

## LCFF Budget Overview for Parents Template

Local Educational Agency (LEA) Name: Stella Elementary Charter Academy

CDS Code: 19 64733 0137604

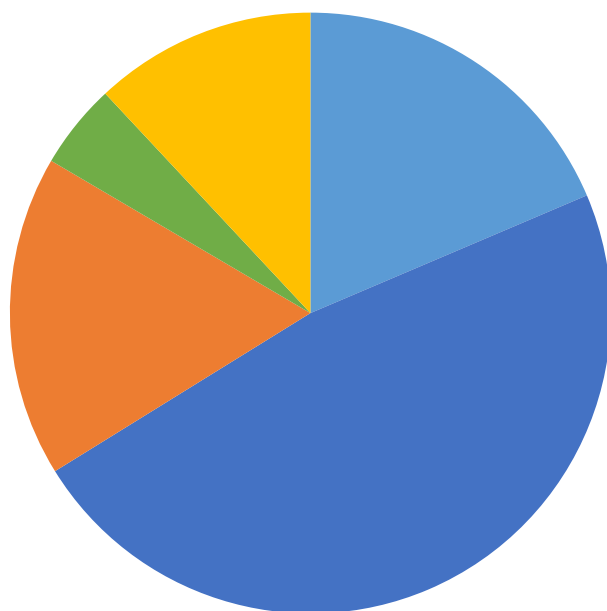
School Year: 2022 – 23

LEA contact information: Gene Castro (213) 340-6700 gcastro@brightstarschools.org

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 2022 – 23 School Year

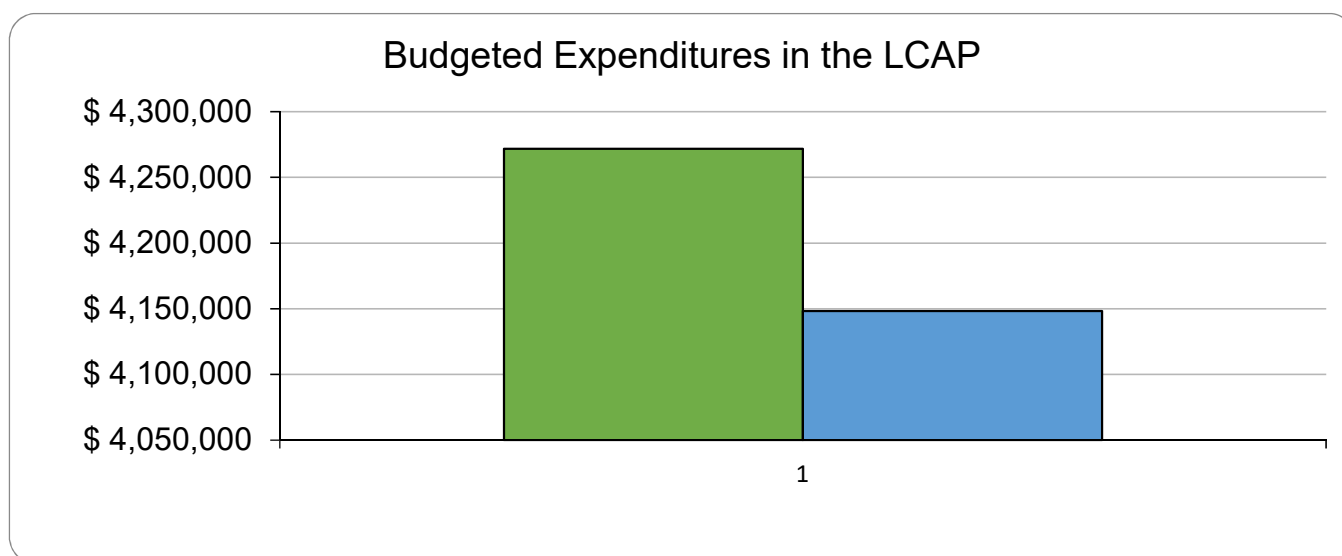
Projected Revenue by Fund Source



This chart shows the total general purpose revenue Stella Elementary Charter Academy 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 Stella Elementary Charter Academy is \$4,364,318.00, of which \$2,888,009.00 is Local Control Funding Formula (LCFF), \$754,430.00 is other state funds, \$200,000.00 is local funds, and \$521,879.00 is federal funds. Of the \$2,888,009.00 in LCFF Funds, \$811,395.00 is generated based on the enrollment of high needs students (foster youth, English learner, and low-income students).

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 Stella Elementary Charter Academy plans to spend for 2022 – 23. It shows how much of the total is tied to planned actions and services in the LCAP.

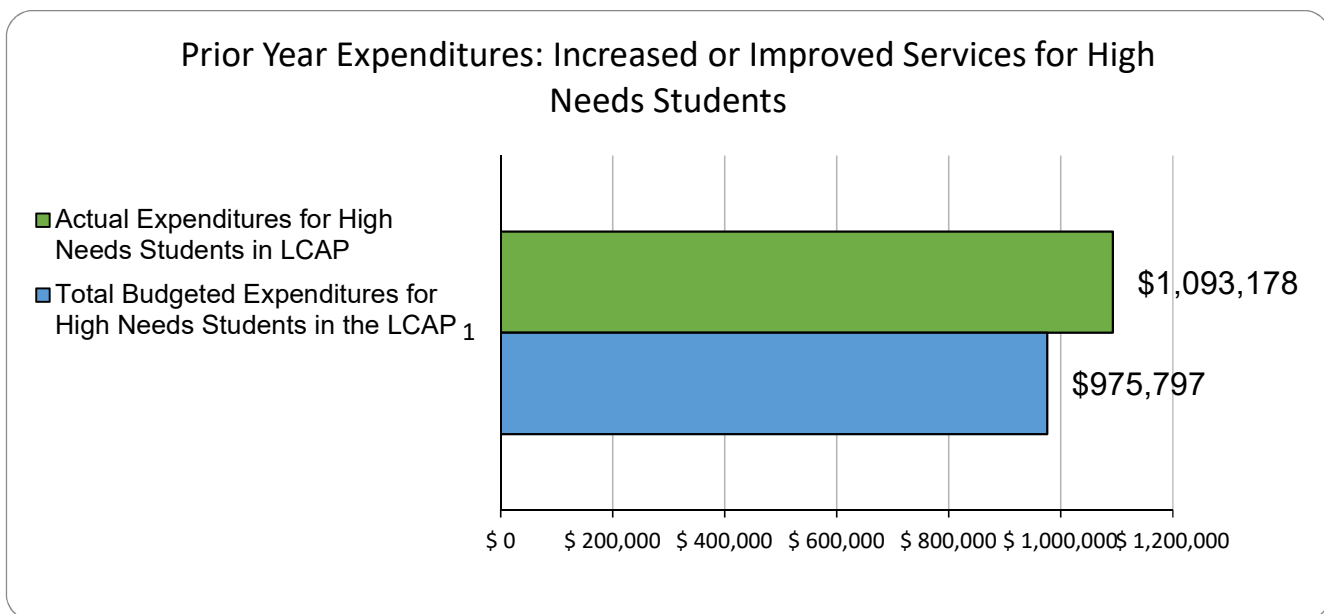
The text description of the above chart is as follows: Stella Elementary Charter Academy plans to spend \$4,271,643.00 for the 2022 – 23 school year. Of that amount, \$4,148,326.00 is tied to actions/services in the LCAP and \$123,317.00 is not included in the LCAP. The budgeted expenditures that are not included in the LCAP will be used for the following:

Expenses related to Workers Compensation insurance, employer contributions to 403(b) retirement accounts, depreciation of IT equipment, capital improvements, and deferred maintenance.

**Increased or Improved Services for High Needs Students in the LCAP for the 2022 – 23 School Year**

In 2022 – 23, Stella Elementary Charter Academy is projecting it will receive \$811,395.00 based on the enrollment of foster youth, English learner, and low-income students. Stella Elementary Charter Academy must describe how it intends to increase or improve services for high needs students in the LCAP. Stella Elementary Charter Academy plans to spend \$1,164,716.00 towards meeting this requirement, as described in the LCAP.

### Update on Increased or Improved Services for High Needs Students in 2021 – 22



This chart compares what Stella Elementary Charter Academy budgeted last year in the LCAP for actions and services that contribute to increasing or improving services for high needs students with what Stella Elementary Charter Academy 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 2021 – 22, Stella Elementary Charter Academy's LCAP budgeted \$975,797.00 for planned actions to increase or improve services for high needs students. Stella Elementary Charter Academy actually spent \$1,093,178.00 for actions to increase or improve services for high needs students in 2021 – 22.

# Supplement to the Annual Update to the 2021–22 Local Control and Accountability Plan

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Stella Elementary Charter Academy	Kaitlin Foe, Vice President of Strategy	kfoe@brightstarschools.org 530-908-7857

California’s 2021–22 Budget Act, the federal American Rescue Plan Act of 2021, and other state and federal relief acts have provided local educational agencies (LEAs) with a significant increase in funding to support students, teachers, staff, and their communities in recovering from the COVID-19 pandemic and to address the impacts of distance learning on students. The following is a one-time mid-year report to the local governing board or body and educational partners related to engagement on, and implementation of, these Acts.

