



LCAP Tool

User Manual

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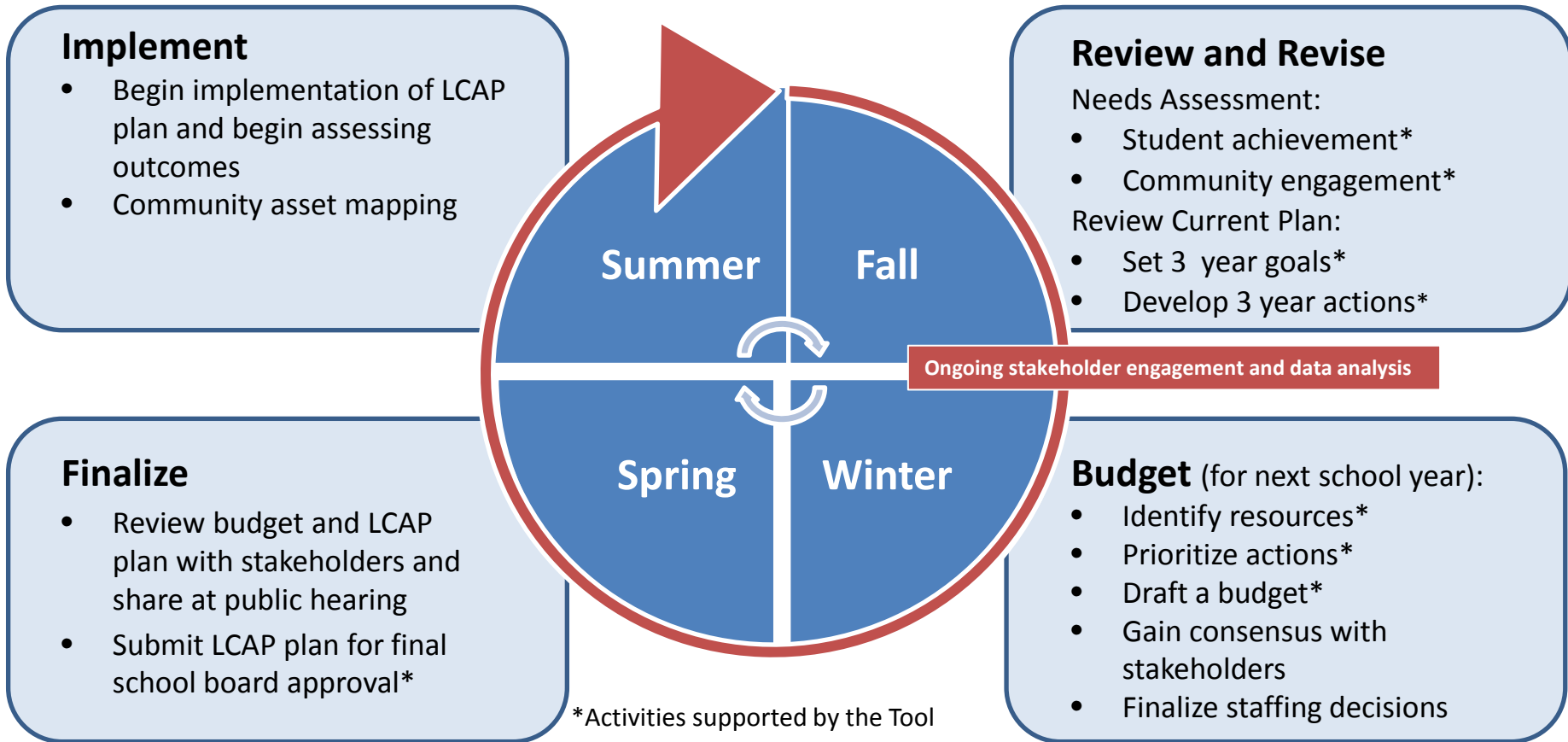
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LCAP Tool

Pivot's LCAP & SPSA Tool (the Tool) was designed to support districts across the state to complete their LCAP through a step by step process that helps schools identify goals and then build budgets to meet them.

The Tool Aligns the Planning and Budgeting Process



“He who fails to plan is planning to fail.”
Winston Churchill

About the Tool

Pivot Learning Partners' LCAP Tool facilitates a year-round planning and budgeting process and the creation of a district's Local Control Accountability Plan (LCAP)

- School staff evaluate student data and can record the findings in the Tool
- Users can enter planning information, such as Goals, Actions and Expenditures
- The Tool supports prioritization of actions and budget planning
- A variety of reports are available at the click of a button, including the Local Control Accountability Plan (LCAP)
- Links to training and support resources are available

Benefits of the Tool

- Connects the planning and budgeting process
- Facilitates transparency and stakeholder engagement
- Provides an online medium for administrators to work together and to share best practices
- Enables a more effective and meaningful way of creating your Local Control and Accountability Plan (LCAP)
- Allows users to have multiple versions of their plan in order to create different scenarios and budgeting options

Login

1

Go to: www.edspending.org

2

Enter your User ID and Password from your account setup email

User ID:

Password:

Log In

[Forgot your password?](#)

3

Click "Log In"

4

If you do not remember your password, click on "Forgot your password?" and you will get an email with a new password which you can change after you log in

1

Navigate using the buttons at the top or the links in the "Activities" section.

To start the planning process, click on "Department Introduction."

Home Page

[Settings](#) [Help](#) [Privacy](#) [Logout](#)

Select a Plan: 123 LCAP 2015-18

Go To Plan



Home



Introduction



Stakeholder Engagement



Needs Assessment



Plan



Ranking



Budget



Outcomes



Reports

Welcome to Your Plan: 123 LCAP 2015-18

To start the planning process, click on [Department Introduction](#). You may also select any option from the navigation above or the links below.

	Fall	Winter	Spring
Activities	Department Introduction Stakeholder Engagement Needs Assessment Plan (Goals)	Plan (Actions and Services) Rank Actions Budget	Budget Reports
Training and Resources	Overview and Community Engagement Needs Assessment Goal Setting	Strategies and Actions Investments	Building the Budget Quick Guides

2

Links to program resources are available at the bottom of the page.

Introduction

1

The upper part of the Introduction page includes Contact Information for your school. Click “edit” to edit information if anything needs to be changed.

Introduction for Plan: 123 SD LCAP 2014-17

Continue to Stakeholders

Contact Information [Edit](#)

Plan Name 123 SD LCAP 2014-17

Department Name 123 SD LCAP ▼

School Year 2014-15 ▼

Level District ▼

Address

Phone

Address 2

Email

City

Dept. Head First Name

State ▼

Dept. Head Last Name

Zip Code

Contact First Name

CDS Code 4169005

Contact Last Name

Introduction (cont.)

1

Edit information in the Contact Information form as necessary.

Introduction for Plan: 123 SD LCAP 2014-17

2

Then click "Save" to save your changes or "Cancel" to revert to the original values.

Continue to Stakeholders

Contact Information [Save](#) [Cancel](#)

Plan Name	<input type="text" value="123 SD LCAP 2014-17"/>	Department Name	<input type="text" value="123 SD LCAP"/>
School Year	<input type="text" value="2014-15"/>	Level	<input type="text" value="District"/>
Address	<input type="text"/>	Phone	<input type="text"/>
Address 2	<input type="text"/>	Email	<input type="text"/>
City	<input type="text"/>	Dept. Head First Name	<input type="text"/>
State	<input type="text"/>	Dept. Head Last Name	<input type="text"/>
Zip Code	<input type="text"/>	Contact First Name	<input type="text"/>
CDS Code	<input type="text" value="4169005"/>	Contact Last Name	<input type="text"/>

1

The lower part of this page includes additional information about your school, such as Overview, Mission & Vision, Description, and Other. Information added here will show up in the top part of the LCAP. This is not required but might be a good place to write an introduction about your LCAP plan.

Introduction (cont.)

About 123 SD LCAP 2014-17

Local Control Accountability Plan (LCAP)

Categories and Priorities

Category A: Conditions of Learning

Priority 1: Basic -degree to which teachers are appropriately assigned -fully credentialed in the

[Edit this Overview](#)

2

Click "Edit" to insert or change text.

Our School recognizes that all children are creative; that all children need to succeed. Therefore, our School respects and fosters a caring and creative environment; and emphasizes the social, emotional, physical, intellectual, and

[Edit this Mission & Vision](#)

About 123 SD

The 123 School District in Mendocino County is a unique academic environment that draws from the culturally rich communities of Manana and eastern Silver Town. The ethnic make-up of the population is predominantly Hispanic (82%), African American (7%), Asian (9%) and other (2%). 123 School District enrolls 9,300 students in kindergarten through eighth grades in twelve elementary schools, and a community center.

[Edit this Description](#)

3

Click "Continue to Stakeholders" to go to the next step in the process.

