

Local Control and Accountability Plan:
Sample Timeline for 2015-2016

Month	Action	Notes/Best Practices
September 2014	<ul style="list-style-type: none"> ✓ Establish LCAP development process and timeline ✓ Determine periodic implementation checks ✓ Identify staff responsible for components of process ✓ Ensure that school site roles are communicated 	Resource: http://lcff.wested.org/making-a-plan-to-develop-the-lcap/
October 2014	<ul style="list-style-type: none"> ✓ Determine relevant stakeholder groups ✓ Consider and decide on methods for obtaining meaningful input from stakeholders (i.e. surveys, meetings/forums, district website, structure of groups, district/site, etc.) ✓ Plan for translation needs 	Determine which metrics (including those listed in state priorities, as well as local) will be used to provide useful information to measure actions/expenditures and communicate with stakeholders. Ensure that EL, FY, and LI parents <u>and</u> students are adequately represented in stakeholder groups. Review KCSOS LCAP training/resources: http://kern.org/lcff-lcap/
November-December 2014	<ul style="list-style-type: none"> ✓ Begin stakeholder engagement/input: <ul style="list-style-type: none"> • Students • Teachers • Classified Staff • Parents • Administrators • Bargaining Units • Community • Board ✓ Consider needs assessment tools 	Consider establishing an LCAP committee composed of relevant stakeholders willing to make a 2-3 year commitment and engage them at a deeper level. Confirm required advisory committees (EL and Parent) are comprised of a majority of parents (including those of unduplicated pupils). Family engagement resource (CDE): http://www.cde.ca.gov/ls/pf/pf/documents/familyengagework.pdf A robust needs assessment is the foundation of an effective LCAP. Sample Needs Assessment/Manual (Riverside): http://www.sscal.com/download.cfm?id=2212 http://www.sscal.com/download.cfm?id=2213
December 2014-February 2015	<ul style="list-style-type: none"> ✓ Begin gathering data for analysis ✓ Evaluate progress on implementation 	Make data easily accessible and understood. Reflect on current goals and consider new goals.

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	<ul style="list-style-type: none"> ✓ Conduct needs assessment ✓ Compile input received from stakeholders and analyze for trends, needs and priorities 	
January 2015	<ul style="list-style-type: none"> ✓ Governor’s Proposed Budget ✓ Meet w/District LCAP Team (if established) ✓ Review progress on LCAP implementation steps ✓ Identify progress made towards goals, actions/ services ✓ KCSOS LCAP Workshop 	<p>Define “base” program for the district.</p> <p>Begin consideration/discussions of how increased revenue can be used for increased/improved services, proportionately (if budget includes increases).</p> <p>Evaluate actual expenditure timeline to determine if you are on track with planned expenditures.</p>
February 2015	<ul style="list-style-type: none"> ✓ Continued stakeholder engagement as appropriate ✓ Provide board and stakeholders with LCAP update ✓ KCSOS LCAP Workshop 	<p>Maintain transparency, share input from stakeholders and data with board.</p>
March-April 2015	<ul style="list-style-type: none"> ✓ Draft goals, actions/services based on needs assessment results and stakeholder input ✓ Seek input on 2014-2015 goals, as well as sharing progress towards goals for 2013-2014 ✓ Complete draft of 2015-2016 goals/actions/services/ expenditures ✓ Share draft goals with stakeholders, providing opportunity for public comment ✓ Consult with KCSOS for technical assistance on LCAP documentation and content ✓ KCSOS LCAP Workshop 	<p>Prioritize draft goals, actions and services. Determine any changes or revisions to existing plan.</p> <p>Ensure that if you are using supplemental/concentration grant for school or district wide purposes that you show that funds are “principally” directed towards and “are effective in” meeting the goals of unduplicated students, and that you have identified “any alternatives considered, supporting research/experience/or educational theory” used to make your decision.</p> <p>Ensure consideration of specific student subgroup and school site needs.</p> <p>Consider available online resources.</p>
April 2015	<ul style="list-style-type: none"> ✓ Begin completion of Annual Update section using local data, assessments or other metrics as defined in plan ✓ Finalize draft LCAP ✓ EL and Parent Advisory 	<p>Having clearly defined state and local metrics for each goal facilitates the completion of your annual update.</p> <p>Use LCAP Appendix for directions on how to calculate required metrics (chronic absenteeism, dropout/graduation rates, suspension/expulsion rates)</p>



