

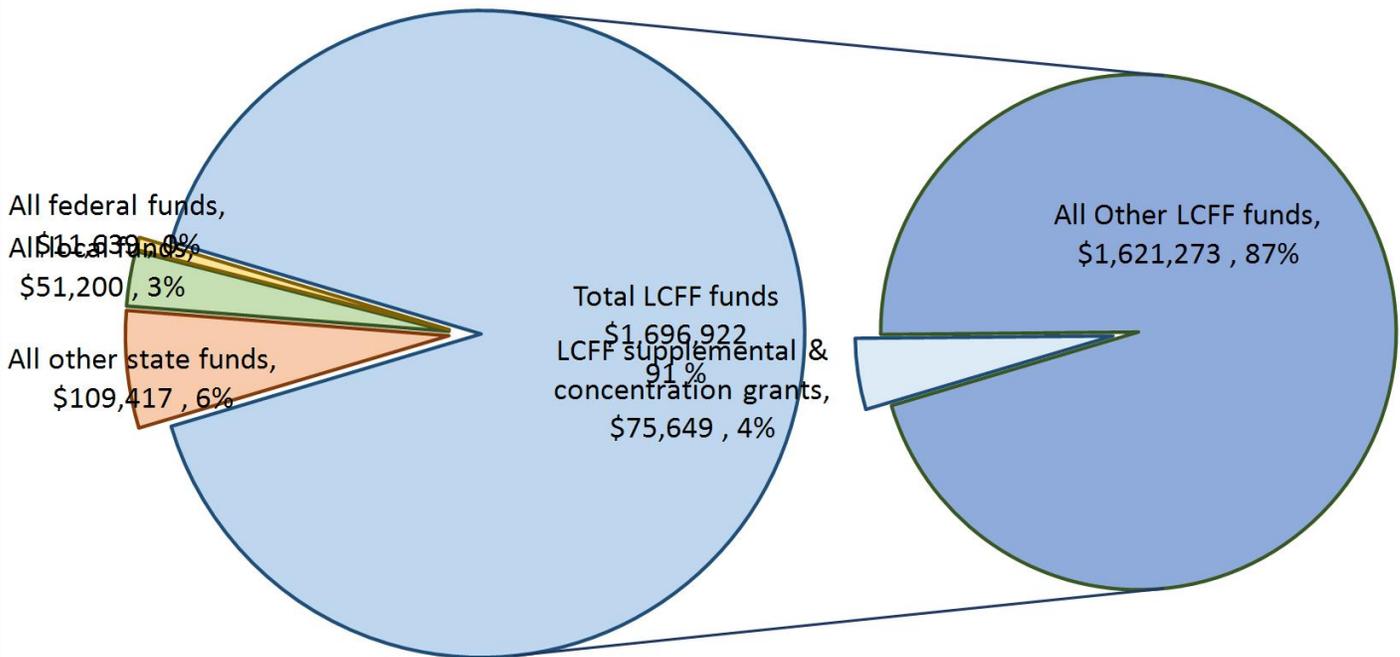
# LCFF Budget Overview for Parents

Local Educational Agency (LEA) Name: Northcoast Preparatory and Performing Arts Academy  
 CDS Code: 12101240134163  
 School Year: 2023-24  
 LEA contact information:  
 Michael Bazemore  
 Head of School  
 mbazemore@northcoastprep.org  
 707-822-0861

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

## Budget Overview for the 2023-24 School Year

### Projected Revenue by Fund Source



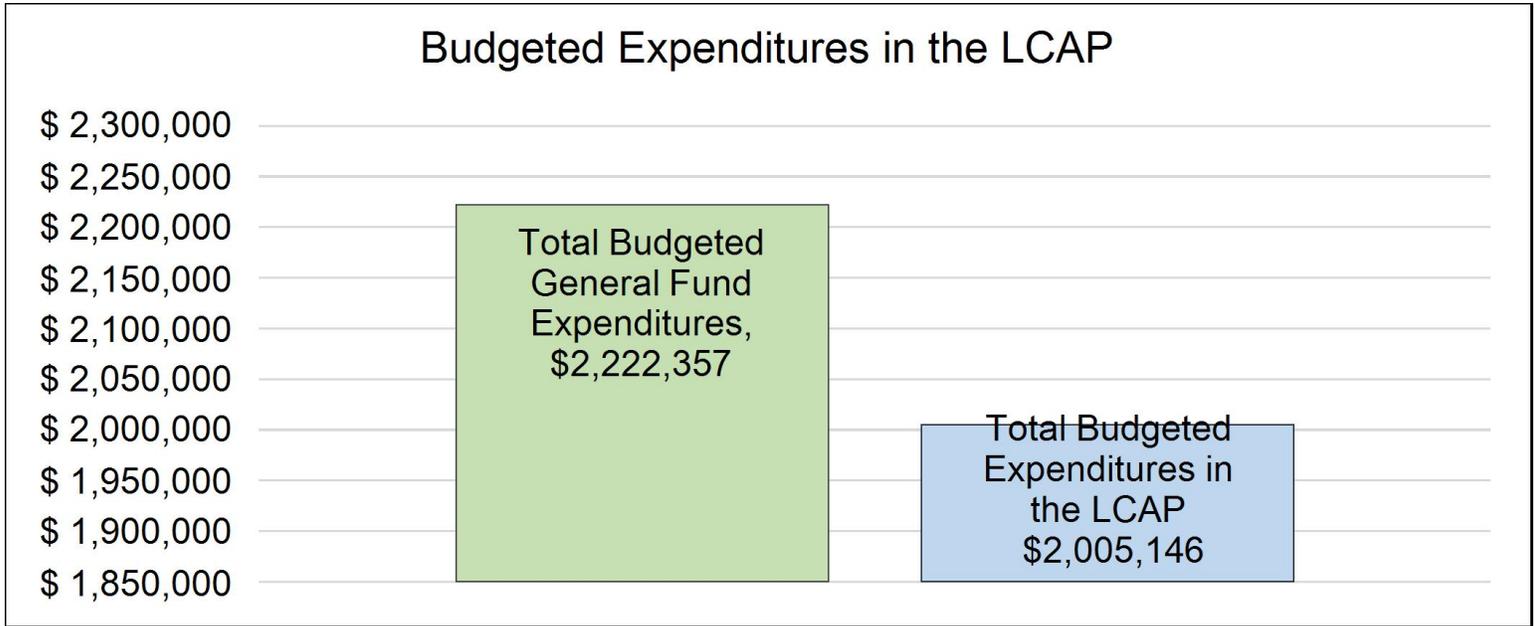
This chart shows the total general purpose revenue Northcoast Preparatory and Performing Arts Academy expects to receive in the coming year from all sources.

The text description for the above chart is as follows: The total revenue projected for Northcoast Preparatory and Performing Arts Academy is \$1,869,178.00, of which \$1,696,922.00 is Local Control Funding Formula (LCFF),

\$\$109,417.00 is other state funds, \$\$51,200.00 is local funds, and \$\$11,639.00 is federal funds. Of the \$\$1,696,922.00 in LCFF Funds, \$\$75,649.00 is generated based on the enrollment of high needs students (foster youth, English learner, and low-income students).

# LCFF Budget Overview for Parents

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



This chart provides a quick summary of how much Northcoast Preparatory and Performing Arts Academy plans to spend for 2023-24. It shows how much of the total is tied to planned actions and services in the LCAP.