[Edit this Other Text](#)

[Continue to Stakeholders](#)

Stakeholder Engagement Event

Engagement Events for Plan: 123 SD LCAP 2014-17

Add New Stakeholder Event

Continue to Needs Assessment

1

Click "Add New Stakeholder Event" to add a new stakeholder event

Event Name	Event Topic	Event Date	Event Duration (hours)	Event Location	Stakeholder Name	Notes
Edit Community Engagement Event	Engagement	03/12/2014	1.25	Board Room	Community Members, English Learner Parents, Foster Youth, Parents	
Edit Principal Community Meeting	LCFF Priorities for LCAP	01/28/2014	2.50	Unknown	Principals	
Edit Board Community Meeting	LCFF Priorities	01/23/2014	2.00	Board Room	Board	
Edit Parent LCFF Community Engagement Meeting	Feedback on District Priorities	01/23/2014	2.00	Fair Oaks Community Center	Parents	This morning group had two groups of about 10 parents in each group.
Edit Parent LCFF Community Engagement Meeting	Feedback on District Priorities	01/23/2014		Fair Oaks Community Center	Parents	
Edit Staff Community Meeting	LCFF Priorities for	01/23/2014	2.00	McKinley Middle	Classified Staff, Teachers	This meeting was mostly comprised of teachers and had 1-2 classified staff only. There were three groups.
Edit DELAC Community Meeting	LCFF				Community Members, Parents	

2

Click any of the subject tabs to sort data alphabetically/ numerically by that subject

3

Click "Edit" to edit the name or event details for an existing event

Continue to Needs Assessment

4

Click "Continue to Needs Assessment" when all engagement events have been entered to continue to the Needs Assessment

Stakeholder Engagement Event (cont.)

Edit Engagement Event for Plan: 123 SD LCAP 2014-17

[Save](#) [Cancel](#) * **Bold** fields are required

[Section 1: Stakeholder Engagement](#) [Section 1 Instructions](#)

1 [1](#) [2](#) [3](#) [4](#) [5](#) [6](#)

Guiding Questions

Event Name * Parent LCFF Community Engagement Meeting

Event Topic * Feedback on District Priorities

Event Date * 1/23/2014

Event Duration (hours) 2.00

Event Location * Fair Oaks Community Center

- Admin Staff
- Board
- Classified Staff
- Community Members
- County Office of Education Foster Youth Services Programs
- Court-appointed Special Advocates
- English Learner Parents
- Foster Parents
- Foster Youth
- LEA Personnel
- Parents
- Principals
- Students
- Teachers

Stakeholder Name

[Notes - Click to Edit Rich Text](#)

This morning group had two groups of about 10 parents in each group.

[Save](#) [Cancel](#)

2

Type in the details of the Engagement Event

1

Each number asks a Guiding Question from Section 1 of the LCAP

3

Check the box(es) that indicate(s) which Stakeholders will be targeted

4

Enter notes to add detail

5

Then click "Save" to save your changes or "Cancel" to revert to the original values

Stakeholder Engagement Event (cont.)

Manage Event Documents

1 - Use the Browse... button to select your Event Document -

2 - Then use the Upload Document File button to Upload your Document -

1 - Check the box to include the uploaded document within the LCAP Appendix.

3 - Click to upload the chosen document file.

2 Choose File to be uploaded for the specific Stakeholder Event that is being added or edited.

4 Click "Edit" to edit the type of Event Document.

Uploaded Event Documents

	Order	Document Type	Document Filename		
Save Cancel	View	1	Event Document	AzureTasks.doc	Delete
Edit	View	2	Event Document	District Report Card.pdf	Delete
Edit	View	3	Event Document	Goal Setting.pdf	Delete

5 Click any of the subject tabs to sort data alphabetically/ numerically by that subject.

8 Click "Save" to save your changes or "Cancel" to revert to the original values.

7 Click to download and view a copy of the Uploaded Event Document.

6 Select "Event Document" if it is not for LCAP Appendix or select "LCAP Appendix Event Document" if it is.

Involvement & Impact

Engagement for Plan: 123 SD LCAP 2014-17

1 Click to add a new Engagement Activity.

Add a new Engagement Activity

2 Click to move each of the steps in the "Involvement Process" up or down in the desired order.

3 Click to edit text of "Involvement Process" and "Impact on LCAP".

	Involvement Process	Impact on LCAP							
Edit	<p>123 School District is developing...</p> <p>Step 1: Inform</p> <p>During these sessions on LCFF, we discussed the new law and its impact on our staff and union community-based meetings with stakeholders.</p> <p>Following the informational sessions, the PowerPoint used during the meetings was posted on our website. We also shared the information contained within this PowerPoint in all meetings to ensure that meeting attendees had a baseline level of understanding. <i>The PowerPoint presentation used during these sessions is attached.</i></p>	<p>Step 1: Inform</p> <p>Having an informed community is essential to ensuring that they are able to provide relevant feedback on how the district should develop its LCAP.</p>	Delete						
Edit	<p>In the process, we hosted a series of community meetings to work on strategies to address the eight priority areas. We hosted our DAC/DELAC, meetings in the morning and evening to be consistent with our staff and community member schedules and we hosted teacher-only meetings to allow the focus of particular attention on district employee needs.</p> <p>During these meetings, we broke into small groups of no more than 10 people and participants were asked to respond to a series of questions related to the eight priority areas and the district's ideas about how to address them. Participants were asked to give feedback on the district ideas as well as to suggest new ideas for the district to consider.</p> <p>Careful notes were taken during these meetings to capture both the feedback on the eight priority areas, as well as on the suggested strategies to improve conditions in our school district. <i>A summary of the feedback collected during these sessions is attached.</i></p> <p>At the end of the meeting, we asked participants to rank both the eight priority areas and their suggested strategies. Those strategies formed the basis of the actions we used for this LCAP.</p> <p>Below is a table that lists the various meetings and times:</p> <table border="1"> <thead> <tr> <th>Meeting</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Parents with Students Receiving Spec Ed Services</td> <td>January, 2014</td> </tr> <tr> <td>District-wide Survey</td> <td>January-Feb 2014</td> </tr> </tbody> </table>	Meeting	Date	Parents with Students Receiving Spec Ed Services	January, 2014	District-wide Survey	January-Feb 2014	<p>Step 2: Listen</p> <p>These sessions provided the district with some clear areas of identified need and suggested strategies to address that need. We used the information gained during the listening phase to inform our goal-setting and strategy development for the LCAP.</p> <p>These sessions served an additional function of providing a venue for community voice and signaled the new way that our district will be working with the community to develop our LCAPs.</p>	Delete
Meeting	Date								
Parents with Students Receiving Spec Ed Services	January, 2014								
District-wide Survey	January-Feb 2014								

Resources

1

The Resources page is where you can upload specific resources that detail your data as well as other information that might help you in your district planning. Any resources can be uploaded here as reference material.

2

You can upload your School Scorecard or other resources on the Resources page. First, click “Choose File” to browse for the file you wish to upload.

Resources for Site Plan: 123 SD LCAP 2015-18

3

After you’ve selected the file you wish to upload, click “Upload Resource File” to upload the file.

1 - Use the Choose File button to select your Resource

Choose File No file chosen

2 - Then use the Upload Resource File button to Upload your Resource -

Upload Resource File

Resources (cont.)

1 After your files have been uploaded, you can edit the order in which they appear by clicking "Edit."

3 You can view the uploaded file by clicking "View."

4 To delete the uploaded file, click "Delete" and then click "OK" in the dialog box that appears.

Uploaded Resources

	Order	Document Type	Document Filename		
Edit	View	1	Resource	School Scorecard 1.pdf	Delete
Save Cancel	View	2	Resource	School Scorecard 2.pdf	Delete

2 Edit the information you wish to change, then click "Save" to save your changes or "Cancel" to revert to the original values.

Needs Assessment

Assess Needs for Plan: 123 SD LCAP 2015-18

The Needs Assessment includes questions to help you assess, alongside the analysis of data, where your school and/or department stands now and what changes might need to be made to improve. None of the fields are required.

[Edit](#)

Continue to Plan

1. What did your community identify as the biggest priorities for the next three years? How did they align or not align with the 8 state priorities for LCFF?
2. What did they identify as the biggest needs in the district?
2. What subgroups are most important for the district to focus on over the next three years?
3. Identify barriers to full or timely implementation of the needs and priorities outlined above
4. What actions were undertaken to mitigate those barriers or adjust the plan to overcome them in past plans?
5. What impact did the lack of full or timely implementation of these actions have? What data did you use to come to this conclusion?

1

The Needs Assessment includes questions to help you assess, alongside the analysis of school data, where your district stands now and what changes might need to be made to improve. These questions correspond to the Guiding Questions from Sections 1, 2 and 3 of the State LCAP Template. Click "Edit" to begin.

Needs Assessment (cont.)

Assess Needs for Plan: 123 SD LCAP 2015-18

1

Edit information in the Needs Assessment form as necessary.

2

Then click "Save" to save your changes or "Cancel" to revert to the original values.

3

Click "Continue to Plan" to go to the next step in the process.

...includes questions to help assess the quality of data, where your school
 ...how and what changes

[Save](#) [Cancel](#)

[Continue to Plan](#)

...as the biggest
 How did they align
 or not align with the 8 state priorities for LCFF?

2. What did they identify as the biggest needs in the district?

2. What subgroups are most important for the district to focus on over the next three years?

3. Identify barriers to full or timely implementation of the needs and priorities outlined above

4. What actions were undertaken to mitigate those barriers or adjust the plan to overcome them in past plans?

5. What impact did the lack of full or timely implementation of these actions have? What data did you use to come to this conclusion?

