Local Control Accountability Plan and Annual Update (LCAP) Template

Addendum: General instructions & regulatory requirements.
Appendix A: Priorities 5 and 6 Rate Calculations
Appendix B: Guiding Questions: Use as prompts (not limits)
LCFF Evaluation Rubrics [Note: this text will be hyperlinked to the LCFF Evaluation Rubric web page when it becomes available.]: Essential data to support completion of this LCAP. Please analyze the LEA’s full data set; specific links to the rubrics are also provided within the template.

LEA Name
Complete this section
Contact Name and Title
Email and Phone

2017-20 Plan Summary
** Can have an alternate version Executive Summary in place of this plan summary as long as all elements are included

THE STORY
Briefly describe the students and community and how the LEA serves them.

✓ Section is complete
✓ Information is understandable
✓ Description of students and community and how LEA serves them
* Can be the same each year of the LCAP Plan

LCAP HIGHLIGHTS
Identify and briefly summarize the key features of this year’s LCAP.

✓ Section is complete
✓ Information is understandable
* Can be summary or restatement of goals; Can call out highlights/most important focus areas. Do not try to summarize all actions
∫ Coherence Check: highlighted items are included. (References helpful)

REVIEW OF PERFORMANCE
Based on a review of performance on the state indicators and local performance indicators included in the LCFF Evaluation Rubrics, progress toward LCAP goals, local self-assessment tools, stakeholder input, or other information, what progress is the LEA most proud of and how does the LEA plan to maintain or build upon that success? This may include identifying any specific examples of how past increases or improvements in services for low-income students, English learners, and foster youth have led to improved performance for these students.

**GREATEST PROGRESS**

* Can be based on Dashboards and/or locally-chosen metrics (dashboard not required here)

- Section is complete and understandable
- Includes plan for building on success
- Coherence check: all references to dashboards are correct and plan to build on success is included in LCAP (References helpful)

Referring to the LCFF Evaluation Rubrics, identify any state indicator or local performance indicator for which overall performance was in the “Red” or “Orange” performance category or where the LEA received a “Not Met” or “Not Met for Two or More Years” rating. Additionally, identify any areas that the LEA has determined need significant improvement based on review of local performance indicators or other local indicators. What steps is the LEA planning to take to address these areas with the greatest need for improvement?

**GREATEST NEEDS**

- Includes ALL Red, Orange, and “Not Met” areas on Dashboards; Can include other areas beyond dashboards. (If no R/O – local data)
- Section is complete and understandable w/ correct references to dashboard
- Addresses plan to improve areas – references goals/actions/services
- Coherence check: Dashboards (all included); Plans to address need are in LCAP. (reference to goals/actions/services)

Referring to the LCFF Evaluation Rubrics, identify any state indicator for which performance for any student group was two or more performance levels below the “all student” performance. What steps is the LEA planning to take to address these performance gaps?

**PERFORMANCE GAPS**

- Must include ALL areas with 2+ color gap
- Section is complete and understandable w/correct references to dashboards
- Addresses plan to improve areas – (reference goals/actions/services)
- If no gaps – can have statement to that effect
- Coherence check: Dashboards (all included); Plans to address gaps are in LCAP. (Reference to goals/actions/services)
**INCREASED OR IMPROVED SERVICES**

If not previously addressed, identify the two to three most significant ways that the LEA will increase or improve services for low-income students, English learners, and foster youth.

*If not previously addressed, 2-3 most significant ways LEA will increase or improve services for unduplicated pupils. Should be an advanced organizer for reader that connects to final section (Increased/Improved Services)

✓ Complete if not mentioned in previous section

∫ Coherence check: with previous section, Goals/actions/services called out in plan for UP, connects with final section on increased or improved services

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**BUDGET SUMMARY**

Complete the table below. LEAs may include additional information or more detail, including graphics.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total General Fund Budget Expenditures for LCAP Year</td>
<td>$ * Total GF 01 (unrestricted &amp; restricted)</td>
</tr>
<tr>
<td></td>
<td>✓ ∫ Coherence Check: w/ budget</td>
</tr>
<tr>
<td>Total Funds Budgeted for Planned Actions/Services to Meet the Goals in the LCAP for LCAP Year</td>
<td>$ * Total $ amount referenced in LCAP (each expenditure counted once)</td>
</tr>
<tr>
<td></td>
<td>✓ ∫ Coherence check: with planned actions</td>
</tr>
</tbody>
</table>

The LCAP is intended to be a comprehensive planning tool but may not describe all General Fund Budget Expenditures. Briefly describe any of the General Fund Budget Expenditures specified above for the LCAP year not included in the LCAP.