The text description of the above chart is as follows: Northcoast Preparatory and Performing Arts Academy plans to spend \$2,222,357.00 for the 2023-24 school year. Of that amount, \$2,005,146.00 is tied to actions/services in the LCAP and \$217,211.00 is not included in the LCAP. The budgeted expenditures that are not included in the LCAP will be used for the following:

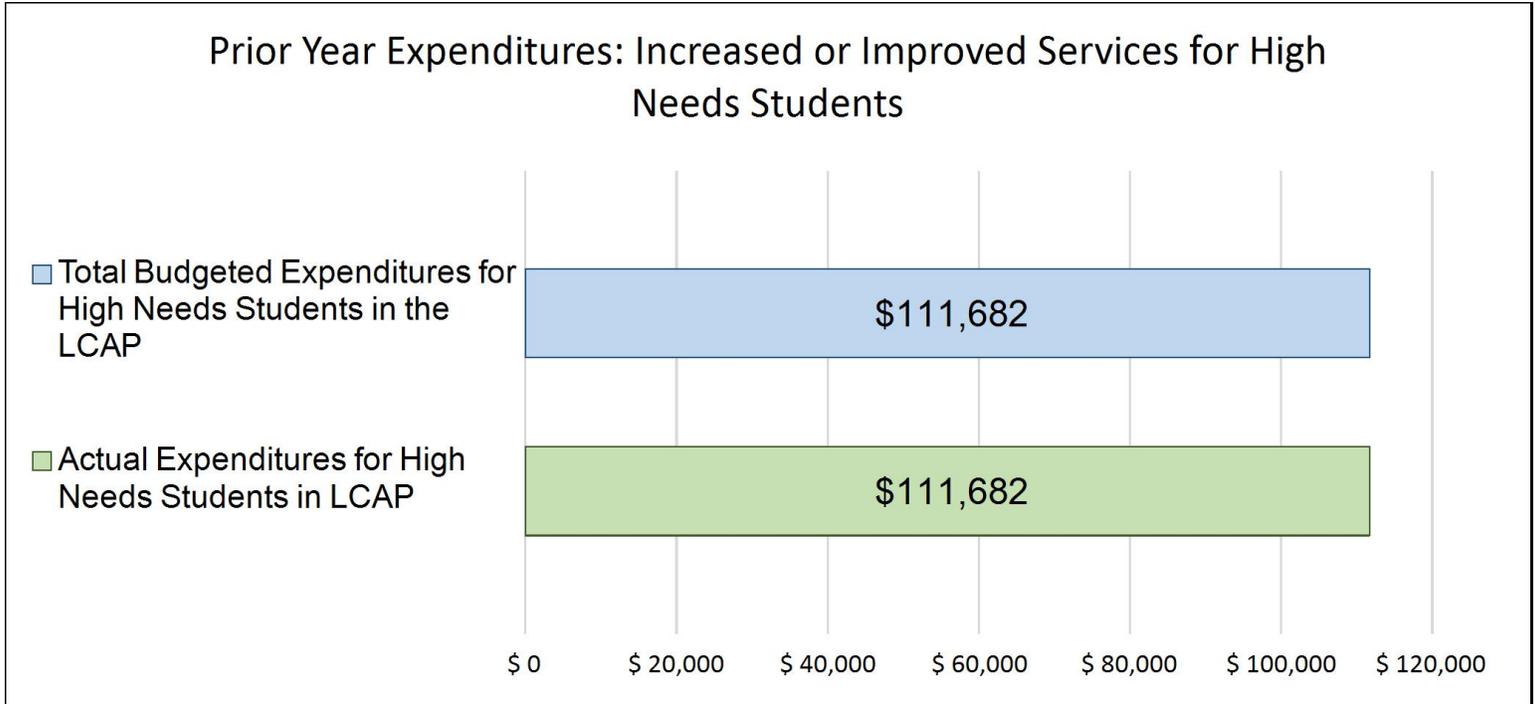
Northcoast Preparatory and Performing Arts Academy plans to spend \$2,222,357 for the 2023-24 school year. Of that amount, \$2,005,146 is tied to actions/services in the LCAP and \$217,211 is not included in the LCAP. The budgeted expenditures that are not included in the LCAP will be used for the following: administrative costs and audit fees.

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

In 2023-24, Northcoast Preparatory and Performing Arts Academy is projecting it will receive \$75,649.00 based on the enrollment of foster youth, English learner, and low-income students. Northcoast Preparatory and Performing Arts Academy must describe how it intends to increase or improve services for high needs students in the LCAP. Northcoast Preparatory and Performing Arts Academy plans to spend \$75,649.00 towards meeting this requirement, as described in the LCAP.

# LCFF Budget Overview for Parents

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



This chart compares what Northcoast Preparatory and Performing Arts Academy budgeted last year in the LCAP for actions and services that contribute to increasing or improving services for high needs students with what Northcoast Preparatory and Performing Arts 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 2022-23, Northcoast Preparatory and Performing Arts Academy's LCAP budgeted \$111,682.00 for planned actions to increase or improve services for high needs students. Northcoast Preparatory and Performing Arts Academy actually spent \$111,682.00 for actions to increase or improve services for high needs students in 2022-23.

# Local Control 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
Northcoast Preparatory and Performing Arts Academy	Michael Bazemore Head of School	mbazemore@northcoastprep.org 707-822-0861

## Plan Summary [2023-24]

### General Information

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

NPA is an International Baccalaureate World School chartered through the Humboldt County Office of Education, serving students in grades 6-12. NPA focuses on the sciences, arts, and responsible global citizenship throughout the middle and high school experience, with an emphasis on critical thinking and primary source documents. All NPA students undertake independent projects, conduct research, present multiple papers, and pursue the full IB diploma course of study. NPA students are eager to learn about all aspects of the world they live in and embrace the academic challenges and extracurricular opportunities offered by the school.

### Reflections: Successes

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

The school has been successful in meeting its performance goals on the California School Dashboard in 10 of the 11 the areas measured. These include English Language Arts, College Preparedness, Graduation Rate, Implementation of Academic Standards, Teachers, Instructional Materials, and Facilities, Student and Family Engagement, Local Climate, Access to a Broad Course of Study, Suspension Rate, and Chronic Absenteeism. There are no significant gaps among student groups at the school, and performance in all areas indicated was either maintained or was increased over the prior year. The school will maintain these successes through the ongoing implementation of its existing programs, which are the reason for these levels of achievement and have led to these levels of achievement in the school's prior LCAP years.

# 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.

The school is performing at a level at or above other local schools in the area of mathematics, as measured by the CAASPP tests. The school is also performing significantly above the state average in mathematics as measured by the CAASPP tests. However, this level of achievement does not meet the school's goals as identified in its LCAP. The International Baccalaureate curriculum does not adequately emphasize some areas of mathematics measured by the CAASPP exams and emphasizes other areas instead. The school has reviewed the specific curriculum content of the IB math courses and will supplement those courses as needed to ensure that all content expected by the CAASPP exams is covered in the school's math courses, with the goal of continuing to improve math performance.

# LCAP Highlights

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

NPA's major goals in the next three years are to maintain current levels of academic achievement in the humanities and social sciences, continue to increase achievement in mathematics and experimental sciences, and to make substantive progress toward new facilities for the high school. The primary process by which NPA will pursue its academic goals will be through successful delivery of its IB Middle Years and IB Diploma Programmes. Progress toward new facilities will be addressed through the NPA facilities development committee.