Plan

- The Plan page is where you will document much of the information required for your district plan. Goals, Actions, and Expenditures are all visible on the same page, so you can see how all of the information supports your district goals.
- You must first identify a goal, then actions, and then expenditures for each goal. Each goal can have one or more related actions, each action can have one or more related expenditures, and so on.
- The purpose of the Tool is to guide you with a specific process when planning and budgeting for your district. If, however, you would like to use a different process, you can type “N/A” into the Goal and Action fields so that you can identify Expenditures and work on ideas for budgeting, returning to add detail to the Goal and Action fields at a later time.

Plan (cont.)

LCAP Plan for Plan: 123 SD LCAP 2015-18

All Years
 Year 1 - 2014-15
 Year 2 - 2015-16
 Year 3 - 2016-17

1 To start the planning section, click "Add New Goal." After you add your first Goal, you can then add Strategies, Actions, and then Expenditures.

Goals

[Add New Goal](#)

[Edit](#) [Delete](#)

Goal Area 1: Ensure that all students are prepared for college and career

LCAP Goal: Provide professional development and implementation support for schools and teachers to use the CCSS to provide First Best Instruction

State/local Priorities: Basic Services, Implementation of Common Core State Standards, Course Access, Parental Involvement, School Climate

Actions and Services

[Edit](#) [Delete](#)

Establish PLCs in all schools. Provide collaboration and planning time for teachers. Invest in teacher and staff training. Hire and retain quality sta...

Year 1: \$1,280,000 Year 2: \$1,280,000 Year 3: \$1,280,000

[Add New Action/Service](#)

[Edit](#) [Delete](#)

Goal Area 1: Ensure that all students are prepared for college and career

LCAP Goal: All schools and the district will have a vision and mission that is aligned to the eight priority areas, and there is a clear through line of key district strategies in the school sites

State/local Priorities: Basic Services, Course Access, Implementation of Common Core State Standards, Other Student Outcomes, Parental Involvement, School Climate, Student Achievement, Student Engagement

[Edit](#) [Delete](#)

Executive leadership will work with the principals of individual school sites to look for areas of alignment with LCFF and then to develop a shared m...

Year 1: \$10,000 Year 2: \$120,000 Year 3: \$120,000

[Add New Action/Service](#)

2 After adding Goals, Strategies, Actions, and Expenditures, you can edit or delete individual items as information changes.

Adding/Editing Goals (cont.)

2 Select one of the admin-set Goals from the scroll menu.

1 Each number asks a Guiding Question of the LCAP Goals Template

3 Type in a description of LCAP Goal and Identified Need

4 Select one or more of the admin set Metric Descriptions

5 Enter details and information of the Metric Description selected in Step 4

LCAP 2014-17

[Cancel](#) * **Bold** fields are required for LCAP Template.

[Goals and Progress Indicators](#) [Section 2 Instructions](#)

Guiding Questions from LCAP Template: 2 3 4 5 6 7 8 9 10 11 [Return to Plan](#)

LCAP Goal Area: **Goal Area 1: To ensure every student is college and career ready**

Description of LCAP Goal *
 All schools and the district will have a vision and mission that is aligned to the eight priority areas, and there is a clear through line of key district strategies in the school sites
 4000 chars.

Identified Need *
 Clear vision and mission aligned with 8 State priorities
 4000 chars.

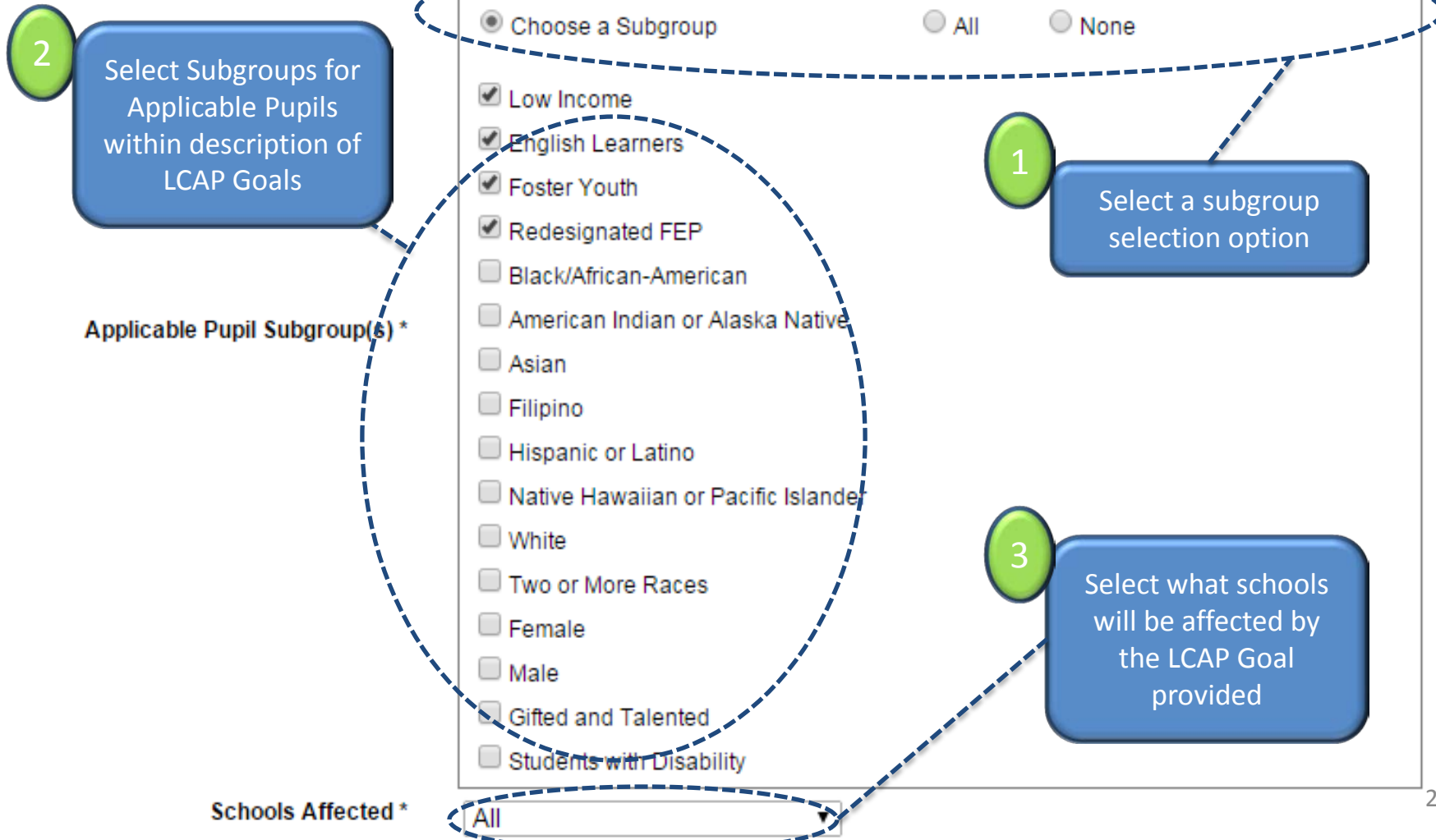
Metric Description (up to 250 chars.)

- AP Passing Rate
- API Scores
- AYP Scores
- CAHSEE Scores
- California State Tests
- Chronic Absenteeism Rate
- Climate Survey
- Dropout Rate
- EL Reclassification Rate
- Expulsion Rate
- Graduation Rate
- Local Assessment
- Local Reading Test
- Observations
- Other
- Other tests
- Parent Climate Survey

Metric *
[Add/Edit Metrics](#)

LEA Plan and SPSAs for school sites 23

Adding/Editing Goals (cont.)



2 Select Subgroups for Applicable Pupils within description of LCAP Goals

1 Select a subgroup selection option

3 Select what schools will be affected by the LCAP Goal provided

Choose a subgroup selection option:

Choose a Subgroup All None

- Low Income
- English Learners
- Foster Youth
- Redesignated FEP
- Black/African-American
- American Indian or Alaska Native
- Asian
- Filipino
- Hispanic or Latino
- Native Hawaiian or Pacific Islander
- White
- Two or More Races
- Female
- Male
- Gifted and Talented
- Students with Disability

Applicable Pupil Subgroup(s) *

Schools Affected *

Adding/Editing Goals (cont.)

1

Enter goals and objectives for each year.

What will be different/improved for students? (based on identified metric) *

Year 1: 2015-16	Year 2: 2016-17	Year 3: 2017-18
District-wide mission/vision aligned to LCFF and in support of student achievement.	Schools develop aligned mission/vision so that students receive equitable services and support.	Professional development aligned with vision and mission and integrates CCSS

Related State and Local Priorities *
[Add/Edit Priorities](#)

Category A: Conditions of Learning

- Priority 1: Basic
- Priority 2: Implementation of State Standards
- Priority 7: Course Access

Category B: Pupil Outcomes

- Priority 4: Pupil Achievement
- Priority 8: Other Pupil Outcomes

Category C: Engagement

- Priority 3: Parent Involvement
- Priority 5: Pupil Engagement
- Priority 6: School Climate

2

Check Boxes of required state-selected categories that fit within the provided LCAP Goal.

3

Then click "Save" to save your changes or "Cancel" to revert to the original values.

[Save](#) [Cancel](#)

4

Click "Return to Plan" when finished.

[Return to Plan](#)

Plan (cont.)

