SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

Agenda Item# 10.4

Meeting Date: May 7, 2020

Subject: 2019-20 Local Control and Accountability Plan Update

- ☒ Information Item Only
- ☐ Approval on Consent Agenda
- ☐ Conference (for discussion only)
- ☐ Conference/First Reading (Action Anticipated: _____)
- ☐ Conference/Action
- ☐ Action
- ☐ Public Hearing

Division: Continuous Improvement and Accountability Office

Recommendation: Receive information about the recent changes to the Local Control and Accountability Plan (LCAP) development and approval process for 2019-20 and 2020-21.

Background/Rationale: Annually, districts must update the Local Control and Accountability Plan (LCAP) including a review of the applicability of the goals, and progress toward stated goals as per Education Code §52061. On April 23, 2020, Governor Newsom issued Executive Order N-56-20. This order outlined key changes to the LCAP development and approval process for 2019-20 and 2020-21. These changes were made in response to the COVID-19 pandemic and empowered districts and schools to focus on responding to the pandemic while continuing to provide transparency to their communities.

Financial Considerations: None

LCAP Goals: College, Career and Life Ready Graduates; Safe, Emotionally Healthy and Engaged Students; Family and Community Empowerment; Operational Excellence

Documents Attached:
1. Executive Summary
2. Governor's Executive Order N-56-20
3. California Department of Education (CDE) COVID-19 and LCAP FAQs

Estimated Time of Presentation:15 minutes
Submitted by: Vincent Harris, Chief Continuous Improvement and Accountability Officer
Steven Fong, LCAP/SPSA Coordinator
Approved by: Jorge A. Aguilar, Superintendent

Board of Education Executive Summary

Continuous Improvement and Accountability and State and Federal Programs

Local Control and Accountability Plan (LCAP) Update

May 7, 2020

I. Overview/History of Department or Program

In July 2013, the state Legislature approved a new funding system for all California public schools. This new funding system, Local Control Funding Formula (LCFF), requires that every Local Education Agency write a Local Control and Accountability Plan (LCAP) and Annual Update.

II. Driving Governance:

According to Ed Code 52060, on or before July 1, annually, the Governing Board of each school district shall adopt a Local Control and Accountability Plan ("LCAP") using a template adopted by the State Board of Education ("SBE"), effective for three years with annual updates. It will include the district's annual goals for all students and for each significant subgroup in regard to the eight state priorities and any local priorities, as well as the plans for implementing actions to achieve those goals.

On April 23, 2020, Governor Newsom issued Executive Order N-56-20. This order outlined key changes to the LCAP development and approval process for 2019-20 and 2020-21. These changes were made in response to the COVID-19 pandemic and empowered districts and schools to focus on responding to the pandemic while continuing to provide transparency to their communities.

The key changes outlined by the Executive Order include:

2019-20 Reporting Requirements:

- Deadline for the 2020-21 LCAP and Budget Overview for Parents is extended until December 15, 2020
- (NEW for this year) Boards must adopt, at the same meeting at which the annual budget is adopted, a written report to the community explaining the changes to program offerings that the district has made in response to school closures and the major impacts of such closures on students and families. Key requirements of this update will include:
    - Description of how the district is meeting the needs of unduplicated pupils during the period of school closure
    - Steps taken by the district to support the following during the period of closures:
        - Delivery of high-quality distance learning
        - Provision of school meals
        - Arrangement for supervision of students during ordinary school hours
    - Post the approved report to the district's website
- Required review of Dashboard local indicator data by July 1, 2020 is waived. (*Additional information is anticipated on this item as the legislature makes decisions regarding the status of the 2020 Dashboard*)

2020-21 Reporting Requirements

- Board Approval of 2020-21 LCAP must be completed by December 15, 2020
- Board Approval of 2021-22 LCAP must be completed by June 30, 2021

Additional Implications of EO N-56-20

- Waives requirements specified in Education Code that govern minimum instructional minutes in Physical Education for grades 1-12 and the requirements related to providing adequate facilities for physical education courses.
- Waives, for the 2019-20 school year, the requirement that LEAs administer the Physical Fitness Test (PFT).

III. Budget:

A key part of the state's rationale for extending the deadline for the 2020-21 LCAP to December 2020 was to allow for increased alignment to the budget. With the current level of uncertainty around state funding for the coming year(s), status of program implementation in the fall, and other unknowns resulting from the current pandemic, the extension will allow for development of a 2020-21 LCAP that can accurately align to the district's budget.

