

# LCFF Budget Overview for Parents

Local Educational Agency (LEA) Name: Method Schools

CDS Code: 37-68049-0129221

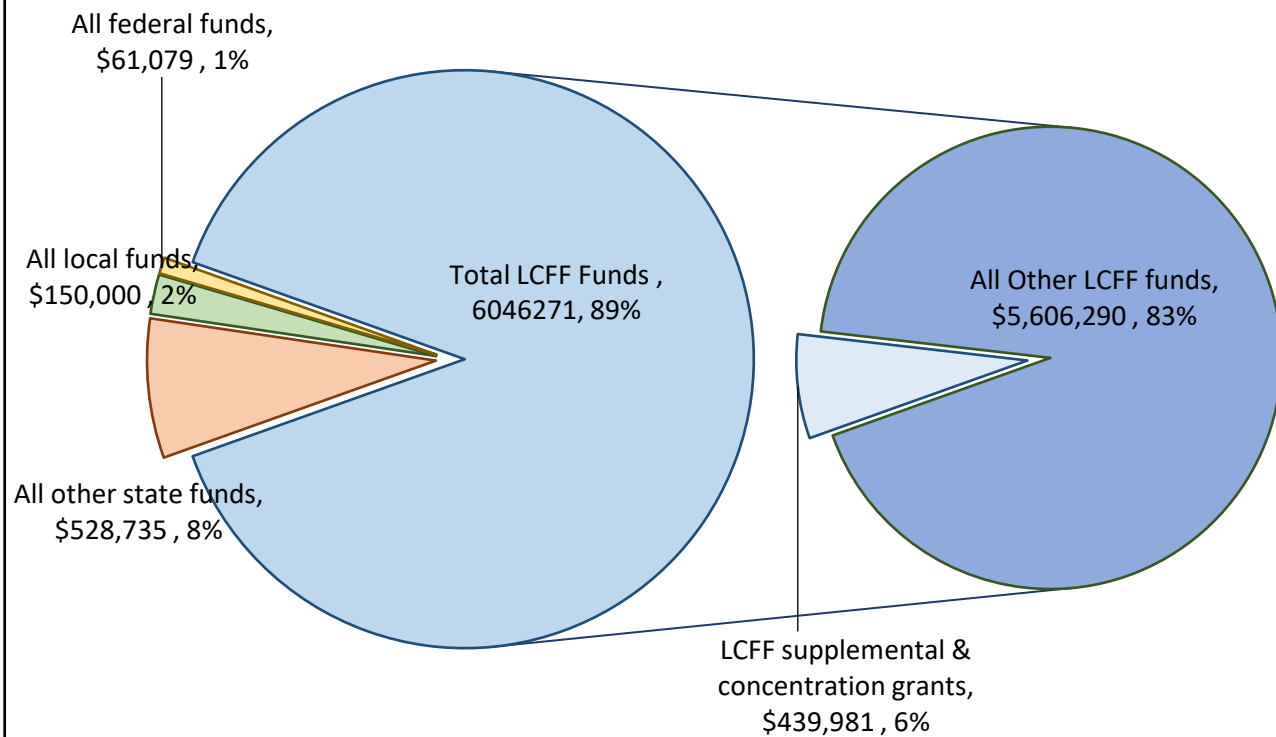
School Year: 2023-24

LEA contact information: Stefanie Bryant

School districts receive funding from different sources: state funds under the Local Control Funding Formula (LCFF), other state funds, local funds, and federal funds. LCFF funds include a base level of funding for all LEAs and extra funding - called "supplemental and concentration" grants - to LEAs based on the enrollment of high needs students (foster youth, English learners, and low-income students).

## Budget Overview for the 2023-24 School Year

### Projected Revenue by Fund Source

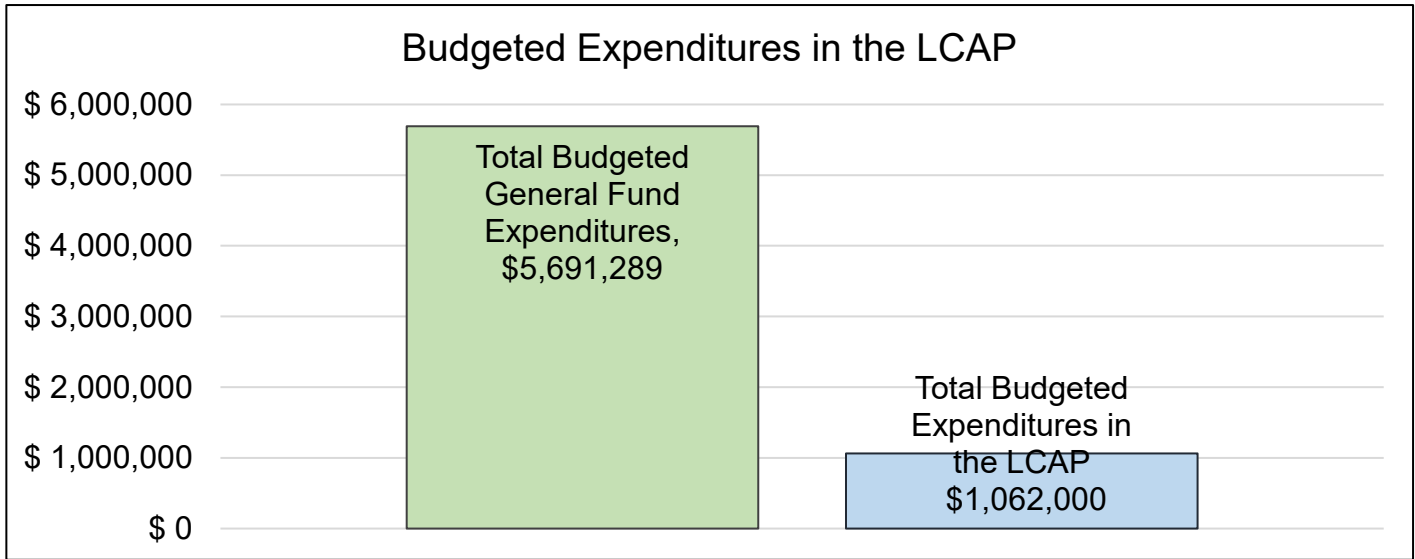


This chart shows the total general purpose revenue Method Schools expects to receive in the coming year from all sources.

The text description for the above chart is as follows: The total revenue projected for Method Schools is \$6,786,085.00, of which \$6,046,271.00 is Local Control Funding Formula (LCFF), \$528,735.00 is other state funds, \$150,000.00 is local funds, and \$61,079.00 is federal funds. Of the \$6,046,271.00 in LCFF Funds, \$439,981.00 is generated based on the enrollment of high needs students (foster youth, English learner, and low-income students).

# LCFF Budget Overview for Parents

The LCFF gives school districts more flexibility in deciding how to use state funds. In exchange, school districts must work with parents, educators, students, and the community to develop a Local Control and Accountability Plan (LCAP) that shows how they will use these funds to serve students.



This chart provides a quick summary of how much Method Schools plans to spend for 2023-24. It shows how much of the total is tied to planned actions and services in the LCAP.

The text description of the above chart is as follows: Method Schools plans to spend \$5,691,289.00 for the 2023-24 school year. Of that amount, \$1,062,000.00 is tied to actions/services in the LCAP and \$4,629,289.00 is not included in the LCAP. The budgeted expenditures that are not included in the LCAP will be used for the following:

The bulk of the expenditures which are not part of the LCAP are day to day student instruction, including teacher salaries and benefits. Other non LCAP expenses include student support needs, student information systems and tech. Other expenses necessary to operations such as accounting, human resources and the like are also not part of the LCAP budget.

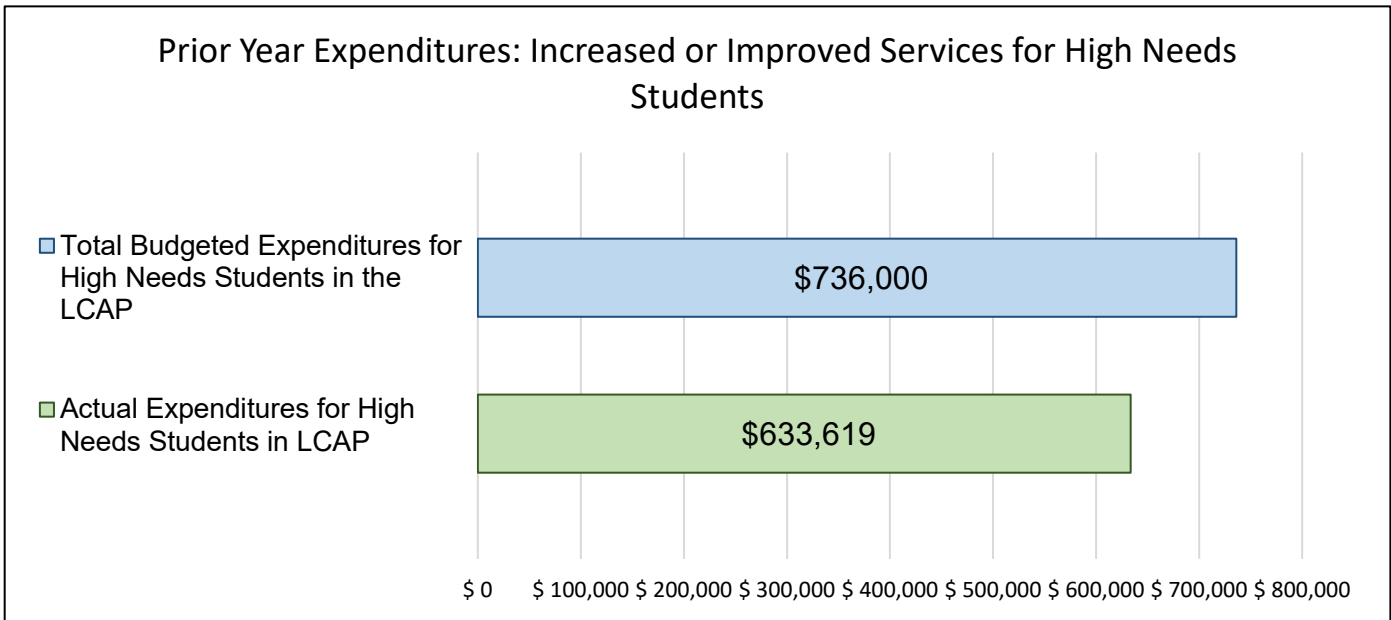
## Increased or Improved Services for High Needs Students in the LCAP for the 2023-24 School Year

## **LCFF Budget Overview for Parents**

In 2023-24, Method Schools is projecting it will receive \$439,981.00 based on the enrollment of foster youth, English learner, and low-income students. Method Schools must describe how it intends to increase or improve services for high needs students in the LCAP. Method Schools plans to spend \$633,000.00 towards meeting this requirement, as described in the LCAP.

# LCFF Budget Overview for Parents

## Update on Increased or Improved Services for High Needs Students in 2022-23



This chart compares what Method Schools budgeted last year in the LCAP for actions and services that contribute to increasing or improving services for high needs students with what Method Schools estimates it has spent on actions and services that contribute to increasing or improving services for high needs students in the current year.

The text description of the above chart is as follows: In 2022-23, Method Schools's LCAP budgeted \$736,000.00 for planned actions to increase or improve services for high needs students. Method Schools actually spent \$633,619.00 for actions to increase or improve services for high needs students in 2022-23. The difference between the budgeted and actual expenditures of \$102,381.00 had the following impact on Method Schools's ability to increase or improve services for high needs students:

The primary reason budgeted expenditures for improved services exceed projected actual expenditures is related to Goal 2 action 2. Changes in ADA numbers have resulted in a smaller need than originally budgeted for. In the 23-24 plan this line item budget will be reduced. The difference has not impacted overall services for high need students.

