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## SECTION 5: PLAN SUMMARY TOOLS/RESOURCES

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### STEP 1: REVIEW ALL OTHER SECTIONS OF LCAP

Prior to writing this section, review all other sections of the LCAP

#### TOOLS AND RESOURCES:

*LCAP Draft*

### STEP 2: WRITE THE STORY

Use information from district website, LEA plans, Strategic Plans, or other information that briefly describes the district. It would be helpful to include demographics, grades served, number of schools, etc.

#### **THE STORY**

Briefly describe the students and community and how the LEA serves them.

#### TOOLS AND RESOURCES:

*Tool 5-1 Checklist of Items to Include in Summary*

<https://drive.google.com/open?id=0B-F3Q3RGEQqBN3hzaFFRLS05NHc>

*Tool 5-2 Example of The Story and LCAP Highlights*

<https://drive.google.com/open?id=0B-F3Q3RGEQqBamh1bFRXZVIZU1U>

### STEP 3: IDENTIFY AND SUMMARIZE THE LCAP HIGHLIGHTS

Consider the main focus for the LCAP as if you only had a few moments to explain the focus of this document.

#### **LCAP HIGHLIGHTS**

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

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**TOOLS AND RESOURCES:**

*Tool 5-3 LCAP Highlights frames*

<https://drive.google.com/open?id=0B-F3Q3RGEQqBcnJWRG9NUXdjQW8>

*Tool 5-2 LCAP template LCAP Highlights*

<https://drive.google.com/open?id=0B-F3Q3RGEQqBamh1bFRXZVIZU1U>

**STEP: 4 DISTILL THE REVIEW OF PERFORMANCE INTO BRIEF STATEMENTS OF WHAT'S WORKING, WHAT'S NOT, AND WHAT THE DISTRICT PLANS TO DO TO ADDRESS THE GAPS**

**TOOLS AND RESOURCES:**

*Tool 5-3 LCAPs Highlights frames*

<https://drive.google.com/open?id=0B-F3Q3RGEQqBcnJWRG9NUXdjQW8>

**STEP 5: SHARE THE GREATEST PROGRESS OF THE DISTRICT**

Give yourself credit for the good work being accomplished by the district. Celebrate the district's successes. Discuss how the district plans to maintain or build upon these successes.

**GREATEST  
PROGRESS**

**TOOLS AND RESOURCES:**

*Tool 5-4 Performance Review Frames*

<https://drive.google.com/open?id=0B-F3Q3RGEQqBZktBSHFJNTc3Q0k>

*Tool TBD LCAP template Greatest Progress*

**STEP 6: REVIEW THE GREATEST NEEDS AS SHARED WITH THE STAKEHOLDERS**

Provide a brief overview of the district's compelling needs to address the performance of all students that are in the red or orange performance category. List any areas that need significant improvement and how the district plans to address these goals. These are most likely a review of the goals for the upcoming year.

**GREATEST  
NEEDS**

**TOOLS AND RESOURCES:**

*Tool 5-4 Performance Review Frames*

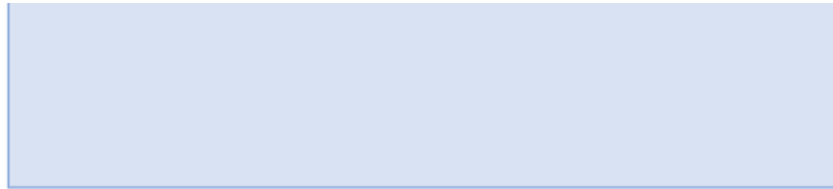
<https://drive.google.com/open?id=0B-F3Q3RGEQqBZktBSHFJNTc3Q0k>

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## STEP 7: REVIEW THE PERFORMANCE GAPS OF STUDENT GROUPS

Identify any state indicator for which the performance for any student group was two or more performance levels below the ALL student performance. List steps the district is planning to take to address these performance gaps.