# 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.

n/a

## *Support for Identified Schools*

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

n/a

## *Monitoring and Evaluating Effectiveness*

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

n/a

# Engaging Educational Partners

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

All stakeholder groups were given surveys and/or participated in meetings to discuss goals and needs. Parents and students were given surveys and participated in meetings per grade level, one in November and one in the Spring Semester leading up to LCAP approval. Faculty and staff provided input during special meetings held during minimum days. Meetings were held in November and March. The school does not have a bargaining unit. At its May board meeting, the school board also allocated a discussion session to LCAP input, which included input from the Parent Council. Overall, greater than 80% of stakeholders provided input.

A summary of the feedback provided by specific educational partners.

Greater than 80% of families responded to the school's survey questions, and of those that responded, greater than 90% were fully supportive of the goals and actions incorporated into the LCAP. Families expressed appreciation for the school's commitment to academic excellence and for the individual student support programs articulated in the LCAP.

Students and families both identified a need to continue to update the school's Chromebooks. Some students and families expressed a desire for greater access to a personal counselor. Parents also requested additional time for students to participate in advisory activities, recommended that the school take steps to prepare for student access to new AI programs, such as ChatGPT, add more emphasis on life skills at the high school, and more emphasis on social-emotional development support at the middle school. Faculty and the school board fully supported the proposed goals and actions incorporated into the LCAP, with no modifications suggested.

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

The school support programs were enhanced based on stakeholder input and a school counselor has been added to address student needs arising from Covid. Additional Chromebooks will also be purchased to ensure both current and new students have the needed connectivity. Additional advisory support will be built into next year's curriculum design process, as will adaptations to respond to student access to AI and incorporation of additional programmatic content in the areas of life skills and social-emotional development.

# Goals and Actions

## Goal

Goal #	Description
1	Maintain academic achievement in all areas

An explanation of why the LEA has developed this goal.

The LEA developed this goal to further the school's mission of continuously maintaining high academic standards for all grade levels, in alignment with its International Baccalaureate curriculum.

## Measuring and Reporting Results

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
Standardized test scores, SAT and IB exam scores: CAASPP ELA (2018-19), CAASPP Math (2018-19), CAST Science (2018/19), SAT Test Scores (2018-19), IB Scores (2019-20), Seal of Biliteracy Exam (2019-20)	<p>CAASPP ELA(2018-19): 61.9 pts above standard (Source: Dashboard)·</p> <p>CAASPP Math(2018-19): 16.3 pts below standard (Source: Dashboard)·</p> <p>SAT Test Scores (2018-19): 1800 average for students tested (Source: DataQuest)· IB Scores (2019-20): 89% passed at Level 3 or above (Source: International Baccalaureate)</p>	<p>CAASPP ELA(2020-21): 88% met or exceeded the standard (Source: DataQuest)</p> <p>CAASPP Math(2020-21): 53% met or exceeded the standard (Source: DataQuest)</p> <p>SAT average: not representative due to the small number of students electing to test due to the pandemic.</p> <p>IB Scores(2021): 100% passed,</p>	<p>CAASPP ELA(2021-22): 33.8 points above the standard (Source: CDE Dashboard)</p> <p>CAASPP Math (2021-22): 27 points below the standard (Source: CDE Dashboard), though scores were among the highest in our county.</p> <p>SAT average: not representative due to the small number of students electing to test.</p>		Meet or exceed baseline expectations in all areas.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
	Seal of Biliteracy(2019-20): 63% (Source: Language teacher records)	achieving a mark of 3 or higher.No marks below 3 were awarded.  Seal of Biliteracy (2021):87% attempting the seal passed (Source:Language teacher records)	IB Scores (2022): 100% passed, achieving a mark of 3 or higher. No marks below 3 were awarded.  Seal of Biliteracy (2023):100% attempting seal passed (Source:Language teacher records)		
Teacher mis-assignments(2019-20)	Teacher mis-assignments (2019-20): No teacher mis-assignments (CDE Dashboard)	No teacher mis-assignments in the 2021-22 LCAP year.(CDE Dashboard)	No teacher mis-assignments in the 2022-23 LCAP year.(CDE Dashboard)		Maintain baseline
Standards aligned instructional materials within a broad course of study and academic content and performance standards adopted by the state board	Standards aligned instructional materials: All students have sufficient access to standards-aligned instructional materials; a broad course of study is present by requirement in the school's IB curriculum (Source:IB Authorization Report, CDE Dashboard)Academic content and	Standards-aligned instructional materials:  All students have sufficient access to standards-aligned instructional materials; a broad course of study is present by require-ment in the school's IB curriculum (Source: IB AuthorizationReport, CDE Dashboard 2021)	Standards-aligned instructional materials:  All students have sufficient access to standards-aligned instructional materials; a broad course of study is present by require-ment in the school's IB curriculum (Source: IB AuthorizationReport, CDE Dashboard 2022)		Maintain baseline

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
	<p>performance standards: all content and performance standards are met or exceeded by the school's adopted IB curriculum, though as noted specific adjustment is needed in several areas in math to ensure that emphasis is placed on all state content standards in comparison to the emphasis placed by the IB.</p>	<p>Academic content and performance standards: all content and performance standards are met or exceeded by the school's adopted IB curriculum.</p>	<p>Academic content and performance standards: all content and performance standards are met or exceeded by the school's adopted IB curriculum.</p>		
<p>College preparedness data: Graduation Rates(2019-20), UC/CSU readiness (2019-20), IB/AP EE%</p>	<p>Graduation Rates(2019-20): 93% graduation rate (Source: CDE Dashboard) UC/CSU readiness(2019-20): 100% of graduates have completed a-g requirements (Source: graduating class transcripts) IB/AP EE% (2019-20): 95% of graduates fulfilled the AP/IB Excellence in Equity standard (Source: AP/IB score reports)</p>	<p>Graduation Rates(2020-21): 97% graduation rate (Source: School Registrar) UC/CSU readiness (2020-21): 100% of graduates have completed a-g requirements (Source: graduating class transcripts) IB/AP EE% (2020-21): 100% of graduates fulfilled the AP/IB Excellence in</p>	<p>Graduation Rates(2021-22): 95% graduation rate (Source: School Registrar, CDE Dashboard) UC/CSU readiness (2021-22): 100% of graduates completed a-g requirements (Source: graduating class transcripts) IB/AP EE% (2021-22): 100% of graduates fulfilled the</p>		<p>Maintain baseline</p>

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
		Equity standard (Source:AP/IB score reports)	Equity standard (Source:AP/IB score reports)		
Support for English Learners and Unduplicated Students: %of EL pupils progressing toward English proficiency,EL reclassification rate,access of EL students to CCSS and ELD standards Programs and services provided to unduplicated students, programs and services provided to students with exceptional needs	% of EL pupils progressing toward English proficiency(2019-20): n/a (no eligible students) EL reclassification rate (2019-20): n/a (no eligible students) Access of EL students to CCSS and ELD standards(2019-20): 100% (Source: though were no EL students in 2019-20,whenever the school has an EL student the standards are reviewed by the resource specialist to ensure compliance/access for that student)Programs and services provided to unduplicated students: 100% of students have access to personalized academic support and enhanced college counseling (Source: school records of	Access of EL students to CCSS and ELD standards:100% (See above).The school currently has no EL students. Programs and services provided to unduplicated students: 100% of students have access to personalized academic support and enhanced college counselling (Source:school records of support plans for unduplicated students). 100% of students have access to support programs designed by the resource specialist in consultation with the student and family (Source: resource specialist records).	Access of EL students to CCSS and ELD standards:100% (See above).The school currently has no EL students. Programs and services provided to unduplicated students: 100% of students have access to personalized academic support and enhanced college counselling (Source:school records of support plans for unduplicated students). 100% of students have access to support programs designed by the resource specialist in consultation with the student and family (Source: resource specialist records).		Maintain baseline for programs and services for unduplicated students. Fully support any new EL students in progress toward English proficiency.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
	support plans for unduplicated students). See Goal1, Actions 2 and 5. Programs and services provided to students with exceptional needs: 100% of students have access to support programs designed by the resource specialist in consultation with the student and family (Source: resource specialist records). See Goal1, Action 7.				
CTE Pathway Data	As an IB world school, the school does not offer a CTE pathway.	N/A	N/A		Maintain baseline. The school has no plans to change its IB curriculum framework.

