

PROCESS Review Checklist

COUNTY OFFICE OF EDUCATION

Local Control and Accountability Plan (LCAP) and Annual Update Review Checklist

District: Reviewer:

LCAP Version: Final: Draft: Date Reviewed:

Date Submitted: Draft #: Recommendation: Approve: Clarification Required:

Meeting Dates (For Final Reviews Only): Public Hearing Board Date: LCAP Approval Board Date:

Unduplicated Pupil %: Reviewer Signature:

Does the district have any school with Unduplicated % below 40%? (Indicate Yes or No): If Yes, Schools:

LCAP REVIEW CRITERIA:

Instructions to Reviewer: Mark the Yes box next to each criteria to indicate if the criteria is met based on review of the LCAP. If follow up is required, mark the FR (follow up required) box and describe the follow up required using the Comments/Follow Up Required box. The FR (follow up required) column is initially intended to be used only as a place holder indicating further review is necessary; after the further review is completed, either change to mark the Yes box, if the review resulted in the criteria being met, or leave the FR column marked indicating the criteria has not yet been met and further work is necessary (i.e. written clarification to the board). If any of criteria 3.03 through 3.05 are determined to be not applicable, indicate "N/A" in the Yes box. The Page/Goal Reference boxes may be used for ease of tracking where the criteria is met or found in the LCAP. **Note For Section 2:** The reviewer should first complete the Individual Goal Checklist for each goal of the LCAP and then move to Section 2 of this checklist. The Individual Goal Checklist may be used for each individual goal to compile the results and determine the entry into the checklist below. "Appr. #" indicates the approval determination criteria listed under EC 52070(d)(1), (2), or (3).

Yes FR SBE Template:

T1 District utilized the adopted State Board of Education (SBE) template (revised and adopted November 2014)

Comments/Follow Up Required:

Section 1 - Stakeholder Engagement

Yes	FR	Page(s) Ref#	Appr #	Involvement Process: Describes the process used to consult with the groups below on the LCAP and Annual Update:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	1	1.01 Parents
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	1	1.02 Pupils
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	1	1.03 School Personnel
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	1	1.04 Local Bargaining Units, as applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	1	1.05 Community
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	1	1.06 Impact on LCAP: Describes how the consultation contributed to the development of the LCAP or Annual Update including the impact on, the development of the annual update to LCAP goals, actions, services, and expenditures
Annual Update:				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	1	1.07 Describes stakeholder involvement process for the review
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	1	1.08 Describes the impact of stakeholder engagement on, the development of the annual update to LCAP goals, actions, services, and expenditures

Comments/Follow Up Required:

Yes	FR	Page(s) / Goal Ref#	Appr #	Section 2 - Goals, Actions, Expenditures, and Progress Indicators
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	1	2.01 Goals: Includes annual goals for all pupils and/or specific goals for schoolsites and each specific subgroup, including pupils with disabilities, both at the LEA level and, where applicable, at the schoolsite level
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	1	2.02 Related State Priorities: Each state priority below is addressed within the goals:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	1	2.021 Priority 1: Basic (Conditions of Learning)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	1	2.022 Priority 2: Implementation of State Standards (Conditions of Learning)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	1	2.023 Priority 3: Parental Involvement (Engagement)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	1	2.024 Priority 4: Pupil Achievement (Pupil Outcomes)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	1	2.025 Priority 5: Pupil Engagement (Engagement)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	1	2.026 Priority 6: School Climate (Engagement)

