

CSBA Sample County Board Policy

Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0460(a)

LOCAL CONTROL AND ACCOUNTABILITY PLAN

Note: The following **optional** policy reflects Education Code 52060-52077, as added by AB 97 (Ch. 47, Statutes of 2013) and amended by SB 97 (Ch. 357, Statutes of 2013), which require county offices of education to develop a three-year local control and accountability plan (LCAP) by July 1, 2014, and to update the LCAP on or before July 1 of each subsequent year. Pursuant to Education Code 52066-52069, the County Superintendent of Schools must develop the LCAP with the involvement of specified stakeholder groups and then submit the plan to the County Board of Education for approval. The LCAP must address the state priorities listed in Education Code 52066 and any additional local priorities established by the County Board (see section "Content of the Plan" below).

Pursuant to Education Code 52070, the County Superintendent also has a responsibility to review and approve the LCAPs of school districts within the jurisdiction of the county office. The law assigns no responsibilities to the County Board related to district LCAPs.

The County Board of Education desires to ensure the most effective use of available state funding to improve student achievement and other outcomes for all students. A comprehensive, data-driven planning process involving local stakeholders shall be used to identify annual goals for the county office of education and specific actions to achieve those goals.

The County Board shall consider for adoption a proposed local control and accountability plan (LCAP) presented by the County Superintendent of Schools. The LCAP shall address the state priorities specified in Education Code 52066, and any additional local priorities established by the County Board, as listed in the section "Content of the Plan" below. (Education Code 52066)

Note: Education Code 52066 requires that the LCAP include annual goals to be achieved for all students and for each numerically significant student subgroup as defined in Education Code 52052, as amended by AB 97 (Ch. 47, Statutes of 2013). For schools with an Academic Performance Index that is based on 11-99 students with valid test scores, numerically significant student subgroups are defined by the Superintendent of Public Instruction (SPI) with approval by the State Board of Education (SBE).

In addition, several state priorities address programs and services for "unduplicated students." For purposes of supplemental and concentration grants allocated through the local control funding formula, "unduplicated students" are defined by Education Code 42238.02, as added by AB 97, as students eligible for free or reduced-price meals, English learners, and foster youth.

The LCAP shall focus on improving outcomes for all students, particularly those who are identified as "unduplicated students" and numerically significant student subgroups who are, or at risk of, underperforming.

Unduplicated students include students who are eligible for free or reduced-price meals, English learners, and foster youth and are counted only once for purposes of the local control funding formula. (Education Code 42238.02)

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Numerically significant student subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, and foster youth, when there are at least 30 students in the subgroup or at least 15 foster youth, or as otherwise defined by the Superintendent of Public Instruction (SPI). (Education Code 52052)

The LCAP shall be effective for three years and shall be updated on or before July 1 of each year. (Education Code 52066)

Content of the Plan

The county office LCAP shall adhere to the template adopted by the State Board of Education (SBE) and shall include, for each school or program operated by the County Superintendent: (Education Code 52066)

1. A description of the annual goals, for all students and for each numerically significant student subgroup, to be achieved for each of the following state priorities as applicable to the students served:
 - a. The degree to which teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002
 - b. Implementation of the academic content and performance standards adopted by the SBE, including how the programs and services will enable English learners to access the Common Core State Standards and the English language development standards for purposes of gaining academic content knowledge and English language proficiency
 - c. Parent/guardian involvement, including efforts to seek parent/guardian input in making decisions for each school site and county program and how the County Superintendent will promote parent/guardian participation in programs for unduplicated students and students with disabilities
 - d. Student achievement, as measured by all of the following as applicable:
 - (1) Statewide assessments of student achievement
 - (2) Academic Performance Index

