

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: March 10, 2017

To: Principals, Area Superintendents, Division and Department Heads

Subject: MODIFICATION OF SITE PLANS FOR 2017-18 SCHOOL YEAR

**Department and/or
Persons Concerned:** Principals, School Site Councils (SSC), and Area Superintendents

Due Dates:

February 6, 2017	Categorical (and all) budgets
March 17, 2017	Single Plan for Student Achievement (SPSA)
March 17, 2017	SSC Minutes (SPSA Approval)

Reference: SB 374 of 2001, Public Schools Accountability Act (PSAA) of 1999 SB 1X Chapter 3 of 1999, AB 961 of 1999, Ed Code 64001, Ed Code 52055.750-52055.770, and ESEA Section 1003(g)

Action Requested:

- 1) Involve the SSC and other site advisory groups in **meaningful participation** in the revision of the school site plan.
- 2) **Submit one (1) copy:** 2017-18 Single Plan for Student Achievement (SPSA) Recommendations and Assurances **with original signatures to designated Area Superintendent, Education Center, Room 2014**
- 3) Submit SPSA via Site Based Budget (SBB).
- 4) Maintain evidence of compliance on site.

Attachment 1 Major Categorical Funds Spending Guidelines 2017-18

Attachment 2 2017-18 Single Plan for Student Achievement Recommendations and Assurances

Attachment 3 Financial Planning, Monitoring and Accountability Department 2017-18 Contact Information

Attachment 4a WASC Recommendations 2017-18 EXAMPLE

Attachment 4b WASC Recommendations 2017-18 TEMPLATE – Appendix G

Attachment 5a SPSA Assessment and Evaluation (English)

Attachment 5b SPSA Assessment and Evaluation (Spanish)

Attachment 5c SPSA Assessment and Evaluation Summary – Appendix F

Attachment 6 SPSA Checklist and Timeline

Brief Explanation:

As a result of SB 374, schools that receive categorical program funding through the Consolidated Application are required to develop a Single Plan for Student Achievement (SPSA). As part of the annual planning cycle (Ed Code 64001(g), these plans must be reviewed and updated based on the most current student achievement data. At SDUSD these are Title I funds.

School plans need to be submitted the spring of 2017 for implementation in the 2017-18 school year. In order to process the budget allocations for 2017-18, a plan reflecting new updated “*scientifically-based research*” strategies that strengthen the core academic program must be submitted.

The term “*scientifically-based research*” means research that involves the application of rigorous, systematic and objective procedures to obtain reliable and valid knowledge relevant to education activities and programs [sec. 9101(37) of the ESEA]. This plan should reflect new priorities based on new/additional student needs, and/or similar methodologies with effective measurable outcomes.

SDUSD implements a Title I Schoolwide Program. A schoolwide program is a comprehensive reform strategy designed to upgrade the entire educational program in a Title I school; its primary goal is to ensure that all students, particularly those who are low-achieving, demonstrate proficient and advanced levels of achievement on State academic achievement standards.

The Schoolwide Program (SWP) requires a Schoolwide Plan. SDUSD embeds the SWP plan within the structure of the SPSA. Schools must annually evaluate the plan’s implementation and outcomes to determine whether the academic achievement of all students, and particularly of low-achieving students, improved, whether the goals and objectives contained in the plan were achieved, and if the plan is still appropriate as written (34 CFR 200.26).

Upon approval, the Single Plan for Student Achievement is in place for the 2017-18 school year.

The SPSA identifies and addresses the instructional needs of students and specifies how categorical funds provided through the Consolidated Application will be used to accomplish the goals outlined in the plan. State guidelines require that the SPSA:

- Assess student progress toward achieving stated goals and provide evidence.
- Identify site-specific achievement goals based on a variety of student performance data.
- Describe specific instructional strategies to accelerate student learning.
- Describe the ways in which student progress will be monitored on a regular basis.
- Identify interventions for students not meeting standards.
- Delineate strategies for effective parent engagement (more than communication).
- Reflect estimated costs and funding sources.
- Involve consultation with other site advisory groups.

State regulations require that the School Site Council (SSC) shall be the group responsible for developing and modifying site plans in collaboration with the site advisory groups. **The SSC must also vote to approve the school’s SPSA prior to the due date and must also vote during the year to approve changes to the SPSA.**

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Consultation with site advisory groups about student performance data, student needs, identified goals, appropriate interventions/preventions, and associated budgets must continue to be a part of each SSC meeting. This ongoing involvement of the SSC in the review of the site plan is a critical element of the annual planning cycle and should be reflected in meeting agendas and minutes.