## Actions

Action #	Title	Description	Total Funds	Contributing
1.1	Action #1 Teacher Assignments and Instructional Priorities	Ensure all teachers are appropriately assigned and administrative duties are designated effectively. Continue to divide freshman and sophomore classes by ability level in math and revise curriculum for IB math sequence to support increased student achievement. Incorporated expanded elective offerings in mathematics and the arts, including access to math competitions such as Mathcounts and the American Mathematics Competition.	\$958,708.00	No

Action #	Title	Description	Total Funds	Contributing
1.2	Action #2 Support for Unduplicated Students	Maintain effectiveness of support classes for all unduplicated students through intervention instruction and targeted support.	\$55,298.00	Yes
1.3	Action #3 Formal Examinations and Examination Preparation	Review the exam preparation classes offered by faculty to determine if any adjustments are needed, and administer IB and AP tests. Provide specialized training sessions for the IB Extended Essay through an outside vendor.	\$33,000.00	No
1.4	Action #4 Academic Counselling	Continue to provide comprehensive academic counseling and support in the college application process.	\$11,138.00	No
1.5	Action #5 Additional Support for Unduplicated Students	Identify the need for additional academic counseling and support among English learners, low-income, and foster students and provide that support when and as needed. Continue to provide additional support in the college application process to all English learners, low-income, and foster students. Identification of academic need will be conducted by the Diploma Program coordinator and will be provided by the school's academic counselors.	\$2,624.00	Yes
1.6	Action #6 Maintenance of Library and Instructional Materials	Review and update library and instructional materials as needed.	\$14,190.00	No
1.7	Action #7 Supporting Special Needs Students	Maintain effectiveness of special educational needs services for all eligible students. Services to be provided by the school's resource specialist in partnership with other specialists based on determined needs.	\$54,880.00	Yes

Action #	Title	Description	Total Funds	Contributing
1.8	Action #8 Mental and Social Wellbeing	As a result of its experience of student needs during the 2020-21 school year, the school has added a personal counselor to address student mental and social well being on an as-needed basis.	\$7,900.00	No

## Goal Analysis [2022-23]

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

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

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

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

All actions and services were implemented. Expenditures were shifted to provide additional supports to students who experienced learning loss. Additional supplies were purchased to respond to COVID-19. Specifically:  
 Goal 1, Action 2: Increased hours for instructional aids.  
 Goal 1, Action 7: Special needs students received more support to make up for challenges experienced during Covid.  
 Goal 1, Action 8: Additional supports were offered for mental and social wellbeing.

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

The school successfully delivered its IB curriculum, administered IB and AP exams, and ensured that all seniors had a successful transition to college or a career pathway. Although this was a very challenging process and required substantial additional effort on the part of the staff, the school was able to meet its stated goals.

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 has taken additional steps to support its mathematics sequences through the implementation of a robust MathCounts program in grades 6-8. The school is also modifying the sequence of available math options in grades 9-12.

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

# Goals and Actions

## Goal

Goal #	Description
2	Increase student access to appropriate information technology resources in order to ensure continued success in the IB program and to prepare students for success in post secondary education and future careers.

An explanation of why the LEA has developed this goal.

The LEA developed this goal to promote student success with the school's International Baccalaureate curriculum and to prepare students to engage in college-level research.

## Measuring and Reporting Results

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
Functionality of technology systems and website.	Full functionality of technology systems and website. All families and students have access to all expected systems and are provided with appropriate devices and/or connectivity as needed.	Full functionality and access/connectivity was maintained for all students for the 2021 LCAP year.	Full functionality and access/connectivity was maintained for all students for the 2022 LCAP year.		Continued 100% adherence to baseline expectations.

## Actions

Action #	Title	Description	Total Funds	Contributing
2.1	Action #1 Chromebooks for Students	Purchase Chromebooks and licenses annually as needed, so that all middle school students are provided with a Chromebook, and all high school students requesting a Chromebook are provided with one as well.	\$16,000.00	No

Action #	Title	Description	Total Funds	Contributing
2.2	Action #2 Maintain and Update School Website	Maintain and update website on an ongoing basis. Expenses included in Goal 1, Action 1.		
2.3	Action #3 Technology Agreement with HCOE	Continue technology service agreement with HCOE and existing agreements for copier services.	\$16,200.00	No

## Goal Analysis [2022-23]

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

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

There were no substantive difference in planned vs. actual implementation of these actions.

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

Goal 2, Action 1 The school had a reserve and therefore fewer new Chromebooks were needed.

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

The actions were fully effective. Every student was supplied with an up-to-date and functional Chromebook, campus-wide wired and wireless internet was maintained, families who needed connectivity at home were supported to receive it, and the technology and copier agreements were maintained.

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.

No changes were made.

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

# Goals and Actions

## Goal

Goal #	Description
3	Maintain student participation in meaningful service learning activities.

An explanation of why the LEA has developed this goal.

The LEA developed this goal to promote the school's mission of fostering engaged learners who contribute actively to the communities of which they are a part.

## Measuring and Reporting Results

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
Number of volunteer projects initiated and hours spent for 6th through 10th grade students.	90+% of 6th through 10th grade students initiate projects involving 20+ hours of service work.	94% of students in grades 6-10 initiated projects involving 20+ hours of servicework (Source: IB Service Logs).	96% of students in grades 6-10 initiated projects involving 20+ hours of servicework (Source: IB Service Logs).		Maintain or exceed baseline expectations.
Completeness of CAS journals and quality of reflective statements for 11th and 12th grade students.	90+% of 12th grade students complete an exemplary CAS portfolio.	97% of students completed an exemplary CAS portfolio. (Source: CAS Supervisor records)	95% of students completed an exemplary CAS portfolio. (Source: CAS Supervisor records)		Maintain or exceed baseline expectations.

## Actions

Action #	Title	Description	Total Funds	Contributing
3.1	Action #1 Implementing Service Learning Programs	Implementation of revised CAS (Creativity, Activity, Service) curriculum for grades 11-12 and implementation of revised service learning program reflecting the structure of the IB MYP for grades 6-10.	\$12,450.00	No

Action #	Title	Description	Total Funds	Contributing

## Goal Analysis [2022-23]

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

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

There were no substantive differences between planned and actual implementation for this goal.

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

There were no material differences.

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

The planned actions supported students in conducting the expected amount of service work.

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.

No changes were made.

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

# Goals and Actions

## Goal

Goal #	Description
4	Maintain high levels of student and parent engagement

An explanation of why the LEA has developed this goal.

The LEA developed this goal because student and parent engagement is central to the school's mission and essential for fostering a vibrant learning community that supports each student in the pursuit of his or her educational goals.