A description of how and when the LEA engaged, or plans to engage, its educational partners on the use of funds provided through the Budget Act of 2021 that were not included in the 2021–22 Local Control and Accountability Plan (LCAP).

## **Educator Effectiveness Grant**

The LEA has applied for the Educator Effectiveness Grant. At a public meeting of the Bright Star Schools Board of Directors via teleconference, pursuant to notice duly given, on December 28th, 2021, Chief Business Officer, Saman Bravo-Karimi presented on the potential uses for Educator Effectiveness Grant funds, the years during which funds may be expended, and how funds are allocated. He also shared details on the required annual, and final, data and expenditure reports, the process and timeline by which unused funds are returned to the California Department of Education, and the grant amounts for each Bright Star School. The grant was reviewed, considered, and adopted on December 28th 2021, in two meetings, both open to all students, families, staff, and community members, as well as the general public.

## **Expanded Learning Opportunities Program**

On April 12th, 2021 and May 13th, 2021 at a public meeting of the Bright Star Schools Board of Directors via teleconference, pursuant to notice duly given, Bright Star Schools Chief Business Officer, Saman Bravo-Karimi presented a deep review of the Expanded Learning Opportunities Grant, its purposes, uses, and timelines. This meeting was open to all students, families, staff, and community members, as well as the general public.

On May 5, 2021, the school leadership presented to students, parents, teachers, and school staff members at its School Site Council (SSC) meeting on the Expanded Learning Opportunities Grant including the purposes of the funds, amounts received and timeline for use.

## **Universal Prekindergarten Planning and Implementation Grant**

The LEA will discuss consideration of the Transitional Kindergarten Expansion Plan at the April 11th, 2022 public meeting of the Bright Star Schools Board of Directors via teleconference, pursuant to notice duly given. The LEA will approve the Transitional Kindergarten Expansion Plan at the June 20th, 2022 public meeting of the Bright Star Schools Board of Directors via teleconference, pursuant to notice duly given. The grant will be discussed in these two meetings, open to all students, families, staff, and community members, as well as the general public.

A description of how the LEA used, or plans to use, the additional concentration grant add-on funding it received to increase the number of staff who provide direct services to students on school campuses with an enrollment of students who are low-income, English learners, and/or foster youth that is greater than 55 percent.

The LEA used the additional concentration grant add-on funding it received to re-allocate responsibilities and eliminate other duties amongst staff providing direct services to high-needs students, as well as retain staff providing direct services to high-needs students who are low-income, English learners, and/or foster youth .

A description of how and when the LEA engaged its educational partners on the use of one-time federal funds received that are intended to support recovery from the COVID-19 pandemic and the impacts of distance learning on pupils.

The school received ESSER III Funds and Learning Loss Mitigation Funds. These funds were included in the school's 2021-22 LCAPs and therefore educational partners were engaged in discussion of their use at the same times in which they were engaged regarding LCAPs (Spring 2021 School Site Council, ELAC, and Bright Star Schools Board Meetings). In addition, at a public meeting of the Bright Star Schools Board of Directors on 10/25/21 the ESSER III plans were presented on, discussed, and approved.

A description of how the LEA is implementing the federal American Rescue Plan Act and federal Elementary and Secondary School Emergency Relief expenditure plan, and the successes and challenges experienced during implementation.

The LEA is implementing the plans through the following actions:

**Reopening from Pandemic and coordination for safe and continuous learning** including upgrades to air filters and additional portable filters, facility improvements to increase usable outdoor space to reduce risk of transmission by proximity, COVID-19 testing, Labor and materials for continuous deep cleaning of facilities, and Personal Protective Equipment inventory. In order to operate safe schools for in person instruction the LEA has hired additional staff to support Cluster efforts for Health and Safety, and executed regular, weekly COVID-19 testing for all staff and students to closely monitor the seven day average daily testing positivity rate of cases as directed by the CDPH. The LEA has been able to successfully test all staff weekly, as well as the implementation of testing all students after winter break weekly, and has been able to track COVID-19 cases using a dashboard, shared weekly with staff and families. The LEA has successfully held COVID-19 vaccination clinics for staff, students, and community members. A challenge the LEA has faced has been staying up to date with the evolving nature of policies regarding COVID-19 and the evolution of the virus, including the omicron strain which led to a week of school closures in January, as well as staff shortages and staffing challenges.

**Providing Academic Interventions, Additional Instructional Time and Supports** including: adding Positions of Academic Supports to mitigate the effects of the learning gap increased during the pandemic, Adding Paraprofessionals to support the closing

of learning gaps through instructional support in the classroom, adding an Administrator focused on integrated student supports to address social-emotional barriers to learning, adding positions and/or outside providers to support additional social/emotional counseling, and adding additional operational roles to support the return from the pandemic and guarantee seamless operations with new procedures and protocols.

In order to close learning gaps through enhanced learning support the school has conducted iReady diagnostic assessments throughout the year. The first diagnostic was given in September to establish a baseline understanding of student skills in Math and Reading. Each diagnostic assessment provides an in-depth assessment of student growth, and proficiency on ELA and Math domains. Each student is provided with an individualized learning goal for Math and ELA. Additionally, the school has drafted a School Action Plan which articulates the actions the school will take to ensure student progress on all learning goals. School presents this plan to the Head of Schools, Deputy Superintendent of Instruction, and the network's Executive Director three times throughout the year. Network and School leadership also meet monthly to review the following measures regarding iReady ELA and Math progress: (1) % of students passing iReady lessons, (2) % of students spending 30-50 minutes weekly doing reading and math skills. Schools make adjustments to current practice based on feedback from network leadership during meetings. Additionally the school provided four weeks of summer school to support closing the learning gap for students in July 2021. Challenges with iReady include managing instructional schedules to integrate lessons, as well as impacts on the iReady testing windows due to student absences from quarantine rules and staff shortages. Despite challenges, we have been able to utilize iReady for instruction and testing, which is a success of the action.

**Non-Academic Student, Family, and Staff Supports** including: Adding positions to support Student and Family Services to support social-emotional barriers to learning, adding positions and/or outside providers to support additional social/emotional counseling, and adding additional operational roles to support the return from the pandemic and guarantee seamless operations with new procedures and protocols

In order to integrate supports to address other barriers to learning the school has administered it's first staff "Pulse Survey" and will administer the second one this school year. On this survey staff are asked questions such as, "do they have the materials and resources to do their jobs well" and "Does Bright Star Schools value diversity, anti-racism and inclusion". The network and school reviews results of the staff survey and makes adjustments to existing practices to address noted areas of concern. Thus working to address any staff related issues that could negatively impact staff members' ability to effectively facilitate a strong educational program. In addition, all students take a school climate survey twice a year, the first of which has been administered, that asks students to respond to questions related to student and teacher relationships, school safety and school culture. The network and school reviews responses to questions and makes adjustments to existing school processes and practices to improve school climate. All students take a social emotional learning survey twice a year, the first of which has been administered. This survey allows students to articulate their feelings about themselves, specifically how they feel they relate to others, manage their feelings, and believe in their ability to overcome obstacles. This data is reviewed by network and school leadership in order to adjust existing and/or add new programming. All families are asked to provide feedback regarding the educational program and the schools ability to meet the needs of their student on an annual survey. This survey is used as the basis for setting goals, determining family engagement priorities, and understanding any barriers parents see which are impacting their students ability to be successful in school. Three times throughout the year the network pulls data across a series of areas: Student Achievement, Whole Child

Development, Teacher and Counselor Learning and Growth and Organizational Sustainability. Network leadership and school leadership reviews all measures included in this dashboard which range from attendance, school financials, school climate, chronic absenteeism, English learner progress, iReady progress (amongst others). Schools and network leadership make adjustments to current practice in an effort to meet articulated goals. The first two data pulls have been completed.

A description of how the LEA is using its fiscal resources received for the 2021–22 school year in a manner that is consistent with the applicable plans and is aligned with the LEA’s 2021–22 LCAP and Annual Update.

The LEA is using its fiscal resources in the manner described above in relation to the ESSER III plan implementation including Reopening from Pandemic and coordination for safe and continuous learning, Providing Academic Interventions, Additional Instructional Time and supports, and Non-Academic Student, Family, and Staff Supports.