LCAP Plan for Plan: 123 SD LCAP 2014-17

1 Select year to display Goals, Actions and Services or select All Years to display them all

All Years
 Year 1 - 2014-15
 Year 2 - 2015-16
 Year 3 - 2016-17

Goals Add New Goal	Actions and Services
<p>Edit Delete</p> <p>Goal Area 1: Ensure that all students are prepared for college and career</p> <p>LCAP Goal: Provide professional development and implementation support for schools and teachers to use the CCS to provide First Best Instruction</p> <p>State/local Priorities: Basic Services, Implementation of Common Core State Standards, Course Access, Parental Involvement, School Climate</p>	<p>Edit Delete</p> <p>Establish PLCs in all schools. Provide collaboration and planning time for teachers. Invest in teacher and staff training. Hire and retain quality sta...</p> <p>Year 1: \$1,280,000 Year 2: \$1,280,000 Year 3: \$1,280,000</p> <p>Add New Action/Service</p>
<p>Edit Delete</p> <p>Goal Area 1: Ensure that all students are prepared for college and career</p> <p>LCAP Goal: All schools and the district will have a vision and mission that is aligned to the eight priority areas, and there is a clear through line of key district strategies in the school sites</p> <p>State/local Priorities: Basic Services, Course Access, Implementation of Common Core State Standards, Other Student Outcomes, Parental Involvement, School Climate, Student Achievement, Student Engagement</p>	<p>Edit Delete</p> <p>Executive leadership will work with the principals of individual school sites to look for areas of alignment with LCFF and then to develop a shared m...</p> <p>Year 1: \$10,000 Year 2: \$120,000 Year 3: \$120,000</p> <p>Add New Action/Service</p>
<p>Edit Delete</p> <p>Goal Area 1: Ensure that all students are prepared for college and career</p> <p>LCAP Goal: Provide intervention for students not performing at grade level in ELA and math with a focus on our target population</p> <p>State/local Priorities: Implementation of Common Core State Standards, Student Achievement, Student Engagement</p>	<p>Edit Delete</p> <p>For English Learners: Invest in teacher and staff training PD on differentiated instruction Collaborative planning time Team building for teachers acr...</p> <p>Year 1: \$115,000 Year 2: \$115,000 Year 3: \$115,000</p> <p>Edit Delete</p> <p>Teacher professional development, extended school day for students below grade level, develop a list of quality interventions that can be used across ...</p> <p>Year 1: \$85,000 Year 2: \$240,000 Year 3: \$150,000</p> <p>Add New Action/Service</p>

2 Delete and remove saved Goals, Actions and Services

Actions and Services

LCAP Plan for Plan: 123 LCAP 2015-18

All Years
 Year 1 - 2015-16
 Year 2 - 2016-17
 Year 3 - 2017-18

Goals [Add New Goal](#)

[Edit](#) [Delete](#)
Goal Area 1: To ensure every student is college and career ready

 LCAP Goal: All schools and the district will have a vision and mission that is aligned to the eight priority areas, and there is a clear through line of key district strategies in the school sites

 State/local Priorities: Basic Services, Implementation of Common Core State Standards, Course Access, Parental Involvement, School Climate

1 After creating Goals, click "Add New Action/Service" to add Actions and Services

Actions and Services

[Edit](#) [Delete](#)
 Align Planning and budgeting calendar for SPSA and LCAP

 Year 1: \$5,000 Year 2: \$40,000 Year 3: \$40,000

[Edit](#) [Delete](#)
 Create strategic plan for district in order to guide vision and mission for schools

 Year 1: \$25,000 Year 2: \$15,000 Year 3: \$15,000

[Edit](#) [Delete](#)
 Executive leadership will work with the principals of individual school sites to look for areas of alignment with LCFF and then to develop a shared mission and vision. In year two, principals will conduct a similar activity to align individual school mission, vision and action plans with the district

 Year 1: \$10,000 Year 2: \$120,000 Year 3: \$120,000

[Add New Action/Service](#)

[Edit](#) [Delete](#)
Goal Area 1: To ensure every student is college and career ready

 LCAP Goal: By spring of 2017, the district will provide a core set of trainings in parent education classes in all schools in the district and the rate of parent participation in conferences about student success will increase by 15%.

[Edit](#) [Delete](#)
 Develop full annual course of parent education classes related to student achievement, attendance, health, ways to support student achievement, training for parents on use of computer, ELD classes for EL parents, nutrition

 Year 1: \$833,000 Year 2: \$1,280,000 Year 3: \$1,920,000

Actions and Services

Edit LCAP Action for Plan: 123 LCAP 2015-18

Return to Plan

Save this Action

[Section 3: Actions, Services and Expenditures](#)
[Section 4: Goals](#)

[1](#)
[2](#)
[3](#)
[4](#)
[5](#)
[6](#)
[7](#)

* **Bold** fields are required for LCAP Template.

LCAP Goal

All schools and the district will have a vision and mission that is aligned to the eight priority areas, and there is a clear through line of key district strategies in the school sites

Related State and Local Priorities

Basic Services, Implementation of Common Core State Standards, Course Access, Parental Involvement, School Climate

Overall Description of Action or Service

[Empty text area]

Level of Service *

LEA-wide
Rank
 Exclude from Budget

1000
chars.

1 Each number displays a Guiding Question of the LCAP Action/Service Template

2 LCAP Goal provided from selection on Goal page

3 Related State and Local Priorities selected from Goal's page

4 Type in relevant details and descriptions of the Action and/or Service

Actions and Services

Edit LCAP Action for Plan: 123 LCAP 2015-18

Return to Plan

Save this Action

Action/Service Description

[Section 3: Actions, Services and Expenditures](#)

[Section 3 Instructions](#)

Guiding Questions from LCAP Template

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#)

* **Bold** fields are required for LCAP Template.

LCAP Goal

2

Rank the Action priority from 1 to 5, 1 being the highest priority

Have a vision and mission that is aligned to the eight strategies through line of key district strategies in the school sites

Related State and Local Priorities

1

Select LEA-wide for District Level of Service or School-wide for School Level of Service

Basic Services, Implementation of Common Core State Standards, Course Access, Parental Involvement, School Climate

3

Check box to exclude Action/Service from budget

Level of Service *

LEA-wide

Rank

Exclude from Budget

1000

Actions and Services (cont.)

LCAP 2014-17 Plan

	Year 1: 2014-15	Year 2: 2015-16	Year 3: 2016-17
What are the anticipated expenditures? *	Develop a district mission and vision aligned with LCFF \$10,000.00	School site missions and visions demonstrate alignment with \$120,000.00	Align PD and work in CCSS with the mission and vision, establish core strategies \$120,000.00

Applicable Pupil Subgroup(s) *

Choose a subgroup selection option:

- Choose a Subgroup
- All
- None
- Low Income
- English Learners
- Foster Youth
- Redesignated FEP
- Black/African-American
- American Indian or Alaska Native
- Asian
- Filipino
- Hispanic or Latino
- Native Hawaiian or Pacific Islander
- White
- Two or More Races
- Female
- Male
- Gifted and Talented
- Students with Disability

Save this Action

2 Enter the Anticipated Expenditures for each Action/Service above.

3 Select Applicable Pupil Subgroup(s)

1 Enter descriptions of Specific Action/Services for the first three calendar school years

4 Save all changes made and/or added to Actions/Services

Actions and Services (cont.)

– Funding Sources

Funding Sources *

[Add/Edit Funding Sources](#)

1

Estimated Annual Cost of Action/Service

2

Funding Source Program Names, which can be edited/added to by clicking on “Program Name” and selecting from scroll menu provided

Total Est. Cost Year 1: \$10,000 Year 2: \$120,000 Year 3: \$120,000

Edit Allocations as Percentages

3

Annual amount of funds provided by Funding Source and % of Total Annual Funds for specific Action/Service. You can enter funding amounts by \$ or %

Program Name	Year 1 Amt	Year 2 Amt	Year 3 Amt
Base	\$2,500	\$60,000	\$60,000
Supplemental	\$5,000	\$30,000	\$30,000
Concentration	\$2,500	\$30,000	\$30,000
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter dollars as a number with or without formatting (50000 or \$50,000)

Totals \$10,000 \$120,000 \$120,000

4

Save all changes made and/or added to Funding Sources

Save Allocation Dollar Amounts

Click Save. To Delete, select the blank Program Name.










LCAP Goals/Actions Sort Order



1 After all Goals, Actions and Expenditures are entered, the Goals/Actions can be sorted by clicking here

[Settings](#) [Help](#) [Privacy](#) [Logout](#)

Select a Plan: 123 LCAP 2015-18 Go To Plan

 Home	 Introduction	 Stakeholder Engagement	 Needs Assessment	 Plan	 Ranking	 Budget	 Outcomes	 Reports
---	--	--	--	---	---	--	--	---

LCAP Goals, Actions and Services
[LCAP Goals Sort Order](#)
[LCAP Actions Sort Order](#)

LCAP Plan for Plan: 123 LCAP 2015-18

LCAP Goals Sort Order

Order LCAP Goals in Plan: 123 SD LCAP 2015-18

Select each LCAP Goal Area, then choose the ordering of LCAP Goals within each Goal Area

- Goal Area 1: Ensure that all students are prepared for college and career
- Goal Area 2: Ensure all schools are safe and healthy places for students, staff and community
- Goal Area 3: Ensure that all schools support social, emotional, intellectual & physical development
- Goal Area 4: Work with our community to create a safe and healthy environment for all
- Goal Area 7: Testing addition of New District
- Goal Area 8: Testing Auto Number of Goal Areas
- Goal Area 9: Testing Auto Number #9
- Goal Area 10: Testing Auto Number #10!

