

Budget & LCAP Development & Monitoring

Turlock Unified School District

LCAP Cohort: *Nino Amirfar (Community Member, Turlock Police Department), Marjorie Bettencourt (Asst. Superintendent, Finance & Accountability), Robert Brogdon (Network Supervisor, Technology), Bob Chandler (Teacher, Dutcher), Kelsey Chrisco (Teacher, Cunningham), Chrissy Coughran (Teacher, Walnut), Monica Danbom (Teacher, Julien), Laura Fong (Director, Special Ed), Angie Freitas (Counselor, THS), Teresa Harmon (Teacher, Osborn), Marcus Hatchell (Teacher, PHS), Ken Howenstine (Parent, Brown), Esmirna Imperial (Counselor, eCademy), Heidi Lawler (Asst. Superintendent, Ed Services), Marya Moreno (Teacher, Crowell), Lisa Narciso (Campus Supervisor, PHS), Gil Ogden (Director, Student Services), Gabe Ontiveros (Principal, THS), Jeff Persons (AP, Earl), Shellie Santos (Director, Curriculum & Instruction), Anthony Silva (Board of Trustees), Alice Solis (Director, ELASP), Diane Springer (Administrative Secretary, Osborn), Bret Theodozio (Director, CTE & Program Equity), Mike Trainor (Asst. Superintendent, Business Services), Dana Trevethan (Superintendent), Nicole Trevino (Reading Specialist, Brown), Darren Webb (Teacher TJHS), Amanda Wolf (Teacher, Medeiros)*

Budget Development: *Marjorie Bettencourt (Asst. Superintendent, Finance & Accountability), Pam McDiffett (Comptroller), Aaron Curd (Budget Analyst), Sandra Magana (Budget Analyst), Dawn Nelson (District Accounting Technician), Karyn Childers (District Accounting Technician)*

July, 2018			
Stakeholder(s)	Purpose/Venue	Tasks/Actions	Timeline
District Engagement	District-wide	Began implementing actions of LCAP District-wide.	July 1
Finance Department	Department Meeting	Met to discuss timeline and procedures to close 2017-18 fiscal year.	July 10
District Administration Engagement	SSC workshop	Participated in the 2018 School Finance & Management conference to receive current information on the State adopted budget.	July 11
District/Site Administration Engagement	District LCAP workshop	Held workshop for site and District administration regarding LCAP integrity and fiscal responsibility.	July 31
August, 2018			
Stakeholder(s)	Purpose/Venue	Tasks/Actions	Timeline
District Administration Engagement	Administrative Workshop	Reviewed 2018-19 LCAP focus/District initiatives with District Administration.	August 1
Fiscal Department	Site Budgets	Reviewed site budgets and communication plan.	August 3
District Administration Engagement	Small Cabinet	Dedicated 30 minutes to monitor and evaluate progress on LCAP action items.	August 7, 14, 21, 28
Staff/Administration Engagement	New Teacher Orientation	Reviewed 2018-19 LCAP Goals, key actions, and development process.	August 8
District Administration Engagement	LCAP PLN meeting/SCOE	Participated in LCAP Professional Learning Network meeting at SCOE.	August 24
Fiscal Services Staff	Year-end audit	Completed final site visit and data collection for 2017-18 Financial Audit report.	August 27-29
District/Site Administration Engagement	Elementary Principals Roundtable	Sought input from elementary site principals regarding evidence, effectiveness, & engagement of LCAP goals/actions.	August 30
September, 2018			
Stakeholder(s)	Purpose/Venue	Tasks/Actions	Timeline
Fiscal Services Staff	Unaudited Actuals	Presented 2017-18 Unaudited Actuals on consent calendar for Board approval.	September 4
Fiscal Services Staff	Budgets	Updated budgets with carryover from 2017-18 to sites for SPSAs.	September

