

Putting the Pieces Together

Santa Clara County  Office of Education

Session 3

Drafting Your Plan: Making Coherency Out Of Your Metrics

**I LOVE
LCAP!**

**Welcome &
Introductions!**



Agenda

- LCAP: Looking Back/Looking Forward
- Resources and Exemplars
- Accountability Statements: What we will get done today!
- Team Work time
- Review Accountability Statements

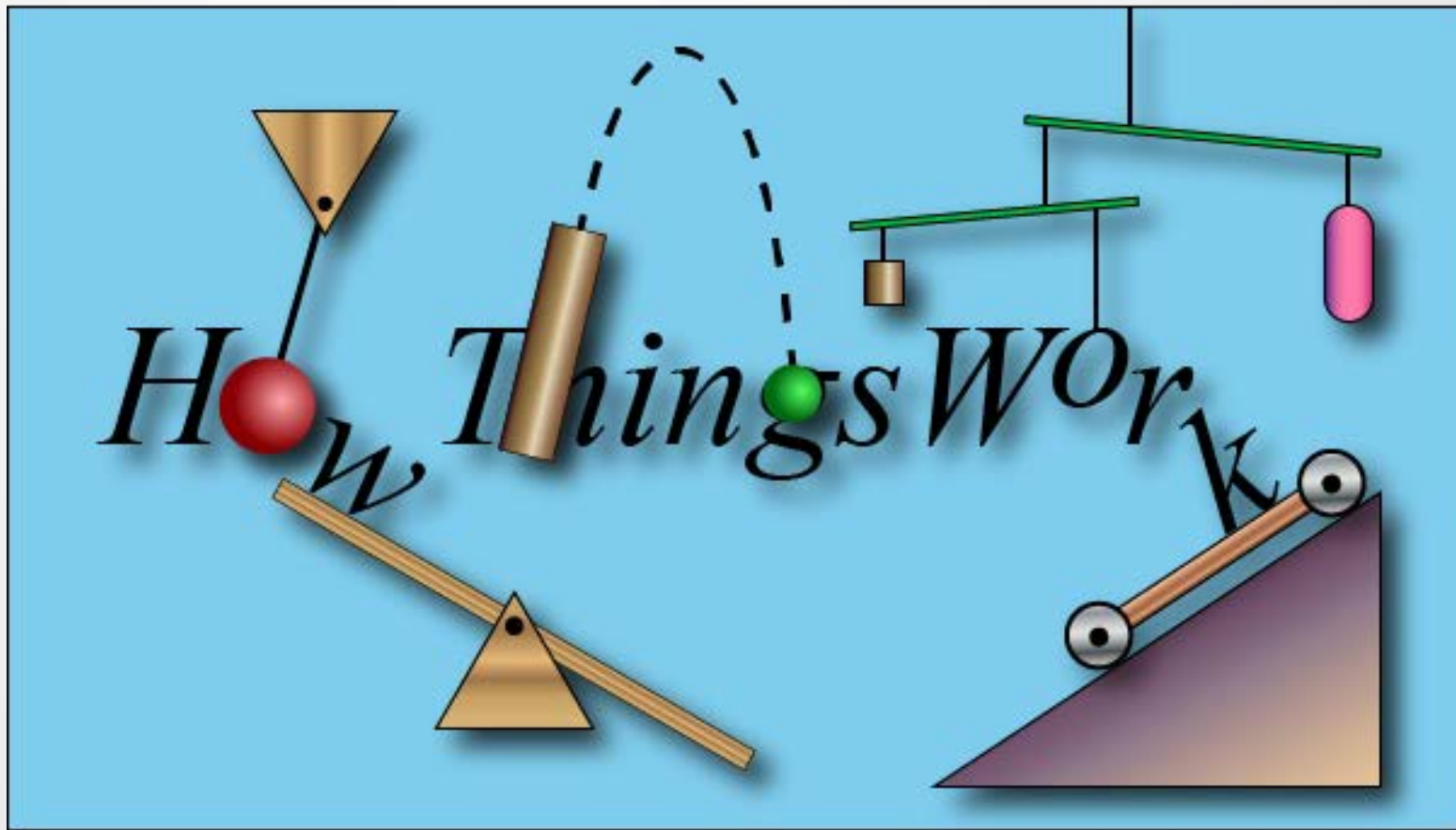


Objectives

- Review your completed-to-date required activities for the 2017-2018 LCAP
- Document required activities that need to be completed for the 2017-2018 LCAP
- Develop a deeper understanding of how to create high-quality LCAP sections
- Identify and complete an activity that will bring you closer to completion of your 2017-2018 LCAP



How Today Works



Looking Back

- What have we accomplished so far for the 2017-2018 LCAP?
- What Data do we have?
- Which stakeholders have given input?



