

ADMINISTRATIVE CIRCULAR NO. 28
Office Strategic Planning for Student Achievement

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 30, 2021
To: Principals, Area Superintendents, Division and Department Heads
Subject: MODIFICATION OF SITE PLAN FOR 2021-2022 SCHOOL YEAR

Department and/or

Persons Concerned: Principals, School Site Councils (SSC), and Area Superintendents

Due Date: March 4, 2021: Categorical (and all) budgets
October 4, 2021: School Plan for Student Achievement (SPSA)
October 4, 2021: Recommendations and Assurances
October 4, 2021: SPSA Evaluation
October 29, 2021: SSC Agenda and Minutes (SPSA Approval)

References: CA Ed Code, 52050-52050.5, 52062(a)(4), 52068(a)(4), 64001
(a)(d)(f)(g)(h), SB98 43509

Action Requested:

- 1) Involve the SSC, ELAC, SGT, ILT and other site advisory groups in **meaningful discussion/participation** in the composition and modification of the SPSA 2021-2022.
- 2) **Submit one (1) original copy:** 2021-2022 School Plan for Student Achievement (SPSA) Recommendations and Assurances **with original signatures** from **SSC Chair, and Principal to the Strategic Planning for Student Achievement Department (SPSA Department)**.
- 3) Submit SPSA via Site Based Budget (SBB) with the appropriate attachments.
- 4) **Submit electronically** SSC Agenda and Minutes documenting stakeholder feedback and the approval of the SPSA (Title I).
- 5) **Submit one electronic copy:** Documentation of Comprehensive Needs Assessment

Brief Explanation:

Schools that receive categorical program funding through the Consolidated Application are required to develop a School Plan for Student Achievement (SPSA). At San Diego Unified School District these are Title I funds. As part of the annual planning cycle (64001(g)(3)(b)), these plans must be reviewed and updated based on the most current student achievement data.

The 2021-22 SPSA is submitted for review, approval and implementation in the fall of the 2021-22 school year. In order to process the budget allocations for 2021-22, a plan reflecting

new updated “evidence-based strategies, actions, or services” that strengthen the core academic program as well as online learning implications must be submitted by October 4, 2021.

The Elementary and Secondary Education Act (ESEA) has consistently directed educators to implement interventions grounded in research. This has been replaced by “evidence-based interventions” under the Every Student Succeeds Act (ESSA). This shift is designed to help increase the impact of educational investments by ensuring that interventions implemented have proven to be effective in leading to desired outcomes or value added, namely improving student achievement. Many ESSA programs encourage state educational agencies (SEAs), local educational agencies (LEAs), and schools to prioritize and include evidence-based interventions, strategies, or approaches.

Evidence-based interventions are practices or programs that have evidence to show that they are effective at producing results and improving outcomes when implemented. Evidence based practices described in ESSA have generally been produced through formal studies and research. Many of the practices are found at <https://www.cde.ca.gov/re/es/evidence.asp>.

San Diego Unified School District implements a Title I Schoolwide Program. A Schoolwide program is a comprehensive reform strategies 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, meet or exceed state academic achievement standards.

The Schoolwide Program (SWP) requires a Schoolwide Plan. The San Diego Unified School District embeds the SWP plan within the structure of the SPSA. Schools must annually evaluate the SPSA Plan’s implementation of strategies/activities and outcomes of strategies/activities. The SPSA Evaluation will determine whether the academic achievement of all students, and particularly of low-achieving student groups improved or did not improve. The SPSA Evaluation determines whether the goals and objectives contained in the SPSA plan were achieved, and if the plan is still appropriate as written and does or does not require modification.

Upon Board of Education approval, the School Plan for Student Achievement is in place for the 2021-2022 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 Schoolwide Program needs. Highlighting academic and social emotional learning.
- Assess student progress toward achieving stated goals and provide evidence.
- Identify site-specific achievement goals based on a variety of student performance data (district assessment tools and site based progress monitoring tools).

- Describe specific instructional strategies to accelerate learning or close student-learning gaps.
- Describe the ways in which student progress is planned to 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.
- Provide detailed rationales to support expenditures related to activities/strategies.
- 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 School Plans for Student Achievement in collaboration and advisement of other site advisory groups. The SSC must also vote to approve the school's SPSA prior to the due date and must vote during the year to approve changes to the SPSA.

Consultation with additional site advisory groups about student performance data, student needs, identified goals, appropriate interventions/preventions, and associated budgets must have an ongoing/monthly part of each SSC meeting. English Learner Advisory Committee (ELAC) **consultation is required prior to SSC approval when a site has 21 or more English Language Learners.** This ongoing involvement of the SSC in the review of the School Plan for Student Achievement is a critical element of the annual planning cycles and reflected in SSC meeting agenda planning and SSC minutes.