District Administration Engagement	LCAP PLN meeting/SCOE	Participated in LCAP Professional Learning Network meeting at SCOE.	September 7
District Administration Engagement	Small Cabinet	Dedicated 30 minutes to monitor and evaluate progress on LCAP action items.	September 4, 11, 18, 25
Staff/Administration Engagement	Quarterly Classified Forum	Reviewed LCAP goals & actions.	September 10
District Administration Engagement	Large Cabinet	Reviewed department timelines to support LCAP actions/progress.	September 11
District/Site Administration Engagement	Secondary Principals Roundtable	Sought input from secondary site principals regarding evidence, effectiveness, & engagement of LCAP goals/actions.	September 17
District Administration Engagement	LCAP PLN meeting/SCOE	Participated in LCAP Professional Learning Network meeting at SCOE.	September 21
Staff/Administration Engagement	Quarterly Certificated Forum	Reviewed LCAP goals & actions.	September 26

October, 2018

Stakeholder(s)	Purpose/Venue	Tasks/Actions	Timeline
District Administration Engagement	Small Cabinet	Dedicate 30 minutes to monitor and evaluate progress on LCAP action items.	October 2, 9, 16, 23, 30
Parent/Staff Administration Engagement	Superintendent's Parent Advisory Council	Provide LCAP progress update and review data to support action items at Parent Advisory Council.	October 4
District Administration Engagement	LCAP PLN meeting/SCOE	Participate in LCAP Professional Learning Network meeting at SCOE.	October 12
District/Site Administration Engagement	Secondary Principals Roundtable	Seek input from secondary site principals regarding evidence, effectiveness, & engagement of LCAP goals/actions.	October 15
District Administration Engagement	Large Cabinet	Review department timelines to support LCAP actions/progress.	October 16
District Administration Engagement	LCAP PLN meeting/SCOE	Participate in LCAP Professional Learning Network meeting at SCOE.	October 26
Staff/Administration Engagement	Quarterly Certificated Forum	Review LCAP goals & actions.	October 29
Fiscal Services Staff	1 st Interim	Finalize budget updates for 1 st interim reporting.	October 31

November, 2018

Stakeholder(s)	Purpose/Venue	Tasks/Actions	Timeline
Parent/Staff Administration Engagement	Superintendent's Parent Advisory Council	Provide LCAP progress update and review data to support action items at Parent Advisory Council.	November 1
Fiscal Services Staff	SELPA Regionalized Program Fees	Update fees for service for regionalized programs to align with individual program costs.	November 1
District/Site Administration Engagement	Elementary Principals Roundtable	Seek input from elementary site principals regarding evidence, effectiveness, & engagement of LCAP goals/actions.	November 1
District Administration Engagement	Small Cabinet	Dedicate 30 minutes to monitor and evaluate progress on LCAP action items.	November 6, 13, 20, 27
District Administration Engagement	Large Cabinet	Review department timelines to support LCAP actions/progress.	November 13
Staff/Administration Engagement	Quarterly Classified Forum	Review LCAP goals & actions.	November 13
District Administration Engagement	LCAP PLN meeting/SCOE	Participate in LCAP Professional Learning Network meeting at SCOE.	November 16

