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**Local Control Accountability Plan**

**Sample Timeline for 2015-2016**

| **Month/Quarter** | **Action** | **Notes and Best Practices** |
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| **September - November** | **Assess and Engage** |  |
| September 2014 | * Establish LCAP development process, team, timeline | Resources:  <http://lcff.wested.org/making-a-plan-to-develop-the-lcap/> |
| October 2014 | * Gather data for analysis and evaluate progress * Determine Relevant Stakeholder groups | Determine which metrics will be used to provide useful information to measure actions/expenses and communicate with stakeholders.  *Best Practice - Ensure that EL, FY, and LI parents are adequately represented.* |
| November | Stakeholder Engagement/Input:   * Students * Teachers * Principals * Parents * Bargaining Units * School Personnel | Consider methods to get meaningful input from stakeholders.  *Best Practice – Establish an LCAP committee composed of relevant stakeholders that will be together for a couple of years and engage them at a deep level.* |
| **December - February** | **Draft and Consult** |  |
| December 2014 | * Compile input received from stakeholders and analyze for trends, needs, and priorities * Update needs assessment based on 13-14 data and new stakeholder input | *Best Practice - A robust needs assessment is the foundation of an effective LCAP.*  *Best Practice – Define “base or core” program for district.* |
| January 2015 | * Governor’s Proposed Budget * Meet with District LCAP Team * Identify goals, actions, services and align resources to Governor’s Budget * Provide Board with LCAP Update | Prioritize draft goals and actions to be added for the next year. Determine any changes or revisions to existing plan.  Maintain transparency, share input from stakeholders and data with Board. |
| February 2015 | * Consult with bargaining units | Provide union with notice that this is their official consultation. |
| **March-April** | **Share and Respond** |  |
| March 2015 | * Finalize Draft of LCAP – Inform stakeholders |  |
|  | * Provide Board with LCAP Update | Share Draft LCAP. Clarify Board direction and goals. |
|  | * DELAC and Parent Advisory Committee reviews and comments on LCAP * Superintendent must respond in writing to their input | *Regulation is specific on need to engage EL parents in process and have them review LCAP if 15% or 50 students are EL.* |
| April 2015 | * Complete Annual Progress section using local data, assessments, or other metrics as defined in plan | *Best Practice – Having clearly defined state and local metrics for each goal facilitates this section.* |
|  | * Consult with COE for technical assistance on LCAP documentation and content |  |
|  | * Establish system to gather public input on completed LCAP | Consider available online resources. |
|  | * Board Presentation on LCAP - Final review prior to public hearing |  |
| **May-June** | **Decide and Adopt** |  |
| May 2015 | State Budget Revision | Determine changes, if any, to proposed LCAP. May require prioritizing or delaying specific actions. |
|  | Public Hearing at a board meeting   * LCAP * Budget |  |
|  | * Provide for public comment period * Provide notice to stakeholders of opportunity to submit written comment | *Best Practice – Create an executive summary to share with stakeholders. Include overview of the LCAP and Budget.* |
|  | * Consult with COE as needed to ensure compliance |  |
| June 2015 | * Board Meeting – Adoption of LCAP and Budget | Adoption of LCAP needs to occur prior to July 1st. |
| 5 days after adoption | * Send LCAP to SLOCOE for Approval |  |

**Final Thoughts/Suggestions**:

* The first year, 2014-2015, is a year of implementation. Now it’s time to execute.
* Remember that the life cycle of the LCAP is one of continuous reflection, adaptation, and growth – now is the time to reflect on what worked well and what needs to be improved.
* Establish a plan/process for annually updating the LCAP.
* Your local needs assessment will be the foundation of the LCAP.
* Have a purpose for all stakeholder meetings. Make the data accessible and focused.
* Maintain transparency and engage a wide spectrum of your community.
* Collaboration with employee groups is more important than ever but increasingly difficult.
* Systemic change will require courage and strong leadership on both sides of the bargaining table.