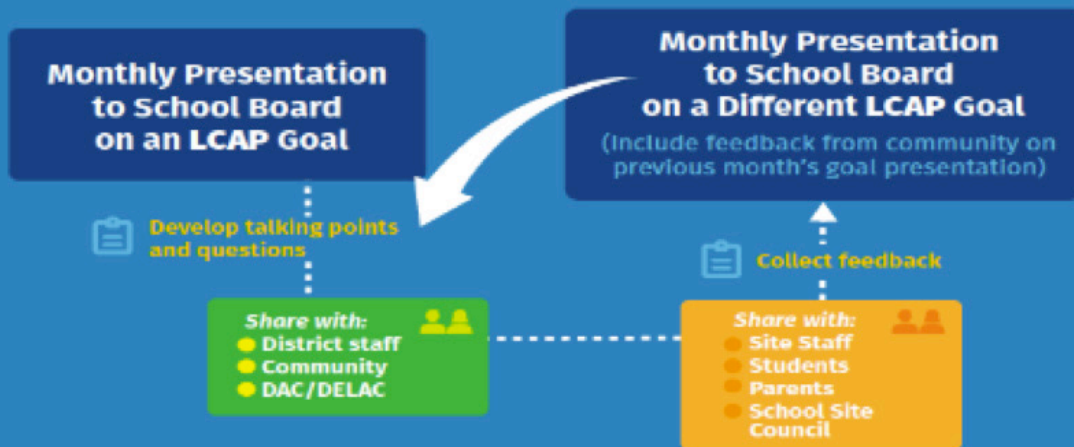


SECTION 2: STAKEHOLDER ENGAGEMENT TOOLS/RESOURCES

LCAP Parallel Process for Stakeholders *Review, Report, Reach out, Revise*



- Share LCAP updates and solicit feedback from stakeholders at all outreach events and opportunities. Document outreach on meeting agendas.
- Principals, directors, and district leaders provide that feedback to State and Federal Programs Office.
- Feedback is synthesized and reported back to the School Board.

STEP 1: DETERMINE THE STAKEHOLDERS

Legislatively, the following stakeholders must be consulted

- Parents
- Teachers
- Administrators
- Students
- DELAC/ELAC
- PAC
- Union Leadership
- Community Partner, specific to each community

Consider representation of various student groups. Consider the following questions:

- Who should be involved?
- How are we going to involve them?
- Why are we involving them?

Who are our stakeholders?

Name of Group (required)	District Level	Site Level
--------------------------	----------------	------------

TOOLS AND RESOURCES:

Tool 2-1 Who are our stakeholders?

https://docs.google.com/document/d/1e0Owc_wjQs7ejKnkTve7aKIdCkhjqTCw-Pa16l3AzX8/edit?usp=sharing

STEP 2: DETERMINE PROCESS TO ENGAGE THE STAKEHOLDERS

Considerations should be made to address the following:

- Structures are already in place to meet with stakeholders
 - Time
 - Location
 - Facilitators
- Methods to be used
 - Two-way communication
 - Structured interviews
 - Presentations
 - Surveys
 - Newsletters
 - Recording of the data

Planning Phase: Who Should Be Involved? How are we going to involve them? Why are we involving them?

Who should be involved? (Provide list of stakeholders)	How are we going to involve them? (Time/Location)	Why are we involving them? (Rationale)

Process Phase: What method will be used? Who will facilitate? How will we collect their input? How will we share this input?

TOOLS AND RESOURCES:

Tool 2-2 Planning for Stakeholder Engagement

<https://docs.google.com/document/d/1x3uqhcCxdUPiuKogScvdpCzlvTKJKW2iGw5EG3G6Yo/edit?usp=sharing>

STEP 3: DETERMINE CONTENT - WHAT TO SHARE WITH THE STAKEHOLDERS?

