2023-2024
SCHOOL PLAN FOR STUDENT ACHIEVEMENT(SPSA) ONLINE APPLICATION

FN0 Training

November 17, 2022

OBJECTIVES

- Provide an Overview of:
  - How to access and complete the 23-24 SPSA
  - SPSA and categorical budget submission and approval
  - Comments process
- Share SPSA and Categorical Budget Development Resources

Federal and State Education Programs

FSEP Home

Title I COVID-19 FAQ

School Plan for Student Achievement (SPSA)

SPSA Tools & Resources
Online SPSA
Online SPSA Modification
2018-2019 TAS SPSA
SPSA Modification
Online SPSA Sandbox
SPSA FAQs
Request for Schoolwide Program

State-Identified Schools

Budget Planning 2022-2023

Home > Intensive Support > Federal and State Education Programs > School Plan for Student Achievement (SPSA)

Online School Plan for Student Achievement

Schools participating in programs funded through the state's consolidated application process must develop a School Plan for Student Achievement (SPSA). The content of the SPSA must be aligned with goals for improving Council (SSC) is responsible for the development, annual review, and update of this plan.

Online SPSA Template

To access the online SPSA template, click on the button below.

Schools must complete the **School Identification** page before proceeding to other SPSA sections.

Launch Online SPSA Template

1. Click School Plan For Student Achievement (SPSA)

2. Click Online SPSA

3. Click Launch Online SPSA Template

FSEP website link:

Federal and State Education Programs / FSEP Home (lausd.net)

School Plan For Student Achievement

mkt3216

Login into SPSA

Username

Your.Email ①

Password

•••••••••• ②

③ Login

The online SPSA template will be unavailable 7:30 AM- 8:30 AM (Monday through Friday) in order to complete required updates/maintenance to the system. Work input during this time period will not be saved.

- Enter your Single Sign-On(email) username and password to log in.
  eg. (mary.smith@lausd.net)
- Session times out after 60 minutes.
- Having login problems?
  Please call the ITD Helpdesk at **(213) 241-5200** for assistance

Cost Center

MY SCHOOL (1011111)

SUMMER SCHOOL POOL (1014801) ④

School Plan For Student Achievement

Cost Center

MY SCHOOL (1011111)

School Year ⑥

⑤ 2023-2024

Go

Select
2016-2017
2017-2018
2018-2019
2019-2020
2020-2021
2021-2022
2022-2023
2023-2024

SIMULTANEOUSLY.

of all new work input.

t year's SPSA

1. Type your SSO Username without "@lausd.net".
2. Type your password
3. click the Login button.

"Bookmark" this page on your laptop so you can navigate here quickly, easily and often.

4. Select your school's name (if more than one choice is available on the dropdown).

5. Select the School Year you want to view. NOTE: Every November 1st the default school year changes to next year's SPSA template. Always confirm that you're viewing the correct school year.
6. Click Go

■ Your school will display in the Plan Dashboard page.

- Navigate to the School Identification page and verify that the information shown is correct.

- To delete the SPSA Contact person:

  1. Click the Delete Contact button.

  2. Click the Delete button in the Delete Contact Person popup form.

  3. The SPSA Contact and Contact E-mail Address will be deleted.

- To add the SPSA Contact person click the Add Contact button.

School Identification

School Name
109TH ST EL (1583601)

Cost Center
1583601

Local District
S

CDS Code
County: 19 District: 64733 School: 6018519

Principal Name
BATTEY BROWN, CHRYSTAL Y

Principal E-mail Address
cyb9621@lausd.net

SPSA Contact

Position

Contact E-mail Address

Delete Contact   Add Contact

School Address
10915 S MC KINLEY AVE, LOS ANGELES, CA 90059

School Telephone Number
3237569206

1. Type in the First Name.
2. Type in the Last Name. If not filled in, a list displaying all first names with the First Name selected will display when the Search button is clicked.
3. Click the Search button.
4. Click the Select button.
5. Click the Save & Close button.

Add Contact Person

To search for a person, type in the name and click search. From the list of results, click 'Select' and click 'Save & Close' to confirm your selection.

First Name   ①
pablo

Last Name   ②
miramontes

Search   Clear
③

Emp No	First Name	Last Name	Login Name	Location
Select 00783758	PABLO	MIRAMONTES	pablo.miramontes	ITD-ENTERPRISE APPLICATIONS DEVELOPMENT

④

⑤

Save & Close

- The SPSA Contact Person's name and Contact E-mail address will display in the School Identification page.

School Identification

School Name
109TH ST EL (1583601)

Cost Center
1583601

Local District
S

CDS Code
County: 19 District: 64733 School: 6018519

Principal Name
BATTEY BROWN, CHRYSTAL Y

Principal E-mail Address
cyb9621@lausd.net

SPSA Contact
MIRAMONTES, PABLO

Position
WEB ARCHITECT

Contact E-mail Address
pablo.miramontes@lausd.net

Delete Contact   Add Contact

School Address
10915 S MC KINLEY AVE, LOS ANGELES, CA 90059

School Telephone Number
3237569206

- When the new SPSA Contact is saved, he/she will be automatically added as a designee in the "List of Designees" link, if the new SPSA Contact is NOT an Assistant Principal.
- When a SPSA Contact person is deleted, the person is automatically removed from the List of Designees.

Designee List

Export Designee List

User Name	First Name	Last Name	Cost Center	
melissa.tellez	MELISSA	TELLEZ	1583601	🗑
pablo.miramontes	PABLO	MIRAMONTES	1583601	🗑

To add a user, click on the 'Find' button and search for the employee. Click on the employee to select him/her and click on the 'Add User' button to finish.

Find User   Add User

- The Principal and his/her Assistant Principal are the only people who can add or delete a designee. After logging into the SPSA, to add a new designee or to remove an existing designee, navigate to the School Identification page and click on the List of Designees located at the bottom of the page.

School Name
WRIGHT ENG DES MAG (1849301)

Cost Center
1849301

Local District
W

CDS Code
County: 19 District: 64733 School: 6058382

Principal Name
CLARK, LAKISHA G

Principal E-mail Address
levans@lausd.net

SPSA Contact
MOHAMED, FANEEZA

Position
ADVSR, CTEGORCL PGM

Contact E-mail Address
faneeza.mohamed@lausd.net

Delete Contact
Add Contact

School Address
6550 W 80TH ST, LOS ANGELES, CA 90045

School Telephone Number
3102586600

I have reviewed the School Plan for Student Achievement (SPSA) and recommend the plan for implementation.

Local District Superintendent or designee: ☐ E-Signature   Date:

List Of Designees   Save

- To add a new designee, click the Find User button as shown.

Designee List

Export Designee List

User Name	First Name	Last Name	Cost Center	
rmg7430	RYANNE	GARDNER	1849301	🗑

To add a user, click on the 'Find' button and search for the employee. Click on the employee to select him/her and click on the 'Add User' button to finish.

Find User   Add User

- Enter the person's first name in the First Name text box, or you can add their last name in the Last Name text box. You can enter both their first and last name also, to narrow the search.

Search Designee

To search for a person, type in the name and click search. From the list of results, click 'Select' and click 'Save & Close' to confirm your selection.

First Name
Pablo

Last Name

Search   Clear

Save & Close

- Click Search to see all the matches. Additional pages are located at the bottom of the search results.

- When the person searched for has been located, click the word 'Select' link as shown.

1. Click the Add User button.
2. See the new designee listed.
3. See the datestamp details.
   Note that the new designee has been auto-saved when the Add User button is clicked.

- Note that you cannot select an Assistant Principal as a designee because the Assistant Principal has the same privilege as the Principal and already has the same read-write role. The word 'Select' will not appear for Assistant Principals and they cannot be selected, as shown.

- To delete a designee, click the trash can as shown. The system will prompt you to verify you want to delete before deleting the designee.

Search Designee

First Name: pamela   Last Name:

[Search] [Clear]

	EmpNo	First Name	Last Name	Loginname	Location
Select	00203117	PAMELA	JACKSON	plj3117	PERS CMSN/STAFF
Select	00610447	PAMELA	RILES	plr0447	97TH STREET EEC
Select	00546413	PAMELA	GIPSON	pmg6413	PALMS MS GIFTED MAGNET
Select	00661445	PAMELA	GERMANY-MURRAY	pmurr1	MARLTON SCHOOL
Select	00544796	PAMELA	NISHIDA	pnn4796	HR-CERT-K-12 SUB
Select	00549075	PAMELA	THOMAS	pthom3	LOS ANGELES TECHNOLOGY CENTER
Select	00514024	PAMELA	PIOCOS VALENZUELA	pvalenzu	SPED SERVICES CENTRAL, OPER-SCHOOL ADMIN
	00756399	PAMELA	BOVE	pxn6399	SP ED SERVICE CENTER-SOUTH-ITINERANT
Select	00725245	PAMELA	RALSTON	pxr5245	ENCINO CHARTER ELEMENTARY
Select	00806014	PAMELA	WEISSHAR	pbw6014	LORNE EL
Select	00688948	PAMELA	SWEET	pdm8948	KNOLLWOOD PREPARATORY ACADEMY
Select	00701962	PAMELA	RAMSEY	pdr1962	CAMELLIA EL
Select	00627752	PAMELA	HOLGUIN BROWN	pholguin	GLENWOOD EL

1 2 3 4 5 6 7 8 9

Designee List

[Export Designee List]

User Name	First Name	Last Name	Cost Center	
pablo.miramontes	PABLO	MIRAMONTES	1849301	🗑
rmg7430	RYANNE	GARDNER	1849301	🗑

To add a user, click on the 'Find' button and search for the employee. Click on the employee to select him/her and click on the 'Add User' button to finish.