## Measuring and Reporting Results

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
For parents: maintaining the current rate of participation in Parent Council and other supplementary programs, participation in school and LEA decision-making, participation in programs for unduplicated students, participation in programs for students with exceptional needs.	Parental participation and volunteer rates(2019-20): 87% (Source: school survey results) Parental participation in school decision-making (2019-20): 87% (Source: school survey participation rate; parent council participation, meeting attendance rates) Parent participation in programs for unduplicated students: 100%(Source: manual count of participating families) Parent participation in programs for students	The school achieved an 84% parental participation and volunteer rate, down 3% from the prior year. (Source:school survey participation rate; parent council participation,meeting attendance rates) Parental participation in decision-making rose to 93% in survey input requests. (Source>manual count of participating families) Parent participation for unduplicated students was maintained at 100%, as was parent	The school achieved an 85% parental participation and volunteer rate, comparable to the prior year. (Source:school survey participation rate; parent council participation,meeting attendance rates)  Parental participation in decision-making was at 91% in survey input requests. (Source>manual count of participating families)		Increase parent participation in Parent Council and supplementary programs to 80% or higher.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
	with exceptional needs:100% (Source:manual count of participating families)	participation in programs for students with exceptional needs.(Source: manual count)	Parent participation for unduplicated students was maintained at 100%, as was parent participation in programs for students with exceptional needs. (Source: manual count)		
For students: Attendance (2019-20), Suspension (2019-20), Expulsion (2019-20), Chronic Absenteeism (2019-20),GPA (2019-20), Student extracurricular pursuits (2019-20), School climate/community (2019-20).	Maintain attendance rates of 95% or higher, statistically insignificant suspension/expulsion and dropout rates,school-wide average GPA of 3.4 or higher,and student engagement of90+% in meaningful extracurricular pursuits. ·Attendance (2019-20): 95% (Source:P1, P2 data) ·Suspension (2019-20): 0% (Source:DataQuest/Dashboard)· Expulsion (2019-20): 0% (Source:DataQuest)	Attendance: 97%(Source: P1, P2data) ·Suspension:1% (Source: schoolrecords) ·Expulsion:0% (Source:DataQuest) ChronicAbsenteeism: 1%(CDE Dashboard) ·Average GPA: 3.8 (weighted) (Source:Jupiter Ed Information System)· Student extracurricular pursuits: 97%(Source: IB community project, personal project, andCAS)  School climate/community:no student/family re-ports	Attendance: 97% (Source: P1, P2 data) Suspension:2% (Source: schoolrecords) Expulsion:0% (Source:DataQuest) ChronicAbsenteeism: 0% (CDE Dashboard) Average Graduating GPA: 3.85 (weighted) (Source:Jupiter Ed Information System)· Student extracurricular pursuits: 96%(Source: IB community project, personal project, and CAS)  School climate/community:concerns expressed by families at middle		Maintain baseline expectations for students.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
	<p>Chronic Absenteeism (2019-20): 1% (CDE Dashboard)</p> <p>·Average GPA (2019-20): 3.8 (weighted)(Source: Jupiter Ed Information System)</p> <p>· Student extracurricular pursuits (2019-20):95% (Source: IB community project, personal project,and CAS)</p> <p>School climate/community(2019-20): no student/family reports feeling unsafe or disconnected with 0suspensionsannually (Source:School climate survey, SARC, CDE Dashboard Suspension Rate,individual communications with families).</p>	feeling unsafe (Source: schoolrecords)	school, which were addressed through additional oversight (Source: school records)		

## Actions

Action #	Title	Description	Total Funds	Contributing
4.1	Action #1 Parent Meetings and All-School Meetings	Continue to hold semesterly meetings for parents by grade level as well as for the entire school community.	\$2,926.00	No
4.2	Action #2 Engagement of Unduplicated Students and Families	Support each unduplicated student fully in their educational path. Work actively with parents of unduplicated students to provide all needed services and accommodations. Expense included in Goal 1, Action 2.		Yes
4.3	Action #3 Athletics Opportunities	Offer athletics opportunities for all students, with an emphasis on life sports.	\$44,733.00	No
4.4	Action #4 Communication with Unduplicated Student Families	Based on its experience of the needs of families during the 2020-21 school year, the school will continue to emphasize communication with its unduplicated student families beyond its normal schedule of meetings through newsletters, surveys, outreach, and individual meetings.	\$4,600.00	Yes

## Goal Analysis [2022-23]

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

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

The only substantive difference between planned actions and actual implementation was that more sports were able to be offered than initially anticipated.

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.

None.

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

The planned actions were largely effective, though the school continues to strive for 100% engagement.

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.

No changes were made.

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

# Goals and Actions

## Goal

Goal #	Description
5	Maintain and improve NPA’s physical plant to sustain and improve functionality of instructional spaces, provide safe transportation for students, and continue to develop the fund for a new facility that will fully meet the needs of the school’s programs

An explanation of why the LEA has developed this goal.

The LEA developed this goal to ensure that the school continues to prioritize the improvement of the functionality of instructional spaces and the safety of students when transported to locations off campus.

## Measuring and Reporting Results

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
All facilities are rated in good condition (Source:Facilities Inspection Tool). Net increase in funds set aside for new facility, reserve fund balance for vans and van maintenance.	All facilities are maintained in good condition (Source:Facilities Inspection Tool). Increases in the new facility fund and transportation fund will be allocated based on availability of funds.	Baseline was maintained for all facilities. \$5,000 was allocated for transportation. An additional \$10,000 is anticipated as a donation toward an additional van.	Baseline was maintained for all facilities. \$5,000 was allocated for transportation. A \$11,000 donation was received, which enabled the purchase of an additional van.  All facilities were maintained in good condition (Source: SARC)  No funds were able to be allocated for the facilities development fund.		Maintenance of all facilities in good condition. Growth in new facility fund by minimum of \$20,000 per year; allocation of \$5,000 per year toward vans and van maintenance.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24

## Actions

Action #	Title	Description	Total Funds	Contributing
5.1	Action #1 New Facilities Fund Allocations	Continue to work with the budget to find ways to allocate funds for the school's facilities development fund.	\$0.00	
5.2	Action #2 Facilities Upkeep and Van Fleet and Maintenance	Operate and maintain facilities in good condition and establish a reserve fund for vans and van maintenance.	\$36,667.00	No
5.3	Action #3 Campus Safety	As dictated by conditions, the school will continue to implement safety protocols on an as-needed basis, following the guidelines and principles already articulated in the school's health and safety plan.		

## Goal Analysis [2022-23]

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

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

There were no substantive differences.

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.

None.

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

The actions were largely effective, though additional funds for a new facility would be desirable if enrollment numbers allowed.

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.

No changes were made.

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

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

Projected LCFF Supplemental and/or Concentration Grants	Projected Additional LCFF Concentration Grant (15 percent)
\$75,649.00	

## 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
4.46%	0.00%	\$0.00	4.46%

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.

NPA will continue to provide the same services described above for unduplicated students in the 2023-24 school year, but will also increase these services in specific ways, as specified within each LCAP goal.

All of the actions identified under each of the school's goals were developed to give priority consideration to the needs of our unduplicated students. The school's LEA-wide actions were selected for funding because they will be of greatest benefit to unduplicated students, whose needs were considered first in each instance.

Goal 1, Action 2: support classes serve the needs of our unduplicated students first. This action is LEA-wide, but designed and oriented toward the needs of unduplicated students. Effectiveness is measured directly through student academic performance in the subjects in which the student receives support.