### PERFORMANCE GAPS



### TOOLS AND RESOURCES:

*Tool 1-2 Dashboard Analysis*

<https://drive.google.com/open?id=0B-F3Q3RGEQqBdUEybU8yX1VjQ2s>

*Tool 5-5 Review of Performance Tool*

[https://drive.google.com/open?id=17ivBGj7A21ttXJzLaqH1Df7T8jLbQLpj\\_PFPZ99drCg](https://drive.google.com/open?id=17ivBGj7A21ttXJzLaqH1Df7T8jLbQLpj_PFPZ99drCg)

*Tool 5-4 Performance Review Frames*

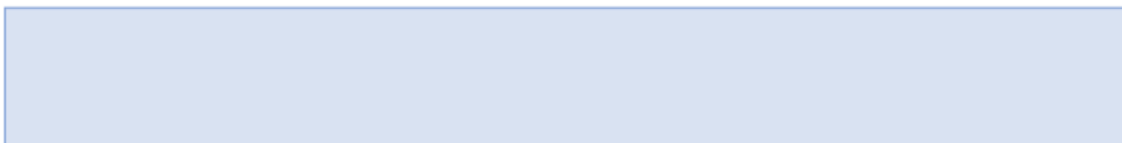
<https://drive.google.com/open?id=0B-F3Q3RGEQqBZktBSHFJNTc3Q0k>

## STEP 8: BRIEFLY STATE HOW THE DISTRICT PLANS TO INCREASE OR IMPROVE SERVICES FOR STUDENTS

Focus on the “more” or “better” statements found in the Demonstration of Improved services section of the template

### INCREASED OR IMPROVED SERVICES

If not previously addressed, identify the two to three most significant ways that the LEA will increase or improve services for low-income students, English learners, and foster youth.



## STEP 9: COMPLETE THE BUDGET SUMMARY SECTION WITH FISCAL

Work with fiscal and the SACS form 01, the complete the boxes for the following information:

- Total General Fund Expenditures for LCAP Year – on SACS Form 01, Page 1, Use row 9 Total Expenditures from column F; PLUS Transfers Out and Other Uses

Description	Resource Codes	Object Codes	2016-17 Estimated Actuals			2017-18 Budget		Total Fund col. D + E (F)	% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)		
<b>A. REVENUES</b>									
1) LCFF Sources		8010-8099	209,732,613.00	0.00	209,732,613.00	216,549,779.00	0.00	216,549,779.00	3.3%
2) Federal Revenue		8100-8299	339,724.00	14,829,156.00	15,168,880.00	0.00	12,902,080.00	12,902,080.00	-14.9%
3) Other State Revenue		8300-8599	19,734,691.00	23,953,163.00	43,687,854.00	10,169,166.00	19,796,071.00	29,965,237.00	-31.4%
4) Other Local Revenue		8600-8799	4,718,670.00	2,052,654.00	6,771,324.00	4,698,641.00	642,139.00	5,340,780.00	-21.1%
5) TOTAL REVENUES			234,525,898.00	40,834,973.00	275,360,871.00	231,417,586.00	33,340,290.00	264,757,876.00	-3.9%
<b>B. EXPENDITURES</b>									
1) Certificated Salaries		1000-1999	190,610,390.00	27,156,594.00	127,766,984.00	101,698,290.00	25,018,264.00	126,716,554.00	-0.8%
2) Classified Salaries		2000-2999	29,192,385.00	14,479,340.00	43,671,725.00	29,392,623.00	15,758,848.00	45,151,471.00	3.4%
3) Employee Benefits		3000-3999	40,338,171.00	12,750,234.00	53,088,405.00	44,620,028.00	13,236,619.00	57,856,647.00	9.0%
4) Books and Supplies		4000-4999	9,208,231.00	4,066,326.00	13,274,557.00	9,229,458.00	4,355,800.00	13,585,258.00	2.3%
5) Services and Other Operating Expenditures		5000-5999	13,788,613.00	12,825,896.00	26,614,509.00	14,127,471.00	9,565,922.00	23,693,393.00	-11.0%
6) Capital Outlay		6000-6999	1,000,676.00	0.00	1,000,676.00	0.00	1,125,000.00	1,125,000.00	12.4%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	5,780,142.00	1,082,469.00	6,862,611.00	6,057,226.00	1,630,149.00	7,687,375.00	12.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(2,887,540.00)	2,267,243.00	(620,297.00)	(2,811,271.00)	2,249,064.00	(662,207.00)	8.1%
9) TOTAL EXPENDITURES			197,031,068.00	74,728,102.00	271,759,170.00	203,439,325.00	71,814,666.00	275,253,991.00	1.3%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>									
			37,494,830.00	(33,893,129.00)	3,601,701.00	27,978,261.00	(38,474,376.00)	(10,796,115.00)	-391.4%
<b>D. OTHER FINANCING SOURCES/USES</b>									
1) Interfund Transfers									
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	13,915,577.00	0.00	13,915,577.00	6,347,032.00	0.00	6,347,032.00	-54.4%
2) Other Sources/Uses									
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(32,951,183.00)	32,951,183.00	0.00	(35,408,787.00)	35,408,787.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			(46,866,760.00)	32,951,183.00	(13,915,577.00)	(41,755,819.00)	35,408,787.00	(6,347,032.00)	-54.4%

