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DATE: September 14, 2016

TO: Dr. Steve Kennedy, District Superintendent
Mr. Jerry Bowman, Board President
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Menifee Union School District

FROM: Kenneth M. Young, Riverside County Superintendent of Schools

BY: Teresa Hyden
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Subject: 2016-17 ADOPTED BUDGET and LCAP - APPROVAL

The County Superintendent of Schools is required to review and approve the district's Local Control and Accountability Plan or the annual update to an existing Local Control and Accountability Plan prior to the approval of the district's Adopted Budget [Education Code Section 42127(d)(2)].

Adopted Local Control and Accountability Plan

In accordance with California Education Code (EC) Section 52070, our office has completed its review of the district's 2016-17 Local Control and Accountability Plan (LCAP) to determine whether it adheres to the guidelines adopted by the State Board of Education (SBE).

The district's adopted LCAP has been analyzed to determine whether:

- The plan adheres to the template adopted by the State Board of Education;
- The budget includes sufficient expenditures to implement the actions and strategies included in the plan, based on the projected costs included in the plan; and
- The plan adheres to the expenditure requirements for funds apportioned on the basis of the number and concentration of unduplicated pupils.

The district's adopted LCAP has been analyzed in the context of the guidance provided by the California County Superintendents Educational Services Association (CCSESA) and the California Department of Education (CDE). Based on our analysis, the district's Local Control and Accountability Plan for the 2016-17 fiscal year has been approved by the Riverside County Superintendent of Schools. Our goal is to further enhance the performance of students by offering commendations and suggestions for the implementation of the plan and the development of the *Annual Update* and the 2017-18 LCAP.

2016-17 Plan Development

The district is to be commended for the overall organization of the plan. The format allows for the reader to see the alignment between the involvement process and impact on the LCAP. Formatting the action steps that clearly delineate how specific subgroups are addressed conveyed the district’s plan for those populations.

Student Achievement

Closing the achievement gap and ensuring all students are prepared for college and career is a priority under the Local Control Funding Formula (LCFF). Listed below is the district’s data.

Metric	State Average	White	African American	Hispanic	English Learner	Low Income	Students w/ Disabilities
% of Menifee Union SD		36.5	6.1	45.1	11.2	45.2	10.2
% CAASPP – ELA / Math	44.1 / 33.8	53.8 / 37.9	36.3 / 20.6	44.4 / 21.1	14.3 / 8.2	38.9 / 23.9	11.4 / 8.3
% Suspension	3.80	1.83	3.04	1.65	1.33	3.15	5.43

The district is to be commended for differentiating *Expected Annual Measurable Outcomes* for significant subgroups. Now that baseline scores have been identified on the California Assessment of Student Performance and Progress (CAASPP), continue to set differentiated improvement targets for those significant subgroups that are performing below the state average, the district average, and/or below the highest performing subgroup. We encourage you to set aspirational and challenging *Expected Annual Measurable Objectives (EAMO)* targets for all outcomes and for all subgroups. This would be supported by differentiating actions to accelerate underperforming subgroups based on data and priorities. We recommend that the district continue to disaggregate data by subgroups and look for ways to decrease achievements gaps between subgroups and the overall population.

Noted in the table below is the Title III Annual Measurable Achievement Objectives (AMAO) data. The district is commended for implementing actions that have allowed English Learners to meet AMAO 1, AMAO 2a, and AMAO 2b.

Title III Annual Measurable Achievement Objectives (AMAO) Trends									
	AMAO 1			AMAO 2a (Less Than 5 Years Cohort)			AMAO 2b (5 Years or More Cohort)		
	MUSD	Target	Met?	MUSD	Target	Met?	MUSD	Target	Met?
2015-2016	64.0%	62.0%	Yes	31.6%	25.5%	Yes	59.5%	52.8%	Yes
2014-2015	57.2%	60.5%	No	27.0%	24.2%	Yes	53.1%	50.9%	Yes
2013-2014	63.9%	59.0%	Yes	30.7%	22.8%	Yes	51.9%	49.0%	Yes
2012-2013	57.2%	57.5%	No	25.8%	21.4%	Yes	49.2%	47.0%	Yes

Although the 2016-17 Title III accountability data will be published after the 2016-17 LCAP is developed and approved, it is recommended that the district review data for 2015-16 performance and identify formative measures of English Learner progress and intervene immediately if actions are not producing expected results. Continue identifying additional actions that accelerate the achievement of English Learners.