[Find User]   [Add User]

Recommendations And Assurances

The School Site Council recommends this school plan and its proposed expenditures to the district governing board for approval and assures the board of the following:

1. School Site Council has develope[d] schools participating in programs
2. School plan was developed with
3. The School Site Council sought a[nd] Signatures are requested for tho[se]
4. The content of the plan is aligne[d]
5. The plan is reviewed annually and consolidated application, by the S[...]
6. Plans are reviewed and approved the academic programs for stude[nts]
7. The school will provide an accele[...]
8. The school minimizes the remova[l] Schools only).
9. The school will, on an ongoing ba[sis] if necessary to provide additional

Committees	Date of recommendation	Typed name of ELAC Chairperson	Signed
English Learner Advisory Committee (ELAC) ☐ Not Applicable (If a school has less than 21 English learners, ELAC is not required)	mm/dd/yyyy ①	②	③
Add Please type Committees and click Add button			

The school plan was adopted by the School Site Council on: mm/dd/yyyy *

(school plan approval appears in SSC Minutes)

Typed SSC Chairperson name: _____ * Date: mm/dd/yyyy *

One of these boxes must be selected *
☐ e-signature or   ☐ SSC Chairperson declined to sign

Only the Principal or Assistant Principal can enter the Typed SSC Chairperson's name, Date and e-signature.

School principal name: BATTEY BROWN, CHRYST[A] Date: mm/dd/yyyy *   ☐ e-Signature *

Save

Committees	Date of recommendation	Typed name of ELAC Chairperson	Signed
English Learner Advisory Committee (ELAC) ☑ Not Applicable (If a school has less than 21 English learners, ELAC is not required)	mm/dd/yyyy *	*	☐
Add Please type Committees and click Add button			

The school plan was adopted by the School Site Council on: mm/dd/yyyy *

(school plan approval appears in SSC Minutes)

Typed SSC Chairperson name: _____ * Date: mm/dd/yyyy *

One of these boxes must be selected *
☐ e-signature or   ☐ SSC Chairperson declined to sign

Only the Principal or Assistant Principal can enter the Typed SSC Chairperson's name, Date and e-signature.

School principal name: BATTEY BROWN, CHRYST[A] Date: mm/dd/yyyy *   ☐ e-Signature *

Save

Saved Successfully!

If the English Learner Advisory Committee (ELAC) is applicable:

1. Enter the Date of recommendation.

2. Enter the Typed name of ELAC Chairperson.

3. Click in the Signed checkbox.

- If the English Learner Advisory Committee (ELAC) is Not applicable, click in the checkbox next to the "Not Applicable (if a school has less than 21 English learners, ELAC is not required)".
- **Note: When the page is saved, all required fields that have not been completed are displayed in orange.**

To add a new committee:
1. Type the name of the new committee in the "Please type Committees textbox" and Click the "Add" button.

Complete the following required information:

2. The date the school plan was adopted by School Site Council.

3. The typed SSC Chairperson name.

4. The date the SSC Chairperson approved or declined to sign.

5. Check the appropriate textbox if the SSC Chairperson approved or declined.

6. Enter the date the Principal approved.

7. Check the e-signature checkbox.

8. Save the page.

Recommendations And Assurances

The School Site Council recommends this school plan and its proposed expenditures to the district governing board for approval and assures the board of the following:

1. School Site Council has develope[d] schools participating in programs

2. School plan was developed with

3. The School Site Council sought a[nd] Signatures are requested for thos[e]

4. The content of the plan is aligne[d]

5. The plan is reviewed annually an[d] consolidated application, by the S[SC]

6. Plans are reviewed and approved the academic programs for stude[nts]

7. The school will provide an accele[rated]

8. The school minimizes the remova[l] Schools only).

9. The school will, on an ongoing ba[sis] if necessary to provide additional

Committees	Date of recommendation	Typed name of ELAC Chairperson	Signed
English Learner Advisory Committee (ELAC) ☐ Not Applicable (If a school has less than 21 English learners, ELAC is not required)	mm/dd/yyyy 📅 *	[_____] *	☐

Add [Please type Committees and click Add button]   ①

The school plan was adopted by the School Site Council on: mm/dd/yyyy 📅 ②

(school plan approval appears in SSC Minutes)

③ Typed SSC Chairper[son]: [_____] Date: mm/dd/yyyy 📅 * ④

One of these boxes must be selected *
☐ e-signature or   ☐ SSC Chairperson declined to sign   ⑤

Only the Principal or Assistant Principal can enter the Typed SSC Chairperson's name, Date and e-signature.

School principal name: BATTEY BROWN, CHRYST/   Date: mm/dd/yyyy 📅 * ⑥   ☐ e-Signature * ⑦   ⑧

Save

- The Funding Allocated to School page displays each categorical fund's allocation. Non-Pilot schools begin with $2 allocations in each fund.

- On November 1st schools can begin adding purchases in the SPSA Plan's 2023-2024 fiscal year.

- The Pending Distribution #40261 line will go negative until they receive the actual allocations from Budget Services, usually in late February or early March.

- Schools can add other programs.
    1. Click on the Add new Other Programs button.
    2. Enter the name of the program.
    3. Enter the allocation amount.
    4. Click the Save button.

- **Note: Other programs added do not transfer to the Budget Summary Report and their budget items cannot be selected in the Pillar pages.**

Funding Allocated to School

The following categorical funds were allocated to this school through the Consolidated Application and Reporting System ("CARS"). Additional funds were allocated to this school through the Local Control Funding Formula. Funds (listed under "Other") may be allocated to the school in accordance with District policy. If the school is operating as a Schoolwide Program (SWP), the following programs are consolidated in this plan: (Delete funding sources from this list for which the school does not receive an allocation.)

Federal Programs	2023-2024 Fiscal Year Original Allocation	2023-2024 Fiscal Year Additional Allocation(s)	2023-2024 Fiscal Year Total Allocation(s)
Title I: Schoolwide Program (7S046)	Amount: $ 2	Amount: $ 0	Amount: $ 2
Title I: Parent Involvement Allocation (7E046)	Amount: $ 2	Amount: $ 0	Amount: $ 2
Title I: Comprehensive Sup & Improv (7T691)	Amount: $ 2	Amount: $ 0	Amount: $ 2
Title I: Coll&Career Coach [Cent Funds] (7T124)	Amount: $ 2	Amount: $ 0	Amount: $ 2
Title III: English Language Development (7T197)	Amount: $ 2	Amount: $ 0	Amount: $ 2

Total: $ 10

Add new Other Programs

Other Programs to be consolidated under Schoolwide Program. NOTE: Allocations for Other Program do not transfer to Budget Summary Report	2022-2023 Fiscal Year Allocation
	Amount: $

2023-2024 Fiscal Year Allocation	2022-2023 Fiscal Year Allocation	
Other program fund	Amount: $ 1,000	Save

Budget Summary

Budget Item Description	CE-ESSA T1 Schools (7S046) FTE & Amount		CE-ESSA-T1 C&C Coach (7T124) FTE & Amount		CE-ESSA T1 Sch-Paren (7E046) FTE & Amount		T3A-LEP-Limited Eng Profcncy (7T197) FTE & Amount		CE-ESSA T1 Comprehensive Sup & Improv (7T691) FTE & Amount		Total FTE & Total Amount	
10724 - TCHR AST NN DEG TK/1 (3 Hrs / 5 Days)	2.00	23,141	0.00	0	0.00	0	0.00	0	0.00	0	2.00	23,141
14188 - MS COL &CAREER COACH (3 Hrs / 5 Days)	0.00	0	1.00	73,892	0.00	0	0.00	0	0.00	0	1.00	73,892
17909 - ENGLRNR COACH B-ELEM (3 Hrs / 5 Days)	1.00	67,110	0.00	0	0.00	0	0.00	0	0.00	0	1.00	67,110
27144 - ITIN SS PRNTRSRLIAC1 (8 Hrs / 5 Days)	0.00	0	0.00	0	0.00	73,363	0.00	0	0.00	0	0.00	73,363
40261 - PENDING DISTRIBUTION	0	-90,250	0	0	0	-73,362	0	1	0	0	0	-163,611
	3.00	1	1.00	73,892	0.00	1	0.00	1	0.00	0	4.00	73,895

- Non-Pilot schools' Budget Summary will show a negative balance in the Pending Distribution #40261 as purchases are made, due to the initial $2 allocations.

- Once Budget Services releases the actual allocations, the Pending Distribution line will show the actual amount of funds available for purchases.

Budget Summary

Budget Item Description	CE-ESSA T1 Schools (7S046) FTE & Amount		CE-ESSA-T1 C&C Coach (7T124) FTE & Amount		CE-ESSA T1 Sch-Paren (7E046) FTE & Amount		T3A-LEP- Limited Eng Profcncy (7T197) FTE & Amount		CE-ESSA T1 Comprehensive Sup & Improv (7T691) FTE & Amount		Total FTE & Total Amount	
10377 - TCHR RELEASE DAY/HRS (6 Hrs)	0.00	2,706	0.00	0	0.00	0	0.00	0	0.00	0	0.00	2,706
10724 - TCHR AST NN DEG TK/1 (2 Hrs / 5 Days)	1.00	6,613	0.00	0	0.00	0	0.00	0	0.00	0	1.00	6,613
117361 - CAT PRG AD C1T 27/11 (6 Hrs / 5 Days)	1.00	129,608	0.00	0	0.00	0	0.00	0	0.00	0	1.00	129,608
40239 - POTENTIAL FUNDING VARIANCE	0.00	586	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1,500
40261 - PENDING DISTRIBUTION		127,987	0	0	0	0	0	0	0	0	0	127,987
ALLOCATION		267,500	0.00	0	0.00	0	0.00	0	0.00	0	2.00	2

Note – Proposed expenditures in the SPSA and on this Budget Summary may differ slightly from the costs entered in the School Budget Signature Form.

- The SPSA Budget Summary page displays the budget items purchased (arranged in columns by Program). The green line at the bottom shows the total allocation for each program. The Pending Distribution balance is reduced each time a budget item purchased. In this example, the school purchased three budget items for a total of 75,415. Pending Distribution = [Allocation] minus [total purchases] minus [Potential Funding Variance].

Total Allocation   Total Expenses   Potential Funding Var

- It can be expressed as $127,987 = ([$267,500] – [$138,927]) – [$586].

