



Local Control and Accountability Plan (LCAP) Checklist

Advisory Committees: Districts are required to form two specific parent committees to comment on the LCAP.

✓ *Ensure all the following has taken place:*

- _____ The district has established a parent advisory committee comprised of parents of low-income parents, English learners, and foster youth.
- _____ If there are 50 ELs who make up at least 15% of the district enrollment, the district has established an EL parent advisory committee.
- _____ The superintendent has presented the LCAP to each of the required committees.
- _____ The superintendent has responded in writing to comments from each of the required committees.

It is not required to specifically reference these committees and required actions associated with the committees in the LCAP, but it is advisable to do so.

Public Hearing/Board Approval: The governing board must hold a public hearing prior to the meeting at which the LCAP and budget are adopted.

✓ *Ensure the public hearing has been held and the local governing board has adopted the LCAP and district budget.*

- _____ The public hearing agenda is posted at least 72 hours prior to the hearing and includes the location where the LCAP is available for inspection.
- _____ A public hearing is held to solicit recommendations and comments from the public regarding the LCAP and the budget.
- _____ The governing board has adopted the LCAP and the budget at the same meeting held after, but not on the same day as, the public hearing, and prior to July 1, 2014.

It is not required that the LCAP include information regarding the public hearing and board adoption, however it is recommended that the board approval and public hearing dates be included.

State Priorities: The LCAP must address all eight state priorities (Charters must address those priorities applicable to the grade levels and nature of program).

✓ *Ensure the LCAP has addressed each of the following priorities:*

- _____ 1. Basic
 - _____ Qualified teachers
 - _____ Instructional materials
 - _____ Facilities
- _____ 2. Implementation of State Standards
- _____ 3. Parent Involvement
- _____ 4. Pupil achievement
- _____ 5. Pupil engagement
- _____ 6. School climate
- _____ 7. Course access
- _____ 8. Other pupil outcomes

Metrics: The LCAP goals must, at a minimum, include the metrics explicitly referenced in statute for the state priorities. These include the following:

- ✓ *Ensure all required metrics are included in LCAP goals (as appropriate based on grade spans served) and identified metrics are used to measure annual progress:*

Priority 3 – Pupil achievement

- _____ Performance on standardized tests
- _____ API (other local measures until next iteration is available)
- _____ Pupils that are college and career ready (a-g requirements)
- _____ English learners that become English proficient (AMAOs 1 & 2)
- _____ English learner reclassification rate
- _____ Pupils that pass Advanced Placement exams with 3 or higher
- _____ Pupils determined prepared for college by the Early Assessment Program (EAP) or future college ready indicators

Priority 5 – Pupil engagement

- _____ Attendance rates
- _____ **Chronic absenteeism rates***
- _____ **Middle school dropout rates***
- _____ High school dropout rates
- _____ High school graduation rates

Priority 6 – School climate

- _____ Suspension rates
- _____ Expulsion rates
- _____ Other local measures including surveys of pupils, parents, and teachers on the sense of safety and school connectedness

_____ **What will be different or improved for students for each year of the LCAP*** is defined using each of the identified metrics.

***Frequently missing.**

Actions, Services, and Expenditures: The LCAP must include actions, services, and expenditures in both Sections 3A and 3B for each of the 3 years of the LCAP.

- ✓ *Ensure the following are appropriately addressed in the LCAP:*

- _____ Section 3A includes services for all students including racial/ethnic subgroups and students with disabilities.
- _____ Expenditures for Section 3A are from LCFF Base funds and any other funding sources the district wishes to include.
- _____ Section 3B includes actions, services, and expenditures for unduplicated pupils.
- _____ Section 3B includes all Supplemental and Concentration grant funds and any other funding sources the district wishes to include.
- _____ Actions and services in Section 3B specifically address each required student group: low-income students, English learners, re-designated students and foster youth.

Anticipated expenditures for each action should be described in sufficient detail to determine where they can be found in the district budget (e.g.: teacher salaries and benefits; instructional materials; printing; contracted services).

- ✓ *Ensure all expenditures describe what is being purchased to the degree that it can be linked to a line item in the district budget.*

_____ Expenditure descriptions provide adequate detail to indicate where they can be located in the district budget.

Actions, Services and Expenditures

_____ Any expenditures that are funded under multiple goals or actions are identified with a note, or percentages, or full time equivalent amounts to indicate the amount of funds applied to a particular action.

Districtwide/Schoolwide Use of Funds

- All districts must complete Section 3C including the *amount of funds* required to be spent on unduplicated pupils in 2014-15 and a *description* of the use of those funds.
- If the district indicates in 3B that Supplemental and Concentration Grant funds are being used in a districtwide or schoolwide manner, a *justification* for the use of funds in that manner is required in Section 3C.
- If a district has an enrollment of unduplicated pupils below 55% districtwide or 40% schoolwide, and uses funds in a districtwide or schoolwide manner, Section C requires an *additional justification* indicating how this is the most effective use of funds to meet district goals for unduplicated pupils.

✓ *Ensure that Section 3C includes the following:*

_____ The dollar amount of funds from Step 5 of the calculation in the Emergency Regulations, reflecting the amount of funds to be spent on unduplicated pupils in the upcoming school year (LACOE's Business Advisory Services office can provide a worksheet with the required amount).

_____ A description of the use of those funds for unduplicated pupils.

_____ If Supplemental and Concentration funds are used in a district- or schoolwide manner, a justification for the use of funds in that manner is required.

_____ If Supplemental and Concentration funds are used in a district- or schoolwide manner and enrollment of unduplicated pupils is below 55% for districtwide and 40% for schoolwide, an additional justification as to how this is the most effective use of these funds to meet district goals for unduplicated pupils.

Proportionality

A requirement for LCAP approval is demonstrating proportionality. This is required in Section 3D.

✓ *Ensure that Section 3D includes the following:*

_____ The percentage from Step 7 of the calculation in the Emergency Regulations reflecting the proportionality percentage for unduplicated pupils.

_____ A description of how services in 2014-15 will be increased or improved for unduplicated pupils over and above what is provided for all students in proportion to the percentage identified in Step 7.