Planning a Preliminary SPSA
During School Closures
in Response to COVID-19 Restrictions

April 9, 2020

Disclosure:

Information contained in this presentation was originally developed by the Riverside County Office of Education based on information as of March 26, 2020.

Stockton Unified School District has adapted the presentation to meet the needs of district school sites for the continued planning and development of the preliminary 2020-2021 School Plan for Student Achievement.

We acknowledge and appreciate the work and development of this presentation by Riverside County Office of Education.

Shout

Of

THANKS!

General SPSA Reminders…

- ESSA requires all schools receiving Title I funds and operating a schoolwide program (SWP), or schools identified for CSI/ATSI, to develop a school plan

- Assembly Bill 716 revised California Education Code (EC) sections 64001–65001 to streamline and align state and federal planning processes and codified Federal school planning requirements in ESSA in EC Section 64001

Preliminary SPSA Planning Requirements

The LEA and school must **partner with stakeholders** to develop a school-level plan to improve student outcomes. The plan must:
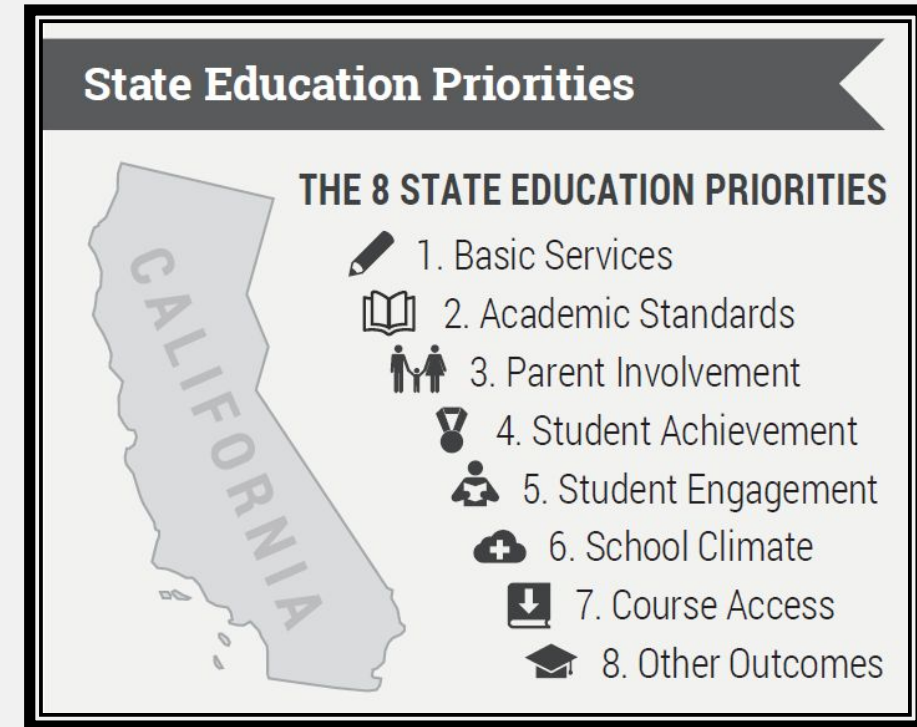
- **Be informed by all 8 State indicators/priorities (aligned to SPSA goals)**, including student performance against **State-determined long-term goals;**
- **Be based on a school-level needs assessment**;
  - Required for schools identified for CSI/ATSI: Identify **resource inequities**, which may include a review of LEA- and school-level budgets, and address those inequities through implementation of the plan; and
- Include **evidence-based interventions, strategies, actions and services**
- Identify the **process for evaluating and monitoring** the implementation of the School Plan and progress towards accomplishing the goals
- Include **goals** to improve student outcomes, including addressing the needs of student groups
- Include proposed **expenditures**

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Alignment to LCAP and State Indicators/Priorities

Each preliminary SPSA will indicate how the plan meets ESSA requirements with the alignment to the district's (or dependent charter's) Local Control Accountability Plan.

