

# LCFF Budget Overview for Parents

Local Educational Agency (LEA) Name: Pollock Pines Elementary School District

CDS Code: 09-61960

School Year: 2023-24

LEA contact information:

Kim Little, Superintendent

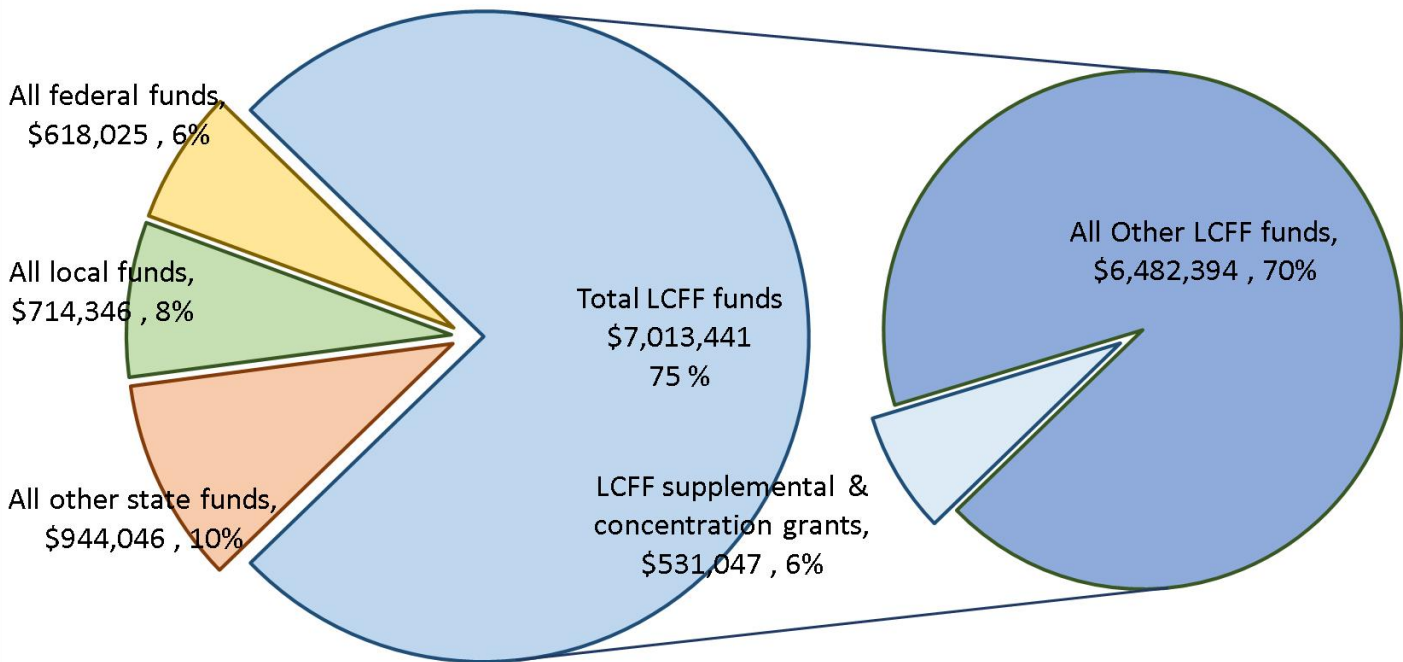
530-644-5416 klittle@ppesd.org

530-644-5416

School districts receive funding from different sources: state funds under the Local Control Funding Formula (LCFF), other state funds, local funds, and federal funds. LCFF funds include a base level of funding for all LEAs and extra funding - called "supplemental and concentration" grants - to LEAs based on the enrollment of high needs students (foster youth, English learners, and low-income students).

## Budget Overview for the 2023-24 School Year

### Projected Revenue by Fund Source



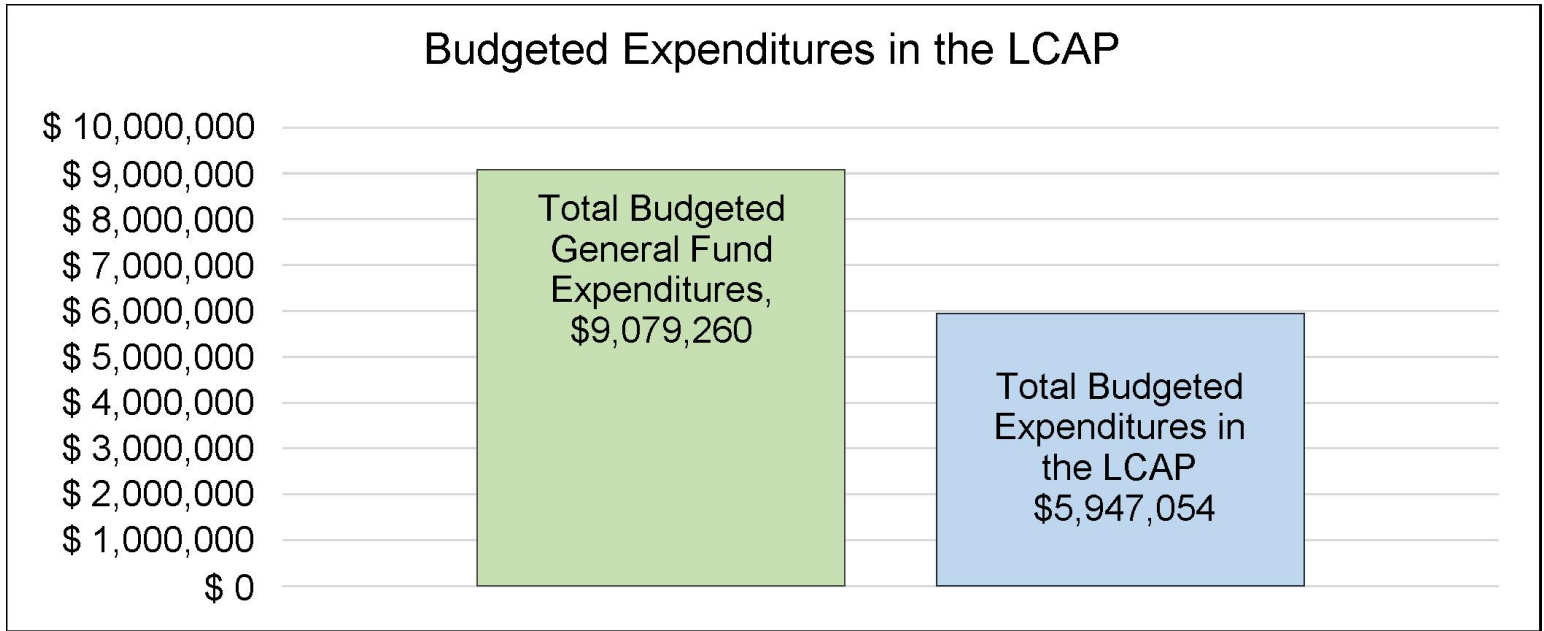
This chart shows the total general purpose revenue Pollock Pines Elementary School District expects to receive in the coming year from all sources.

The text description for the above chart is as follows: The total revenue projected for Pollock Pines Elementary School District is \$9,289,858, of which \$7013441 is Local Control Funding Formula (LCFF), \$944046 is other

state funds, \$714346 is local funds, and \$618025 is federal funds. Of the \$7013441 in LCFF Funds, \$531047 is generated based on the enrollment of high needs students (foster youth, English learner, and low-income students).

# LCFF Budget Overview for Parents

The LCFF gives school districts more flexibility in deciding how to use state funds. In exchange, school districts must work with parents, educators, students, and the community to develop a Local Control and Accountability Plan (LCAP) that shows how they will use these funds to serve students.



This chart provides a quick summary of how much Pollock Pines Elementary School District plans to spend for 2023-24. It shows how much of the total is tied to planned actions and services in the LCAP.

The text description of the above chart is as follows: Pollock Pines Elementary School District plans to spend \$9079260 for the 2023-24 school year. Of that amount, \$5947054 is tied to actions/services in the LCAP and \$3,132,206 is not included in the LCAP. The budgeted expenditures that are not included in the LCAP will be used for the following:

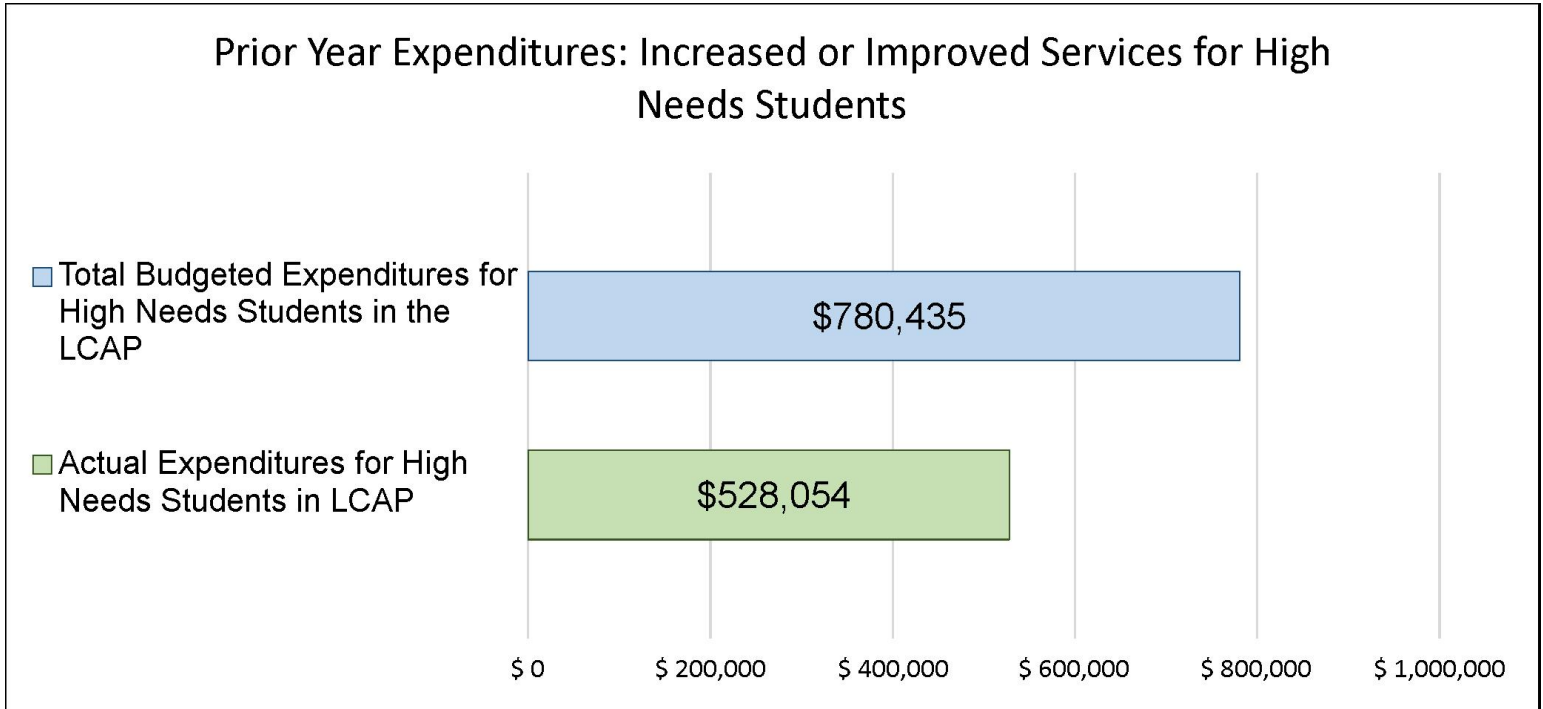
The General Fund Expenditures specified for the LCAP year not included in the LCAP include local activities, transportation, special ed services, school site activities. Also included are significant expenditures for onetime funds

## Increased or Improved Services for High Needs Students in the LCAP for the 2023-24 School Year

In 2023-24, Pollock Pines Elementary School District is projecting it will receive \$531047 based on the enrollment of foster youth, English learner, and low-income students. Pollock Pines Elementary School District must describe how it intends to increase or improve services for high needs students in the LCAP. Pollock Pines Elementary School District plans to spend \$535238 towards meeting this requirement, as described in the LCAP.