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

Documentation of SSC development, modification, monitoring, and evaluation of the SPSA must be maintained at each school in the SSC Notebook/binder (electronic and/or hard copy). **All documentation must be maintained in the site archives for five (5) years, plus the current year.**

The SSC must:

1. **Review** all current needs assessment, student achievement data and compare with past student data (state, district and site data).
2. **Consult** site advisory groups. (Reminder: **ELAC consultation is required prior to SSC approval and must be noted in the SSC minutes**)
3. **Complete** the following sections of the School Plan for Student Achievement:
 - i) Appendix E, SPSA Evaluation (**Attachments 7-10**) provided for each site by the resource teacher.

- ii) Documentation of Comprehensive Needs Assessment (**Attachment 11**).
 - iii) Resource Inequity (**Recorded in Step 3 of SBB**).
 - iv) Site Information (**Step 1 of SBB**).
 - v) SPSA Executive Summary (**Step 3 of SBB**).
 - vi) School Goals, Actions, and Costs (**Step 4 of SBB**).
 - vii) WASC Recommendations 2021-22 – Appendix F (**Attachment 6**).
4. **Attach** the following documents electronically into the SPSA via SBB in step 3.
- i) 2021-22 Title I Family and Parent Engagement Policy or Family and Parent Engagement Policy for Non-Title I Schools - Appendix B.
 - ii) 2021-22 Title I School Parent Compact or School Parent Compact for Non-Title I Schools - Appendix C.
 - iii) WASC Recommendations 2021-22 – Appendix F (**Attachment 6**).
 - iv) SPSA Evaluations (LCFF and/or Title I) (**Reference Attachments 7 - 10**).
5. SPSA department will insert the following documents into the final SPSA, Data – Appendix A for BOE approval.
- i) California Dashboard for 2019 (Uploaded by SPSA Department)
 - ii) Title I/MPP Budget Allocations Summary Grid (Uploaded by SPSA Department)
6. **Approve** the updated 2021-22 School Plan for Student Achievement for the 2021-22 SPSA Recommendations and Assurances (**Attachment 3**).

Budget:

Remember that the site budget must reflect all categorical and LCFF expenditures identified in the Activities/Expenditures sections of the SPSA. Categorical and LCFF resources allocated to the school include:

- Title I (Resource Code 30100)
- Title I Parent Involvement (Resource Code 30103)
- Title I Supplemental (Resource Code 30106)
- Comprehensive Support and Intervention (Resource Code 31820)
- LCFF Intervention Support (Resource Code 09800)

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

Training:

The Site Based Budget (SBB) tool will be used to produce the 2021-22 School Plan for Student Achievement (SPSA). Strategic Planning for Student Achievement Department staff will provide

assistance in completing the plans at the SPSA training and labs with small group support. Please watch your email for an invite or site meeting to support the development of the SPSA.

Timeline:

What	Where/When
<p>1. Attend online SPSA training and support labs</p>	<p>Training September 14, 2021</p> <p>Support Labs: September 16, 20, 22, 23, 27, 29, 30, 2021 from 8:00-3:00 PM and</p> <p>September 21, 28, 2021 from 8:00-11:00AM</p>
<p>2. <u>Complete online 2021-22 School Plan for Student Achievement (SPSA) via SBB tool</u></p> <ul style="list-style-type: none"> ✓ Family Engagement Policy ✓ School Home Compact ✓ WASC Action Plan (Secondary only) ✓ SPSA Assessment and Evaluation Summary 	<p><i>Online</i></p> <p>Due Date: October 4, 2021</p>
<p>3. Submit one (1) original copy of the 2021-22 SPSA Recommendations and Assurances (R/A) and obtain original signatures from:</p> <ul style="list-style-type: none"> ✓ Principal ✓ SSC chairperson ✓ Area Superintendent <p>(SPSA Department will facilitate obtaining Area Superintendent signature)</p>	<p><i>Send R & A to SPSA Department</i></p> <p>Due Date: October 4, 2021</p>

- Attachment 4** Strategic Planning for Student Achievement Department
2021-2022 Contact Information
- Attachment 5** WASC Recommendations 2021-22 EXAMPLE
- Attachment 6** WASC Recommendations 2021-22 TEMPLATE – Appendix F
- Attachment 7** SPSA Evaluation of Title I Funded Actions/Activities Site
Example
- Attachment 8** SPSA Evaluation of LCFF Funded Actions/Activities Site
Example
- Attachment 9** SPSA Evaluation of Title 1 Funded Actions/Activities Example
- Attachment 10** SPSA Evaluation of LCFF Funded Actions/Activities Example
- Attachment 11** Documentation of Comprehensive Needs Assessment
- Attachment 12** SSC - SPSA Checklist and Timeline 2021-22
- Attachment 13** SPSA Training and Support Lab Schedules (virtual)