



MARIN COUNTY

OFFICE OF EDUCATION

1111 LAS GALLINAS AVENUE/P.O. BOX 4925
SAN RAFAEL, CA 94913-4925
marincoe@marinschools.org

MARY JANE BURKE
MARIN COUNTY
SUPERINTENDENT OF SCHOOLS

(415) 472-4110
FAX (415) 491-6625

RECEIVED
AUG 12 2019

August 7, 2019

Greg Knell, President
San Rafael Elementary School District
681 Del Ganado Road
San Rafael, CA 94903

Subject: 2017-2020 Local Control and Accountability Plan (LCAP) Clarification under Education Code (EC) 52070(b)

Dear President Knell,

Thank you for your timely submission of the San Rafael Elementary School District's 2019-20 update to the 2017-20 LCAP. The LCAP template has continued to evolve each year, a trend that will continue. The major changes in effect for the 2019-20 LCAP are related to the Demonstration of Increased and Improved Services section and a revision of the required elements in the LCAP summary section that aligns to the newly required LCAP Budget Overview for Parents.

As you are aware, the County Superintendent is responsible for approving the District's LCAP using the three (3) statutory criteria listed below:

1. The LCAP adheres to the template adopted by the State Board of Education (SBE).
2. The budget includes expenditures sufficient to implement the specific actions and strategies included in the LCAP.
3. The LCAP adheres to the expenditure requirements for English Learners, Low Income and Foster Youth students (unduplicated pupils).

We have completed our preliminary review of the District's 2019-20 Update to the 2017-2020 LCAP and have determined the plan does not currently meet one or more of the criteria for approval. The District's LCAP will, therefore, need **Board clarification by approving and submitting an amended LCAP** that addresses the items noted in this letter.

Alternatively, under EC 52070(b)(c), the governing board has 15 days to respond, in writing, to this request. Once the Marin County Superintendent of Schools (Superintendent) receives a response from the District, the Superintendent has 15 days to submit recommendations, and thereafter, the District has 15 days to consider the recommendations submitted in a public meeting. The LCAP team at the Marin County Office of Education are in communication with District staff to assist through this process.

Other technical cleanup will be communicated separately to the District's leadership team and should be incorporated into the amended LCAP as well. Please provide clarification or amendments **by submitting an amended LCAP no later than September 15, 2019** to resolve the following areas:

Adherence to the spending regulations

- District/School-wide actions

The spending regulations allow districts to expend supplemental and concentration grant funds in a school or district-wide fashion thereby benefitting all students, however, to do so the District must include certain required descriptions supporting each action/service.

The District identified the following actions with a District or school-wide scope of service:

- Goal 1, Actions 2a, 5 and 13
- Goal 2, Actions 2, 8 and 11
- Goal 3, Actions 1, 3, 6, 7, and 14
- Goal 4, Actions 1, 2, 3, and 13
- Goal 5, Actions 2, 3, 7, 8, and 9

The District's amended LCAP should clarify how these actions/services are principally directed to and effective in meeting its goals for English Learners, Low Income and Foster Youth (unduplicated pupils) in the state and any local priorities:

- Describe the Minimum Percentage to Increase or Improve Services

The Demonstration of increased or improved services requires the District to describe how services provided for English Learners, Low Income and Foster Youth (unduplicated pupils) are increased or improved by at least the percentage calculated as compared to services provided for all students in the LCAP year. To improve services means to grow services in quality and to increase services means to grow services in quantity. This description must address how the actions/services limited for one or more unduplicated student groups, and any school-wide or district-wide actions/services supported by the appropriate description, taken together, result in the required proportional increase or improvement in services for unduplicated pupils.

The District's amended LCAP should clarify how the Local Control Funding Formula (LCFF) spending requirement is being met by describing the percentage amount by which services for English Learners, Low Income and Foster Youth (unduplicated pupils) will be increased or improved *as compared to services provided for all students*.

We appreciate the considerable work involved in preparing the LCAP especially given that the plan template has been continuously evolving since its inception and implementation six (6) years ago. As we close the LCAP cycle for 2017-18 through 2019-20 we are preparing for the next three-year LCAP for 2020-21 through 2022-23 using a newly designed template. We will begin the LCAP professional development cycle this fall with a series of workshops to include hands-on training in order to align the District's LCAP with the District's California School Dashboard as required.

Sincerely,

MARY JANE BURKE
Marin County Superintendent of Schools

A handwritten signature in cursive script that reads "Kate Lane".