# Local Control and Accountability Plan

The instructions for completing the Local Control and Accountability Plan (LCAP) follow the template.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
MethodSchools	Jade Fernandez, Sr. Director of Schools	<a href="mailto:jfernandez@methodschools.org">jfernandez@methodschools.org</a> ; 951-461-4620 x7000

## Plan Summary 2023-24

### General Information

A description of the LEA, its schools, and its students in grades transitional kindergarten–12, as applicable to the LEA.

Method Schools is an online charter school serving students in the Southern California area including counties: San Diego, Orange, and Riverside. Established in 2014, Method is a non-classroom based program that serves students through a highly differentiated online instructional program. Method students participated in a rich, independent study program driven by data-based and researched practices. The overall model contains the following components:

- Coursework is completed independently with the guidance of their learning coach and Method Schools CA credentialed teacher.
- Students and their learning coach meet with their Method Schools weekly online to review coursework assigned, take required assessments, and personalize learning based on each student’s unique learning needs
- Multi-Tiered System of Supports are applied to each student based on a variety of data points, observation, and teacher, student, and parent feedback.
- Students communicate with their teachers regularly through email or phone and can arrange for added support in study lounges, Teach Squads, and homework clubs. Additional interventions may be applied based on student’s individual needs

Method Schools’ program provides personal attention to each student along with the freedom to follow individual interests. Teachers continuously evaluate student progress, inserting support and interventions where necessary. Method Students are able to individualize their experience through varied and differentiated instructional delivery including:

- Virtual meetings via web conference application
- Individualized instructional support both one-on-one or in group study options such as: homework club, study lounges, and Teach Squad
- Supplemental, high-interest classes featuring varied focuses such as: baking or cooking, online gaming, introduction to world languages, comic book and anime discussion, fitness and healthy living.
- Career and Technical Education pathways to expose students to different industries and provide opportunities for students to graduate with vocational licenses and credentials

- Supporting a college & career readiness environment by determining each student's interest to correspond with the student pathways; college-bound, University, NCAA, or conventional for Work Based Learning

Method Schools serve a diverse student population spread across San Diego, Orange, and Riverside counties. Of the 404 students, the ethnic breakdown are as follows: 49% White, 21% Hispanic/Latino, 10% Black or African-American, 10% Two or More Races, 3% American Indian or Alaska Native. Filipino, Korean, Pacific Islander, and Vietnamese groups each represent 7% of the student population. Further, 28% of the student population are socioeconomically disadvantaged. 18% of students qualify for Special Education and 7% of students have a 504 plan.

## Reflections: Successes

A description of successes and/or progress based on a review of the California School Dashboard (Dashboard) and local data.

Method Schools has identified the following successes:

- Increase in iReady diagnostic participation from 95% to 96% in grades K-8
- iReady Reading 39.91% of K-8 students classified as below grade level improved Reading placement by one or more grades
- Based on iReady diagnostic 2; 23.09% of students tested at or above grade level in Math
- iReady Math 38.4% of students in K-8 classified as below grade level improved Math placement by one or more grade levels.
- iReady Math Domain Measurement and Data showed that 41.51% of students grew one or more grade levels in this domain
- IXL English 20% growth at grade level or above.
- Super Skill practiced in IXL, "Grammar" the highest skill increased. 17% 1+ above grade level. 10% 2+ above grade level.
- IXL Math 15% growth at grade level or above.
- Super Skill practiced in IXL, "Geometry/Measurement" the highest skill increased. 14% 1+ above grade levels. 5% 2+ above grade level.
- Based on staff survey data, Method Schools cultivates a supportive environment for its staff. 97% of staff feel extremely satisfied (93%) or somewhat satisfied (4%) with Method Schools as a place to work.
- Based on parent satisfaction survey, 94% of parents are extremely satisfied (68%) or moderately satisfied (26%) with Method Schools. Further, 90% of students expressed Method teachers teach extremely well (36%), very well (35%) or moderately well (20%).

## Reflections: Identified Need

A description of any areas that need significant improvement based on a review of Dashboard and local data, including any areas of low performance and significant performance gaps among student groups on Dashboard indicators, and any steps taken to address those areas.

Method Schools has identified the following areas of need:

- In its first administration of the CAASPP state assessment since its pause, student performance has fallen overall. Method is 39.4 points below standard in English Language Arts and 79.6 points below standard in Mathematics.
- Based on parent and student survey data, only 49% of students were satisfied with the extracurricular activities offered at Method.
- Staff rated coaching extremely impactful (38%) or somewhat impactful (50%). Refinements will continue to be made based on feedback from coaching leads, administration, and staff.

## LCAP Highlights

A brief overview of the LCAP, including any key features that should be emphasized.

Method Schools’s 2021-2024 LCAP features a three-year plan for continued improvement and development. Based on the findings from thorough research, surveys, and focus groups, Method Schools identified three areas of need: Academic Achievement, Development of wraparound services, and the professional development of its teachers. To address Academic Achievement, Method Schools will improve and better align curriculum and instructional practices, develop a competency-based learning framework, and expand college and career counseling team and services. To address the development of wrap around services, Method Schools will expand opportunities for CTE, social opportunities such as Teach Squad, field trips, and school events, and better support parents through parent workshops and the development of a Parent Advisory Committee. Finally, to address the need for teacher development, Method Schools will support its teachers’ development through increased internal coaching, professional development opportunities, and the development of an in-house induction program.

## Comprehensive Support and Improvement

An LEA with a school or schools eligible for comprehensive support and improvement must respond to the following prompts.

### ***Schools Identified***

A list of the schools in the LEA that are eligible for comprehensive support and improvement.

Method Schools is not identified as a school eligible for comprehensive support and improvement.

### ***Support for Identified Schools***

A description of how the LEA has or will support its eligible schools in developing comprehensive support and improvement plans.

Method Schools is not identified as a school eligible for comprehensive support and improvement.

### ***Monitoring and Evaluating Effectiveness***

A description of how the LEA will monitor and evaluate the plan to support student and school improvement.

Method Schools is not identified as a school eligible for comprehensive support and improvement.

## Engaging Educational Partners

A summary of the process used to engage educational partners and how this engagement was considered before finalizing the LCAP.

Regularly, Method Schools publishes general staff, parent, and student surveys in addition to targeted surveys.

In addition to surveys, Method Schools conducted staff, student, and parent focus groups to provide more insight into the perspectives of the stakeholder groups.

A summary of the feedback provided by specific educational partners.

At Method Schools 94% of parents are either extremely satisfied (68%) or moderately satisfied (26%) with Method Schools staff. 6% of parents indicate they are slightly dissatisfied. Parents voiced “Method has given my daughter the tools to succeed academically.” In addition, “My son for the first time enjoys going to school”

70% of students feel their Method teachers taught extremely well (36%) or very well (34%). In addition, 20% felt their teachers taught moderately well. Conversely, students feel improvement can be made with the extracurricular activities. Only 49% of students were either very satisfied (15%), satisfied (25%), or somewhat satisfied (9%) with the extracurricular offerings at Method. The remaining 51% responded neutral (33%) or in the dissatisfied ranges.

Students and parents expressed their desire for additional social events, Visual and Performing arts opportunities, and even “family potlucks to get to know each other.”

In a staff survey, 97% of staff report that they are extremely (73%) or somewhat satisfied (24%) with Method Schools as a place to work. No employees reported they were dissatisfied. Staff are dedicated to student support and are continually developing solutions to meet challenges brought forth in the focus group, such as further increasing expectations of parental engagement and responsibility as learning coaches and improving the overall student experience in our LMS. Through staff interviews, staff expressed their satisfaction with the level of flexibility and support they receive, but also reported a need for staff social gatherings, a need for better oversight of new implementations, and increased training and integration of all staff. Staff also advocated for students wanting “to increase socialization for students to interact and strengthen one another in learning community” and improving the understanding of our school model to families prior to orientation.

A description of the aspects of the LCAP that were influenced by specific input from educational partners.

Based on feedback from all stakeholders, Method Schools will implement the following:

- Improving curriculum to be better aligned to standards and more personalized through a mastery-based approach
- Improve the college and career department and provide an expanded CTE catalog



- Expand opportunities for group learning, assemblies, and field trips and include opportunities for staff to collaborate and build community in person
- Open dialogue with parents and school through Zoom drop in sessions and Parent Advisory Committee
- Improve our initial onboarding of new staff as well as expanding the catalog of professional development offerings throughout the school year

## Goals and Actions

### Goal

Goal #	Description
1	Increase academic achievement as measured by growth in academic achievement data, increase graduation rate, and better synchronization between instructional practices, curriculum, and competency-based learning

An explanation of why the LEA has developed this goal.

In its last CAASPP participation in 2019, Method Schools students scored 21.9 below standard in Language Arts and 80.3 points below standard in Math. We must increase these achievement levels in order to ensure our students academic achievement and growth.

### Measuring and Reporting Results

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
Course Final Grades	80% of course grades earned were Cs or better in Spring of 2020.	Semester 1 outcomes show 95% of grades were passing (C or better).  Semester 2 outcomes will be updated when report cards are finalized.	In 2021-22 school year Semester 2, 87% of grades were passing (C or better)  In 2022-23 school year Semester 1, 88% of grades were passing (C or better)	[Insert outcome here]	95% of course grades earned will be Cs or better.

<p>Local and State Assessments</p>	<p>In 2019, Method Schools students scored 21.9 points below standard in Language Arts and 80.3 points below standard in Math.</p>	<p>CAASPP Performance Data will be updated when results come in summer of 2022.</p> <p><b>iReady ELA K-8:</b> 67% are at or above grade level</p> <p>Of students performing below grade level 27% have improved by one or more grade levels.</p> <p><b>iReady Math K-8:</b> 46% of students are at or above grade level</p> <p>Of students performing below grade level, 33% improved by one or more grade levels</p> <p><b>iXL ELA 9-11</b> 36% of students are at or above grade level.</p> <p>Of students performing below grade level, 11% improved by one or more grade levels.</p> <p><b>iXL Math 9-11</b></p>	<p>In Method's first CAASPP administration since COVID, Method students scored 37.5 below standard in ELA and 93 points below standard in Math.</p> <p><b>iReady ELA K-8:</b> 47% are at or above grade level</p> <p><b>iReady Math K-8:</b> 34% are at or above grade level</p> <p><b>iXL ELA 9-11</b> 31% a students are at or above grade level, according to our diagnostic.</p> <p><b>iXL Math 9-11</b> 15% increased one grade level or more from our diagnostic.</p>	<p>[Insert outcome here]</p>	<p>Method Schools will achieve and maintain blue or green status in Academic Performance on the CA School Dashboard.</p>
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Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
		15% of students are at or above grade level  Of students performing below grade level, 16% improved by one or more grade levels.			
Graduation Rate	29% of cohort students in 2019 graduated with a high school diploma	78% of cohort students in 2021 graduated with a high school diploma.	91% of cohort students in 2021-22 graduated with a high school diploma	[Insert outcome here]	95% of cohort students in 2023-24 will graduate with a high school diploma

### Actions

Action #	Title	Description	Total Funds	Contributing
1	Curriculum Improvement	Update current curriculum and continued development of new curriculum to better align to Method educational program and common core standards.	\$100,000	N
2	Competency-Based Learning Development	Implement live instruction sessions based on standards-aligned interventions and utilize all aspects of online curriculum, internal diagnostics, and instructors to transition to competency based learning.	\$200,000	Y
3	College and Career Counseling	Further expand the college and career counselor team and develop strategic processes for identifying and supporting students in their path toward HS graduation.	\$125,000	Y

### Goal Analysis for 2023-24

An analysis of how this goal was carried out in the previous year.

A description of any substantive differences in planned actions and actual implementation of these actions.

A Director of Curriculum was put in place effective August 2022. In addition to the Director of Curriculum, Method expanded the Curriculum writing team to 7 part-time writers and 2 full-time writers.

To embed better support for English Learners, ELLevation curriculum was purchased and is currently being embedded into existing courses.

Staffing changes impacted the counseling team. Three counselors replaced last year's team, and the new team is currently enrolled in Counseling Certification program through UC Riverside or UC Los Angeles.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services.