# LCFF Budget Overview for Parents

## Update on Increased or Improved Services for High Needs Students in 2022-23



This chart compares what Pollock Pines Elementary School District budgeted last year in the LCAP for actions and services that contribute to increasing or improving services for high needs students with what Pollock Pines Elementary School District estimates it has spent on actions and services that contribute to increasing or improving services for high needs students in the current year.

The text description of the above chart is as follows: In 2022-23, Pollock Pines Elementary School District's LCAP budgeted \$780435 for planned actions to increase or improve services for high needs students. Pollock Pines Elementary School District actually spent \$528054 for actions to increase or improve services for high needs students in 2022-23.

# Local Control and Accountability Plan

The instructions for completing the Local Control and Accountability Plan (LCAP) follow the template.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Pollock Pines Elementary School District	Kim Little, Superintendent 530-644-5416 klittle@ppesd.org	klittle@ppesd.org 530-644-5416

## Plan Summary [2023-24]

### General Information

A description of the LEA, its schools, and its students in grades transitional kindergarten–12, as applicable to the LEA.

Pollock Pines is a small two-school district with approximately 600 students. Pinewood Elementary School serves TK through 4th grade students and Sierra Ridge Middle School services 5th grade through 8th grade students. The District prides itself on being a family oriented district. Each school offers a variety of activities throughout the year that are well supported and attended by the community. Pinewood and Sierra Ridge have both been recognized by the State through the Distinguished School Program. The district has a very low number of ELL students, (approximately 10), spread throughout grades K-8. Additionally, our students who are considered low-income and Foster Youth, are fairly evenly spread between the two campuses. Based on that knowledge, the LCAP goals focus on district-wide and school-wide actions. This is done so that students will continually benefit from grade to grade with the improved instructional techniques, technology and curriculum without having to continually switch between one approach and another.

### Reflections: Successes

A description of successes and/or progress based on a review of the California School Dashboard (Dashboard) and local data.

The 2022-2023 school year began with no restrictions related to COVID-19. The district continued to follow the safety guidelines but was also able to restore many of the programs that were not present during the pandemic. The district brought back all sports programs, the music program, after school clubs and other events that benefit kids. The dashboard indicators for ELA and Math do represent that the district is below standard, however there was growth. The district also ran a wellness center that supported the social/emotional needs of the students.

## Reflections: Identified Need

A description of any areas that need significant improvement based on a review of Dashboard and local data, including any areas of low performance and significant performance gaps among student groups on Dashboard indicators, and any steps taken to address those areas.

Prior to the COVID-19 pandemic, the district was focused on improving chronic absenteeism and the suspension district-wide. In 2019, chronic absenteeism was 18%, in 2022 it had risen to 22.3%, an increase of 4.3%. In 2019, the suspension rate was 4.1%. In 2022 the suspension rate had risen to 4.6%, an increase of .05 %. The district had an expulsion rate of .005% for the 2021-2022 school year. The two student groups that need to be addressed for both of these areas are Students with Disabilities and Socioeconomically Disadvantaged students. In addition, students with disabilities will need to be a focus in mathematics and english language arts. Based on the dashboard results, the district was invited to participate with the El Dorado County Office of Education in the Differentiated Assistance (DA) process. The process focused on improving outcomes for Students with Disabilities (SWD) in ELA, Math, Chronic Absenteeism and Suspension Rate. The team met on March 15th, 29th, and May 4th. The team looked at data and discussed actions that could be taken to improve the outcomes for SWD.

## LCAP Highlights

A brief overview of the LCAP, including any key features that should be emphasized.

The Pollock Pines Elementary School District LCAP is designed to meet the needs of all students in the District. This LCAP will consist of three goals, Student Achievement, Staff Development, and a Supportive and Safe Learning environment. The actions for each of these goals are aimed at increasing and improving services to all historically underserved students. Stakeholder input is reflected in the actions for each goal. Goal1 focuses on student achievement. Using data from the past two years of CAASPP testing, actions address increasing the percentage of students attaining the level of "Met Standard" on the annual assessment. Goal 2 addresses Staff Development. Actions for this goal focus on increasing the capacity of staff on implementing best practices and the Common Core State Standards. Goal 3 focuses on Safety and parent and community outreach. Actions for this goal address providing a safe learning environment and maintaining district facilities

## Comprehensive Support and Improvement

An LEA with a school or schools eligible for comprehensive support and improvement must respond to the following prompts.

### ***Schools Identified***

A list of the schools in the LEA that are eligible for comprehensive support and improvement.

No schools were identified for CSI.

### ***Support for Identified Schools***

A description of how the LEA has or will support its eligible schools in developing comprehensive support and improvement plans.

No schools were identified for CSI.

### ***Monitoring and Evaluating Effectiveness***

A description of how the LEA will monitor and evaluate the plan to support student and school improvement.

No schools were identified for CSI.

# Engaging Educational Partners

A summary of the process used to engage educational partners and how this engagement was considered before finalizing the LCAP.

The district established a joint school site council a few years ago. This committee also acts as our parent advisory committee for the LCAP process. This committee consists of administrative, certificated and classified staff, as well as parents representing students from both the special education and general education settings. This committee meets monthly and advises the district on numerous issues and helps develop plans such as the LCAP, SPSA's and Comprehensive Safety Plan. Much of the work of this committee will be part of the LCAP. In addition to the committee, the district surveyed parents in April of 2023. The survey was updated at the March 2023 school site council meeting. On March 9, 2023, the district consulted with the El Dorado County SELPA on the considerations for the LCAP. The district also takes into consideration the input from students. In spring of 2023, both 5th and 7th grade students at Sierra Ridge took the California Healthy Kids Survey. Results from this survey give the district valuable insight.

A summary of the feedback provided by specific educational partners.

There were several trends that emerged from the parent survey and the California Healthy Kids Survey Data. One trend was to continue with counseling services to the schools. Other trends were continuing with sports, music and other after school and extra-curricular activities. Overall, the surveys revealed that the majority of the families are happy with the direction of the district and have a high respect for staff.

A description of the aspects of the LCAP that were influenced by specific input from educational partners.

Aspects of the LCAP that were influenced by stakeholder input were:

- Increased interventions
- Music program
- Sports programs
- Counseling services



# Goals and Actions

## Goal

Goal #	Description
1	The district will provide an educational program that focuses on academic excellence using systems that maximize academic growth. State Priorities addressed: 1,2,3,4,6,7,8.

An explanation of why the LEA has developed this goal.

High performing districts expect all students to meet high academic standards, have aligned intervention systems and provide a variety of challenging and engaging activities clearly related to grade-level standards and concepts.

## Measuring and Reporting Results

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
Standards aligned materials	All core curriculum will be aligned with the California Common Core State Standards	All curriculum is standards aligned.	All curriculum is standards aligned.		All curriculum will be the most recently state adopted curriculum.
Smarter Balance Assessments(SBAC)	2021 CAASPP Results ELA -Standard Exceeded -12.73% Standard Met - 25.19% Standard Nearly Met- 31.95% Standard Not Met - 30.13%  Math-Standard Exceeded-10.03% Standard Met - 19.53%	2022 CAASPP Results ELA -Standard Exceeded -11.44% Standard Met - 28.36% Standard Nearly Met- 29.35% Standard Not Met - 30.85%  Math-Standard Exceeded - 7.94% Standard Met - 20.35%	2023 CAASPP Results ELA - Standard Exceeded - 11% Standard Met - 26% Standard Nearly Met - 30% Standard Not Met - 33%  Math - Standard Exceeded - 9% Standard Met - 18% Standard Nearly Met - 34%		ELA - 50% of students will score in the Met or Exceeded range. Math - 40% of students will score in the Met or Exceeded range.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
	Standard Nearly Met- 31.93% Standard Not Met - 38.52%	Standard Nearly Met- 34.24% Standard Not Met - 37.47%	Standard Not Met - 39%  Science - 5th Grade - 36% met our exceeded standard; 8th grade 13% met or exceeded standard		
English Language Proficiency Assessment(ELPAC)	2021 Initial ELPAC Assessment Results will be used as the baseline.	Initial ELPAC Results: Novice English Learners - 5 Intermediate English Learner - 2 Initial Fluent English Proficient - 1	Of the 16 tested – we reclassified 4 that are still with us and 3 were/could be reclassified with their new districts 7/16 = 43% were eligible to be designated to RFEP 2/16 dropped down a level -12%		100% of EL students will advance at least one level.
Chronic Absenteeism Rate	2019 Chronic Absenteeism Rate. 18%	District calculated Chronic Absenteeism Rate on May 9, 2022 was 39%.	As reported on the 2022 California dashboard, the chronic absenteeism rate for the district is 22.3%		Chronic absenteeism will be reduced by 5%.
Middle School Drop Out Rate	0% student drop out rate.	There were no drop out students during the 2021-2022 school year.	There were no drop out students during the 2022-2023 school year.		0% student drop out rate.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
Suspension Rate	2019 suspension rate. 4.1%	2022 suspension rate. 4.6%	Based on Aeries Calculations- 2023 Suspension rate was 10.3%		Suspension rate of less than 3% district-wide.
Expulsion Rate	2019 expulsion rate. 0%	2022 expulsion rate. .005%	2023 expulsion rate was .005%		Expulsion rate of 0%.

## Actions

Action #	Title	Description	Total Funds	Contributing
1.1	Instructional Program	<p>The district will review the current library inventory and purchase additional materials that both support students and expand the selection.</p> <p>Utilize the Explicit Direct Instruction (EDI) framework for instruction in the classroom.</p> <p>Utilize the blended learning model at Pinewood and Sierra Ridge.</p> <p>Review the current library inventory and purchase additional materials that both support students and expand the selection.</p>	\$35,000.00	No
1.2	Assessment	<p>The district will continue using the Smarter Balanced Interim Assessments in grades 3-8 to measure students progress as well as other local assessments. In grades TK-2 the district will utilize adopted curriculum assessments as well as other local assessments to assess student learning.</p> <p>Smarter Balanced Interim Assessments will be administered throughout the year.</p>	\$5,000.00	No

Action #	Title	Description	Total Funds	Contributing
1.3	Technology	The district will allocate funds to the sites for the support of software programs which may include but are not limited to: ALEKS, Reflex Math, MobyMax, Accelerated Reader, Hapara, Acellus, and Naturally Live. During the year, additional programs may be piloted and considered for wider implementation.	\$20,000.00	Yes
1.4	Increased Attendance	School Sites will participate in the local SARB process, provide incentives for positive attendance and provide two attendance make-up days during the school year.	\$5,000.00	No
1.5	Core Program	<p>Based on the evaluation of the instructional program, the district will purchase necessary core and supplemental instructional materials. Specifically, the district will purchase a new science program based on completed research and piloting. The district will continue to explore training opportunities for the Next Generation Science Standards.</p> <p>Annually hold a public hearing reading the sufficiency of textbooks and instructional materials that are aligned to state standards in the areas of ELA, Math, Science and History-Social Science.</p> <p>Students will be offered opportunities that will encourage them to consider CTE courses is High School.</p>	\$150,000.00	No
1.6	Improve attendance for Students with Disabilities.	As part of the Differentiated Assistance process, the district will increase its efforts to improve the attendance for Students with Disabilities (SWD). The school sites will increase communication with		No

Action #	Title	Description	Total Funds	Contributing
		families and share the importance of school - academic, culture, health (when to keep student home), letter from nurse. There is not cost for this action.		

## Goal Analysis [2022-23]

An analysis of how this goal was carried out in the previous year.

A description of any substantive differences in planned actions and actual implementation of these actions.

There were no substantive differences in planned actions and actual implementation.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services.

There were no material differences between budgeted expenditures and estimated actual expenditures.

An explanation of how effective the specific actions were in making progress toward the goal.

Action 1.1 - Continuing to update the library inventory provides more options for students with varying reading abilities and interests. The use of the Explicit Direct Instruction framework encourages good first teaching. EDI supports students with varying learning modalities. Blended learning allows learners to utilize the ability to learn both face-to-face and online through digital platforms.

Action 1.2 - The district continues to utilize the Smarter Balanced Interim assessments in Grades 3-8 to measure student progress.

Action 1.3 - The use of the software programs listed in this action all supported the Blended Learning Model.

Action 1.4 - The SARB process did prove to be successful in some cases. The district was not able to offer attendance make up days this year.

Action 1.5 - Purchasing the necessary core and supplemental materials as needed ensured that all kids had access to materials. The district was able to explore Next Generation Science Standards curriculum.

