VIA ELECTRONIC AND U.S. MAIL

[DATE, 20XX]

This sample letter is focused on law enforcement, but you can use a similar approach to challenge any expense in the LCAP that you believe is illegal, such as probation officers, K-9 units, or surveillance equipment. You can tailor this letter by filling in the highlighted information.

[XX School District]

[Superintendent and/or Board Member(s)]

[District]

[Address]

[City], CA [Zip Code]

[Email address]

Re: The District’s LCAP has serious issues that must be changed

Dear [Superintendent / Board Member(s)]:

I am writing as a [student / parent of a child enrolled in] in [School District] (the “District”) to share my deep concerns with the District’s current local control accountability plan (“LCAP”) for [Year]. We are troubled that the District plans to improperly spend $\_\_\_\_\_ in supplemental and concentration funds intended to *increase or improve services for high-need students* on [law enforcement / school security personnel / law enforcement equipment / other problems], which are not intended or designed to meet the District’s goals for high-need students as the law requires. The District should reinvest those funds on services, tools, programs, resources, and supports which will improve the educational outcomes and opportunities to high-need students, such as [mental health / restorative justice / counselors / social workers / nurses / tutoring / reducing class size / ethnic studies curriculum / implicit bias training for teachers and staff].

California’s funding system, the Local Control Funding Formula (“LCFF”), gives school districts additional funds based on how many low-income students, English learners, and foster youth each (high-need students). These additional funds are called supplemental and concentration funds (“S&C funds”). A school district must use these S&C funds to “increase or improve services” for high-needs students. Not only must Districts state how it will use its S&C funds to increase services for high-need students above and beyond services provided to all students, those services must be principally directed to advancing District goals for high-need students. They also must be effective in meeting those goals.

While the District must spend certain funds on high-need students to increase or improve services for those students, I have learned that the District instead plans to spend those funds on [law enforcement / school security personnel / law enforcement equipment / other problems]. This spending is illegal because [choose options and explain:

* The spending is for all students generally and does not principally address the needs of the District’s most vulnerable students
* The District fails to explain how the spending will help high-need students achieve one of the outcomes identified in the LCAP
* Evidence shows that the spending is not effective in helping high-need students
* You have lumped in the spending with other unrelated items so we can not tell how much you are spending on each item
* You did not properly consult the community in making the decision
	+ You did not present the LCAP to the Parent Advisory Committee (“PAC”) and District English Learner Advisory Committee (“DELAC”) for review or comment
	+ You did not respond in writing to comments received from the PAC/ DELAC
	+ You did not hold a public hearing to solicit recommendations and comments from the public on the LCAP before adoption
	+ You adopted the LCAP on the same day as the LCAP hearing so the community was unable to give any feedback
	+ You did not provide notice at least 72 hours before the LCAP hearing or LCAP adoption action
	+ You made changes to the LCAP, after adoption, without a public hearing and/or without public input, including by the PAC and/or DELAC.]

There are many better and more effective ways the District could be investing this important money. I write—as a [student / parent of a student / community member]—to urge you to change the funding plan and not spend money on the items listed above. Instead, we ask that you spend the money on [list what you want and explain why. Examples include restorative justice, positive behavior interventions and supports, and school-based mental health positions like school counselors, school social workers, school psychologists, and school nurses]

Please contact me at [your email and phone number] to discuss further. [Ask for a meeting here if you and your allies would like to meet with the district to talk about these problems in person]

Thank you.

Sincerely,

[Your name and signature]

[student / parent of student]