1 Select which Goal Areas will be sorted

2 Click button to sort alphabetically

3 Click button to sort by the order Goals were entered.

Initial Sort: after choosing Initial Sort, you can rearrange Goals using the Up/Down arrows.

Sort by LCAP Goal Description

Sort by Order Goals were Entered

4 Click link to sort alphabetically by LCAP Goal Description

	LCAP Goal Description	
↑ ↓	All schools and the district will have a vision and mission that is aligned to the state through line of key district strategies in the school sites	
↑ ↓	Provide professional development and implementation support for schools and first Best Instruction.	
↑ ↓	By 90% of trainings in parent education and the rate of parent participation in community by 15%.	
↑ ↓	Provide grade level in ELA and math with a focus on our target population	
↑ ↓	Professional services to support students in ELD, with particular attention on EL and Special Ed students	

5 Click to move each of the Goal Descriptions Up or Down in the desired order

LCAP Actions Sort Order

Order LCAP Actions in Plan: 123 SD LCAP 2015-18

Select each LCAP Goal, then choose the ordering of LCAP Actions within each LCAP Goal

- Goal Area 1: Provide professional development and implementation support for schools and teachers to use the CCSSto provide
- Goal Area 1: All schools and the district will have a vision and mission that is aligned to the eight priority areas, and there is a clear vision for all school sites
- Goal Area 1: Provide intervention for students not performing at grade level in ELA and math with a focus on our target population
- Goal Area 1: By spring of 2017, the district will provide a core set of trainings in parent education classes in all schools in the district and the rate of parent participation in conferences about student success will increase by 15%.
- Goal Area 1: Professional development for teachers on best practices to support students in ELD, with particular attention on EL and Special Ed students
- Goal Area 2: Articulate district-social and emotional support systems for all students and to implement it
- Goal Area 2: Provide a clean, safe, and healthy school campuses across the district
- Goal Area 2: Provide equitable mental health services to all sites
- Goal Area 3: All students will have access to high quality physical education and physical activity programs in all district schools
- Goal Area 3: Develop a district-wide system of career and technical education, including dual enrollment, to provide students with a clear path to postsecondary education and workforce preparation
- Goal Area 3: The district will establish partnerships with local colleges, businesses, and community organizations to support our families, students and schools
- Goal Area 4: District will establish home-school partnerships through various means to facilitate communication and support for students and families
- Goal Area 4: The District will establish home-school partnerships through various means to facilitate communication and support for students and families, including family culture and experience onto campus.

1 Choose the "Goal Area" to select which Goal Action Descriptions will be sorted

2 Click to sort alphabetically

3 Click to sort by the order actions were entered

Initial Sort: after choosing Initial Sort, you can rearrange Actions to

- Sort by LCAP Action Description
- Sort by Order Actions were Entered

These Goals have never been sorted. Please select the Initial Sort first.

LCAP Action Description
<input type="checkbox"/> <input type="checkbox"/> Develop full annual course of parent education classes related to student achievement, attendance, health, ways to support student achievement, training for parents on use of computer, ELD classes for EL parents, nutrition
<input type="checkbox"/> <input type="checkbox"/> Develop full annual course of parent education classes related to student achievement, attendance, health, ways to support student achievement, training for parents on use of computer, ELD classes for EL parents, nutrition

5 Click to move each of the Action Descriptions up or down in desired order

4 Click link to sort alphabetically/ numerically by "LCAP Action Description"

Rank Actions






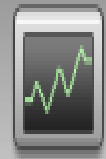





1 Ranking allows you to view/rank your compiled actions according to its set priority and other factors

2 Click "Rank Actions" to proceed

[Settings](#) [Help](#) [Privacy](#) [Logout](#)

Select a Plan: 123 SD LCAP 2014-17 ▼ Go To Plan

 Home	 Introduction	 Stakeholder Engagement	 Needs Assessment	 Plan	 Ranking	 Budget	 Outcomes	 Reports
---	--	--	--	---	---	--	--	---

Rank Actions

LCAP Plan for Plan: 123 SD LCAP 2014-17

Rank Actions

Rank Actions for Plan: 123 SD LCAP 2014-17

Rank Actions

	Rank	Action Description	Est. Cost Year 1	Est. Cost Year 2	Est. Cost Year 3	LCAP Goal	
Edit	1= highest priority	Provide more bilingual resources, extend the school day to provide care until 6pm, parent education classes, work to build positive relationships between staff and parents	240,000.00	3,800,000.00	500,000.00	District will use a variety of effective methods to facilitate communication between schools and fam...	Edit
Edit	3= medium priority	Create a taskforce to identify and plan for ways to meet district needs. Connect to real world events. Provide parent education classes. Improve parent education and outreach.	10,000.00	100,000.00		... partnerships with businesses, non-profits,	Edit
Edit	3= medium priority	Provide nutrition education for all community Offer cooking as an elective Provide equitable PE instruction including during recess, before/after school Provide breakfast at all sites	1,200,000.00	1,200,000.00	1,700,000.00	All schools will provide tasty, healthy meals and physical activity programs	Edit
Edit	3= medium priority	The family and community partnerships office will develop a district-wide plan and recommended strategies including: Identifying models for mentoring programs Mental health support for students Increased support for nurses and counselors Early intervention programs for students with emotional distress	30,000.00	30,000.00	330,000.00	Articulate district-social and emotional support systems for all students and to implement it	Edit

1

Click to sort by header

2

Click Edit to return to the Edit Action/Service section

Budget

LCAP Budget for Site Plan: 123 SD LCAP 2014-17

Show Only: All Goals ▼

Year 1: 2014-15
 Year 2: 2015-16
 Year 3: 2016-17

1

The Budget page will show your district budget. Here, you can edit Funding Allocations and the amounts budgeted and remaining will be shown for each funding source. You can also assign and modify funding sources and other information for each Expenditure from this page.

5

Click "Edit" to return to the Edit Action section.

Funding Source	Total Budget	Base	Supplemental	Other	Remaining	Other	Other	Other	Other				
Edit Fiscal Year Allocation	\$10,018,000	\$8,800,000	\$300,000	\$800,000	\$7,135,000	\$7,897,100	(\$1,925,500)	(\$68,000)	\$800,000	\$50,000	(\$241,600)	\$23,000	\$0
Budgeted Total per Funding Source	\$2,858,000	\$902,900	\$1,625,500	\$800,000									
Remaining Total per Funding Source	\$7,135,000	\$7,897,100	(\$1,925,500)	(\$68,000)	\$800,000	\$50,000	(\$241,600)	\$23,000	\$0				

2

The Budget page shows expenditures for all goals by default. To focus on expenditures for a specific goal, use the dropdown menu.

3

The Budget page also displays Fiscal Year Allocations, Budgeted Totals, and Remaining amounts for each Funding Source.

4

Click "Exclude \$" for the expenditures you do not want to include in your budget. This will allow you to model different budget scenarios.

Rank	Exclude \$	Proposed Investments For Activities and Strategies to Implement this Goal	Total Est. Cost	Est. Cost	Est. Cost	Est. Cost
Edit 1	<input type="checkbox"/>	Use trainings on cultural competence (see below) to support parent-teacher relationships. Host cultural days three times a year at each site to highlight the culture and background of the families attending the school. COST: \$10,000 per site for cultural days (\$240,000)	\$240,000.00	\$300,000		
Edit 3	<input type="checkbox"/>	Development of handbook for school sites to use to support student socio-emotional health. Develop a companion resources/services list to providers within the community that can be accessed to support students and staff. COST: Current staff will reallocate time to take on the project. Additional cost of \$30,000 will be required for printing, travel, and meeting costs				

Edit Fiscal Year Allocations

LCAP Budget for Site Plan: 123 SD LCAP 2014-17

Show Only:

Year 1: 2014-15
 Year 2: 2015-16
 Year 3: 2016-17

1 Click "Edit" to edit Fiscal Year Allocations.

Funding Source	Total Budget	Base	Supplemental	Concentration	Title I A Alloc	Title I-A-PI	Title I-A-PD	Title II A	Other
Edit Fiscal Year Allocation	\$10,018,000	\$8,800,000	\$300,000	\$20,000	\$800,000	\$50,000	\$25,000	\$23,000	\$0
Budgeted Total per Funding Source	\$2,883,000	\$902,900	\$1,625,500	\$88,000	\$0	\$0	\$266,600	\$0	\$0
Remaining Total per Funding Source	\$7,135,000	\$7,897,100	(\$1,325,500)	(\$68,000)	\$800,000	\$50,000	(\$241,600)	\$23,000	\$0

Edit Fiscal Year Allocations (cont.)

Resources for Plan: 123 SD LCAP 2014-17

Funding Source	Sort Order	Funds Year 1	Funds Year 2	Funds Year 3	
Base	1	8,800,000.0	8,810,000.0	8,820,000.0	Return
Supplemental and Concentration Grant Money	2	0.00	0.00	0.00	Save Cancel
Supplemental	2	300,000.00			
Concentration	3	20,000.00			
Title I, Part A: Allocation (J-K-L=)	4	800,000.00			

1 To add or edit the funding amounts or funding sources expected for the upcoming school year, click on the highlighted number you would like to change.