IV. Goals, Objectives and Measures:

Districts are required to show that they have increased and improved services for the following high needs students as compared to all students:

- English language learners
- Students eligible for free and reduced price meals program (low income)
- Foster Youth
- Homeless students

Development of Goals, Objectives, and Measurable Outcomes for the next LCAP cycle (2021-22 through 202-24) will continue through the 2020-21 school year and culminate in presentation to the Board in spring 2021.

V. Major Initiatives:

The LCAP provides details and resource allocation for the work of the school district as it actualizes the overarching Equity, Access, and Social Justice Guiding Principle, which states that all students are given an equal opportunity to graduate with the greatest number of postsecondary choices from the widest array of options.

To increase coherence throughout the system, staff are focused on ensuring that the processes for the budget, School Plan for Student Achievement (SPSA), and LCAP are aligned and integrated. Staff across departments are currently working to implement account coding practices that will increase alignment and transparency.

Prior to the onset of the COVID-19 pandemic and changes informed by Executive Order N-56-20, the California Department of Education (CDE) had developed and released a new LCAP template to be used in

developin the 2020-21 LCAP. This template is now anticipated to be implemented for the 2021-22 through 2023-24 LCAP, with the 2020-21 LCAP using an to-be-deveoped, one-year template.

The previously developed three-year template included several changes of note that are the result of stakeholder advocacy and input over the past years. These include:

Consolidation of expenditure information into summary tables

- Statute required that the template consolidate expenditures into table form. This is expected to reduce the overall length of LCAPs.
- CDE has emphasized that the focus is on which expenditures (regardless of funding source) contribute to increased or improved services for unduplicated pupils.
- The expenditure tables do NOT distinguish between LCFF Base and Supplemental & Concentration Grant Funds.
- SCUSD does have a interest and commitment to transparency of S&C Funding use and will continue to provide the public documentation of how these funds are allocated annually.

Focus on three-year target outcomes with annual reporting of progress

- This differs from the former LCAP templates, which have required distinct targets to be established for each of the three LCAP years.
- Actual outcomes for each of the three LCAP years will be reported annually.

Merging of the Annual Update and Goals Sections

- Currently, the Annual Update and Goals sections are the most substantial LCAP sections in terms of length. To streamline the document, the analysis portion of the Annual update was merged with the Goals section.
- Estimated Actual expenditure reporting has been relocated to a summary table.

In addition to the key changes outlined, the new template instructions provide guidance regarding the three types of LCAP goals that districts should consider in plan development:

- **Focus Goal:** Concentrated in scope and may focus on a fewer number of metrics to measure improvement. A Focus Goal statement will be time bound and make clear how the goal is to be measured.
- **Broad Goal:** Less concentrated in its scope and may focus on improving performance across a wide range of metrics.
- **Maintenance of Progress Goal:** Includes actions that may be ongoing without significant changes and allows an LEA to track performance on any metrics not addressed in the other goals of the LCAP.

Again, it is anticipated that the changes to the three-year LCAP template detailed above will be implemented for the 2021-22 LCAP. The template for the 2020-21 LCAP is to be developed.

VI. Results:

This Written Report that must be adopted with the district's budget in June 2020 will be developed in collaboration with district staff from the identified program areas. Where possible, stakeholder input will be sought to inform revisions so that the report can effectively communicate the steps taken by the district to the community.

Placeholder for details on template (if released in time)

Following approval, the Written Report will be submitted to the Sacramento County Office of Education (SCOE) and posted on the district's website.

VII. Lessons Learned/Next Steps:

LCAP Staff, in collaboration with the LCAP Parent Advisory Committee (PAC), will be developing an action plan for 2020-21 stakehodler engagement and plan development that will ensure that both the 2020-21 LCAP and 2021-22 through 2023-24 LCAP are completed.

Placeholder for details on LCAP PAC member terms (if avaialble)

Key Dates:

- June 18, 2020: Board Approval of Written Report and Budget
- By July 1, 2020: Submission of Written Report to SCOE
- TBD: Release of 2020-21 LCAP Template
- November 2020: Approval of 2020-21 LCAP
- By Dec 15, 2020: Submit 2020-21 LCAP to SCOE
- June 2021: Approval of 2021-22 through 2023-24 LCAP
- By July 1, 2021: Submit 2021-22 through 2023-24 LCAP to SCOE
- Aug-Sep 2021: SCOE Feedback, Revisions, SCOE Approval

Following are some of the recent and coming activities to further inform LCAP development. Alternative activities that will allow for review of materials and gathering of input in a digital medium are being developed in the event that any of the meetings are cancelled due to COVID-19 protocols.