The LEA is addressing its 21-22 LCAP goals as follows:

**Goal #1 All students demonstrate increased academic growth as measured by state test scores and improved English proficiency.**

- Continued investment in curriculum and academic tools to support student growth in core subject area
- Employing instructional support staff whose responsibility includes but is not limited to data analysis, intervention, professional development, and English language learner development.
- Intervention and enrichment programs to support both student's acquisition of core content and topics of interest outside core curriculum.
- Investment in student technology to enhance and support a student's ability to master CA state standards

Examples of spending related to these actions include, but are not limited to: iReady Curriculum, Dean or Assistant Principal of Academic Support/Instruction, Instructional Aides, Substitute Services, ELD Specialist, BIs, Mentors, Lead Stipends, Wellness, Life Experience Lessons, Afterschool Programming, Hotspots, Chromebooks, Cameras

**Goal #2 School promotes a school culture which is positive, engaging, calm and supportive for both student social and emotional development.**

- School-wide programs and staff professional development to ensure ongoing positive school climate
- Creation of experiences in school which empower students and support their growth socially and emotionally.
- Providing students with opportunities to ensure they have access to experiences and resources they may not be able to afford outside of school

Examples of spending related to these actions include, but are not limited to: Wellness, Life Experience Lessons, Afterschool Programming, and Student Activities.



**Goal #3 School actively engages and involves families in their students' learning.**

- Investment in materials, tools, programs, and services ensuring accessible parent communication
- School events and programs purposefully created to introduce parents to school staff, the school's educational program, and encourage a parent's ability to advocate on behalf of their student.
- Staff members who play the role of liaison between school and family.

Examples of spending related to these actions include, but are not limited to: Parent Square, Parent Meetings, School level Outreach/Recruitment, Signage, Back to School Night, One Parent Education Seminar, Family Engagement Coordinator, Counselors, Deans/Assistant Principals

**Goal #4 School facilities are in good repair. Instructional staff is also properly credentialed and teaching standards aligned instructional material.**

- Investment in technology to ensure that teachers are properly credentialed
- Ongoing investment in technology, professional development opportunities, and instructional staff members to support teacher improvement.
- Staff members whose role is to ensure the school is a safe and clean environment for students.
- Investment in the improvement of the school facility and school safety

Examples of spending related to these actions include, but are not limited to: Microsoft Windows/Office, Software and Cloud Services (Program), Staff Fellowship and Appreciation, School Hiring Costs, TFA Hiring Expense, Payroll Processing, Maintenance/Custodial, Dean of Operations and/or Office Manager, Custodial Supplies, Emergency Supplies, Non Capitalized Furniture/Equipment, Equipment Rental and Storage

The LEA is addressing its annual update with the following actions:

**In-Person Instructional Offerings**

- Purchase of PPE equipment including: face masks, sanitizer and face shields
- Installation of Health and Safety equipment for the School Facility including: Air purifiers, HVAC filters, and Plexi-glass
- Purchase of additional custodial and emergency supplies
- The employment of operational personnel

**Pupil Learning Loss**

- The employment of Instructional Assistants. These individuals are paired with teachers to provide additional instructional support.
- Professional development for staff so that they can improve their instructional practices in these shifting educational models.

- The employment of home office instructional support staff to provide direct coaching and development both to school leadership and school based instructional staff.
- The provision of staff's mental and physical health (wellness) program
- The employment of English Learner Coordinators to collaborate with our teachers and provide support to English Learners.
- The employment of the school's instructional assistant principals and coaches
- Information Technology
- iReady assessments and curriculum
- Stipends for grade level leads, content leads and new teacher mentors

### **Additional Action Plans and Requirements**

- Employment of counselors
- The employment of home office staff who support school based staff in building school culture and family support services.
- Student and Family Surveys
- Employment of school leadership staff in charge of student culture
- Employment of additional front office staff members to support school operations and coordinate with families and community members.
- Absenteeism prevention

To facilitate the Safe Return to In-Person Instruction, the LEA has used funds to implement the following from its COVID-19 Prevention Program (CPP):

- Installing six feet distance markers in areas where people are likely to queue (i.e. restrooms, entrances, etc)
- Installing directional arrows indicating the flow of traffic.
- We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, outdoors, and where required by orders from the California Department of Public Health (CDPH) or local health department.
- All staff are provided with 2 reusable face coverings and a face shield if requested.
- If someone is not wearing a face covering or if the mask they are wearing becomes soiled, a face covering is provided.
- Plexiglass barriers have been installed in all of the main offices and also in individual offices that do not allow for six feet between individuals.
- Air Filters have been upgraded to MERV 13 or a UV Light has been installed on centralized units.

- Air Purifiers have been installed in all classroom and office spaces.
- Use EPA approved disinfectants for COVID-19
- Disinfectant wipes are available in each room
- Students are given individual materials.
- Have hand sanitizer available in all classrooms, entrances, reception areas, and other high traffic areas.
- Installed hand washing and sanitizing signage.
- Providing only ethyl alcohol based hand sanitizers on campus.
- Evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.
- Employees who had potential COVID-19 exposure in our workplace are offered COVID-19 testing at no cost during their working hours.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. Bright Star Schools provides employees with Covid-PSL hours offered through the Families First Coronavirus Response Act (FFCRA) eligible until March 31, 2021. Through Covid-PSL employees are eligible to take up to 80 hours of paid sick leave, if needed, for self or to care for a family member. In addition, the School maintains a Paid Time Off ("PTO") program, Sick/Vacation Days for instructional employees and Paid Sick Leave for seasonal and part time employees in accordance with the chart and terms outlined in the employee handbook.

Additional reopening protocols can be found on our website here: <https://brightstarschools.org/District/Department/9-Public-Documents-Information/1508-School-Emergency-Plans.html>

# Instructions for the Supplement to the Annual Update for the 2021–22 Local Control and Accountability Plan Year

*For additional questions or technical assistance related to the completion of the Supplement to the Annual Update to the 2021–22 Local Control and Accountability Plan (LCAP), 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

California’s 2021–22 Budget Act, the federal American Rescue Plan Act of 2021, and other state and federal relief acts have provided local educational agencies (LEAs) with a significant increase in funding to support students, teachers, staff, and their communities in recovering from the COVID-19 pandemic and to address the impacts of distance learning on students. Section 124(e) of Assembly Bill 130 requires LEAs to present an update on the Annual Update to the 2021–22 LCAP and Budget Overview for Parents on or before February 28, 2022, at a regularly scheduled meeting of the governing board or body of the LEA. At this meeting, the LEA must include all of the following:

- The Supplement to the Annual Update for the 2021–22 LCAP (2021–22 Supplement);
- All available mid-year outcome data related to metrics identified in the 2021–22 LCAP; and
- Mid-year expenditure and implementation data on all actions identified in the 2021–22 LCAP.

When reporting available mid-year outcome, expenditure, and implementation data, LEAs have flexibility to provide this information as best suits the local context, provided that it is succinct and contains a level of detail that is meaningful and accessible for the LEA’s educational partners.

The 2021–22 Supplement is considered part of the 2022–23 LCAP for the purposes of adoption, review, and approval, and must be included with the LCAP as follows:

- The 2022–23 Budget Overview for Parents
- The 2021–22 Supplement
- The 2022–23 LCAP
- The Action Tables for the 2022–23 LCAP
- The Instructions for the LCAP Template

As such, the 2021–22 Supplement will be submitted for review and approval as part of the LEA’s 2022–23 LCAP.

## Instructions

Respond to the following prompts, as required. In responding to these prompts, LEAs must, to the greatest extent practicable, provide succinct responses that contain a level of detail that will be meaningful and accessible for the LEA's educational partners and the broader public and must, to the greatest extent practicable, use language that is understandable and accessible to parents.

In responding to these prompts, the LEA has flexibility to reference information provided in other planning documents. An LEA that chooses to reference information provided in other planning documents must identify the plan(s) being referenced, where the plan(s) are located (such as a link to a web page), and where in the plan the information being referenced may be found.

**Prompt 1:** *“A description of how and when the LEA engaged, or plans to engage, its educational partners on the use of funds provided through the Budget Act of 2021 that were not included in the 2021–22 Local Control and Accountability Plan (LCAP).”*

In general, LEAs have flexibility in deciding what funds are included in the LCAP and to what extent those funds are included. If the LEA received funding through the Budget Act of 2021 that it would have typically included within its LCAP, identify the funds provided in the Budget Act of 2021 that were not included in the LCAP and provide a description of how the LEA has engaged its educational partners on the use of funds. If an LEA included the applicable funds in its adopted 2021–22 LCAP, provide this explanation.

**Prompt 2:** *“A description of how LEA used, or plans to use, the concentration grant add-on funding it received to increase the number of staff who provide direct services to students on school campuses with an enrollment of students who are low-income, English learners, and/or foster youth that is greater than 55 percent.”*

If LEA does not receive a concentration grant or the concentration grant add-on, provide this explanation.

Describe how the LEA is using, or plans to use, the concentration grant add-on funds received consistent with California *Education Code* Section 42238.02, as amended, to increase the number of certificated staff, classified staff, or both, including custodial staff, who provide direct services to students on school campuses with greater than 55 percent unduplicated pupil enrollment, as compared to schools with an enrollment of unduplicated students that is equal to or less than 55 percent.