2 Then, edit the amount and click "Save" to save your changes or "Cancel" to revert to the original values. Clicking "Return" will take you back to the Budget page.

Annual Update

[Settings](#) [Help](#) [Privacy](#) [Logout](#)

Select a Plan: 123 LCAP 2015-18

Go To Plan



Home



Introduction



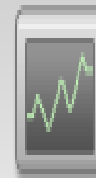
Stakeholder
Engagement



Needs
Assessment



Plan



Ranking



Budget



Outcomes



Reports

1

Click "Annual Update" from the "Outcomes" drop down menu to proceed.

View Outcomes

Annual Update

Edit Proportionality for Plan: 123 LCAP 2015-18

Annual Update

Select a Goal to Update:

Original GOAL from prior year LCAP:	Related State and/or Local Priorities: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/>
Goal Applies to:	
Expected Annual Measurable Outcomes:	Actual Annual Measurable Outcomes:

1

If you are a new user entering goals prior to the use of the Tool, choose "Create a new Goal" from the drop down menu.

2

If you are a returning user entering annual updates, choose the goal you wish to enter an annual update for from the drop down menu.

LCAP Year: 2014-15

Planned Actions/Services		Actual Actions/Services	
	Budgeted Expenditures		Estimated Actual Annual Expenditures
	0.00		0.00
Scope of Service:		Scope of Service:	
		<input checked="" type="checkbox"/> None <input type="checkbox"/> All <input type="checkbox"/> Low Income	

What changes in actions, services, and expenditures will be made as a result of reviewing past progress and/or changes to goals?	41
--	----

Annual Update – New User

Select a Goal to Update:

Create a new Goal

Create a New Goal is at the top of the list)

1

Fill in the information (identical to the Goals section).

Original GOAL from prior year LCAP:

Related State and/or Local Priorities: 1 2 3 4 5 6 7 8
 COE Only: 9 10
 Local:

Goal Applies to: Schools:
 Applicable Pupil Subgroups:

Expected Annual Measurable Outcomes:

Actual Annual Measurable Outcomes:

LCAP Year: 2014-15

Planned Actions/Services		Actual Actions/Services	
Scope of Service	Budgeted Expenditures	Scope of Service	Budgeted Expenditures
<input checked="" type="checkbox"/> None <input type="checkbox"/> All <input type="checkbox"/> Low Income	0.00	<input checked="" type="checkbox"/> None <input type="checkbox"/> All <input type="checkbox"/> Low Income	

3 Review your planned and actual Actions/Services and start planning improvements for next year. When finished, click "Save this Goal" at the top.

2 Enter expected and actual Measurable Outcomes, Actions/Services and Scope of Service.

What changes in actions, services, and expenditures will be made as a result of reviewing past progress and/or changes to goals?

1 Select Goal for Annual Update from drop down menu

Annual Update – Returning User

Select a Goal to Update:

Provide professional development and implementation support for schools and teachers to use the CCSS to provide First Best Instr

Save this Update

2 All Expected/Planned boxes will be auto-filled according to the goal selected from the drop down menu

3 Enter actual results here, and begin thinking about how to improve next year. When finished, click "Save this Update."

Original GOAL from prior year LCAP:	Provide professional development and implementation support for schools and teachers to use the CCSS to provide First Best Instruction		
Goal Applies to:	Schools: <input type="checkbox"/>	Other: <input type="checkbox"/>	Applicable Pupil Subgroups: All
Expected Annual Measurable Outcomes:	Support for schools to implement CCSS correctly.		Actual Annual Measurable Outcomes:
LCAP Year: 2014-15			
Planned Actions/Services		Actual Actions/Services	
	Budgeted Expenditures		Estimated Actual Annual Expenditures
Establish PLCs in all schools. Provide collaboration and planning time for teachers. Invest in teacher and staff training. Hire and retain quality staff.		1,280,000.00	
Scope of Service:	LEA-Wide	Scope of Service:	<input type="text"/>
		<input checked="" type="checkbox"/> None <input type="checkbox"/> All <input type="checkbox"/> Low Income <input type="checkbox"/> ...	
What changes in actions, services, and expenditures will be made as a result of reviewing past progress and/or changes to goals?			

Save this Update

Reports - LCAP

Reports for: 123 SD LCAP 2014-17

Local Control Accountability Plan (Word)

Upload Appendix Documents

Exclude Budget \$\$ from Section 3

1

After you have completed all of the steps in the process, you can generate the LCAP by going to the Reports page and clicking on "Load Control Accountability Plan." Checking the "(Word)" box will download the file as a .doc file, as opposed to a .pdf file

The report will be delivered in PDF format, unless the (XLS) or (Word)

Expense Reports

Expense Rpt 1

(XLS) Expenditures by

Expense Rpt 2

(XLS) Expenditures by Subgroup

Expense Rpt 3

(XLS) Expenditures by Funding Source

Reserved Expenses

(XLS) Expenditures marked as Reserved

Budget Reports

Budget by Funding Source

(XLS) Budget by Funding Source

2

These are additional reports from various sections that can be automatically generated with the click of a button.

Community Reports

Engagement Events

(Word) Stakeholder Engagement Events

Goal Funding

(Word) Funding by Goal Area and Goal

Change Password



[Return to Home](#)

Change Password for Account: aaron

New Password:

Minimum length 6 characters, at least 1 number are required

Change Password

Cancel

1

To change your password, go to the "Settings" option at the top of the screen and select the "User Password Reset" option.

2

On the Password Reset page, type in the new password you would like to use.

4

If you no longer wish to change your password, click "Cancel" to avoid changing your password.

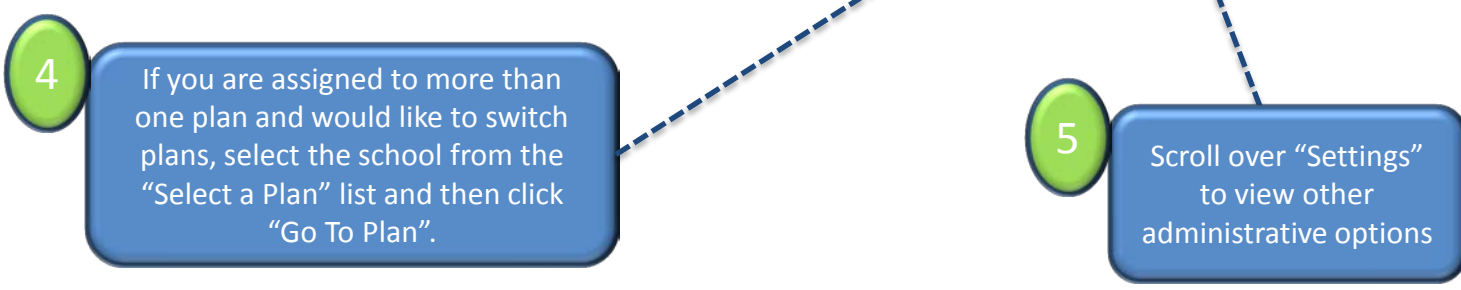
3

Then click "Change Password" to change your password.

Privacy, Help, Settings, Logout



Select a Plan: 123 SD LCAP 2014-17 ▼ Go To Plan



Help Link Tools and Information

Help for Plan: 123 SD LCAP 2014-17

1

Click to download Help Documents for assistance on common issues.

Help Documents

[PBAR User Manual](#)
[PBAR Help Text](#)
[PBAR User Glossary](#)
[PBAR FAQs](#)

2

Click on any of the links to watch a video on the subject you need assistance in.

Video Tutorials

[Learn How to Create Your LCAP Using Pivot's New PBAR Tool](#)

3

Click to change your password.

