. Next, pour all of the district's other unrestricted state aid into this bucket. Under state law (Government Code [G.C.] Section 7906), the amount of state aid that fills up the bucket counts toward your district's Gann Limit, while the amount that overflows the bucket counts toward the state's Gann Limit. In addition, all state aid for categorical programs always counts toward the state's Gann Limit.

Through this process, as much state aid as possible counts toward school agency Gann Limits. By reducing the amount of state aid that counts toward the state's Gann Limit in this manner, this process helps the state avoid being over its Gann Limit.

Through this calculation, the revenues of nearly every local education agency are exactly at their Gann Limit. Furthermore, if any school agency should, for any reason, find itself over its Gann Limit, that agency may adopt a governing board resolution increasing its Gann Limit by the amount needed and then inform the Director of the California Department of Finance, who shall then reduce the state's Gann Limit by an equal dollar amount (reference G.C. Section 7902.1).

To summarize, school agencies are required to perform Gann Limit calculations by the California State Constitution. Also, it is important that school agencies complete these calculations to identify how much state aid counts toward the local agency's Gann Limit, so that the state of California knows how much state aid counts toward its own Gann Limit. Be sure to double check your entries. Because of the severe cuts to education funding, the Gann Limit should not pose a problem for most districts this year.

[Note: The California Department of Education's software and instructions are available through the SACS2015ALL software as a supplemental form [here](#). The functionality within the SACS software allows for an extract from the school agency's uploaded data into the Gann Limit form. However, it is important to review the completed form for accuracy and any necessary board action (i.e., resolution).]

—*Robert Miyashiro*

posted 08/31/2015

Public Records Request Log 2016 - 2017
Week Ending September 15, 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, Harassment and/or Abuse Claims filed against the District / Claims filed against District / Beginning September 30, 2013 to present	8/24/16 Partial Records Mailed 9/1/16 Response due on estimated date of availability of remaining records
6	7/25/16	Leisa Johnson	Contracts, Proposals and Payments between WCCUSD and Interactive Resources, Tom Butt or Any Employee working for Interactive Resources	8/4/16 Letter emailed 9/30/16 Response due
10	8/5/16	Nicole Williams	WCCUSD Contract with African American Male Pipeline Project / Data	8/23/16 Contract mailed Reviewing Data
11	8/5/16	Nicole Williams	WCCUSD Contract with African American Support Collaborative / Data	8/23/16 Contract mailed Reviewing Data
13	8/8/16	Giorgio Cosentino	Accounting of Tutoring Funds	9/2/16 Documents sent via email COMPLETED
17	*8/3/16	Stephanie Sequeira Building Blocks For Kids	Chavez, Lincoln & Nystrom Elementary Schools / 2015-16 School Parent Compact; Parent Engagement Funding Expenditures; Volunteer Brochure; and SSC Meeting Dates	8/19/16 Schools Compacts and SSC Meeting Dates emailed 9/5/16 Expenditures emailed COMPLETED
20	8/19/16	Em Herzstein	Caliber School / Student Data	Reviewing Records
22	8/25/16	Leslie Reckler	Parcel Tax Expenditure(s) for November Ballot	9/13/16 Document mailed COMPLETED
24	8/30/16	Tim Pangilla CC Electrical Compliance	Verde Elementary School / Lighting Retrofit Project – Certified Payroll Records	9/13/16 Document mailed COMPLETED
26	9/1/16	Anton Jungherr	Actuarial Study of Post-Employment Health Benefits for 2014 and 2016	9/15/16 Letter and Link sent via email COMPLETED
27	9/7/15	Nicole Williams	Approved Contracts for 2016-17 with Service Providers for African American Students at all School Sites / Data and Curriculum	Acknowledgement letter sent
28	9/9/16	Cody Brumgard Open Minds	Solicitation#1516-03 / California Seeks Demographic and Enrollment Projection Services	9/15/16 Letter sent via email COMPLETED
29	9/14/16	Matt Cagle American Civil Liberties Union	Surveillance Technology and Digital Searches beginning January 1, 2013 – Present	Acknowledgement / Extension letter to be sent on 9/23/2016 Response due on 10/7/2016

**Public Records Request Log / Ongoing
2015 – 2016**

32	10/12/15	Fatima Alleyne	Lozano Smith Attorneys / All Invoices, Contracts and Expenses paid beginning January 1, 2014 – December 31, 2014	COMPLETED
38	10/16/15	Fatima Alleyne	Parcel Tax Measure D for 2012-2013 School Year / All financial and bank statements, invoices, receipts and salaries	COMPLETED
40	10/23/15	Fatima Alleyne	Parcel Tax Measure D for 2009-2010 School Year / All financial and bank statements, invoices, receipts and salaries	COMPLETED
41	10/26/15	Fatima Alleyne	Parcel Tax Measure D for 2008-2009 School Year / All financial and bank statements, invoices, receipts and salaries	COMPLETED
43	11/1/15	Fatima Alleyne	All Contracts, Invoices and Expenditures for Legal services paid by the District for the 2013-14 School Year	COMPLETED
48	11/10/15	Fatima Alleyne	Job Descriptions for all Superintendents' positions	COMPLETED
56	11/30/15	Fatima Alleyne	2015-16 Legal Services Contracts / Lozano Smith Attorneys- Ramsey & Ehrlich- Bragg Coffin Lewis & Trapp- and Swanson & McNamara	COMPLETED
57	11/30/15	Fatima Alleyne	Superintendent's Contract and 2014-15 and 2015-16 Goals	COMPLETED
116	6/17/16	Don Driscoll Driscoll & Omens	CAL200 v. SFUSD Settlement Documents, Agreements and/or Reports	Gathering / Reviewing Documents