Goal 1 budgeted expenditures were \$425,000. Actual expenditures are projected to be approximately \$471,000 at 6/30/2023. No material differences exist.

An explanation of how effective the specific actions were in making progress toward the goal.

The addition of a counseling with a specific focus on supporting students with post-secondary plans and monitoring high school students' progress towards graduation, has improved Method Schools' graduation rate by 73% from 2021 graduates (74) and 20% from 2022 graduates (106) to the 2023 planned graduates of (128) students. In addition, the counseling team provides homeroom teachers education, training, and support to high school homeroom teachers so that they may better support their students.

The introduction of a new Director of Curriculum and expanded curriculum writing team enabled Method to focus on designing curriculum based on elements of Universal Design Learning and mastery-based learning. Under the team, in-house a Visual Arts & Communication CTE course pathways and Work Experience courses have been added to Method course catalog. Work has begun on expanding Method's courses to K-2 classes. All of these actions allow Method to utilize in-house curriculum rather than rely on outside courses provided by vendors.

In its first administration of the 2021-22 Smarter Balanced Assessment, Method was disappointed by dipping scores since its last administration in 2018-19. While Method's performance is still in line with the overall performance of state schools and even more aligned with schools with a similar online, independent study model, Method underperformed its academic performance goals. Method students scored 39.4 below standard in ELA and 79.6 points below standard in Math. This signified a significant drop in English Language Arts and no growth in Math. Method's ELD population of students consistently performs below average on the Smarter Balanced Assessment, but has never been large enough to qualify as a significant subgroup. As the population of ELD students increases, Method is committed to meeting their individual language needs to support learning in addition to their success on the statewide assessments. Method committed funding to this effort through a subscription to the ELLevation platform, allowing students' performance data to be tracked for growth and areas of focus. Additionally, ELLevation provides research-backed strategies for improving language acquisition and proficiency. The Curriculum team will use the resources provided by ELLevation to create a designated ELD support class for students. In previous years, ELD students received their designated support via one-on-one meetings. They will continue to receive this support in addition to enrolling in a designated ELD class that uses grade level content and scaffolded language activities to support the ELD standards.

This is our second year using IXL for our measurement. With the increase of new enrollment from 2021-2022 to 2022-2023, and the changes to the weekly specific skills practiced we found a solid increase to the student's diagnostic scores from diagnostic #1 in Aug. to the #2 in Dec. The second diagnostic for both the ELA and Math skills that were the weekly focus showed the highest significant increase. Grammar increased 63% Geometry increased 65% from the first diagnostic to the second. Of 4,237 skills practiced between Aug. and Dec. 64% reached mastery. 76.76% of students started three grade levels

below grade level on the first diagnostic. The second diagnostic the students lowered the number to 70.97% three grade levels below grade level, and moved students to one grade level below grade level.

A description of any changes made to the planned goal, metrics, desired outcomes, or actions for the coming year that resulted from reflections on prior practice.

Under the Director of Curriculum, Method Curriculum Department has recentered its focus on the following initiatives: Using the framework of Competency Based Education. Method Schools uses elements of Universal Design Learning and mastery-based learning & assessment to offer a standards-based approach to the Independent Study model. Method Schools has developed a Profile of the Method Graduate that outlines the twelve competencies students will practice throughout their tenure at Method with a goal of building the skill set necessary for postsecondary success. Explicit instruction and practice of these competencies are embedded into the coursework alongside a focus on standards-mastery. Curriculum offers students choice and is designed for universal access. Teachers use equitable grading practices to measure mastery and ensure students are able to show what they have learned and receive a grade that reflects learning rather than compliance. Courses are being rewritten with full implementation anticipated for Fall 2024.

The counseling department at Method schools has become a vital component to the student success and their progression within their pathway toward graduation and providing the teachers and Method families with college and career readiness knowledge. The counseling team thrives on building relationships with teachers and providing positive experiences for students while we have a unique position in assisting from enrollment to graduation. With the addition of the counseling support Method teachers, students, and families are provided with the knowledge to be create college and career readiness in all directly affected with the students planning.

The counseling department has grown in itself with an added counselor and the registrar moving to more closely support the counseling team. The counselors support high school students by increasing college and career awareness through flyers, newsletters, and the counseling webpage to support families and students. Counselors provide weekly meetings and events, allows for small group discussion, check-ins, and goal setting with both students and teachers. The grad planner process has become more streamlined through onboarding meetings and students receive counselor support through weekly office hours. Finally, the counseling team has built relationships with community colleges in the Southern California area from; MSJC, Chaffey, LAVC, LACC, OCC, RCC, and more. The counseling team conducts surveys and collects data from teachers and students. The goal has been to provide consistent support following data collected to the immediate needs of our students.

**A report of the Total Estimated Actual Expenditures for last year's actions may be found in the Annual Update Table. A report of the Estimated Actual Percentages of Improved Services for last year's actions may be found in the Contributing Actions Annual Update Table.**

## Goal

Goal #	Description
2	Further develop Method's offerings and menu of wraparound services including: counseling, CTE, mental health and socio-emotional services

An explanation of why the LEA has developed this goal.

Method Schools find that only 71% of Method parents and 65% of Method students are satisfied with the school's efforts to address social and emotional wellness. By increasing efforts toward wraparound services such as counseling, CTE, enrichment, and socio-emotional services, Method Schools will increase student engagement and academic achievement.

## Measuring and Reporting Results

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
Participation in CTE	17 students enrolled in CTE courses during the 20-21 school year. There were a total of 19 courses selected.	66 students enrolled in a CTE course during the 2021-22 school year. There were a total of 35 courses selected.	88 students enrolled in a CTE course during the 2022-2023 school year. There are a total of 26 courses selected.		Increase completion of CTE pathways to 30% of 2023-2024 graduating class.
Satisfaction with mental health services	71% of Method parents and 65% of Method students are satisfied with the school's efforts to address social and emotional wellness.	Method Schools has introduced schoolwide homeroom curriculum to address SEL and trauma-informed teaching training.	Developed Meal Assistance Program  Continued development of homeroom curriculum and weekly schoolwide execution of homeroom lesson plans.		85% of Method parents and 80% of students will be satisfied with the school's efforts to address social and emotional wellness.

<p>Opportunities, tiles (clubs), and participation in school events</p>	<p>Due to COVID, Method Schools was unable to offer any in-person field trip opportunities.</p>	<p>Method Schools introduced two virtual schoolwide assemblies at the start of the semester with an average attendance 475 participants.</p> <p>Method schools offered 39 in-person field trips and gatherings total including college field trips, museums, and hands on learning activities. 479 Method students and parents participated in these activities.</p>	<p>Developed yearlong tiles including Associated Student Body and Yearbook</p> <p>415 Method Students and Parents registered for in-person field trips and activities.</p> <p>Added competitive team sports by joining CIF league.</p> <p>Created new “Mobile Student Success Manager” role</p>		<p>Students will increase their feeling of belonging and community at Method Schools by increasing participation and engagement in non-academic events.</p>
<p>Increase involvement of parents in parent workshop attendance</p>	<p>Method Schools offered 7 Parent Workshops in the 2020-21 school year with an average attendance of 12 participants.</p>	<p>Method Schools is introducing a Parent Advisory Committee application process with hopes of filling a committee for 2022-23 school year. Method hosted two social and informational sessions to garner interest in the Parent Advisory Committee</p> <p>Planning in progress to offer more robust parent programming that addresses needs like social and emotional learning, computer literacy, financial</p>	<p>Parent Advisory Committee has been established with 4 parents serving on the committee.</p> <p>Method PAC co-hosted a Fall Festival with Method Associated Student Body. Additionally, they plan to host a self-defense class for families, and a miniature golf family event in both LA and Murrieta to close the 22-23 school year.</p> <p>Developing parent education opportunities</p>		<p>Parents will feel better supported and a part of the Method community and be better equipped to support their students based on survey data, fully formed PAC, and attendance in parent workshops.</p>

		literacy, and best practices in supporting students.	including in-person and virtual classes/webinars and a series of self-paced mini-courses to enable parents to be better learning coaches.		
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## Actions

Action #	Title	Description	Total Funds	Contributing
1	CTE Expansion	Increase the awareness of CTE pathways and enrollment in CTE courses	\$33,000	Y
2	Mental Health/Social Emotional Wellness	Method Schools will develop a HOPE Squad to address suicide prevention, train teachers in trauma-informed and SEL, as well as increase awareness of mental health services	\$378,000	Y
3	Parent Workshops	Method Schools will increase attendance and involvement in parent workshops and community events.	\$61,000	N

## Goal Analysis for 2023-24

An analysis of how this goal was carried out in the previous year.

A description of any substantive differences in planned actions and actual implementation of these actions.

In order to minimize the use of outside curriculum vendors, Method began writing its own Career Technical Education courses using the CTE Model Curriculum standards and framework. Thus far, Method has developed several new Career Technical Education pathways including: Visual Arts & Communication, Graphic Design, and Work-based Learning. Courses are taught by fully-credentialed CTE instructors. Next steps include cultivating community partnerships to create observation and internship opportunities and collecting postsecondary data from pathway completers, in addition to expanding pathway offerings in accordance with student interest surveys.

In order to increase the frequency and extend the reach of in-person events, Method added the role of Mobile Student Success Manager (or Mobile SSM). Two Mobile SSMs host Teach Squad events, provide academic support, and host field trips in their assigned regions. Method employs two Mobile SSMs that cover the Los Angeles & San Bernardino counties and San Diego, Orange, & Riverside counties.

In an effort to increase social opportunities, student centered organizations like Associated Student Body and Yearbook was established in the 2022-23 school year providing yearlong opportunities for students to collaborate and contribute to the overall school culture. Student



participation in HOPE squad has declined. Method still offers the HOPE Squad class and curriculum, but the school will renew efforts to recruit participation in HOPE squad spearheaded by Associated Student Body students in the coming year. Method also joined a CIF league and has participated in competitive sports for students grades 4-8. Resources will be allocated to expand all of these opportunities.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services.

Goal 2 budgeted expenditures were \$472,000. Actual expenditures are projected to be approximately \$344,500, or 73% of budget, at 6/30/2023. Action item #2 was budgeted for \$378,000. At year end we expect to spend approximately \$236,200 of this budgeted amount. The difference is primarily due to enrollment changes since the initial LCAP plan was instituted. The budget for action item #2 will be decreased in 2023-24 to reflect actual student needs.

An explanation of how effective the specific actions were in making progress toward the goal.

The development of new Career Technical Education pathways has increased student participation in CTE classes by 33% better preparing students for post secondary options through comprehensive career exploration courses. The number of different CTE courses selected have decreased as more students have been interested in the CTE courses developed by Method rather than the outside curriculum vendors.

Social activities have increased and Method has both developed and increased the opportunities for field trips and social events, but also expanded the opportunities for students to both socialize and contribute to Method community through clubs and activities such as Yearbook, Associated Student Body, and competitive CIF sports. Thus far, Method has fielded Boys Basketball and 7-on-7 Football teams

After recruitment efforts last year, Method established its first Parent Advisory Committee. Starting with two members, the committee has doubled in size. The Parent Advisory Committee serves to provide insight on the needs of Method School families including parent education opportunities and social activities.

The addition of two Mobile Student Success Managers increase Method's visibility in local communities outside of their headquarters in Murrieta. Method deploys two Student Success Managers to different areas of Southern California four days a week.

Despite these efforts, surveys still show mixed results in satisfaction with extracurricular activities. The most recent student survey showed that only 49% of students were satisfied with the extracurricular activities offered at Method. Upon further exploration, Method will target specifically the time and locations that are more convenient for most in order to provide equitable opportunities for socialization regardless of where a student lives.

A description of any changes made to the planned goal, metrics, desired outcomes, or actions for the coming year that resulted from reflections on prior practice.

