



Local Control and Accountability Plan (LCAP) Implementation Checklist

Advisory Committees:

✓ *Ensure all the following has taken place:*

- The district has established a parent advisory committee including parents of low-income parents, English learners, and foster youth
- If there are at least 15% English learners and at least 50 EL pupils enrolled in the district, the district has established, or continues to use, an EL parent advisory committee
- The superintendent has presented the LCAP to each of the required stakeholder groups (including students)
- The superintendent has responded in writing to comments from the EL and parent committees

It is not required to specifically reference these committees and required actions associated with the committees in the LCAP, but it is advisable to do so.

State Priorities: The LCAP must address all eight state priorities (Charters must address those priorities applicable to the grade levels and nature of program).

✓ *Ensure the LCAP has addressed each of the following priorities:*

- 1. Basic
 - Qualified teachers
 - Instructional materials
 - Facilities
- 2. Implementation of State Standards
- 3. Parent Involvement
- 4. Pupil achievement
- 5. Pupil engagement
- 6. School climate
- 7. Course access
- 8. Other pupil outcomes

Metrics: The LCAP goals must, **at a minimum**, include the metrics explicitly referenced in statute for the state priorities. These include the following:

✓ *Ensure all required metrics are included in LCAP goals (as appropriate based on grade spans served) and identified metrics are used to measure annual progress:*

Priority 1- Basic

- Rate of teacher misassignment
- Facilities condition/repair (FIT)
- Student access to instructional materials

Priority 2 – CCSS Implementation

- Implementation of CCSS (Consider implementation plans, PD offered and # of participants)

Priority 3 – Parental Involvement

- Efforts to seek parent input (Consider surveys, minutes from meetings and attendance)
- Promotion of parent participation

Priority 4 – Pupil achievement

- Performance on standardized tests (*other local measures until next iteration is available*)
- API





- Pupils that are college and career ready (a-g requirements)
- English learners that become English proficient (AMAOs 1 & 2)
- English learner reclassification rate
- Pupils that pass Advanced Placement exams with 3 or higher
- Pupils determined prepared for college by the Early Assessment Program (EAP) or future college ready indicators

Priority 5 – Pupil engagement

- Attendance rates
- Chronic absenteeism rates*
- Middle school dropout rates*
- High school dropout rates *
- High school graduation rates*

Priority 6 – School climate

- Suspension rates*
- Expulsion rates*
- Other local measures including surveys of pupils, parents, and teachers on the sense of safety and school connectedness

Priority 7 – Course Access

- Student access and enrollment in all required areas of study

Priority 8 – Other Student Outcomes

- District defined indicators

What will be different or improved for students for each year of the LCAP is defined using each of the identified metrics.

*Calculated according to pages last two pages of the revised LCAP template

Actions, Services, and Expenditures: The LCAP must include actions, services, and expenditures in Section 2 for each of the 3 years of the LCAP.

✓ *Ensure the following are appropriately addressed in the LCAP:*

- Includes services for all students including racial/ethnic subgroups and students with disabilities
- Expenditures are from LCFF Base funds and any other funding sources the district wishes to include
- Includes actions, services, and expenditures for unduplicated pupils
- Includes all Supplemental and Concentration grant funds and any other funding sources the district wishes to include
- Actions and services specifically address each required student group: low-income students, English learners, redesignated students and foster youth

Anticipated expenditures for each action should be described in sufficient detail to determine where they can be found in the district budget (e.g.: teacher salaries and benefits; instructional materials; printing; contracted services).

✓ *Ensure all expenditures describe what is being purchased to the degree that it can be linked to a line item in the district budget.*

- Expenditure descriptions provide adequate detail to indicate where they can be located in the district budget





Actions, Services and Expenditures

_____ Any expenditures that are funded under multiple goals or actions are identified with a note, or percentages, or full time equivalent amounts to indicate the amount of funds applied to a particular action.

Annual Update: The annual update must address each goal in the prior year LCAP, review progress toward the expected annual outcome based on the required metrics. Review must include an assessment of the effectiveness of the specific actions and any potential changes to the LCAP.

_____ Includes the Goal and expected annual measureable outcomes for specific schools and/or pupil subgroups

_____ Includes planned activities and budgeted expenditures

_____ Includes actual actions/services and estimated actual annual expenses (with adequate detail to indicate where they can be located in the district budget)

Districtwide/Schoolwide Use of Funds: Section 3A. Use of Supplemental and Concentration Grant funds

✓ *Ensure that Section 3A includes the following:*

_____ The dollar amount of funds from step 5 in the calculation in Ed Code 15496, reflecting the amount of funds to be spent on unduplicated pupils in the 2015-2016 school year

_____ **If** the district indicates in Section 2 that Supplemental and Concentration Grant funds are being used in a districtwide or schoolwide manner, the following is required in section 3A:

_____ Identify those services that are being funded and provided on a districtwide, or schoolwide, basis

_____ Description how such services are principally directed towards, and are effective in, meeting goals for unduplicated pupils in the state and any local priority areas (EC 15496 2B)

✓ *A school district that has an enrollment of unduplicated pupils less than 55% districtwide, and/or less than 40% schoolwide shall include the two mentioned above as well as the following:*

_____ Describe how these services are the most effective use of the funds to meet the goals for unduplicated pupils. The description shall include a basis for this determination which includes, but is not limited to any alternatives considered and supporting research, experience, or educational theory (EC 15496 2C)

Proportionality

A requirement for LCAP approval is demonstrating proportionality. This is required in Section 3B.

✓ *Ensure that Section 3B includes the following:*

_____ The percentage from Step 7 of the calculation in the Regulations reflecting the proportionality percentage for unduplicated pupils

_____ A description of how services in 2015-16 will be increased or improved for unduplicated pupils over and above what is provided for all students in proportion to the percentage identified in Step 7. Both quantitative and/or qualitative improvements may be addressed

Public Hearing/Board Approval: The governing board must hold a public hearing prior to the meeting at which the LCAP and budget are adopted.

✓ *Ensure the public hearing has been held and the local governing board has adopted the LCAP and district budget.*

_____ The public hearing agenda is posted at least 72 hours prior to the hearing and includes the location where the LCAP is available for inspection





**SAN LUIS OBISPO COUNTY
OFFICE OF EDUCATION**

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JULIAN D. CROCKER, SUPERINTENDENT

- _____ A public hearing is held to solicit recommendations and comments from the public regarding the LCAP and the budget
- _____ The governing board has adopted the LCAP and the budget at the same meeting held after, but not on the same day as, the public hearing, and prior to July 1, 2015

It is not required that the LCAP include information regarding the public hearing and board adoption, however it is recommended that the board approval and public hearing dates be included in the LCAP.

