

XYZ District LCAP Development Timeline

Date	Activity	Notes
Insert date	Goal 1 Annual Update-metrics and actions	Team writing session
Insert date	Goal 2 Annual Update- metrics and actions	Team writing session
Insert date	Goal 3 Annual Update- metrics and actions	Team writing session
Insert date	Goal 4 Annual Update- metrics and actions	Team writing session
Insert date	Annual Update and Stakeholder Engagement	Section complete in draft form
Insert date	LCAP Plan Summary section including findings from DA process	Section complete in draft form
Insert date	Goals, Actions and Services DIISUP LCAP Budget Overview for Parents to be complete	Section to be complete including updates as a result of DA process in draft form
Insert date	Materials submitted to Board secretary for review and submission for Board binder <ul style="list-style-type: none"> • Draft LCAP • Draft Budget Overview for Parents • Draft Federal Addendum 	Sections to be complete in draft form Provide drafts of documents for review before submitting for Board binder
Insert date	Finalized LCAP ready for translation	Communications team completes translation in Spanish template
Insert date	(if applicable) Board Study session presentation on <ul style="list-style-type: none"> • High level LCAP goals/actions • LCAP Budget Overview for Parents 	Work with CBO to prepare slides for presentation
Insert date	Board Meeting LCAP Public Hearing <ul style="list-style-type: none"> • Comprehensive draft is to be available and translated for public inspection • Budget Overview for Parents is to be included in public hearing • Draft Federal Addendum presented to Board 	_____ will take lead on presenting and communicating with the Board
Insert date	LCAP FastPass Session with SDCOE	
Insert date	Federal Addendum to be completed and ready for translation	Communications team completes translation in Spanish template
Insert date	Materials submitted to Board secretary for review and submission for Board binder <ul style="list-style-type: none"> • LCAP • Budget Overview for Parents • Federal Addendum 	Submit all documents to Assistant Supt for review. Once reviewed and approved, submit to the Board Secretary for distribution
Insert date	Board Meeting <ul style="list-style-type: none"> • LCAP Board Adoption • LCAP Budget Overview for Parents adopted • Federal Addendum presented to Board 	_____ will take lead on presenting and communicating with the Board
Friday, June 28th	Submit all Board adopted documents to finrep@sdcoe.net	

DRAFT AS OF 2/5/19