

**Santa Clara County Office of Education  
Suggested LCAP Development Timeline**

<b>LCAP Action</b>	<b>Suggested Timeline</b>	<b>District Staff Involved</b>	<b>Completed</b>
<b>Identify stakeholders (teachers, administrators, local bargaining units, students, parents) for current year EC 52060(g)</b>	July-October		
<b>Establish calendar for stakeholder meetings</b>	July - October		
<b>Determine Parent Advisory Committee members 52063(a)(1)(2)(3)</b>	August - October		
<b>Establish schedule for Parent Advisory Committee</b>	August- October		
<b>Determine English Learner Parent Advisory Committee members EC 52063(b)(1)(2)</b>	August- October		
<b>Establish schedule for English Learner Parent Advisory Committee</b>	August- October		
<b>Determine LCAP Updates to Board (monthly, quarterly, etc.)</b>	August- October		
<b>Identify key staff responsible for implementing each LCAP goal/action</b>	August - September		
<b>Identify metrics to monitor throughout the year and how these metrics will be gathered and reported (ensure required metrics are included)</b>	August - September		
<b>Review alignment of district plans with LCAP EC 52062(a)(4)</b>	July- October		
<b>Consult stakeholders on LCAP implementation and metrics gathered to determine any mid-course corrections or implications for LCAP in development for next year</b>	November- January		
<b>Meet with Parent Advisory Committee on LCAP implementation</b>	November- January		
<b>Meet with EL Parent Advisory Committee on LCAP implementation</b>	November- January		
<b>Begin to record progress on Annual Update</b>	November- January		
<b>Revise LCAP goals, actions and services to align with changes needed for plan development</b>	November- January		
<b>CA Dashboard Release: Review results</b>	December		
<b>Review Governor's proposed budget and determine local implications</b>	January		
<b>Winter Consolidated Application (CARS)</b>	January-February		
<b>Review draft LCAP actions and services</b>	February-March		

<b>Continue modification of LCAP based on addressing progress on Annual Update</b>	January-March		
<b>Present Annual Update to stakeholders</b>	February-March		
<b>Present draft Annual Update to Parent Advisory Committee</b>	February-March		
<b>Present draft Annual Update to EL Parent Advisory Committee</b>	February-March		
<b>Review draft of Annual Update with COE staff</b>	February-March		
<b>Begin work on LCAP Federal Addendum</b>	February-March		
<b>Submit draft of Annual Update to COE staff if district requests early feedback</b>	March		
<b>Present draft LCAP to stakeholders</b>	February-March		
<b>Present draft LCAP to Parent Advisory Committee for review/comment, consider revisions based on stakeholder feedback</b>	March-April		
<b>Submit draft LCAP to COE staff for first review and feedback</b>	April		
<b>Finalize Annual Update</b>	April-May		
<b>Review Governor's May budget revision and determine local implications</b>	May 15		
<b>Spring Consolidated Application (CARS) with Application for Federal Funding</b>	May-June		
<b>Submit updated draft LCAP to COE staff, following May Revise.</b>	May 20-30		
<b>Hold a Public Hearing to invite public comment on LCAP draft</b>	May - June		
<b>Board adoption of district LCAP including Annual Update</b>	June		
<b>Submit LCAP to SCCOE within 5 days of adoption by the Board EC 52070</b>	June (not later than June 30)		
<b>Post Board approved LCAP on district website</b>	June		
<b>First required county feedback due to district EC 52070</b>	August 15		
<b>Districts have 10 days to respond to COE initial feedback</b>			
<b>Consider SCCOE recommendations in a public hearing within 15 days EC 52070 only if major revisions are required</b>			
<b>County approves LCAP and Annual Update</b>	No later than September		