

LCAP Development Planning Tool

When	Date(s)	Activity	Who?	Notes
Fall		<ul style="list-style-type: none"> <input type="checkbox"/> Post Board adopted and SDCOE approved LCAP on website. 		Make sure the LCAP is prominently displayed on the landing page of the website.
		<p>LCAP outreach: What is our plan for meaningful, effective parent engagement?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify stakeholder groups, especially for underserved/unduplicated students <input type="checkbox"/> Plan stakeholder surveys (parents, students, staff), if applicable <input type="checkbox"/> Schedule community forums 		<p>Plan for engagement, education, and to gather information.</p> <p>Tip: Create a spreadsheet or log of specific meetings. This will be useful when you update your Stakeholder section.</p>
		<p>Sept – Oct (Capacity Building):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Update Parent Advisory Committees (PAC) <input type="checkbox"/> Build PAC capacity <ul style="list-style-type: none"> <input type="checkbox"/> LCFF <input type="checkbox"/> Dashboard, local indicators <input type="checkbox"/> School budgets 		
		<p>Schedule Stakeholder Engagement (must include):</p> <ul style="list-style-type: none"> <input type="checkbox"/> PAC, DELAC, Administrators, Principals, teachers, other school personnel, local bargaining units (if applicable), parents, students, other (if applicable) <input type="checkbox"/> Charter schools: teachers, principals, administrators, other school personnel, parents, and pupils. 		Tip: Keep sign-in sheets, agendas, notes from stakeholder meetings.
		<ul style="list-style-type: none"> <input type="checkbox"/> Schedule data collaboration <ul style="list-style-type: none"> • What systematic process(es) are we using? <ul style="list-style-type: none"> ○ Plan-Do-Study-Act cycles ○ Implementation: expanding the selection, adoption and sustained use of educational practices 		Schedule regular data sessions to review data. This will assist with your Annual Update and Goals, Actions, and Services sections.

		<ul style="list-style-type: none"> • How often are we meeting to review data and reflect on LCAP goals, actions, and services 		
		<p>Work with PAC, community stakeholders to identify evaluation tools (surveys, questions, etc.) for Local indicators.</p> <ul style="list-style-type: none"> ❑ Finalize measurements of Local Indicators and report. 		
By 11/1/2019		<p>Local Indicators:</p> <ul style="list-style-type: none"> ❑ Review/input with PAC & community ❑ Present Local Indicators to Board <p>https://www.cde.ca.gov/ta/ac/cm/localindicators.asp</p> <p>Local indicators updates and submission: An LEA must complete the local indicators and submit its results by November 1, 2019 (The Dashboard coordinator has access to upload this information.)</p>		Note: Prior to finalizing this local indicator information in the Dashboard, the information must be reported at an LEA's regularly scheduled governing board meeting.
Winter		<p>Dec: CA Dashboard results are published</p> <ul style="list-style-type: none"> ❑ Present district's results to Board and community. ❑ Further PAC training 		
		<p>Review Governor's January Budget proposal</p> <ul style="list-style-type: none"> ❑ Schedule meeting ❑ Discuss how the proposed findings will impact the current LCAP 		
		<ul style="list-style-type: none"> ❑ Review stakeholder survey information 		Schedule meeting to review survey outcomes and prepare to share at PAC, DELAC meetings
		<p>Stakeholder Engagement:</p> <ul style="list-style-type: none"> ❑ Community Forums ❑ Schedule PAC, DELAC meetings <ul style="list-style-type: none"> • Has the updated draft LCAP been presented to the PAC/DELAC? • What input have you collected? 		Tip: You'll be required to note a description of how stakeholder engagement impacted the development of the LCAP. Keep a log of each session that includes feedback from stakeholders.
		<ul style="list-style-type: none"> ❑ Schedule team writing sessions for the Annual Update in early Spring. 	Who should be in the room to assist with writing?	Tip: Team writing sessions are efficient, includes diverse perspectives, and supports transparency.

Begin updating current goals in the Annual Update section.				
Early Spring		<input type="checkbox"/> Goal 1 Annual Update-metrics and actions		Team writing session
		<input type="checkbox"/> Goal 2 Annual Update- metrics and actions		Team writing session
		<input type="checkbox"/> Goal 3 Annual Update- metrics and actions		Team writing session
		(Add goals as needed)		Team writing session
Gather data and update stakeholder section, plan summary, etc.				
Spring Early April		Annual Update and Stakeholder Engagement <input type="checkbox"/> Gather data from your stakeholder sessions		Section complete in draft form
		<input type="checkbox"/> LCAP Plan Summary section including findings from DA process if applicable.		Section complete in draft form
		<input type="checkbox"/> Goals, Actions and Services <input type="checkbox"/> DIISUP <input type="checkbox"/> LCAP Budget Overview for Parents to be complete		Section to be complete including updates as a result of DA process in draft form
	Prepare for LCAP Draft review.			
		LCAP Revision: Publish draft LCAP. <input type="checkbox"/> Present draft LCAP to PACs and hold community listening sessions where <ol style="list-style-type: none"> 1. draft LCAP is explained; 2. proposed actions viewed against needs reflected in Dashboard results; 3. feedback and suggestions gathered. 		Work with team to prepare for presentation
May		May (Update LCAP Revisions): <input type="checkbox"/> Incorporate May Revisions; be transparent regarding changes to LCAP. <input type="checkbox"/> Present post-May Revise LCAP to PAC and community stakeholders; gather feedback.		

	<ul style="list-style-type: none"> <input type="checkbox"/> Provide time for PAC to comment & Supt. to respond re proposed LCAP. <input type="checkbox"/> First Board meeting re proposed LCAP. 		
	<ul style="list-style-type: none"> <input type="checkbox"/> Board Meeting ; LCAP Public Hearing <ul style="list-style-type: none"> ● Comprehensive draft is to be available ● Budget Overview for Parents is to be included in public hearing 		Who will take lead on presenting and communicating with the Board? Note: For charter schools, the charter school governing board approves the LCAP.
	LCAP initial review session with SDCOE staff or Charter team (Late April/May)		This is a service of SDCOE and not mandatory. Charter schools can share draft LCAPs with Kristen Armatis for feedback.
By June 30	<p>June (Finalize LCAP):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide time for PAC to comment & Supt. to respond regarding proposed LCAP. <input type="checkbox"/> Second Board meeting re proposed LCAP. <input type="checkbox"/> Adopt LCAP, Budget Overview for Parents, budget by June 30th. <input type="checkbox"/> Recruit new members for PAC for next year. 		Charter: Pursuant to California Education Code (EC) Section 47604.33, charter schools are required to submit an LCAP to the authorizing agency <u>and</u> the county superintendent of schools on or before July 1 of each year.
	Submit all Board adopted documents to finrep@sdcoe.net .		All LCAPs must be submitted by July 1st.