Action 1.6 - This action was added at the end of the 2023 school year in response to the DA work focused on Students with Disabilities.

A description of any changes made to the planned goal, metrics, desired outcomes, or actions for the coming year that resulted from reflections on prior practice.

The district does not plan on making any changes to the goals or actions.

**A report of the Total Estimated Actual Expenditures for last year's actions may be found in the Annual Update Table. A report of the Estimated Actual Percentages of Improved Services for last year's actions may be found in the Contributing Actions Annual Update Table.**

# Goals and Actions

## Goal

Goal #	Description
2	To achieve academic excellence the district will provide high quality teachers. These teachers will receive resources and learning opportunities that contribute to effective instructional practices. State Priorities Addressed: 1,2,3,4,5,6,7,8.

An explanation of why the LEA has developed this goal.

High performing districts demonstrate social equity, positivity and fairness. They provide every student with high-quality teachers, resources, learning opportunities and supports.

## Measuring and Reporting Results

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
Williams Quarterly Reports	100% of certificated staff will be properly credentialed and appropriately assigned.	All teachers were properly credentialed. The district did have one Board authorization for Physical Education.	All teachers were properly credentialed. The district did have one Board authorization for Physical Education.		100% of certificate staff will be properly credentialed and appropriately assigned.
Successful Intervention Programs	Track progress of students receiving interventions.	The sites were able to identify and provide interventions for students needing extra support.	The sites were able to identify and provide interventions for students needing extra support.		Intervention programs will meet the needs of struggling students.

## Actions

Action #	Title	Description	Total Funds	Contributing
2.1	Professional Development	The district and sites will provide professional development during the early-release days and on an individual small group basis for modeling and coaching to support universal design for learning, EDI, Step Up to	\$5,000.00	No

Action #	Title	Description	Total Funds	Contributing
		<p>writing, results oriented cycles of inquiry, blended learning, technology integration and instructional shifts. The district will also focus on training for the Next Generation Science Standards (NGSS).</p> <p>Provide, as needed, Smarter Balanced Interim Assessments training, EDI training. Step Up to Writing training, training on PLC and cycle of inquiry, training in the area of ELD and integrated/designated supports, training for technology applications, training for effective instruction for EL students, training for universal supports and designated supports, training on effective instructional practices for working with students with disabilities and other training as determined by school sites and the district that will support the instructional program.</p> <p>Utilize Step Up to Writing trainers to support the district commitment to writing through modeling and coaching. Provide the trainers with release days for coaching and modeling</p>		
<b>2.2</b>	Staff Collaboration	Provide early release days on Wednesday's of each month. Additionally, the district will support release time for classroom teachers to visit other classrooms, other schools and other districts in order to observe promising programs that are closing the achievement gap, serving SE, EI and low income students.	\$5,000.00	No
<b>2.3</b>	Staffing	Continue to staff current classrooms and hire fully credentialed teachers for general education and special education openings as they occur. Annually review credentials	\$3,363,889.00	No
<b>2.4</b>	Intervention/Acceleration and Enrichment	The district will implement and monitor the intervention and acceleration support programs at each site to meet the needs of	\$138,838.00	Yes



Action #	Title	Description	Total Funds	Contributing
		<p>struggling students as well as excelling students. Program will be evaluated on a yearly basis.</p> <p>Provide a late bus run on Tuesday, Thursdays and Fridays for students who are participating in the school site intervention/acceleration programs.</p> <p>To enhance the learning experience of the students the District will provide 1.0 FTE certificated music teacher to provide instruction on choir and instrumental music.</p>		
2.5	Supplemental educational support	Provide two 0.5 FTE library technicians to support the site libraries and assist the students with research, media services and independent reading materials.	\$62,432.00	Yes
2.6	Intervention and acceleration support programs	Provide recovery classes at middle school level and additional aide support at elementary and middle schools.	\$97,579.00	Yes

## Goal Analysis [2022-23]

An analysis of how this goal was carried out in the previous year.

A description of any substantive differences in planned actions and actual implementation of these actions.

There were no substantive differences in planned actions and actual implementation of the actions.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services.

There were no material differences between budgeted expenditures and estimated actual expenditures.

An explanation of how effective the specific actions were in making progress toward the goal.

Action 2.2 - The early release days continue to be critical to support teacher collaboration and professional development.

Action 2.3 - The district was adequately staff in certificated positions. In terms of classified staff, the district was not fully staffed for a short time during the school year.

Action 2.4 - The intervention and acceleration programs were implemented and effective. This will continue to be an area that the district focuses on with an emphasis on acceleration strategies. The district did maintain a 1.0FTE music teacher. The music program is essentially rebuilding itself this year with a more robust program planned for next year.

Action 2.5 - The library technicians continue to be a very successful piece of the overall educational program for the district.

Action 2.6 - The recovery classes at the middle school help support students to strengthen basic skills as well as extend prior learning.

A description of any changes made to the planned goal, metrics, desired outcomes, or actions for the coming year that resulted from reflections on prior practice.

The district does not plan on changing any goals or actions.

**A report of the Total Estimated Actual Expenditures for last year's actions may be found in the Annual Update Table. A report of the Estimated Actual Percentages of Improved Services for last year's actions may be found in the Contributing Actions Annual Update Table.**

# Goals and Actions

## Goal

Goal #	Description
3	To create an educational environment that is supportive and safe, the district will hire qualified support staff, ensure well maintained facilities, and offer other activities and opportunities for parent and community outreach. State Priorities Addressed: 1,3,5,6,7,8.

An explanation of why the LEA has developed this goal.

Student learning is maximized when the school and district environment is comfortable, well-maintained and students feel safe and secure at school.

## Measuring and Reporting Results

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
Facilities Inspection Tool	Quarterly Inspection Tool (FIT) reports will show that facilities are in good repair.	The Quarterly Inspection Tool reports were reported to the Board of Trustees at their regular meetings in August 2021, October 2021, January 2022 and April 2022. The reports showed that all facilities were in good repair.	The Quarterly Inspection Tool reports were reported to the Board of Trustees at their regular meetings in August 2022, October 2022, January 2023 and April 2023. The reports showed that all facilities were in good repair.		The quarterly inspection tool (FIT) reports will show that all facilities are in good repair.
Williams Quarterly Reports	There will be sufficient textbooks for all students.	A public hearing was held on September 14, 2021 asserting to the sufficiency of textbooks and instructional materials	A public hearing was held on September 13, 2022 asserting to the sufficiency of textbooks and instructional materials		There will be sufficient textbooks for all students.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
		for the 2021-2022 school year.	for the 2022-2023 school year.		
Parent and Community Engagement	Parent survey will be administered each Spring.	The parent survey was sent out on March 21, 2022 and closed on April 1, 2022. There were 73 responses district-wide, which was considerably fewer than previous years. The survey was administered via Google survey which required an email. The school site council felt that without having an identifier, there would be greater participation.	The parent survey was sent out on March 27, 2023 and closed on April 14, 2023. There were 60 responses district-wide. To increase participation, the district will administer the survey online as well as hard copy next year.		Parent participation in surveys will increase and be used to inform goals and actions of the LCAP.
Student Engagement	Baseline to be established based on the responses by students on the Spring 2022 California Healthy Kids Survey.	The California Healthy Kids Survey was administered in the Spring of 2022. The survey was administered to 5th and 7th grade students. The results of the survey can be found at: <a href="https://www.cde.ca.gov/ls/he/at/chks.asp">https://www.cde.ca.gov/ls/he/at/chks.asp</a>	The California Healthy Kids Survey was administered in the Spring of 2023. The survey was administered to 5th and 7th grade students. The results of the survey can be found at: <a href="https://www.cde.ca.gov/ls/he/at/chks.asp">https://www.cde.ca.gov/ls/he/at/chks.asp</a>		100% participation by students with increasing percentages of students feeling safe and connected to school.

# Actions

Action #	Title	Description	Total Funds	Contributing
3.1	Maintenance and Operations Support	<p>The Facility Inspection Tool will be completed on a quarterly basis and any area of concern will be addressed promptly. The District will continue to comply with the terms of the Routine Restricted Maintenance account and budget for the ongoing maintenance of school facilities.</p> <p>The district will provide each school site with a minimum of 2 FTE of custodial/maintenance time. The district will also provide 1 FTE of district level maintenance support.</p>	\$570,148.00	No
3.2	Base Program Support	<p>Continue to support on going operating costs to maintain the base programs and services for students such as salaries, benefits for positions such as coaches, psychologist, yard duty, and transportation staff.</p> <p>The district will provide district/site administrative support and district/site classified support.</p> <p>The district will provide 1 FTE of technical support to assist with maintaining, repairing and supporting classroom technology as well as monitoring and maintaining the district computer network.</p>	\$1,268,755.00	No
3.3	Para-Professional Supports	<p>Provide general and special education paraprofessionals at Pinewood to assist in the early primary grades and at Sierra Ridge to assist in the Title 1 and core programs, including technical support.</p>	\$290,091.00	Yes

Action #	Title	Description	Total Funds	Contributing
3.4	Parent and Community Engagement	<p>Continue to collaborate with Boys and Girls Club to link the after school program to the classroom in order to provide support and assistance to participating students.</p> <p>The District will partner with local law enforcement agencies to advise the District on improving campus safety.</p> <p>The district will provide resources to develop a parent outreach and education program.</p> <p>Provide opportunities for parents to partner with the schools.</p> <p>Weekly school newsletters that provides information about the district and schools.</p> <p>There is no additional cost for this action.</p>		No
3.5	Additional program support	Psychologist support and the establishment of site wellness centers	\$150,322.00	Yes

## Goal Analysis [2022-23]

An analysis of how this goal was carried out in the previous year.

A description of any substantive differences in planned actions and actual implementation of these actions.

There were no substantive differences in planned actions and actual implementation of the actions.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services.

There were no material differences between budgeted expenditures and estimated actual expenditures.

An explanation of how effective the specific actions were in making progress toward the goal.

Action 3.1 - The districts facilities continue to be in good repair. The current staffing load for custodians is adequate to maintain the facilities.

Action 3.2 - The district was able to support base programs and services for students during the school year.

Action 3.3 - Providing two special education teachers at each site has been successful in maintaining services for our students with special needs population. The Title I teachers at each site are able to work with students who are struggling and provide them with targeted support.

Action 3.4 - Collaborating ways that Boys and Girls Club has been very beneficial for students. This collaboration will continue to strengthen in the coming years with the implementation of the Extended Learning Opportunities Program. Local law enforcement continues to be very supportive of the district. Parent participation has increased this year as the Pandemic restrictions began to decrease. Parent volunteers were allowed back on campuses and the schools brought back field trips and after school activities. Beginning this year, the district established a joint School Site Council and there was consistent participation of parents from each site. Sierra Ridge and Pinewood each sent weekly newsletters using Smore.com. These newsletters provided timely information for families and had great circulation.

Action 3.5 - The district greatly benefits from providing a school psychologist. This position was instrumental in establishing a wellness center for the district to meet the social-emotional needs of our students.

A description of any changes made to the planned goal, metrics, desired outcomes, or actions for the coming year that resulted from reflections on prior practice.

The reference to Polar Bear Program was removed because this program was discontinued.

**A report of the Total Estimated Actual Expenditures for last year's actions may be found in the Annual Update Table. A report of the Estimated Actual Percentages of Improved Services for last year's actions may be found in the Contributing Actions Annual Update Table.**

# Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students [2023-24]

Projected LCFF Supplemental and/or Concentration Grants	Projected Additional LCFF Concentration Grant (15 percent)
531,047	0

## Required Percentage to Increase or Improve Services for the LCAP Year

Projected Percentage to Increase or Improve Services for the Coming School Year	LCFF Carryover — Percentage	LCFF Carryover — Dollar	Total Percentage to Increase or Improve Services for the Coming School Year
8.78%	0.00%	\$0.00	8.78%

The Budgeted Expenditures for Actions identified as Contributing may be found in the Contributing Actions Table.

## Required Descriptions

For each action being provided to an entire school, or across the entire school district or county office of education (COE), an explanation of (1) how the needs of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the goals for these students.

Pollock Pines Elementary School District currently has an unduplicated count of 43.89%. The LCAP does utilize supplemental funds to increase student achievement for unduplicated pupils on a district wide basis as follows:  
 Student Achievement: Student Intervention teachers, Extended learning opportunities both before and after school, Professional development, During the school day intervention classes.

