



District Business & Advisory Services

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Bulletin: 14-035

Date: March 14, 2014

To: District Chief Business Officers
District Fiscal Directors

From: Jenina Salcedo, Advisor

Re: Local Control Accountability Plan

The purpose of this bulletin is to provide information regarding the Local Control Accountability Plan (LCAP). Under the Local Control Funding Formula (LCFF) all Local Education Agencies (LEAs) are required to prepare a LCAP. The LCAP provides information relative to the annual goals for all pupils, with specific activities to address state and local priorities identified pursuant to Education Code 52060(d). It is a 3-year rolling plan that must be adopted annually by July 1. Districts are required to submit the 2014-15 LCAP to the Santa Clara County Office of Education (SCCOE) for review and approval within 5 days of adoption of the plan but, no later than **July 1, 2014**.

California Education Code section 52062 provides guidance on timelines for the adoption of LCAPs. Districts are required to hold at least two public hearings to discuss and adopt (or update) their LCAPs:

- The district must first hold at least one hearing to solicit recommendations and comments from the public regarding expenditures proposed in the plan. The agenda for the public hearing shall be posted at least 72 hours before the public hearing and shall include the location where the LCAP will be available for public inspection. The public hearing shall be held at the same meeting as the public hearing required for the budget.
- The LCAP is adopted at a subsequent hearing. This must occur at the same meeting as budget adoption but must be adopted before the district budget.

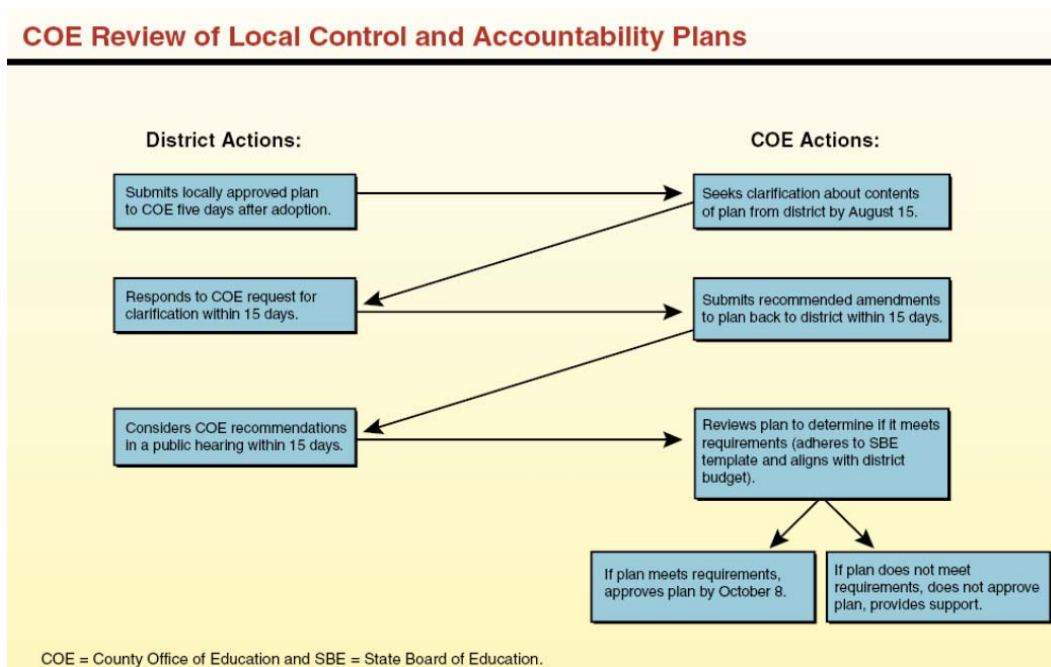
More LCAP details can be found on the SCCOE website at: <http://www.sccoe.org/depts/esb/Pages/LCAP.aspx>.

LCAP template is on the CDE website at: <http://www.cde.ca.gov/fg/aa/lc/documents/lcaptemplate021814.doc>

In a joint effort between the Business and Educational Services branches, SCCOE is hosting **Technical Assistance Sessions**. These sessions are designed for districts to confer with SCCOE staff of both branches to get their LCAP questions answered. If they choose, districts can work on their LCAPs during these sessions. There are 15 sessions scheduled between now and June 2014. Each session is scheduled for 2 hours. The sessions are designed for one district at a time. If districts wish to take advantage of this opportunity, please find available dates and register at:

http://santaclara.k12oms.org/search.php?logic=phrase&past_events=0&term=lcap

Once districts adopt and submit their LCAPs, the chart below provides information on the flow of communication and the timelines thereof:



Source: Legislative Analyst’s Office <http://www.lao.ca.gov/reports/2013/edu/lcff/lcff-072913.aspx>

CHARTER SCHOOLS

The LCAP adoption process for Charter Schools is different than that for school districts. Charter schools are exempt from the specific requirements to solicit public comment and hold public hearings that apply to school districts. Charter school LCAPs are approved by the governing boards of the charter schools and submitted to the charter authorizer. Additional information regarding charter school LCAPs will be disseminated during the **Charter LCAP workshop** to be held on March 25, 2014. To register please visit: <http://santaclara.k12oms.org/eventdetail.php?id=81622>

Please note that Charter schools are required to consult with school employees, parents, and students when updating their LCAPs.

If you have any questions, please contact your District Business Advisor.

Please share this information as deemed appropriate.