PROCESS Review Checklist

Appendix B

COUNTY OFFICE OF EDUCATION

Local Control and Accountability Plan (LCAP) and Annual Update Review Checklist

District: <input style="width: 300px;" type="text"/>		Reviewer: <input style="width: 150px;" type="text"/>	
LCAP Version: <input style="width: 100px;" type="text"/>		Final: <input type="checkbox"/>	Draft: <input type="checkbox"/>
		Date Reviewed: <input style="width: 100px;" type="text"/>	
Yes	FR	Page(s) Ref#	Appr #
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	1
2.027 Priority 7: Course Access (Conditions of Learning)			
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	1
2.028 Priority 8: Other Pupil Outcomes (Pupil Outcomes)			
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	1
2.03 Identified Need: Need(s) addressed by the goal is/are described including a description of the supporting data (metrics) used to identify the need(s)			
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	1
2.04 Schools: Each goal identifies the schoolsites to which the goal applies or indicates "all" for all schools, or a subset of schools or grade spans (e.g. all high schools or grades K-5)			
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	1
2.05 Applicable Pupil Subgroups: Each goal identifies the pupil subgroups as defined in Ed Code 52052 to which the goal applies, or indicates "all" for all pupils			
Expected Annual Measurable Outcomes:			
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	1
2.06 For each Goal, all required metrics as set forth in EC 52060(d) for each state priority checked are described either quantitatively or qualitatively			
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	1
2.07 For each Goal with the Pupil Engagement state priority checked, the rates specified in the LCAP and Annual Update Appendix (a)-(d) are calculated and included			
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	1
2.08 LCAP Year 1, LCAP Year 2, and LCAP Year 3: LCAP has the budget year entered in LCAP Year 1, and the two subsequent years entered in LCAP Year 2 and 3			
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	1
2.09 Actions/Services: For each year of the LCAP, annual actions to be performed and services to be provided for each goal are included			
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	1
2.10 Scope of Services: For each action/service, the scope of service is identified by schoolsites covered or "all" for all schools, or a subset of schools or grade spans (e.g. all high schools or grades K-5)			
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	1
2.11 Pupils to be served within identified scope of service: For each action/service, identifies pupils to be served as either "ALL" or the specific subgroup(s) served			
Budgeted Expenditures:			
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	1, 2
2.12 For each action/service, budgeted expenditures are listed/described and enumerated			
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	1, 2
2.13 All fund sources are referenced for each proposed expenditure			
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	1, 2
2.14 All expenditures are classified using CSAM to identify where the expenditure can be found in the district's budget			
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	2
2.15 Adopted budget for the applicable fiscal year includes expenditures sufficient to implement the LCAP.			
Comments/Follow Up Required:			
Yes	FR	Page(s) Ref#	Appr #
Section 2 - Annual Update			
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	1
2.16 Each goal in the prior year LCAP is addressed, including information from the prior year LCAP for: Related Priorities, Schools and Pupil Subgroups the goal applies to, Expected measurable outcomes, Planned Actions/Services, Budgeted Expenditures, and Scope of Service			
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	1
2.17 Actual Annual Measurable Outcomes: Progress toward the expected annual outcome(s) based on, at a minimum, the required metrics pursuant to EC 52060 are reviewed			
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	1
2.18 Actual Annual Measurable Outcomes: For each goal, the review of progress includes an assessment of the effectiveness of the specific actions			
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	1
2.19 LCAP year for the Annual update is entered (e.g. The annual update year references the year of the prior year LCAP (the current year))			
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	1
2.20 Actual Annual Services: A description of the actual actions/services is included			
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	1
2.21 Estimated Actual Annual Expenditures: Estimated actual annual expenditures is included			
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	1
2.22 Actual Scope of Service: the scope of service is identified by schoolsites covered or "all" for all schools, or a subset of schools or grade spans			
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	1
2.23 Actual Pupils Served: Identifies pupils to be served as either "ALL" or the specific subgroup(s) served			

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District: <input style="width: 300px;" type="text"/>		Reviewer: <input style="width: 150px;" type="text"/>	
LCAP Version: Final: <input type="checkbox"/> Draft: <input type="checkbox"/>		Date Reviewed: <input style="width: 100px;" type="text"/>	
Yes	FR	<i>Page(s) Ref#</i>	<i>Appr #</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 80px;" type="text"/>	1
2.24 Any changes to the goal, actions, services, and expenditures are described			
Comments/Follow Up Required:			
Section 3 - Use of Supplemental and Concentration Grant funds and Proportionality			
Section A:			
Yes	FR	<i>Page(s) Ref#</i>	<i>Appr #</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 80px;" type="text"/>	1, 3
3.01 Amount of Supplemental/Concentration Funds is identified and agrees to line 5 of proportionality calculation determined pursuant to 5 CCR 15496(a)(5)			
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 80px;" type="text"/>	1, 3
3.02 A description of how the Supplemental/Concentration funds are being expended is included			
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 80px;" type="text"/>	1, 3
3.03 If the use of any of the Supplemental/Concentration funds are being used in a districtwide or schoolwide manner, includes a description of the use of any funds used in that manner, and includes all of 3.031-3.033 below (if funds are not used in a districtwide or schoolwide manner, indicate N/A in the Yes box for 3.03 and 3.031-3.033) :			
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 80px;" type="text"/>	1, 3
3.031 Includes a description of those services that are being provided on a districtwide or schoolwide manner			
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 80px;" type="text"/>	1, 3
3.032 Includes a justification for the use in a districtwide or schoolwide manner			
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 80px;" type="text"/>	1, 3
3.033 Includes how such services are principally directed toward meeting the district's goals for its unduplicated pupils in the state priority areas			
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 80px;" type="text"/>	1, 3
3.04 For school districts below 55 percent enrollment of unduplicated pupil in the district or below 40 percent enrollment of unduplicated pupils at a school site, when using supplemental/concentration funds in a districtwide or schoolwide manner, a description of how the services provided are the most effective use of funds to meet the goals for unduplicated pupils in the state and local priority areas is included (If not applicable, indicate N/A in Yes box)			
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 80px;" type="text"/>	1, 3
3.05 For school districts below 55 percent enrollment of unduplicated pupil in the district or below 40 percent enrollment of unduplicated pupils at a school site, when using supplemental/concentration funds in a districtwide or schoolwide manner, the description required in 3.04 above, includes providing the basis for the determination, including, but not limited to, any alternatives considered and any supporting research experience, or educational theory (If not applicable, indicate N/A in Yes box)			
Section B:			
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 80px;" type="text"/>	1, 3
3.06 Percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all pupils in the LCAP year is identified and agrees to line 7 of proportionality calculation determined pursuant to 5 CCR 15496(a)(7)			
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 80px;" type="text"/>	1, 3
3.07 The narrative describes how the proportionality percentage is met using a quantitative and/or qualitative description of the increased and/or improved services for unduplicated pupils as compared to the services provided to all pupils			
Comments/Follow Up Required:			