Goal 1, Action 5: enhanced college counseling serves the needs of our unduplicated students first. This action is LEA-wide, but designed and oriented toward the needs of unduplicated students. Effectiveness is measured directly through student success in college admission and by the affordability of the college options the student is offered.

In 2023-24 this prioritized support will be increased further to meet the growing need in our community.

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

Funds for services for unduplicated pupils will be increased by 4.46 % in the LCAP year.

Goal 1, Action 2: NPA will provide additional academic support and counseling services for low income and foster youth students.

Goal 1, Action 5: NPA will continue to provide additional targeted academic and college application support for low-income and foster youth throughout their 4 years at the school. Additional hours will be added to the college counselor position in order to meet this need.

As indicated in Action 2 of Goal 4, NPA will also continue to work actively with parents of unduplicated pupils to provide all needed services and accommodations. Low income, foster youth, and special needs students will also receive increased attention in faculty meetings consisting in regular reviews of their performance and needs. As a result of these discussions, faculty and support staff will continue to provide additional support and assistance to those students who require it. In 2023-24 NPA plans to increase resource specialist hours to account for the growing needs of unduplicated students in its community.

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.

<b>Staff-to-student ratios by type of school and concentration of unduplicated students</b>	Schools with a student concentration of 55 percent or less	Schools with a student concentration of greater than 55 percent
Staff-to-student ratio of classified staff providing direct services to students	1:6	
Staff-to-student ratio of certificated staff providing direct services to students	1:12	

## 2023-24 Total Expenditures Table

Totals	LCFF Funds	Other State Funds	Local Funds	Federal Funds	Total Funds	Total Personnel	Total Non-personnel
Totals	\$1,099,058.00	\$109,417.00	\$51,200.00	\$11,639.00	\$1,271,314.00	\$1,035,655.00	\$235,659.00

Goal	Action #	Action Title	Student Group(s)	LCFF Funds	Other State Funds	Local Funds	Federal Funds	Total Funds
1	1.1	Action #1 Teacher Assignments and Instructional Priorities	All	\$896,372.00	\$62,336.00	\$0.00	\$0.00	\$958,708.00
1	1.2	Action #2 Support for Unduplicated Students	English Learners Foster Youth Low Income	\$55,298.00	\$0.00	\$0.00	\$0.00	\$55,298.00
1	1.3	Action #3 Formal Examinations and Examination Preparation	All			\$33,000.00		\$33,000.00
1	1.4	Action #4 Academic Counselling	All	\$11,138.00				\$11,138.00
1	1.5	Action #5 Additional Support for Unduplicated Students	English Learners Foster Youth Low Income	\$2,624.00				\$2,624.00
1	1.6	Action #6 Maintenance of Library and Instructional Materials	All	\$9,250.00	\$3,840.00	\$1,100.00		\$14,190.00
1	1.7	Action #7 Supporting Special Needs Students	English Learners Foster Youth Low Income		\$43,241.00		\$11,639.00	\$54,880.00
1	1.8	Action #8 Mental and Social Wellbeing	All	\$6,800.00		\$1,100.00		\$7,900.00
2	2.1	Action #1 Chromebooks for Students	All			\$16,000.00		\$16,000.00
2	2.2	Action #2 Maintain and Update School Website						

Goal	Action #	Action Title	Student Group(s)	LCFF Funds	Other State Funds	Local Funds	Federal Funds	Total Funds
2	2.3	Action #3 Technology Agreement with HCOE	All	\$16,200.00				\$16,200.00
3	3.1	Action #1 Implementing Service Learning Programs	All	\$12,450.00				\$12,450.00
4	4.1	Action #1 Parent Meetings and All-School Meetings	All	\$2,926.00				\$2,926.00
4	4.2	Action #2 Engagement of Unduplicated Students and Families	English Learners Foster Youth Low Income					
4	4.3	Action #3 Athletics Opportunities	All	\$44,733.00				\$44,733.00
4	4.4	Action #4 Communication with Unduplicated Student Families	English Learners Foster Youth Low Income	\$4,600.00				\$4,600.00
5	5.1	Action #1 New Facilities Fund Allocations		\$0.00				\$0.00
5	5.2	Action #2 Facilities Upkeep and Van Fleet and Maintenance	All	\$36,667.00				\$36,667.00
5	5.3	Action #3 Campus Safety						

## 2023-24 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
\$1,696,922.00	\$75,649.00	4.46%	0.00%	4.46%	\$62,522.00	0.00%	3.68 %	<b>Total:</b>	\$62,522.00
								<b>LEA-wide Total:</b>	\$62,522.00
								<b>Limited Total:</b>	\$0.00
								<b>Schoolwide Total:</b>	\$0.00

Goal	Action #	Action Title	Contributing to Increased or Improved Services?	Scope	Unduplicated Student Group(s)	Location	Planned Expenditures for Contributing Actions (LCFF Funds)	Planned Percentage of Improved Services (%)
1	1.2	Action #2 Support for Unduplicated Students	Yes	LEA-wide	English Learners Foster Youth Low Income	All Schools	\$55,298.00	
1	1.5	Action #5 Additional Support for Unduplicated Students	Yes	LEA-wide	English Learners Foster Youth Low Income	All Schools	\$2,624.00	
1	1.7	Action #7 Supporting Special Needs Students	Yes	LEA-wide	English Learners Foster Youth Low Income			
4	4.2	Action #2 Engagement of Unduplicated Students and Families	Yes	LEA-wide	English Learners Foster Youth Low Income	All Schools		
4	4.4	Action #4 Communication with Unduplicated Student Families	Yes	LEA-wide	English Learners Foster Youth Low Income	All Schools	\$4,600.00	

## 2022-23 Annual Update Table

Totals	Last Year's Total Planned Expenditures (Total Funds)	Total Estimated Expenditures (Total Funds)
<b>Totals</b>	\$1,635,779.00	\$1,370,017.00

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	1.1	Action #1 Teacher Assignments and Instructional Priorities		\$1,330,458.00	\$1,013,151.00
1	1.2	Action #2 Support for Unduplicated Students	Yes	\$72,649.00	\$97,055.00
1	1.3	Action #3 Formal Examinations and Examination Preparation		\$24,000.00	\$45,603.00
1	1.4	Action #4 Academic Counselling		\$12,429.00	\$11,176.00
1	1.5	Action #5 Additional Support for Unduplicated Students	Yes	\$2,380.00	\$19,145.00
1	1.6	Action #6 Maintenance of Library and Instructional Materials		\$20,103.00	\$16,800.00
1	1.7	Action #7 Supporting Special Needs Students		\$45,158.00	\$24,021.00
1	1.8	Action #8 Mental and Social Wellbeing		\$3,470.00	\$7,900.00
2	2.1	Action #1 Chromebooks for Students		\$14,314.00	\$16,000.00
2	2.2	Action #2 Maintain and Update School Website			
2	2.3	Action #3 Technology Agreement with HCOE		\$21,294.00	\$16,200.00
3	3.1	Action #1 Implementing Service Learning Programs		\$5,000.00	\$13,100.00
4	4.1	Action #1 Parent Meetings and All-School Meetings		\$3,000.00	\$2,294.00