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

**Prompt 3:** *“A description of how and when the LEA engaged its educational partners on the use of one-time federal funds received that are intended to support recovery from the COVID-19 pandemic and the impacts of distance learning on pupils.”*

If the LEA did not receive one-time federal funding to support recovery from the COVID-19 pandemic and the impacts of distance learning on students, provide this explanation.

Describe how and when the LEA engaged its educational partners on the use of one-time federal funds it received that are intended to support recovery from the COVID-19 pandemic and the impacts of distance learning on students. See the COVID-19 Relief Funding Summary Sheet web page (<https://www.cde.ca.gov/fq/cr/relieffunds.asp>) for a listing of COVID-19 relief funding and the Federal Stimulus Funding web page (<https://www.cde.ca.gov/fq/cr/>) for additional information on these funds. The LEA is not required to describe engagement that has taken place related to state funds.

**Prompt 4:** “A description of how the LEA is implementing the federal American Rescue Plan Act and federal Elementary and Secondary School Emergency Relief expenditure plan, and the successes and challenges experienced during implementation.”

If an LEA does not receive ESSER III funding, provide this explanation.

Describe the LEA’s implementation of its efforts to maintain the health and safety of students, educators, and other staff and ensure the continuity of services, as required by the federal American Rescue Plan Act of 2021, and its implementation of the federal Elementary and Secondary School Emergency Relief (ESSER) expenditure plan to date, including successes and challenges.

**Prompt 5:** “A description of how the LEA is using its fiscal resources received for the 2021–22 school year in a manner that is consistent with the applicable plans and is aligned with the LEA’s 2021–22 LCAP and Annual Update.”

Summarize how the LEA is using its fiscal resources received for the 2021–22 school year to implement the requirements of applicable plans in a manner that is aligned with the LEA’s 2021–22 LCAP. For purposes of responding to this prompt, “applicable plans” include the Safe Return to In-Person Instruction and Continuity of Services Plan and the ESSER III Expenditure Plan.

California Department of Education  
November 2021

# 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
Stella Elementary Charter Academy	Olivia Ray Compliance Coordinator	oray@brightstarschools.org 6503880096

## Plan Summary 2022-2023

### General Information

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

Since opening our first school in 2003, Bright Star has been building a high-quality transitional-kindergarten (TK) through 12th grade model for our families in each of our three communities. In nine, tuition-free public schools in three communities -- West Adams, Koreatown, and in the San Fernando Valley -- our 3,000+ students experience rigorous academics, inclusive education, social-emotional support, and rich life opportunities beyond the classroom.

Our students are predominantly from the West Adams/Baldwin Village community. While the community is culturally rich the neighborhood does not have access to the breadth of resources many more affluent communities do. Additionally, many of our school's families have recently come to the United States, and in many cases English is not the primary language spoken at home. 41.5% of our students are English learners, 93.1% of our students are socioeconomically disadvantaged, and 0.5% of our students are foster youth. These factors make the school's job of creating an educational program that is centered around the specific needs of the community and filled with experiences and rich educational programming built to ensure student success.

The following are the three priorities of all Bright Star Schools:

1. Whole Child Approach - To ensure our students find joy and fulfillment in higher education, career, and life, we provide rigorous academics and support students to reach our high expectations. We meet our students where they are; our program adapts to their needs and our wrap-around services include social-emotional support, low student-to-counselor ratios, and inclusive education. Through our hallmark Life Experience Lessons (LELs) students explore new places, colleges, activities, and more so that they see endless possibilities for their lives. After high school graduation, we give our alumni up to six years of individualized support so they succeed in and graduate from higher education.
2. Teacher Support - Strong teachers beget strong students. To support our teachers' growth and ensure they thrive professionally and personally, we provide robust professional development (260+ hours/year), teacher mentoring, national board certification scholarships, Spanish and Korean language development, on-campus fitness classes, healthy snacks, educator family support, and more.
3. Organizational Equity, Efficiency, and Sustainability - To build an equitable, efficient, and sustainable organization, we have strong racial/ethnic diversity at all levels of the Bright Star Schools organization. To ensure financial efficiency and sustainability, we prioritize strong fiscal management so that resources are used strategically to maximize student achievement. School administrators have substantial freedom to budget according to their goals and student needs, and as much as possible, we remove the burden of school operations so that our principals can focus on instruction.



## Reflections: Successes

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

CA Dashboard indicators were not released in time for the creation of the LCAP. The below reflects a review of other data sources. Since the 2021-22 LCAP reporting, the school has shown growth towards desired outcomes in the following areas: increase in Parent Rating from 94% to 98%, increased in the percent of families who return surveys from 70% to 91%, decrease in Suspension Rate from 1.5% to 0%, increase in EL Reclassification Rate from 0% to 12.7%, and a decrease in Chronic Absenteeism from 30.2% to 16.0%. The school also sees successes in the following areas: 0% Expulsion Rate, 100% of students have access to standards aligned materials at home and in school as appropriate for a given lesson and 100% of the school's instructional materials are aligned to state standards, 87.5% of the school's facility repair status were rated as good or excellent on the SARC, and students to have access to, and are enrolled in, a broad course of study including the programs and services developed and provided to unduplicated students and individuals with exceptional needs on the CA Dashboard.

## 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.

CA Dashboard indicators were not released in time for the creation of the LCAP. The below reflects a review of other data sources. The school sees an area for growth in CAASPP ELA and Math scores, with the Desired Outcome of 25% of students meeting or exceeding the standard, and most recently scores showing 13.78% students meeting or exceeding in ELA and 10.35% of students meeting or exceeding in Math. English Language Learners are identified with significant performance gaps in CAASPP ELA. Because of the small number of students currently old enough to test at the school, much subgroup data is suppressed by the state of California in order to protect student privacy.

The school works to improve outcomes related to academic achievement by providing academic interventions, additional instructional time and supports including: addition positions of academic Supports to mitigate the effects of the learning gap increased during the pandemic, adding positions to support Student and Family Services to support social-emotional barriers to learning, adding positions and/or outside providers to support additional social/emotional counseling, and additional operational roles to support the return from the pandemic and guarantee seamless operations with new procedures and protocols.

In order to close learning gaps through enhanced learning support the school has conducted iReady diagnostic assessments throughout the year. The first diagnostic was given in September to establish a baseline understanding of student skills in Math and Reading. Each diagnostic assessment provides an in-depth assessment of student growth, and proficiency on ELA and Math domains. Each student is provided with an individualized learning goal for Math and ELA. Network and School leadership meet monthly to review the following measures regarding iReady ELA and Math progress: (1) % of students passing iReady lessons, (2) % of students spending 30-50 minutes weekly doing reading and math skills. The school makes adjustments to current practice based on feedback from network leadership during meetings. Additionally the school provided four weeks of summer school to support closing the learning gap for students in July 2021.

The school works to improve outcomes related to school climate through non-academic student, family, and staff supports including: Adding positions to support Student and Family Services to support social-emotional barriers to learning, adding positions and/or outside providers to support additional social/emotional counseling, and adding additional operational roles to support the return from the pandemic and guarantee seamless operations with new procedures and protocols.

In order to integrate support to address other barriers to learning the school administers a twice annual staff "Pulse Survey." On this survey staff are asked questions such as, "do they have the materials and resources to do their jobs well" and "Does Bright Star Schools value diversity, anti-racism and inclusion". The network and school reviews results of the staff survey and makes adjustments to existing practices to address noted areas of concern. Thus working to address any staff related issues that could negatively impact staff members' ability to effectively facilitate a strong educational program.

All students take a school climate survey twice a year that asks students to respond to questions related to student and teacher relationships, school safety and school culture. The network and school reviews responses to questions and makes adjustments to existing school processes and practices to improve school climate. All students take a social emotional learning survey twice a year, the first of which has been administered. This survey allows students to articulate their feelings about



themselves, specifically how they feel they relate to others, manage their feelings, and believe in their ability to overcome obstacles. This data is reviewed by network and school leadership in order to adjust existing and/or add new programming.

All families are asked to provide feedback regarding the educational program and the school's ability to meet the needs of their student on an annual survey. This survey is used as the basis for setting goals, determining family engagement priorities, and understanding any barriers parents see which are impacting their students ability to be successful in school.

## LCAP Highlights

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

The LCAP is broken down into 3 goals: #1 Student Outcomes, #2 Engagement, and #3 Conditions for Learning. Goal #1, Student Outcomes, addressees State Priorities #8 Other Pupil Outcomes and #4 Student Achievement. Goal #2, Engagement, addresses State Priorities #6 School Climate, #5 Student Engagement, and #3 Parent & Family Engagement. Goal #3 Conditions for Learning addressees State Priorities #1 Basic, #2 Implementation of State Standards, and #7 Course Access.

The LCAP then articulates a series of measures which align to each goal and the actions or services the school is taking in order to achieve the targets set in each goal. The school has noted which action goes beyond a typical educational program and is contributing to the improved services provided for our low income, foster and English learners. Actions that go beyond a typical education program include: English Learner Curriculum and Personnel, Intervention for High Needs Students, Supplemental Instructional Support, Enrichment Programming, Student and Family Services Personnel, and Family Engagement Coordinator. The school has also attempted to tie each of these actions/services internally to one or two accounting object codes so the projected and reported (the following year) budgeted amounts are as accurate as possible.