Share the following, in this order:

1. Progress on Goals (this should be done throughout the school year)
 - Actions/Services
 - Expenditures
2. Analysis of data (data should contain local results and be shared throughout the year; state indicators should be shared as soon as the results are available)

- Successes
- Greatest Needs
- Performance Gaps

✓ Implementation Complete ▲ Implementation on Track ▼ Implementation Not on Track ✗ Unable to Implement

LCAP Goal	Action #	Actions/Services	On Track	Accomplishments/Challenges	What changes in actions, services, and expenditures need to be made	Budgeted Expenditures
			■ Actions ▲ Expenditures ▼ Outcomes	Accomplishments Challenges		Budgeted Expended

TOOLS AND RESOURCES:

Tool 2-3 Action Review Tool

<https://drive.google.com/file/d/0B-F3Q3RGEQqBZWRzWnFvS21QdmM/view?usp=sharing>

Tool 1-2 Dashboard Analysis

<https://drive.google.com/file/d/0B-F3Q3RGEQqBdUEybU8yX1VjQ2s/view?usp=sharing>

STEP 4: COLLECT IMPACT AND PRIORITIZE NEEDS

After reviewing the content, the district may have several areas (red/orange) that are not able to be addressed within the three years; therefore, it will be necessary to prioritize the needs with stakeholders. Determine which greatest needs should be addressed initially. What need, if addressed, will impact other needs. Consider the number of goals that can realistically be addressed over the three year period. What goals will the district spend its time, energy, and resources on in order to make a significant impact? Be ready to share why these goals were the priority.

Step 1: Look at each LCFF Evaluation Rubric Indicator

State Indicators	Local Indicators
Achievement-ELA	Basic Services
Achievement-Math	State Standards Implementation
Suspension Rate	Parent Engagement
English Learners	Local Climate
Graduation Rate	
College/Career Readiness	

Step 2: Drill down into school and student group data

TOOLS AND RESOURCES:

Tool 2-4 How to prioritize needs

<https://drive.google.com/open?id=1holjxo2IE3KCSVMhcGblnDXbjZ4dvblGQBNCeVuUjUHY>

Tool 2-5 Stakeholder Engagement Prioritization Process for Looking at the Data to Inform LCAP

<https://drive.google.com/open?id=0B-F3Q3RGEQqBU1pINTZHN0oxNUE>

STEP 5: RECORD THE INFORMATION IN THE STAKEHOLDER ENGAGEMENT SECTION

Record the following:

- Group and dates met
- Public Hearing and LCAP Approval Dates
- Summary of Impact and Prioritizations

Stakeholder Engagement Input Chart

Goal:	
--------------	--

State Priorities

Date Related to Goal	Proposed Actions/Services to Meet Goal
Results and Updates	Guiding Questions

Stakeholder Engagement

LCAP Year 2017–18 2018–19 2019–20

INVOLVEMENT PROCESS FOR LCAP AND ANNUAL UPDATE

How, when, and with whom did the LEA consult as part of the planning process for this LCAP/Annual Review and Analysis?

TOOLS AND RESOURCES:

Tool 2-6 Stakeholder Engagement Input Chart (San Diego County Office of Education)

<https://docs.google.com/document/d/1SdYQdDhnH3HkKe394kpn8BWSAnaaa9cz6rv8yWZl1Jo/edit?usp=sharing>

Tool 2-7 Completed Example of Stakeholder Engagement section

<https://drive.google.com/file/d/0B-F3Q3RGEQqBbVpNZmhLWFUxbTA/view?usp=sharing>

Tool 2-8 Blank of Stakeholder Engagement section

<https://drive.google.com/file/d/0B-F3Q3RGEQqBSGVQWmh4RHY3ejg/view?usp=sharing>

Tool 2-9 Stakeholder Messages

<https://drive.google.com/open?id=0B-F3Q3RGEQqBZ0dKOUdpUEUzeFk>

Tool 2-10 Reducing and Selecting Ideas

<https://drive.google.com/open?id=0B-F3Q3RGEQqBS1BiOG5vMUTwVUE>

Tool 2-11 Stakeholder Engagement Accident

<https://drive.google.com/open?id=0B-F3Q3RGEQqBMkRpQ2xnZDRCZUk>

Tool 2-12 Reducing and Selecting Ideas

<https://drive.google.com/open?id=0B4Trdt8VPoDtMWVfn3NYMWJYd0k>

Tool 2-13 Stakeholder Messages

<https://drive.google.com/open?id=0B4Trdt8VPoDtQTRhSWIPR0tNVUk>

Tool 2-14 Communication Plan

<https://drive.google.com/open?id=0B4Trdt8VPoDtY1h3dWpaWVh6Sm8>