KATE LANE
Assistant Superintendent

Cc: Jim Hogeboom, Superintendent
Dr. Mayra Perez, Deputy Superintendent, Instruction
Doug Marquand, Assistant Superintendent



MARIN COUNTY

OFFICE OF EDUCATION

1111 LAS GALLINAS AVENUE/P.O. BOX 4925
SAN RAFAEL, CA 94913-4925
marincoe@marinschools.org

MARY JANE BURKE
MARIN COUNTY
SUPERINTENDENT OF SCHOOLS

(415) 472-4110
FAX (415) 491-6625

August 7, 2019

Greg Knell, President
San Rafael High School District
681 Del Ganado Road
San Rafael, CA 94903

RECEIVED
AUG 12 2019

Subject: 2017-2020 Local Control and Accountability Plan (LCAP) Clarification under Education Code (EC) 52070(b)

Dear President Knell,

Thank you for your timely submission of the San Rafael High School District's 2019-20 update to the 2017-20 LCAP. The LCAP template has continued to evolve each year, a trend that will continue. The major changes in effect for the 2019-20 LCAP are related to the Demonstration of Increased and Improved Services section and a revision of the required elements in the LCAP summary section that aligns to the newly required LCAP Budget Overview for Parents.

As you are aware, the County Superintendent is responsible for approving the District's LCAP using the three (3) statutory criteria listed below:

1. The LCAP adheres to the template adopted by the State Board of Education (SBE).
2. The budget includes expenditures sufficient to implement the specific actions and strategies included in the LCAP.
3. The LCAP adheres to the expenditure requirements for English learners, Low Income and Foster Youth students (unduplicated pupils).

We have completed our preliminary review of the District's 2019-20 Update to the 2017-2020 LCAP and have determined the plan does not currently meet one or more of the criteria for approval. The District's LCAP will, therefore, need **Board clarification by approving and submitting an amended LCAP** that addresses the items noted in this letter.

Alternatively, under EC 52070(b)(c), the governing board has 15 days to respond, in writing, to this request. Once the Marin County Superintendent of Schools (Superintendent) receives a response from the District, the Superintendent has 15 days to submit recommendations, and thereafter, the District has 15 days to consider the recommendations submitted in a public meeting. The LCAP team at the Marin County Office of Education are in communication with District staff to assist through this process.

Other technical cleanup will be communicated separately to the District's leadership team and should be incorporated into the amended LCAP as well. Please provide clarification or amendments **by submitting an amended LCAP no later than September 15, 2019** to resolve the following areas:

Adherence to the spending regulations

- The contributing actions and services included in the Goals section should be referenced in the Demonstration of increased or improved services section

The District described certain actions/services as contributing to the District's Local Control Funding Formula (LCFF) spending requirement to increase or improve services for English learner, Low Income and Foster Youth students (unduplicated pupils) as compared to services provided to all students, however, the following actions/services were not included in the District's Demonstration section for the 2019-20 LCAP year:

- Goal 3, Action #11
- Goal 4, Action #13
- Goal 5, Actions #1, #12 - #15

The District's amended LCAP should be clarified to align actions and services with the demonstration of increased and improved services for English Learner, Low Income and Foster Youth students (unduplicated pupils).

- District/School-wide actions

The spending regulations allow districts to expend supplemental and concentration grant funds in a school or district-wide fashion thereby benefitting all students, however, to do so the District must include certain required descriptions supporting **each** action/service.

The District identified the following actions with a District or school-wide scope of service:

- Goal 1, Actions #1, #5 and #12
- Goal 2, Action #12
- Goal 4, Actions #6 and #12
- Goal 5, Action #5

The District's amended LCAP should clarify how these actions/services are principally directed to and effective in meeting its goals for English Learner, Low Income and Foster Youth students (unduplicated pupils) in the state and any local priorities:

The spending regulations include additional regulations when less than 55% of the District's pupils (or less than 40% of the school population for school-wide actions) are identified as English learners, Foster Youth or Low Income.

The District's amended LCAP should, therefore, also clarify how these services are the most effective use of the funds to meet these goals for its English Learners, Low Income and Foster Youth (unduplicated pupils) and provide the basis for this determination, including any alternatives considered, supporting research, experience or educational theory.

- Describe the Minimum Percentage to Increase or Improve Services

The Demonstration of increased or improved services requires the District to describe how services provided for English learners, Low Income and Foster Youth (unduplicated pupils) are increased or improved by at least the percentage calculated as compared to services provided for all students in the LCAP year. To improve services means to grow services in quality and to increase services means to grow services in quantity. This description must address how the actions/services limited for one or more unduplicated student groups, and any school-wide or district-wide actions/services supported by the appropriate description, taken together, result in the required proportional increase or improvement in services for unduplicated pupils.

The District's amended LCAP should clarify how the LCFF spending requirement is being met by describing the percentage amount by which services for English Learners, Low Income and Foster Youth (unduplicated pupils) will be increased or improved *as compared to services provided for all students.*

We appreciate the considerable work involved in preparing the LCAP especially given that the plan template has been continuously evolving since its inception and implementation six (6) years ago. As we close the LCAP cycle for 2017-18 through 2019-20 we are preparing for the next three-year LCAP for 2020-21 through 2022-23 using a newly designed template. We will begin the LCAP professional development cycle this fall with a series of workshops to include hands-on training in order to align the District's LCAP with the District's California School Dashboard as required.

Sincerely,

MARY JANE BURKE
Marin County Superintendent of Schools



KATE LANE
Assistant Superintendent

Cc: Jim Hogeboom, Superintendent
Dr. Mayra Perez, Deputy Superintendent, Instruction
Doug Marquand, Assistant Superintendent

