

# 2016 LCAP Template Redesign

State Board of Education November 2016

Tom Torlakson  
State Superintendent  
of Public Instruction



# Design Principles

- Maximize transparency and ease of use for stakeholders
- Simplify, to the extent possible, structure and language
- Provide clear instructions and support
- Support efficient and effective local planning, reporting, and implementation processes



# Order of Plan Components

## Current LCAP Template

1. Section 1: Stakeholder Engagement
2. Section 2: Goals, Actions, Expenditures, and Progress Indicators
3. Annual Update
4. Section 3: Use of Supplemental and Concentration Grant funds and Proportionality

Instructions and guiding questions throughout the template.

## Proposed Revised LCAP Template

1. Plan Summary
2. Annual Update
3. Stakeholder Engagement
4. Goals, Actions, & Services
5. Demonstration of Increased or Improved Services for Unduplicated Pupils

Instructions and guiding questions in addendums.



# Throughout the Template

- Prompts, headings, and instructions have been revised to provide additional clarification
- Headings have been hyperlinked to the applicable instructions
- Instructions Table of Contents was developed



# Major Areas of Revision

- The Plan Summary
- The Planned Actions/Services within the Goals, Actions, and Services component



# July Draft Plan Summary

Plan Summary: Include demographic student data, introduction. Please paste any applicable charts or matrices in the box below.

DRAFT



# September Draft Plan Summary

(1 of 3)

Page 1

## 2017-20 Plan Summary

### FOCUS STATEMENT

In 1-3 short sentences, state your focus in serving your students and community. Briefly explain how your LCAP demonstrates your LEA's overall vision for student success.

### KEY OBJECTIVES OF LCAP

Identify and briefly summarize the key objectives of this year's LCAP that are aligned with at least one of the 8 state priorities.

1

2

3



# September Draft Plan Summary

(2 of 3)

## SUMMARY OF PROGRESS

Briefly describe how your progress on the focus areas has affected the development of the goals, actions/services, and expenditures described in this year's LCAP.

## INCREASED OR IMPROVED SERVICES

If not previously addressed, identify the two to three most significant ways that you will increase or improve services for low-income students, English learners, and foster youth.

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## THE GREATEST PROGRESS

Based on a review of state and local indicators of student performance included in the evaluation rubrics, local self-assessments, stakeholder input, or other information, what progress are you most proud of and how do you plan to maintain or build upon that success?

blue/  
green

## THE GREATEST NEEDS

Referring to the LCFF Evaluation Rubrics, address any state or local performance indicator where overall performance was in the "Red" or "Orange" performance category or received a "Not Met" or "Not Met for Two or More Years" rating. What steps are you planning to take to address these areas with the greatest need for improvement?

red/  
orange



# September Draft Plan Summary

(3 of 3)

Additionally, identify any state indicator for which performance of any student group was two or more performance levels below the "all student" performance in the LCFF evaluation rubrics. Identify any modifications to the goals, actions/services and/or expenditures within the LCAP to improve these performance levels.

**equity**

## BUDGET SUMMARY

Complete the table below. You may include additional information or more detail, including graphics.

### DESCRIPTION

### AMOUNT

Total General Fund Budget for LCAP Year

\$

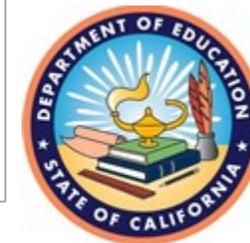
Total Projected LCFF Funds for LCAP Year

\$

Total Funds Budgeted for Planned Actions/Services to Meet the Goals in the LCAP for LCAP Year

\$

Briefly describe any use(s) of LCFF funding not included in the LCAP.



# Proposed Plan Summary

(1 of 3)

## 2017-20 Plan Summary

### THE STORY

Briefly describe the students and community and how the LEA serves them.

### LCAP HIGHLIGHTS

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



# Proposed Plan Summary

(2 of 3)

## REVIEW OF PERFORMANCE

Based on a review of performance on the state indicators and local performance indicators included in the LCFF Evaluation Rubrics, progress toward LCAP goals, local self-assessment tools, stakeholder input, or 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 any specific examples of how past increases or improvements in services for low-income students, English learners, and foster youth have led to improved performance for these students.

