

Top Ten Things to Remember for LCAP Season

10. Meet with all required **stakeholders**. These include: students, parents, DELAC, PAC, community members, teachers, administrators, teacher and classified leadership, school board. Make sure you include the **dates** of stakeholder meetings, public hearing and final board approval.
9. When you meet with stakeholders, remember two approaches need to be addressed. **Current progress** on this year's LCAP and the stakeholders' input AND recommendations for the **next three years**, based upon this year's progress. Getting information from the stakeholders is key to building your LCAP.
8. Section 1 right hand column must include your stakeholders **input**. What did they recommend, respond, share with the LCAP committee?
7. Start collecting **results** for the 27 metrics. If your district does not address all 27, then indicate the metrics are N/A, or state the reason your district does not report the results. *i.e. elementary school district does not report high school graduation*
6. Start sooner than later...mid year is a great time to share results of actions and expenditures.
5. Whenever the expenditures **vary more than 5%**, be sure to include the rationale as to the variance.
4. Remember to send MCOE the dates of your **public hearings** and board approval in enough time to get into your local paper.
3. Remember that **program/curriculum and fiscal/business** need to be constantly involved in the LCAP review and development.
2. Keep in mind that the LCAP template is a compliance document, but the processes you use to build and develop your plan can and should be a learning opportunity.
1. Remember, the focus is on **students and their outcomes**.