Total Funds Budgeted for Planned Actions/Services – add up the total expenditures found in the LCAP for current year

- Total Projected LCFF Revenue for LCAP Year – on SACS Form 01, Page 4 Subtotal LCFF Sources; MINUS Transfers to Charters Schools, In Lieu Property Taxes

	(50%) Adjustment	8089	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total General Fund Budget Expenditures for LCAP Year			\$					231,833,418.00	3.3%
Total Funds Budgeted for Planned Actions/Services to Meet the Goals in the LCAP for LCAP Year			\$					(4,240,016.00)	4.8%
								(11,043,623.00)	3.2%
								0.00	0.0%
								0.00	0.0%

\$ Total Projected LCFF Revenues for LCAP Year

### TOOLS AND RESOURCES:

Tool 5-6 LCAP template Budget Summary  
<https://drive.google.com/open?id=0B-F3Q3RGEQqBWnFaQ1VvNDRRX2s>

Tool 5-7 SACS form 01  
<https://drive.google.com/open?id=0B-F3Q3RGEQqBeUR2SWd6ZmJLMm8>

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## STEP 10: CREATE NARRATIVE TO BRIEFLY EXPLAIN FUNDS NOT INCLUDED IN THE LCAP

Potential items to include which might not be written into the LCAP:

- Cost of base program – if not included in goals
- General cost of overhead
- Contributions to program not included in LCAP
- Mandatory contributions to Routine Restricted Maintenance

The LCAP is intended to be a comprehensive planning tool but may not describe all General Fund Budget Expenditures. Briefly describe any of the General Fund Budget Expenditures specified above for the LCAP year not included in the LCAP.

### TOOLS AND RESOURCES:

*Tool 5-8 Budget Summary Supports*

<https://drive.google.com/open?id=0B-F3Q3RGEQqBbIEdVI2bXNsSE0>

*Tool 5-9 Blank Budget Summary*

<https://drive.google.com/open?id=0B-F3Q3RGEQqBdEV2YUh3U2ZybXM>

*Tool 5-10 Plan Summary Demonstration of Increased/Improvement*

[https://drive.google.com/open?id=1A8tdlauvlb0P\\_gwXX44he\\_jmVjSqQ-FYCje2kvKH84w](https://drive.google.com/open?id=1A8tdlauvlb0P_gwXX44he_jmVjSqQ-FYCje2kvKH84w)

*Tool 5-11 Implementation of State Standards*

<https://drive.google.com/open?id=0B4Trdt8VPoDtZ3cxcDRDQ1J0VHc>

*Tool 5-12 Family Engagement*

<https://drive.google.com/open?id=0B4Trdt8VPoDtZnJxdjdJMWWUub00>