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- (3) The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study that satisfy specified requirements and align with SBE-approved career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692
 - (4) The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency
 - (5) The English learner reclassification rate
 - (6) The percentage of students who have passed an Advanced Placement examination with a score of 3 or higher
 - (7) The percentage of students who participate in and demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301
- e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable
 - f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable
 - g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220, as applicable, including the programs and services developed and provided to unduplicated students and students with disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration grant funding pursuant to Education Code 42238.02 and 42238.03
 - h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable
 - i. How the County Superintendent will coordinate instruction of expelled students offered pursuant to Education Code 48926

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- j. How the County Superintendent will coordinate services for foster youth, including, but not limited to, all of the following:
- (1) Working with the county child welfare agency to minimize changes in school placement
 - (2) Providing education-related information to the county child welfare agency to assist the agency in the delivery of services to foster youth, including, but not limited to, educational status and progress information that is required to be included in court reports
 - (3) Responding to requests from the juvenile court for information and working with the juvenile court to ensure the delivery and coordination of necessary educational services
 - (4) Establishing a mechanism for the efficient expeditious transfer of health and education records and the health and education passport

Note: In addition to goals aligned with the state priorities described in item #1 above, Education Code 52066 provides that the LCAP may include goals for local priorities established by the County Board. **Optional** item #2 below may be revised to reflect local priorities. Examples include priorities for student wellness and other conditions of children, professional development, community involvement, and effective governance and leadership.

2. Goals identified for any local priorities established by the County Board of Education.
3. A description of the specific actions the County Superintendent will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the jurisdiction of the County Superintendent.

The LCAP shall demonstrate the applicable level of increased or improved services to unduplicated students. The LCAP shall explain how the funding apportioned based on the number and concentration of unduplicated students is used and how services are provided, whether by school site or countywide, to meet the needs of unduplicated students and to improve the performance of all students in the state priority areas. (Education Code 42238.07; 5 CCR 15494)

Services may include, but are not limited to, those associated with the delivery of instruction, administration, facilities, student support services, technology, and other general

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infrastructure necessary to operate and deliver educational instruction and related services. (5 CCR 15495)

For supplemental and concentration grants expended on a countywide basis, the LCAP shall describe how those services are provided and how those services are directed to meeting the annual goals for unduplicated students in the state priority areas. (5 CCR 15496)

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported on a school accountability report card. (Education Code 52066)

Adoption of the Plan

Note: Pursuant to Education Code 52066, in developing goals and actions for the LCAP, the County Board may consider qualitative information, including, but not limited to, the results of school quality reviews conducted pursuant to Education Code 52052. Education Code 52052, as amended by AB 97 (Ch. 47, Statutes of 2013), authorizes the SPI, with approval of the SBE and conditional upon an appropriation in the state budget, to develop and implement a program of school quality reviews that features locally convened panels to visit schools, observe teachers, interview students, and examine student work.

For the purpose of reviewing the proposed LCAP, the County Board may consider quantitative data presented by the County Superintendent as well as qualitative information including, but not limited to, findings that result from any school quality reviews conducted pursuant to Education Code 52052 or any other reviews. (Education Code 52066)

The County Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP or the annual update. The public hearing shall be held at the same meeting as the public hearing required prior to the adoption of the county office budget in accordance with Education Code 1620. (Education Code 1620, 52068)

Note: Pursuant to Education Code 1622, as amended by AB 97 (Ch. 47, Statutes of 2013) and SB 97 (Ch. 357, Statutes of 2013), for the 2014-15 fiscal year and each fiscal year thereafter, the County Board must not adopt the budget for the county office until the LCAP or an annual update to the LCAP is in place for the budget year. The budget must include the expenditures necessary to implement the plan that is effective during the subsequent fiscal year. If it does not, the SPI must disapprove the county office's budget.