Preliminary SPSAs mirror the district's LCAP by defining strategies/activities under each of the goals. These overarching goals are:

- **Goal 1 – Student Achievement**
  - ❖ State Priorities 2, 4, 7, 8
- **Goal 2 – Safe and Healthy Learning Environments (School Climate)**
  - ❖ State Priorities 1, 6
- **Goal 3 – Meaningful Partnerships (Parent/Guardian Engagement)**
  - ❖ State Priorities 3, 5

State Education Priorities

THE 8 STATE EDUCATION PRIORITIES
1. Basic Services
2. Academic Standards
3. Parent Involvement
4. Student Achievement
5. Student Engagement
6. School Climate
7. Course Access
8. Other Outcomes

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State-determined long term goals

- For all schools and all student groups the long term goal is to reach the "High" Status in the following indicators by 2025:
  - English Language Arts
  - Math
  - English Learner Progress
  - College Career Readiness
  - Graduation Rate
- For all schools and all student groups the long term goal is to reach the "Low" Status in the following indicators by 2025:
  - Suspension
  - Chronic Absenteeism

* [CA ESSA Consolidated State Plan](#) p. 22 - 60

A Comprehensive Needs Assessment is…

- the <u>first step</u> in developing a schoolwide or school improvement plan.

- a process to help school teams learn about their areas of strengths and challenges.

- more than just scores. It's an opportunity to determine the root causes of student achievement or lack thereof.

Definition of a Needs Assessment

A comprehensive needs assessment of the entire school takes into account information on the **academic achievement of children** in relation to the challenging State academic standards, **particularly the needs of those children who are failing**, or are at-risk of failing, **to meet the challenging State academic standards** and any other factors as determined by the local educational agency. ESSA Section 1114(b)(6)

Conducting a Needs Assessment in our current climate…

1. Review and summarize **available** data for all students and by student groups, understanding that all data sources are not accessible at this time (for schools eligible for CSI, consult with your LEA during this process and prioritize focus areas based on eligibility)
   - local achievement data
   - suspension and attendance data
   - dashboard
   - classroom observations
   - family, staff survey results, student surveys
   - agendas and minutes from meetings
     - ELAC
     - SSC
     - School Committees (ATP, ELAC, PTA, Leadership, etc.)

   Results from the needs assessment must be summarized in the preliminary SPSA.

**Documenting
in the
preliminary SPSA:**

At this time, the summary of the completed needs assessment will be added to the **Stakeholder Involvement** section.

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Conducting a Needs Assessment in our current climate…

2. Complete or update an evaluation of the plan
   ● Evaluate all actions that have been implemented to date answering the four (4) questions:
      A. **Implementation** - Of the strategy identified, what was implemented and how was it implemented?
      B. **Effectiveness** - Of what was implemented, how effective was it?
      C. **Significant Material Difference** - Of the strategy identified, did something significant change?
      D. **Future Changes** - Of the strategy identified, what might change for the future? Of the strategy implemented are there changes for the future, enhancements, adjustments?

Q & A:

Q. My evaluation is for the 2018-2019 SPSA, how am I supposed to evaluate the 2019-2020 SPSA?
A. Throughout the 2019-2020 school year, each School Site Council meeting has a topic to review the SPSA's strategies and activities; therefore, the evaluation has been on-going for this school year and SPSA. This information should have been reflected in the SSC minutes.

Q. I have strategies/activities that did not complete or were not implemented because of COVID-19 pandemic restrictions?
A. A simple/brief statement the actions were stopped or not implemented due to COVID-19 pandemic restrictions is sufficient.

Questions to Consider during Needs Assessment

- What do we know about the needs of all of the student groups we serve?
- Do we have clearly established goals and measurable objectives to address our students' needs?
- What are the school's strengths and how can we build on them to improve outcomes?
- What are the areas of concern? What can be done to improve these areas?
- What are the priorities according to the data?
- Do we need to gather more information? If so, what are the next steps?
- Are we using our resources to the best of our abilities?
- What are the school's resource inequities?

Identify Resource Inequities

<u>Definition:</u> the disparity between how school resources (people, time, money, actions, practices, programs, etc.) are allocated/ implemented and the actual student need

- Resource Inequities can be identified by goal area, student group, or state indicator

CSI/ATSI:

Resources Inequities is required for schools identified for CSI and ATSI.

Identify Resource Inequities - Sample

Here is an example of identifying resource inequities by student group.