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	<p>Committees review and have opportunity to comment on draft LCAP</p> <ul style="list-style-type: none"> ✓ Superintendent to respond (in writing) to EL and Parent Advisory comments ✓ Consult with bargaining units ✓ Consider submitting draft LCAP to KCSOS for feedback ✓ Board presentation on LCAP- final review prior to public hearing 	<p>Regulations are specific on need to engage EL parents in process and have them review LCAP if 15% or 50 students are EL.</p> <p>Provide union with notice of official consultation.</p>
May 2015	<ul style="list-style-type: none"> ✓ State Budget Revision ✓ Public Hearing at board meeting for LCAP & Budget ✓ Provide for public comment period ✓ Provide notice to stakeholders of opportunity to submit written comment ✓ Consult with KCSOS as needed to ensure compliance 	<p>Determine changes, if any, to proposed LCAP due to budget. May require prioritizing or delaying specific actions.</p> <p>Consider creating an executive summary to share with stakeholders. Include overview of the LCAP and budget.</p> <p>Ensure that plan alignment exists between LCAP and other plans (LEAP, SPSA, Title plans).</p>
May 2015-June 2015	<ul style="list-style-type: none"> ✓ Finalize and adopt LCAP 	
June 2015	<ul style="list-style-type: none"> ✓ Board Meeting-Adoption of LCAP and Budget 	Adoption of LCAP needs to occur prior to July 1.
5 days after adoption/No later than July 1	<ul style="list-style-type: none"> ✓ Send LCAP to KCSOS for approval 	Please submit electronic copy to lcap@kern.org
5 days after approval	<ul style="list-style-type: none"> ✓ Post LCAP on website and send link to KCSOS 	Once posted, please send link to stsanders@kern.org
August 2015	<ul style="list-style-type: none"> ✓ KCSOS may seek clarification, approve, conditionally approve or disapprove LCAP 	District will have 15 days to respond to request for clarification. County Superintendent may submit recommendations for amendments 15 days after district response.
August/September 2015	<ul style="list-style-type: none"> ✓ Review LCAP to consider CAASP/EOY assessment results ✓ Determine any necessary revisions to goals, actions/services ✓ Share with stakeholders, board 	



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Recommended strategies:

- Begin the process with revisiting your goals and progress made; you may identify where you would like to consider revisions for the development of your 2015-2016 LCAP.
- Anticipate the increase in your revenue for 2015-2016 and include discussions with your stakeholders about how you can increase and/or improve services for your unduplicated pupils.
- Your LCAP is an opportunity for continuous reflection, adaptation and growth. Identify what worked and what needs to be improved.
- Planning and development of the plan is only the first step; focus in on implementation and measuring outcomes, which will be where the hard work is done.
- Plan the process that you will establish for annually updating your LCAP.
- Identify the tools you will use to assess your needs, as well as monitor and report your progress.
- Make your stakeholder meetings purposeful, focused and understandable. Use language in the process that all stakeholders will comprehend (i.e. avoid acronyms).
- Maintain transparency and engage a wide spectrum of your community.
- Collaboration with employee groups is important; make them part of your team.
- Consider assessment results this year as formative-you will not have had a full year of implementation. Revisiting your LCAP when you have results in the fall will be an important step.

KCSOS LCAP Workshops:

Cohort 1 Workshop Dates: January 9, February 23, and March 12

Cohort 2 Workshop Dates: January 16, February 27, and March 16

Please attend the full series of either cohort; there may be slight variations in the trainings based on the needs of each cohort.