Monitoring Progress

In order to be responsive to those actions that are working or not working, we continue to recommend utilizing a process that continually assesses the progress of each planned action and its effectiveness in reaching the *Expected Annual Measurable Outcomes* specified in your plan. Identifying leading indicators for progress on goals that can be shared with stakeholders on a regular basis will increase the community commitment to the plan. This will also allow you to clearly articulate, in the *Annual Update* section of the plan, whether the planned actions/services were effective. The statements of effectiveness must go beyond the mere indication of whether the action was completed or not and should clearly articulate the effect the action had on achieving the desired outcomes for all students or identified student subgroups for the specified goals.

Additional Metrics to Consider

The purpose of the LCAP is to ensure that all students graduate from high school with the skills to be successful in both college and career. This work cannot wait until high school, nor can it be successful without more specific focus by grade level and by subgroup. Menifee is in the unique position to ensure that each student who enters high school is prepared for a rigorous curriculum.

A focus group was convened by the Riverside County Office of Education in 2014-15 to review research on K – 12 college readiness indicators and identify those that would align with the LCAP and have greatest impact. As a result of the focus group research, we recommend that LEAs consider additional college readiness indicators for various grades (as applicable to the district grade span) including but not limited to:

- Score of Level 3 or Level 4, “Standard Met” or “Standard Exceeded,” as indicated on the Smarter Balanced Summative Assessment in Reading and Mathematics at grades 3, 5, 8, and 11 by subgroup. (State Priority 4)
- Chronic absentee rates by grade level and subgroup at the following grades – Kindergarten, 1, 2; last grade of elementary (5 or 6); first grade of middle school (6 or 7); first grade of high school (9 or 10). (State Priority 5)
- Percent of students earning passing grades – C or better – in English and Mathematics at the exit grades from elementary (5 or 6) and middle school (8 or 9) by subgroup and gender. (State Priority 8)
- Suspension and expulsion rates by subgroup and gender for “disproportionality.” (State Priority 6)
- Percent of students failing two or more classes at grade 9 by subgroup and gender. (State Priority 8)

Describing Use of Supplemental and Concentration Grant Funds and Proportionality

The purpose of the LCAP *Section 3* is to ensure that all unduplicated and underperforming students receive increased or improved services in proportion to the increased funding received to serve those identified students in order for them to graduate from high school with the skills to be successful in both college and career.

In *Section 3A*, the justification for using funds districtwide and/or schoolwide should include a description of why this use of funds is most effective and why it is more effective than using the funds to target the students by subgroup in order to meet the district goals. For a district such as Menifee, the additional standard requires identifying the research and/or educational practice which supports that using the funds districtwide and/or schoolwide is the most effective. While the description in *3A* references research, we recommend being more explicit in the description about why this is the most effective use and identifying

specific research and/or theory to support this use for specific areas. For example, there is a large body of research supporting AVID and PBIS; both of these must be implemented schoolwide and/or districtwide in order to have the effect identified in the research.

In addition, when funding is allocated to schools for schoolwide use, a description of how the district will ensure that the schools are implementing actions and that those actions are effective in meeting the district's goals in the eight state priority areas is necessary.

In *Section 3B*, the district is asked to describe how services for the unduplicated students have increased or improved as compared to services provided to all students in proportion to the increase in funding received to serve those students. This is a cumulative process of increasing services until the district is fully funded.

Menifee provides an excellent description of the services for each of the unduplicated student groups identified in the targeted funding. We recommend in *Section 3B* that the district broadly describe the services identified in the LCAP from the previous year(s), and then describe those services being added or expanded in the current LCAP year, which is 2016-17. This demonstrates that the district is maintaining and building its support for unduplicated students proportionally each year and increases the transparency of the plan for the stakeholders. This will be important as, by 2020-21, this section will need to demonstrate that the district has increased or improved services to reflect 100 percent of its supplemental and concentration funds at full implementation.