Time	Action
Nov – present	LCAP PAC Development of draft LCAP goals/guidance
March 17th	Community Advisory Committee (CAC) meeting
TBD	Student Advisory Council (SAC) meeting
March 23rd	LCAP Parent Advisory Committee (PAC) meeting
March 25th	District English Learner Advisory Committee (DELAC) meeting
March 30th	Parent Information Exchange (PIE) meeting
April TBD	Area Community Forms at School Sites (Locations TBD)
May 4-29th	Full draft posted for general input/viewing
May 13th	African American Achievement Task Force (AAATF) meeting

Key Terms:

Local Control and Accountability Plan (LCAP):

- A three-year plan that describes the goals, actions, services, and expenditures to support positive student outcomes.

Local Control Funding Formula (LCFF)

- The state's method for funding school districts

LCFF Base Funding

- Uniform base grant based on grade span and average daily attendance

Unduplicated Pupils

- English Learners, Low-Income students, Foster Youth

LCFF Supplemental Grant Funding

- Additional funding based upon unduplicated pupil percentage

LCFF Concentration Grant Funding

- Additional funding based upon the percentage of unduplicated pupils exceeding 55% of district's enrollment

EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA

EXECUTIVE ORDER N-56-20

WHEREAS on March 4, 2020, I proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS on March 13, 2020, I issued Executive Order N-26-20, which ensured continued funding for public schools that close in response to the COVID-19 pandemic so they could continue, during the period of a school closure, to deliver high-quality distance learning opportunities, access to school nutrition programs, and supervision of students during ordinary school hours and to pay their employees; and

WHEREAS continued school closures in response to the COVID-19 pandemic will impact important annual planning, budgetary, and other processes specified by statute and regulation, necessitating immediate relief from associated deadlines in the short term; and

WHEREAS further action in partnership with the Legislature is necessary to address future deadlines that are not imminent, including certain requirements related to the California School Dashboard; and

WHEREAS under the provisions of Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this order would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19 pandemic.

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes of the State of California, and in particular, Government Code sections 8567 and 8571, do hereby issue the following Order to become effective immediately:

IT IS HEREBY ORDERED THAT:

1. For purposes of this Order, Local Educational Agency (LEA) means school districts, county offices of education, and charter schools; and the Local Control and Accountability Plan (LCAP) refers to a local control and accountability plan and annual update adopted using the template specified in Education Code section 52064.

2. The deadline for a local school district governing board, county board of education, or a governing body of a charter school to adopt the LCAP and the budget overview for parents by July 1 of each year, pursuant to Education Code sections 47604.33, 47606.5, 52060, 52061, 52064.1, 52066, and 52067, is extended until December 15, 2020, on the conditions that:

    (i) The governing board or body of the LEA adopts, during the same meeting at which the governing board or body of the LEA adopts the annual budget due July 1, 2020, a written report to

the community that explains the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of such closures on students and families, which shall include, at minimum, a description of how the LEA is meeting the needs of unduplicated pupils, defined consistent with Education Code section 42238.02(b)(1), during the period of school closures and the steps taken by the LEA, consistent with Paragraph 2 of Executive Order N-26-20, to support the following during the period of school closures:

a. Continue delivering high-quality distance learning opportunities;

b. Provide school meals in non-congregate settings; and

c. Arrange for supervision of students during ordinary school hours.

(ii) School districts and county boards of education submit the written report adopted pursuant to clause (i) to the county superintendent of schools or the Superintendent of Public Instruction, respectively, in conjunction with submission of the adopted annual budget.

(iii) A charter school submits the written report adopted pursuant to clause (i) to its authorizer in accordance with Education Code 47604.33.

(iv) The LEA posts a copy of the written report adopted pursuant to clause (i) on the homepage of the internet website maintained by the LEA, if such website exists.

3. The California Department of Education shall develop a form that LEAs may use for the written report specified in Paragraph 2.

4. The deadline for a county superintendent or the Superintendent of Public Instruction to approve the LCAP pursuant to Education Code section 52070(d) and 52070.5(d) is extended until January 14, 2021.

5. The deadline for a charter school to submit the LCAP to its chartering authority and the county superintendent of schools is extended to December 15, 2020.