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)
4	4.2	Action #2 Engagement of Unduplicated Students and Families	Yes		
4	4.3	Action #3 Athletics Opportunities		\$10,768.00	\$29,981.00
4	4.4	Action #4 Communication with Unduplicated Student Families	Yes	\$500.00	\$4,600.00
5	5.1	Action #1 New Facilities Fund Allocations		\$10,000.00	\$0.00
5	5.2	Action #2 Facilities Upkeep and Van Fleet and Maintenance		\$59,256.00	\$52,991.00
5	5.3	Action #3 Campus Safety		\$1,000.00	\$0.00

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

6. Estimated LCFF Supplemental and/or Concentration Grants (Input Dollar Amount)	4. Total Planned Contributing Expenditures (LCFF Funds)	7. Total Estimated Expenditures for Contributing Actions (LCFF Funds)	Difference Between Planned and Estimated Expenditures for Contributing Actions (Subtract 7 from 4)	5. Total Planned Percentage of Improved Services (%)	8. Total Estimated Percentage of Improved Services (%)	Difference Between Planned and Estimated Percentage of Improved Services (Subtract 5 from 8)
\$69,246.00	\$75,529.00	\$120,800.00	(\$45,271.00)	0.00%	0.00%	0.00%

Last Year's Goal #	Last Year's Action #	Prior Action/Service Title	Contributing to Increased or Improved Services?	Last Year's Planned Expenditures for Contributing Actions (LCFF Funds)	Estimated Actual Expenditures for Contributing Actions (Input LCFF Funds)	Planned Percentage of Improved Services	Estimated Actual Percentage of Improved Services (Input Percentage)
1	1.2	Action #2 Support for Unduplicated Students	Yes	\$72,649.00	\$97,055.00		
1	1.5	Action #5 Additional Support for Unduplicated Students	Yes	\$2,380.00	\$19,145.00		
4	4.2	Action #2 Engagement of Unduplicated Students and Families	Yes				
4	4.4	Action #4 Communication with Unduplicated Student Families	Yes	\$500.00	\$4,600.00		

**2022-23 LCFF Carryover Table**

9. Estimated Actual LCFF Base Grant (Input Dollar Amount)	6. Estimated Actual LCFF Supplemental and/or Concentration Grants	LCFF Carryover — Percentage (Percentage from Prior Year)	10. Total Percentage to Increase or Improve Services for the Current School Year (6 divided by 9 + Carryover %)	7. Total Estimated Actual Expenditures for Contributing Actions (LCFF Funds)	8. Total Estimated Actual Percentage of Improved Services (%)	11. Estimated Actual Percentage of Increased or Improved Services (7 divided by 9, plus 8)	12. LCFF Carryover — Dollar Amount (Subtract 11 from 10 and multiply by 9)	13. LCFF Carryover — Percentage (12 divided by 9)
\$1,551,512	\$69,246.00	0	4.46%	\$120,800.00	0.00%	7.79%	\$0.00	0.00%

# Instructions

[Plan Summary](#)

[Engaging Educational Partners](#)

[Goals and Actions](#)

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

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

## Introduction and Instructions

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

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

- **Comprehensive Strategic Planning:** The process of developing and annually updating the LCAP supports comprehensive strategic planning (California *Education Code* [EC] Section 52064[e][1]). Strategic planning that is comprehensive connects budgetary decisions to teaching and learning performance data. LEAs should continually evaluate the hard choices they make about the use of limited resources to meet student and community needs to ensure opportunities and outcomes are improved for all students.
- **Meaningful Engagement of Educational Partners:** The LCAP development process should result in an LCAP that reflects decisions made through meaningful engagement (EC Section 52064[e][1]). Local educational partners possess valuable perspectives and insights about an LEA's programs and services. Effective strategic planning will incorporate these perspectives and insights in order to identify potential goals and actions to be included in the LCAP.
- **Accountability and Compliance:** The LCAP serves an important accountability function because aspects of the LCAP template require LEAs to show that they have complied with various requirements specified in the LCFF statutes and regulations, most notably:
  - Demonstrating that LEAs are increasing or improving services for foster youth, English learners, and low-income students in proportion to the amount of additional funding those students generate under LCFF (EC Section 52064[b][4-6]).
  - Establishing goals, supported by actions and related expenditures, that address the statutory priority areas and statutory metrics (EC sections 52064[b][1] and [2]).
  - Annually reviewing and updating the LCAP to reflect progress toward the goals (EC Section 52064[b][7]).

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

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

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

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

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

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

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

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

## **Plan Summary**

### **Purpose**

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

## Requirements and Instructions

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

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

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

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

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

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

## Engaging Educational Partners

## Purpose

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

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

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

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

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

## Requirements and Instructions

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

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

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

- a) Presented the local control and accountability plan to the parent advisory committee in accordance with Education Code section 52062(a)(1) or 52068(a)(1), as appropriate.
- b) If applicable, presented the local control and accountability plan to the English learner parent advisory committee, in accordance with Education Code section 52062(a)(2) or 52068(a)(2), as appropriate.

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

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

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

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

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

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

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

- Inclusion of a goal or decision to pursue a Focus Goal (as described below)
- Inclusion of metrics other than the statutorily required metrics
- Determination of the desired outcome on one or more metrics
- Inclusion of performance by one or more student groups in the Measuring and Reporting Results subsection
- Inclusion of action(s) or a group of actions
- Elimination of action(s) or group of actions
- Changes to the level of proposed expenditures for one or more actions

- Inclusion of action(s) as contributing to increased or improved services for unduplicated services
- Determination of effectiveness of the specific actions to achieve the goal
- Determination of material differences in expenditures
- Determination of changes made to a goal for the ensuing LCAP year based on the annual update process
- Determination of challenges or successes in the implementation of actions

## Goals and Actions

### Purpose

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

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

### Requirements and Instructions

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

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

- **Focus Goal:** A Focus Goal is relatively more concentrated in scope and may focus on a fewer number of metrics to measure improvement. A Focus Goal statement will be time bound and make clear how the goal is to be measured.
- **Broad Goal:** A Broad Goal is relatively less concentrated in its scope and may focus on improving performance across a wide range of metrics.
- **Maintenance of Progress Goal:** A Maintenance of Progress Goal includes actions that may be ongoing without significant changes and allows an LEA to track performance on any metrics not addressed in the other goals of the LCAP.

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

## **Focus Goal(s)**

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

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

## **Broad Goal**

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

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

## **Maintenance of Progress Goal**

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

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

## **Required Goals**

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

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

- **Consistently low-performing student group(s) goal requirement:** An LEA meeting the consistently low-performing student group(s) criteria must include a goal in its LCAP focused on improving the performance of the student group or groups that led to the LEA’s eligibility for Differentiated

Assistance. This goal must include metrics, outcomes, actions, and expenditures specific to addressing the needs of, and improving outcomes for, this student group or groups. An LEA required to address multiple student groups is not required to have a goal to address each student group; however, each student group must be specifically addressed in the goal. This requirement may not be met by combining this required goal with another goal.

- **Goal Description:** Describe the outcomes the LEA plans to achieve to address the needs of, and improve outcomes for, the student group or groups that led to the LEA's eligibility for Differentiated Assistance.
- **Explanation of why the LEA has developed this goal:** Explain why the LEA is required to develop this goal, including identifying the student group(s) that lead to the LEA being required to develop this goal, how the actions and associated metrics included in this goal differ from previous efforts to improve outcomes for the student group(s), and why the LEA believes the actions, metrics, and expenditures included in this goal will help achieve the outcomes identified in the goal description.

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

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

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

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

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

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

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

Complete the table as follows:

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

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

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

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

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

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

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

**Goal Analysis:**

Enter the LCAP Year.

