Putting the Pieces Together

Santa Clara County Office of Education

Session 3
Drafting Your Plan: Making Coherency Out Of Your Metrics
Welcome & Introductions!

I LOVE LCAP!
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 require 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
**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 of 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. Of these sections are two sets of questions. First, a checklist of questions address the elements of the LCAP process that districts are legally required to complete. A second checklist of questions address 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? The superintendent is answering in writing?
- Does the parent advisory committee include parents or guardians of students receiving free and / or reduced lunch, English language learners, and / or foster students?
- If the district’s student population is at least 15% English learners, is a district English learner parent advisory committee reviewing a draft of the LCAP and providing written comments? The superintendent is answering in writing?

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

  ✓ Ensure all of the following has taken place:
    - The district has established a parent advisory committee comprised of parent, English learners, and foster youth.
    - If there are 50 ELs who make up at least 10% of the district enrollment, the established an EL parent advisory committee.
    - The superintendent has provided 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 public hearing has held the district budget.
  - The public hearing agenda is posted at least 24 hours prior to the hearing at 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 on the same day as the public hearing, and prior to July 1, 2014.

### Table: LCAP Template Compliance Review

<table>
<thead>
<tr>
<th>Issue Area</th>
<th>Description</th>
<th>Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Plan and Budget</td>
<td>Ensure the plan and budget are aligned and consistent with the LCAP.</td>
<td>✓</td>
</tr>
<tr>
<td>2. Goals and Progress Indicators</td>
<td>Ensure goals and progress indicators are measurable and aligned with the LCAP.</td>
<td>✓</td>
</tr>
<tr>
<td>3. Actions and Expenditures</td>
<td>Ensure actions and expenditures are aligned with the LCAP.</td>
<td>✓</td>
</tr>
<tr>
<td>4. Public Hearing</td>
<td>Ensure the public hearing has been held and the public hearing has held the district budget.</td>
<td>✓</td>
</tr>
</tbody>
</table>

**District: Tulelake Schools**

**LCAP Version:** 10

**Meeting Dates:**
- Public Hearing: [Click here to enter a date.]
- LCAP Approval: [Click here to enter a date.]

**Unshared Prop. No:** [Click here to enter text.]

**Total Suppl. & Conc.:** [Click here to enter text.]
Teamwork time
Break

It’s Time For A Break
Exemplars
**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

1. 2017 LCAP Example Draft w Notes 3 14 17
2. 2017 LCAP Example Draft w Notes 3 14 17
3. 28 2017 CCSESA LCAP Approval Manual 2016 18
4. 28 2017 ETW LCAP Evaluation Checklist 6 3 14
5. 28 2017 LCAP Checklist
6. 28 2017 LCAP Session 3 Agenda
7. 28 2017 PPT LCAP Session 3
8. 4 13 2017 Flyer PPT LCAP Session 4
9. Budget Summary guide - LCAP 2017
10. Budget Summary guide - LCAP 2017
11. CCSESA Dashboard Training PPT
12. CCSESA Dashboard Training
13. CCSESA LCAP Training Session 1
14. CCSESA LCAP Training Session 2
15. Charter Schools Meeting 2 16 2017 - The LCAP
16. FY 2017-20 LCAP Template (Spanish) Revised 03-06-17
17. FY 2017-20 LCAP Template (Spanish) Revised 03-08-17
18. LCAP New Template Guidance
19. LCAP Template 2016
20. LCAP Template 2016
21. LCAP Timeline (sample) English and Spanish
22. LCAP-Compliance Calendar
23. Session 1 - Handout for LCAP
24. Session 1 - LCAP Template Blank Form
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 ...

HELLO
I AM...
ACCOUNTABLE

Accountability Statement:
Santa Clara County Office
By the end of the meeting
we will have completed
our LCAP Actions to Do
matrix - including the
When's, Where's, Who's and
how's
• Identify all local measures
Financial Breakout Session

- Budget managers meet in the designated area
- Bring specific budget questions
- Cross-references your LCAP budget documents with exemplars
Teamwork time
KEEP CALM AND HAVE A TEAM LUNCH
Team Work Time

IF YOU WANT TO GO FAST, GO ALONE. IF YOU WANT TO GO FAR, GO TOGETHER.

AFRICAN PROVERB
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
Next Meeting

• Session 4
  – Theory of Action
  – Implementation, communication and replicating the Process

• April 13, 2017 OR May 16, 2017
  o April 13 - http://santaclara.k12oms.org/201-126026
  o May 16 - http://santaclara.k12oms.org/201-126027

• Register for one session only