

# SECTION 3: GOALS, ACTIONS & SERVICES TOOLS/RESOURCES

## STEP 1: DETERMINE THE DISTRICT'S BASE PROGRAM

Base program impacts all students and most, if not all, priorities

Complete a copy of the following table for each of the LEA's goals. Update the table as needed.

	<input type="checkbox"/> New	<input type="checkbox"/> Modified	<input checked="" type="checkbox"/> Unchanged
<b>Goal 1</b> Base Program Example (By Priorities)	<i>In cooperation with parents, staff, and the community, all students will receive a high-quality education, in a safe environment, which is supportive of students reaching success in high school graduation, leading to a pathway to be fully prepared for college and career by increasing graduation rates by 1% for each year.</i>		

## TOOLS AND RESOURCES:

*Tool 3-1 Goal/Actions for all priorities for Base Program Single Action*

<https://drive.google.com/file/d/0B-F3Q3RGEQqBaldqckxSTFBFQ28/view?usp=sharing>

*Tool 3-2 Goals/Actions for all priorities for Base Program by priorities*

<https://drive.google.com/file/d/0B-F3Q3RGEQqBeIJDSWR0Uy1JVW8/view?usp=sharing>

*Tool 3-3 Goal/Actions for priorities 1,2,7,8*

<https://drive.google.com/file/d/0B-F3Q3RGEQqBMUhwTzE4dHQxZG8/view?usp=sharing>

*Tool 3-4 How to determine Base Program*

<https://drive.google.com/file/d/0B-F3Q3RGEQqBeWpvc2ZHMEJsNk0/view?usp=sharing>

*Tool 3-5 District Base*

<https://drive.google.com/file/d/0B-F3Q3RGEQqBS2VjRWFsOEltU3c/view?usp=sharing>

## STEP 2: DETERMINE NUMBER OF ADDITIONAL GOALS NEEDED TO IMPACT GREATEST NEED

After determining the base program, and using the input from stakeholders. Determine what additional goals are necessary to meet the greatest needs. Consider how individual school sites can support the goal through the lens of their population.

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## STEP 3: WRITE SMART GOALS

All goals should be Specific, Measurable, Attainable, Relevant, and Time-bound

### Goal 1

#### Base Program Example

Indicate your goal. Consider writing a SMART goal (specific, measurable, attainable, relevant, time bound)

*Example: In cooperation with parents, staff, and the community, all students will receive a high quality education in a safe environment which is supportive of students reaching success in high school graduation leading to a pathway to be fully prepared for college and career by increasing graduation rates by 1% for each year.*

## TOOLS AND RESOURCES:

*Tool 3-6 SMART Goal worksheet*

<https://drive.google.com/file/d/0B-F3Q3RGEQqBaWY3LUVMMXF2eXM/view?usp=sharing>

## STEP 4: DETERMINE THE BASE PROGRAM ACTIONS NEEDED FOR ALL STUDENTS AS IT RELATES TO THE GOAL

All students may need access to the SMART goals that address greatest need

*Increase oral and written English Academic Language Skills, as measured by state and local assessments, by a minimum of 3-5% points for all students and 5-7% points for English Learners and Low Income Students.*

## TOOLS AND RESOURCES:

*Tool 3-7 Example of goal with base program action*

<https://drive.google.com/open?id=0B-F3Q3RGEQqBeWpvc2ZHMEJsNk0>

## STEP 5: DETERMINE ADDITIONAL ACTIONS NEEDED TO ADDRESS THE GOAL

If the action is for all students, check the ALL students box and appropriate schools.

If the action is specifically addressing a group of students (English Learner, Low Income, Foster Youth), check appropriate box and location of these students.

There should be actions that specifically address groups of students, based upon the data. This information can be determined from the root causes analysis.

## STEP 6: ADD ACTIONS GEARED SPECIFICALLY FOR SITE IMPLEMENTATION

Consider providing funds for individual school to develop actions to impact goals. Depending upon the results of the California School Dashboard, schools may have specific needs that differ from the district. Providing sites with funds to explicitly addressed those students' needs should lead to significantly changes in students' outcomes.

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## TOOLS AND RESOURCES:

Tool 3-8 Sample Goal for English Learners

<https://drive.google.com/open?id=0B-F3Q3RGEQqBY2RwTEdmR1JsZFE>

## STEP 7: PLAN PROGRAMS FOR EACH SMART GOAL

In order to address coherency within the district, build programs that have the following components:

- Instructors (either certificated or classified) salaries
- Benefits for these Instructors
- Training
- Materials
- Monitoring
- Additional support for instructors through coaching
- Assessment
  - Frequency
  - Determination of success

## TOOLS AND RESOURCES:

Tool 3-9 Steps to determine a Base Program

[https://drive.google.com/open?id=1mxpgNLvGRL0cX\\_VlqbSnDnW0zVBMzWzOTq5yTBxqYWE](https://drive.google.com/open?id=1mxpgNLvGRL0cX_VlqbSnDnW0zVBMzWzOTq5yTBxqYWE)

### Steps to Determine Base Program

1. Determine what instructional programs are provided for all students *i.e. teaching staff, instructional aides, textbooks, supplies-paper, pencils, etc.*
2. Determine administrator support for teachers who will be monitoring the instructional program *i.e. principals, assistant principals, coaches*

## STEP 8: RECORD ACTIONS/SERVICES FOR PROGRAM OR RECORD PROGRAM AS AN ACTION

List any specific action or service necessary for program success

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ACTIONS / SERVICES					
Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.					
Action	1				
Actions/Services	<table border="1"><thead><tr><th>PLANNED</th><th>ACTUAL</th></tr></thead><tbody><tr><td></td><td></td></tr></tbody></table>	PLANNED	ACTUAL		
PLANNED	ACTUAL				