### GREATEST PROGRESS

Referring to the LCFF Evaluation Rubrics, identify any state indicator or local performance indicator for which overall performance was in the "Red" or "Orange" performance category or where the LEA received a "Not Met" or "Not Met for Two or More Years" rating. Additionally, identify any areas that the LEA has determined need significant improvement based on review of local performance indicators or other local indicators. What steps is the LEA planning to take to address these areas with the greatest need for improvement?

### GREATEST NEEDS

Referring to the LCFF Evaluation Rubrics, identify 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 performance gaps?

### PERFORMANCE GAPS



# Proposed Plan Summary

(3 of 3)

## INCREASED OR IMPROVED SERVICES

If not previously addressed, identify the two to three most significant ways that the LEA will increase or improve services for low-income students, English learners, and foster youth.

## BUDGET SUMMARY

Complete the table below. LEAs may include additional information or more detail, including graphics.

DESCRIPTION	AMOUNT
Total General Fund Budget Expenditures for LCAP Year	\$
Total Funds Budgeted for Planned Actions/Services to Meet the Goals in the LCAP for LCAP Year	\$

The LCAP is intended to be a comprehensive planning tool but may not describe all General Fund Budget Expenditures. Briefly describe any of the General Fund Budget Expenditures specified above for the LCAP year not included in the LCAP.

\$	Total Projected LCFF Revenues for LCAP Year
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# Specific Ties to the Evaluation Rubrics

- The Plan Summary
  - Greatest Progress
  - Greatest Needs
  - Performance Gaps
- The Annual Update
  - Analysis
- The Goals, Actions, and Services
  - Identified Need



# Specific Instructions for Charter Schools

- Additional clarification has been provided in the instructions specific to charter schools
  - Introduction to the Addendum
  - Stakeholder Engagement
  - Goals, Actions, and Services



# Planned Actions/Services

For Actions/Services not contributing to meeting Increased or Improved Services Requirement:

Students to be Served  All  Students with Disabilities  [Specific Student Group(s)] \_\_\_\_\_

Location(s)  All schools  Specific Schools: \_\_\_\_\_  Specific Gradespans: \_\_\_\_\_

**OR**

For Actions/Services contributing to meeting Increased or Improved Services Requirement:

Students to be Served  English Learners  Foster Youth  Low Income

Scope of Services  LEA-wide Group(s)  Schoolwide OR  Limited to Unduplicated Student

Location(s)  All schools  Specific Schools: \_\_\_\_\_  Specific Gradespans: \_\_\_\_\_

LEAs will differentiate between Actions/services that contribute to meeting the Increased or Improved Services Requirement and those that will not.



# Additional Components of the LCAP Template

State Board of Education November 2016

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# Annual Update

(1 of 2)

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed.

**Goal  
1**

State and/or Local Priorities Addressed by this goal:

STATE  1  2  3  4  5  6  7  8

COE  9  10

LOCAL \_\_\_\_\_

## ANNUAL MEASURABLE OUTCOMES

**EXPECTED**

**ACTUAL**

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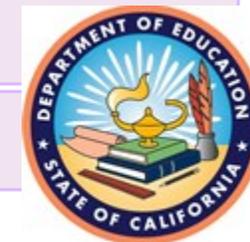
## ACTIONS / SERVICES

Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.

Action

**1**

	<b>PLANNED</b>	<b>ACTUAL</b>
<b>Actions/Services</b>		
	<b>BUDGETED</b>	<b>ESTIMATED ACTUAL</b>
<b>Expenditures</b>		



# Annual Update

(2 of 2)

## ANALYSIS

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed.

Use actual annual measurable outcome data, including performance data from the LCFF Evaluation Rubrics, as applicable

Describe the overall implementation of the actions/services to achieve the articulated goal.

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Describe the overall effectiveness of the actions/services to achieve the articulated goal as measured by the LEA.