# 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.

Not a CSI school

## *Support for Identified Schools*

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

Not a CSI school

## *Monitoring and Evaluating Effectiveness*

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

Not a CSI school

# Engaging Educational Partners

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

All stakeholders take part in the creation and progress monitoring of our LCAP. The administration team consults classified and certificated staff, parents, and students through Site Council Meetings and ELAC meetings. In addition to School Site Council feedback throughout the year, the school also considers feedback shared by parents in their annual survey, staff feedback shared in the Pulse Survey (given in fall and spring to all staff), and feedback ascertained during Coffee and Chats with Bright Star leadership. All points of feedback were considered when drafting the LCAP goals and actions.

The School Site Council advertised every meeting agenda and invited all parents through Parent Square. Throughout the year, the school provided updates to the School Site Council on the school's progress.

Proposed LCAP metrics and desired outcomes were presented, discussed, approved and feedback was elicited at school site meetings in April and May of 2022. Members were asked if any of the proposed measures should be adjusted given the schools performance. They are also asked if there are additional actions or services which the school should undertake in the upcoming year to meet the proposed goals.

Our SELPA is Los Angeles Unified School District. Our Inclusive Education (Special Education) team meets regularly with our assigned Charter Operated Program Specialist, who provides feedback on data, goals, attends Inclusive Education professional development sessions, and provides consultation on any issues that may arise.

The finalized LCAP is approved by the Bright Star Schools Board of Directors at the June 23rd, 2022 Board meeting. At the Bright Star Schools Board of Directors June meeting, Board members are presented with and review the updated LCAP goals and the progress towards those goals. Board meeting agendas, minutes and LCAPs can be found on our website at [www.brightstarschools.org](http://www.brightstarschools.org).

#### A summary of the feedback provided by specific educational partners.

Teachers have shared difficulties in meeting academic achievement goals due to learning loss from the pandemic, teacher absences due to COVID-19 operations and procedures, and unprecedented demands on teachers due to the pandemic. They have expressed difficulty in administering iReady assessments in a timely manner due to student and staff absences caused by COVID-19 operations and procedures. Additionally, school administrators have shared difficulties in meeting chronic absenteeism goals due to student absences due to COVID-19 operations and procedures. It has been reported that family engagement has been made more difficult as well because of the pandemic, families are less likely to engage in school events.

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

School staff have identified that aligning CAASPP with iReady will support increasing academic achievement amongst students, and therefore has influenced how we set CAASPP goals. In addition, as chronic absenteeism has been a struggle this year due to COVID-19, we have reduced our 2023-24 desired outcomes to be attainable to meet our schools where they are. We have added focus on supports to reduce chronic absenteeism in order to reduce our chronic absenteeism rates. The school will also continue to follow all health and safety guidelines and has purchased additional PPE and cleaning supplies to ensure that the campus is taking preventive measures to minimize risk and therefore absences caused by COVID-19, thereby reducing chronic absenteeism. Due to feedback from school staff, in order to improve teacher retention and increase the number of fully credentialed teachers, we have planned to increase our salary scale for general education teachers to support retention. Based on feedback from students and families, we will be increasing enrichment activities for students. In the upcoming year there will be additional learning opportunities for students, based on feedback from staff and parent preferences.

# Goals and Actions

## Goal

Goal #	Description
1	Student Outcomes - All students demonstrate increased academic growth as measured by state test scores, and improved English proficiency.

An explanation of why the LEA has developed this goal.

Increasing academic outcomes for our students will always be the core focus of the school. Therefore, establishing a goal measuring student's academic outcomes is critical.

## Measuring and Reporting Results

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023-2024
iReady Math % of students meeting annual typical growth on iReady Math diagnostic	Year: 2021-22 Source: iReady Diagnostic All Students: 64% Black/AA: 65% Hispanic/Latinx: 66% EL: 65% SWD: 61%	2021-22 was the first year iReady assessments were administered, therefore, baseline is the only data currently available			69% school wide and for all numerically significant student groups
iReady Reading % of students meeting annual typical growth on iReady Reading diagnostic	Year: 2021-22 Source: iReady Diagnostic All Students: 59% Black/AA: 74% Hispanic/Latinx: 58% EL: 49% SWD: 48%	2021-22 was the first year iReady assessments were administered, therefore, baseline is the only data currently available			64% school wide and for all numerically significant student groups
ELA CAASPP % of students meeting or exceeding standard on CAASPP ELA	Year: 2020-21 Source: CAASPP Website All Students: 13.79% Black/AA: In order to protect student privacy, data is suppressed Hispanic/Latinx: 14.29%	Year: 2020-21 Source: CAASPP Website All Students: 13.79% Black/AA: In order to protect student privacy, data is suppressed Hispanic/Latinx: 14.29%			All Students: 25% Black/AA: 25% Hispanic/Latinx: 25% SWD: 18% SED: 25% EL: 10%

	<p>SWD: In order to protect student privacy, data is suppressed SED: 10.00% EL: 9.09%</p> <p>2020-21 is the first year in which the school had students in 3rd grade or older, and CAASPP testing was administered, as there are no CAASPP results for 2019-20 due to COVID-19.</p>	<p>SWD: In order to protect student privacy, data is suppressed SED: 10.00% EL: 9.09%</p>			
<p>Math CAASPP % of students meeting or exceeding standard on CAASPP Math</p>	<p>Year: 2020-21 Source: CAASPP Website All Students: 10.34% Black/AA: In order to protect student privacy, data is suppressed Hispanic/Latinx: 10.71% SWD: In order to protect student privacy, data is suppressed SED: 15.00% EL: 9.09%</p> <p>2020-21 is the first year in which the school had students in 3rd grade or older, and CAASPP testing was administered, as there are no CAASPP results for 2019-20 due to COVID-19.</p>	<p>Year: 2020-21 Source: CAASPP Website All Students: 10.34% Black/AA: In order to protect student privacy, data is suppressed Hispanic/Latinx: 10.71% SWD: In order to protect student privacy, data is suppressed SED: 15.00% EL: 9.09%</p>			<p>All Students: 25% Black/AA: 25% Hispanic/Latinx: 25% SWD: 18% SED: 25% EL: 10%</p>
<p>EL Progress % of English Learners who make progress towards English Language proficiency</p> <p>ELPI data is</p>	<p>Year: 2018-19 Source: CAASPP ELPAC Website 2018-19 was the school's first year of operation, therefore the school did not have an ELPI in 18-19. Due to changes</p>	<p>Year: 2020-21 Source: CAASPP ELPAC Website Level 1: 18.99% Level 2: 45.57% Level 3: 30.38% Level 4: 5.06%</p>			<p>48.3% of English Learners who make progress towards English Language proficiency</p> <p>15% of students will perform at level 4 on the Summative ELPAC</p>

unavailable from 2020-2023. In the interim we will use % of students performing at level 4 on the Summative ELPAC as a measure for EL Progress.	mandated by the state regarding ELPAC administration, (as a result of COVID-19), 2020-21 is the first year of data available for ELPI. Level 1: 12.50% Level 2: 25.00% Level 3: 56.25% Level 4: 6.25%				
EL Reclassification % of students redesignated from EL to FEP status	Year: 2019-20 Source: DataQuest 0%	Year: 2020-21 Source: DataQuest 12.7%			10%

## Actions

Action #	Title	Description	Total Funds	Contributing
1	General Education Teachers	Employment of general education teachers at the school	\$1,163,258.00	No
2	Special Education Services and Personnel	Services to support Inclusive Education students, including but not limited to the following: School Psychologists, Inclusive Education Teachers and direct special education services	\$463,605.00	No
3	Curriculum	Curriculum used to support academic achievement	\$6,000.00	No
4	English Learner Curriculum and Personnel	English Learner personnel and curriculum used to support English Learners	\$2,000.00	Yes
5	Instructional Materials	Instructional materials, including but not limited to the following: books, novels, math manipulatives, musical instruments, library supplies, and general student supplies	\$15,810.00	No
6	Intervention for High Needs Students	School administrator who coordinates all intervention programming, focusing specifically on Inclusive Education students and English Learners	\$10,455.00	Yes
7	Software - Academic Achievement	Software used to support academic achievement	\$11,647.00	No
8	Supplemental Instructional Support	Personnel and non personnel items, including but not limited to professional development, administrators, teaching assistants, and expenses associated with grade level chairs, content leads and mentors. These personnel and services support our teachers in providing targeted instruction for students with unique needs such as foster youth, low-income students, and English learners.	\$793,026.00	Yes

# Goal Analysis for 2021-2022

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.