The Pollock Pines Elementary School District feels that the programs and services being offered on a school wide/district wide basis is the most effective use of funds to meet the goals for unduplicated pupils in the State priority areas. The addition of additional intervention specialists at all school sites will ensure that all students will have the support that they need. Additional Para-Educator support will allow for small group and individualized support which will help accelerate learning for students that have fallen behind.



Goal #1, Action #3 - The district purchased software to further support the students in unduplicated groups. These programs allow teachers to build prescriptive assignments to target students' academic needs, provide foundational skill practice and allow many students to expand their learning once they master required standards.

Goal #2, Action #4 - The district will offer additional intervention support for unduplicated students as well as students not reaching grade level standards. In addition, the district will offer enrichment opportunities to all groups to introduce and expose students to new areas of learning related to a student's interest. The district will use a late bus so that students can receive support and reteach opportunities in a smaller instructional setting. The district will continue to invest and maintain an instrumental music and singing program that is not cost prohibitive to participants. Finally, the district will take advantage of after school transportation program to implement a multi-faceted enrichment program at both school sites with the intention to introduce students to new skills, interests and talents.

Goal #2, Action #5 - The district will employ two .5 FTE library technician to offer unduplicated students greater access to literacy. Librarian technicians will provide guidance to students to choose books and materials to match their interests and instructional level. In addition, these positions will facilitate systems that will allow students to check out materials to take to class and home. Librarian technicians will share new library materials through read aloud opportunities or displays to encourage positive reading habits for all students.

Goal #2, Action #6 - The district will schedule recovery classes at the middle school to offer additional support for unduplicated students. These recovery classes will also be offered to students below grade level standards. Added aid support will be added to these classes in order to offer small group learning and targeted instructional support guided by assessment results.

Goal #3, Action #3 - The district will provide general aide paraprofessionals to support unduplicated students and each school site. At the elementary site, these paraprofessionals will be added to push into general education classes to provide instructional support to support literacy and math needs. At the middle school level, the intention of the paraprofessional in designated classroom is to provide additional scaffolding so identified students can access the curriculum.

Goal #3, Action #5 - The district will employ a school psychologist to support unduplicated students as well as students requiring immediate counseling support. The district will provide funding to maintain a wellness center on both the elementary and middle school sites in order to provide social-emotional support strategies for students and as way to connect students and/or families to outside services.

The Professional Development opportunities for staff will address meeting the specific needs of our Low-Socioeconomic, ELL and Foster Youth Students.

Increase in technology will allow our unduplicated students more access to intervention and instruction applications to meet their individual needs.

Counseling services expanded into the establishment of a wellness center at both school sites. The district provides support and funding to the non-public agency staffing and operating these wellness centers.

The Music program will enhance the engagement of students as well as support both literacy and math goals.

Providing co-curricular activities allows for engagement with the school which in turn allows for stronger academic success and a social emotional tie to the school. We will continue to offer after school activities to continue to connect students to the school campuses and allow for greater engagement.

A description of how services for foster youth, English learners, and low-income students are being increased or improved by the percentage required.

Pollock Pines is a small two-school district with approximately 600 students. The district has a very low number of EL students, (approximately 15), spread throughout grades K-8. Additionally, our students who are considered low-income are also fairly evenly spread between the two campuses. Based on that knowledge, the LCAP goals focus on district-wide actions. This is done so that students will continually benefit from grade to grade with the improved instructional techniques, technology and curriculum without having to continually switch between one approach and another. This approach is based on the research of Journal of Research in Rural Education (1992). Grade Span and Eight Grade Academic Achievement: Evidence from a Predominately Rural State. <http://files.eric.ed.gov/fulltext/ED440471.pdfv>.

The district will continue utilizing the Smarter Balance Interim assessments. Additional assessments will include phonics, decoding, math

fluency and basic math operations.

The district has implemented a district-wide wellness center to address the social-emotional needs of its students.

The district will the use of online programs from a small group of classes to a district-wide basis to help support at-risk students, students in need of acceleration, students in need of intervention, etc.

The District will continue the "late bus" route on Tuesdays and Thursdays in order to provide home to school transportation for those students who could not otherwise stay for after school tutoring and assistance.

The district is continuing to add library support in the form of additional books and resources that support the common core and expand student opportunities for each library.

A description of the plan for how the additional concentration grant add-on funding identified above will be used to increase the number of staff providing direct services to students at schools that have a high concentration (above 55 percent) of foster youth, English learners, and low-income students, as applicable.

N/A

<b>Staff-to-student ratios by type of school and concentration of unduplicated students</b>	Schools with a student concentration of 55 percent or less	Schools with a student concentration of greater than 55 percent
Staff-to-student ratio of classified staff providing direct services to students	N/A	N/A
Staff-to-student ratio of certificated staff providing direct services to students	N/A	N/A

## 2023-24 Total Expenditures Table

Totals	LCFF Funds	Other State Funds	Local Funds	Federal Funds	Total Funds	Total Personnel	Total Non-personnel
Totals	\$5,124,134.00	\$676,508.00		\$366,412.00	\$6,167,054.00	\$5,882,054.00	\$285,000.00

Goal	Action #	Action Title	Student Group(s)	LCFF Funds	Other State Funds	Local Funds	Federal Funds	Total Funds
1	1.1	Instructional Program	All	\$35,000.00				\$35,000.00
1	1.2	Assessment	All	\$5,000.00				\$5,000.00
1	1.3	Technology	English Learners Foster Youth Low Income	\$20,000.00				\$20,000.00
1	1.4	Increased Attendance	All	\$5,000.00				\$5,000.00
1	1.5	Core Program	All		\$150,000.00			\$150,000.00
1	1.6	Improve attendance for Students with Disabilities.	Students with Disabilities					
2	2.1	Professional Development	All	\$5,000.00				\$5,000.00
2	2.2	Staff Collaboration	All	\$5,000.00				\$5,000.00
2	2.3	Staffing	All	\$2,694,993.00	\$461,508.00		\$207,388.00	\$3,363,889.00
2	2.4	Intervention/Acceleration and Enrichment	English Learners Foster Youth Low Income	\$138,838.00				\$138,838.00
2	2.5	Supplemental educational support	English Learners Foster Youth Low Income	\$62,432.00				\$62,432.00
2	2.6	Intervention and acceleration support programs	English Learners Foster Youth Low Income	\$97,579.00				\$97,579.00

Goal	Action #	Action Title	Student Group(s)	LCFF Funds	Other State Funds	Local Funds	Federal Funds	Total Funds
3	3.1	Maintenance and Operations Support	All	\$570,148.00				\$570,148.00
3	3.2	Base Program Support	All	\$1,268,755.00				\$1,268,755.00
3	3.3	Para-Professional Supports	English Learners Foster Youth Low Income	\$131,067.00			\$159,024.00	\$290,091.00
3	3.4	Parent and Community Engagement	All					
3	3.5	Additional program support	English Learners Foster Youth Low Income	\$85,322.00	\$65,000.00			\$150,322.00

## 2023-24 Contributing Actions Tables

1. Projected LCFF Base Grant	2. Projected LCFF Supplemental and/or Concentration Grants	3. Projected Percentage to Increase or Improve Services for the Coming School Year (2 divided by 1)	LCFF Carryover — Percentage (Percentage from Prior Year)	Total Percentage to Increase or Improve Services for the Coming School Year (3 + Carryover %)	4. Total Planned Contributing Expenditures (LCFF Funds)	5. Total Planned Percentage of Improved Services (%)	Planned Percentage to Increase or Improve Services for the Coming School Year (4 divided by 1, plus 5)	Totals by Type	Total LCFF Funds
6,049,754	531,047	8.78%	0.00%	8.78%	\$535,238.00	0.00%	8.85 %	<b>Total:</b>	\$535,238.00
								<b>LEA-wide Total:</b>	\$535,238.00
								<b>Limited Total:</b>	\$0.00
								<b>Schoolwide Total:</b>	\$0.00

Goal	Action #	Action Title	Contributing to Increased or Improved Services?	Scope	Unduplicated Student Group(s)	Location	Planned Expenditures for Contributing Actions (LCFF Funds)	Planned Percentage of Improved Services (%)
1	1.3	Technology	Yes	LEA-wide	English Learners Foster Youth Low Income	All Schools	\$20,000.00	
2	2.4	Intervention/Acceleration and Enrichment	Yes	LEA-wide	English Learners Foster Youth Low Income	All Schools	\$138,838.00	
2	2.5	Supplemental educational support	Yes	LEA-wide	English Learners Foster Youth Low Income	All Schools	\$62,432.00	
2	2.6	Intervention and acceleration support programs	Yes	LEA-wide	English Learners Foster Youth Low Income	All Schools	\$97,579.00	
3	3.3	Para-Professional Supports	Yes	LEA-wide	English Learners Foster Youth Low Income	All Schools	\$131,067.00	
3	3.5	Additional program support	Yes	LEA-wide	English Learners Foster Youth	All Schools	\$85,322.00	

Goal	Action #	Action Title	Contributing to Increased or Improved Services?	Scope	Unduplicated Student Group(s)	Location	Planned Expenditures for Contributing Actions (LCFF Funds)	Planned Percentage of Improved Services (%)
					Low Income			

**2022-23 Annual Update Table**

<b>Totals</b>	<b>Last Year's Total Planned Expenditures (Total Funds)</b>	<b>Total Estimated Expenditures (Total Funds)</b>
<b>Totals</b>	\$5,734,632.00	\$5,812,258.00

<b>Last Year's Goal #</b>	<b>Last Year's Action #</b>	<b>Prior Action/Service Title</b>	<b>Contributed to Increased or Improved Services?</b>	<b>Last Year's Planned Expenditures (Total Funds)</b>	<b>Estimated Actual Expenditures (Input Total Funds)</b>
1	1.1	Instructional Program	No	\$35,000.00	10311
1	1.2	Assessment	No	\$5,000.00	0
1	1.3	Technology	Yes	\$20,000.00	17290
1	1.4	Increased Attendance	No	\$5,000.00	0
1	1.5	Core Program	No		
2	2.1	Professional Development	No	\$5,000.00	0
2	2.2	Staff Collaboration	No		
2	2.3	Staffing	No	\$3,081,638.00	3352774
2	2.4	Intervention/Acceleration and Enrichment	Yes	\$134,010.00	135085



Last Year's Goal #	Last Year's Action #	Prior Action/Service Title	Contributed to Increased or Improved Services?	Last Year's Planned Expenditures (Total Funds)	Estimated Actual Expenditures (Input Total Funds)
2	2.5	Supplemental educational support	Yes	\$64,103.00	63138
2	2.6	Intervention and acceleration support programs	Yes	\$97,316.00	52570
3	3.1	Maintenance and Operations Support	No	\$510,213.00	547942
3	3.2	Base Program Support	No	\$1,317,346.00	1213177
3	3.3	Para-Professional Supports	Yes	\$268,006.00	290067
3	3.4	Parent and Community Engagement	No		
3	3.5	Additional program support	Yes	\$192,000.00	129904

**2022-23 Contributing Actions Annual Update Table**

6. Estimated LCFF Supplemental and/or Concentration Grants (Input Dollar Amount)	4. Total Planned Contributing Expenditures (LCFF Funds)	7. Total Estimated Expenditures for Contributing Actions (LCFF Funds)	Difference Between Planned and Estimated Expenditures for Contributing Actions (Subtract 7 from 4)	5. Total Planned Percentage of Improved Services (%)	8. Total Estimated Percentage of Improved Services (%)	Difference Between Planned and Estimated Percentage of Improved Services (Subtract 5 from 8)
515301	\$613,190.00	\$528,054.00	\$85,136.00	0.00%	0.00%	0.00%

Last Year's Goal #	Last Year's Action #	Prior Action/Service Title	Contributing to Increased or Improved Services?	Last Year's Planned Expenditures for Contributing Actions (LCFF Funds)	Estimated Actual Expenditures for Contributing Actions (Input LCFF Funds)	Planned Percentage of Improved Services	Estimated Actual Percentage of Improved Services (Input Percentage)
1	1.3	Technology	Yes	\$20,000.00	17290		
2	2.4	Intervention/Acceleration and Enrichment	Yes	\$134,010.00	134085		
2	2.5	Supplemental educational support	Yes	\$64,103.00	63138		
2	2.6	Intervention and acceleration support programs	Yes	\$97,316.00	52570		
3	3.3	Para-Professional Supports	Yes	\$105,761.00	131067		
3	3.5	Additional program support	Yes	\$192,000.00	129904		