Adopted Budget

In accordance with California Education Code (EC) Section 42127, our office has completed its review of the district's 2016-17 Adopted Budget to determine whether it complies with the criteria and standards adopted by the State Board of Education (SBE) and whether it allows the district to meet its financial obligations for the 2016-17 fiscal year, as well as satisfy its multi-year financial commitments.

The district's Adopted Budget has been analyzed in the context of guidance provided by our office, based on the Governor's 2016-17 May Budget Revision. Based on our analysis of the information submitted, we approve the district's budget, but note the following concern:

- *Operating Deficit* – Multi-year financial projections indicate a General Fund operating deficit for the current and two subsequent fiscal years.

The following pages provide further details on the district's 2016-17 Adopted Budget. In addition to this analysis, current law as enacted through AB 2756 (Chapter 52, Statutes of 2004) also requires the County Superintendent to review and consider any studies, reports, evaluations, or audits that may contain evidence a district is showing fiscal distress. Our office did not receive any such reports for the district.

LCFF Gap Funding – For purposes of determining the potential gap funding increase, the district has estimated 54.84 percent for the 2016-17 fiscal year, 73.96 percent for the 2017-18 fiscal year, and 41.22 percent for the 2018-19 fiscal year. The district will evaluate and reduce expenditures as necessary should gap funding increases not materialize.

Unduplicated Pupil Percentage – The district reports an unduplicated pupil percentage of 48.47 percent for 2016-17, 49.45 percent for 2017-18, and 48.72 percent for 2018-19. The district's unduplicated pupil percentage included in the 2015-16 P2 certification by the California Department of Education is 48.45 percent.

Employee Negotiations – As of the board date, June 28, 2016, the district reports salary and benefit negotiations continue with both the certificated and classified bargaining units for the 2015-16 fiscal year. Prior to entering into a written agreement, California Government Code (GC) Section 3547.5 requires a public school employer to publicly disclose the major provisions of a collective bargaining agreement, including but not limited to, the costs incurred in the current and subsequent fiscal years. The disclosure must include a written certification signed by the district superintendent and chief business official that the district can meet the costs incurred by the district during the term of the agreement. Therefore, please make available to the public and submit a disclosure to our office at least ten (10) working days prior to the date on which the governing board is to take action on a proposed agreement.

The district's adopted budget was developed prior to adoption of the 2016-17 Adopted State Budget. Actual state budget data should be reviewed and incorporated into the district operating budget and multi-year projections during the First Interim Reporting process.

During our review of the district's Local Control and Accountability Plan, we noted the following:

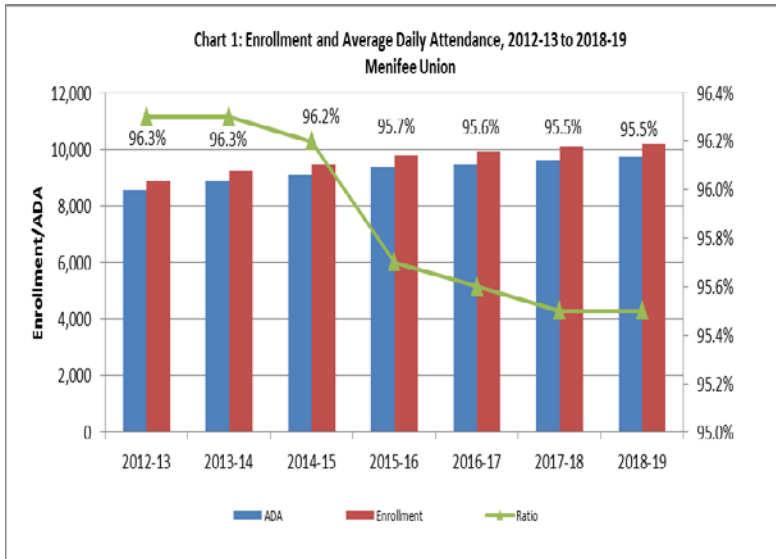
- Any difference between budgeted expenditures and estimated actual annual expenditures in the *Annual Update* section requires an explanation. We recommended that a reason for the variance be added to each action. The district implemented our recommendation.
- Supplemental and Concentration (S&C) grant funding is included in the Local Control Funding Formula to increase and/or improve services to targeted student populations. If S&C grant funds, used to serve the targeted pupil population, have been underinvested each fiscal year, it may be difficult for the district to demonstrate the minimum proportionality percentage at full implementation.