Moving Forward

- What do we still need?
- What student data do we need?
- Parent surveys?
- Focus groups?
- Missing input from key stakeholder?
- Local measures?



Document your Discussion

- Chart Looking Back unresolved actions
- Chart Moving Forward pending actions



Resources





The Education Trust—West

LCAP EVALUATION CHECKLIST

This document is intended to help stakeholders review and evaluate a school district's Local and Accountability Plan, or LCAP. This checklist is not meant to judge or evaluate the quality or effectiveness of a district's proposed plans. Rather, it is focused on whether the plan is transparent, thoughtfully presented, and consistent with the letter and spirit of the law.

The guiding questions below are organized by each of the three LCAP sections: (1) Stakeholder Engagement, (2) Goals and Progress Indicators, and (3) Goals, Actions and Expenditures. Within these sections are two sets of questions. First, a checklist of questions addresses the element LCAP process that districts are legally required to complete. A second checklist of questions addresses potential best practices – those practices that go beyond the letter of the law but are important to include in a thoughtful, coherent, and transparent LCAP.

SECTION 1: STAKEHOLDER ENGAGEMENT

Legal Requirements: Did the district meet minimum legal requirements?

- ☐ Is a parent advisory committee reviewing a draft of the LCAP and providing written comments? superintendent answering in writing?
- ☐ Does the parent advisory committee include parents or guardians of students receiving free and reduced lunch, English language learners, and/or foster students?
- ☐ If the district's student population is at least 15% English learner, is a district English learner parent advisory committee reviewing a draft of the LCAP and providing written comments? Is the superintendent answering in writing?



Local Control and Accountability Plan (LCAP) Checklist

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

✓ *Ensure all the following has taken place:*

- _____ The district has established a parent advisory committee comprised of parents, English learners, and foster youth.
- _____ If there are 50 ELs who make up at least 15% of the district enrollment, the 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 committees.

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

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

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

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

(County Name)
Local Control and Accountability Plan (LCAP)
LCAP Template Compliance Review
For Use in County Review of District LCAPs

Page 3

District: _____	Reviewer: _____
Date Submitted: _____	Date Reviewed: _____
LCAP Version: _____	Draft: _____
Meeting Dates: _____	Public Hearing: Click here to enter a date.
Unduplicated %: Click here to enter text.	LCAP Approval: Click here to enter a date.
Min. Proport. %: Click here to enter text.	Total Suppl. & Conc. \$: Click here to enter text.

Yes	Page(s) Ref#	Annual Update
<input type="checkbox"/>		2.01 Each goal in the prior year LCAP is addressed, including the following information copied verbatim from the prior year LCAP:
<input type="checkbox"/>		2.011 Goal description
<input type="checkbox"/>		2.012 Identified state/local priorities
<input type="checkbox"/>		2.013 Expected annual measurable outcomes
<input type="checkbox"/>		2.014 Planned actions/services
<input type="checkbox"/>		2.015 Planned expenditures
<input type="checkbox"/>		2.02 Actual Annual Measurable Outcomes: Progress toward the expected annual outcome(s) based on, at a minimum, the required metrics pursuant to EC 52060 are reviewed.
<input type="checkbox"/>		2.03 Actual Annual Services: A description of the actual actions/services is included.
<input type="checkbox"/>		2.04 Estimated Actual Annual Expenditures: Estimated actual annual expenditures are included.
<input type="checkbox"/>		2.05 Analysis: Implementation:
<input type="checkbox"/>		2.051 For each goal, the overall implementation of the actions/services to achieve the articulated goal is described
<input type="checkbox"/>		2.052 For each goal, a discussion of the relevant challenges and successes during the implementation process is included
<input type="checkbox"/>		2.06 Analysis: For each goal, the review of progress includes an assessment of the effectiveness of the specified actions toward the achievement of the goal.
<input type="checkbox"/>		2.07 Analysis: For each goal, any material differences between Budgeted Expenditures and Estimated Actual Expenditures are described.
<input type="checkbox"/>		2.08 Analysis: Any changes to the goal and/or actions/services as a result of this analysis are described, and location(s) of changes to actions/services within the LCAP are identified.
Comments/Follow Up Required: _____		
Yes	Page(s) Ref#	Stakeholder Engagement
<input type="checkbox"/>		3.01 Correct LCAP year is checked.
<input type="checkbox"/>		3.02 Involvement Process: Describes the process used to consult with groups below on LCAP and Annual Update:
<input type="checkbox"/>		3.021 Parents
<input type="checkbox"/>		3.022 Pupils