The school has been able to employ additional staff which may include: Special Education Staff, Administrative Staff, English Language Development Staff, Instructional Assistants, Counselors, and Academic Remediation Staff. Through the addition of staff, the school has been able to better support students in Special Education, who are English Learners, and other high needs students with additional academic services. The school has been able to offer staff a number of mandatory and optional professional development opportunities which relate to the school's specific curriculum, special education services, academic achievement, iReady, and ELD strategies. The school has implemented the addition of iReady as a diagnostic and instructional tool, and modified their course schedule, providing students scheduled time blocks to work on iReady weekly in both reading and math. Students are offered incentives to complete their iReady support and support growth and progress. iReady has supported the school in identifying student learning gaps, providing personalized learning, and monitoring student progress. The school has implemented Mystery Science curriculum, to support students in learning in alignment with the NGSS. The school has also implemented a new ELD Curriculum, DataWorks, to support students who are English language learners.

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.

Previously titled Academic Achievement, this goal has been renamed Student Outcomes. Material differences are present for the following actions between last year's planned expenditures and estimated actual expenditures for: General Education Teachers due to the hiring of additional instructional staff to increase support. Special Education Services and Personnel due to increased costs in Psych and Counseling Services. Instructional Materials due to focused spending on additional staff supports for instruction.

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

Students are more behind academically due to learning loss caused by COVID-19 and distance learning. Challenges last year during virtual learning were immense and disproportionately impacted aspects of the academic program. Students and teachers continue to experience much difficulty due in part to impacts of COVID-19 including, but not limited to: learning loss, changes in structures and protocols, and absences of staff and students. Despite these challenges, students are invested in the new curriculum/software iReady and are completing the weekly goal of minutes expected of them. Preliminary data from the i-Ready benchmark assessments indicates that students have demonstrated growth in both Reading and Math. New additions to the team turned out to be an incredible asset; however, it presented an additional learning curve in the transition back to in-person instruction, and despite the addition of staff, filling some positions has been difficult.

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.

Due to COVID-19, CAASPP results were unavailable for the 2019-20 school year; this year the school has added CAASPP goals. The school also removed the metric "% of students in Tier 1 in Reading on iReady Diagnostic" as it felt "% of students meeting annual typical growth on iReady Math diagnostic" was representative of state priority 8.

Through reviewing data from the past few years, analyzing the rate of growth toward each desired outcome, the school has made adjustments to desired outcomes based on attainable, yet appropriately ambitious goals to all academic achievement metrics. Because ELPI data is unavailable from the state for 2020-2023, we modified the outcome to add ELPAC scores as a temporary measure of EL Progress. The school disaggregated data and desired outcomes by subgroup where possible and now pulls data from official source websites whenever possible, citing sources to ensure the most accurate data possible is reported.

**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.**





# Goal

Goal #	Description
2	Engagement - School promotes a school culture which is positive, engaging, calm and supportive for both student social and emotional development, and actively engages and involves families in their students' learning.

An explanation of why the LEA has developed this goal.

This goal was intended to capture the schools commitment to providing a nurturing, joyful, and safe learning environment for all students. Within this goal the school measures school climate, incidents of suspension and chronic absenteeism. We know that a student having fun, and feeling valued and safe will allow them to learn and excel. The school sees parents as partners and advocates for their students. As such this goal measures the degree to which the school is able to engage families in a variety of school related activities. The goal also assesses how families feel about the school their student attends.

## Measuring and Reporting Results

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023-2024
Expulsion rate	Year: 2019-20 Source: DataQuest 0% school wide and for all numerically significant student groups	Year: 2020-21 Source: DataQuest 0% school wide and for all numerically significant student groups			0% school wide and for all numerically significant student groups
Suspension rate	Year: 2019-20 Source: DataQuest All Students: 1.5% Black/AA: 0.0% Hispanic/Latinx: 1.0% EL: 2.6% SED: 2.5% SWD: 0.0%	Year: 2020-21 Source: DataQuest 0% school wide and for all numerically significant student groups			1% school wide and for all numerically significant student groups
Chronic absenteeism rate	Year: 2018-19 Source: DataQuest All Students: 30.2% Black/AA: In order to protect student privacy, data is suppressed Hispanic/Latinx: 27.3% EL: 25.0%	Year: 2020-21 Source: DataQuest All Students: 16.0% Black/AA: 12.5% Hispanic/Latinx: 14.4% EL: 11.6% SWD: 20.0% SED: 15.9%			7% school wide and for all numerically significant student groups

	SWD: In order to protect student privacy, data is suppressed SED: 32.4%				
Average daily attendance rate	Year: 2019-20 Source: Internal Data Tracking 93.20%	Year: 2020-21 Source: Internal Data Tracking 93.94%			95%
School Belonging % of students that respond favorably to the statement "my teachers care about me," on the Spring administration of the SELweb Climate Survey	Year: 2020-21 Source: xSEL Labs School Climate Report 80%	Year: 2021-22 Source: xSEL Labs School Climate Report 70%			75%
Parent Rating % of parents who rate the school positively	Year: 2020-21 Source: Internal Data Tracking 94%	Year: 2021-22 Source: Internal Data Tracking 98%			90%
Parent Survey % of parents who return surveys addressing family efficacy, school fit, school climate, and school safety	Year: 2020-21 Source: Internal Data Tracking 70%	Year: 2021-22 Source: Internal Data Tracking 91%			75%
Back to School Night % parent attendance at Back to School Night	Year: 2020-21 Source: Internal Data Tracking 93%	Year: 2021-22 Source: Internal Data Tracking 77%			50%
One Parent Education % parent attendance at One Parent Education Seminar	Year: 2020-21 Source: Internal Data Tracking 20%	Year: 2021-22 Source: Internal Data Tracking 17%			25%
Conferences % parent attendance at parent teacher	Year: 2020-21 Source: Internal Data Tracking	Year: 2021-22 Source: Internal Data Tracking			70%

conferences	97%	75%			
School Event Attendance % of parents who attend a school event	Year: 2020-21 Source: Internal Data Tracking 100%	Year: 2021-22 Source: Internal Data Tracking 83%			40%
Counselor Meeting % of families who have one yearly counselor meeting	Year: 2020-21 Source: Internal Data Tracking 53%	Year: 2021-22 Source: Internal Data Tracking 48%			55%

## Actions

Action #	Title	Description	Total Funds	Contributing
1	Enrichment Programming	Unique experiences the school provides to the school community, including but not limited to wellness classes for staff and families, Life Experience Lessons, (overnight field trips), and after school programming. This action contributes to increased and improved services by supplementing core educational program with additional, (life and cultural), experiences that some of our student may not otherwise be able to access.	\$187,169.00	Yes
2	Student and Family Services Personnel	Counseling program, restorative justice staff, office support staff and deans of student affairs. This action is predominantly concerned with ensuring that our students have access to adults who can help them navigate academic and social challenges. We have indicated that this action contributes to increased and improved services as our foster youth, low income students and English learners can at times need additional support structures and help navigating a school environment to ensure that they have the resources necessary to excel.	\$208,359.00	Yes
3	Software - School Culture	Software related to school climate, attendance, student behavior, and social emotional learning including but not limited to survey tools	\$159.00	No
4	Student Activities	Student activity expenses, including but not limited to celebrations, events, and school programs.	\$11,730.00	No
5	Family Engagement Coordinator	Family Engagement Coordinator to support with all parent communication, events and advocacy. A key function of this role is to provide translation services for families whose primary language is not English, and help families become more familiar with key issues related to education so that they are able to advocate on behalf of their children.	\$15,062.00	Yes
6	Software - Family Engagement	Software related to family engagement and communication, including but not limited ParentSquare	\$1,061.00	No
7	Supplies and Materials - Family Engagement	Supplies and materials associated with increasing family engagement, and producing family engagement events	\$7,400.00	No

# Goal Analysis for 2021-2022

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.

The school was not able to offer Life Experience Lessons through April of this year, due to the impacts of COVID-19. As guidance from health officials evolves, the school continues to explore options for Field Trips. Despite this challenge, the school has provided students a number of opportunities to participate in student activities through school wide and individual classroom celebrations, such as assemblies, physically active events, and culture/school spirit days. The school has been able to utilize parent engagement software such as ParentSquare. The school has been able to offer family engagement events, whether in-person or virtual, due to COVID-19, throughout the year which may include: family engagement sessions, family night, parent teacher conferences, back to school night, coffee with the principal, and family interviews. The school has been able to utilize survey software to track school climate and culture data. These assessments administered for climate data are monitored and analyzed by school staff to assist in planning and goal setting. The school has been able to employ additional staff to support culture and climate, by supporting students directly, and providing guidance and professional development to other staff. The school employs a Family Engagement Coordinator who works to foster stronger school and family relationships, as well as supporting translation services. The school has utilized student and family services personnel to implement additional practices to increase attendance which may include: phone calls, SARC meetings, home visits, SSPT plans, and attendance monitoring. The school employs a variety of staff to support student culture, including Dean/Assistant Principal of Culture, Restorative Practices, etc., as well staff employed in the counseling program, among others.

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.

