STAKEHOLDER ENGAGEMENT CHECKLIST

- 1. Create a timeline of events
- 2. Identify existing stakeholder groups
- 3. Capacity building with stakeholders
- Form advisory committees statutorily required for specific budget or accountability purposes
- 5. Send invitations
- 6. Establish goals for authentic stakeholder engagement
 - Identify input needed from stakeholders to support student learning
- 7. Collaboratively perform a district needs assessment (vision/district story and goals):
 - Review data related to the goals identified in the LCAP for the current school year
 - Student achievement
 - Prior levels of community engagement
 - Past expenditures
 - Identify desired outcomes for students
- 8. Review the comprehensive set of current school and district plans
- 9. Plan and calendar possible trainings for advisory groups (suggested topics):
 - How to participate effectively in meetings (norms)
 - Effective Leadership Goals
 - Understand school governance and operations
 - Understand the LCAP and how to participate in the development
 - Provide useful background and current information that supports stakeholder engagement
 - What is the LCFF?
 - What are the current strategic plans and/or programs and how do they impact one another?
 - Budgeting basics
 - Understand the completed LCAP documents
- 10. Identify the metrics for measuring progress
- 11. Expenditure decisions to support services and actions
- 12. Implementation of programs and practices
- 13. Monitoring of progress
- 14. Engage in an ongoing process of reflection and revision