6. Education Code section 52064(j) is waived with respect to any LCAP adopted pursuant to Paragraph 2.

7. For the budget adopted by a governing board of a school district on or before July 1, 2020, the requirements that the governing board adopt a LCAP prior to adopting a budget and that the budget include the expenditures identified in the LCAP pursuant to Education Code section 42127(a)(2)(A); that a county superintendent of schools disapprove the budget by September 15, 2020 if the budget does not include the expenditures necessary to implement the LCAP pursuant to Education Code sections 42127(c)(3) and 42127(d)(1); and that a county superintendent of schools shall not adopt or approve a budget before the LCAP for the budget year is approved pursuant to Education Code section 42127(d)(2), are waived.

8. For the budget adopted by a county board of education on or before July 1, 2020, the requirements that a county board of education adopt a LCAP prior to adopting a budget and that the budget include the expenditures identified in the LCAP pursuant to Education Code section 1622(a); that the Superintendent of Public Instruction disapprove the budget if the county board of education has not adopted a LCAP or if the budget does not include the expenditures necessary to implement the LCAP pursuant to Education Code section 1622(b)(2); and that the Superintendent of Public Instruction disapprove a revised budget by November 8, 2020 if the Superintendent of Public Instruction determines the budget does not include the expenditures necessary to implement the LCAP pursuant to Education Code section 1622(d), are waived.

9. Education Code section 52064.5(e)(2), requiring the governing board of a school district, the county board of education, and the governing body of a charter school to review data to be publicly reported for Dashboard local indicators in conjunction with adoption of the LCAP, is waived with respect to the review and adoption that would otherwise be required by July 1, 2020.

10. Paragraph 3 of Executive Order N-29-20, including the conditions specified therein, shall apply to meetings held pursuant to Article 3 of Chapter 2 of Part 21 of Division 3 of Title 2 of the Education Code and Education Code section 47604.1(b).

11. The requirements specified in Education Code sections 51210(a)(7), 51220(d), 51222, and 51223, related to minimum instructional minutes in physical education for grades 1-12 are waived, and the requirements specified in Education Code section 51241(b)(2), related to providing adequate facilities for physical education courses, are waived.

12. Education Code section 60800, requiring each LEA maintaining any of grades 5, 7, and 9 to administer a physical fitness performance test to each student in those grades, and Education Code sections 33352(b)(4) and (5), requiring the California Department of Education to collect data regarding the administration of the physical fitness test, are waived for the 2019-20 school year.

IT IS FURTHER ORDERED that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 22nd day of April 2020.

GAVIN NEWSOM
Governor of California

ATTEST:

ALEX PADILLA
Secretary of State

Changes to 2020–21 Budgets and Local Control and Accountability Plans (LCAP) in Response to COVID-19: Frequently Asked Questions

Why was the LCAP due date changed for the 2020–21 school year?

Given the uncertainties caused by the COVID-19 pandemic and the impact California's response has had on a local educational agency's (LEA's) ability to meaningfully engage with stakeholders, Executive Order N-56-20 was established. This Executive Order extended the deadline for adoption of the 2020–21 LCAP from July 1, 2020, to December 15, 2020.

Why is the LCAP for the 2020–21 school year due on December 15, 2020?

The December 15th due date is consistent with an LEA's requirement to complete a first interim budget report.

- School districts and county offices of education must complete first interim reports on or before December 15 of each year.
- A charter school is required to submit a first interim budget report to its chartering authority and the county office of education on or before December 15 of each year.
- By completing the 2020–21 LCAP in conjunction with the first interim budget report for fiscal year 2020–21, LEAs will have an opportunity to develop the LCAP in alignment with a more informed understanding of the 2020–21 school year budget.

Do LEAs still have to adopt a 2020–21 budget on or before July 1, 2020?

Yes. The deadline to adopt a budget for the 2020–21 fiscal year was not delayed. The budget approval and oversight process has not changed.

- School districts and county offices of education must adopt a budget on or before July 1 of each year. (California *Education Code* [*EC*] 42127 and *EC* 1622, respectively).
- Charter schools must submit a budget to its chartering authority and the county office of education on or before July 1 of each year. (*EC* 47604.33).

Is the Budget Overview for Parents still required with the 2020–21 LCAP?

Yes. Consistent with Executive Order N-56-20, the deadline for the Budget Overview for Parents has been extended to December 15, 2020 and must be submitted with the 2020–21 LCAP.

COVID-19 Operations Written Report

Why are LEAs required to complete a written report regarding COVID-19?

Executive Order N-56-20 requires that all LEAs complete a written report to explain the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency, the major impacts of such closures on students and families, and a description of how the LEA is meeting the needs of its unduplicated students.

The California Department of Education (CDE) is currently developing a COVID-19 Written Report form that may be used for this purpose.