Budget Summary

Budget Item Description	CE-ESSA T1 Schools (7S046) FTE & Amount		CE-ESSA-T1 C&C Coach (7T124) FTE & Amount		CE-ESSA T1 Sch-Paren (7E046) FTE & Amount		T3A-LEP-Limited Eng Profcncy (7T197) FTE & Amount		CE-ESSA T1 Comprehensive Sup & Improv (7T691) FTE & Amount		Total FTE & Total Amount	
10373 - TCHR X TIME DIRECT (6 Hrs / 5 Days)	0.00	0	0.00	0	0.00	3,500	0.00	0	0.00	0	0.00	3,500
10600 - TCHR AST DEG TK NW/1 (5 Hrs / 5 Days)	10.00	175,804	0.00	0	0.00	0	0.00	0	0.00	0	10.00	175,804
13454 - INSTRL COACH EL C1T (6 Hrs / 5 Days)	1.00	60,410	0.00	0	0.00	0	0.00	0	0.00	0	1.00	60,410
14188-MS COL &CAREER COACH (3 Hrs/5 Days)	0.00	0	1.00	67,823	0.00	0	0.00	0	0.00	0	1.00	67,823
40269 - SUPPLMTL INSTRL MAT	0.00	12,394	0.00	0	0.00	0	0.00	0	0.00	0	0.00	12,394
50002 - CONTR INSTRL SVC	0.00	0	0.00	0	0.00	202,067	0.00	0	0.00	0	0.00	202,067
50073 - PARENT CONF ATTND	0.00	0	0.00	0	0.00	202,376	0.00	0	0.00	0	0.00	202,376
40239 - POTENTIAL FNDING VAR	0	26,248	0	0	0	309	0	0	0	0	0	26,557
40261 - PENDING DISTRIBUTION	0	-46,738	0	-67,663	0	-407,634	0	0	0	0	0	-522,035
	11.00	228,118	1.00	160	0.00	618	0.00	0	0.00	0	12.00	228,896

Note – Proposed expenditures in the SPSA and on this Budget Summary may differ slightly from the costs entered in the School Budget Signature Form.

- Once Budget Services releases the actual allocations a school cannot have a negative balance in Pending Distribution.

- In this example, the school has overspent Pending Distribution by –$46,738 in the Title I program, resulting in a budget shortfall, shown in red.

- This school will not be able to submit its SPSA for final approval until it removes the negative balance in Pending Distribution. The Pending Distribution balance must be either $0 or a positive balance which is less than equal to $100.

- Complete questions #1 through #8 in the School Vision and Mission Statement and Profile Description page.

- In question #7, FSEP selects the ATSI, CSI and TSI designations if they are applicable, so the school will not be able to select them.
- The school can select all other Programs that are applicable by checking the check box beside each Program.

- To add a new Program:
  1. Type in the Program name.
  2. Click the Add New Programs button.
- The Program will be added to the bottom of the list with a checkmark.

- High Schools are required to complete the School Review Process Recommendations page. It is not applicable for Elementary and Middle schools.

    1. Indicate the school's review processes(es).

    2. Enter the WASC Accreditation Results.

    Fill in the School Review Process Recommendations textbox.

    3. Save the page.

Comprehensive Needs Assessment / Self-Review Process

DIRECTIONS: Check the groups or committees that participated in the plan writing process. Who was involved in the self-review/needs assessment process (e.g., SSC, teachers, advisory committees, parents, students)? Describe the school's process for identifying areas in need of improvement and determining actions, strategies, and interventions to be implemented, i.e., what happened during the process (analysis of data, review of intervention results, examination of strategies proven to be effective). When did the process occur (dates)?

[Add participating Group or Committee]

Who was involved? ①	What happened? ②	Date ③ ④
School Site Council ▼ Select **School Site Council** Departments English Learner Advisory Committee Grade Level Teams Professional Learning Community (PLC) Small Learning Community (SLC) Vertical Teams WASC Focus Groups Other	ELAC observed and analyzed multiple data sources related to English learners. The committee discussed the school's measurable objectives, reclassification rate, ELs' attendance rate, parent participation and school involvement. ELAC identified strengths and areas of need for English learners and discussed what supports do	09/01/2022 11/18/2022 * mm/dd/yyyy mm/dd/yyyy mm/dd/yyyy mm/dd/yyyy mm/dd/yyyy mm/dd/yyyy

⑤ [Save]

- Schools need to fill in the Comprehensive Needs Assessment page data for each participating group or committee selection.

  1. Select a participating group or committee from the dropdown selections.

  2. Describe what happened.

  3. Select the beginning date of the process.

  4. Select the ending date of the process.

  5. Save the page.

RESOURCE INEQUITIES & EVIDENCE-BASED INTERVENTIONS

1. Complete each question in the Resource Inequities Review section.

2. Complete each question's applicable checkbox selection(s) and textbox data entry in the Evidence-Based Interventions section.

3. To add a new Evidence-Based Intervention:
   - Click on the "Add new Evidence-Based Intervention" button.
   - A new tab is created as "Page 2", "Page 3", "Page 4", etc.
   - Each new tab has a Save button

Resource Inequities and Evidence-Based Interventions

Please complete all sections/questions in this page!

RESOURCE INEQUITIES REVIEW

Guidance and Instructions: All schools must complete a Resource Inequities Review as part of their comprehensive needs assessment. Note that responses to questions 1 through 3 must be actionable at the school site. Alongside your Local District support staff, consider the Resource Inequities reflection prompts available here.

Please complete all sections/questions on this page

1. What actionable inequities were identified by the school?

2. Which inequities are priorities for the school to address?

3. How will the school address these inequities?

4. If relevant, describe any resource inequities that were identified during the review that are not actionable at the school site, but which impact student achievement. If not relevant, write "NA" in the textbox below.

EVIDENCE-BASED INTERVENTIONS

Guidance and Instructions: All schools must implement Evidence-Based Interventions as part of their improvement plan. Per ESSA, the term "intervention" can include activities, strategies, or interventions. Complete questions 1 through 9 for each evidence-based intervention that will be implemented. For further guidance on Evidence-Based Interventions, click here. For links to Evidence-Based Intervention tools click here.

Page 1

1. Student Groups: Indicate the student group(s) that will be the focus of this evidence-based intervention.

☐ All Students   ☑ English Learners   ☐ Foster Youth
☐ Homeless   ☑ Socioeconomically   ☑ Race/Ethnicity-Specify
                      Disadvantaged   Hispanic/African American
☐ Students with
Disabilities

2. Dashboard Indicator: Indicate all Dashboard Indicators that this evidence-based intervention addresses.

☑ English Language Arts (3-8,11)   ☐ Mathematics (3-8,11)   ☑ English Learner Progress (1-12)   ☐ Chronic Absenteeism (TK-12)
☐ Suspension Rate (TK-12)   ☐ College/Career (9-12)   ☐ Graduation Rate (9-12)

3. Evidence Rating: Indicate the Evidence Rating for the intervention (see p. 7 of guidance here).

☑ Strong, Moderate, Promising   ☐ Demonstrates Rationale (not allowable for 7T691)

Add New Evidence-Based Intervention   Save

Page 1   Page 2   Page 3   Page 4

1. Student Groups: Indicate the student group(s) that will be the focus of this evidence-based intervention.

☐ All Students   ☑ English Learners   ☐ Foster Youth
☐ Homeless   ☑ Socioeconomically   ☑ Race/Ethnicity-Specify
                      Disadvantaged   Hispanic/African American
☐ Students with
Disabilities

2. Dashboard Indicator: Indicate all Dashboard Indicators that this evidence-based intervention addresses.

☑ English Language Arts (3-8,11)   ☐ Mathematics (3-8,11)   ☑ English Learner Progress (1-12)   ☐ Chronic Absenteeism (TK-12)
☐ Suspension Rate (TK-12)   ☐ College/Career (9-12)   ☐ Graduation Rate (9-12)

PILLAR PAGES

- The Academic Excellence Pillar selections are:
  - Graduation/College & Career
  - ELA
  - Mathematics
  - EL Programs
  - Other Academic Content
- The Joy and Wellness Pillar replaces the 100% Attendance, Suspensions, School Safety and Other Supports.
- The Engagement and Collaboration Pillar replaces the Parent, Community and Student Engagement.

- Since all the Academic Excellence Pillar page layouts are virtually identical except for the page titles, we will display the Graduation/College & Career Pillar page to illustrate how to complete them all.

- **Note: Elementary and Middle schools are not required to complete the Academic Excellence: Graduation/College & Career pillar page.**

Pillars

Resource Inequities and Evidence-Based Interventions

Academic Excellence ▼

Graduation/College & Career

ELA

Mathematics

EL Programs

Other Academic Content

Joy and Wellness

Engagement and Collaboration

- The first Pillar page in the Academic Excellence selections is the Graduation/College & Career. Select all the data sources the school used to address the Pillar. Each selection will display with a checkmark and the textbox will display them.
- **Note: Elementary and Middle schools are not required to complete the Graduation/College & Career pillar page.**

Graduation/College & Career

Select all data sources reviewed to address the Pillar.

| Whole Child Integrated Data System, MyData, CA Dashboard, New Source ▼ | | New Source | Add New |

1 2

DIBELS Math

DIBELS

School Accountability Report Card (SARC)

CA Dashboard ✓

Smarter Balanced Assessment Criteria (SBAC)

Interim Comprehensive Assessment (ICA)

Interim Assessment Blocks (IAB)

School Experience Survey

Publisher's Assessments

Reading Inventory (RI)

New Source ✓

3

m the current school year (e.g., student uded when available. * Required

key findings. * Required

owing indicators on the CA Dashboard

- To add a new source:
  1. Type in the name of the source.
  2. Click the Add New button.
  3. Click on the new source's name in the drop-down selections. It will be the last selection.

■ Complete questions #1 and #2.

- Select the California School Dashboard Indicators.

- Select the student groups that will be the primary focus of progress monitoring.
- Note: Schools must include student groups with *Very Low* or *Low* status in Academic Indicators (Graduation, ELA, Math, English Learner Progress) or *Very High* or *High* for Chronic Absenteeism or Suspension Rate.