As a reminder, a one-year term (1 year) of membership is defined as service from November of elected year (or as soon as elections are held) through October of the following year.

Documentation of SSC development, modification, monitoring, and evaluation of the site plans must be maintained at each school in the SSC Notebook. **All documentation must be maintained at the site for five (5) years, plus the current year.**

The SSC must:

1. **Review** all current student achievement data.
2. **Consult** site advisory groups.
3. **Complete** the following sections of the Single Plan for Student Achievement:
 - Appendix F, SPSA Assessment and Evaluation (**Attachment 5a**) with Assessment and Evaluation Summary (**Attachment 5b**).
 - Site Information (**Step 1 of SBB**).
 - SPSA Executive Summary (**Step 3 of SBB**).
 - School Goals, Actions, and Costs (**Step 4 of SBB**).
 - WASC Recommendations 2017-18 – Appendix G (**Attachment 4a**).
4. **Attach** the following documents electronically into the SPSA via SBB in step 3.
 - a. SPSA Assessment and Evaluation Summary – Appendix F (**Attachment 5b**).
 - b. Title I Parent Involvement Policy or Parent Involvement Policy for Non-Title I Schools – Appendix C.
 - c. Home/School Compact – Appendix D.
 - d. WASC Recommendations 2017-18 TEMPLATE– Appendix G (**Attachment 4a**).
5. **Approve** the updated 2017-18 Single Plan for Student Achievement and **sign** the 2017-18 SPSA Recommendations and Assurances (**Attachment 2**).
6. **Submit** the SPSA (**Step 10 of SBB**).

Budget:

Remember that the site budget must reflect all categorical and LCFF expenditures identified in the Budget Expenditures sections of the site plan. Categorical and LCFF resources that may have been allocated to the school include:

- Title I (Resource Code 30100)
- Title I Parent Involvement (Resource Code 30103)
- Title I Program Improvement (Resource Code 30106)
- LCFF (Resource Code 09800)

If categorical money is allocated in the budget and not identified in the plan, the budget and plan cannot be approved. Sites must specifically identify how non-instructional supplies and expenses support student achievement.

Training:

The Site Based Budget (SBB) tool will be used to produce the 2017-18 Single Plan for Student Achievement (SPSA). Financial Planning, Monitoring and Accountability Department staff will provide assistance in completing the plans at the SPSA hands-on workshops.

SPSAs and categorical budgets (as applicable) must be approved by SSCs and signed by the school’s principal, SSC chairperson, and designated area superintendent.

What to do	Where/When
1. One (1) copy of the 2017-18 Single Plan for Student Achievement (SPSA) Recommendations and Assurances (R/A) with original signatures of: <ul style="list-style-type: none"> ✓ Principal ✓ SSC chairperson ✓ Area Superintendent 	Submit one (1) original of the 2017-18 SPSA R/A with original signatures to designated: Area Superintendent Education Center Room 2014
2. 2017-18 Single Plan for Student Achievement (SPSA).	Submit 2017-18 SPSA via SBB tool

The Financial Planning, Monitoring and Accountability Department will review the budget allocations and plan alignment upon submission. If the budget for all categorical program funds is aligned with the site plan, the Financial Planning, Monitoring and Accountability Department staff will recommend the SPSA to the Board of Education for approval.

The Financial Planning, Monitoring and Accountability Department will consult with school principals and area superintendents to address any necessary revisions. Schools will resubmit their SPSAs if revisions to the plans or budgets are required. Corrected plans and budgets are to be resubmitted via the Site Based Budget (SBB) tool for additional review by the Financial Planning, Monitoring and Accountability Department.

A copy of the Board of Education approved SPSA must be maintained on site. The SSC notebook should be used to maintain important information and documentation for school use to meet compliance requirements. In addition to the SPSA, the SSC notebook should include the SSC Roster, categorical budget information, meeting documentation such as agendas, minutes and handouts.

If you have questions, please call the Financial Planning, Monitoring and Accountability Department at (619) 725-5605 or refer to the Financial Planning, Monitoring and Accountability Department Contact Information (**Attachment 5**).

Vikki Henton
Director
Financial Planning, Monitoring and Accountability

APPROVED:



Patricia Koch, Ph.D.
Interim Chief Financial Officer
Office of Chief Financial Officer

VH:mdj

Attachments (9)