Santa Clara County
Office of Education

Putting the Pieces Together Session 3



Break



It's Time For A Break



Exemplars



County Board of Education

Superintendent

SCCOE Branches

Business Services

Educational Services

Human Resources

Student Services

Technology Services

Resources for Teachers

Resources for Families

Resources for Administrators

Public Schools Directory

Job Opportunities

Credentialing Programs

SCCOE Intranet

Contact Us

Local Control Accountability Plan (LCAP)

2016-17

[LCAP Needs Assessment Tool](#) (If you are having trouble opening the file, please right click and select 'Save Target As' to download/save. You may then open the saved document. Thank you.)

2016-17 LCAP RESOURCES

-  [2017 LCAP Example Draft w Notes 3 14 17](#)
-  [2017 LCAP Example Draft w Notes 3 14 17](#)
-  [3 28 2017 CCSESA LCAP Approval Manual 2016-17](#)
-  [3 28 2017 ETW LCAP Evaluation Checklist 6 3 14](#)
-  [3 28 2017 LCAP Checklist](#)
-  [3 28 2017 LCAP Session 3 Agenda](#)
-  [3 28 2017 PPT LCAP Session 3](#)
-  [4 13 2017 Flyer PPT LCAP Session 4](#)
-  [Budget Summary guide - LCAP 2017](#)
-  [Budget Summary guide - LCAP 2017](#)
-  [CCSESA Dashboard Training PPT](#)
-  [CCSESA Dashboard Training](#)
-  [CCSESA LCAP Training Session 1](#)
-  [CCSESA LCAP Training Session 2](#)
-  [Charter Schools Meeting 2 16 2017 - The LCAP](#)
-  [FY 2017-20 LCAP Template \(Spanish\) Revised 03-06-17](#)
-  [FY 2017-20 LCAP Template \(Spanish\) Revised 03-06-17](#)
-  [LCAP New Template Guidance](#)
-  [LCAP Template 2016](#)
-  [LCAP Template 2016](#)
-  [LCAP Timeline \(sample\) English and Spanish](#)
-  [LCAP-Compliance Calendar](#)
-  [Session 1 - Handout for LCAP](#)
-  [Session 1 - LCAP Template Blank Form](#)

QUICK LINKS

[LCAP 2016-17](#)

[LCAP 2015-16 Archives](#)

[LCAP 2014-15 Archives](#)

[2016 LCAP - SCCOE District Contacts](#)

SERVICES

[Educational Services Branch](#)

[ASAPconnect](#)

[Assessment and Accountability](#)

[State & Federal Programs](#)

[Curriculum and Instruction](#)

[Event Calendar](#)

[Learning Multimedia Center](#)

[Newsletters](#)

LCAP Exemplars



Suggestions on where to Focus Today?

- Executive Summary
 - Greatest Progress
 - Greatest Needs
 - Performance Gaps
- Increased/Improved Services
- Transferring Annual Update information
- Local Performance Indicator
 - identifying your metrics



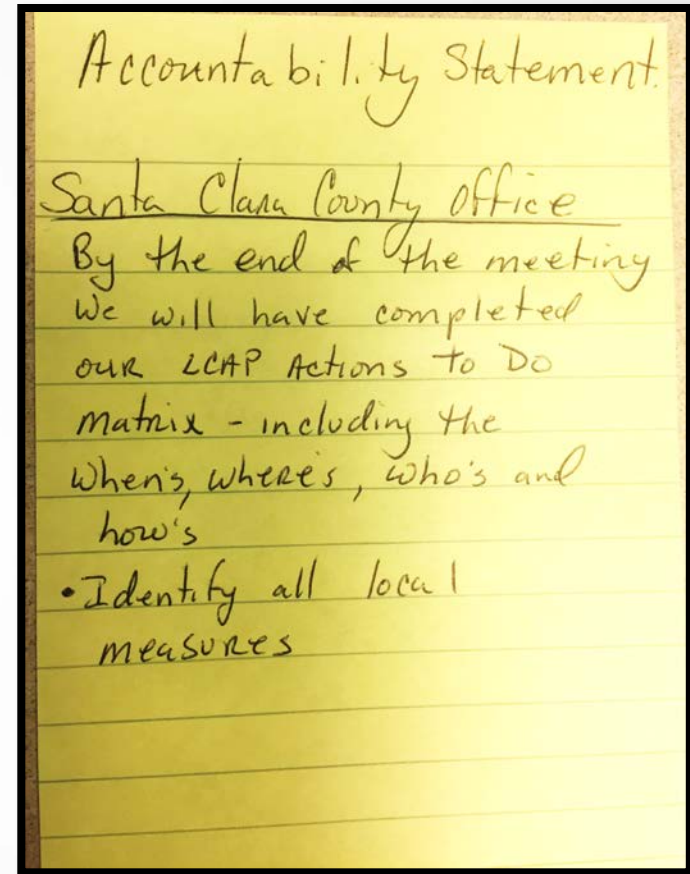
Caution

- No individual or small group should have exclusive say on what is included in the narratives
- Collaborative analysis and responses are a required element of the LCAP process



