**Sample letter/email to State Board of Education**

**Email to:** [**sbe@cde.ca.gov**](mailto:sbe@cde.ca.gov) **and copy Andrea Ball, CSBA, aball@csba.org**

**Or Fax to SBE: 916-319-0175 and copy CSBA: 916-325-4030**

**Please submit no later than COB Wednesday, July 9, 2014**

***Be sure to state in the Subject Line that you are commenting on***

***Agenda Item Number 11, Permanent LCFF Regulations and LCAP Template***

July \_\_, 2014

Dear President Kirst and Members of the State Board of Education:

Thank you for the opportunity to comment on the Local Control Funding Formula (LCFF) permanent regulations and the Local Control Accountability Plan (LCAP) template (Item 11 of the July Agenda). As a governing board member (or team) from the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District [or \_\_\_\_\_\_\_\_\_County Board of Education], I/we write to share experience from the field in implementing LCFF and developing an LCAP template in order to provide you with deeper context for your upcoming important decisions.

For the most part, the revised regulations and the new template format are improvements over the emergency requirements now in place. As local education agencies (LEAs) and stakeholders gain additional experience in the LCAP process we look forward to continued refinements.

*Definitions*

We appreciate the attempt in the *Definitions* section of the regulations to clarify requirements of *consulting with pupils* and of the composition of the *parent advisory committee*. However, we have concern about the proposed wording of the process for consulting with pupils. We recommend that wording be revised to make clear that pupils should be consulted as the LCAP is developed, not simply presented with a completed LCAP.

*Demonstrating increased or improved services for unduplicated pupils*

Our primary concern centers on the proposed addition of the word “principally” into an LEA’s demonstration of how concentration and supplemental grants are used for districtwide and/or schoolwide programs and services. We agree that demonstrating how the these programs and services are intended to be *effective* in meeting goals for improving outcomes for unduplicated pupils is the right focus. In our view the term “principally” inserts a subjective term into the regulations that makes the result less, rather than more, transparent. The language also distracts from the LCFF goal to improve pupil outcomes and close gaps in achievement. We request this word be deleted.

*Local experience in developing the LCAP*

The LCAP process included increased outreach and engagement of our community. Our district and board leadership took steps to gather suggestions and feedback from a wide range of stakeholders. Some of the challenges included gaining better understanding of our data as it relates to each of the state priority areas. Other highlights and challenges include the following:

* *Insert your examples as appropriate*

This first year was a transition and we learned much that we can incorporate into our work updating our LCAP. In sum, the LCAP process was valuable and holds great promise for our students and communities.

Thank you for your consideration.

Sincerely,

[Your Name]

Board Member, [XXXXXXXXXXX] School District [County Board of Education]