

Local Control and Accountability Plan  
Process Pointers

**STAKEHOLDER ENGAGEMENT**

**First Phase – Fall/Winter**

**Consultation**

**Objective:** To build stakeholder capacity about what the LCAP is, and about the goals and objectives in the current district LCAP.

Who should be included -

- All staff – site and district; administrators, certificated and classified
- General Community
- School site governance and advisory groups (ex – SSC, ELAC)
- Parents (including parents of unduplicated students)
- Students
- English Learner parents (if applicable)
- Foster Youth specialists (if applicable)
- Special Education parents, students
- School Board (Best Practice, not required)*
- LCAP Leadership Team (Best Practice, not required)*

Topics to include –

- What are LCFF and LCAP? (SDCOE resource available)
- Summary of LCAP Goals, Outcomes, Actions, and Expenditures
- Any changes made to the district board adopted LCAP during the approval process
- Data updates that relate to LCAP metrics (disaggregated as appropriate)
- How the LCAP is being implemented and monitored by the district during the year
- Any updates/interim data already available to include in the Annual Update
- Input on specific areas that seem to be needs based on updates
- Is the LCAP aligned to any other district plans?

*Second phase – Best Practice, not required*

**Objective:** To review and share annual update in order to inform decisions on revisions to goals and actions for the coming years.

Who should be included -

- LCAP Leadership Team
- Parent Advisory Groups
- SSC/ELAC
- School Board

Topics to Include:

- Prioritize new ideas
- Decide on proposed revisions
- Begin budget planning after Governor’s budget is released in January

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Final Phase – Spring

**Review and Comment**

**Objective:** To gather final feedback on draft plan through required consultations. Review draft of three year plan with budgeted actions and any revisions.

Who should be included -

- LCAP Leadership Team
- Parent Advisory Groups
- SSC/ELAC
- Community
- School Board

Required Events -

- General Community input on draft plan
- Parent Advisory Group - Superintendent responds to comments in writing
- English Learner Parent Advisory Group - Superintendent responds to comments in writing
- Public Hearing at District Board Meeting, with LCAP agenda item before the Public Hearing on the budget
- Adoption at subsequent District Board Meeting, preceding adoption of budget at the same board meeting