Accountability Statements

- What do you as a team want to get out of today?
- At the end of the day, our LCAP team will ...



Financial Breakout Session

- Budget managers meet in the designated area
- Bring specific budget questions
- Cross-references your LCAP budget documents with exemplars



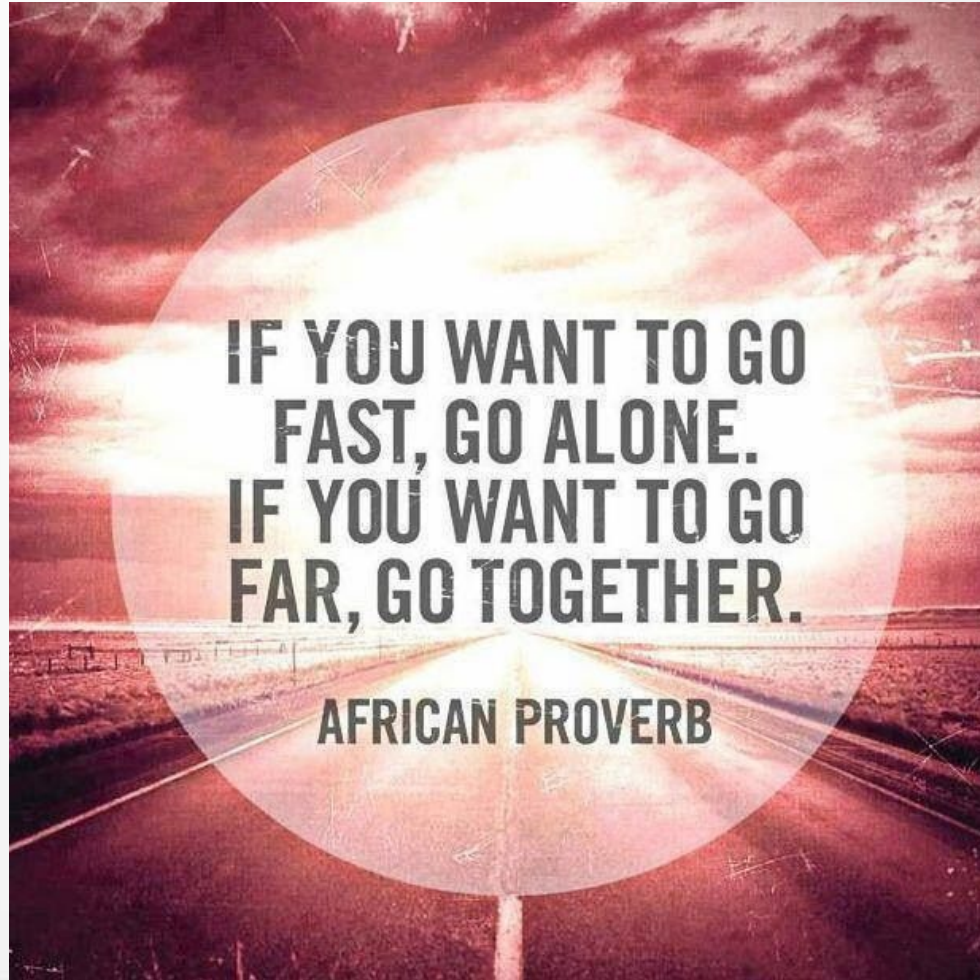




**KEEP
CALM
AND
HAVE A
TEAM LUNCH**



Team Work Time



Evaluate Accountability Statements

- Each team shares how well they did on completing their accountability statements



Thank You!

- Please complete evaluation form
- Register for our last session

Putting the Pieces Together



Next Meeting

- Session 4
 - Theory of Action
 - Implementation, communication and replicating the Process
- April 13, 2017 OR May 16, 2017
 - April 13 - <http://santaclara.k12oms.org/201-126026>
 - May 16 - <http://santaclara.k12oms.org/201-126027>
- Register for one session only