Method will infuse more parent programming in the future years to build upon a growing parent community. In addition to field trips and events, Method Schools will focus more attention on providing opportunities for positive school interactions through the introduction of

athletics and competitive sports teams. Targeted efforts will be made leading into next school year to attract more students to these opportunities including field days and spirit weeks to build school spirit and community including reinvigorating participation in HOPE squad and increasing participation in other classes and clubs like Associated Student Body and Yearbook.

**A report of the Total Estimated Actual Expenditures for last year's actions may be found in the Annual Update Table. A report of the Estimated Actual Percentages of Improved Services for last year's actions may be found in the Contributing Actions Annual Update Table.**

## Goal

Goal #	Description
3	Further develop staff to better support families through expanding professional development: in-house induction program, coaching, and evaluation cycles.

An explanation of why the LEA has developed this goal.

As a fairly new charter school, Method Schools has attracted a workforce in its beginning stages of teacher development. Method Schools needs to be responsive to the needs of a young workforce and develop supports to increase teacher effectiveness.

## Measuring and Reporting Results

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
Increase coaching/mentorship time	67% of students rate their teachers very or extremely effective.	90% of Method community rated Method teachers very or extremely effective.	91% of students rate their teachers teach extremely well (36%), Very well (35%) or moderately well (20%)		Method Schools teachers will increase their effectiveness
Develop Professional Development catalog	Method Schools developed a one week intensive training for newly hired teachers and instructional staff as well as mini-trainings throughout the year.	Implemented eLoomi professional training system and performance management software.  Method offered trauma informed training and	Began Competency Based Learning training in preparation for move to CBL		Method Schools will develop a personalized Professional Development catalog with personalized offerings based on areas of need and meets the needs of both beginning and veteran teachers.

		cultural diversity training school wide.			
Develop coaching and mentorship through beginning teacher induction program.	44% of Method Schools staff are within their first two years of teaching.	16.1% of staff completed their first year of induction. 22.6% of staff completed induction.  Method Schools is in Phase 2 of Initial Institutional Approval for an in-house induction program.	36% of staff completed Year 1 of induction  57% of staff completed induction.  Offered Developmental Coaching to all staff and Instructional Coaching in pilot program		75% of staff will have cleared their teaching credential having demonstrated mastery of CSTP framework.

## Actions

Action #	Title	Description	Total Funds	Contributing
1	Coaching and mentorship	Develop teacher training, coaching, development and feedback cycle including: <ul style="list-style-type: none"> <li>Quarterly goal-setting aligned to CSTPs</li> <li>Evaluation based on growth and coaching outcomes</li> </ul>	\$100,000	N
2	Professional Development	Increase availability and opportunity for professional development including SafeSchools catalog, in-house trainings, and guest speakers.	\$53,000	N
3	Induction Program	Method Schools will develop an internal induction program that will allow beginning teachers to clear their teaching credential through the programs and coaching practices already developed at Method Schools.	\$115,000	N

# Goal Analysis for 2022-23

An analysis of how this goal was carried out in the previous year.

A description of any substantive differences in planned actions and actual implementation of these actions.

Due to leadership reorganization, Method paused its development of the Initial Institutional Approval process. Method remains in stage two of the overall process.

Method continues to refine its systems of support for teachers including the structure of its coaching program. A new instructional coaching and developmental coaching program was founded this year. Method also continues its use of eLoomi to house training courses and its evaluation process.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services.

Goal 3 budgeted expenditures were \$268,000. Actual expenditures are projected to be approximately \$189,000, or 71% of budget, at 6/30/2023. Action item 3, Induction Program, represents the difference between budget and expenditures. This action item has not yet been implemented due to the departure of the assigned personnel.

An explanation of how effective the specific actions were in making progress toward the goal.

The actions in making progress toward developing staff were effective. Teacher effectiveness rated by Method parents and students increased to 90%. Method provided opportunities for professional development and training, and 40% of Method’s staff made progress toward clearing their credential. In its first year, staff rated coaching extremely impactful (38%) or somewhat impactful (50%). Refinements will continue to be made based on feedback from coaching leads, administration, and staff.

A description of any changes made to the planned goal, metrics, desired outcomes, or actions for the coming year that resulted from reflections on prior practice.

Method continues to refine how to best support teachers in instruction and student support. In its pilot year, the new coaching program has been rated somewhat impactful by the majority of the staff and refinements will be made so that coaching is more effective and impactful for its employees. Now having used eLoomi as a performance management tool for two years, Method has discovered limitations in its capabilities. Method has begun research on a tool that can meet the organization’s needs to track employee progress toward schoolwide Objectives and Key Results as well as provide effective and meaningful feedback for evaluations.

**A report of the Total Estimated Actual Expenditures for last year’s actions may be found in the Annual Update Table. A report of the Estimated Actual Percentages of Improved Services for last year’s actions may be found in the Contributing Actions Annual Update Table.**

# Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students for 2023-24

Projected LCFF Supplemental and/or Concentration Grants	Projected Additional LCFF Concentration Grant (15 percent)
\$439,981	\$0

## Required Percentage to Increase or Improve Services for the LCAP Year

Projected Percentage to Increase or Improve Services for the Coming School Year	LCFF Carryover — Percentage	LCFF Carryover — Dollar	Total Percentage to Increase or Improve Services for the Coming School Year
7.85%	0%	\$0	7.85%

The Budgeted Expenditures for Actions identified as Contributing may be found in the Contributing Actions Table.

## Required Descriptions

For each action being provided to an entire school, or across the entire school district or county office of education (COE), an explanation of (1) how the needs of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the goals for these students.

After assessing the needs, conditions, and circumstances of these subgroups, we will develop and introduce revised curriculum that is flexible and competency-based to increase their engagement and opportunities for academic success. Wraparound services such as social activities, mental health services, and parent support will further help to address the underserved social needs that need to be addressed by specifically these populations. Further, the development of a highly trained and effective staff will specifically address how to better meet the needs of these subgroups.

A description of how services for foster youth, English learners, and low-income students are being increased or improved by the percentage required.

Method Schools is developing curriculum that offers multiple modalities, differentiated curriculum, and assessments for understanding to increase the opportunities for success. Wraparound services ensure Method students are connected to resources to address their basic needs. Method’s professional development plan includes specific and direct development in serving underserved groups - both in addressing academic and social and emotional needs.

A description of the plan for how the additional concentration grant add-on funding identified above will be used to increase the number of staff providing direct services to students at schools that have a high concentration (above 55 percent) of foster youth, English learners, and low-income students, as applicable.

Method Schools does not have a high concentration of foster youth, English learners, and low-income students.

<b>Staff-to-student ratios by type of school and concentration of unduplicated students</b>	Schools with a student concentration of 55 percent or less	Schools with a student concentration of greater than 55 percent
Staff-to-student ratio of classified staff providing direct services to students	20:1	N/A
Staff-to-student ratio of certificated staff providing direct services to students	10:1	N/A

# **Local Control and Accountability Plan (LCAP) Action Tables Template**

Developed by the California Department of Education, March 2022











## 22-23 Contributing Actions Annual Update Table

6. Estimated Actual LCFF Supplemental and/or Concentration Grants (Input Dollar Amount)	4. Total Planned Contributing Expenditures (LCFF Funds)	7. Total Estimated Actual Expenditures for Contributing Actions (LCFF Funds)	Difference Between Planned and Estimated Actual Expenditures for Contributing Actions (Subtract 7 from 4)	5. Total Planned Percentage of Improved Services (%)	8. Total Estimated Actual Percentage of Improved Services (%)	Difference Between Planned and Estimated Actual Percentage of Improved Services (Subtract 5 from 8)
\$ 396,939	\$ 736,000	\$ 633,619	\$ 102,381	0.00%	0.00%	0.00% - No Difference

Last Year's Goal #	Last Year's Action #	Prior Action/Service Title	Contributed to Increased or Improved Services?	Last Year's Planned Expenditures for Contributing Actions (LCFF Funds)	Estimated Actual Expenditures for Contributing Actions (Input LCFF Funds)	Planned Percentage of Improved Services	Estimated Actual Percentage of Improved Services (Input Percentage)
1	2	Competency-Based Learning Development	Yes	\$ 200,000	\$ 213,435.00	0.00%	0.00%
1	3	College & Career Counseling	Yes	\$ 125,000	\$ 138,285.00	0.00%	0.00%
2	1	CTE Expansion	Yes	\$ 33,000	\$ 45,651.00	0.00%	0.00%
2	2	Mental Health / Social Emotional Wellness	Yes	\$ 378,000	\$ 236,248.00	0.00%	0.00%

## 22-23 LCFF Carryover Table

9. Estimated Actual LCFF Base Grant (Input Dollar Amount)	6. Estimated Actual LCFF Supplemental and/or Concentration Grants	LCFF Carryover — Percentage (Percentage from Prior Year)	10. Total Percentage to Increase or Improve Services for the Current School Year (6 divided by 9 + Carryover %)	7. Total Estimated Actual Expenditures for Contributing Actions (LCFF Funds)	8. Total Estimated Actual Percentage of Improved Services (%)	11. Estimated Actual Percentage of Increased or Improved Services (7 divided by 9, plus 8)	12. LCFF Carryover — Dollar Amount (Subtract 11 from 10 and multiply by 9)	13. LCFF Carryover — Percentage (12 divided by 9)
\$ 5,066,877	\$ 396,939	0.00%	7.83%	\$ 633,619	0.00%	12.51%	\$0.00 - No Carryover	0.00% - No Carryover

## 23-24 LCFF Carryover Table

9. Estimated Actual LCFF Base Grant (Input Dollar Amount)	6. Estimated Actual LCFF Supplemental and/or Concentration Grants	LCFF Carryover — Percentage (Percentage from Prior Year)	10. Total Percentage to Increase or Improve Services for the Current School Year (6 divided by 9 + Carryover %)	7. Total Estimated Actual Expenditures for Contributing Actions (LCFF Funds)	8. Total Estimated Actual Percentage of Improved Services (%)	11. Estimated Actual Percentage of Increased or Improved Services (7 divided by 9, plus 8)	12. LCFF Carryover — Dollar Amount (Subtract 11 from 10 and multiply by 9)	13. LCFF Carryover — Percentage (12 divided by 9)
\$ 5,606,290	\$ 439,981	0.00%	7.85%	\$ -	0.00%	0.00%	\$ 439,981.00	7.85%

# **Local Control and Accountability Plan (LCAP) Action Tables Template**

Developed by the California Department of Education, March 2022











## 23-24 Contributing Actions Annual Update Table

6. Estimated Actual LCFF Supplemental and/or Concentration Grants (Input Dollar Amount)	4. Total Planned Contributing Expenditures (LCFF Funds)	7. Total Estimated Actual Expenditures for Contributing Actions (LCFF Funds)	Difference Between Planned and Estimated Actual Expenditures for Contributing Actions (Subtract 7 from 4)	5. Total Planned Percentage of Improved Services (%)	8. Total Estimated Actual Percentage of Improved Services (%)	Difference Between Planned and Estimated Actual Percentage of Improved Services (Subtract 5 from 8)
\$ 439,981	\$ 633,000	\$ -	\$ 633,000	0.00%	0.00%	0.00% - No Difference

Last Year's Goal #	Last Year's Action #	Prior Action/Service Title	Contributed to Increased or Improved Services?	Last Year's Planned Expenditures for Contributing Actions (LCFF Funds)	Estimated Actual Expenditures for Contributing Actions (Input LCFF Funds)	Planned Percentage of Improved Services	Estimated Actual Percentage of Improved Services (Input Percentage)
1	2	Competency-Based Learning Development	Yes	\$ 200,000	\$ -	0.00%	
1	3	College & Career Counseling	Yes	\$ 125,000	\$ -	0.00%	
2	1	CTE Expansion	Yes	\$ 33,000	\$ -	0.00%	
2	2	Mental Health / Social Emotional Wellness	Yes	\$ 275,000	\$ -	0.00%	

# Instructions

[Plan Summary](#)

[Engaging Educational Partners](#)

[Goals and Actions](#)

[Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students](#)

For additional questions or technical assistance related to the completion of the Local Control and Accountability Plan (LCAP) template, please contact the local county office of education (COE), or the California Department of Education's (CDE's) Local Agency Systems Support Office, by phone at 916-319-0809 or by email at [lcff@cde.ca.gov](mailto:lcff@cde.ca.gov).

