Local Control Accountability Plan and Annual Update (LCAP) Template

LEA Name	Contact Name and Title	Email and Phone
[Add LEA Name here]	[Add Contact Name and Title here]	[Add Email and Phone here]

Complete this section

2017-20 Plan Summary

The Story

Describe the students and community and how the LEA serves them.

> √ **Address the prompt completely**
> √ **Information is understandable to stakeholders**
> √ **Can be the same as years one and two of the plan**
> √ **May use an alternative form as long as it addresses the prompt completely**

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

> √ **Address the prompt completely**
> √ **Information is understandable to stakeholders**
> √ **Do not try to summarize all actions; summarize the plan's goals, highlighting most important focus areas**
>
> *Coherence check: include highlight items (references helpful)

Review of Performance

Based on a review of performance on the state indicators and local performance indicators included in the California School Dashboard, 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 base response on 2018 CA Dashboard and/or locally-chosen metrics (CA Dashboard is not required in this section)**
√ **Section is complete and understandable to stakeholders**
√ **Include a plan for building on these successes**

__*Coherence check:__ **any references to 2018 CA Dashboard are correct and a plan to build on successes is included in LCAP (references helpful)**

Referring to the California School Dashboard, 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

√ **Include all Red, Orange and Not Met indicators on 2018 CA Dashboard (ALL and groups)**
√ **Section is complete and understandable with correct references to 2018 CA Dashboard**
√ **Include a plan for addressing needs with references to goals/actions/services**
√ **If there is no Red, Orange or Not Met indicator, may have a brief statement to that effect**

__*Coherence check:__ **Section includes all 2018 CA Dashboard indicators; plan to address needs in Goals, Actions and Services section of plan to build on successes is included in LCAP (references helpful)**

Referring to the California School Dashboard, 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

√ **Include all indicators on 2018 CA Dashboard with a gap of two colors or more**
√ **Section is complete and understandable with correct references to 2018 CA Dashboard**
√ **Include a plan for building addressing gaps with references to goals/actions/services**
√ **If no gaps of 2+ colors, may have a brief statement to that effect**

__*Coherence check:__ **Section includes all 2018 CA Dashboard indicators; plan to address gaps in Goals, Actions and Services section of plan to build on successes is included in LCAP (references helpful)**

Comprehensive Support and Improvement

An LEA with a school or schools identified for comprehensive support and improvement (CSI) under the Every Student Succeeds Act must respond to the following prompts.

Schools Identified

Identify the schools within the LEA that have been identified for CSI.

> √ **Identify the schools within the LEA that have been identified for Comprehensive Support and Improvement (CSI—new this year)**
> √ **If no school has been identified, write a brief statement to that effect, e.g., "No school in the LEA has been identified for Comprehensive Support and Improvement."**

Support for Identified Schools

Describe how the LEA supported the identified schools in developing CSI plans that included a school-level needs assessment, evidence-based interventions, and the identification of any resource inequities to be addressed through the implementation of the CSI plan.

> √ **Describe district support in developing a plan that includes the following elements:**
>
> ***school-level needs assessment**
>
> ***evidence-based interventions**
>
> ***identification of resource inequities addressed in CSI plan**
>
> √ **If no school has been identified, write a brief statement to that effect, e.g., "No school in the LEA has been identified for Comprehensive Support and Improvement."**

Monitoring and Evaluating Effectiveness

Describe how the LEA will monitor and evaluate the implementation and effectiveness of the CSI plan to support student and school improvement.

> √ **Address the prompt completely and in a way stakeholders will understand**
> √ **If no school has been identified, write a brief statement to that effect, e.g., "No school in the LEA has been identified for Comprehensive Support and Improvement."**

> √ **Notice the Increased or Improved Services and Budget Summary Sections have been eliminated from the Plan Summary section. Information from those sections will now be completed in the LCFF Budget Overview for Parents.**

Annual Update

LCAP Year Reviewed: XXXX–XX

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

Goal 1

[Describe goal here]

Write each goal exactly as it was written in the 2018-2019 LCAP

State and/or Local Priorities addressed by this goal:

State Priorities: [List State Priorities Here]

Local Priorities: [Add Local Priorities Here]

Write all State and Local Priorities just as they were written in the 2018-2019 LCAP

Annual Measurable Outcomes

Expected	Actual
[Add expected outcome here]	[Add actual outcome here]
[Add expected outcome here]	[Add actual outcome here]
[Add expected outcome here]	[Add actual outcome here]

Write each expected outcome exactly as it was written in the 2018-2019 LCAP

√ **Address progress on all metrics**

√ **Provide comparative metrics—how have outcomes changed for all targeted groups?**

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.

Action 1

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures
[A	[A		

Write each planned action or service exactly as it was written in Goals, Actions and Services section of the 2018-2019 LCAP

√ **Describe actual action/service**

√ **Effectiveness of action/service toward goal**

√ **Bring forth verbatim**

Include amount, source, and major object code or CSAM descriptor

√ **Include for each expenditure**

√ **Understandable**

Analysis

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.

Describe the overall implementation of the actions/services to achieve the articulated goal.

[Add text here]	√ **Describe how action/services were implemented toward goal** √ **Describe relevant success and challenges with implementation process**

Describe the overall effectiveness of the actions/services to achieve the articulated goal as measured by the LEA.

[Add text here]	√ **Describe effectiveness of action/services toward goal, with evidence** √ **Complementary to OR a summary of effectiveness of individual actions/services**

Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures.