Governing Board, Staff/Community Engagement	LCAP Steering Committee Meeting	Hold initial meeting for LCAP Steering Committee members to discuss LCAP process, and review goals, identified needs, and District data.	November 16
District/Site Administration Engagement	Secondary Principals Roundtable	Seek input from secondary site principals regarding evidence, effectiveness, & engagement of LCAP goals/actions.	November 26
December, 2018			
Stakeholder(s)	Purpose/Venue	Tasks/Actions	Timeline
Staff/Community Engagement	Electronic Communication to 56-member LCAP Steering Committee	Communicate progress on LCAP development and data to all 56 members of the LCAP Steering Committee.	December 3
District Administration Engagement	Small Cabinet	Dedicate 30 minutes to monitor and evaluate progress on LCAP action items.	December 4, 11, 18
Governing Board, Staff/Community Engagement	Board Meeting	Present 1 st Interim report and budget revisions to Board for approval.	December 4
Governing Board, Staff/Community Engagement	Board Meeting	Provide LCAP progress update.	December 4
Parent/Staff Administration Engagement	Superintendent's Parent Advisory Council	Provide LCAP progress update and review data to support action items at Parent Advisory Council.	December 6
District/Site Administration Engagement	Elementary Principals Roundtable	Seek input from elementary site principals regarding evidence, effectiveness, & engagement of LCAP goals/actions.	December 6
District Administration Engagement	Large Cabinet	Review department timelines to support LCAP actions/progress.	December 11
District Administration Engagement	Charter Oversight	Review Fusion Charter financial statements & 1 st interim report.	December 12
District Administration Engagement	LCAP PLN meeting/SCOE	Participate in LCAP Professional Learning Network meeting at SCOE.	December 14
District/Site Administration Engagement	Secondary Principals Roundtable	Seek input from secondary site principals regarding evidence, effectiveness, & engagement of LCAP goals/actions.	December 17
January, 2019			
District Administration Engagement	Large Cabinet	Review department timelines to support LCAP actions/progress.	January 8
District Administration Engagement	Small Cabinet	Dedicate 30 minutes to monitor and evaluate progress on LCAP action items.	January 8, 15, 22, 29
Staff/Admin/Community Engagement	Online and print surveys	Begin LCAP Survey Process to receive feedback from staff, students, parents and community members.	January 9
District/Site Administration Engagement	Elementary Principals Roundtable	Seek input from elementary site principals regarding evidence, effectiveness, & engagement of LCAP goals/actions.	January 10
District Administration Engagement	LCAP PLN meeting/SCOE	Participate in LCAP Professional Learning Network meeting at SCOE.	January 11
District Administration Engagement	LCAP PLN meeting/SCOE	Participate in LCAP Professional Learning Network meeting at SCOE.	January 25
District/Site Administration Engagement	Secondary Principals Roundtable	Seek input from secondary site principals regarding evidence, effectiveness, & engagement of LCAP goals/actions.	January 28

Staff/Administration Engagement	Quarterly Classified Forum	Review LCAP goals & actions.	January 28
Staff/Administration Engagement	Quarterly Certificated Forum	Review LCAP goals & actions.	January 29
February, 2019			
Governing Board, Staff/Community Engagement	LCAP Steering Cohort Meeting	Hold second meeting to discuss LCAP process and review actions & data.	February 1
District Administration Engagement	Small Cabinet	Dedicate 30 minutes to monitor and evaluate progress on LCAP action items.	February 5, 12, 19, 26
Parent/Staff Administration Engagement	Superintendent's Parent Advisory	Seek input/feedback regarding LCAP development process.	February 7
District Administration Engagement	LCAP PLN meeting/SCOE	Participate in LCAP Professional Learning Network meeting at SCOE.	February 8
District Administration Engagement	Large Cabinet	Review department timelines to support LCAP actions/progress.	February 12
Staff/Community Engagement	Electronic Communication to 56-member LCAP Steering Committee	Communicate LCAP progress, to include new actions and related data, to all 56 members of the LCAP Steering Committee.	February 13
Governing Board, Staff/Community Engagement	Board Meeting	LCAP progress update to be provided.	February 19
District/Site Administration Engagement	Secondary Principals Roundtable	Seek input from secondary site principals regarding evidence, effectiveness, & engagement of LCAP goals/actions.	February 25
District/Site Administration Engagement	Elementary Principals Roundtable	Seek input from elementary site principals regarding evidence, effectiveness, & engagement of LCAP goals/actions.	February 28
March, 2019			
District Administration Engagement	LCAP PLN meeting/SCOE	Participate in LCAP Professional Learning Network meeting at SCOE.	March 1
District Administration Engagement	Small Cabinet	Dedicate 30 minutes to monitor and evaluate progress on LCAP action items.	March 5, 12, 19, 26
Parent/Staff Administration Engagement	Superintendent's Parent Advisory	Seek input/feedback regarding LCAP development process.	March 7
District Administration Engagement	Large Cabinet	Review department timelines to support LCAP actions/progress.	March 12
Governing Board, Staff/Community Engagement	LCAP Steering Cohort Meeting	Hold third meeting to discuss LCAP process and review actions & data; Collect high priority actions & feedback/input.	March 15
Community Engagement	DELAC Parent Advisory Meeting	Share LCAP progress & collect input.	March 18
Community Engagement	LCAP Information Nights	Present 1-hour overview on LCFF & LCAP allowing for discussion & input related to prioritizing the State's eight areas to plan for 2019-20, with emphasis on eligible students.	March 20
District Administration Engagement	LCAP PLN meeting/SCOE	Participate in LCAP Professional Learning Network meeting at SCOE.	March 22

