

West Contra Costa Unified School District
Office of the Superintendent

Friday Memo
August 25, 2017

Upcoming Events – Matthew Duffy

August 28: Agenda Setting, Superintendent's Office

August 29: Academic Committee, DeAnza, 5:30 PM

September 4: Labor Day Holiday, Schools and Offices Closed

September 6: Board of Education Meeting, DeJean, 6:30 PM

September 11: Technology Advisory Committee

September 12: Governance Subcommittee

September 13: Board of Education / CBOC Joint Meeting, FOC, 6:00 PM

September 17: El Sobrante Stroll, Parade 11:00 AM, Stroll to 4:00 PM

September 22: State of the Schools Breakfast, DeJean, 7:30 AM

Local Control Accountability Plan (LCAP) and Budget Approval Letter – Chris Mount-Benites

The Contra Costa County Office of Education has reviewed and approved the 2017-18 budget for our district in accordance with AB1200 and has also approved the Districts LCAP. The letter from the County Superintendent of Schools is enclosed for your review.

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.



Contra Costa County Office of Education

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

August 15, 2017

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

Subject: 2017-18 LCAP and Adopted Budget Report

Dear Superintendent Duffy:

In accordance with the 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 2017-18 fiscal year.

The 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**.

The 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.

Matthew Duffy, Superintendent
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- Determine whether the adopted budget includes a combined assigned and unassigned ending fund balance that exceeds the minimum recommended reserve for economic uncertainties.

During our review of the Districts adopted budget, we noted a pattern of deficit spending which is projected over the next few years to reduce the unassigned unrestricted fund balance from approximately \$35.4 million at the end of the 2016-17 fiscal year to \$15.5 million by June 30, 2020, a reduction of approximately \$20 million. The Governor and State Department of Finance have cautioned districts to prepare for the inevitable economic downturn which follows each period of economic expansion. With this in mind we request that the District:

- Develop a plan with District Leadership and the Board of Education to address the District structural deficit to maintain the District's sound financial footing.

Based upon our review of the adopted budget, the District's 2017-18 adopted budget has been **approved**.

We are requesting that the district provide the following as a part of any negotiated salary settlement:

- Before the district's Board of Education takes any action on a proposed collective bargaining agreement, the district must meet the public disclosure requirements of Government Code section 3547.5 and the California Code of Regulations Title V, section 15449. **Please submit this to the County Office for review at least ten (10) working days prior to the date the governing board will take action on the proposed bargaining agreements.**

If you have any questions about the LCAP, please contact Pamela Comfort, Deputy Superintendent, at (925) 942-3358. If you have any questions about the adopted budget, please contact Bill Clark, Associate 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,



Karen Sakata,
County Superintendent of Schools

KS:bf

cc: Christopher Mount-Benites, Associate Superintendent, Business Services, WCCUSD

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Public Records Request Log 2017 - 2018
Week Ending August 24, 2017

	Date of Receipt	Requestor	Requested Records/Information	Current Status
3	7/18/17	Kyra Kocis Transparent California	WCCUSD 2016 Employee Compensation Report	Reviewing Data for Report
4	8/1/17	John Paul Teague Smaha Law Group	Nystrom Elementary School Modernization and Classroom Building Rehabilitation Documents	8/18/17 Documents available for review
6	8/8/17	Kyra Worthy For Richmond	Approved Contracts with Invoices and Individuals Served for 2016-2017 School Year	8/10/17 Acknowledgement email sent 9/15/17 Documents ready for review
7	8/10/17	Denise Morgan California Charter School Assoc	Charter School records for 2017-2018 School Year	8/24/17 Documents mailed COMPLETED
8	8/17/17	Kyra Worthy For Richmond	Electronic Communications / Various – Beginning January 1, 2015 – November 1, 2017	Gathering Records
9	8/17/17	Antonio Banuelos City of Richmond	Number of WCCUSD Employees working in Richmond	8/24/17 Number sent via email COMPLETED
10	8/23/17	Arto Rinteela Farmede Hilltop Neighborhood Council	Lease Agreement between WCCUSD and City Of Richmond / Property around Highland Elementary	8/23/17 Acknowledgement email sent
11	8/24/17	Jenna Reeve Edge Point	Uncashed checks/warrants (outstanding) / Unclaimed funds	8/24/17 Acknowledgement email sent
Public Records Request Log / Ongoing 2016 - 2017				
29	9/14/16	Matt Cagle American Civil Liberties Union	Surveillance Technology and Digital Searches beginning January 1, 2013 – Present	12/2/16 Documents sent via email 3/31/17 Documents sent via email 5/5/17 Documents sent via email 7/13/17 Documents sent via email Gathering/Reviewing additional Docs 8/18/2017 Response Due