Prior to considering and adopting the county office budget, but at the same public meeting at which the budget is adopted, the County Board shall adopt the LCAP or the annual update to the LCAP. This meeting shall be held after the public hearing described above, but not on the same day as the hearing. (Education Code 1622, 52068)

At any time during the period in which the LCAP is in effect, the County Board may adopt

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revisions to the plan presented by the County Superintendent, provided that the County Board follows the same process for adopting the LCAP pursuant to Education Code 52068 and the revisions are adopted in a public meeting. (Education Code 52068)

Monitoring Progress

Note: The following **optional** section may be revised to reflect the county office's timeline for reviewing evaluations of the progress and effectiveness of strategies included in the LCAP. Such reports should be provided to the County Board in sufficient time to allow for any necessary changes in the annual update to the LCAP by July 1 of each year, as required by Education Code 52067.

Pursuant to Education Code 52064.5, the SBE is required to adopt evaluation rubrics by October 1, 2015, to assist county offices in evaluating their strengths, weaknesses, and areas that require improvement.

At least annually, the County Board shall review data presented by the County Superintendent evaluating the county office's progress toward attaining each goal identified in the LCAP.

Indicators of progress toward state priorities shall include those identified in Education Code 52066 and any additional indicators established by the County Board and County Superintendent.

Note: The following **optional** paragraph is for use by county offices in which the County Board has established local goals pursuant to Education Code 52066; see item #2 in section "Content of the Plan" above.

The County Board may identify the method(s) to be used for measuring the county office's progress toward achieving the local goals established by the County Board. (Education Code 52066)

Evaluation data shall be used to recommend any necessary revisions to the LCAP.

Annual Updates

Note: Pursuant to Education Code 52067, the County Board is required to adopt an update to the LCAP on or before July 1, 2015, and each year thereafter.

On or before July 1 of each year, the LCAP shall be updated using the template developed by the SBE and shall include all of the following: (Education Code 52067)

1. A review of any changes in the applicability of the goals described in the existing LCAP pursuant to the section "Content of the Plan" above

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2. A review of the progress toward the goals included in the existing LCAP, an assessment of the effectiveness of the specific actions described in the existing LCAP toward achieving the goals, and a description of changes to the specific actions the county office will make as a result of the review and assessment

Note: Pursuant to Education Code 52067, the annual update to the LCAP must include expenditures for specific actions included in the LCAP and expenditures serving unduplicated students. The expenditures specified in items #3-4 below must be classified in accordance with the California School Accounting Manual.

3. A listing and description of the expenditures for the fiscal year implementing the specific actions included in the LCAP and the changes to the specific actions made as a result of the reviews and assessment required by items #1-2 above
4. A listing and description of expenditures for the fiscal year that will serve unduplicated students and students redesignated as fluent English proficient

Submission of Plan to Superintendent of Public Instruction

Note: Education Code 52070.5 requires the County Board to submit to the SPI the LCAP or the annual update to the LCAP, not later than five days after adoption. The SPI may seek written clarification of the contents of the plan and subsequently may submit recommendations for amendments, in accordance with the timelines specified in law as provided below. The SPI is required to approve the LCAP or the annual update on or before October 8 if he/she determines that (1) the LCAP adheres to the template approved by the SBE; (2) the county office budget includes expenditures sufficient to implement the specific actions and strategies in the LCAP; and (3) the LCAP adheres to the expenditure requirements for supplemental and concentration grants under the local control funding formula, which are contained in 5 CCR 15494-15496, as added by Register 2014, No. 6.

Not later than five days after adopting the LCAP or the annual update to the LCAP, the County Board shall file the LCAP or the annual update with the SPI. (Education Code 52070.5)

If the SPI sends, by August 15, a written request for clarification of the contents of the LCAP or the annual update, the County Board shall respond in writing within 15 days of the request. If the SPI then submits recommendations for amendments to the LCAP within 15 days of receiving the County Board's response, the County Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070.5)

Technical Assistance/Intervention

Note: Pursuant to Education Code 52071.5, the County Board may, at its discretion and at the county office's expense, request technical assistance as described in items #1-3 below. In addition, the SPI is

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required to provide such technical assistance whenever he/she does not approve the county office's LCAP or annual update to the LCAP and/or the county office fails to improve student achievement across more than one state priority for one or more numerically significant student subgroups, as determined using the SBE evaluation rubric.

