

## Key Dates:

By March 31, 2014	State Board of Education required to approve LCAP template
By June 30, 2014	LEA's required to hold public hearings, adopt LCAP and budget, and modify board policies to conform to LCAP
Annually by June 30	LEA's review progress on current year LCAP and update LCAP/Budget for fiscal year
By October 2015	State Board of Education to adopt rubric for evaluation of progress on LCAPs

**Through the process for developing and adopting the LCAP, the board balances its representative, instrumental and fiduciary roles.**

### **LCAP Adoption - Enforcement Role (boards ensure statutory deadlines are met)**

Local governing boards must adopt LCAP using a template adopted by the SBE on or before July 1, 2014. LCAPs shall be effective for 3-year periods and be updated on or before July 1 of each year.

### **LCAP Requirements – Fiduciary role (boards ensure budget is connected to student achievement goals and fiscally sound.)**

Plans must be aligned to the LEA budget and shall include for the LEA and each school a description of:

- Annual goals for all pupils and each subgroup to be achieved for each of the state priorities identified in statute and any additional local *priorities identified by the local governing board*;
- Specific actions the LEA will take during each year to achieve the annual goals
- “Specific actions” in the LCAP shall not supersede provisions in existing local bargaining agreements

Annual goals must be set for **all** students and for **each** of the following subgroups:

- Ethnic subgroups
- Socioeconomically disadvantaged students
- English learners
- Students with disabilities
- Foster youth

### **Representative and Role (Board ensure the district meets statutory process requirements for community involvement)**

District Governing Boards & County Superintendents must:

- Consult with teachers, principals, administrators, other school personnel, local bargaining units, parents and pupils in *developing* the LCAP.
- Establish Parent Advisory Committee to provide advice to board and superintendent on LCAP requirements
- Establish an English Learner Parent Advisory Committee if LEA English learner enrollment is at least 15% and 50 pupils

**\*\* Local governance question: To what extent will the board require staff to exceed state requirements regarding stakeholder involvement?**

**Process for Adoption of LCAP - Instrumental and Representative (Boards ensure that process requirements are met and that goal appropriate representation is achieved)**

*Prior to scheduling the public hearing on the LCAP each district superintendent and county superintendent must:*

- Present the LCAP for review and comment to the Parent Advisory Committee and any EL Parent Advisory Committee, and must respond in writing to comments from them
- Notify the public of the opportunity to submit written comments on the specific actions and expenditures proposed
- Ensure that all public notices are provided, when applicable, in languages other than English
- Ensure consistency between specific actions in the LCAP and the strategies in the Single Plan for Student Achievement

*In adopting the LCAP the governing board shall:*

- Hold at least one public hearing to solicit recommendations and comments from the public regarding the specific actions and expenditures in the LCAP. Notice posted at least 72 hrs. before the hearing must provide location for public inspection of LCAP.
- Hold the public hearing at the same meeting as the public hearing required on the LEA budget
- **At a subsequent meeting**, the governing board adopts the LCAP and the LEA budget

*After adoption of the LCAP and Budget:*

- Approved LCAPs to be posted on LEA websites and district LCAPs and/or links posted on county office websites
- SPI to post links to LCAPs on CDE website
- Information about LCAP requirements must be included in the annual notification to pupils, parents, guardians, employees, and other interested parties
- Annually review and update the LCAP considering changes in the applicability and progress toward LCAP Goals, effectiveness of the specific actions taken and describe the expenditures implementing the LCAP in the prior year.