Previously two separate goals, School Culture and Parent Engagement, Goals #2 and #3 from last year have now been combined into Goal #2 Engagement. Material differences are present for: Student and Family Services Personnel due to additional supports for student and family needs such as counseling, restorative justice, and social emotional needs. Supplies and Materials - Family Engagement due to focused spending on additional staff support for instruction.

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

Chronic absenteeism is high due to the impacts of COVID-19, not only physical illness, but also the socio-emotional impacts on students have caused absences. Strengthening the counseling program has been a success, and has supported low expulsion and suspension rates with alternate means of correction. COVID has impacted student's social emotional wellbeing, mental health, behavior, and academics, leading to high needs among students. COVID restrictions have made it hard for school culture (sitting in the same seat, mask mandates impact student self esteem and self consciousness, adults having to monitor mask mandate adherence, limited celebrations, postponement of field trips, and in-person family events and conferences have been impacted). We have been able to engage families through a variety of methods (conferences, seminars, school events, surveys, etc.). Coming back to school from virtual learning has also been challenging in building a sense of belonging for students on campus who have not had in person learning in almost two years.

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 school combined what was previously two goals #2 School Climate and #3 Family Engagement to address climate and engagement together, as they are connected, and to synthesize the LCAP for easier interpretation by stakeholders. Through an analysis of nationwide data relating to school belonging, and an analysis of school data, the school has modified its desired outcome for school belonging. In addition, the language for the School Belonging metric was made more specific to reference the exact question asked on the SELWeb survey that is utilized to measure school belonging. In order to streamline and simplify the LCAP, the school has removed the metric "% students who are at or above average in emotional recognition(K-3) or understanding of others(4) on the XSEL Web student survey." As the school feels there are other metrics that better represent the state priorities.

Desired outcomes for the following were reviewed, and some modified, based on baseline and year 1 data to set meaningful and attainable goals: percent of families who have one yearly counselor meeting, percent of parents who attend a school event, percent of student who rate the school positively, percent of parents who return surveys, percent of parent attendance at Back to School Night, percent of parent attendance at One Parent Education Seminar, and percent of parent attendance at parent teacher conferences. Due to COVID-19 some desired outcomes were increased with the expectation that parents will have a stronger ability to be involved in school events. On the other hand, based on an analysis of baseline and year 1 data, some desired outcomes were reduced in order to maintain achievable outcomes.

The school disaggregated data and desired outcomes by subgroup where possible and now pulls data from official source websites whenever possible, citing sources to ensure the most accurate data possible is reported.

Due to increases in chronic absenteeism, specifically due to the effects of COVID-19, the school has modified its desired outcome from Chronic Absenteeism from <5% to <7% to have a more attainable and realistic goal.

**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.**

# Goal

Goal #	Description
3	Conditions for Learning - School facilities are in good repair, instructional staff is properly credentialed, students are provided a broad course of study, and instruction is aligned to standards based instructional material.

An explanation of why the LEA has developed this goal.

We know that in order to have an effective school we must operationally meet specific standards. Our teachers must be credentialed, our school facilities up to date and safe, and all instructional materials aligned to common core standards. If we are not able to meet these basic operational expectations, we will not be able to operate an effective educational program.

## Measuring and Reporting Results

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023-2024
Standard Aligned Materials % of students who have access to standards aligned materials at home and in school as appropriate for a given lesson	Year: 2020-21 Source: Internal Data Tracking 100%	Year: 2021-22 Source: Internal Data Tracking 100%			100%
State Standard Alignment % of school's instructional materials that are aligned to state standards	Year: 2020-21 Source: Internal Data Tracking 100%	Year: 2021-22 Source: Internal Data Tracking 100%			100%
Teacher Credentialing % of teachers who are fully credentialed or enrolled in an intern credential program	Year: 2020-21 Source: California Commission on Teacher Credentialing 100%	Year: 2021-22 Source: California Commission on Teacher Credentialing 86.67%			100%

EL Authorization % of teachers who have English language authorization or an emergency EL authorization as required by CA	Year: 2020-21 Source: California Commission on Teacher Credentialing 100%	Year: 2021-22 Source: California Commission on Teacher Credentialing 86.67%			100%
SARC Rating % school facility good repair status rated as good or excellent on the SARC	Year: 2019-20 Source: SARC 87.5%	Year: 2020-21 Source: SARC 87.5%			80%
Operations Walkthrough Average score on the operations walkthrough	Year: 2020-21 Source: Internal Data Tracking 3.2	Year: 2021-22 Source: Internal Data Tracking 3.2			3
Broad Course of Study Standard met/not met for students to have access to, and are enrolled in, a broad course of study including the programs and services developed and provided to unduplicated students and individuals with exceptional needs on the CA Dashboard.	Year: 2018-19 Source: CA Dashboard Standard Met	Year: 2020-21 Source: Internal Data Tracking Standard Met			Standard Met

## Actions

Action #	Title	Description	Total Funds	Contributing
1	Operational Materials	Operational materials including, but not limited to office supplies, custodial supplies,	\$101,467.00	No

		mileage reimbursements, school hiring costs, non-IT contract labor, legal and audit expenses, and postage		
2	Operations Personnel and Services	Personnel and professional services to ensure that the school facilities remains a safe and effective learning environment	\$663,229.00	No
3	Software - Operations	Software to ensure basic operational functionality including but not limited to Microsoft Office and cloud services	\$1,486.00	No
4	Operational Services	Operational services including, but not limited to contract labor, general liability insurance, facilities consulting, legal and audit fees, payroll processing, district oversight fees and management fees	\$526,631.00	No

## Goal Analysis for 2021-2022

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.

The school employs a Dean of Operations, and other office staff to support with the operations of the school, and perform operations walkthroughs to ensure the school is in compliance with operations requirements. The school has worked to improve facilities through beautification projects, which may include new furniture, painting, or landscaping. The school employs a COVID Operations Assistant to support in maintaining safety protocols, tracking COVID related data, and generally supporting operations. The school utilizes standard software and technology needed to run an office, such as Microsoft Office, etc. The school employs custodial staff to ensure a safe, clean environment for students and to identify areas of improvement, services needed and supplies that need replenishing. The School Support Talent Team supports recruitment of properly credentialed teachers and works with teachers to become properly credentialed.

### 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.

Previously Goal #4, (Facilities and Operations), this goal is now Goal #3 Conditions for Learning. Material differences are present for: Operational Materials, Operational Services, and Operations Personnel and Services due to additional supports for student and staff safety giving consideration to COVID-19 protocols.

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

The school has been able to prevent mass infection and widespread of COVID through its operational COVID protocols. Having a common standards-based curriculum and coming together to engage in collaboration, professional development and reflection has been critical in ensuring instruction is aligned to standards-based instructional material in every classroom. Employing a Dean of Operations dedicated to ensuring the school facilities are in good repair has allowed us to quickly identify physical damage to the building and for repairs to take place in a timely manner, creating as little disruption to the school's daily operations.

### 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 school changed the goal name from "Facilities and Operations" to "Conditions for Learning," which felt like a more accurate representation of the goal. The school removed the metric "number of vacant teaching positions in Jan - May of the school year" as the school did not feel that was a strong representative of any state priority. In addition, the school added the metric "% of students who have access and are enrolled in a broad course of study" to address state priority #7 Course Access. The school now pulls data from official source websites whenever possible, citing sources to ensure the most accurate data possible is reported.



**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 for 2022-2023

Projected LCFF Supplemental and/or Concentration Grants	Projected Additional LCFF Concentration Grant (15 percent)
\$811,395.00	\$53,909.87

## 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
39.07%	0.00%	\$0.00	39.07%

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.

Contributing services are principally directed to meeting our LCAP goals for unduplicated students.

After assessing the needs of our English learners, low-income students and foster youth we have learned that there is a significant difference in the achievement of our English Learners and that of our general student population. Therefore, we have invested in curriculum and personnel which provide specific support to English learners. We also know from research that families who are recent immigrants to the US are less familiar with our educational system. Due to a language barrier these families are also less likely to engage in the school community. Therefore, the school has invested significant efforts in personnel who support school-level parent engagement efforts. These individuals are bilingual and provide translation services for documents, and meetings. They also work collaboratively with school leadership to craft a yearly parent engagement plan -- specifically planning and executing school activities which meet the unique needs of our families. These plans include workshops on literacy, charter schools, immigration services, and community resources. The school also invests in a communication platform that sends messages in families' preferred languages and in multiple mediums (text, email, and robo-call) to ensure that the school is eliminating barriers for parents to interact and stay informed.

In looking at our school climate survey and student attendance data we know that our English learners are less likely to say that they feel like they belong within the school community. They also attend school at lower rates than their peers. In order to continue to assess school culture throughout the year, the school has invested in a survey platform which can be used to quickly assess various student group's (including those who are English Learners, low income and foster youth) feelings on school culture, socio-emotional learning, safety and belonging. Armed with this information the school is able to target interventions with student and family services personnel to address areas impacting our school culture and attendance.