- Enter the Measurable Implementation Objective(s) and the Measurable Improvement Objective(s).
- Each type of Measurable Objective can be added or deleted.
- Click the Save button often while working on the SPSA Plan.

- In the District Priority and District Strategies section the school will select both the District Priority(s) and the District Strategy(s) before the Save button is clicked.
    1. Click the Add/Remove District Priority and Strategies button.
    2. Select the District Priority(s) that apply. Each selection will display a black checkmark as shown.
    3. Click the Apply button.

District Priority and Strategies

District Priority

1A. Focus on consistent implementation of high-quality instruction to improve student outcomes, 1D. Champion multiple path▾

Apply

① District Strategies

☑ 1A.S1 Deliver impactful, rigorous, standards-based, culturally responsive, and inclusive instruction supported by high-quality curricular and instructional materials in all content areas

☑ 1A.S2 Integrate technology and access to other critical resources, such as online learning tools and libraries, to elevate teaching and learning

☐ 1A.S3 Institute comprehensive systems to observe classroom instruction and provide reflection and feedback to improve practice

☐ 1A.S4 Implement high-quality, differentiated, and ongoing professional development and coaching grounded in data to support effective teaching, learning, and leadership

☐ 1A.S5 Provide targeted professional learning opportunities and coaching for newly hired teachers at highest-needs schools that result in effective, equity-driven instruction

☐ 1A.S6 Expand equitable grading practices, proficiency-based assessments, and personalized instruction to support all students in demonstrating grade-level proficiency of standards-based learning targets

☐ 1A.S7 Analyze and act upon assessment data to guide instructional planning and personalized learning so all students reach proficiency

☑ 1D.S1 Provide equitable access to a rigorous college preparatory course schedule and offer supports to successfully complete A-G courses with a C or better

☐ 1D.S2 Accelerate opportunities for career exploration, work-based learning, post-secondary pathways, and employment, including collaboration with local

② Save

1. Select all District Strategies checkboxes that apply to the District Priority selection(s) made. Note the Priority selection(s) determines the District Strategies selections available.
2. Click the Save button to save both the District Priority and District Strategies selections.

- The District Priority and District Strategies will display as shown once the Save button is clicked.

School Strategy

Target high-impact math intervention to support at-risk students in grades 3-5 (i.e., below and well- below benchmark on SBAC). This strategy will include:

A 3-phase problem solving approach to reteaching math, using MyMath and IXL

Twice weekly, one hour afterschool intervention sessions in 10-week cycles that integrate use of technology in instruction and assessments

Monitoring, planning for instruction, and evaluation of impact will be based on pre and post assessments, and mini-assessments throughout the program using IXL

School Actions

1. Coordinate, support, and monitor the intervention program. An Intervention Coordinator will support teachers in data analysis of Math SBAC results, selection of students for intervention, preparation of intervention materials, communication, monitoring & evaluation, and overall coordination of the program.

-Intervention Coordinator Position 1.0 FTE= $129,608

2. Teachers and the Intervention Coordinator will plan for intervention. 6 teachers in grades 3-5 will meet after school to analyze math SBAC data, identify students for intervention, and plan intervention lessons. As the sessions are implemented, teachers may also plan for refinements based on diagnostic pre-tests or mini-assessments throughout the program.

-Teacher X Non-Tutor: 6 teachers x 4 hours x 90.18 hr.= $2,165

3. Communicate to families to recruit students (Zero added cost, done by Intervention Coordinator)

4. Provide devices and digital tools to participating students to use during the after-school program and/or at home to complete activities and assessments for MyMath and IXL

-General Supplies Technology: 50 Chromebooks x $189 per Chromebook= $9,450; $24.50 (1yr of Chromebook services) x 50 Chromebooks = $1,225; $4 (e-waste) x 50 Chromebooks= $200; Estimated Tax= $1,015; 10% overage for incidental costs= $1,000; Total budgeted amount $12,890

-Noncapitalized Equipment: Charging Carts-One Bretford Charging Cart will be used to store and charge class sets of Chromebooks. $1225 unit cost + $117 estimated tax + $146 (10% overage for incidental costs)= $1,488

-Software License Maintenance: IXL Math software license will be renewed for one year to reinforce math skills taught during the school day and in the intervention program. 350 students x $10.25 per student license= $3,586

5. Provide intervention to students: 6 teachers will provide twice weekly 1-hour sessions for 10 weeks in the Fall and 10 weeks in the Spring.

-Teacher Tutor X Time- 6 teachers x 20 weeks x 2 hours/week x $90.18/hr. = $21,644

6. Bi-weekly program monitoring: 6 teachers will review data, regroup students and adjust teaching as needed based on mini-assessments every two weeks within the program. Teacher X Time Non-Tutor: 6 teachers x 1 hour x $90.18/hr x 10 weeks= $5,411

7. Evaluate Impact: The Intervention Coordinator will facilitate a debrief and review of data during grade level meetings to assess and evaluate the impact of the program and discuss improvement opportunities for subsequent intervention programs. (Zero added cost)

8. Communicate to families about student progress: The Intervention Coordinator will communicate to families of participating students about the individual growth of the student, and next steps to support the student. (Zero added cost)

9. Communicate to assigned teacher: in cases where the classroom teacher of participating students is not the one providing intervention, the intervention coordinator will ensure that the classroom teacher receives and understands the data and any ongoing needs or skills gaps of their students who participated. (Zero added cost)

▪ Type in the School Strategies and the School Actions, as shown.

ADD NEW POSITIONS

- In the Position Items section select the categorical Program Fund from the dropdown selections.

- Select the Budget Item from the dropdown selections.
- Note: When you start typing the description or the budget item number, the list of selections will narrow automatically.
- In this example, the school knows the budget item number starts with 14.

- The position's funding% may be selected from a dropdown list in the Percentage column.
- Note that the Total Cost displayed is always 100% funded until another percentage value is selected.

- If you know the Position Number type it in the Position Number text box, as shown.

ADD NEW NON POSITIONS

- In the Non-Position Items section select the categorical Program Fund from the dropdown selections.

- Select the Budget Item from the dropdown selections.
- Note: When you start typing the description or the budget item number, the list of selections will narrow automatically.
- In this example, the school knows the budget item number starts with 401.

- Certain non-position items have an optional Vendor selection. Although the Vendor selection is not required, it helps the District to analyze vendor and vendor supplies' budget data.
- In cases where only "Total Cost" appears, type in the Total Cost dollar amount.
- **NOTE:** Some non-positions have number of days, weeks, year(s), number of semesters, or other rate type, depending on the budget item.

- In this example the school entered a second Non-Position budget item by clicking the "Add Non-Position Budget Items" button.
- The itinerant elementary counselor non-position's Rate Type displays a Y for Years. The school entered 1 and the Total Cost updated to $37,699.

ADD NEW
SCHOOL STRATEGY WITH ACTIONS

- To add a new School Strategy with Actions section, click the "Add New School Strategy with Actions" button.
- A new label, "School Strategy with Actions 2" label will display with the District Priority, District Strategies, School Strategy, School Actions, Position Items and Non-Position Items.
- The school can select additional School Strategy with Actions as needed. Each new School Strategy with Actions section will display a with sequential number as 2, 3, 4, etc.

POTENTIAL FUNDING VARIANCE

Program	Required PFV (3% of all positions/itinerant positions) ($)	School Budgeted PFV Total Amount (Budget item 40239) ($)	Amount less than required 3% PFV ($)	Amount greater than required 3% PFV ($)
7S046	100		-100	
7E046	0			
7T691	0			

- At the bottom of every Pillar page, the 3% PFV (Potential Funding Variance) columns are displayed. The 3rd and 4th columns display amount under–withheld and over–withheld, respectively.

- 3% PFV calculations are calculated as follows:
  1. Subtotal = Sum (positions + itinerant positions) - #30165) - #30166) - #30167) - #30168))
  2. PFV = Subtotal * .03

- **Note: We recommend schools to enter the PFV #40239 total in one lump sum entry on a single pillar page. This makes it easier to add or subtract any funding adjustments necessary to satisfy the withholding requirement.**
- **Note: If the school is under withheld in PFV, the school will not be able to submit the budget or Plan for approvals.**

TITLE L SCHOOLWIDE PROGRAM SCHOOLS/ESSA 1114 COMPONENTS FOR IMPLEMENTATION

TITLE I PARENT AND FAMILY ENGAGEMENT POLICY

LOCAL DISTRICT MONITORING

Title I Schoolwide Program Schools/ESSA 1114 Components for Implementation

3. Preparation for and awareness of opportunities for postsecondary education and the workforce:

Describe how the school prepares students for and makes them aware of opportunities for postsecondary education and the workforce, which may include career and technical education programs and broadening secondary school students' access to coursework to earn postsecondary credit while still in high school (such as Advanced Placement, International Baccalaureate, dual or concurrent enrollment, or early college high schools).

> College and career minded students will be developed by:
> -Having teachers share their college journey with their classes during the first 20 days of school
> -through family-college/career interviews
> -virtual college tours
> -3rd-5th grade students will be asked to interview a family member regarding their college career path

4. Implementation of a schoolwide tiered model to prevent and address problem behavior, and early intervention services:

Describe how the school implements a schoolwide tiered model to prevent and address problem behavior, and early intervening services, coordinated with similar activities and services carried out under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.).

> The school implements a tiered approach to prevent and address behavior that impacts other students, instruction, and the culture and climate of the school through providing early intervention services recommended by the school's Student Success and Progress Team lead by the assistant principal and comprised of support team members that can recommend services for students based on data. . The SSPT provides teachers and schools with a means to conduct universal screening, provide evidence-based interventions, collect progress monitoring data, and ensure accountability for implementing such activities. The SSPT process emphasizes that early intervention for struggling students is a function of the

- The Principal or Designee(s) can fill out the blue text boxes in the Title I Schoolwide Program Schools/ESSA 1114 Components for Implementation.
- When the page is saved, if all blue text boxes have been filled in, the school will receive a green checkmark for the page in the left-side navigation menu.

