California Department of Education

Executive Office

SBE-002 (REV. 11/2017)

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# MEMORANDUM

**DATE:** June 1, 2018

**TO:** MEMBERS, State Board of Education

**FROM:** TOM TORLAKSON, State Superintendent of Public Instruction

**SUBJECT:** Update on the Local Control and Accountability Plan Federal Addendum Template and Proposed Approval Process.

# Summary of Key Issues

The Every Student Succeeds Act (ESSA) requires local educational agencies (LEAs) to complete a Local Educational Agency Plan (LEA Plan) that addresses required provisions of ESSA programs under which an LEA applies for federal education funds. Within California, the LEAs that apply for ESSA funds are required to complete a Local Control and Accountability Plan (LCAP), LCAP Federal Addendum (Addendum) and the Consolidated Application (ConApp). The LCAP is the primary strategic planning document for each LEA. The LCAP, in conjunction with the Addendum and the ConApp, serves to meet the ESSA LEA Plan requirements.

## LCAP Federal Addendum Template

At the March 2018 meeting, the State Board of Education (SBE) adopted the Addendum Template with the expectation that it be fully implemented for those LEAs that apply for ESSA funds for the 2018–19 school year (<https://www.cde.ca.gov/be/ag/ag/yr18/documents/mar18item12.docx>).

The Addendum addresses the required provisions of the following ESSA programs:

* Title I, Part A: Improving Basic Programs Operated by State and Local Educational Agencies
* Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
* Title II, Part A: Supporting Effective Instruction
* Title III, Part A: Language Instruction for English Learners and Immigrant Students
* Title IV, Part A: Student Support and Academic Enrichment Grants

In addition to the Strategy and Alignment prompts, the LEA must provide a narrative response to each required provision for the ESSA programs for which it is applying. The remaining ESSA provisions are satisfied through the LCAP and the ConApp. These provisions are specified within the Addendum Template.

On May 22, 2018, the CDE hosted a webinar to provide LEAs with guidance for completing the Addendum. There were 738 unique logins that participated in this webinar. The California Department of Education (CDE) has also posted instructions for the Addendum and links to program specific guidance and contacts on its LCAP Federal Addendum Web page (<https://www.cde.ca.gov/re/lc/addendumguidance.asp>).

## Applying for Funding

To apply for ESSA funds, a county office of education (COE), school district, or direct-funded charter school must:

* Complete the applicable pages within the ConApp.
  + The ConApp includes an LCAP Federal Addendum Certification page in which the LEA certifies that the completed Addendum will be approved by the local governing board or governing body of the LEA and submitted to the CDE.
  + The LEA also certifies that the LEA staff will work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying.
  + For the Application for Funding page, the LEA must identify the specific ESSA programs for which they are applying.
* Complete the Addendum and submit it to the CDE.

Indirect-funded charter schools may apply, in cooperation with its chartering authority, to receive ESSA funds. As such, a charter school that does not elect to receive its funding directly will not be required to submit an LCAP Federal Addendum to the CDE.

## LCAP Federal Addendum Approval Process

As 2018-19 is the initial year of implementation, the CDE, with support from educational partners in the field, will convene a Readers’ Conference from September 17, 2018 to September 21, 2018, in San Diego to review the Addenda of all LEAs. The Readers’ Conference will utilize regionally recruited members from the field in addition to select CDE staff. During the review process, if an LEA’s Addendum does not adequately address the required provisions, the CDE will work with the LEA and suggest ways to meet the plan requirements.

To be considered for approval at the Readers’ Conference an LEA must:

* Submit the completed ConApp by June 30, 2018.
* Submit the completed Addendum to the CDE no later than August 15, 2018.
* Identify the date the Addendum was approved or the anticipated approval date of the Addendum. Please note: The anticipated approval date of the Addendum must be prior to September 17 to be considered for review at the Readers’ Conference.

Addendums received after August 15 or Addendums that have not been approved by the local governing board prior to the Readers’ Conference may experience a delay with Addendum approval and receiving ESSA allocations.

The review process will culminate the CDE’s determination that COEs, school districts, and charter schools Addenda meet the approval criteria for each provision before submitting them to the SBE for approval. The CDE will present those LEAs that have the Addenda recommended for approval at a regularly scheduled meeting of the SBE for action. This review process applies only to the Addenda. School district LCAPs will continue to be approved by COEs. LCAPs submitted by each county superintendent of schools will continue to be approved by the State Superintendent of Public Instruction (SSPI)[[1]](#footnote-1).

# Summary of Previous State Board of Education Discussion and Action

At its November 2017 meeting, the SBE received an update on California’s implementation of the ESSA, which included an update on the LCAP Addendum (<https://www.cde.ca.gov/be/ag/ag/yr17/documents/nov17item05.doc>).

# Attachment(s)

None

1. The SSPI also reviews and approves the LCAPs for seven school districts that are the only school districts in their county. [↑](#footnote-ref-1)