

LCAP Comment Development Steps

Thursday, April 12, 2018

Step 1: Comment Development

Introduce yourself and get acquainted with the people at your table.

1. Each group will be responsible for developing comments for the following LCAP goal:
 - **Basic Services**
 - **School Safety**
2. Each group will select a facilitator, a recorder and a timekeeper.
3. Groups will have approximately 40 minutes to produce comments, writing them on paper. (Although each group may have more than 5 comments, ultimately only the top 5 comments will be voted on).
4. Each group will prioritize their list of comments and highlight the top 5 comments.
5. Each group's top 5 comments will be written on chart paper.
6. Each chart will be labeled with the name of the group and the table number.
7. The charts will be organized by table number and placed on the wall for a gallery walk.

Step 2: Gallery Walk

1. Before the gallery walk, each member will be given 5 dots to vote on the comments. (10 min)
2. Members will have an opportunity to walk around and read each comment from the other members.
3. As they read the comments, each member will place a dot next to the comments that they feel have greater importance than other comments.
4. After all groups have presented their top five comments and everyone has voted, a motion will be needed to accept the top 5 comments of the committee on this LCAP goal, which will be presented to the Superintendent.
5. All members' charted comments will be presented to the Superintendent, the 5 top comments plus all the comments generated by each group.

Supplies:

Chart Paper	Markers
Notepaper	Dots
Comments from last year	