## TOOLS AND RESOURCES:

Tool 1-1 LCAP Template Goals, Actions, Services

[https://docs.google.com/a/montereycoe.org/document/d/12OQJ8TPwwl\\_0Jyi3ovhEZx3LITTGxWfRCYJhCI5zrgg/edit?usp=sharing](https://docs.google.com/a/montereycoe.org/document/d/12OQJ8TPwwl_0Jyi3ovhEZx3LITTGxWfRCYJhCI5zrgg/edit?usp=sharing)

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## STEP 9: DETERMINE COSTS OF PROGRAMS (ACTIONS/SERVICES)

Work with Fiscal to determine all costs to programs. These may include:

- Salaries
- Benefits
- Training
- Materials
- Monitoring
- Additional support for instructors through coaching
- Assessment

Program Elements		Costs for ** school year
<b>Teaching Staff</b>		
	Grades TK-3	
	Grades 4-6	
	Grades 7-8	
	Grades 9-12	
<b>Instructional Materials:</b>		

### TOOLS AND RESOURCES:

*Tool 3-10 Base Program Spreadsheet Costs*

<https://docs.google.com/spreadsheets/d/1XulBloJo8GVTbNJT1RnKIZw6xUZ1bDaXM17yBW72F8k/edit?usp=sharing>

## STEP 10: DETERMINE FUNDING SOURCE

Work with Fiscal to determine what available funding can support the program costs

Available funding sources may include the following:

- Base program
- LCFF Funds
- Title 1
- Community donations

## STEP 11: DETERMINE BUDGET REFERENCE

There are a variety of ways to record the budget reference.

1. SACs codes only i.e. 1000, 2000, 3000, etc.
2. Key word i.e. Salaries for teachers, Salaries for aides, Benefits, etc.
3. Combination of SACs and key words-this may be the most informative for the public i.e. Salaries for teachers (1000), Salaries for aides (2000), Benefits (3000), etc.
4. Salaries and Benefits may be combined for this document.

Resource	U/F	Resource Description
0000	F	Unrestricted
0001-0999	F	Unrestricted: Locally defined
1000-1999	F	Unrestricted: Reporting or Special Accounting Required
1100	F	Lottery: Unrestricted

### TOOLS AND RESOURCES:

*Tool 3-11 Link to CDE for SACS codes*

<http://www.cde.ca.gov/fg/ac/ac/resource.asp>

## STEP 12: DETERMINE HOW TO MEASURE PROGRESS OF ACTION.

There are several quantitative and qualitative measurements that can be used. Consider which legislated metric might best address the action. Indicate the name of the measurement, what the current status (or baseline) of performance is, what is expected for each year of the LCAP.


### TOOLS AND RESOURCES:

*Tool 1-8 Required Metrics Template*


[https://docs.google.com/document/d/1z8FiERO0tYghxEdTEpZmfFbAr8QGeiaFOxBW0PEt\\_Bc/edit?usp=sharing](https://docs.google.com/document/d/1z8FiERO0tYghxEdTEpZmfFbAr8QGeiaFOxBW0PEt_Bc/edit?usp=sharing)

## STEP 13: REPEAT FOR EACH GOAL DETERMINED THROUGH PRIORITIZATION

## STEP 14: RECORD INFORMATION IN THE GOALS

Duplicate table on LCAP template as needed. Click on  to duplicate tables.

Complete a copy of the following table for each of the LEA's Actions/Services. Duplicate the table, including Budgeted Expenditures, as needed.

 Action **1**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:		
Students to be Served	<input type="checkbox"/> All	<input type="checkbox"/> Students with Disabilities
	<input type="checkbox"/> [Specific Student Group(s)]_____	
Location(s)	<input type="checkbox"/> All schools	<input type="checkbox"/> Specific Schools:_____
	<input type="checkbox"/> Specific Grade spans:_____	

**OR**

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## TOOLS AND RESOURCES:

*Tool 1-1 LCAP template Goals, Actions, and Services*

[http://www.cde.ca.gov/search/searchresults.asp?cx=001779225245372747843:gpfwm5rhxiw&output=xml\\_no\\_dtd&filter=1&num=20&start=0&q=lcap](http://www.cde.ca.gov/search/searchresults.asp?cx=001779225245372747843:gpfwm5rhxiw&output=xml_no_dtd&filter=1&num=20&start=0&q=lcap)

*Tool 3-12 Blank of Goals, Actions, and Services*

<https://drive.google.com/open?id=0B-F3Q3RGEQqBMDc0WTBkdTM2aGM>

*Tool 3-13 Prioritization Charts*

<https://drive.google.com/open?id=0B-F3Q3RGEQqBR2dzVjZjQVR4RGc>

*Tool 3-14 Goal Page Blank*

<https://drive.google.com/open?id=0B-F3Q3RGEQqBR2dzVjZjQVR4RGc>

*Tool 3-15 Inquiry Cycle*

<https://drive.google.com/open?id=0B4Trdt8VPoDtZm14TI9ueWtjekE>

*Tool 3-16 Stages of New State Accountability System Rollout*

<https://drive.google.com/open?id=0B4Trdt8VPoDtMDJhYXg1VUoxTTQ>

*Tool 3-17 Template Fishbone*

<https://drive.google.com/open?id=0B4Trdt8VPoDt0tEcWJhUXdJRW8>

*Tool 3-18 ELPI Guiding Questions*

<https://drive.google.com/open?id=0B4Trdt8VPoDtUE1iaU9fZmpxV2M>