Title I Parent and Family Engagement Policy

Each Title I school in LAUSD is required to develop a written parental involvement policy. This policy describes how the school will support and increase parent involvement. The parental involvement policy must be developed with parents and include participation from all appropriate advisory committees and be agreed upon by the School Site Council. The written parental involvement policy at Title I schools must include how parents will be informed of the school's Title I program requirements. The parental involvement policy must be reviewed and updated annually. Schools are required to submit copies of the annually updated Parental Involvement Policy to the Local District Parent and Community Engagement Unit.

File Name	Uploaded On	Uploaded By
PFEP Willow ES ENG and SPAN 2021-2022.docx	2/24/2022 10:29:45 PM	mxo7674

School-Parent Compact

File Name	Uploaded On	Uploaded By
School-Parent Compact Brochure ENG Willow 2021-2022.doc	2/24/2022 10:57:28 PM	mxo7674

- The Title I Parent and Family Engagement Policy is populated directly from the Parent Portal website.
- Once the school uploads the documents in the Parent Portal, they will appear in the respective sections as shown.

Local District Monitoring

Directors provide ongoing monitoring of the School Plan for Student Achievement (SPSA) and support through:

- Joint analysis of data
- Evaluation of the strategies described in the plan
- Observation of instruction
- Observation of professional development that supports the strategies identified in the school plan
- Providing actionable feedback on professional development implementation and implementation of identified strategies
- Overseeing the budget
- Ensuring that the school administrator communicates regularly with stakeholders on the progress made towards achieving SPSA goals

Directors review and approve the School Plan for Student Achievement (SPSA) and school site budgets throughout the school year. Directors conduct performance dialogues with their network principals to review the academic progress of all students and focus on monitoring implementation of the School Plan for Student Achievement and analysis of student data as evidence of school progress.

Directors must describe additional services and supports provided to ATSI, CSI, and TSI schools below to demonstrate that those schools receive supplemental monitoring and support to ensure effective plan implementation. For schools that are not identified by the California Department of Education as ATSI, CSI, and TSI, Directors may describe additional services and support provided to the school's instructional program in the box below, or write "N/A":

Save

- The Local District Monitoring page can only be completed by the Local District Director or COSA.
- It is required for ATSI, CSI and TSI schools.
- For schools that are not ATSI, CSI or TSI, the Local District Director or COSA can describe additional services support or write N/A in the blue box.
- Note: The Save button will be disabled for all other users.

UPLOAD ATTACHMENTS

PLAN SUBMISSION

- To upload the SSC Approval of SPSA and budget:
  1) Select the SSC Approval of SPSA and budget from the Select and Upload dropdown selection.
  2) Click on the Choose File button.
  3) Select the desired file and click the Open button.

4) Click the Upload button. Once the file has been uploaded you will see the green text message, "File was uploaded successfully". The file name will appear along with the person who uploaded it and the date/timestamp, as shown.
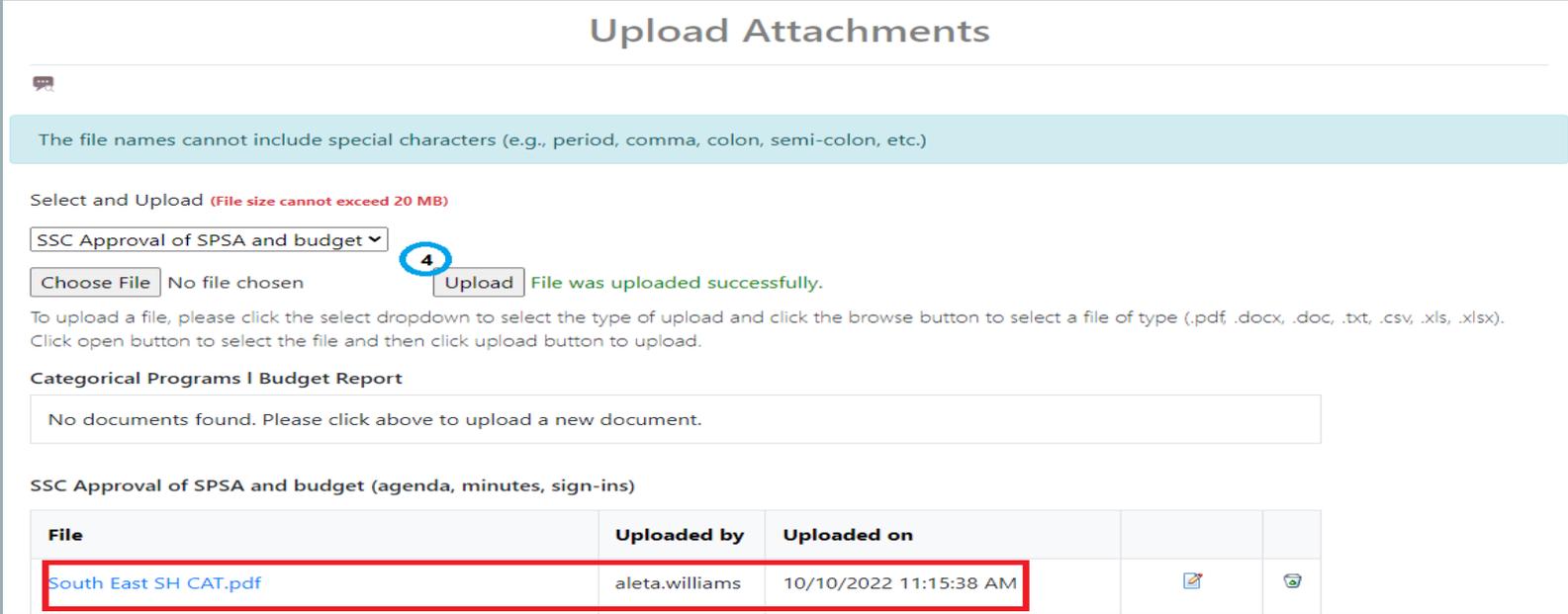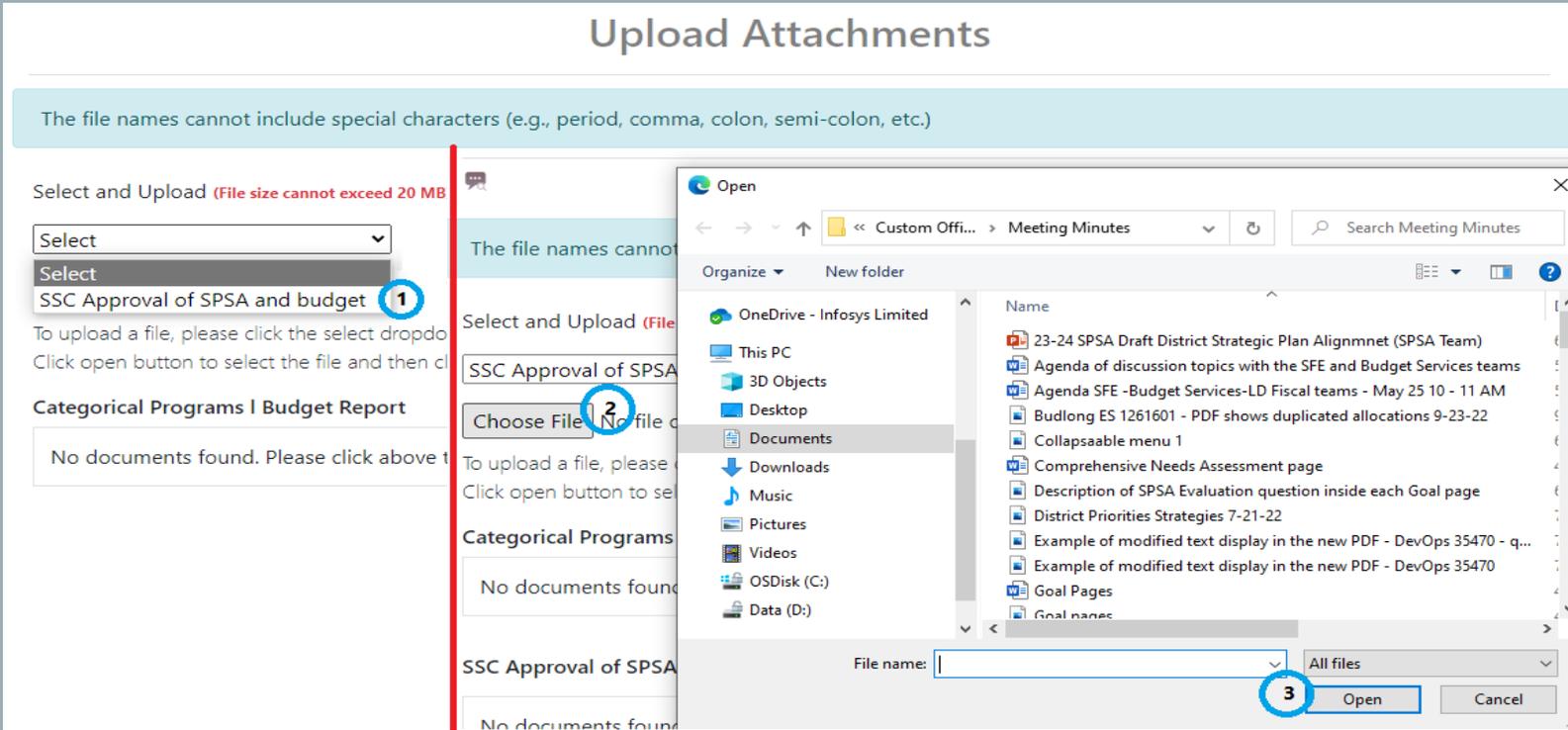
Plan Submission

Plan Submission

Submit Plan

Submission Error
Please complete all required fields. Incomplete fields are described below
Page   Section
Resource Inequities and Evidence-Based
Interventions

Plan Submission

Plan Submission

Submit Plan

Plan submitted successfully!