Our office commends the district for its efforts thus far to preserve its fiscal solvency and maintain a quality education program for its students. If we can be of further assistance, please do not hesitate to contact our office.

2016-17 Adopted Budget Report

Menifee Union School District

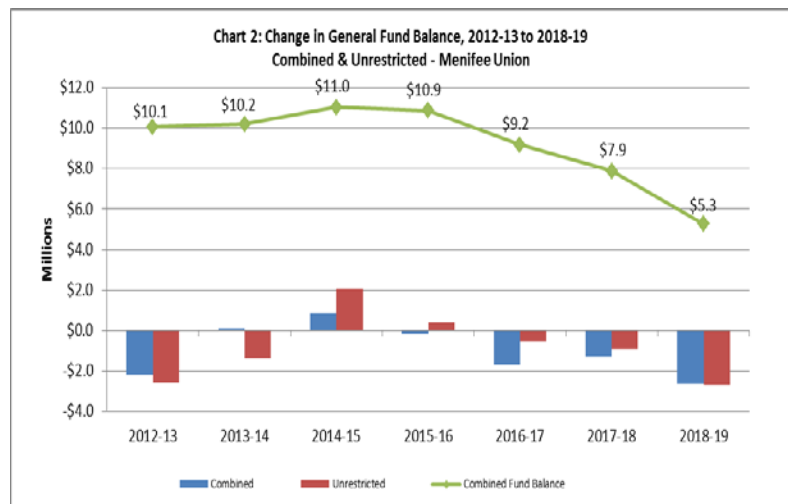
Enrollment and Average Daily Attendance (ADA)



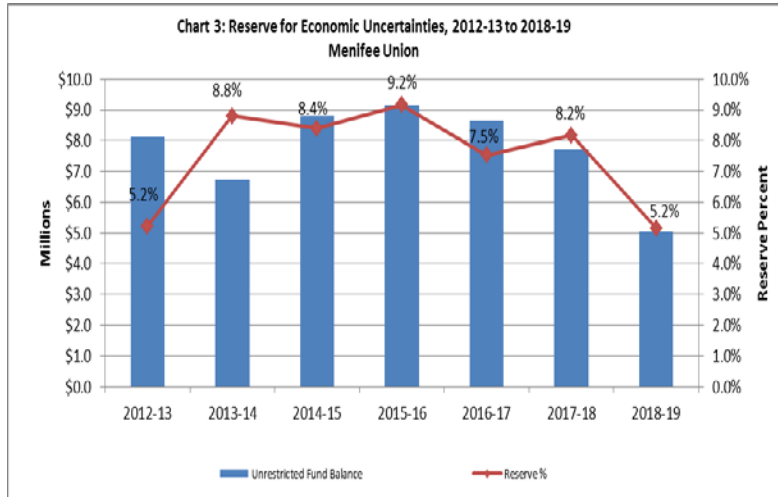
The district's projected ADA to enrollment ratio (capture rate) for 2016-17 is 95.6 percent, which is lower than the historical average ratio for the three prior fiscal years. The district estimates 9,482 ADA for the current fiscal year, or a 1.4 percent increase from the 2015-16 P-2 ADA. For 2017-18 and 2018-19, the district projects a 1.4 and 1.5 percent increase in each year respectively.

Fund Balance

The district's Adopted Budget indicates a positive ending balance for all funds in the 2016-17 fiscal year. However, for the General Fund, the district anticipates expenditures and uses will exceed revenues and sources by \$1.7 million in 2016-17, \$1.3 million in 2017-18, and \$2.6 million in 2018-19. Chart 2 shows the district's deficit spending historical trends and projections. The district cannot sustain deficit spending into future fiscal years. The district's deficit spending is due to prior year carryover of discretionary funds and increase employer contribution for the California State Teachers' Retirement System and California Public Employees' Retirement System.