Please note, this is an example of identifying resource inequities by student group, but this can be done by goal area, state indicator, or student group, depending on your identified focus area

Resource Inequities

Briefly identify and describe any resource inequities identified as a result of the required needs

Through our needs assessment, the following resource inequities were revealed:

- African American students are two or more years below grade level in Mathematics; however, the actions identified in the School Plan (tutoring and web based programs) are not specifically directed toward African American students, nor does data show that they are having an impact on this student group. Instead, the resources are being utilized by high performing students in need of acceleration
- The percent of African American students enrolled in advanced math courses is not proportional to percent of African American students enrolled in our school.
- Staff surveys indicate that teachers desire increased feedback on effective instructional strategies in the area of Mathematics

?'s to Ask:

- How could the school adapt their current actions to address these inequities?
- Should current practices/strategies be abandoned?
- Are there new actions the school could develop to address these resource inequities?

Planning for Virtual SSC Meetings - Guidance

Step 1: Review local bylaws: if your bylaws reference in-person meetings, consider your first agenda item as a means to obtain consensus that virtual meetings will substitute for in-person meetings during school closures

Step 2: Using ParentLink, phone notification and email* the agenda and the virtual meeting link to all families and staff at least 72 hours prior to the meeting

Step 3: Consider making personal phone calls to SSC members to ensure quorum is met

Step 4: Collaborate with Maylyn Paculba who supports SSC and Erik Swanson who supports CSI (if identified as CSI) as to whether or not they need to attend the SSC meeting(s) (for schools eligible for CSI, LEA involvement is mandatory)

- For additional support with attaching documents to the ParentLink email, please contact Justin Swenson with Community Relations.

CDE Says…

Per the State and Federal Programs Directors' meeting held by CDE on March 20, 2020, there is greater flexibility in holding stakeholder meetings virtually.

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Planning for Virtual SSC Meetings – Guidance (cont'd)

Also,

- Ensure it is made clear in your communication that SSC public comments are strictly related to agenda items

- Within the email, consider offering an alternate forum for parents to share concerns related to COVID-19 to ensure your SSC meeting doesn't lose its focus

- Consider translating the email into required languages and having interpretation at the virtual meeting. Ask participants at the beg. of the meeting if they require interpretation, and interpret concurrently if necessary.

- In lieu of a sign-in sheet, take a screenshot/snip of the participant gallery and attaching it to the minutes

Preliminary SPSA Approval:

Hold two (2) virtual meetings

Meet quorum
- K-8 at minimum six (6) members must participate
- Secondary at minimum seven (7) members must participate
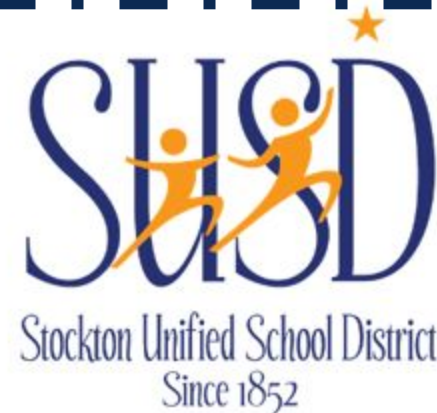
Planning for Virtual SSC Meetings – 1st Meeting

Agenda Topics –

- **Bylaws:** Principal presents changes to bylaws to allow virtual meeting to take place and authorization of actions for discussion and approval.
- **Needs Assessment Summary:** Principal should be prepared with the following:
  - Results of needs assessment- data on all actions that have been implemented up to the point of school closures and identified resource inequities
  - Insights as to which actions should be adapted or abandoned, in addition to any possible actions that could be adopted, these insights will be used to facilitate discussion during the meeting
    - Strategies/activities should be evidence-based, particularly for schools eligible for CSI
- **SPSA Evaluation:** Lead a discussion around the SPSA evaluation, garner feedback from SSC members on their perspective of the impact of 19-20 actions and their recommendations for 20-21 actions

Meeting 1:

Actions:
- Approval of changes to SSC bylaws

Discussions:
- Needs Assessment Summary
- SPSA Evaluation Summary

Planning for Virtual ELAC Meeting

Prior to Meeting 2 with the SSC, the principal must convene a virtual ELAC meeting if the site has 21 or more English Learners (unless this occurred prior to school closures. Requirement: The ELAC shall advise the principal and staff in the development of a site plan for ELs and submit the plan to the SSC for consideration for inclusion in the preliminary SPSA.