[Add text here]	√ **Explain significant differences OR summarize if already explained in actuals** √ **Material differences are relative and vary by size of planned expense**

Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.

[Add text here]	√ **Complete and understandable** ***Coherence check: All references to CA Dashboard are correct; stated changes to LCAP goals, metrics, actions/services and/or expenditures are included in the LCAP; where the reader can locate these changes in the plan is indicated**

*Coherence check: Analyses of plan implementation and effectiveness should connect logically to progress made on indicators. The Impact section of the Stakeholder Engagement should show evidence of how the plan incorporates summaries from the goals analysis boxes from this Annual Update section.

Stakeholder Engagement

LCAP Year: **XXXX–XX**	Enter 2019-2020

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?

[Add text here]

- √ **Section is complete and understandable to stakeholders**
- √ **Description may include dates of meetings, consultations and surveys for current year only (not past years)**
- √ **Data and information are provided and generally show how meaningful engagement took place**
- √ **Include specific references to engagement with all stakeholder groups required in statute—parents, PAC, ELPAC (or DELAC), students, teachers, local bargaining units, principals, other administrators, SELPA, other school personnel**
- √ **Write date of board adoption**

Impact on LCAP and Annual Update

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

[Add text here]

- √ **Section is complete and understandable to stakeholders**

*Coherence check: connect back to changes described in Annual Update analysis box (page 5 of this annotated template)

*Coherence check: Impacts from consultations 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.

(Select from New Goal, Modified Goal, or Unchanged Goal)

[Add selection here]	√ **Choose and write only one: new, modified or unchanged from 2018-2019 LCAP**

Goal 1

[Describe the goal here]	√ **If unchanged, write goal verbatim as it appeared 2018-2019 LCAP** √ **If modified or new, write completely. Change should be reflected in Annual Update analysis section**

State and/or Local Priorities addressed by this goal:

State Priorities: [List State Priorities here] Local Priorities: [List Local Priorities here]	√ **All state and local priorities are addressed within the plan's goals** √ **Any change from 2018-2019 should be reflected in Annual Update analysis section**

Identified Need:

[Add text here]	√ **Need should be complete and understandable**

Expected Annual Measurable Outcomes

Metrics/Indicators	Baseline	2017-18	2018-19	2019-20
All state and local priorities are addressed (see Required metrics sheet)	[Add baseline here] **Copy baseline verbatim from 2018-2019 LCAP**	[Add outcome here] **Copy 2017-18 and 2018-19 outcomes verbatim from 2018-2019 LCAP**	[Add outcome here]	√ **Complete and understandable** √ **Reflect any change in Annual Update analysis** ***Coherence check: with sections 1 and 2**
	[Add baseline here]	[Add outcome here]	[Add outcome here]	

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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.

Action 1

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

Note: Mark one or the other √

Students to be Served:

(Select from All, Students with Disabilities, or Specific Student Groups)

> **Base: not included as increased or improved services**

[Add Students selection here]

Location(s):

(Select from All Schools, Specific Schools, and/or Specific Grade Spans):

[Add Location(s) selection here]

OR

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

> **Principally directed to unduplicated pupils**

Students to be Served:

(Select from English Learners, Foster Youth, and/or Low Income)

> **Specify student group(s) from those listed**

[Add students selection here]

Scope of Services:

(Select from LEA-wide, Schoolwide, or Limited to Unduplicated Student Group(s))

> **Specify scope from those listed**

[Add scope selection here]

Location(s):

(Select from All Schools, Specific Schools, and/or Specific Grade Spans)

> **Specify location(s) from those listed**

[Add location(s) selection here]

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
> **Verbatim from 2018-19 LCAP** [Add selection here]	> **Verbatim from 2018-19 LCAP** [Add selection here]	> **Select for this action** [Add 2019 selection here]
2017-18 Actions/Services	**2018-19 Actions/Services**	**2019-20 Actions/Services**
> **Verbatim from 2018-19 LCAP** [Description of action/service here]	> **Verbatim from 2018-19 LCAP** [Description of action/service here]	> √ **Complete and understandable** > √ **May write multiple actions, provided students, locations are the same and expenditures are transparent** *Coherence check: with sections 1, 2, 5

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	[Add amount here]	[Add amount here]	
Source	[Add s	[Add	
Budget Reference	[Add b	[Add	

Verbatim from 2018-19 LCAP

Verbatim from 2018-19 LCAP

√ **Each expenditure can be found in budget**

√ **Numbering system clearly matches each action to its expenditure, including source and reference**

√ **Uses major object codes or CSAM descriptors for budget references**

√ **Do not "lump;" when drawing from multiple sources for an action, clarify how much money comes from each source**

√ **Does not use S & C funds to supplant funding of base services**

√ **Expenses duplicated elsewhere are marked, with location, e.g., "Duplicated expense, Goal 1, Action 3, p. 98"**

√ **If an action doesn't cost any-thing, write "No Cost" or "0"**

*Coherence check: Total of all actions marked as contributing should match number in LCFF Budget Overview for Parents, section 3, line 3

Demonstration of Increased or Improved Services for Unduplicated Pupils

LCAP Year: **XXXX–XX**

Estimated Supplemental and Concentration Grant Funds

$ [Add amount here]

Percentage to Increase or Improve Services

[Add percentage here] %

Use May Revise as final

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).

[Add text here]