## Introduction and Instructions

The Local Control Funding Formula (LCFF) requires local educational agencies (LEAs) to engage their local educational partners in an annual planning process to evaluate their progress within eight state priority areas encompassing all statutory metrics (COEs have 10 state priorities). LEAs document the results of this planning process in the LCAP using the template adopted by the State Board of Education.

The LCAP development process serves three distinct, but related functions:

- **Comprehensive Strategic Planning:** The process of developing and annually updating the LCAP supports comprehensive strategic planning (California *Education Code* [EC] Section 52064[e][1]). Strategic planning that is comprehensive connects budgetary decisions to teaching and learning performance data. LEAs should continually evaluate the hard choices they make about the use of limited resources to meet student and community needs to ensure opportunities and outcomes are improved for all students.
- **Meaningful Engagement of Educational Partners:** The LCAP development process should result in an LCAP that reflects decisions made through meaningful engagement (EC Section 52064[e][1]). Local educational partners possess valuable perspectives and insights about an LEA's programs and services. Effective strategic planning will incorporate these perspectives and insights in order to identify potential goals and actions to be included in the LCAP.
- **Accountability and Compliance:** The LCAP serves an important accountability function because aspects of the LCAP template require LEAs to show that they have complied with various requirements specified in the LCFF statutes and regulations, most notably:
  - Demonstrating that LEAs are increasing or improving services for foster youth, English learners, and low-income students in proportion to the amount of additional funding those students generate under LCFF (EC Section 52064[b][4-6]).

- Establishing goals, supported by actions and related expenditures, that address the statutory priority areas and statutory metrics (*EC* sections 52064[b][1] and [2]).
- Annually reviewing and updating the LCAP to reflect progress toward the goals (*EC* Section 52064[b][7]).

The LCAP template, like each LEA's final adopted LCAP, is a document, not a process. LEAs must use the template to memorialize the outcome of their LCAP development process, which should: (a) reflect comprehensive strategic planning (b) through meaningful engagement with educational partners that (c) meets legal requirements, as reflected in the final adopted LCAP. The sections included within the LCAP template do not and cannot reflect the full development process, just as the LCAP template itself is not intended as a tool for engaging educational partners.

If a county superintendent of schools has jurisdiction over a single school district, the county board of education and the governing board of the school district may adopt and file for review and approval a single LCAP consistent with the requirements in *EC* sections 52060, 52062, 52066, 52068, and 52070. The LCAP must clearly articulate to which entity's budget (school district or county superintendent of schools) all budgeted and actual expenditures are aligned.

The revised LCAP template for the 2021–22, 2022–23, and 2023–24 school years reflects statutory changes made through Assembly Bill 1840 (Committee on Budget), Chapter 243, Statutes of 2018. These statutory changes enhance transparency regarding expenditures on actions included in the LCAP, including actions that contribute to meeting the requirement to increase or improve services for foster youth, English learners, and low-income students, and to streamline the information presented within the LCAP to make adopted LCAPs more accessible for educational partners and the public.

At its most basic, the adopted LCAP should attempt to distill not just what the LEA is doing for students in transitional kindergarten through grade twelve (TK–12), but also allow educational partners to understand why, and whether those strategies are leading to improved opportunities and outcomes for students. LEAs are strongly encouraged to use language and a level of detail in their adopted LCAPs intended to be meaningful and accessible for the LEA's diverse educational partners and the broader public.

In developing and finalizing the LCAP for adoption, LEAs are encouraged to keep the following overarching frame at the forefront of the strategic planning and educational partner engagement functions:

Given present performance across the state priorities and on indicators in the California School Dashboard (Dashboard), how is the LEA using its budgetary resources to respond to TK–12 student and community needs, and address any performance gaps, including by meeting its obligation to increase or improve services for foster youth, English learners, and low-income students?

LEAs are encouraged to focus on a set of metrics and actions that the LEA believes, based on input gathered from educational partners, research, and experience, will have the biggest impact on behalf of its TK–12 students.

These instructions address the requirements for each section of the LCAP, but may include information about effective practices when developing the LCAP and completing the LCAP itself. Additionally, information is included at the beginning of each section emphasizing the purpose that each section serves.

## Plan Summary

### Purpose

A well-developed Plan Summary section provides a meaningful context for the LCAP. This section provides information about an LEA's community as well as relevant information about student needs and performance. In order to provide a meaningful context for the rest of the LCAP, the content of this section should be clearly and meaningfully related to the content included in the subsequent sections of the LCAP.

### Requirements and Instructions

**General Information** – Briefly describe the LEA, its schools, and its students in grades TK–12, as applicable to the LEA. For example, information about an LEA in terms of geography, enrollment, or employment, the number and size of specific schools, recent community challenges, and other such information as an LEA wishes to include can enable a reader to more fully understand an LEA's LCAP.

**Reflections: Successes** – Based on a review of performance on the state indicators and local performance indicators included in the Dashboard, progress toward LCAP goals, local self-assessment tools, input from educational partners, and any other information, what progress is the LEA most proud of and how does the LEA plan to maintain or build upon that success? This may include identifying specific examples of how past increases or improvements in services for foster youth, English learners, and low-income students have led to improved performance for these students.

**Reflections: Identified Need** – Referring to the Dashboard, identify: (a) any state indicator for which overall performance was in the “Red” or “Orange” performance category or any local indicator where the LEA received a “Not Met” or “Not Met for Two or More Years” rating AND (b) any state indicator for which performance for any student group was two or more performance levels below the “all student” performance. What steps is the LEA planning to take to address these areas of low performance and performance gaps? An LEA that is required to include a goal to address one or more consistently low-performing student groups or low-performing schools must identify that it is required to include this goal and must also identify the applicable student group(s) and/or school(s). Other needs may be identified using locally collected data including data collected to inform the self-reflection tools and reporting local indicators on the Dashboard.

**LCAP Highlights** – Identify and briefly summarize the key features of this year's LCAP.

**Comprehensive Support and Improvement** – An LEA with a school or schools identified for comprehensive support and improvement (CSI) under the Every Student Succeeds Act must respond to the following prompts:



- **Schools Identified:** Identify the schools within the LEA that have been identified for CSI.
- **Support for Identified Schools:** Describe how the LEA has or will support the identified schools in developing CSI plans that included a school-level needs assessment, evidence-based interventions, and the identification of any resource inequities to be addressed through the implementation of the CSI plan.
- **Monitoring and Evaluating Effectiveness:** Describe how the LEA will monitor and evaluate the implementation and effectiveness of the CSI plan to support student and school improvement.

## Engaging Educational Partners

### Purpose

Significant and purposeful engagement of parents, students, educators, and other educational partners, including those representing the student groups identified by LCFF, is critical to the development of the LCAP and the budget process. Consistent with statute, such engagement should support comprehensive strategic planning, accountability, and improvement across the state priorities and locally identified priorities (*EC* Section 52064[e][1]). Engagement of educational partners is an ongoing, annual process.

This section is designed to reflect how the engagement of educational partners influenced the decisions reflected in the adopted LCAP. The goal is to allow educational partners that participated in the LCAP development process and the broader public understand how the LEA engaged educational partners and the impact of that engagement. LEAs are encouraged to keep this goal in the forefront when completing this section.

Statute and regulations specify the educational partners that school districts and COEs must consult when developing the LCAP: teachers, principals, administrators, other school personnel, local bargaining units of the LEA, parents, and students. Before adopting the LCAP, school districts and COEs must share it with the Parent Advisory Committee and, if applicable, to its English Learner Parent Advisory Committee. The superintendent is required by statute to respond in writing to the comments received from these committees. School districts and COEs must also consult with the special education local plan area administrator(s) when developing the LCAP.

Statute requires charter schools to consult with teachers, principals, administrators, other school personnel, parents, and students in developing the LCAP. The LCAP should also be shared with, and LEAs should request input from, schoolsite-level advisory groups, as applicable (e.g., schoolsite councils, English Learner Advisory Councils, student advisory groups, etc.), to facilitate alignment between schoolsite and district-level goals and actions.

Information and resources that support effective engagement, define student consultation, and provide the requirements for advisory group composition, can be found under Resources on the following web page of the CDE's website: <https://www.cde.ca.gov/re/lc/>.

# Requirements and Instructions

Below is an excerpt from the 2018–19 *Guide for Annual Audits of K–12 Local Education Agencies and State Compliance Reporting*, which is provided to highlight the legal requirements for engagement of educational partners in the LCAP development process:

## **Local Control and Accountability Plan:**

For county offices of education and school districts only, verify the LEA:

- a) Presented the local control and accountability plan to the parent advisory committee in accordance with Education Code section 52062(a)(1) or 52068(a)(1), as appropriate.
- b) If applicable, presented the local control and accountability plan to the English learner parent advisory committee, in accordance with Education Code section 52062(a)(2) or 52068(a)(2), as appropriate.
- c) Notified members of the public of the opportunity to submit comments regarding specific actions and expenditures proposed to be included in the local control and accountability plan in accordance with Education Code section 52062(a)(3) or 52068(a)(3), as appropriate.
- d) Held at least one public hearing in accordance with Education Code section 52062(b)(1) or 52068(b)(1), as appropriate.
- e) Adopted the local control and accountability plan in a public meeting in accordance with Education Code section 52062(b)(2) or 52068(b)(2), as appropriate.

**Prompt 1:** “A summary of the process used to engage educational partners and how this engagement was considered before finalizing the LCAP.”

Describe the engagement process used by the LEA to involve educational partners in the development of the LCAP, including, at a minimum, describing how the LEA met its obligation to consult with all statutorily required educational partners as applicable to the type of LEA. A sufficient response to this prompt must include general information about the timeline of the process and meetings or other engagement strategies with educational partners. A response may also include information about an LEA’s philosophical approach to engaging its educational partners.

**Prompt 2:** “A summary of the feedback provided by specific educational partners.”

Describe and summarize the feedback provided by specific educational partners. A sufficient response to this prompt will indicate ideas, trends, or inputs that emerged from an analysis of the feedback received from educational partners.

**Prompt 3:** “A description of the aspects of the LCAP that were influenced by specific input from educational partners.”

A sufficient response to this prompt will provide educational partners and the public with clear, specific information about how the engagement process influenced the development of the LCAP. The response must describe aspects of the LCAP that were influenced by or developed in response to the educational partner feedback described in response to Prompt 2. This may include a description of how the LEA prioritized requests of educational partners within the context of the budgetary resources available or otherwise prioritized areas of focus within the LCAP. For the purposes of this prompt, “aspects” of an LCAP that may have been influenced by educational partner input can include, but are not necessarily limited to:

- Inclusion of a goal or decision to pursue a Focus Goal (as described below)
- Inclusion of metrics other than the statutorily required metrics
- Determination of the desired outcome on one or more metrics
- Inclusion of performance by one or more student groups in the Measuring and Reporting Results subsection
- Inclusion of action(s) or a group of actions
- Elimination of action(s) or group of actions
- Changes to the level of proposed expenditures for one or more actions
- Inclusion of action(s) as contributing to increased or improved services for unduplicated students
- Determination of effectiveness of the specific actions to achieve the goal
- Determination of material differences in expenditures
- Determination of changes made to a goal for the ensuing LCAP year based on the annual update process
- Determination of challenges or successes in the implementation of actions

## Goals and Actions

### Purpose

Well-developed goals will clearly communicate to educational partners what the LEA plans to accomplish, what the LEA plans to do in order to accomplish the goal, and how the LEA will know when it has accomplished the goal. A goal statement, associated metrics and expected outcomes, and the actions included in the goal should be in alignment. The explanation for why the LEA included a goal is an opportunity for LEAs to clearly communicate to educational partners and the public why, among the various strengths and areas for improvement highlighted by performance data and strategies and actions that could be pursued, the LEA decided to pursue this goal, and the related metrics, expected outcomes, actions, and expenditures.