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

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

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

### Purpose

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

### Requirements and Instructions

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

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

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

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

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

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

**Required Descriptions:**

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

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

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

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

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

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

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

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

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

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

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

## **For School Districts Only:**

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

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

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

### **Actions Provided on a Schoolwide Basis:**

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

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

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

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

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

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

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

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

Provide the following descriptions, as applicable to the LEA:

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

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

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

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

Complete the table as follows:

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

## Action Tables

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

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

- Table 1: Total Planned Expenditures Table (for the coming LCAP Year)

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

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

## Data Entry Table

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

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

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

- **2. Projected LCFF Supplemental and/or Concentration Grants:** Provide the total amount of LCFF supplemental and concentration grants the LEA estimates it will receive on the basis of the number and concentration of unduplicated students for the coming school year.
- **3. Projected Percentage to Increase or Improve Services for the Coming School Year:** This percentage will not be entered; it is calculated based on the Projected LCFF Base Grant and the Projected LCFF Supplemental and/or Concentration Grants, pursuant to 5 CCR Section 15496(a)(8). This is the percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the coming LCAP year.
- **LCFF Carryover — Percentage:** Specify the LCFF Carryover — Percentage identified in the LCFF Carryover Table from the prior LCAP year. If a carryover percentage is not identified in the LCFF Carryover Table, specify a percentage of zero (0.00%).
- **Total Percentage to Increase or Improve Services for the Coming School Year:** This percentage will not be entered; it is calculated based on the Projected Percentage to Increase or Improve Services for the Coming School Year and the LCFF Carryover —

Percentage. This is the percentage by which the LEA must increase or improve services for unduplicated pupils as compared to the services provided to all students in the coming LCAP year.

- **Goal #:** Enter the LCAP Goal number for the action.
- **Action #:** Enter the action's number as indicated in the LCAP Goal.
- **Action Title:** Provide a title of the action.
- **Student Group(s):** Indicate the student group or groups who will be the primary beneficiary of the action by entering "All," or by entering a specific student group or groups.
- **Contributing to Increased or Improved Services?:** Type "Yes" if the action **is** included as contributing to meeting the increased or improved services; OR, type "No" if the action is **not** included as contributing to meeting the increased or improved services.
- If "Yes" is entered into the Contributing column, then complete the following columns:
  - **Scope:** The scope of an action may be LEA-wide (i.e., districtwide, countywide, or charterwide), schoolwide, or limited. An action that is LEA-wide in scope upgrades the entire educational program of the LEA. An action that is schoolwide in scope upgrades the entire educational program of a single school. An action that is limited in its scope is an action that serves only one or more unduplicated student groups.
  - **Unduplicated Student Group(s):** Regardless of scope, contributing actions serve one or more unduplicated student groups. Indicate one or more unduplicated student groups for whom services are being increased or improved as compared to what all students receive.
  - **Location:** Identify the location where the action will be provided. If the action is provided to all schools within the LEA, the LEA must indicate "All Schools." If the action is provided to specific schools within the LEA or specific grade spans only, the LEA must enter "Specific Schools" or "Specific Grade Spans." Identify the individual school or a subset of schools or grade spans (e.g., all high schools or grades transitional kindergarten through grade five), as appropriate.
- **Time Span:** Enter "ongoing" if the action will be implemented for an indeterminate period of time. Otherwise, indicate the span of time for which the action will be implemented. For example, an LEA might enter "1 Year," or "2 Years," or "6 Months."
- **Total Personnel:** Enter the total amount of personnel expenditures utilized to implement this action.
- **Total Non-Personnel:** This amount will be automatically calculated based on information provided in the Total Personnel column and the Total Funds column.

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

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

## Contributing Actions Table

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

## Annual Update Table

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

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

## Contributing Actions Annual Update Table

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

- **6. Estimated Actual LCFF Supplemental and/or Concentration Grants:** Provide the total amount of LCFF supplemental and concentration grants the LEA estimates it will actually receive based on of the number and concentration of unduplicated students in the current school year.
- **Estimated Actual Expenditures for Contributing Actions:** Enter the total estimated actual expenditure of LCFF funds used to implement this action, if any.
- **Estimated Actual Percentage of Improved Services:** For any action identified as contributing, being provided on a Limited basis only to unduplicated students, and that does not have funding associated with the action, enter the total estimated actual quality improvement anticipated for the action as a percentage rounded to the nearest hundredth (0.00%).
  - Building on the example provided above for calculating the Planned Percentage of Improved Services, the LEA in the example implements the action. As part of the annual update process, the LEA reviews implementation and student outcome data and determines that the action was implemented with fidelity and that outcomes for foster youth students improved. The LEA reviews the original estimated cost for the action and determines that had it hired additional staff to collect and analyze data and to coordinate supports for students that estimated actual cost would have been \$169,500 due to a cost of living adjustment. The LEA would divide the estimated actual cost of \$169,500 by the amount of LCFF Funding identified in the Data Entry Table and then convert the quotient to a percentage. This percentage is the Estimated Actual Percentage of Improved Services for the action.

## LCFF Carryover Table

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

- **10. Total Percentage to Increase or Improve Services for the Current School Year:** This percentage will not be entered. The percentage is calculated based on the amounts of the Estimated Actual LCFF Base Grant (9) and the Estimated Actual LCFF Supplemental and/or Concentration Grants (6), pursuant to 5 CCR Section 15496(a)(8), plus the LCFF Carryover – Percentage from the prior year. This is the percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the current LCAP year.

## Calculations in the Action Tables

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

### Contributing Actions Table

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

### Contributing Actions Annual Update Table

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

- 6. Estimated Actual LCFF Supplemental and Concentration Grants
  - This is the total amount of LCFF supplemental and concentration grants the LEA estimates it will actually receive based on of the number and concentration of unduplicated students in the current school year.
- 4. Total Planned Contributing Expenditures (LCFF Funds)
  - This amount is the total of the Last Year's Planned Expenditures for Contributing Actions (LCFF Funds)

- 7. Total Estimated Actual Expenditures for Contributing Actions
  - This amount is the total of the Estimated Actual Expenditures for Contributing Actions (LCFF Funds)
- Difference Between Planned and Estimated Actual Expenditures for Contributing Actions (Subtract 7 from 4)
  - This amount is the Total Estimated Actual Expenditures for Contributing Actions (7) subtracted from the Total Planned Contributing Expenditures (4)
- 5. Total Planned Percentage of Improved Services (%)
  - This amount is the total of the Planned Percentage of Improved Services column
- 8. Total Estimated Actual Percentage of Improved Services (%)
  - This amount is the total of the Estimated Actual Percentage of Improved Services column
- Difference Between Planned and Estimated Actual Percentage of Improved Services (Subtract 5 from 8)
  - This amount is the Total Planned Percentage of Improved Services (5) subtracted from the Total Estimated Actual Percentage of Improved Services (8)

**LCFF Carryover Table**

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

The amount of LCFF funds is calculated by subtracting the Estimated Actual Percentage to Increase or Improve Services (11) from the Estimated Actual Percentage of Increased or Improved Services (10) and then multiplying by the Estimated Actual LCFF Base Grant (9). This amount is the amount of LCFF funds that is required to be carried over to the coming year.

- 13. LCFF Carryover — Percentage (12 divided by 9)
  - This percentage is the unmet portion of the Percentage to Increase or Improve Services that the LEA must carry over into the coming LCAP year. The percentage is calculated by dividing the LCFF Carryover (12) by the LCFF Funding (9).

California Department of Education  
January 2022