Completed (Brief description of how general funds are used outside of LCAP)

✓ Understandable and reasonable

✓ Figures are accurate

* May include funds other than general fund (optional)

*Total LCFF Base, Supp., & Concentration

* Basic Aid: At minimum: LCFF entitlement

✓ Coherence Check w/ budget

Total Projected LCFF Revenues for LCAP Year
Annual Update

LCAP Year Reviewed: XXXX–XX 2017-18

Complete a copy of the following table for each of the LEA’s goals from the prior year LCAP. Duplicate the table as needed.

<table>
<thead>
<tr>
<th>Goal 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>V Bring forth verbatim from 17-18 Plan</td>
</tr>
</tbody>
</table>

State and/or Local Priorities Addressed by this goal:

<table>
<thead>
<tr>
<th>STATE</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>COE</td>
<td>9</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LOCAL</td>
<td>__________________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ANNUAL MEASURABLE OUTCOMES

EXPECTED | ACTUAL
---|---
| V Bring forth verbatim from 17-18 Plan | V Provide comparative metrics – how outcomes have changed for groups targeted
| | V All metrics addressed

ACTIONS / SERVICES

Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.

<table>
<thead>
<tr>
<th>Action 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLANNED</td>
</tr>
</tbody>
</table>
| V Bring forth verbatim from 17-18 Plan | V Actual actions and services
| | V Effectiveness of action or service toward goal |

| | BUDGETED | ESTIMATED ACTUAL |
| | V Bring forth verbatim from 17-18 Plan; V Include amount, source, and major object or CSAM descriptor | V Included for each expenditure
| | | V understandable |
Complete a copy of the following table for each of the LEA’s goals from the prior year LCAP. Duplicate the table as needed.

Use actual annual measurable outcome data, including performance data from the LCFF Evaluation Rubrics, as applicable.

<table>
<thead>
<tr>
<th>Complete for each goal, not for each action</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Description of implementation of the actions / services toward goal</td>
</tr>
<tr>
<td>✓ Discussion of relevant challenges and successes with implementation process</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Complete for each goal, not for each action</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Description of effectiveness of the actions / services toward goal</td>
</tr>
<tr>
<td>✓ Complementary to or a summary of effectiveness from individual actions</td>
</tr>
</tbody>
</table>

* Material differences are relative and vary by size and expenditure planned.  
✓ Significant differences explained or summarized if already explained in actuals.

<table>
<thead>
<tr>
<th>✓ Complete and Understandable</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Coherence Check: All references to dashboards are correct; stated changes to LCAP goals, metrics, actions/services and /or expenditures are included in the LCAP and the LOCATION is provided</td>
</tr>
</tbody>
</table>

| ✓ Coherence Check: The analysis of implementation and effectiveness should connect logically to the progress made on indicators. The Impact section in Stakeholder Engagement should show evidence of incorporation of the summaries from the goals analysis boxes from this annual update section |
## Stakeholder Engagement

<table>
<thead>
<tr>
<th>LCAP Year</th>
<th>2017–18</th>
<th>2018–19</th>
<th>2019–20</th>
</tr>
</thead>
</table>

### INVOLVEMENT PROCESS FOR LCAP AND ANNUAL UPDATE

How, when, and with whom did the LEA consult as part of the planning process for this LCAP/Annual Review and Analysis?

* Only needs to describe current year – do not archive for 3 years
* Description may include dates of meetings, consultations, and surveys; data and information provided and generally show how meaningful engagement took place
  - Section is complete and understandable
  - Specific references to engagement with all stakeholder groups required in statute, including parents: PAC, ELPAC (or DELAC), students, teachers, local bargaining units, principals, administrators, other school personnel...
  - Date of board approval

### IMPACT ON LCAP AND ANNUAL UPDATE

How did these consultations impact the LCAP for the upcoming year?

- Complete and understandable
- Coherence Check: Connects back to annual update
- Coherence Check: Stated impact on goals, outcomes, metrics, actions/services, and/or expenditures are included in the LCAP (References helpful)
Goals, Actions, & Services

Strategic Planning Details and Accountability

Complete a copy of the following table for each of the LEA’s goals. Duplicate the table as needed.