Change Password

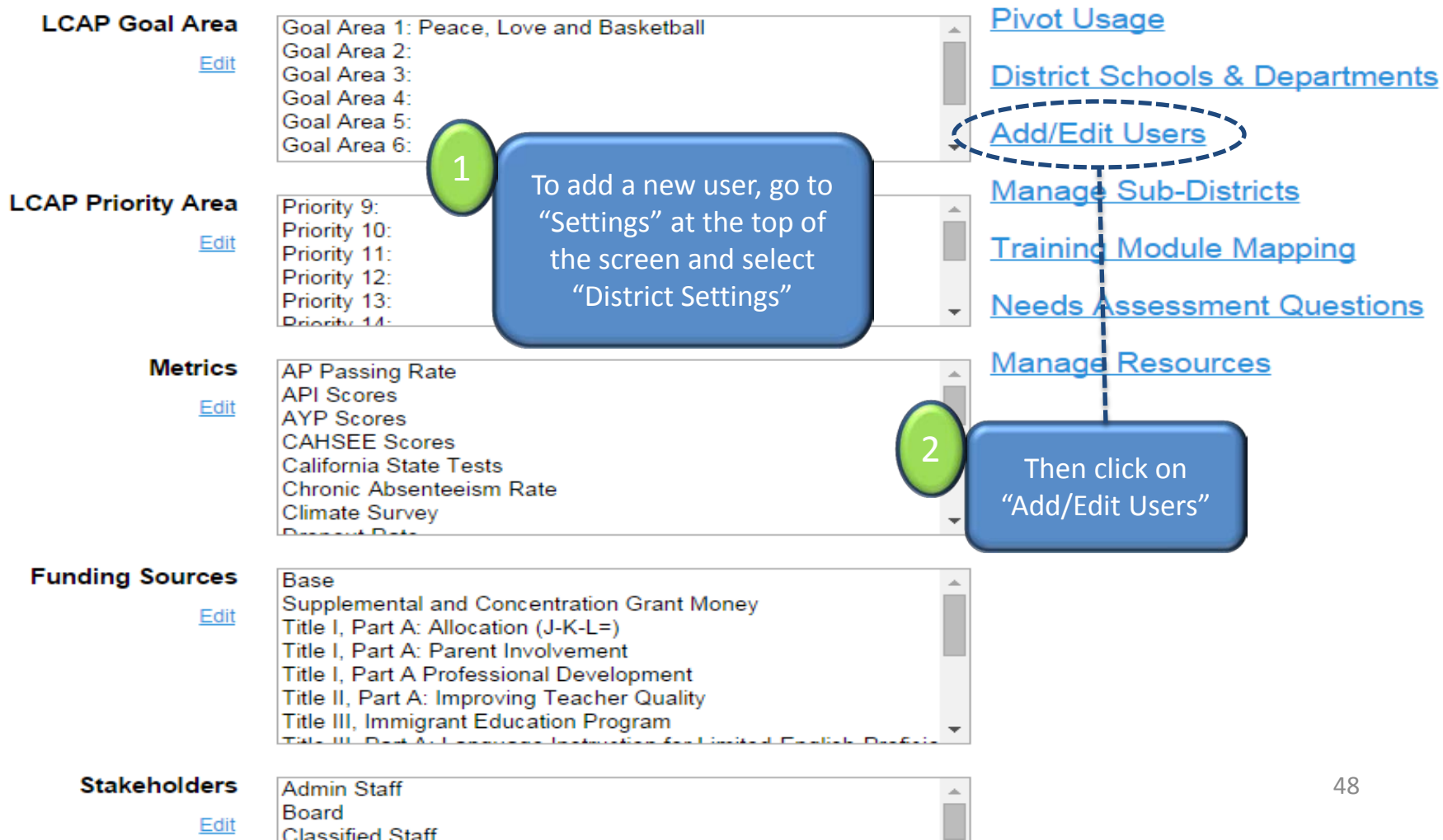
Change Password

Contact Us

Phone: 415-644-3428
Email: Khoppe@pivotlearningpartners.org

Settings – Add/Edit Users (Admin Only)

LCAP District Settings for Plan: 123 SD LCAP 2014-17



The screenshot shows the 'LCAP District Settings' page with several sections: LCAP Goal Area, LCAP Priority Area, Metrics, Funding Sources, and Stakeholders. On the right side, there is a vertical menu with links: Pivot Usage, District Schools & Departments, Add/Edit Users, Manage Sub-Districts, Training Module Mapping, Needs Assessment Questions, and Manage Resources. A blue callout box with a green circle containing the number '1' points to the 'Add/Edit Users' link. A second blue callout box with a green circle containing the number '2' points to the 'Add/Edit Users' link again, with the text 'Then click on "Add/Edit Users"'. A dashed oval highlights the 'Add/Edit Users' link in the menu.

LCAP Goal Area
[Edit](#)
 Goal Area 1: Peace, Love and Basketball
 Goal Area 2:
 Goal Area 3:
 Goal Area 4:
 Goal Area 5:
 Goal Area 6:

LCAP Priority Area
[Edit](#)
 Priority 9:
 Priority 10:
 Priority 11:
 Priority 12:
 Priority 13:
 Priority 14:

Metrics
[Edit](#)
 AP Passing Rate
 API Scores
 AYP Scores
 CAHSEE Scores
 California State Tests
 Chronic Absenteeism Rate
 Climate Survey
 District Data

Funding Sources
[Edit](#)
 Base
 Supplemental and Concentration Grant Money
 Title I, Part A: Allocation (J-K-L=)
 Title I, Part A: Parent Involvement
 Title I, Part A Professional Development
 Title II, Part A: Improving Teacher Quality
 Title III, Immigrant Education Program
 Title III, Part A: Language Instruction for Limited English Proficiency

Stakeholders
[Edit](#)
 Admin Staff
 Board
 Classified Staff

Right Side Menu:
[Pivot Usage](#)
[District Schools & Departments](#)
[Add/Edit Users](#)
[Manage Sub-Districts](#)
[Training Module Mapping](#)
[Needs Assessment Questions](#)
[Manage Resources](#)

Callout 1: To add a new user, go to "Settings" at the top of the screen and select "District Settings"

Callout 2: Then click on "Add/Edit Users"

Settings – Add/Edit Users cont. (Admin Only)

District Users for District: Gizmo Unified

Return

Note - to add a new user, enter user names, email, etc. in the blank row at the bottom of the grid, then click the Add New link.

	User ID	First Name	Last Name	Email	School Name	Sub-District	Admin?	
Edit	Aaron	Aaron	Sokol	aaron@edcloud.org	123 SD LCAP	None Selected	Yes	Delete
Edit	Aaron	Aaron	Davis	khoppe@pivotlearningpartners.org	123 SD LCAP	None Selected	No	Delete
Edit	Aditi	Aditi	Aditi	khoppe@pivotlearningpartners.org	123 SD LCAP	None Selected	No	Delete
Edit	Allison	Allison	Carter	khoppe@pivotlearningpartners.org	123 SD LCAP	None Selected	No	Delete
Edit	Amy	Amy	Dabrowski	khoppe@pivotlearningpartners.org	123 SD LCAP	None Selected	No	Delete
Edit	Tom5	Tom	Tom	khoppe@pivotlearningpartners.org	123 SD LCAP	None Selected	No	Delete
Edit	Twila	Twila	Twila	twila@pivotlearningpartners.org	Signs Elementary	None Selected	No	Delete
Edit	Valerie5	Valerie	Valerie	valerie@pivotlearningpartners.org	123 SD LCAP	None Selected	No	Delete
Edit	Veronica	Veronica	Veronica	veronica@pivotlearningpartners.org	123 SD LCAP	None Selected	No	Delete
Edit	Vladimir	Vladimir	Ivanovic	vladimir@pivotlearningpartners.org	Signs Elementary	None Selected	No	Delete
Edit	WilliamsTest	Williams	Test	khoppe@pivotlearningpartners.org	Alexander Elementary	None Selected	No	Delete
Add New					123 SD LCAP	None selected	No	

You can edit the user information by clicking on "Edit".

Click any of the headers to sort data alphabetically by that subject.

Click "Add New" to add the user. An email will be sent to the user with the user name and a password. The user will be able to change their password after they log in for the first time.

Enter the User ID, First Name, Last Name, Email address, primary school, sub-district (if applicable), and identify whether the user will be an Admin or a regular user. An Admin will be able to modify district values, add users and prepare the annual rollover of all plans, among other things.

Settings – Create Sub-Districts (Admin Only)

LCAP District Settings for Plan: 123 SD LCAP 2014-17

LCAP Goal Area

[Edit](#)

- Goal Area 1: Peace, Love and Basketball
- Goal Area 2:
- Goal Area 3:
- Goal Area 4:
- Goal Area 5:
- Goal Area 6:

[Pivot Usage](#)

[District Schools & Departments](#)

[Add/Edit Users](#)

[Manage Sub-Districts](#)

[Training Module Mapping](#)

[Needs Assessment Questions](#)

[Manage Resources](#)

LCAP Priority Area

- Priority 9:
- Priority 10:

1

Sub-Districts allow you to assign a single user to multiple schools so that the user has access to all schools and plans in that sub-district. To create a Sub-District, go to “Settings” at the top of the screen and select “District Settings”.

2

Click on “Manage Sub-Districts”.

Funding Sources

[Edit](#)

- Base
- Supplemental and Concentration Grant Money
- Title I, Part A: Allocation (J-K-L=)
- Title I, Part A: Parent Involvement
- Title I, Part A Professional Development

Settings – Create Sub-Districts cont. (Admin Only)

1

To create a new Sub-District, select “Create a New Sub-District” from the Select Sub-District drop down menu.

Groups for Site Plan: 123 SD LCAP 2015-18

Select Sub-District: ▼

To create a new Sub-District, select Create a New Sub-District above, at the top of the list.

Enter a New Sub-District name here:

2

Enter the name of the Sub-District.

	School Name
<input type="checkbox"/>	123 SD LCAP
<input type="checkbox"/>	Abraham Lincoln Elementary
<input type="checkbox"/>	Alexander Elementary
<input type="checkbox"/>	American High
<input type="checkbox"/>	Andes Hills High
<input type="checkbox"/>	Apple Valley Middle
<input type="checkbox"/>	Apricot Park Academy
<input type="checkbox"/>	Balboa Elementary

3

Select the schools to be included in the Sub-District.

4

Click on “Save Changes” to save the sub-district. After the Sub-District has been created, you may assign users to the subgroup in the District Users section.

Settings – Needs Assessment Questions (Admin Only)

LCAP District Settings for Plan: 123 SD LCAP 2014-17

LCAP Goal Area
[Edit](#)

Goal Area 1: Peace, Love and Basketball
Goal Area 2:
Goal Area
Goal Area
Goal Area
Goal Area

LCAP Priority Area
[Edit](#)

Priority 9:
Priority 10:
Priority 11:
Priority 12:
Priority 13:
Priority 14:

Metrics
[Edit](#)

AP Passing Rate
API Scores
AYP Scores
CAHSEE Scores
California State Tests
Chronic Absenteeism Rate
Climate Survey
Present Date

Funding Sources
[Edit](#)

Base
Supplemental and Concentration Grant Money
Title I, Part A: Allocation (J-K-L=)
Title I, Part A: Parent Involvement
Title I, Part A Professional Development

1

To change the Needs Assessment Questions, go to “Settings” at the top of the screen and select “District Settings.”