District/Site Administration Engagement	Secondary Principals Roundtable	Seek input from secondary site principals regarding evidence, effectiveness, & engagement of LCAP goals/actions.	March 25
District/Site Administration Engagement	Elementary Principals Roundtable	Seek input from elementary site principals regarding evidence, effectiveness, & engagement of LCAP goals/actions.	March 28
April, 2019			
District Administration Engagement	Small Cabinet	Dedicate 30 minutes to monitor and evaluate progress on LCAP action items.	April 2, 9, 16, 30
Parent/Staff Administration Engagement	Superintendent's Parent Advisory	Seek input/feedback regarding LCAP development process.	April 4
Staff/Administration Engagement	Quarterly Classified Forum	Review LCAP goals & actions.	April 8
District Administration Engagement	Large Cabinet	Review department timelines to support LCAP actions/progress.	April 9
District Administration Engagement	LCAP PLN meeting/SCOE	Participate in LCAP Professional Learning Network meeting at SCOE.	April 12
Governing Board, Staff/Community Engagement	LCAP Steering Cohort Meeting	Hold fourth meeting to discuss LCAP process and review actions & data; collect feedback/input.	April 12
District/Site Administration Engagement	Secondary Principals Roundtable	Seek input from secondary site principals regarding evidence, effectiveness, & engagement of LCAP goals/actions.	April 15
Governing Board, Staff/Community Engagement	Board Meeting	LCAP progress update to be provided.	April 16
Staff/Administration Engagement	Quarterly Certificated Forum	Review LCAP goals & actions.	April 29
May, 2019			
Parent/Staff Administration Engagement	Superintendent's Parent Advisory	Seek input/feedback regarding LCAP development process.	May 2
District/Site Administration Engagement	Elementary Principals Roundtable	Seek input from elementary site principals regarding evidence, effectiveness, & engagement of LCAP goals/actions.	May 2
District Administration Engagement	Small Cabinet	Dedicate 30 minutes to monitor and evaluate progress on LCAP action items.	May 7, 14, 21, 28
District Administration Engagement	LCAP PLN meeting/SCOE	Participate in LCAP Professional Learning Network meeting at SCOE.	May 10
Governing Board, Staff/Community Engagement	LCAP Steering Cohort Meeting	Hold fifth meeting to discuss LCAP process and review actions & data; Review final draft.	May 10
District/Site Administration Engagement	Secondary Principals Roundtable	Seek input from secondary site principals regarding evidence, effectiveness, & engagement of LCAP goals/actions.	May 20
District Administration Engagement	Large Cabinet	Review department timelines to support LCAP actions/progress.	May 21
District/Site Administration Engagement	Elementary Principals Roundtable	Seek input from elementary site principals regarding evidence, effectiveness, & engagement of LCAP goals/actions.	May 30
District Administration Engagement	LCAP PLN meeting/SCOE	Participate in LCAP Professional Learning Network meeting at SCOE.	May 31

June, 2019

Governing Board, Staff/Community Engagement	Board Meeting	Present 2019-20 Tentative Budget and conduct a Public Hearing on LCAP & Budget.	June 4
District Administration Engagement	LCAP PLN meeting/SCOE	Participate in LCAP Professional Learning Network meeting at SCOE.	June 14
Governing Board Engagement	Board Meeting	Present 2019-2020 LCAP & Budget for adoption.	June 18
County Office Engagement	Email Correspondence	Send TUSD LCAP to SCOE for approval.	June 20