When is the COVID-19 Operations Written Report due?

The COVID-19 Operations Written Report must be adopted with the LEA's budget which is due on or before July 1, 2020.

Who must approve the COVID-19 Operations Written Report?

An LEA's local governing board or body approves the COVID-19 Operations Written Report, on or before July 1, 2020, in conjunction with the adoption of its budget.

When will the form for the COVID-19 Operations Written Report be available and where can I find it?

It is anticipated that the form for the COVID-19 Operations Written Report will be posted on the CDE's LCAP web page located at https://www.cde.ca.gov/re/lc/ by May 1, 2020.

Does the COVID-19 Operations Written Report need to be submitted to the county superintendent of schools or the Superintendent of Public Instruction?

Yes, the report must be submitted, but does not require approval.

While the COVID-19 Operations Written Report does not need to be approved by the county superintendent of schools or the Superintendent of Public Instruction for

approval, the Written Report must be submitted in conjunction with the submission of the adopted annual budget.

Once approved, must an LEA post the COVID-19 Operations Written Report on its website?

Yes. Once adopted by the local governing board or body, the COVID-19 Operations Written Report must be prominently posted on the homepage of the LEA's website.

Are LEAs required to seek stakeholder feedback to inform the development of the COVID-19 Operations Written Report?

The COVID-19 Operations Written Report must be adopted at a public meeting of the LEA's governing board or body. To the extent practicable, LEAs should seek stakeholder feedback to inform the development of the COVID-19 Operations Written Report consistent with the stakeholder engagement process used to develop its annual budget.

Is the form for the COVID-19 Operations Written Report the same form as the Certification Form for COVID-19 Closure (COVID-19 Closure Form)?

No. These are two different forms with different purposes.

For information on the COVID-19 Operations Written Report or the form that may be used for the COVID-19 Operations Written Report, refer to the COVID-19 Operations Written Report section within these FAQs.

For additional information on the COVID-19 Closure Form, refer to the Form J-13A web page (https://www.cde.ca.gov/fg/aa/pa/j13a.asp) under the COVID-19 Information header.

2020–21 LCAP Process and Template

For the LCAP due on December 15, 2020, will LEAs be required to use the LCAP template adopted in January 2020?

No. Executive Order N-56-20 specifies that the requirement to use the new three-year LCAP template adopted by the State Board of Education on January 8, 2020 for the LCAP due December 15, 2020 has been waived.

What LCAP template and stakeholder process will be required for the 2020-2021 LCAP?

The precise template, metrics, and stakeholder process to be used for the 2020–21 LCAP is still to be determined and will need to be detailed in future legislation. The CDE will be consulting with stakeholders and working with the Legislature in this regard.

Will LEAs still be required to use the 2019–2020 Annual Update Template?

The template, metrics, and stakeholder process to be used for the 2020–21 LCAP and Annual Update is still to be determined and will need to be detailed in future legislation. The CDE will be consulting with stakeholders and working with the Legislature to develop the 2020–21 LCAP template, and the stakeholder process required to develop the LEAs' 2020–21 LCAP.

When will the 2020–21 LCAP template be made available and how can I find it?

Pending legislative guidance, the CDE will be consulting with stakeholders and State Board staff to develop the 2020–21 LCAP template, and the stakeholder process required to develop the LEAs' 2020–21 LCAP. The CDE anticipates the 2020–21 LCAP template to be finalized and posted by late summer of 2020.

When finalized, the 2020–21 LCAP template will be posted on the CDE's LCAP web page located at https://www.cde.ca.gov/re/lc/.

When is the 2020–21 LCAP due?

The 2020–21 LCAP must be adopted by the local governing board or body on or before December 15, 2020. The LCAP must be submitted to the appropriate review and approving authority within 5 days of local governing board adoption.

Will the 2020–21 LCAP need to be approved by the county superintendent or the Superintendent of Public Instruction?

Yes. Executive Order N-56-20 extends the deadline for county superintendents and the Superintendent of Public Instruction to provide feedback and grant approval of the 2020–21 LCAP to January 14, 2021.

Local Control and Accountability Plan eTemplate

Will the eTemplate be available for the 2020–21 LCAP?

No.

However, the CDE's eTemplate system will be available to use with the 2021–22 through 2023–24 three-year LCAP Template. Development of the 2021–22 through 2023–24 three-year LCAP should begin in the spring of 2021.

Local Indicators

Are LEAs required to bring local indicator data to the local governing board in conjunction with the adoption of the 2020–21 LCAP?

No. This requirement is waived.