Reserve for Economic Uncertainties

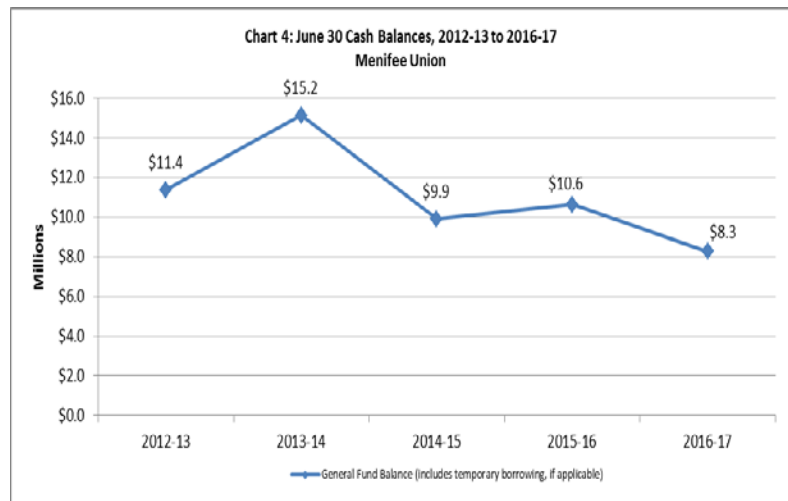


The minimum state-required reserve for a district of Menifee Union’s size is 3.0 percent, however the governing board requires the district maintain a 4.0 percent reserve for economic uncertainties in the 2016-17 and 2017-18 fiscal year. In light of the current fiscal environment, our office recommends districts maintain reserves higher than the minimum, and commends the district’s board for this fiscally prudent practice. Chart 3 displays a summary of the district’s actual and projected unrestricted General Fund balance

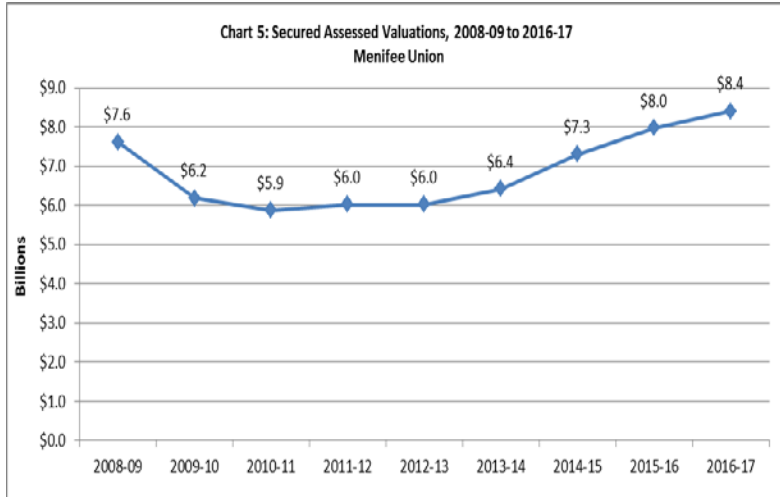
and reserves. The district projects to meet the minimum reserve requirement, and board required 4 percent reserve, in the current and subsequent fiscal years.

Cash Management

Chart 4 provides a historical summary of the district’s June 30th General Fund cash balance. Based on the budget’s cash flow analysis, the district projects a positive General Fund cash balance of \$8.3 million as of June 30, 2017. This balance does not include any temporary borrowings, and the district’s internal cash resources appear sufficient to address cash flow needs in the current year. Our office recommends the district continue to closely monitor cash in all funds to ensure sufficient resources are available. In addition, our office strongly advises districts to consult with legal counsel and independent auditors prior to using *Cafeteria Special Revenue Fund (Fund 13)* and *Building Fund (Fund 21)* for temporary interfund borrowing purposes to remedy cash shortfalls.



Assessed Valuations



The Riverside County Assessor's Office has estimated secured assessed valuations will increase by 5.08 percent countywide in 2016-17. Chart 5 displays a historical summary of the district's secured property tax assessed valuations.