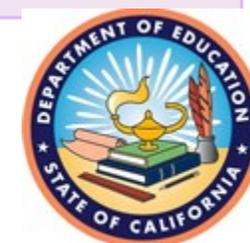
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Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures.

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Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.

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# Stakeholder Engagement

LCAP Year  2017–18  2018–19  2019–20

## INVOLVEMENT PROCESS FOR LCAP AND ANNUAL UPDATE

How, when, and with whom did the LEA consult as part of the planning process for this LCAP/Annual Review and Analysis?

## IMPACT ON LCAP AND ANNUAL UPDATE

How did these consultations impact the LCAP for the upcoming year?



# Goals, Actions, and Services

(1 of 2)

## Strategic Planning Details and Accountability

Complete a copy of the following table for each of the LEA's goals. Duplicate the table as needed.

	<input type="checkbox"/> New	<input type="checkbox"/> Modified	<input type="checkbox"/> Unchanged
<b><u>Goal 1</u></b>			

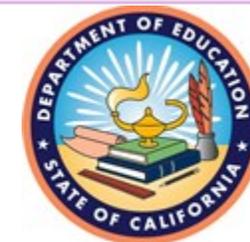
State and/or Local Priorities Addressed by this goal:

STATE  1  2  3  4  5  6  7  8  
 COE  9  10  
 LOCAL \_\_\_\_\_

Identified Need

### EXPECTED ANNUAL MEASURABLE OUTCOMES

Metrics/Indicators	Baseline	2017-18	2018-19	2019-20



# Goals, Actions, and Services

(2 of 2)

## PLANNED ACTIONS / SERVICES

Complete a copy of the following table for each of the LEA's Actions/Services. Duplicate the table, including Budgeted Expenditures, as needed.

Action **1**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

<u>Students to be Served</u>	<input type="checkbox"/> All	<input type="checkbox"/> Students with Disabilities	<input type="checkbox"/> [Specific Student Group(s)] _____
<u>Location(s)</u>	<input type="checkbox"/> All schools	<input type="checkbox"/> Specific Schools: _____	<input type="checkbox"/> Specific Gradespans: _____

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

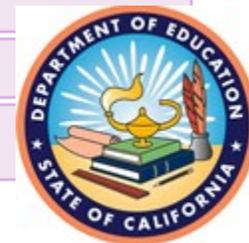
<u>Students to be Served</u>	<input type="checkbox"/> English Learners	<input type="checkbox"/> Foster Youth	<input type="checkbox"/> Low Income
<u>Scope of Services</u>	<input type="checkbox"/> LEA-wide	<input type="checkbox"/> Schoolwide	OR <input type="checkbox"/> Limited to Unduplicated Student Group(s)
<u>Location(s)</u>	<input type="checkbox"/> All schools	<input type="checkbox"/> Specific Schools: _____	<input type="checkbox"/> Specific Gradespans: _____

## ACTIONS/SERVICES

2017-18	2018-19	2019-20
<input type="checkbox"/> New <input type="checkbox"/> Modified <input type="checkbox"/> Unchanged	<input type="checkbox"/> New <input type="checkbox"/> Modified <input type="checkbox"/> Unchanged	<input type="checkbox"/> New <input type="checkbox"/> Modified <input type="checkbox"/> Unchanged

## BUDGETED EXPENDITURES

	2017-18	2018-19	2019-20
Amount			
Source			
Budget Reference			



# Demonstration of Increased or Improved Services for Unduplicated Pupils

## Demonstration of Increased or Improved Services for Unduplicated Pupils

LCAP Year

2017–18  2018–19  2019–20

Estimated Supplemental and Concentration Grant Funds:

\$

Percentage to Increase or Improve Services:

%

Describe how services provided for unduplicated pupils are increased or improved by at least the percentage identified above, either qualitatively or quantitatively, as compared to services provided for all students in the LCAP year.

Identify each action/service being funded and provided on a schoolwide or LEA-wide basis. Include the required descriptions supporting each schoolwide or LEA-wide use of funds ([see instructions](#)).