<table>
<thead>
<tr>
<th>Goal 1</th>
<th>√ Complete and Understandable</th>
</tr>
</thead>
</table>

**State and/or Local Priorities Addressed by this goal:**

- STATE: [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ] 6 [ ] 7 [ ] 8
- COE: [ ] 9 [ ] 10
- LOCAL: ______________________________________________

**Identified Need**

- √ Complete and Understandable

**EXPECTED ANNUAL MEASURABLE OUTCOMES**

<table>
<thead>
<tr>
<th>Metrics/Indicators</th>
<th>Baseline</th>
<th>2017-18</th>
<th>2018-19</th>
<th>2019-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>√ All state priorities are addressed within the LEA’s goals</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>√ Baseline remains unchanged for 3 years</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year one targets copied verbatim from last year’s LCAP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>√ Complete and Understandable; Targets listed for all three years</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do NOT change Year 1 (17-18)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If there are changes to year 2 and 3 targets, there should be an allusion in AU</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>∫ Coherence Check: with sections 1 and 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**PLANNED ACTIONS / SERVICES**

Complete a copy of the following table for each of the LEA’s Actions/Services. Duplicate the table, including Budgeted Expenditures, as needed.

<table>
<thead>
<tr>
<th>Action</th>
<th>1</th>
</tr>
</thead>
</table>

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

- **Students to be Served**: [ ] All [ ] Students with Disabilities [ ] [Specific Student Group(s)]
- **Location(s)**: [ ] All schools [ ] Specific Schools: [ ] Specific Grade spans:

OR

Mark one section or the other. May not check both.

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

- **Students to be Served**: [ ] English Learners [ ] Foster Youth [ ] Low Income
- **Scope of Services**: [ ] LEA-wide [ ] Schoolwide OR [ ] Limited to Unduplicated Student Group(s)
- **Location(s)**: [ ] All schools [ ] Specific Schools: [ ] Specific Grade spans:

**ACTIONS/SERVICES**

<table>
<thead>
<tr>
<th>2017-18</th>
<th>2018-19</th>
<th>2019-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Modified</td>
<td>Unchanged</td>
</tr>
</tbody>
</table>

- ✓ Verify status against prior year LCAP;
- String actions can be in a box, provided students and locations are same, and the expenditures are transparent
- ✓ Completed, understandable; j ∫ Coherecne check: with sections 1, 2, and 5

**BUDGETED EXPENDITURES**

<table>
<thead>
<tr>
<th>2017-18</th>
<th>2018-19</th>
<th>2019-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Each expenditure can be found in budget</td>
<td>✓ Clear which actions match with which expenditures (lettering/numbering conventions)</td>
<td>✓ Each expenditure is tied to an action</td>
</tr>
<tr>
<td>✓ Uses CSAM descriptors or major object codes</td>
<td>✓ When using multiple sources for a single action – clarifies how much $ from each</td>
<td>✓ Does not use S&amp;C funds to supplant funding of base services</td>
</tr>
<tr>
<td>✓ Does not use S&amp;C funds to supplant funding of base services</td>
<td>✓ Coherence Check: Section 1 budget summary box 2 (total expenditures in LCAP)</td>
<td></td>
</tr>
</tbody>
</table>
# Demonstration of Increased or Improved Services for Unduplicated Pupils

**LCAP Year**
- □ 2017–18  
- X 2018–19  
- □ 2019–20

Use Archeological order (newest on top)

**Estimated Supplemental and Concentration Grant Funds:**
- □ Complete and Accurate – matched with MPP Calculator ($)
- □ Percentage to Increase or Improve Services:
- □ Complete and Accurate – matched with MPP Calculator (%)

Mark year. Retain all prior year tables for all 3 years of the LCAP

Describe how services provided for unduplicated pupils are increased or improved by at least the percentage identified above, either qualitatively or quantitatively, as compared to services provided for all students in the LCAP year.

Identify each action/service being funded and provided on a schoolwide or LEA-wide basis. Include the required descriptions supporting each schoolwide or LEA-wide use of funds (see instructions).

- □ Describes how S&C funds are being expended in the LCAP year (box 1, $)
- □ Describes how services are increased or improved for Unduplicated Pupils (UP), quantitatively or qualitatively, by at least the proportionality percentage above (box 2, %)
- □ Includes a description of, and justification for, the use of any funds in a district-wide or school-wide manner; and describes how the services are principally directed toward and effective in meeting goals for UP.
- □ If Unduplicated Pupil Percentage is below threshold, takes extra step to describe how school-wide or district-wide is the MOST EFFECTIVE use of funds, and includes research, data, or other evidence to support claim of why school- or district-wide is most effective.

∫ Coherence check with section 1

Use May Revise as final

Complete and Accurate – matched with MPP Calculator ($)

Complete and Accurate – matched with MPP Calculator (%)

The End