We know that the vast majority of our student population qualifies for free and reduced price lunch. As a result, of lowered income levels our students have less access to enrichment activities and extracurricular programming than their peers in more affluent schools. In order to combat this disadvantage, the school provides robust enrichment programming in the form of clubs, after-school programming, guest speakers, field trips and school events. By making the school environment filled with experiences that engage students (the majority of whom come from low income households) we believe we will increase school culture and lower chronic absenteeism. Additionally, by giving our students access to additional experiences they will be able to make more real world connections to curriculum and therefore, increase academic scores.

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

We have increased and improved services for English learners through the acquisition of an English learner curriculum, intervention software platform, and personnel providing targeted support for English learners. We have also invested in Family Engagement Coordinators who act as liaisons and advocates for families within the school community. We are increasing and improving services for our students whose families qualify as low income by providing robust enrichment programming, and intervention personnel. In order to support both English learners and students whose families qualify as low income, we have invested in a communication platform that sends messages to families in their preferred language and multiple mediums. Thus minimizing barriers for families without emails, or whose primary language is not English. Lastly, we have increased services by investing in a counseling program which connects our low income, foster youth and English learners with the resources and support to be successful in our school environment.

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.

The LEA used the additional concentration grant add-on funding it received to re-allocate responsibilities and eliminate other duties amongst staff providing direct services to high-needs students, as well as retain staff providing direct services to high-needs students who are low-income, English learners, and/or foster youth.

Staff-to-student ratios by type of school and concentration of unduplicated students	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	0.06
Staff-to-student ratio of certificated staff providing direct services to students	N/A	0.08

# Action Tables

## 2022-2023 Total Planned Expenditures Table

Totals:	LCFF Funds	Other State Funds	Local Funds	Federal Funds	Total Funds	Total Personnel	Total Non-personnel
Totals	\$2,855,059.00	\$757,214.00	\$0.00	\$577,281.00	\$4,189,554.00	\$2,708,983.00	\$1,480,571.00

Goal #	Action #	Action Title	Student Group(s)	LCFF Funds	Other State Funds	Local Funds	Federal Funds	Total Funds
1	1	General Education Teachers	All	\$1,163,258.00	\$0.00	\$0.00	\$0.00	\$1,163,258.00
1	2	Special Education Services and Personnel	Student with Disabilities (SWD)	\$143,189.00	\$183,383.00	\$0.00	\$137,033.00	\$463,605.00
1	3	Curriculum	All	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00
1	4	English Learner Curriculum and Personnel	English learner (EL)	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00
1	5	Instructional Materials	All	\$9,690.00	\$0.00	\$0.00	\$6,120.00	\$15,810.00
1	6	Intervention for High Needs Students	English learner (EL)	\$6,083.00	\$0.00	\$0.00	\$4,372.00	\$10,455.00
1	7	Software - Academic Achievement	All	\$4,418.00	\$0.00	\$0.00	\$7,229.00	\$11,647.00
1	8	Supplemental Instructional Support	Foster Youth, English learner (EL), Low Income	\$579,361.00	\$41,390.00	\$0.00	\$172,275.00	\$793,026.00
2	1	Enrichment Programming	Low Income	\$54,000.00	\$133,169.00	\$0.00	\$0.00	\$187,169.00
2	2	Student and Family Services Personnel	Low Income, Foster Youth, English learner (EL)	\$129,129.00	\$0.00	\$0.00	\$79,230.00	\$208,359.00
2	3	Software - School Culture		\$159.00	\$0.00	\$0.00	\$0.00	\$159.00
2	4	Student Activities	All	\$11,730.00	\$0.00	\$0.00	\$0.00	\$11,730.00
2	5	Family Engagement Coordinator	English learner (EL)	\$15,062.00				\$15,062.00
2	6	Software - Family Engagement	All	\$1,061.00				\$1,061.00
2	7	Supplies and Materials - Family Engagement	All	\$7,400.00				\$7,400.00
3	1	Operational Materials	All	\$97,967.00	\$0.00	\$0.00	\$3,500.00	\$101,467.00
3	2	Operations Personnel and Services	All	\$139,665.00	\$397,272.00	\$0.00	\$126,292.00	\$663,229.00
3	3	Software - Operations	All	\$1,486.00	\$0.00	\$0.00	\$0.00	\$1,486.00
3	4	Operational Services	All	\$485,401.00	\$0.00	\$0.00	\$41,230.00	\$526,631.00

## 2022-2023 Contributing Actions Table

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
\$2,076,614.00	\$811,395.00	39.07%	0.00% - No Carryover	39.07%	\$783,635.00	0.00%	37.74%	<b>Total:</b>	\$783,635.00
								<b>LEA-wide Total:</b>	\$783,635.00
								<b>Limited Total:</b>	
								<b>Schoolwide Total:</b>	

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	4	English Learner Curriculum and Personnel	Yes	LEA-wide	English learner (EL)	All Schools	\$0.00	0.00%
1	6	Intervention for High Needs Students	Yes	LEA-wide	English learner (EL)	All Schools	\$6,083.00	0.00%
1	8	Supplemental Instructional Support	Yes	LEA-wide	Foster Youth, English learner (EL), Low Income	All Schools	\$579,361.00	0.00%
2	1	Enrichment Programming	Yes	LEA-wide	Low Income	All Schools	\$54,000.00	0.00%
2	2	Student and Family Services Personnel	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	All Schools	\$129,129.00	0.00%
2	5	Family Engagement Coordinator	Yes	LEA-wide	English learner (EL)	All Schools	\$15,062.00	

## 2021-2022 Annual Update Table

Totals:	Last Year's Total Planned Expenditures (Total Funds)	Total Estimated Actual Expenditures (Total Funds)
Totals:	\$3,617,061.00	\$4,202,128.00



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)
1	1	General Education Teachers	No	\$848,486.00	\$987,127.00
1	2	Special Education Services and Personnel	No	\$409,043.00	\$506,909.00
1	3	Curriculum	No	\$4,000.00	\$2,300.00
1	4	English Learner Curriculum and Personnel	Yes	\$3,000.00	\$2,000.00
1	5	Instructional Materials	No	\$24,300.00	\$16,000.00
1	6	Intervention for High Needs Students	Yes	\$5,234.00	\$10,115.00
1	7	Software	No	\$14,584.00	\$12,125.00
1	8	Supplemental Instructional Support	Yes	\$796,963.00	\$824,336.00
2	1	Enrichment Programming	Yes	\$163,169.00	\$169,169.00
2	2	Student and Family Services Personnel	Yes	\$84,153.00	\$105,829.00
2	3	Student Activities	No	\$15,500.00	\$11,500.00
2	4	Software	No	\$156.00	\$156.00
3	1	Family Engagement Coordinator	Yes	\$13,710.00	\$13,924.00
3	2	Software	No	\$1,040.00	\$1,040.00
3	3	Supplies and Materials	No	\$11,234.00	\$6,982.00
4	1	Operational Materials	No	\$98,915.00	\$162,643.00
4	2	Operational Services	No	\$494,437.00	\$620,938.00
4	3	Software	No	\$1,457.00	\$1,457.00
4	4	Operations Personnel and Services	No	\$627,680.00	\$747,578.00

## 2021-2022 Contributing Actions Annual Update Table

6.Estimated Actual LCFF Supplemental and/or Concentration Grants (Input Dollar Amount):	4.Total Planned Contributing Expenditures (LCFF Funds)	7.Total Estimated Actual Expenditures for Contributing Actions (LCFF Funds)	Difference Between Planned and Estimated Actual Expenditures for Contributing Actions (Subtract 7 from 4)	5.Total Planned Percentage of Improved Services (%)	8.Total Estimated Actual Percentage of Improved Services(%)	Difference Between Planned and Estimated Actual Percentage of Improved Services (Subtract 5 from 8)
\$698,457.17	\$498,383.00	\$1,125,373.00	(\$626,990.00)	0.00%	0.00%	0.00% - No Difference

Last Year's Goal#	Last Year's Action#	Prior Action/Service Title	Contributed 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	4	English Learner Curriculum and Personnel	Yes	\$0.00	\$2,000.00	0.00%	0.00%
1	6	Intervention for High Needs Students	Yes	\$0.00	\$10,115.00	0.00%	0.00%
1	8	Supplemental Instructional Support	Yes	\$335,214.00	\$824,336.00	0.00%	0.00%
2	1	Enrichment Programming	Yes	\$163,169.00	\$169,169.00	0.00%	0.00%
2	2	Student and Family Services Personnel	Yes	\$0.00	\$105,829.00	0.00%	0.00%
3	1	Family Engagement Coordinator	Yes	\$0.00	\$13,924.00	0.00%	0.00%

## 2021-2022 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)
\$1,824,647.83	\$698,457.17	0.00%	38.28%	\$1,125,373.00	0.00%	61.68%	\$0.00 - No Carryover	0.00% - No Carryover

# 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 students
- 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/fq/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/fq/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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