**2022-23 LCFF Carryover Table**

9. Estimated Actual LCFF Base Grant (Input Dollar Amount)	6. Estimated Actual LCFF Supplemental and/or Concentration Grants	LCFF Carryover — Percentage (Percentage from Prior Year)	10. Total Percentage to Increase or Improve Services for the Current School Year (6 divided by 9 + Carryover %)	7. Total Estimated Actual Expenditures for Contributing Actions (LCFF Funds)	8. Total Estimated Actual Percentage of Improved Services (%)	11. Estimated Actual Percentage of Increased or Improved Services (7 divided by 9, plus 8)	12. LCFF Carryover — Dollar Amount (Subtract 11 from 10 and multiply by 9)	13. LCFF Carryover — Percentage (12 divided by 9)
\$5,182,070	515301	0	9.94%	\$528,054.00	0.00%	10.19%	\$0.00	0.00%

# Instructions

[Plan Summary](#)

[Engaging Educational Partners](#)

[Goals and Actions](#)

[Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students](#)

*For additional questions or technical assistance related to the completion of the Local Control and Accountability Plan (LCAP) template, please contact the local county office of education (COE), or the California Department of Education's (CDE's) Local Agency Systems Support Office, by phone at 916-319-0809 or by email at [lcff@cde.ca.gov](mailto:lcff@cde.ca.gov).*

## Introduction and Instructions

The Local Control Funding Formula (LCFF) requires local educational agencies (LEAs) to engage their local educational partners in an annual planning process to evaluate their progress within eight state priority areas encompassing all statutory metrics (COEs have 10 state priorities). LEAs document the results of this planning process in the LCAP using the template adopted by the State Board of Education.

The LCAP development process serves three distinct, but related functions:

- **Comprehensive Strategic Planning:** The process of developing and annually updating the LCAP supports comprehensive strategic planning (California *Education Code* [EC] Section 52064[e][1]). Strategic planning that is comprehensive connects budgetary decisions to teaching and learning performance data. LEAs should continually evaluate the hard choices they make about the use of limited resources to meet student and community needs to ensure opportunities and outcomes are improved for all students.
- **Meaningful Engagement of Educational Partners:** The LCAP development process should result in an LCAP that reflects decisions made through meaningful engagement (EC Section 52064[e][1]). Local educational partners possess valuable perspectives and insights about an LEA's programs and services. Effective strategic planning will incorporate these perspectives and insights in order to identify potential goals and actions to be included in the LCAP.
- **Accountability and Compliance:** The LCAP serves an important accountability function because aspects of the LCAP template require LEAs to show that they have complied with various requirements specified in the LCFF statutes and regulations, most notably:
  - Demonstrating that LEAs are increasing or improving services for foster youth, English learners, and low-income students in proportion to the amount of additional funding those students generate under LCFF (EC Section 52064[b][4-6]).
  - Establishing goals, supported by actions and related expenditures, that address the statutory priority areas and statutory metrics (EC sections 52064[b][1] and [2]).

- Annually reviewing and updating the LCAP to reflect progress toward the goals (*EC* Section 52064[b][7]).

The LCAP template, like each LEA’s final adopted LCAP, is a document, not a process. LEAs must use the template to memorialize the outcome of their LCAP development process, which should: (a) reflect comprehensive strategic planning (b) through meaningful engagement with educational partners that (c) meets legal requirements, as reflected in the final adopted LCAP. The sections included within the LCAP template do not and cannot reflect the full development process, just as the LCAP template itself is not intended as a tool for engaging educational partners.

If a county superintendent of schools has jurisdiction over a single school district, the county board of education and the governing board of the school district may adopt and file for review and approval a single LCAP consistent with the requirements in *EC* sections 52060, 52062, 52066, 52068, and 52070. The LCAP must clearly articulate to which entity’s budget (school district or county superintendent of schools) all budgeted and actual expenditures are aligned.

The revised LCAP template for the 2021–22, 2022–23, and 2023–24 school years reflects statutory changes made through Assembly Bill 1840 (Committee on Budget), Chapter 243, Statutes of 2018. These statutory changes enhance transparency regarding expenditures on actions included in the LCAP, including actions that contribute to meeting the requirement to increase or improve services for foster youth, English learners, and low-income students, and to streamline the information presented within the LCAP to make adopted LCAPs more accessible for educational partners and the public.

At its most basic, the adopted LCAP should attempt to distill not just what the LEA is doing for students in transitional kindergarten through grade twelve (TK–12), but also allow educational partners to understand why, and whether those strategies are leading to improved opportunities and outcomes for students. LEAs are strongly encouraged to use language and a level of detail in their adopted LCAPs intended to be meaningful and accessible for the LEA’s diverse educational partners and the broader public.

In developing and finalizing the LCAP for adoption, LEAs are encouraged to keep the following overarching frame at the forefront of the strategic planning and educational partner engagement functions:

Given present performance across the state priorities and on indicators in the California School Dashboard (Dashboard), how is the LEA using its budgetary resources to respond to TK–12 student and community needs, and address any performance gaps, including by meeting its obligation to increase or improve services for foster youth, English learners, and low-income students?

LEAs are encouraged to focus on a set of metrics and actions that the LEA believes, based on input gathered from educational partners, research, and experience, will have the biggest impact on behalf of its TK–12 students.

These instructions address the requirements for each section of the LCAP, but may include information about effective practices when developing the LCAP and completing the LCAP itself. Additionally, information is included at the beginning of each section emphasizing the purpose that each section serves.

# Plan Summary

## Purpose

A well-developed Plan Summary section provides a meaningful context for the LCAP. This section provides information about an LEA's community as well as relevant information about student needs and performance. In order to provide a meaningful context for the rest of the LCAP, the content of this section should be clearly and meaningfully related to the content included in the subsequent sections of the LCAP.

## Requirements and Instructions

**General Information** – Briefly describe the LEA, its schools, and its students in grades TK–12, as applicable to the LEA. For example, information about an LEA in terms of geography, enrollment, or employment, the number and size of specific schools, recent community challenges, and other such information as an LEA wishes to include can enable a reader to more fully understand an LEA's LCAP.

**Reflections: Successes** – Based on a review of performance on the state indicators and local performance indicators included in the Dashboard, progress toward LCAP goals, local self-assessment tools, input from educational partners, and any other information, what progress is the LEA most proud of and how does the LEA plan to maintain or build upon that success? This may include identifying specific examples of how past increases or improvements in services for foster youth, English learners, and low-income students have led to improved performance for these students.

**Reflections: Identified Need** – Referring to the Dashboard, identify: (a) any state indicator for which overall performance was in the “Red” or “Orange” performance category or any local indicator where the LEA received a “Not Met” or “Not Met for Two or More Years” rating AND (b) any state indicator for which performance for any student group was two or more performance levels below the “all student” performance. What steps is the LEA planning to take to address these areas of low performance and performance gaps? An LEA that is required to include a goal to address one or more consistently low-performing student groups or low-performing schools must identify that it is required to include this goal and must also identify the applicable student group(s) and/or school(s). Other needs may be identified using locally collected data including data collected to inform the self-reflection tools and reporting local indicators on the Dashboard.

**LCAP Highlights** – Identify and briefly summarize the key features of this year's LCAP.

**Comprehensive Support and Improvement** – An LEA with a school or schools identified for comprehensive support and improvement (CSI) under the Every Student Succeeds Act must respond to the following prompts:

- **Schools Identified:** Identify the schools within the LEA that have been identified for CSI.
- **Support for Identified Schools:** Describe how the LEA has or will support the identified schools in developing CSI plans that included a school-level needs assessment, evidence-based interventions, and the identification of any resource inequities to be addressed through the implementation of the CSI plan.

- **Monitoring and Evaluating Effectiveness:** Describe how the LEA will monitor and evaluate the implementation and effectiveness of the CSI plan to support student and school improvement.

## Engaging Educational Partners

### Purpose

Significant and purposeful engagement of parents, students, educators, and other educational partners, including those representing the student groups identified by LCFF, is critical to the development of the LCAP and the budget process. Consistent with statute, such engagement should support comprehensive strategic planning, accountability, and improvement across the state priorities and locally identified priorities (*EC Section 52064[e][1]*). Engagement of educational partners is an ongoing, annual process.

This section is designed to reflect how the engagement of educational partners influenced the decisions reflected in the adopted LCAP. The goal is to allow educational partners that participated in the LCAP development process and the broader public understand how the LEA engaged educational partners and the impact of that engagement. LEAs are encouraged to keep this goal in the forefront when completing this section.

Statute and regulations specify the educational partners that school districts and COEs must consult when developing the LCAP: teachers, principals, administrators, other school personnel, local bargaining units of the LEA, parents, and students. Before adopting the LCAP, school districts and COEs must share it with the Parent Advisory Committee and, if applicable, to its English Learner Parent Advisory Committee. The superintendent is required by statute to respond in writing to the comments received from these committees. School districts and COEs must also consult with the special education local plan area administrator(s) when developing the LCAP.

Statute requires charter schools to consult with teachers, principals, administrators, other school personnel, parents, and students in developing the LCAP. The LCAP should also be shared with, and LEAs should request input from, schoolsite-level advisory groups, as applicable (e.g., schoolsite councils, English Learner Advisory Councils, student advisory groups, etc.), to facilitate alignment between schoolsite and district-level goals and actions.

Information and resources that support effective engagement, define student consultation, and provide the requirements for advisory group composition, can be found under Resources on the following web page of the CDE's website: <https://www.cde.ca.gov/re/lc/>.

### Requirements and Instructions

Below is an excerpt from the 2018–19 *Guide for Annual Audits of K–12 Local Education Agencies and State Compliance Reporting*, which is provided to highlight the legal requirements for engagement of educational partners in the LCAP development process:

#### **Local Control and Accountability Plan:**

For county offices of education and school districts only, verify the LEA:

- a) Presented the local control and accountability plan to the parent advisory committee in accordance with Education Code section 52062(a)(1) or 52068(a)(1), as appropriate.
- b) If applicable, presented the local control and accountability plan to the English learner parent advisory committee, in accordance with Education Code section 52062(a)(2) or 52068(a)(2), as appropriate.
- c) Notified members of the public of the opportunity to submit comments regarding specific actions and expenditures proposed to be included in the local control and accountability plan in accordance with Education Code section 52062(a)(3) or 52068(a)(3), as appropriate.
- d) Held at least one public hearing in accordance with Education Code section 52062(b)(1) or 52068(b)(1), as appropriate.
- e) Adopted the local control and accountability plan in a public meeting in accordance with Education Code section 52062(b)(2) or 52068(b)(2), as appropriate.

**Prompt 1:** “A summary of the process used to engage educational partners and how this engagement was considered before finalizing the LCAP.”

Describe the engagement process used by the LEA to involve educational partners in the development of the LCAP, including, at a minimum, describing how the LEA met its obligation to consult with all statutorily required educational partners as applicable to the type of LEA. A sufficient response to this prompt must include general information about the timeline of the process and meetings or other engagement strategies with educational partners. A response may also include information about an LEA’s philosophical approach to engaging its educational partners.

**Prompt 2:** “A summary of the feedback provided by specific educational partners.”

Describe and summarize the feedback provided by specific educational partners. A sufficient response to this prompt will indicate ideas, trends, or inputs that emerged from an analysis of the feedback received from educational partners.

**Prompt 3:** “A description of the aspects of the LCAP that were influenced by specific input from educational partners.”

