

## School Plan & Budget Development Resources

The following resources provide critical information to guide school teams through several key stages of the development of your 2023-24 plans and budgets, including:

- *Selecting Strategies* - identifying strategies, best practices, or other actions to serve your students' needs and close equity gaps
- *Building a Budget* - technical guides for the allocation of your schools' funds
- *Using One-time/Special Funds* - additional guidance on different funding sources

Note that ongoing data analysis and educational partner engagement are foundational to the development of meaningful and effective planning. The resources here are intended to build upon that analysis and engagement, and support schools in moving from that deep understanding of their needs and assets in the current school year to planning and budgeting for the coming year.

This is not intended to be a comprehensive list of all the guidance and best practices available to support schools - for further reference, please see the "Other Helpful Resources" list at the bottom of this page.

### Selecting Strategies

- [Identifying Evidence-Based Interventions under ESSA](#)
  - Links and information about several repositories for evidence-based interventions, as defined by the Every Student Succeeds Act (ESSA)
- [Strategic Plan Implementation Guide](#)
  - Recommended actions, resources, and other opportunities (provided by the central office and other practitioners) to help with the planning, execution, and implementation of Strategies in the Strategic Plan
- [2023 SENI Menu](#)
  - District-identified school strategies and actions aligned to the Strategic Plan, including potential budget/resource items
  - *Note:* Originally developed for use of SENI-TSP Funds

### Building a Budget

- [2023-24 School Budget Development Presentation](#)
  - Slides used during LD School Budget Development Trainings - high-level overview of school budget processes and requirements
- [General Fund School Programs Manual](#)
  - In-depth resource for school budget processes and requirements
- School Allocation Summaries by Region - *Coming soon!*
  - One-page overview of school allocations (for use in ongoing educational partner engagement)

### Using One-time/Special Funds

- [Budget Availability Reference Sheets for Family Engagement Funds](#)
    - Family-friendly summary of different funding sources for family engagement
    - *Note:* This resource was developed for the 2022-23 Budget Development cycle
  - [Title I Cheat Sheet](#)
    - Snapshot of procedures, deadlines, and necessary documentation when conducting transactions with Title I funds
    - *Note:* This resource was developed for the 2022-23 Budget Development cycle
  - [Title I / 7S046 Budget Overview](#)
    - Twenty-minute MyPLN training providing an overview of the use of Title I funds
    - *Note:* This resource was developed for the 2021-22 Budget Development cycle as part of the Aspiring Assistant Principals Program
  - [SPSA Digital Notebook](#)
    - Overview of alignment between 2023-24 School Plan for Student Achievement (SPSA) and the District Strategic Plan, including updates to the SPSA dashboard, sample school strategies and actions, SPSA resources, and FAQs
  - [TSP Digital Notebook](#)
    - Overview of alignment between 2023-24 Targeted Student Population (TSP) Plan and the District Strategic Plan, including TSP Template Updates, TSP evaluation rubric and approval checklist, and an overview of the SENI Menu
- 

#### Other Helpful Resources:

In addition to the resources listed above, you may refer to the following for further guidance:

- Data Analysis and Needs Assessment
  - [SPSA Tools & Resources](#): Includes information, tips, and guidance to assist School Site Councils in development of School Plans for Student Achievement (SPSAs), including:
    - Guide to Using Data in School Improvement Efforts
    - Plan-Do-Study-Act (PDSA) Cycle
    - Root Cause Analysis Toolkit
  - [CSI Toolkit \(FSEP\)](#): Includes resources for identifying resource inequities, identifying interventions, and reviewing potential interventions
    - *Note:* Originally developed for schools identified for Comprehensive Support and Improvement (CSI) or Additional Targeted Support and Improvement (ATSI)
  - [Open Data Job Aids](#): Navigation guides for publicly accessible Open Data LCAP Dashboard at the School, LD, and COS Levels (including Spanish versions)
    - *Note:* Developed in 2021, not updated for any subsequent changes to Open Data Dashboard
  - [Data Champion Initiative](#): Includes 3 sample presentations and facilitation guide
    - *Note:* Assist school staff with understanding Distance from Standard and School Goal Setting
- Educational Partner Engagement

- [PCS Budget Development Modules for School Community Engagement](#): three-part series of sample powerpoints for use by school leaders in engaging communities in budget development process, including Needs and Assets Assessment, Examining Data, and School Plans/Budgets (available in English and Spanish)
  - *Note*: Developed in 2021, not yet aligned to Strategic Plan
- Program Implementation:
  - [2021-22 Multi-Tiered System of Supports Guide](#): Resource guide for implementing MTSS framework to structure supports and interventions
- Budget Implementation and Compliance:
  - [Overview of Associated Student Body Policies and Procedures](#): Short video outlining procedures for budgeting ASB funds
  - Helpful HR forms:
    - [Notification of Displacement Form](#)
    - [Voluntary Displacement Form](#)
    - [Alternate Staffing Pattern](#)
    - [Principal Vacancy Update Request](#)
    - [Request for Auxiliary Teachers](#)
    - [Request for Personnel Action Form](#)
  - [Mandatory Time and Effort Training for Categorically-Funded Personnel](#)
    - Annual, mandatory 30-minute training for time reporters and time approvers on the District's process in the submission of the Required Time Reporting Requirements for Federal and State Categorical Funded Employees