- ELAC meeting agenda will resemble the Meeting 1 SSC agenda.
    - Principal should be prepared with the materials presented at SSC Meeting 1, with an intensified focus on English Learner data
    - Lead a discussion around the SPSA evaluation, garner feedback from ELAC members on their perspective of the impact of 19-20 actions related to English Learners and their recommendations for 20-21 actions
    - Collect feedback on the plan for the SSC to consider at Meeting 2

ELAC:

Actions:
- Approval of changes to ELAC bylaws

Discussions:
- Needs Assessment Summary
- SPSA Evaluation Summary

Recommendations:
- Collect and forward feedback for SSC

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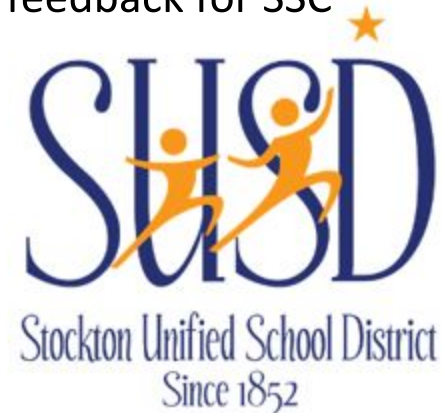
Planning for Virtual SSC Meetings – 2nd Meeting

Agenda Topics –

- **ELAC preliminary SPSA Recommendations:** Principal presented the collect feedback/recommendation on the preliminary 2020-2021 SPSA plan for the SSC to consider.
- **Preliminary 2020-2021 SPSA and Budget Allocations:** Principal will have a final draft of the preliminary SPSA (with budget allocations/distribution embedded) available to review, using the input gained from Meeting 1
  - Ensure funding for actions matches allocations on the SPSA budget page (Title I and site LCFF)

Obtaining Preliminary SPSA Approval:

- SSC members will provide final plan recommendations and will approve the plan, through a motion, second and voting.
- Voting will be obtained via roll call of members.

Meeting 2:

Actions:
- Approval of the preliminary 2020-2021 SPSA

Discussion:
- Review and discussion of ELAC feedback/recommendations
- Review preliminary SPSA and budget allocations embedded

Planning for Virtual SSC Meetings – Documenting

- School sites will continue to draft minutes to summarize the meeting activities.
  - Minutes must be detailed, yet brief
  - Include screenshots of voting
  - Include screenshot of members in attendance
  - Include screenshot of participant gallery
    - may be combined with the members in attendance screenshot

- Meeting documentation must be uploaded into Title1Crate
  - Upload the 1st virtual meeting content into the Spring 1st meeting area.
  - Upload the 2nd virtual meeting content into the Spring 2nd meeting area.

**Stay Tuned for
Additional Instructions:**

State and Federal Programs staff will provide step-by-step instructions on documenting by:

- screenshots
- transcript of chat conversations
- recording of meeting

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Preliminary SPSA Approval Timeline Summary

Updating the preliminary SPSA

Including –
- Regional Director Approval
- 1st Virtual Meeting
- ELAC Meeting

No later than May 14, 2020

School Site Council Approval

Including –
- 2nd Virtual Meeting

No later than June 2, 2020

Board of Trustee Approval

On or about June 23, 2020

Increasing Security When Using Zoom

- Use the "Waiting Room" feature so that participants cannot enter before the host begins the meeting

- Host controls screen share; ensure host is the only one to share screen using the host control bar
  - Click arrow next to "Share Screen," click "Advanced Sharing Options," then under "Who Can Share?," choose "Only Host"
  - You can also lock the Screen Share by default for all your meetings in your web settings

- Disable private chat

- Disable video and mute participants

- Remove unwanted/disruptive participants

- Turn off file transfer to prevent unwanted files being shared in the chat

Sources: Feature Spotlight: Zoom Security and How to Keep the Party Crashers from Crashing Your Zoom Event

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You have questions?
We have answers!

Call or email State and Federal Staff…

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