[Pivot Usage](#)

[District Schools & Departments](#)

[Add/Edit Users](#)

[Manage Sub-Districts](#)

[Training Module Mapping](#)

[Needs Assessment Questions](#)

[Manage Resources](#)

2

Click on “Needs Assessment Questions.”

Settings – Needs Assessment Questions cont. (Admin Only)

Assess Needs Questions for Plan: Gizmo Unified

The Needs Assessment includes questions to help you assess, alongside the analysis and/or department stands now and what changes might need to be made to improve. None of the fields are required.

1

You can edit the needs assessment questions for your district here.

Return

Save Cancel

Question 1: 1. What did your community identify as the biggest priorities for the next three years? How did they align or not align with the 8 state priorities for LCFF?

Question 2: 2. What did they identify as the biggest needs in the district?

2

Then click "Save" to save your changes or "Cancel" to revert to the original values.

Question 3: 2. What did they identify as the biggest needs in the district? How did they align or not align with the 8 state priorities for the district to focus on over the next three years?

Settings – Change/Edit District Values (Admin Only)

LCAP District Settings for Plan: 123 SD LCAP 2014-17

LCAP Goal Area

[Edit](#)

Goal Area 1: Peace, Love and Basketball
 Goal Area 2:
 Goal Area 3:
 Goal Area 4:
 Goal Area 5:
 Goal Area 6:

[Pivot Usage](#)

[District Schools & Departments](#)

[Add/Edit Users](#)

[Manage Sub-Districts](#)

[Training Module Mapping](#)

[Needs Assessment Questions](#)

LCAP Priority Area

[Edit](#)

Priority 9:
 Priority 10:
 Priority 11:
 Priority 12:
 Priority 13:
 Priority 14:

Metrics

[Edit](#)

AP Passing Rate
 API Scores
 AYP Scores
 CAHSEE Scores
 California State Tests
 Chronic Absenteeism Rate
 Climate Survey
 Present Date

1

Administrative users have the ability to change certain drop down values, such as the District Goal Areas, Goal Data Indicators, Expenditure Categories and Codes, Funding Sources and Committee Member Roles.

Funding Sources

[Edit](#)

Base
 Supplemental and Concentration Grant Money
 Title I, Part A: Allocation (J-K-L=)
 Title I, Part A: Parent Involvement
 Title I, Part A: Professional Development
 Title II, Part A: Improving Teacher Quality
 Title III, Immigrant Education Program
 Title III, Part A: Language Instruction for Limited English

2

To change drop down values for your district, click on “Edit” next to the section you wish to change.

Stakeholders

[Edit](#)

Admin Staff
 Board
 Classified Staff
 Community Members
 County Office of Education Foster Youth Services Programs
 Court-appointed Special Advocates

Settings – Change/Edit District Values cont. (Admin Only) *Goal Area

4 Then click “Save” to save your changes or “Cancel” to revert to the original values.

1 Click any of the headers to sort data alphabetically by that subject.

LCAP Goal Areas for District: Gizmo Unified

Return

	LCAP Goal Area	Description
Save Cancel	Goal Area 1:	<input type="text" value="Ensure that all students are prepared for college and career"/>
Edit	Goal Area 2:	Ensure all schools are safe and healthy places for students, staff and commu
Edit	Goal Area 3:	Ensure that all schools support the social, emotional, intellectual & physical
Edit	Goal Area 4:	Work with our community to create schools that are focused on student success
Edit	Goal Area	
Edit	Goal Area	

2 You can edit information by clicking on “Edit.”

3 Type in a detailed description of the LCAP Goal. This is not required, but can be used to specify board goals and strategic plans.

Note: LCAP Goal Area Description is limited to 200 characters in length

Settings – Change/Edit District Values cont. (Admin Only) *Priority Goal Area

3

You can edit information by clicking on "Edit."

Return

Goal Area	
Edit Basic Services	Delete
Edit Course Access	Delete
Edit Implementation of Common Core State Standards	Delete
Edit Other Student Outcomes	Delete
Edit Parental Involvement	Delete
Edit School Climate	Delete
Edit Student Achievement	Delete
Edit Student Engagement	Delete
+	

Note: Goal Area is limited to 50 characters in length

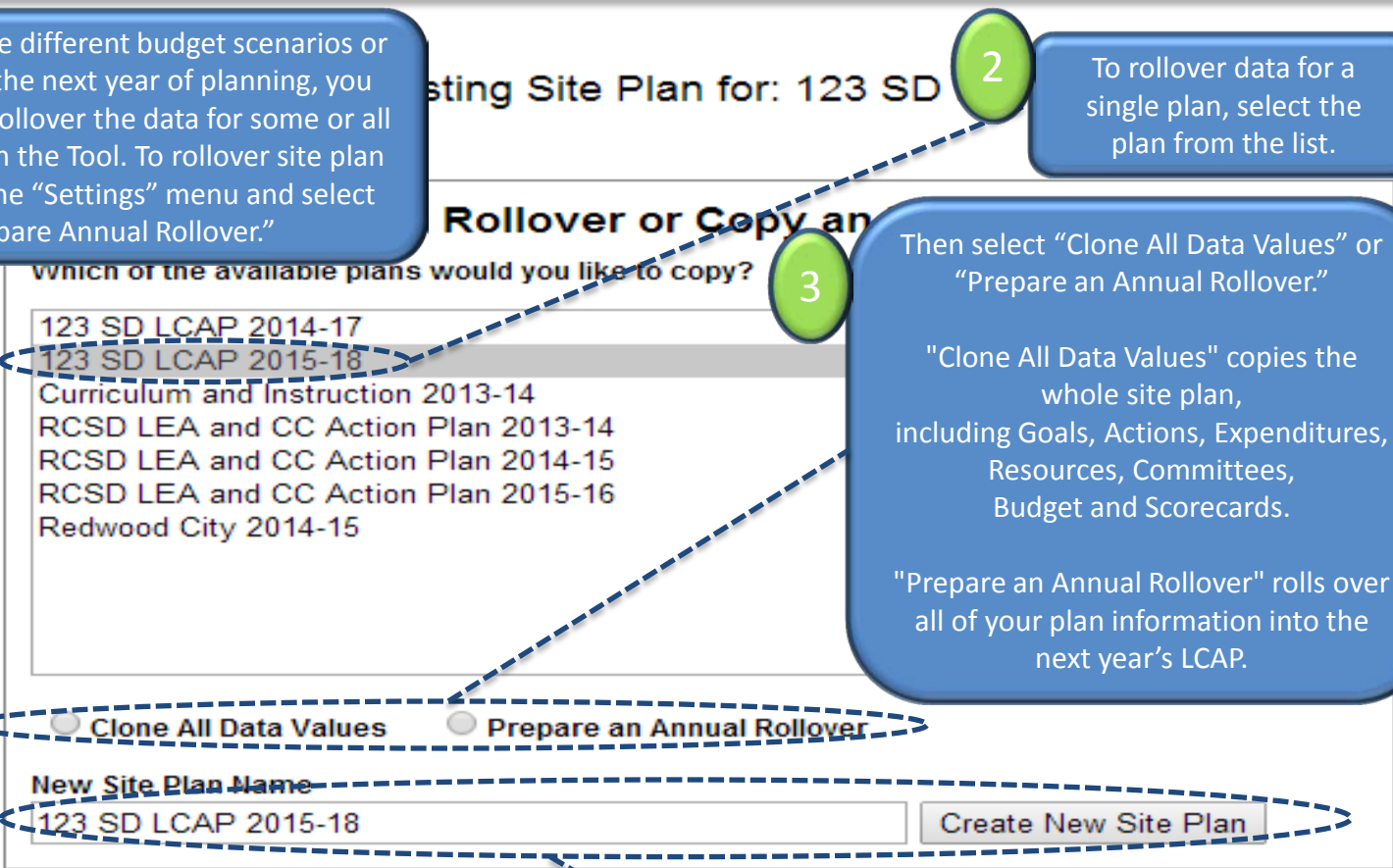
2

Click on "+" to add a Goal Area.

1

To add a Goal Area, enter the new Priority Area for your district.

Settings – Building Scenarios by Copying Over Plan (Admin Only)



1 As you explore different budget scenarios or prepare for the next year of planning, you may want to rollover the data for some or all of the plans in the Tool. To rollover site plan data, go to the “Settings” menu and select “Prepare Annual Rollover.”

2 To rollover data for a single plan, select the plan from the list.

3 Then select “Clone All Data Values” or “Prepare an Annual Rollover.”

“Clone All Data Values” copies the whole site plan, including Goals, Actions, Expenditures, Resources, Committees, Budget and Scorecards.

“Prepare an Annual Rollover” rolls over all of your plan information into the next year’s LCAP.

4 Enter the new site plan name and click “Create New Site Plan.”

Other Features

- Multiple users at a single site can view and edit the same plan
- Central office users can look at data across schools
- Districts can customize certain aspects of the Tool, such as district goal areas and budget data specifics
- School scorecards can also be uploaded for reference