- When the school clicks the Submit Plan button, if there are any errors they will display in red text, as shown.
- The errors need to be corrected before the Plan can be submitted to the Local District reviewers. In this example, there is only one error. The Resource Inequities and Evidence-Based Interventions page is incomplete.
- Pages will display a green checkmark when they are completed.
- Exceptions are Graduation/College and Career pillar page and Other Academic Content pillar page. Note that the Graduation/College and Career pillar page is not required for Elementary and Middle schools, and Other Academic Content pillar page is optional for all schools.

- When the Plan has been submitted successfully, a message will display in green text, as shown and an email notification will be sent to the Local District reviewers notifying them that your school is ready for approvals.

APPROVAL TRACKING

- As each Local District reviewer approves or requires a revision, the Local District reviewer's name will appear with the date of their review.
- In this example, The Local District Title l Coordinator approved on October 12, 2022.

- As each Local District reviewer approves or requires a revision, the Local District reviewer's name will appear with the date of their review in the school's Dashboard also.
- In this example, The Local District Title l Coordinator approved on October 12, 2022, and his name appears in green. If he had required a revision, then his name would appear in red.

- In this example, the Local District reviewer is requiring a revision, and his name and date appears in red.
- Although a Local District reviewer requires a revision, it doesn't stop other Local District reviewers from approving the school's Plan.
- However, it will stop the school from receiving the Federal and State Education Programs (FSEP) final approval and watermark seal.

- In this example, the COSA is requiring a revision, and his name and date appears in red. Once the school receives the COSA's approval and his name appears in green, then the SPSA is ready for Federal and State Education Programs (FSEP) final approval.

PILOT SCHOOLS

Add Existing Position

Position Items

Add Position Items   Select Existing Positions

Funding Source   Budget Item
Select   Select

Position Number   Percentage   Total Cost
NS625149   100

SFE Positions

Select the items	Seq No Program	Budget Item	Hours Days	Position Number Employee Name	Cost Fund %	Position Status Pillar Page
☐	000001	14685-PROB SOLV DT CORD C1	6.00	30342085	0.00	Reopen
	CE-ESSA T1 Schools(7S046)		5.00		100.00	
☐	000002	27785-COMMUNITY REP C	6.00	30454856	0.00	Active
	CE-ESSA T1 Schools(7S046)		5.00	Rodriguez Lorena	100.00	
☐	000003	107762-TCHR AST DEG TK NW/2	6.00	30329701	0.00	Active

- To select existing positions, click the Select Existing Positions button, as shown.

- The existing SFE Positions pop-up form will open and display the school's existing positions in the order of the sequence number (Seq No). See the last column on the right-side of the screen, "Position Status Pillar Page" to determine if the position is currently closed or Active.
- Positions that are closed are highlighted in gray and they display a button, "Reopen". Clicking the Reopen button will change the status to Active.
- Positions that are displayed with a white background are selectable positions, which schools can purchase again this year in this Pillar page, or they can be closed.

- In this example, we see 2 positions that are displayed with a white background, and we selected Seq No #000012, Teacher Assistant with position control number #30342032.
  - Click the "Add Position(s) to pillar page" button to add it to the current pillar page,
  - Or click the "Close the position(s)" button to close it.
  - Or click the "Close Window" button to do nothing.
- **Note that Seq No #000013 can be selected in another pillar page.**

- In this example, the school added Seq No #000012 with position control number #30342032 to the current pillar page. A message appears in green text, Position(s) added to pillar page successfully.

- The Teacher Assistant position with control number #30342032 appears in the Position Items section. Notice that the Total Cost shows $0.

- To update the cost of the Teacher Assistant position and sync it with the SFE, click on the "Get Total Cost(s)".

- If there are any errors, they will display below the Get Total Cost(s) button, as shown. The errors need to be corrected before the school can submit the Budget for approval.

PILOT SCHOOL

Budget Summary

Budget Summary

Budget Item Description	CE-ESSA T1 Schools (7S046) FTE & Amount		CE-ESSA-T1 C&C Coach (7T124) FTE & Amount		CE-ESSA T1 Sch-Paren (7E046) FTE & Amount		T3A-LEP-Limited Eng Profcncy (7T197) FTE & Amount		CE-ESSA T1 Comprehensive Sup & Improv (7T691) FTE & Amount		Total FTE & Total Amount	
10247 - DIFF INSTL COACH ELM	1.00	1,893	0.00	0	0.00	0	0.00	0	0.00	0	1.00	1,893
10701 - TCHR AST RELIEF	0.00	424	0.00	0	0.00	0	0.00	0	0.00	0	0.00	424
107762 - TCHR AST DEG TK NW/2 (4 Hrs / 5 Days)	6.00	89,836	0.00	0	0.00	0	0.00	0	0.00	0	6.00	89,836
12103 - ITIN COUNS PSA C (8 Hrs / 2 Days)	6.00	54,012	0.00	0	0.00	0	0.00	0	0.00	0	6.00	54,012
13454 - INSTRL COACH EL C1T (6 Hrs / 5 Days)	1.00	126,894	0.00	0	0.00	0	0.00	0	0.00	0	1.00	126,894
40261 - PENDING DISTRIBUTION	0	0	0	0	0	84	0	0	0	0	0	84
	17.00	399,894	0.00	0	1.00	5,256	1.00	38,594	0.00	0	19.00	443,744

- The Pilot school needs to make sure there are no budget shortfalls before submitting their budget to the Local District Reviewers for approval.
- Budget shortfalls are displayed with a red line showing negative totals beneath the #40261 Pending Distribution line.
- The green line indicates there are no budget shortfalls.

PILOT SCHOOL

Budget Submission

- To submit the budget to the Local District reviewers for approval, click the Validate Budget items button. If there are no errors a green text appears, "Budget Items Validated Successfully!"
- Errors will be displayed beneath the button and must be corrected before the budget can be submitted.

Budget and Plan Submission

Budget Submission

[Validate Budget Items]

Budget Items Validated Successfully!

[Request Fiscal Specialist Review]

[Notify Local District Approvers the Budget is ready for approval]

Plan Submission

[Submit Plan]

- A red error message will appear when the school clicks the Validate Budget Items to inform the school that there are one or more positions that have not been made Active (rolled over this year) or Closed. Every continuing position must be selected as Active or Closed within any Pillar page before the school can request the Fiscal Specialist Review.

Budget and Plan Submission

Budget Submission

[Validate Budget Items]

A School must select a status of *Active* or *Closed* for all continuing positions entered in any Pillar page prior to requesting Fiscal Specialist review

[Request Fiscal Specialist Review]

[Notify Local District Approvers the Budget is ready for approval]

Plan Submission

[Submit Plan]

- If any positions are funded with less than 100% of categorical funds, then a blue informational message will appear.
- It will not prevent the school from submitting the budget, however, it serves as a reminder that there is a remaining portion of funding that needs to be funded from another fund.

Budget and Plan Submission

Budget Submission

[Validate Budget Items]

[Request Fiscal Specialist Review]

[Notify Local District Approvers the Budget is ready for approval]

- Information Only! This position: NS663761 is funded at less than 100%. Please ensure that the remaining percentage of the position is funded.

Plan Submission

[Submit Plan]

- To request the Fiscal Specialist to review the budget, click the Request Fiscal Specialist Review button.
- Note: The school cannot notify the Fiscal Specialist the budget is ready for review if there is more that $100 in any Program Fund's Pending Distribution #40261 line.

- When the Fiscal Specialist review email has been sent successfully, a green message displays, **Email has been sent successfully!**
- The Fiscal Specialist will respond via email or phone call and advise the school if any corrections need to be made before the school can notify the Local District reviewers the budget is ready for approval.

- After the Fiscal Specialist has responded and let the school know the budget is ok, then the school can notify the Local District reviewers the budget is ready for approval.
- Click the Notify Local District Approver the Budget is ready for approval button. A green message will display, **Email has been sent successfully!**

- As each Local District approver reviews the budget and checks the box All Budgets Approved, or Revision Required, their signature and date will appear in the Approval Tracking page as shown.

Approval Tracking

Budget Approvals

SPSA Approval Tracking page buttons are not available to Local District reviewers until the school submits its SPSA Budget.

Title I Programs

LD COSA/Director	☐ Revision Required	☐ All Budgets Approved	Name:	SignedDate:
LD Title I Coordinator	☐ Revision Required	☑ All Budgets Approved	Name: CORRAL, REYNA	SignedDate: 10/20/22

PACE Programs

LD COSA/Director	☐ Revision Required	☐ Budget Approved	Name:	SignedDate:
LD PACE Administrator	☐ Revision Required	☐ Budget Approved	Name:	SignedDate:

Only programs with funding allocations will appear on this page.

Save Budget Approval

Saved Successfully!

- When the last Local District approver approves the budget for each Categorical Fund the budget is submitted to the Fiscal Specialist for posting.

Approval Tracking

Budget Approvals

SPSA Approval Tracking page buttons are not available to Local District reviewers until the school submits its SPSA Budget.

Title I Programs

LD COSA/Director	☐ Revision Required	☑ All Budgets Approved	Name: LOERA, GERARDO	SignedDate: 10/20/2022	①
LD Title I Coordinator	☐ Revision Required	☑ All Budgets Approved	Name: CORRAL, REYNA	SignedDate: 10/20/2022	

PACE Programs

LD COSA/Director	☐ Revision Required	☐ Budget Approved	Name: LOERA, GERARDO	SignedDate:
LD PACE Administrator	☐ Revision Required	☐ Budget Approved	Name:	SignedDate:

Only programs with funding allocations will appear on this page.

Budget has been submitted to SFE successfully!   ②

The Title I program: 7S046 budget has been submitted to SFE for approval

Save Budget Approval

Saved Successfully!

- Each fund can be posted successfully or rejected by the Fiscal Specialist.
- The Local District approver's electronic approval for the rejected program fund(s) will be removed.
- The SAP system will send an email notification to the Principal and the Local District approver whose budget was rejected.
- The online SPSA via SFE will send an email notification to the principal for the successful posting along with the School Budget Signature Form as an attachment.