A sufficient response to this prompt will provide educational partners and the public with clear, specific information about how the engagement process influenced the development of the LCAP. The response must describe aspects of the LCAP that were influenced by or developed in response to the educational partner feedback described in response to Prompt 2. This may include a description of how the LEA prioritized requests of educational partners within the context of the budgetary resources available or otherwise prioritized areas of focus within the LCAP. For the purposes of this prompt, “aspects” of an LCAP that may have been influenced by educational partner input can include, but are not necessarily limited to:

- Inclusion of a goal or decision to pursue a Focus Goal (as described below)



- Inclusion of metrics other than the statutorily required metrics
- Determination of the desired outcome on one or more metrics
- Inclusion of performance by one or more student groups in the Measuring and Reporting Results subsection
- Inclusion of action(s) or a group of actions
- Elimination of action(s) or group of actions
- Changes to the level of proposed expenditures for one or more actions
- Inclusion of action(s) as contributing to increased or improved services for unduplicated services
- Determination of effectiveness of the specific actions to achieve the goal
- Determination of material differences in expenditures
- Determination of changes made to a goal for the ensuing LCAP year based on the annual update process
- Determination of challenges or successes in the implementation of actions

## Goals and Actions

### Purpose

Well-developed goals will clearly communicate to educational partners what the LEA plans to accomplish, what the LEA plans to do in order to accomplish the goal, and how the LEA will know when it has accomplished the goal. A goal statement, associated metrics and expected outcomes, and the actions included in the goal should be in alignment. The explanation for why the LEA included a goal is an opportunity for LEAs to clearly communicate to educational partners and the public why, among the various strengths and areas for improvement highlighted by performance data and strategies and actions that could be pursued, the LEA decided to pursue this goal, and the related metrics, expected outcomes, actions, and expenditures.

A well-developed goal can be focused on the performance relative to a metric or metrics for all students, a specific student group(s), narrowing performance gaps, or implementing programs or strategies expected to impact outcomes. LEAs should assess the performance of their student groups when developing goals and the related actions to achieve such goals.

### Requirements and Instructions

LEAs should prioritize the goals, specific actions, and related expenditures included within the LCAP within one or more state priorities. LEAs should consider performance on the state and local indicators, including their locally collected and reported data for the local indicators that are included in the Dashboard in determining whether and how to prioritize its goals within the LCAP.

In order to support prioritization of goals, the LCAP template provides LEAs with the option of developing three different kinds of goals:

- **Focus Goal:** A Focus Goal is relatively more concentrated in scope and may focus on a fewer number of metrics to measure improvement. A Focus Goal statement will be time bound and make clear how the goal is to be measured.
- **Broad Goal:** A Broad Goal is relatively less concentrated in its scope and may focus on improving performance across a wide range of metrics.

- **Maintenance of Progress Goal:** A Maintenance of Progress Goal includes actions that may be ongoing without significant changes and allows an LEA to track performance on any metrics not addressed in the other goals of the LCAP.

At a minimum, the LCAP must address all LCFF priorities and associated metrics.

### **Focus Goal(s)**

**Goal Description:** The description provided for a Focus Goal must be specific, measurable, and time bound. An LEA develops a Focus Goal to address areas of need that may require or benefit from a more specific and data intensive approach. The Focus Goal can explicitly reference the metric(s) by which achievement of the goal will be measured and the time frame according to which the LEA expects to achieve the goal.

**Explanation of why the LEA has developed this goal:** Explain why the LEA has chosen to prioritize this goal. An explanation must be based on Dashboard data or other locally collected data. LEAs must describe how the LEA identified this goal for focused attention, including relevant consultation with educational partners. LEAs are encouraged to promote transparency and understanding around the decision to pursue a focus goal.

### **Broad Goal**

**Goal Description:** Describe what the LEA plans to achieve through the actions included in the goal. The description of a broad goal will be clearly aligned with the expected measurable outcomes included for the goal. The goal description organizes the actions and expected outcomes in a cohesive and consistent manner. A goal description is specific enough to be measurable in either quantitative or qualitative terms. A broad goal is not as specific as a focus goal. While it is specific enough to be measurable, there are many different metrics for measuring progress toward the goal.

**Explanation of why the LEA has developed this goal:** Explain why the LEA developed this goal and how the actions and metrics grouped together will help achieve the goal.

### **Maintenance of Progress Goal**

**Goal Description:** Describe how the LEA intends to maintain the progress made in the LCFF State Priorities not addressed by the other goals in the LCAP. Use this type of goal to address the state priorities and applicable metrics not addressed within the other goals in the LCAP. The state priorities and metrics to be addressed in this section are those for which the LEA, in consultation with educational partners, has determined to maintain actions and monitor progress while focusing implementation efforts on the actions covered by other goals in the LCAP.

**Explanation of why the LEA has developed this goal:** Explain how the actions will sustain the progress exemplified by the related metrics.

### **Required Goals**

In general, LEAs have flexibility in determining what goals to include in the LCAP and what those goals will address; however, beginning with the development of the 2022–23 LCAP, LEAs that meet certain criteria are required to include a specific goal in their LCAP.

**Consistently low-performing student group(s) criteria:** An LEA is eligible for Differentiated Assistance for three or more consecutive years based on the performance of the same student group or groups in the Dashboard. A list of the LEAs required to include a goal in the LCAP based on student group performance, and the student group(s) that lead to identification, may be found on the CDE’s Local Control Funding Formula web page at <https://www.cde.ca.gov/fg/aa/lc/>.

- **Consistently low-performing student group(s) goal requirement:** An LEA meeting the consistently low-performing student group(s) criteria must include a goal in its LCAP focused on improving the performance of the student group or groups that led to the LEA’s eligibility for Differentiated Assistance. This goal must include metrics, outcomes, actions, and expenditures specific to addressing the needs of, and improving outcomes for, this student group or groups. An LEA required to address multiple student groups is not required to have a goal to address each student group; however, each student group must be specifically addressed in the goal. This requirement may not be met by combining this required goal with another goal.
- **Goal Description:** Describe the outcomes the LEA plans to achieve to address the needs of, and improve outcomes for, the student group or groups that led to the LEA’s eligibility for Differentiated Assistance.
- **Explanation of why the LEA has developed this goal:** Explain why the LEA is required to develop this goal, including identifying the student group(s) that lead to the LEA being required to develop this goal, how the actions and associated metrics included in this goal differ from previous efforts to improve outcomes for the student group(s), and why the LEA believes the actions, metrics, and expenditures included in this goal will help achieve the outcomes identified in the goal description.

**Low-performing school(s) criteria:** The following criteria only applies to a school district or COE with two or more schools; it does not apply to a single-school district. A school district or COE has one or more schools that, for two consecutive years, received the two lowest performance levels on all but one of the state indicators for which the school(s) receive performance levels in the Dashboard and the performance of the “All Students” student group for the LEA is at least one performance level higher in all of those indicators. A list of the LEAs required to include a goal in the LCAP based on school performance, and the school(s) that lead to identification, may be found on the CDE’s Local Control Funding Formula web page at <https://www.cde.ca.gov/fg/aa/lc/>.

- **Low-performing school(s) goal requirement:** A school district or COE meeting the low-performing school(s) criteria must include a goal in its LCAP focusing on addressing the disparities in performance between the school(s) and the LEA as a whole. This goal must include metrics, outcomes, actions, and expenditures specific to addressing the needs of, and improving outcomes for, the students enrolled at the low-performing school or schools. An LEA required to address multiple schools is not required to have a goal to address each school; however, each school must be specifically addressed in the goal. This requirement may not be met by combining this goal with another goal.
- **Goal Description:** Describe what outcomes the LEA plans to achieve to address the disparities in performance between the students enrolled at the low-performing school(s) and the students enrolled at the LEA as a whole.
- **Explanation of why the LEA has developed this goal:** Explain why the LEA is required to develop this goal, including identifying the schools(s) that lead to the LEA being required to develop this goal; how the actions and associated metrics included in this goal differ from previous efforts to improve outcomes for the school(s); and why the LEA believes the actions, metrics, and expenditures included in this goal will help achieve the outcomes for students enrolled at the low-performing school or schools identified in the goal description.

### **Measuring and Reporting Results:**

For each LCAP year, identify the metric(s) that the LEA will use to track progress toward the expected outcomes. LEAs are encouraged to identify metrics for specific student groups, as appropriate, including expected outcomes that would reflect narrowing of any existing performance gaps.

Include in the baseline column the most recent data associated with this metric available at the time of adoption of the LCAP for the first year of the three-year plan. LEAs may use data as reported on the 2019 Dashboard for the baseline of a metric only if that data represents the most recent available (e.g., high school graduation rate).

Using the most recent data available may involve reviewing data the LEA is preparing for submission to the California Longitudinal Pupil Achievement Data System (CALPADS) or data that the LEA has recently submitted to CALPADS. Because final 2020–21 outcomes on some metrics may not be computable at the time the 2021–24 LCAP is adopted (e.g., graduation rate, suspension rate), the most recent data available may include a point in time calculation taken each year on the same date for comparability purposes.

The baseline data shall remain unchanged throughout the three-year LCAP.

Complete the table as follows:

- **Metric:** Indicate how progress is being measured using a metric.
- **Baseline:** Enter the baseline when completing the LCAP for 2021–22. As described above, the baseline is the most recent data associated with a metric. Indicate the school year to which the data applies, consistent with the instructions above.
- **Year 1 Outcome:** When completing the LCAP for 2022–23, enter the most recent data available. Indicate the school year to which the data applies, consistent with the instructions above.
- **Year 2 Outcome:** When completing the LCAP for 2023–24, enter the most recent data available. Indicate the school year to which the data applies, consistent with the instructions above.
- **Year 3 Outcome:** When completing the LCAP for 2024–25, enter the most recent data available. Indicate the school year to which the data applies, consistent with the instructions above. The 2024–25 LCAP will be the first year in the next three-year cycle. Completing this column will be part of the Annual Update for that year.
- **Desired Outcome for 2023–24:** When completing the first year of the LCAP, enter the desired outcome for the relevant metric the LEA expects to achieve by the end of the 2023–24 LCAP year.

Timeline for completing the “**Measuring and Reporting Results**” part of the Goal.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for Year 3 (2023–24)
Enter information in this box when completing the LCAP for <b>2021–22</b> .	Enter information in this box when completing the LCAP for <b>2021–22</b> .	Enter information in this box when completing the LCAP for <b>2022–23</b> . Leave blank until then.	Enter information in this box when completing the LCAP for <b>2023–24</b> . Leave blank until then.	Enter information in this box when completing the LCAP for <b>2024–25</b> . Leave blank until then.	Enter information in this box when completing the LCAP for <b>2021–22</b> or when adding a new metric.

The metrics may be quantitative or qualitative; but at minimum, an LEA’s LCAP must include goals that are measured using all of the applicable metrics for the related state priorities, in each LCAP year as applicable to the type of LEA. To the extent a state priority does not specify one or more metrics (e.g., implementation of state academic content and performance standards), the LEA must identify a metric to use within the LCAP. For these state priorities, LEAs are encouraged to use metrics based on or reported through the relevant self-reflection tool for local indicators within the Dashboard.

**Actions:** Enter the action number. Provide a short title for the action. This title will also appear in the action tables. Provide a description of the action. Enter the total amount of expenditures associated with this action. Budgeted expenditures from specific fund sources will be provided in the summary tables. Indicate whether the action contributes to meeting the increase or improved services requirement as described in the Increased or Improved Services section using a “Y” for Yes or an “N” for No. (**Note:** for each such action offered on an LEA-wide or schoolwide basis, the LEA will need to provide additional information in the Increased or Improved Summary Section to address the requirements in *California Code of Regulations*, Title 5 [5 CCR] Section 15496(b) in the Increased or Improved Services Section of the LCAP).

**Actions for English Learners:** School districts, COEs, and charter schools that have a numerically significant English learner student subgroup must include specific actions in the LCAP related to, at a minimum, the language acquisition programs, as defined in *EC* Section 306, provided to students and professional development activities specific to English learners.

**Actions for Foster Youth:** School districts, COEs, and charter schools that have a numerically significant Foster Youth student subgroup are encouraged to include specific actions in the LCAP designed to meet needs specific to Foster Youth students.

**Goal Analysis:**

Enter the LCAP Year.

Using actual annual measurable outcome data, including data from the Dashboard, analyze whether the planned actions were effective in achieving the goal. Respond to the prompts as instructed.