A well-developed goal can be focused on the performance relative to a metric or metrics for all students, a specific student group(s), narrowing performance gaps, or implementing programs or strategies expected to impact outcomes. LEAs should assess the performance of their student groups when developing goals and the related actions to achieve such goals.

# Requirements and Instructions

LEAs should prioritize the goals, specific actions, and related expenditures included within the LCAP within one or more state priorities. LEAs should consider performance on the state and local indicators, including their locally collected and reported data for the local indicators that are included in the Dashboard in determining whether and how to prioritize its goals within the LCAP.

In order to support prioritization of goals, the LCAP template provides LEAs with the option of developing three different kinds of goals:

- **Focus Goal:** A Focus Goal is relatively more concentrated in scope and may focus on a fewer number of metrics to measure improvement. A Focus Goal statement will be time bound and make clear how the goal is to be measured.
- **Broad Goal:** A Broad Goal is relatively less concentrated in its scope and may focus on improving performance across a wide range of metrics.
- **Maintenance of Progress Goal:** A Maintenance of Progress Goal includes actions that may be ongoing without significant changes and allows an LEA to track performance on any metrics not addressed in the other goals of the LCAP.

At a minimum, the LCAP must address all LCFF priorities and associated metrics.

## ***Focus Goal(s)***

**Goal Description:** The description provided for a Focus Goal must be specific, measurable, and time bound. An LEA develops a Focus Goal to address areas of need that may require or benefit from a more specific and data intensive approach. The Focus Goal can explicitly reference the metric(s) by which achievement of the goal will be measured and the time frame according to which the LEA expects to achieve the goal.

**Explanation of why the LEA has developed this goal:** Explain why the LEA has chosen to prioritize this goal. An explanation must be based on Dashboard data or other locally collected data. LEAs must describe how the LEA identified this goal for focused attention, including relevant consultation with educational partners. LEAs are encouraged to promote transparency and understanding around the decision to pursue a focus goal.

## ***Broad Goal***

**Goal Description:** Describe what the LEA plans to achieve through the actions included in the goal. The description of a broad goal will be clearly aligned with the expected measurable outcomes included for the goal. The goal description organizes the actions and expected outcomes in a cohesive and consistent manner. A goal description is specific enough to be measurable in either quantitative or qualitative terms. A broad goal is not as specific as a focus goal. While it is specific enough to be measurable, there are many different metrics for measuring progress toward the goal.

**Explanation of why the LEA has developed this goal:** Explain why the LEA developed this goal and how the actions and metrics grouped together will help achieve the goal.

### ***Maintenance of Progress Goal***

**Goal Description:** Describe how the LEA intends to maintain the progress made in the LCFF State Priorities not addressed by the other goals in the LCAP. Use this type of goal to address the state priorities and applicable metrics not addressed within the other goals in the LCAP. The state priorities and metrics to be addressed in this section are those for which the LEA, in consultation with educational partners, has determined to maintain actions and monitor progress while focusing implementation efforts on the actions covered by other goals in the LCAP.

**Explanation of why the LEA has developed this goal:** Explain how the actions will sustain the progress exemplified by the related metrics.

### ***Required Goals***

In general, LEAs have flexibility in determining what goals to include in the LCAP and what those goals will address; however, beginning with the development of the 2022–23 LCAP, LEAs that meet certain criteria are required to include a specific goal in their LCAP.

**Consistently low-performing student group(s) criteria:** An LEA is eligible for Differentiated Assistance for three or more consecutive years based on the performance of the same student group or groups in the Dashboard. A list of the LEAs required to include a goal in the LCAP based on student group performance, and the student group(s) that lead to identification, may be found on the CDE’s Local Control Funding Formula web page at <https://www.cde.ca.gov/fg/aa/lc/>.

- **Consistently low-performing student group(s) goal requirement:** An LEA meeting the consistently low-performing student group(s) criteria must include a goal in its LCAP focused on improving the performance of the student group or groups that led to the LEA’s eligibility for Differentiated Assistance. This goal must include metrics, outcomes, actions, and expenditures specific to addressing the needs of, and improving outcomes for, this student group or groups. An LEA required to address multiple student groups is not required to have a goal to address each student group; however, each student group must be specifically addressed in the goal. This requirement may not be met by combining this required goal with another goal.
- **Goal Description:** Describe the outcomes the LEA plans to achieve to address the needs of, and improve outcomes for, the student group or groups that led to the LEA’s eligibility for Differentiated Assistance.
- **Explanation of why the LEA has developed this goal:** Explain why the LEA is required to develop this goal, including identifying the student group(s) that lead to the LEA being required to develop this goal, how the actions and associated metrics included in this goal differ from previous efforts to improve outcomes for the student group(s), and why the LEA believes the actions, metrics, and expenditures included in this goal will help achieve the outcomes identified in the goal description.

**Low-performing school(s) criteria:** The following criteria only applies to a school district or COE with two or more schools; it does not apply to a single-school district. A school district or COE has one or more schools that, for two consecutive years, received the two lowest performance levels on all but one of the state indicators for which the school(s) receive performance levels in the Dashboard and the performance of the “All Students” student group for the LEA is at least one performance level higher in all of those indicators. A list of the LEAs required to include a goal in the LCAP based on school performance, and the school(s) that lead to identification, may be found on the CDE’s Local Control Funding Formula web page at <https://www.cde.ca.gov/fg/aa/lc/>.

- **Low-performing school(s) goal requirement:** A school district or COE meeting the low-performing school(s) criteria must include a goal in its LCAP focusing on addressing the disparities in performance between the school(s) and the LEA as a whole. This goal must include metrics, outcomes, actions, and expenditures specific to addressing the needs of, and improving outcomes for, the students enrolled at the low-performing school or schools. An LEA required to address multiple schools is not required to have a goal to address each school; however, each school must be specifically addressed in the goal. This requirement may not be met by combining this goal with another goal.
- **Goal Description:** Describe what outcomes the LEA plans to achieve to address the disparities in performance between the students enrolled at the low-performing school(s) and the students enrolled at the LEA as a whole.
- **Explanation of why the LEA has developed this goal:** Explain why the LEA is required to develop this goal, including identifying the schools(s) that lead to the LEA being required to develop this goal; how the actions and associated metrics included in this goal differ from previous efforts to improve outcomes for the school(s); and why the LEA believes the actions, metrics, and expenditures included in this goal will help achieve the outcomes for students enrolled at the low-performing school or schools identified in the goal description.

### ***Measuring and Reporting Results:***

For each LCAP year, identify the metric(s) that the LEA will use to track progress toward the expected outcomes. LEAs are encouraged to identify metrics for specific student groups, as appropriate, including expected outcomes that would reflect narrowing of any existing performance gaps.

Include in the baseline column the most recent data associated with this metric available at the time of adoption of the LCAP for the first year of the three-year plan. LEAs may use data as reported on the 2019 Dashboard for the baseline of a metric only if that data represents the most recent available (e.g., high school graduation rate).

Using the most recent data available may involve reviewing data the LEA is preparing for submission to the California Longitudinal Pupil Achievement Data System (CALPADS) or data that the LEA has recently submitted to CALPADS. Because final 2020–21 outcomes on some metrics may not be computable at the time the 2021–24 LCAP is adopted (e.g., graduation rate, suspension rate), the most recent data available may include a point in time calculation taken each year on the same date for comparability purposes.

The baseline data shall remain unchanged throughout the three-year LCAP.

Complete the table as follows:

- **Metric:** Indicate how progress is being measured using a metric.
- **Baseline:** Enter the baseline when completing the LCAP for 2021–22. As described above, the baseline is the most recent data associated with a metric. Indicate the school year to which the data applies, consistent with the instructions above.
- **Year 1 Outcome:** When completing the LCAP for 2022–23, enter the most recent data available. Indicate the school year to which the data applies, consistent with the instructions above.
- **Year 2 Outcome:** When completing the LCAP for 2023–24, enter the most recent data available. Indicate the school year to which the data applies, consistent with the instructions above.
- **Year 3 Outcome:** When completing the LCAP for 2024–25, enter the most recent data available. Indicate the school year to which the data applies, consistent with the instructions above. The 2024–25 LCAP will be the first year in the next three-year cycle. Completing this column will be part of the Annual Update for that year.
- **Desired Outcome for 2023–24:** When completing the first year of the LCAP, enter the desired outcome for the relevant metric the LEA expects to achieve by the end of the 2023–24 LCAP year.

Timeline for completing the “**Measuring and Reporting Results**” part of the Goal.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for Year 3 (2023–24)
Enter information in this box when completing the LCAP for <b>2021–22</b> .	Enter information in this box when completing the LCAP for <b>2021–22</b> .	Enter information in this box when completing the LCAP for <b>2022–23</b> . Leave blank until then.	Enter information in this box when completing the LCAP for <b>2023–24</b> . Leave blank until then.	Enter information in this box when completing the LCAP for <b>2024–25</b> . Leave blank until then.	Enter information in this box when completing the LCAP for <b>2021–22</b> or when adding a new metric.

The metrics may be quantitative or qualitative; but at minimum, an LEA’s LCAP must include goals that are measured using all of the applicable metrics for the related state priorities, in each LCAP year as applicable to the type of LEA. To the extent a state priority does not specify one or more metrics (e.g., implementation of state academic content and performance standards), the LEA must identify a metric to use within the LCAP. For these state priorities, LEAs are encouraged to use metrics based on or reported through the relevant self-reflection tool for local indicators within the Dashboard.

**Actions:** Enter the action number. Provide a short title for the action. This title will also appear in the action tables. Provide a description of the action. Enter the total amount of expenditures associated with this action. Budgeted expenditures from specific fund sources will be provided in the summary tables. Indicate whether the action contributes to meeting the increase or improved services requirement as described in the Increased or Improved Services section using a “Y” for Yes or an “N” for No. (**Note:** for each such action offered on an LEA-wide or schoolwide basis, the LEA will need to provide additional information in the Increased or Improved Summary Section to address the requirements in *California Code of Regulations*, Title 5 [5 CCR] Section 15496(b) in the Increased or Improved Services Section of the LCAP).

**Actions for English Learners:** School districts, COEs, and charter schools that have a numerically significant English learner student subgroup must include specific actions in the LCAP related to, at a minimum, the language acquisition programs, as defined in *EC* Section 306, provided to students and professional development activities specific to English learners.

**Actions for Foster Youth:** School districts, COEs, and charter schools that have a numerically significant Foster Youth student subgroup are encouraged to include specific actions in the LCAP designed to meet needs specific to Foster Youth students.

### **Goal Analysis:**

Enter the LCAP Year.

Using actual annual measurable outcome data, including data from the Dashboard, analyze whether the planned actions were effective in achieving the goal. Respond to the prompts as instructed.

- Describe the overall implementation of the actions to achieve the articulated goal. Include a discussion of relevant challenges and successes experienced with the implementation process. This must include any instance where the LEA did not implement a planned action or implemented a planned action in a manner that differs substantively from how it was described in the adopted LCAP.
- Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures and between the Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services, as applicable. Minor variances in expenditures or percentages do not need to be addressed, and a dollar-for-dollar accounting is not required.
- Describe the effectiveness of the specific actions to achieve the articulated goal as measured by the LEA. In some cases, not all actions in a goal will be intended to improve performance on all of the metrics associated with the goal. When responding to this prompt, LEAs



may assess the effectiveness of a single action or group of actions within the goal in the context of performance on a single metric or group of specific metrics within the goal that are applicable to the action(s). Grouping actions with metrics will allow for more robust analysis of whether the strategy the LEA is using to impact a specified set of metrics is working and increase transparency for educational partners. LEAs are encouraged to use such an approach when goals include multiple actions and metrics that are not closely associated.

- Describe any changes made to this goal, expected outcomes, metrics, or actions to achieve this goal as a result of this analysis and analysis of the data provided in the Dashboard or other local data, as applicable.

## Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students

### Purpose

A well-written Increased or Improved Services section provides educational partners with a comprehensive description, within a single dedicated section, of how an LEA plans to increase or improve services for its unduplicated students in grades TK–12 as compared to all students in grades TK–12, as applicable, and how LEA-wide or schoolwide actions identified for this purpose meet regulatory requirements. Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of educational partners to facilitate their ability to provide input. An LEA's description in this section must align with the actions included in the Goals and Actions section as contributing.

### Requirements and Instructions

**Projected LCFF Supplemental and/or Concentration Grants:** Specify the amount of LCFF supplemental and concentration grant funds the LEA estimates it will receive in the coming year based on the number and concentration of low income, foster youth, and English learner students.

**Projected Additional LCFF Concentration Grant (15 percent):** Specify the amount of additional LCFF concentration grant add-on funding, as described in *EC* Section 42238.02, that the LEA estimates it will receive in the coming year.

**Projected Percentage to Increase or Improve Services for the Coming School Year:** Specify the estimated percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the LCAP year as calculated pursuant to 5 *CCR* Section 15496(a)(7).

**LCFF Carryover — Percentage:** Specify the LCFF Carryover — Percentage identified in the LCFF Carryover Table. If a carryover percentage is not identified in the LCFF Carryover Table, specify a percentage of zero (0.00%).

**LCFF Carryover — Dollar:** Specify the LCFF Carryover — Dollar amount identified in the LCFF Carryover Table. If a carryover amount is not identified in the LCFF Carryover Table, specify an amount of zero (\$0).

**Total Percentage to Increase or Improve Services for the Coming School Year:** Add the Projected Percentage to Increase or Improve Services for the Coming School Year and the Proportional LCFF Required Carryover Percentage and specify the percentage. This is the LEAs percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the LCAP year, as calculated pursuant to 5 CCR Section 15496(a)(7).

**Required Descriptions:**

**For each action being provided to an entire school, or across the entire school district or COE, an explanation of (1) how the needs of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the goals for these students.**

For each action included in the Goals and Actions section as contributing to the increased or improved services requirement for unduplicated pupils and provided on an LEA-wide or schoolwide basis, the LEA must include an explanation consistent with 5 CCR Section 15496(b). For any such actions continued into the 2021–24 LCAP from the 2017–2020 LCAP, the LEA must determine whether or not the action was effective as expected, and this determination must reflect evidence of outcome data or actual implementation to date.

**Principally Directed and Effective:** An LEA demonstrates how an action is principally directed towards and effective in meeting the LEA’s goals for unduplicated students when the LEA explains how:

- It considers the needs, conditions, or circumstances of its unduplicated pupils;
- The action, or aspect(s) of the action (including, for example, its design, content, methods, or location), is based on these considerations; and
- The action is intended to help achieve an expected measurable outcome of the associated goal.

As such, the response provided in this section may rely on a needs assessment of unduplicated students.

Conclusory statements that a service will help achieve an expected outcome for the goal, without an explicit connection or further explanation as to how, are not sufficient. Further, simply stating that an LEA has a high enrollment percentage of a specific student group or groups does not meet the increase or improve services standard because enrolling students is not the same as serving students.

For example, if an LEA determines that low-income students have a significantly lower attendance rate than the attendance rate for all students, it might justify LEA-wide or schoolwide actions to address this area of need in the following way:

After assessing the needs, conditions, and circumstances of our low-income students, we learned that the attendance rate of our low-income students is 7 percent lower than the attendance rate for all students. (Needs, Conditions, Circumstances [Principally Directed])

In order to address this condition of our low-income students, we will develop and implement a new attendance program that is designed to address some of the major causes of absenteeism, including lack of reliable transportation and food, as well as a school climate that does not emphasize the importance of attendance. Goal N, Actions X, Y, and Z provide additional transportation and nutritional resources as well as a districtwide educational campaign on the benefits of high attendance rates. (Contributing Action[s])

These actions are being provided on an LEA-wide basis and we expect/hope that all students with less than a 100 percent attendance rate will benefit. However, because of the significantly lower attendance rate of low-income students, and because the actions meet needs most associated with the chronic stresses and experiences of a socio-economically disadvantaged status, we expect that the attendance rate for our low-income students will increase significantly more than the average attendance rate of all other students. (Measurable Outcomes [Effective In])

**COEs and Charter Schools:** Describe how actions included as contributing to meeting the increased or improved services requirement on an LEA-wide basis are principally directed to and effective in meeting its goals for unduplicated pupils in the state and any local priorities as described above. In the case of COEs and charter schools, schoolwide and LEA-wide are considered to be synonymous.

### **For School Districts Only:**

#### **Actions Provided on an LEA-Wide Basis:**

***Unduplicated Percentage > 55 percent:*** For school districts with an unduplicated pupil percentage of 55 percent or more, describe how these actions are principally directed to and effective in meeting its goals for unduplicated pupils in the state and any local priorities as described above.

***Unduplicated Percentage < 55 percent:*** For school districts with an unduplicated pupil percentage of less than 55 percent, describe how these actions are principally directed to and effective in meeting its goals for unduplicated pupils in the state and any local priorities. Also describe how the actions **are the most effective use of the funds** to meet these goals for its unduplicated pupils. Provide the basis for this determination, including any alternatives considered, supporting research, experience, or educational theory.

#### **Actions Provided on a Schoolwide Basis:**

School Districts must identify in the description those actions being funded and provided on a schoolwide basis, and include the required description supporting the use of the funds on a schoolwide basis.

**For schools with 40 percent or more enrollment of unduplicated pupils:** Describe how these actions are principally directed to and effective in meeting its goals for its unduplicated pupils in the state and any local priorities.

**For school districts expending funds on a schoolwide basis at a school with less than 40 percent enrollment of unduplicated pupils:** Describe how these actions are principally directed to and how the actions are the most effective use of the funds to meet its goals for foster youth, English learners, and low-income students in the state and any local priorities.

**A description of how services for foster youth, English learners, and low-income students are being increased or improved by the percentage required.**

Consistent with the requirements of 5 CCR Section 15496, describe how services provided for unduplicated pupils are increased or improved by at least the percentage calculated as compared to the services provided for all students in the LCAP year. To improve services means to grow services in quality and to increase services means to grow services in quantity. Services are increased or improved by those actions in the LCAP that are included in the Goals and Actions section as contributing to the increased or improved services requirement, whether they are provided on an LEA-wide or schoolwide basis or provided on a limited basis to unduplicated students. A limited action is an action that only serves foster youth, English learners, and/or low-income students. This description must address how these action(s) are expected to result in the required proportional increase or improvement in services for unduplicated pupils as compared to the services the LEA provides to all students for the relevant LCAP year.

For any action contributing to meeting the increased or improved services requirement that is associated with a Planned Percentage of Improved Services in the Contributing Summary Table rather than an expenditure of LCFF funds, describe the methodology that was used to determine the contribution of the action towards the proportional percentage. See the instructions for determining the Planned Percentage of Improved Services for information on calculating the Percentage of Improved Services.

**A description of the plan for how the additional concentration grant add-on funding identified above will be used to increase the number of staff providing direct services to students at schools that have a high concentration (above 55 percent) of foster youth, English learners, and low-income students, as applicable.**

An LEA that receives the additional concentration grant add-on described in EC Section 42238.02 is required to demonstrate how it is using these funds to increase the number of staff who provide direct services to students at schools with an enrollment of unduplicated students that is greater than 55 percent as compared to the number of staff who provide direct services to students at schools with an enrollment of unduplicated students that is equal to or less than 55 percent. The staff who provide direct services to students must be certificated staff and/or classified staff employed by the LEA; classified staff includes custodial staff.

Provide the following descriptions, as applicable to the LEA:

An LEA that does not receive a concentration grant or the concentration grant add-on must indicate that a response to this prompt is not applicable.

Identify the goal and action numbers of the actions in the LCAP that the LEA is implementing to meet the requirement to increase the number of staff who provide direct services to students at schools with an enrollment of unduplicated students that is greater than 55 percent.

An LEA that does not have comparison schools from which to describe how it is using the concentration grant add-on funds, such as an LEA that only has schools with an enrollment of unduplicated students that is greater than 55 percent, must describe how it is using the funds to increase the number of credentialed staff, classified staff, or both, including custodial staff, who provide direct services to students at selected schools and the criteria used to determine which schools require additional staffing support.

In the event that an additional concentration grant add-on is not sufficient to increase staff providing direct services to students at a school with an enrollment of unduplicated students that is greater than 55 percent, the LEA must describe how it is using the funds to retain staff providing direct services to students at a school with an enrollment of unduplicated students that is greater than 55 percent.

Complete the table as follows:

- Provide the staff-to-student ratio of classified staff providing direct services to students with a concentration of unduplicated students that is 55 percent or less and the staff-to-student ratio of classified staff providing direct services to students at schools with a concentration of unduplicated students that is greater than 55 percent, as applicable to the LEA. The LEA may group its schools by grade span (Elementary, Middle/Junior High, and High Schools), as applicable to the LEA. The staff-to-student ratio must be based on the number of full time equivalent (FTE) staff and the number of enrolled students as counted on the first Wednesday in October of each year.
- Provide the staff-to-student ratio of certificated staff providing direct services to students at schools with a concentration of unduplicated students that is 55 percent or less and the staff-to-student ratio of certificated staff providing direct services to students at schools with a concentration of unduplicated students that is greater than 55 percent, as applicable to the LEA. The LEA may group its schools by grade span (Elementary, Middle/Junior High, and High Schools), as applicable to the LEA. The staff-to-student ratio must be based on the number of FTE staff and the number of enrolled students as counted on the first Wednesday in October of each year.

## Action Tables

Complete the Data Entry Table for each action in the LCAP. The information entered into this table will automatically populate the other Action Tables. Information is only entered into the Data Entry Table, the Annual Update Table, the Contributing Actions Annual Update Table, and the LCFF Carryover Table. With the exception of the Data Entry Table, the word “input” has been added to column headers to aid in identifying the column(s) where information will be entered. Information is not entered on the remaining Action tables.

The following tables are required to be included as part of the LCAP adopted by the local governing board or governing body:

- Table 1: Total Planned Expenditures Table (for the coming LCAP Year)
- Table 2: Contributing Actions Table (for the coming LCAP Year)
- Table 3: Annual Update Table (for the current LCAP Year)
- Table 4: Contributing Actions Annual Update Table (for the current LCAP Year)
- Table 5: LCFF Carryover Table (for the current LCAP Year)

Note: The coming LCAP Year is the year that is being planned for, while the current LCAP year is the current year of implementation. For example, when developing the 2022–23 LCAP, 2022–23 will be the coming LCAP Year and 2021–22 will be the current LCAP Year.

## Data Entry Table

The Data Entry Table may be included in the LCAP as adopted by the local governing board or governing body, but is not required to be included. In the Data Entry Table, input the following information for each action in the LCAP for that applicable LCAP year:

- **LCAP Year:** Identify the applicable LCAP Year.
- **1. Projected LCFF Base Grant:** Provide the total amount of LCFF funding the LEA estimates it will receive for the coming school year, excluding the supplemental and concentration grants and the add-ons for the Targeted Instructional Improvement Grant Program and the Home to School Transportation Program, pursuant to 5 CCR Section 15496(a)(8).  
  
See *EC* sections 2574 (for COEs) and 42238.02 (for school districts and charter schools), as applicable, for LCFF apportionment calculations.
- **2. Projected LCFF Supplemental and/or Concentration Grants:** Provide the total amount of LCFF supplemental and concentration grants the LEA estimates it will receive on the basis of the number and concentration of unduplicated students for the coming school year.
- **3. Projected Percentage to Increase or Improve Services for the Coming School Year:** This percentage will not be entered; it is calculated based on the Projected LCFF Base Grant and the Projected LCFF Supplemental and/or Concentration Grants, pursuant to 5 CCR Section 15496(a)(8). This is the percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the coming LCAP year.
- **LCFF Carryover — Percentage:** Specify the LCFF Carryover — Percentage identified in the LCFF Carryover Table from the prior LCAP year. If a carryover percentage is not identified in the LCFF Carryover Table, specify a percentage of zero (0.00%).