- After each fund in the SPSA Budget has been posted successfully in COFE, the program fund's document number from SAP will appear as shown.
- An email notification will be sent to the Principal along with the School Budget Signature form as an attachment.

Approval Tracking

Budget Approvals

SPSA Approval Tracking page buttons are not available to Local District reviewers until the school submits its SPSA Budget.

Title I Programs

LD COSA/Director	☐ Revision Required	☑ All Budgets Approved	Name: LOERA, GERARDO	SignedDate: 10/20/2022
LD Title I Coordinator	☐ Revision Required	☑ All Budgets Approved	Name: CORRAL, REYNA	SignedDate: 10/20/2022

PACE Programs

LD COSA/Director	☐ Revision Required	☑ Budget Approved	Name: LOERA, GERARDO	SignedDate: 10/20/2022
LD PACE Administrator	☐ Revision Required	☑ Budget Approved	Name: TINOCO ENCISO, ELSA	SignedDate: 10/20/2022

Only programs with funding allocations will appear on this page.

The Title I program: 7S046 budget has been submitted to SFE for approval

The PACE program budget was rejected by the Fiscal Specialist for program 7E046

Approval Tracking

Budget Approvals

SPSA Approval Tracking page buttons are not available to Local District reviewers until the school submits its SPSA Budget.

Title I Programs

LD COSA/Director	☐ Revision Required	☑ All Budgets Approved	Name: LOERA, GERARDO	SignedDate: 10/20/2022
LD Title I Coordinator	☐ Revision Required	☑ All Budgets Approved	Name: CORRAL, REYNA	SignedDate: 10/20/2022

PACE Programs

LD COSA/Director	☐ Revision Required	☐ Budget Approved	Name: LOERA, GERARDO	SignedDate: 10/20/2022
LD PACE Administrator	☐ Revision Required	☐ Budget Approved	Name: LEE, TOM	SignedDate: 10/20/2022

Only programs with funding allocations will appear on this page.

Save Budget Approval

Saved Successfully!

Document No #0000459721 Program 7S046
Document No #0000459722 Program 7E046

- The Pilot Schools' SPSA Plan budget approval progress is displayed in the "Pilot Budget" tab on the SPSA Dashboard.
- If the Budget Status is "School Submitted", as each LD Reviewer approves, the box will display with the date of the submission and the LD Reviewer's name and date on a green background.
- When the Fiscal Specialist posts in SFE, his/her name will display with a green background according with the Fund.
- If any LD Reviewer requires a revision, or if the Fiscal Specialist rejects the budget, the LD Reviewer's name or the Fiscal Specialist name will display with a red background.

COMMENTS PROCESS

- LD Reviewers can create a new comment or reply to an existing comment in the comment bubble associated with the page's section.
- Click the Save button.
- If an LD Reviewer has more comments to address for the same school, the LD Reviewer can address all the comments for that school or keep track of the school and address additional schools' comments for as many schools as necessary.
- When the LD Reviewer clicks the Save button, comment(s) are sent to the school's SPSA Plan Dashboard Comments tab section.
- Saved comments are highlighted in green in the Comments page.

- The comments are filtered automatically by school as soon as they are saved. In this example, the Local District Reviewer created a comment in Albion St Elementary school.

SPSA Dashboard

Plan   Plan Modification   Pilot Budget   **Comments**

| Created/Response | Received | Closed |

| 10 Days | All | Notify | Reset |
| Received In | Comments | | |

School Name		Section	Plan Comments	Notification Date
ALBION ST EL (1201401)	☐	Resource Inequities Review	JUAREZ, ELVIRA	

- To view comments for all schools, the Local District Reviewer needs to click the Reset button, as shown.

SPSA Dashboard

Plan   Plan Modification   Pilot Budget   Comments

| Created/Response | Received | Closed |

| 10 Days | All | Notify | **Reset** |
| Received In | Comments | | |

School Name		Section	Plan Comments	Notification Date
2ND ST EL (1657501)	☐	School Vision	RODRIGUEZ, DEBRA commented on Oct 24 2022 1:17PM	
2ND ST EL (1657501)	☐	Assessment	RODRIGUEZ, DEBRA commented on Oct 24 2022 11:16AM	
BRYSON AVE EL (1258901)	☐	Assessment	GEORGE, GUILLERMO	
BRYSON AVE EL (1258901)	☐	Recommendations And Assurances	GEORGE, GUILLERMO	
ALBION ST EL (1201401)	☐	Resource Inequities Review	JUAREZ, ELVIRA	

- When an LD Reviewer has completed all school comments, navigate to the SPSA Dashboard's Comments page, as shown.

SPSA Dashboard

Plan   Plan Modification   Pilot Budget   **Comments**

| Created/Response | Received | Closed |

| 10 Days | All | Notify |
| Received In | Comments | |

School Name		Section	Plan Comments	Notification Date
2ND ST EL (1657501)	☐	Assessment	RODRIGUEZ, DEBRA	
2ND ST EL (1657501)	☐	Recommendations And Assurances	RODRIGUEZ, DEBRA	
2ND ST EL (1657501)	☐	Resource Inequities Review	RODRIGUEZ, DEBRA	
AMANECER PC (1642601)	☐	Assessment	GARCIA, CHRISTINA	
AMANECER PC (1642601)	☐	Title I School Wide Program Page 1	GARCIA, CHRISTINA	

- The school will see an orange-colored message from the LD Reviewer and the LD Reviewer will see a green-colored message that was sent to the school.
- Note that the Save button does not send an email to the school. The LD Reviewer's message(s) are stored in the database until the LD Reviewer instructs the online SPSA to send them aggregately in one email message (shown later in the Comments presentation).

- Schools can view new "Comment" messages on the Plan Comments Dashboard.
- Comments have an orange background.
- The school principal and his/her designees can click on the Local District Reviewer's name to hyperlink to the SPSA page, then scroll down to locate the orange flashing comment bubble.

- School principals and designees should:
  1. Click on the flashing orange bubble to open "Comments" from Local District Reviewers.
  2. Click on "*Reviewer Type*".
  3. Read the message in the "Request" textbox.
  4. Then reply in the "Response" textbox.

- School principals or designees should use the scroll bar on the right side of the page to scroll all the way down to ensure that all Comments have been read and responses have been sent.
- A school cannot click the "Send" button until all Comments show a reply in the "Response" textbox.
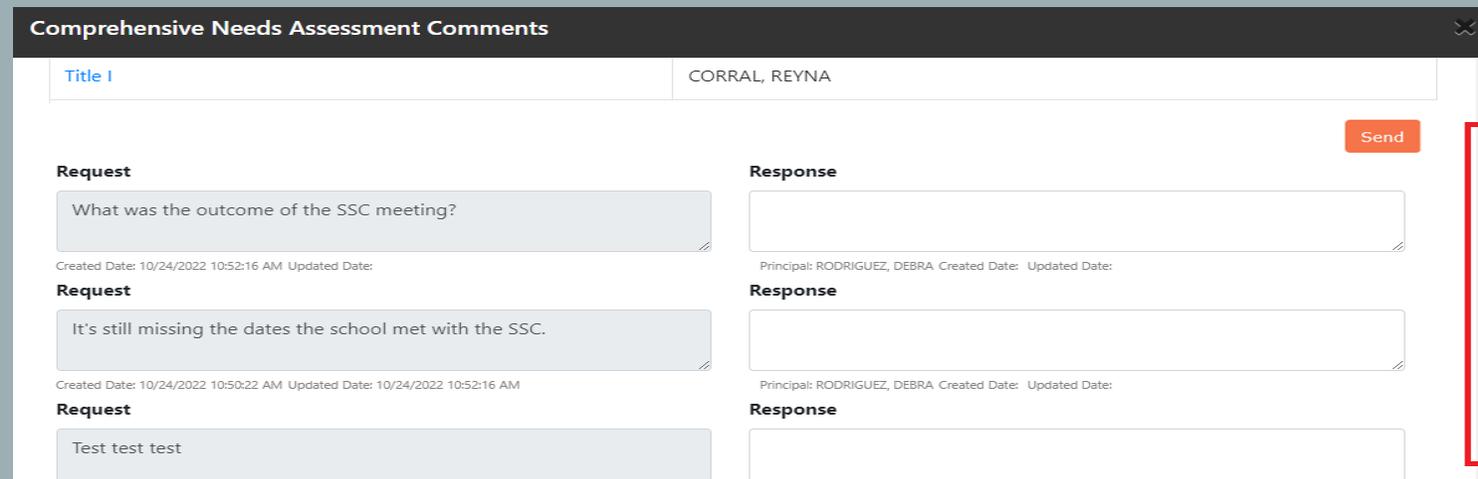
- There may be more than one Local District Reviewer making comments on the same page.
- The principal or designee should click on the "*Reviewer Type*" of each Reviewer to view all comment(s) and respond accordingly.
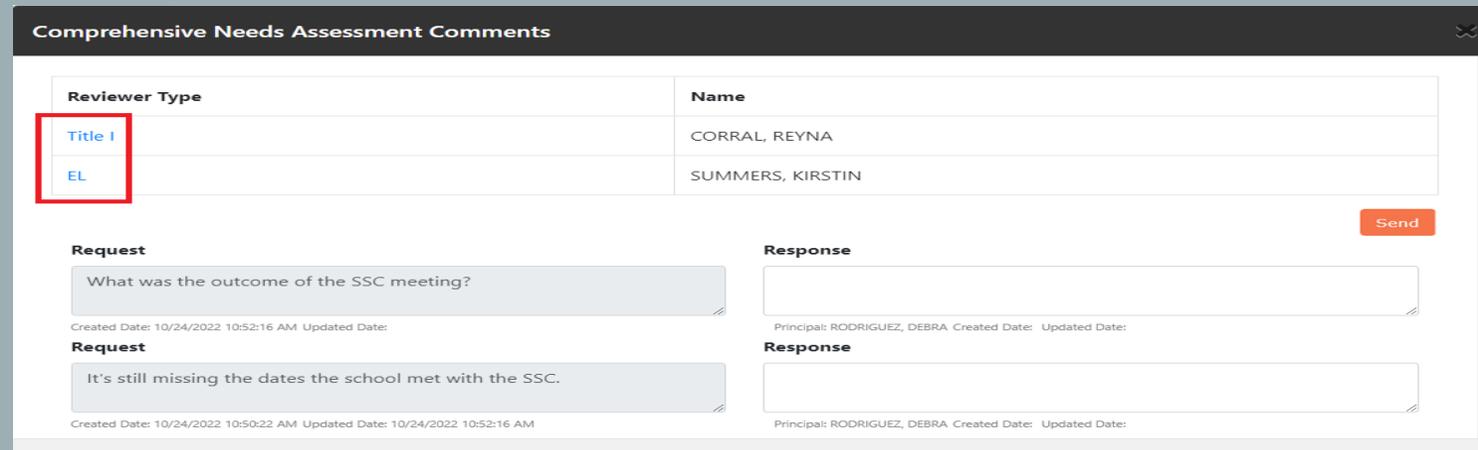
- If the school principal or designee has responded to all Local District Reviewers' comments, he or she can click the "Send" button to reply (as shown above).