- Describe the overall implementation of the actions to achieve the articulated goal. Include a discussion of relevant challenges and successes experienced with the implementation process. This must include any instance where the LEA did not implement a planned action or implemented a planned action in a manner that differs substantively from how it was described in the adopted LCAP.
- Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures and between the Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services, as applicable. Minor variances in expenditures or percentages do not need to be addressed, and a dollar-for-dollar accounting is not required.
- Describe the effectiveness of the specific actions to achieve the articulated goal as measured by the LEA. In some cases, not all actions in a goal will be intended to improve performance on all of the metrics associated with the goal. When responding to this prompt, LEAs may assess the effectiveness of a single action or group of actions within the goal in the context of performance on a single metric or group of specific metrics within the goal that are applicable to the action(s). Grouping actions with metrics will allow for more robust analysis of whether the strategy the LEA is using to impact a specified set of metrics is working and increase transparency for educational partners. LEAs are encouraged to use such an approach when goals include multiple actions and metrics that are not closely associated.
- Describe any changes made to this goal, expected outcomes, metrics, or actions to achieve this goal as a result of this analysis and analysis of the data provided in the Dashboard or other local data, as applicable.

## **Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students**

### **Purpose**

A well-written Increased or Improved Services section provides educational partners with a comprehensive description, within a single dedicated section, of how an LEA plans to increase or improve services for its unduplicated students in grades TK–12 as compared to all students in grades TK–12, as applicable, and how LEA-wide or schoolwide actions identified for this purpose meet regulatory requirements. Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of educational partners to facilitate their ability to provide input. An LEA’s description in this section must align with the actions included in the Goals and Actions section as contributing.

### **Requirements and Instructions**

**Projected LCFF Supplemental and/or Concentration Grants:** Specify the amount of LCFF supplemental and concentration grant funds the LEA estimates it will receive in the coming year based on the number and concentration of low income, foster youth, and English learner students.

**Projected Additional LCFF Concentration Grant (15 percent):** Specify the amount of additional LCFF concentration grant add-on funding, as described in EC Section 42238.02, that the LEA estimates it will receive in the coming year.

**Projected Percentage to Increase or Improve Services for the Coming School Year:** Specify the estimated percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the LCAP year as calculated pursuant to 5 CCR Section 15496(a)(7).

**LCFF Carryover — Percentage:** Specify the LCFF Carryover — Percentage identified in the LCFF Carryover Table. If a carryover percentage is not identified in the LCFF Carryover Table, specify a percentage of zero (0.00%).

**LCFF Carryover — Dollar:** Specify the LCFF Carryover — Dollar amount identified in the LCFF Carryover Table. If a carryover amount is not identified in the LCFF Carryover Table, specify an amount of zero (\$0).

**Total Percentage to Increase or Improve Services for the Coming School Year:** Add the Projected Percentage to Increase or Improve Services for the Coming School Year and the Proportional LCFF Required Carryover Percentage and specify the percentage. This is the LEAs percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the LCAP year, as calculated pursuant to 5 CCR Section 15496(a)(7).

### **Required Descriptions:**

**For each action being provided to an entire school, or across the entire school district or COE, an explanation of (1) how the needs of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the goals for these students.**

For each action included in the Goals and Actions section as contributing to the increased or improved services requirement for unduplicated pupils and provided on an LEA-wide or schoolwide basis, the LEA must include an explanation consistent with 5 CCR Section 15496(b). For any such actions continued into the 2021–24 LCAP from the 2017–2020 LCAP, the LEA must determine whether or not the action was effective as expected, and this determination must reflect evidence of outcome data or actual implementation to date.

**Principally Directed and Effective:** An LEA demonstrates how an action is principally directed towards and effective in meeting the LEA’s goals for unduplicated students when the LEA explains how:

- It considers the needs, conditions, or circumstances of its unduplicated pupils;

- The action, or aspect(s) of the action (including, for example, its design, content, methods, or location), is based on these considerations; and
- The action is intended to help achieve an expected measurable outcome of the associated goal.

As such, the response provided in this section may rely on a needs assessment of unduplicated students.

Conclusory statements that a service will help achieve an expected outcome for the goal, without an explicit connection or further explanation as to how, are not sufficient. Further, simply stating that an LEA has a high enrollment percentage of a specific student group or groups does not meet the increase or improve services standard because enrolling students is not the same as serving students.

For example, if an LEA determines that low-income students have a significantly lower attendance rate than the attendance rate for all students, it might justify LEA-wide or schoolwide actions to address this area of need in the following way:

After assessing the needs, conditions, and circumstances of our low-income students, we learned that the attendance rate of our low-income students is 7 percent lower than the attendance rate for all students. (Needs, Conditions, Circumstances [Principally Directed])

In order to address this condition of our low-income students, we will develop and implement a new attendance program that is designed to address some of the major causes of absenteeism, including lack of reliable transportation and food, as well as a school climate that does not emphasize the importance of attendance. Goal N, Actions X, Y, and Z provide additional transportation and nutritional resources as well as a districtwide educational campaign on the benefits of high attendance rates. (Contributing Action[s])

These actions are being provided on an LEA-wide basis and we expect/hope that all students with less than a 100 percent attendance rate will benefit. However, because of the significantly lower attendance rate of low-income students, and because the actions meet needs most associated with the chronic stresses and experiences of a socio-economically disadvantaged status, we expect that the attendance rate for our low-income students will increase significantly more than the average attendance rate of all other students. (Measurable Outcomes [Effective In])

**COEs and Charter Schools:** Describe how actions included as contributing to meeting the increased or improved services requirement on an LEA-wide basis are principally directed to and effective in meeting its goals for unduplicated pupils in the state and any local priorities as described above. In the case of COEs and charter schools, schoolwide and LEA-wide are considered to be synonymous.

### **For School Districts Only:**

#### **Actions Provided on an LEA-Wide Basis:**

**Unduplicated Percentage > 55 percent:** For school districts with an unduplicated pupil percentage of 55 percent or more, describe how these actions are principally directed to and effective in meeting its goals for unduplicated pupils in the state and any local priorities as described above.



**Unduplicated Percentage < 55 percent:** For school districts with an unduplicated pupil percentage of less than 55 percent, describe how these actions are principally directed to and effective in meeting its goals for unduplicated pupils in the state and any local priorities. Also describe how the actions **are the most effective use of the funds** to meet these goals for its unduplicated pupils. Provide the basis for this determination, including any alternatives considered, supporting research, experience, or educational theory.

**Actions Provided on a Schoolwide Basis:**

School Districts must identify in the description those actions being funded and provided on a schoolwide basis, and include the required description supporting the use of the funds on a schoolwide basis.

**For schools with 40 percent or more enrollment of unduplicated pupils:** Describe how these actions are principally directed to and effective in meeting its goals for its unduplicated pupils in the state and any local priorities.

**For school districts expending funds on a schoolwide basis at a school with less than 40 percent enrollment of unduplicated pupils:** Describe how these actions are principally directed to and how the actions are the most effective use of the funds to meet its goals for foster youth, English learners, and low-income students in the state and any local priorities.

**A description of how services for foster youth, English learners, and low-income students are being increased or improved by the percentage required.**

Consistent with the requirements of 5 CCR Section 15496, describe how services provided for unduplicated pupils are increased or improved by at least the percentage calculated as compared to the services provided for all students in the LCAP year. To improve services means to grow services in quality and to increase services means to grow services in quantity. Services are increased or improved by those actions in the LCAP that are included in the Goals and Actions section as contributing to the increased or improved services requirement, whether they are provided on an LEA-wide or schoolwide basis or provided on a limited basis to unduplicated students. A limited action is an action that only serves foster youth, English learners, and/or low-income students. This description must address how these action(s) are expected to result in the required proportional increase or improvement in services for unduplicated pupils as compared to the services the LEA provides to all students for the relevant LCAP year.

For any action contributing to meeting the increased or improved services requirement that is associated with a Planned Percentage of Improved Services in the Contributing Summary Table rather than an expenditure of LCFF funds, describe the methodology that was used to determine the contribution of the action towards the proportional percentage. See the instructions for determining the Planned Percentage of Improved Services for information on calculating the Percentage of Improved Services.

**A description of the plan for how the additional concentration grant add-on funding identified above will be used to increase the number of staff providing direct services to students at schools that have a high concentration (above 55 percent) of foster youth, English learners, and low-income students, as applicable.**

An LEA that receives the additional concentration grant add-on described in *EC* Section 42238.02 is required to demonstrate how it is using these funds to increase the number of staff who provide direct services to students at schools with an enrollment of unduplicated students that is greater than 55 percent as compared to the number of staff who provide direct services to students at schools with an enrollment of unduplicated students that is equal to or less than 55 percent. The staff who provide direct services to students must be certificated staff and/or classified staff employed by the LEA; classified staff includes custodial staff.

Provide the following descriptions, as applicable to the LEA:

An LEA that does not receive a concentration grant or the concentration grant add-on must indicate that a response to this prompt is not applicable.

Identify the goal and action numbers of the actions in the LCAP that the LEA is implementing to meet the requirement to increase the number of staff who provide direct services to students at schools with an enrollment of unduplicated students that is greater than 55 percent.

An LEA that does not have comparison schools from which to describe how it is using the concentration grant add-on funds, such as an LEA that only has schools with an enrollment of unduplicated students that is greater than 55 percent, must describe how it is using the funds to increase the number of credentialed staff, classified staff, or both, including custodial staff, who provide direct services to students at selected schools and the criteria used to determine which schools require additional staffing support.

In the event that an additional concentration grant add-on is not sufficient to increase staff providing direct services to students at a school with an enrollment of unduplicated students that is greater than 55 percent, the LEA must describe how it is using the funds to retain staff providing direct services to students at a school with an enrollment of unduplicated students that is greater than 55 percent.

Complete the table as follows:

- Provide the staff-to-student ratio of classified staff providing direct services to students with a concentration of unduplicated students that is 55 percent or less and the staff-to-student ratio of classified staff providing direct services to students at schools with a concentration of unduplicated students that is greater than 55 percent, as applicable to the LEA. The LEA may group its schools by grade span (Elementary, Middle/Junior High, and High Schools), as applicable to the LEA. The staff-to-student ratio must be based on the number of full time equivalent (FTE) staff and the number of enrolled students as counted on the first Wednesday in October of each year.
- Provide the staff-to-student ratio of certificated staff providing direct services to students at schools with a concentration of unduplicated students that is 55 percent or less and the staff-to-student ratio of certificated staff providing direct services to students at schools with a concentration of unduplicated students that is greater than 55 percent, as applicable to the LEA. The LEA may group its schools by grade span (Elementary, Middle/Junior High, and High Schools), as applicable to the LEA. The staff-to-student ratio must be based on the number of FTE staff and the number of enrolled students as counted on the first Wednesday in October of each year.

## Action Tables

Complete the Data Entry Table for each action in the LCAP. The information entered into this table will automatically populate the other Action Tables. Information is only entered into the Data Entry Table, the Annual Update Table, the Contributing Actions Annual Update Table, and the LCFF Carryover Table. With the exception of the Data Entry Table, the word “input” has been added to column headers to aid in identifying the column(s) where information will be entered. Information is not entered on the remaining Action tables.

The following tables are required to be included as part of the LCAP adopted by the local governing board or governing body:

- Table 1: Total Planned Expenditures Table (for the coming LCAP Year)
- Table 2: Contributing Actions Table (for the coming LCAP Year)
- Table 3: Annual Update Table (for the current LCAP Year)
- Table 4: Contributing Actions Annual Update Table (for the current LCAP Year)
- Table 5: LCFF Carryover Table (for the current LCAP Year)

Note: The coming LCAP Year is the year that is being planned for, while the current LCAP year is the current year of implementation. For example, when developing the 2022–23 LCAP, 2022–23 will be the coming LCAP Year and 2021–22 will be the current LCAP Year.

## Data Entry Table

The Data Entry Table may be included in the LCAP as adopted by the local governing board or governing body, but is not required to be included. In the Data Entry Table, input the following information for each action in the LCAP for that applicable LCAP year:

- **LCAP Year:** Identify the applicable LCAP Year.
- **1. Projected LCFF Base Grant:** Provide the total amount of LCFF funding the LEA estimates it will receive for the coming school year, excluding the supplemental and concentration grants and the add-ons for the Targeted Instructional Improvement Grant Program and the Home to School Transportation Program, pursuant to 5 CCR Section 15496(a)(8).

See *EC* sections 2574 (for COEs) and 42238.02 (for school districts and charter schools), as applicable, for LCFF apportionment calculations.

- **2. Projected LCFF Supplemental and/or Concentration Grants:** Provide the total amount of LCFF supplemental and concentration grants the LEA estimates it will receive on the basis of the number and concentration of unduplicated students for the coming school year.