- **Total Percentage to Increase or Improve Services for the Coming School Year:** This percentage will not be entered; it is calculated based on the Projected Percentage to Increase or Improve Services for the Coming School Year and the LCFF Carryover — Percentage. This is the percentage by which the LEA must increase or improve services for unduplicated pupils as compared to the services provided to all students in the coming LCAP year.
- **Goal #:** Enter the LCAP Goal number for the action.
- **Action #:** Enter the action's number as indicated in the LCAP Goal.
- **Action Title:** Provide a title of the action.
- **Student Group(s):** Indicate the student group or groups who will be the primary beneficiary of the action by entering "All," or by entering a specific student group or groups.
- **Contributing to Increased or Improved Services?:** Type "Yes" if the action is included as contributing to meeting the increased or improved services; OR, type "No" if the action is **not** included as contributing to meeting the increased or improved services.
- If "Yes" is entered into the Contributing column, then complete the following columns:
  - **Scope:** The scope of an action may be LEA-wide (i.e., districtwide, countywide, or charterwide), schoolwide, or limited. An action that is LEA-wide in scope upgrades the entire educational program of the LEA. An action that is schoolwide in scope upgrades the entire educational program of a single school. An action that is limited in its scope is an action that serves only one or more unduplicated student groups.
  - **Unduplicated Student Group(s):** Regardless of scope, contributing actions serve one or more unduplicated student groups. Indicate one or more unduplicated student groups for whom services are being increased or improved as compared to what all students receive.
  - **Location:** Identify the location where the action will be provided. If the action is provided to all schools within the LEA, the LEA must indicate "All Schools." If the action is provided to specific schools within the LEA or specific grade spans only, the LEA must enter "Specific Schools" or "Specific Grade Spans." Identify the individual school or a subset of schools or grade spans (e.g., all high schools or grades transitional kindergarten through grade five), as appropriate.
- **Time Span:** Enter "ongoing" if the action will be implemented for an indeterminate period of time. Otherwise, indicate the span of time for which the action will be implemented. For example, an LEA might enter "1 Year," or "2 Years," or "6 Months."
- **Total Personnel:** Enter the total amount of personnel expenditures utilized to implement this action.

- **Total Non-Personnel:** This amount will be automatically calculated based on information provided in the Total Personnel column and the Total Funds column.
- **LCFF Funds:** Enter the total amount of LCFF funds utilized to implement this action, if any. LCFF funds include all funds that make up an LEA's total LCFF target (i.e., base grant, grade span adjustment, supplemental grant, concentration grant, Targeted Instructional Improvement Block Grant, and Home-To-School Transportation).
  - **Note:** For an action to contribute towards meeting the increased or improved services requirement it must include some measure of LCFF funding. The action may also include funding from other sources, however the extent to which an action contributes to meeting the increased or improved services requirement is based on the LCFF funding being used to implement the action.
- **Other State Funds:** Enter the total amount of Other State Funds utilized to implement this action, if any.
- **Local Funds:** Enter the total amount of Local Funds utilized to implement this action, if any.
- **Federal Funds:** Enter the total amount of Federal Funds utilized to implement this action, if any.
- **Total Funds:** This amount is automatically calculated based on amounts entered in the previous four columns.
- **Planned Percentage of Improved Services:** For any action identified as contributing, being provided on a Limited basis to unduplicated students, and that does not have funding associated with the action, enter the planned quality improvement anticipated for the action as a percentage rounded to the nearest hundredth (0.00%). A limited action is an action that only serves foster youth, English learners, and/or low-income students.
  - As noted in the instructions for the Increased or Improved Services section, when identifying a Planned Percentage of Improved Services, the LEA must describe the methodology that it used to determine the contribution of the action towards the proportional percentage. The percentage of improved services for an action corresponds to the amount of LCFF funding that the LEA estimates it would expend to implement the action if it were funded.

For example, an LEA determines that there is a need to analyze data to ensure that instructional aides and expanded learning providers know what targeted supports to provide to students who are foster youth. The LEA could implement this action by hiring additional staff to collect and analyze data and to coordinate supports for students, which the LEA estimates would cost \$165,000. Instead, the LEA chooses to utilize a portion of existing staff time to analyze data relating to students who are foster youth. This analysis will then be shared with site principals who will use the data to coordinate services provided by instructional assistants and expanded learning providers to target support to students. In this example, the LEA would divide the estimated cost of \$165,000 by the amount of LCFF Funding identified in the Data Entry Table and then convert the quotient to a percentage. This percentage is the Planned Percentage of Improved Service for the action.



## Contributing Actions Table

As noted above, information will not be entered in the Contributing Actions Table; however, the ‘Contributing to Increased or Improved Services?’ column will need to be checked to ensure that only actions with a “Yes” are displaying. If actions with a “No” are displayed or if actions that are contributing are not displaying in the column, use the drop-down menu in the column header to filter only the “Yes” responses.

## Annual Update Table

In the Annual Update Table, provide the following information for each action in the LCAP for the relevant LCAP year:

- **Estimated Actual Expenditures:** Enter the total estimated actual expenditures to implement this action, if any.

## Contributing Actions Annual Update Table

In the Contributing Actions Annual Update Table, check the ‘Contributing to Increased or Improved Services?’ column to ensure that only actions with a “Yes” are displaying. If actions with a “No” are displayed or if actions that are contributing are not displaying in the column, use the drop-down menu in the column header to filter only the “Yes” responses. Provide the following information for each contributing action in the LCAP for the relevant LCAP year:

- **6. Estimated Actual LCFF Supplemental and/or Concentration Grants:** Provide the total amount of LCFF supplemental and concentration grants the LEA estimates it will actually receive based on of the number and concentration of unduplicated students in the current school year.
- **Estimated Actual Expenditures for Contributing Actions:** Enter the total estimated actual expenditure of LCFF funds used to implement this action, if any.
- **Estimated Actual Percentage of Improved Services:** For any action identified as contributing, being provided on a Limited basis only to unduplicated students, and that does not have funding associated with the action, enter the total estimated actual quality improvement anticipated for the action as a percentage rounded to the nearest hundredth (0.00%).
  - Building on the example provided above for calculating the Planned Percentage of Improved Services, the LEA in the example implements the action. As part of the annual update process, the LEA reviews implementation and student outcome data and determines that the action was implemented with fidelity and that outcomes for foster youth students improved. The LEA reviews the original estimated cost for the action and determines that had it hired additional staff to collect and analyze data and to coordinate supports for students that estimated actual cost would have been \$169,500 due to a cost of living adjustment. The LEA would divide the estimated actual cost of \$169,500 by the amount of LCFF Funding identified in the Data Entry Table and then convert the quotient to a percentage. This percentage is the Estimated Actual Percentage of Improved Services for the action.

## LCFF Carryover Table

- **9. Estimated Actual LCFF Base Grant:** Provide the total amount of LCFF funding the LEA estimates it will receive for the current school year, excluding the supplemental and concentration grants and the add-ons for the Targeted Instructional Improvement Grant Program and the Home to School Transportation Program, pursuant to 5 CCR Section 15496(a)(8).
- **10. Total Percentage to Increase or Improve Services for the Current School Year:** This percentage will not be entered. The percentage is calculated based on the amounts of the Estimated Actual LCFF Base Grant (9) and the Estimated Actual LCFF Supplemental and/or Concentration Grants (6), pursuant to 5 CCR Section 15496(a)(8), plus the LCFF Carryover – Percentage from the prior year. This is the percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the current LCAP year.

## Calculations in the Action Tables

To reduce the duplication of effort of LEAs, the Action Tables include functionality such as pre-population of fields and cells based on the information provided in the Data Entry Table, the Annual Update Summary Table, and the Contributing Actions Table. For transparency, the functionality and calculations used are provided below.

### ***Contributing Actions Table***

- 4. Total Planned Contributing Expenditures (LCFF Funds)
  - This amount is the total of the Planned Expenditures for Contributing Actions (LCFF Funds) column
- 5. Total Planned Percentage of Improved Services
  - This percentage is the total of the Planned Percentage of Improved Services column
- Planned Percentage to Increase or Improve Services for the coming school year (4 divided by 1, plus 5)
  - This percentage is calculated by dividing the Total Planned Contributing Expenditures (4) by the Projected LCFF Base Grant (1), converting the quotient to a percentage, and adding it to the Total Planned Percentage of Improved Services (5).

### ***Contributing Actions Annual Update Table***

Pursuant to *EC* Section 42238.07(c)(2), if the Total Planned Contributing Expenditures (4) is less than the Estimated Actual LCFF Supplemental and Concentration Grants (6), the LEA is required to calculate the difference between the Total Planned Percentage of Improved Services (5) and the Total Estimated Actual Percentage of Improved Services (7). If the Total Planned Contributing Expenditures (4) is equal to or greater

than the Estimated Actual LCFF Supplemental and Concentration Grants (6), the Difference Between Planned and Estimated Actual Percentage of Improved Services will display “Not Required.”

- 6. Estimated Actual LCFF Supplemental and Concentration Grants
  - This is the total amount of LCFF supplemental and concentration grants the LEA estimates it will actually receive based on of the number and concentration of unduplicated students in the current school year.
- 4. Total Planned Contributing Expenditures (LCFF Funds)
  - This amount is the total of the Last Year's Planned Expenditures for Contributing Actions (LCFF Funds)
- 7. Total Estimated Actual Expenditures for Contributing Actions
  - This amount is the total of the Estimated Actual Expenditures for Contributing Actions (LCFF Funds)
- Difference Between Planned and Estimated Actual Expenditures for Contributing Actions (Subtract 7 from 4)
  - This amount is the Total Estimated Actual Expenditures for Contributing Actions (7) subtracted from the Total Planned Contributing Expenditures (4)
- 5. Total Planned Percentage of Improved Services (%)
  - This amount is the total of the Planned Percentage of Improved Services column
- 8. Total Estimated Actual Percentage of Improved Services (%)
  - This amount is the total of the Estimated Actual Percentage of Improved Services column
- Difference Between Planned and Estimated Actual Percentage of Improved Services (Subtract 5 from 8)
  - This amount is the Total Planned Percentage of Improved Services (5) subtracted from the Total Estimated Actual Percentage of Improved Services (8)

### ***LCFF Carryover Table***

- 10. Total Percentage to Increase or Improve Services for the Current School Year (6 divided by 9 + Carryover %)

- This percentage is the Estimated Actual LCFF Supplemental and/or Concentration Grants (6) divided by the Estimated Actual LCFF Base Grant (9) plus the LCFF Carryover – Percentage from the prior year.
- 11. Estimated Actual Percentage of Increased or Improved Services (7 divided by 9, plus 8)
  - This percentage is the Total Estimated Actual Expenditures for Contributing Actions (7) divided by the LCFF Funding (9), then converting the quotient to a percentage and adding the Total Estimated Actual Percentage of Improved Services (8).
- 12. LCFF Carryover — Dollar Amount LCFF Carryover (Subtract 11 from 10 and multiply by 9)
  - If the Estimated Actual Percentage of Increased or Improved Services (11) is less than the Estimated Actual Percentage to Increase or Improve Services (10), the LEA is required to carry over LCFF funds.

The amount of LCFF funds is calculated by subtracting the Estimated Actual Percentage to Increase or Improve Services (11) from the Estimated Actual Percentage of Increased or Improved Services (10) and then multiplying by the Estimated Actual LCFF Base Grant (9). This amount is the amount of LCFF funds that is required to be carried over to the coming year.

- 13. LCFF Carryover — Percentage (12 divided by 9)
  - This percentage is the unmet portion of the Percentage to Increase or Improve Services that the LEA must carry over into the coming LCAP year. The percentage is calculated by dividing the LCFF Carryover (12) by the LCFF Funding (9).