- The message bubble will turn green when the school principal or designee responds to the Local District Reviewer's comment (as shown above).

Comprehensive Needs Assessment Comments

Title I	CORRAL, REYNA

Send

Request

What was the outcome of the SSC meeting?

Created Date: 10/24/2022 10:52:16 AM Updated Date:

Request

It's still missing the dates the school met with the SSC.

Created Date: 10/24/2022 10:50:22 AM Updated Date: 10/24/2022 10:52:16 AM

Request

Test test test

Response

Done

Principal: RODRIGUEZ, DEBRA Created Date: Updated Date:

Response

Done

Principal: RODRIGUEZ, DEBRA Created Date: Updated Date:

Response

Done

School Vision and Mission Statement and Profile Description

District Mission Statement

School Vision

State your school's vision. (Describe what your school intends to become in the future.)

2nd Street Elementary School will provide a standards-driven curriculum in order to constantly raise the level of academic performance as measured by state and district mandated assessments.

- The school will see a green-colored message once they have responded to the LD Reviewer's comment in the Plan Comments column, as shown. Their SPSA page will also display a green message bubble.
- The LD Reviewer will see an orange-colored message that was received from the school. To view the school's response, the LD Reviewer clicks on the Plan Comments.

Comprehensive Needs Assessment Comments

Request

What was the outcome of the SSC meeting?

Created Date: 10/24/2022 10:52:16 AM Updated Date:

Request

It's still missing the dates the school met with the SSC.

Created Date: 10/24/2022 10:50:22 AM Updated Date: 10/24/2022 10:52:16 AM

Request

Test test test

Created Date: 10/24/2022 9:22:15 AM Updated Date: 10/24/2022 10:52:17 AM

Response

Done

Principal: RODRIGUEZ, DEBRA Created Date: 10/24/2022 11:16:44 AM Updated Date:

Response

Done

Principal: RODRIGUEZ, DEBRA Created Date: 10/24/2022 11:16:45 AM Updated Date:

Response

Done

Principal: RODRIGUEZ, DEBRA Created Date: 10/24/2022 11:16:45 AM Updated Date:

☑ Mark as Complete

Save

- When all responses to comments are complete the LD Reviewer marks the comment bubble as complete, as shown.
- The bubble will turn purple, and the school knows that that there are no more pending comments from the LD Reviewer.

School's view

SPSA Dashboard

| Plan | Plan Modification | School Innovation | Pilot Budget | Comments |

Created/Response | Received | Closed

10 Days ∨   All ∨
Received In   **Comments**

School Name	Section	Plan Comments
2ND ST EL (1657501)	Assessment	CORRAL, REYNA commented on Oct 24 2022 11:23AM

Local District Reviewer's view

SPSA Dashboard

| Plan | Plan Modification | Pilot Budget | Comments |

Created/Response | Received | Closed

10 Days ∨   All ∨   Notify
Received In   **Comments**

School Name		Section	Plan Comments	Notification Date
2ND ST EL (1657501)	☐	Assessment	RODRIGUEZ, DEBRA commented on Oct 24 2022 11:16AM	

- The school will see a purple comment bubble in the page and the SPSA Plan Dashboard will display purple in the SPSA Dashboard Plan Comments column whenever a comment string has been marked completed by the LD Reviewer, as shown.
- Note that the LD Reviewer also sees a purple message in the Plan Dashboard.

- All Reviewers within the same Local District can see each other's comments in the Plan comment bubbles as long as they are the same "Reviewer" Type.
- For example, Local District Title I Coordinator X can see and respond to all of Local District Title I Coordinator Y's comments and Y can see and respond to all of X's. This makes it easier for reviewers to fill in for each other in case of absence, vacation, etc.
- **NOTE: The *most recent* Commenter's name will always display as the Name that accompanies the Reviewer Type.**

- When schools don't respond to the LD Reviewer's comments in a timely manner, then the LD Reviewer can send an email to the school to remind them.
- Only the green pages are selectable in the "Section" column. To send comment emails to school(s):
   1) Check the school as shown.
   2) Click the "Notify School" button.

- One email will be sent to each school with all the pages where comments are pending.

- The Notification Date will update to today's date for each school selected.

SPSA Dashboard ☑

| Plan | Plan Modification | Pilot Budget | **Comments** |

| Created/Response | Received | Closed |

Received In: 10 Days Comments: All **Notify** ②

School Name	①	Section	Plan Comments	Notification Date
2ND ST EL (1657501)	☐	Assessment	RODRIGUEZ, DEBRA commented on Oct 24 2022 9:59AM	10/24/2022
2ND ST EL (1657501)	☑	Recommendations And Assurances	RODRIGUEZ, DEBRA	
2ND ST EL (1657501)	☑	Resource Inequities Review	RODRIGUEZ, DEBRA	
AMANECER PC (1642601)	☐	Assessment	GARCIA, CHRISTINA commented on Oct 24 2022 9:59AM	10/24/2022
AMANECER PC (1642601)	☐	Title I School Wide Program Page 1	GARCIA, CHRISTINA	

Email example:

School Plan for Student Achievement (SPSA) revisions are required for the following page(s):
School Vision and Mission Statement and Profile Description
Resource Inequities and Evidence-Based Interventions

To view and respond to Local District Reviewer comment(s), log-in to the online SPSA and click on the flashing orange comment bubble in the respective page.

SPSA Dashboard

| Plan | Plan Modification | Pilot Budget | **Comments** |

| Created/Response | Received | Closed |

Received In: 10 Days Comments: All **Notify**

School Name		Section	Plan Comments	Notification Date
2ND ST EL (1657501)	☐	Assessment	RODRIGUEZ, DEBRA commented on Oct 24 2022 9:59AM	
2ND ST EL (1657501)	☑	Recommendations And Assurances	RODRIGUEZ, DEBRA	10/24/2022
2ND ST EL (1657501)	☑	Resource Inequities Review	RODRIGUEZ, DEBRA	10/24/2022
AMANECER PC (1642601)	☐	Assessment	GARCIA, CHRISTINA commented on Oct 24 2022 9:59AM	
AMANECER PC (1642601)	☐	Title I School Wide Program Page 1	GARCIA, CHRISTINA	

NEW FEATURES
&
SPSA RESOURCES

- The expandable Menu feature is a new feature for the SPSA Plan Year 2023-2024. Notice that the left-navigation menu is visible before clicking the Menu button.

- The left-navigation menu disappears after clicking the Menu button. To make the left-navigation menu visible again, click the Menu button again.

- New for Local District Reviewers is the separate Search & Filter and Notifications pages.

- The filters are selected from dropdown list boxes. And the Search School textbox has been moved to the center of the page. Note that the functionality is the same.
- Only one single selection can be made from each dropdown list box.

- The SPSA Notifications page displays the schools and dates of their SPSA Plan submissions.

SPSA Dashboard

Plan	Plan Modification	Pilot Budget	Comments

Not Started   Approved   Revision

LD EAST

Search & Filter   Notifications

Plan Status
Select ▼

Evaluation Status
Select ▼

School Type
Select ▼

Non Title I
Select ▼

Search School

Apply Filter   Reset Filter   Export   [   ]   Find   Clear

SPSA Notifications

✕

LD	School Name	Status	Submitted By	Date
E	LUCILLE ROYBAL-ALLARD EL (ISIC) (1688401)	SPSA Submitted	SCHAFFER, REINA	09/15/2022
E	GATES EL (1409601)	SPSA Submitted	MALASZCZUK, OMAR	09/14/2022
E	AMANECER PC (1642601)	SPSA Submitted	GARCIA, JUAN	05/27/2022
E	SIERRA VISTA EL (1676701)	SPSA Submitted	ARIAS, GUADALUPE	05/20/2022
E	BRAVO MEDICAL MAG (1875401)	SPSA Submitted	LOPEZ, LUIS	05/05/2022
E	GATES EL (1409601)	SPSA Submitted	SOLORZA, LUCIA	04/29/2022
E	ELIZABETH LC (1354801)	SPSA Submitted	TETITLA, BLANCA	04/29/2022
E	ESTEBAN E TORRES HUM/ART/TECH (ISIC) HS #4 (1777501)	SPSA Submitted	WADLE, JESSICA	04/20/2022
E	STANFORD PC (1690501)	SPSA Submitted	MONROY, NORMA	04/18/2022

- The Resources page is located in the left-navigation menu, as shown.
- It contains resources for LAUSD Platforms, Non-LAUSD Platforms, Parent Engagement Resources, Evidence-Based Interventions and Additional Resources.

FSEP SPSA RESOURCES

https://achieve.lausd.net/fsep

FSEP BUDGET PLANNING RESOURCES

SPSA SUPPORT CONTACTS

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TRAINING EVALUATION

- SPSA Pilot School Training Evaluation Link:

https://tinyurl.com/23-24-SPSA-FN0-Evaluation

QUESTIONS?