- **3. Projected Percentage to Increase or Improve Services for the Coming School Year:** This percentage will not be entered; it is calculated based on the Projected LCFF Base Grant and the Projected LCFF Supplemental and/or Concentration Grants, pursuant to 5 CCR Section 15496(a)(8). This is the percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the coming LCAP year.
- **LCFF Carryover — Percentage:** Specify the LCFF Carryover — Percentage identified in the LCFF Carryover Table from the prior LCAP year. If a carryover percentage is not identified in the LCFF Carryover Table, specify a percentage of zero (0.00%).
- **Total Percentage to Increase or Improve Services for the Coming School Year:** This percentage will not be entered; it is calculated based on the Projected Percentage to Increase or Improve Services for the Coming School Year and the LCFF Carryover — Percentage. This is the percentage by which the LEA must increase or improve services for unduplicated pupils as compared to the services provided to all students in the coming LCAP year.
- **Goal #:** Enter the LCAP Goal number for the action.
- **Action #:** Enter the action’s number as indicated in the LCAP Goal.
- **Action Title:** Provide a title of the action.
- **Student Group(s):** Indicate the student group or groups who will be the primary beneficiary of the action by entering “All,” or by entering a specific student group or groups.
- **Contributing to Increased or Improved Services?:** Type “Yes” if the action is included as contributing to meeting the increased or improved services; OR, type “No” if the action is **not** included as contributing to meeting the increased or improved services.
- If “Yes” is entered into the Contributing column, then complete the following columns:
  - **Scope:** The scope of an action may be LEA-wide (i.e., districtwide, countywide, or charterwide), schoolwide, or limited. An action that is LEA-wide in scope upgrades the entire educational program of the LEA. An action that is schoolwide in scope upgrades the entire educational program of a single school. An action that is limited in its scope is an action that serves only one or more unduplicated student groups.
  - **Unduplicated Student Group(s):** Regardless of scope, contributing actions serve one or more unduplicated student groups. Indicate one or more unduplicated student groups for whom services are being increased or improved as compared to what all students receive.
  - **Location:** Identify the location where the action will be provided. If the action is provided to all schools within the LEA, the LEA must indicate “All Schools.” If the action is provided to specific schools within the LEA or specific grade spans only, the LEA must

enter “Specific Schools” or “Specific Grade Spans.” Identify the individual school or a subset of schools or grade spans (e.g., all high schools or grades transitional kindergarten through grade five), as appropriate.

- **Time Span:** Enter “ongoing” if the action will be implemented for an indeterminate period of time. Otherwise, indicate the span of time for which the action will be implemented. For example, an LEA might enter “1 Year,” or “2 Years,” or “6 Months.”
- **Total Personnel:** Enter the total amount of personnel expenditures utilized to implement this action.
- **Total Non-Personnel:** This amount will be automatically calculated based on information provided in the Total Personnel column and the Total Funds column.
- **LCFF Funds:** Enter the total amount of LCFF funds utilized to implement this action, if any. LCFF funds include all funds that make up an LEA’s total LCFF target (i.e., base grant, grade span adjustment, supplemental grant, concentration grant, Targeted Instructional Improvement Block Grant, and Home-To-School Transportation).
  - **Note:** For an action to contribute towards meeting the increased or improved services requirement it must include some measure of LCFF funding. The action may also include funding from other sources, however the extent to which an action contributes to meeting the increased or improved services requirement is based on the LCFF funding being used to implement the action.
- **Other State Funds:** Enter the total amount of Other State Funds utilized to implement this action, if any.
- **Local Funds:** Enter the total amount of Local Funds utilized to implement this action, if any.
- **Federal Funds:** Enter the total amount of Federal Funds utilized to implement this action, if any.
- **Total Funds:** This amount is automatically calculated based on amounts entered in the previous four columns.
- **Planned Percentage of Improved Services:** For any action identified as contributing, being provided on a Limited basis to unduplicated students, and that does not have funding associated with the action, enter the planned quality improvement anticipated for the action as a percentage rounded to the nearest hundredth (0.00%). A limited action is an action that only serves foster youth, English learners, and/or low-income students.
  - As noted in the instructions for the Increased or Improved Services section, when identifying a Planned Percentage of Improved Services, the LEA must describe the methodology that it used to determine the contribution of the action towards the proportional percentage. The percentage of improved services for an action corresponds to the amount of LCFF funding that the LEA estimates it would expend to implement the action if it were funded.

For example, an LEA determines that there is a need to analyze data to ensure that instructional aides and expanded learning providers know what targeted supports to provide to students who are foster youth. The LEA could implement this action by hiring additional staff to collect and analyze data and to coordinate supports for students, which the LEA estimates would cost \$165,000. Instead, the LEA chooses to utilize a portion of existing staff time to analyze data relating to students who are foster youth. This analysis will then be shared with site principals who will use the data to coordinate services provided by instructional assistants and expanded learning providers to target support to students. In this example, the LEA would divide the estimated cost of \$165,000 by the amount of LCFF Funding identified in the Data Entry Table and then convert the quotient to a percentage. This percentage is the Planned Percentage of Improved Service for the action.

## Contributing Actions Table

As noted above, information will not be entered in the Contributing Actions Table; however, the ‘Contributing to Increased or Improved Services?’ column will need to be checked to ensure that only actions with a “Yes” are displaying. If actions with a “No” are displayed or if actions that are contributing are not displaying in the column, use the drop-down menu in the column header to filter only the “Yes” responses.

## Annual Update Table

In the Annual Update Table, provide the following information for each action in the LCAP for the relevant LCAP year:

- **Estimated Actual Expenditures:** Enter the total estimated actual expenditures to implement this action, if any.

## Contributing Actions Annual Update Table

In the Contributing Actions Annual Update Table, check the ‘Contributing to Increased or Improved Services?’ column to ensure that only actions with a “Yes” are displaying. If actions with a “No” are displayed or if actions that are contributing are not displaying in the column, use the drop-down menu in the column header to filter only the “Yes” responses. Provide the following information for each contributing action in the LCAP for the relevant LCAP year:

- **6. Estimated Actual LCFF Supplemental and/or Concentration Grants:** Provide the total amount of LCFF supplemental and concentration grants the LEA estimates it will actually receive based on of the number and concentration of unduplicated students in the current school year.
- **Estimated Actual Expenditures for Contributing Actions:** Enter the total estimated actual expenditure of LCFF funds used to implement this action, if any.
- **Estimated Actual Percentage of Improved Services:** For any action identified as contributing, being provided on a Limited basis only to unduplicated students, and that does not have funding associated with the action, enter the total estimated actual quality improvement anticipated for the action as a percentage rounded to the nearest hundredth (0.00%).
  - Building on the example provided above for calculating the Planned Percentage of Improved Services, the LEA in the example implements the action. As part of the annual update process, the LEA reviews implementation and student outcome data and determines that the action

was implemented with fidelity and that outcomes for foster youth students improved. The LEA reviews the original estimated cost for the action and determines that had it hired additional staff to collect and analyze data and to coordinate supports for students that estimated actual cost would have been \$169,500 due to a cost of living adjustment. The LEA would divide the estimated actual cost of \$169,500 by the amount of LCFF Funding identified in the Data Entry Table and then convert the quotient to a percentage. This percentage is the Estimated Actual Percentage of Improved Services for the action.

## LCFF Carryover Table

- **9. Estimated Actual LCFF Base Grant:** Provide the total amount of LCFF funding the LEA estimates it will receive for the current school year, excluding the supplemental and concentration grants and the add-ons for the Targeted Instructional Improvement Grant Program and the Home to School Transportation Program, pursuant to 5 CCR Section 15496(a)(8).
- **10. Total Percentage to Increase or Improve Services for the Current School Year:** This percentage will not be entered. The percentage is calculated based on the amounts of the Estimated Actual LCFF Base Grant (9) and the Estimated Actual LCFF Supplemental and/or Concentration Grants (6), pursuant to 5 CCR Section 15496(a)(8), plus the LCFF Carryover – Percentage from the prior year. This is the percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the current LCAP year.

## Calculations in the Action Tables

To reduce the duplication of effort of LEAs, the Action Tables include functionality such as pre-population of fields and cells based on the information provided in the Data Entry Table, the Annual Update Summary Table, and the Contributing Actions Table. For transparency, the functionality and calculations used are provided below.

### Contributing Actions Table

- 4. Total Planned Contributing Expenditures (LCFF Funds)
  - This amount is the total of the Planned Expenditures for Contributing Actions (LCFF Funds) column
- 5. Total Planned Percentage of Improved Services
  - This percentage is the total of the Planned Percentage of Improved Services column
- Planned Percentage to Increase or Improve Services for the coming school year (4 divided by 1, plus 5)
  - This percentage is calculated by dividing the Total Planned Contributing Expenditures (4) by the Projected LCFF Base Grant (1), converting the quotient to a percentage, and adding it to the Total Planned Percentage of Improved Services (5).

### **Contributing Actions Annual Update Table**

Pursuant to *EC* Section 42238.07(c)(2), if the Total Planned Contributing Expenditures (4) is less than the Estimated Actual LCFF Supplemental and Concentration Grants (6), the LEA is required to calculate the difference between the Total Planned Percentage of Improved Services (5) and the Total Estimated Actual Percentage of Improved Services (7). If the Total Planned Contributing Expenditures (4) is equal to or greater than the Estimated Actual LCFF Supplemental and Concentration Grants (6), the Difference Between Planned and Estimated Actual Percentage of Improved Services will display “Not Required.”

- 6. Estimated Actual LCFF Supplemental and Concentration Grants
  - This is the total amount of LCFF supplemental and concentration grants the LEA estimates it will actually receive based on of the number and concentration of unduplicated students in the current school year.
  
- 4. Total Planned Contributing Expenditures (LCFF Funds)
  - This amount is the total of the Last Year's Planned Expenditures for Contributing Actions (LCFF Funds)
  
- 7. Total Estimated Actual Expenditures for Contributing Actions
  - This amount is the total of the Estimated Actual Expenditures for Contributing Actions (LCFF Funds)
  
- Difference Between Planned and Estimated Actual Expenditures for Contributing Actions (Subtract 7 from 4)
  - This amount is the Total Estimated Actual Expenditures for Contributing Actions (7) subtracted from the Total Planned Contributing Expenditures (4)
  
- 5. Total Planned Percentage of Improved Services (%)
  - This amount is the total of the Planned Percentage of Improved Services column
  
- 8. Total Estimated Actual Percentage of Improved Services (%)
  - This amount is the total of the Estimated Actual Percentage of Improved Services column
  
- Difference Between Planned and Estimated Actual Percentage of Improved Services (Subtract 5 from 8)
  - This amount is the Total Planned Percentage of Improved Services (5) subtracted from the Total Estimated Actual Percentage of Improved Services (8)

### **LCFF Carryover Table**

- 10. Total Percentage to Increase or Improve Services for the Current School Year (6 divided by 9 + Carryover %)



- This percentage is the Estimated Actual LCFF Supplemental and/or Concentration Grants (6) divided by the Estimated Actual LCFF Base Grant (9) plus the LCFF Carryover – Percentage from the prior year.
- 11. Estimated Actual Percentage of Increased or Improved Services (7 divided by 9, plus 8)
  - This percentage is the Total Estimated Actual Expenditures for Contributing Actions (7) divided by the LCFF Funding (9), then converting the quotient to a percentage and adding the Total Estimated Actual Percentage of Improved Services (8).
- 12. LCFF Carryover — Dollar Amount LCFF Carryover (Subtract 11 from 10 and multiply by 9)
  - If the Estimated Actual Percentage of Increased or Improved Services (11) is less than the Estimated Actual Percentage to Increase or Improve Services (10), the LEA is required to carry over LCFF funds.
 

The amount of LCFF funds is calculated by subtracting the Estimated Actual Percentage to Increase or Improve Services (11) from the Estimated Actual Percentage of Increased or Improved Services (10) and then multiplying by the Estimated Actual LCFF Base Grant (9). This amount is the amount of LCFF funds that is required to be carried over to the coming year.
- 13. LCFF Carryover — Percentage (12 divided by 9)
  - This percentage is the unmet portion of the Percentage to Increase or Improve Services that the LEA must carry over into the coming LCAP year. The percentage is calculated by dividing the LCFF Carryover (12) by the LCFF Funding (9).

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