When it is in the best interest of the county office, the County Board may submit a request to the SPI for technical assistance, including, but not limited to: (Education Code 52071.5)

1. Identification of the county office's strengths and weaknesses in regard to state priorities, including a review of effective, evidence-based programs that apply to the County Board's goals
2. Assignment of an academic expert, team of academic experts, or the California Collaborative for Educational Excellence established pursuant to Education Code 52074 to assist the county office in identifying and implementing effective programs to improve the outcomes for student subgroups
3. Solicitation of another county office of education to act as a partner to the county office

In the event that the SPI requires the county office to receive technical assistance pursuant to Education Code 52071.5, the County Board and County Superintendent shall review all recommendations received from the SPI or other advisor. The County Board shall consider revisions to the LCAP as appropriate in accordance with the process specified in Education Code 52068.

Note: Education Code 52072.5 provides that the SPI, with approval of the SBE, may intervene when a county office meets both of the following criteria: (1) the county office did not improve the outcomes for three or more numerically significant student subgroups, or all of the numerically significant student subgroups if the county office has fewer than three subgroups, in regard to more than one state or local priority in three out of four consecutive school years; and (2) the California Collaborative for Educational Excellence (CCEE) has provided advice and assistance and submits a finding that the county office failed or is unable to implement the CCEE's recommendations or that the county office's inadequate performance is so persistent or acute as to require intervention. For any county office identified as needing intervention, the SPI or an academic trustee appointed by the SPI may, with approval of the SBE, take one or more of the actions listed below.

If the SPI identifies the county office as needing intervention pursuant to Education Code 52072.5, the SPI may, with approval of the SBE, take any of the following actions: (Education Code 52072.5)

1. Revise the county office's LCAP
2. Revise the county office's budget in accordance with changes in the LCAP

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3. Stay or rescind any action that would prevent the county office from improving outcomes for all student subgroups, provided that the action is not required by a collective bargaining agreement
4. Appoint an academic trustee to exercise the powers and authority specified in items #1-3 above on his/her behalf

Legal Reference: (see next page)

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Legal Reference:

EDUCATION CODE

1620-1630 County office of education budget
17002 State School Building Lease-Purchase Law, including definition of good repair
42238.01-42238.07 Local control funding formula
44258.9 County superintendent review of teacher assignment
48926 Education services for expelled students
48985 Parental notices in languages other than English
51210 Course of study for grades 1-6
51220 Course of study for grades 7-12
52052 Academic Performance Index; numerically significant student subgroups
52060-52077 Local control and accountability plan
52302 Regional occupational centers and programs
52372.5 Linked learning pilot program
54692 Partnership academies
60119 Sufficiency of textbooks and instructional materials; hearing and resolution
60605.8 California Assessment of Academic Achievement; Academic Content Standards Commission
60811.3 Assessment of language development
64001 Single plan for student achievement
99300-99301 Early Assessment Program
CODE OF REGULATIONS, TITLE 5
4600-4687 Uniform complaint procedures
15494-15496 Expenditure of supplemental and concentration grant funds
UNITED STATES CODE, TITLE 20
6312 Local educational agency plan
6826 Title III funds, local plans

Management Resources:

CSBA PUBLICATIONS

LCFF Toolkit

Summer Learning Programs: Implications of the LCFF, Fact Sheet, March 2014

Impact of Local Control Funding Formula on Board Policies, November 2013

Local Control Funding Formula 2013, Governance Brief, August 2013

CALIFORNIA COUNTY SUPERINTENDENTS EDUCATIONAL SERVICES ASSOCIATION PUBLICATIONS

Local Control Accountability Plan (LCAP) Approval Manual, April 30, 2014

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

WEB SITES

CSBA: <http://www.csba.org>

California County Boards of Education: <http://www.theccbe.org>

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

California Department of Education: <http://www.cde.ca.gov>