Monitoring and Evaluation Template

Copy from your LCAP/SPSA/CIM (Any LEA/site plan); Create tabs per goal, priority area.				Select/develop metics with those responsible for executing/implementing each action. Metrics and monitoring timelines must be determined prior to launching the action			Update as evidence is collected	For LCAP mid-year report (or site SSC meetings) and end of year estimated actuals	For use in evaluating effectiveness of actions for subsequent plan development
Goal and Action #	**Actions**	**Budgeted Amount**	**Funding Source**	**Metric(s) and Monitoring Timelines**	**Frequency of data collection**	**Responsible Party**	**Monitoring What is/is not working and why?**	**Expenditures to Date**	**Evaluation Modification(s) based on monitoring results**
Instructions -->	Action Title and Description	$ allocated in LCAP/SPSA	LCFF, Title I-IV, Other state resources	List the evidence that will be collected to monitor the implementation and effectiveness of each action. These metrics should be as close to the action as possible. For LEA-wide LCAP Actions contributing to the increased/improved services requirement, select interim metrics aligned to the metrics identified in the LCAP to monitor effectiveness.	Include the timeline for data collection.	Who is responsible for collecting data?	Specific evidence of impact (or lack thereof) of this action. Data should be specific, accurate, and should clearly represent implementation and effectiveness.	From Financial System (Collaborate with fiscal team for expenditure data)	Based on implementation and impact data, should the action continue or discontinue? Any modifications?
SAMPLE LCAP Goal 3, Action 4	Site Attendance Teams (Goal 3, LCAP Stakeholder Survey, Slides 53 and 59 for details about this action)	$60,000.00	LCFF	**Implementation**: Site attendance team schedules, meeting attendance, agendas and notes **Effectiveness**: Daily attendance rates, Weekly Chronic Absenteeism rates	**Implementation**: Agenda/minutes submitted after each meeting **Effectiveness**: -Daily attendance -Weekly Chronic Abs.	Site admins send to CWA District will send attendance/chronic abs. data to sites	**Implementation**: 100% of sites submitted meeting schedules; 9 of 12 sites regularly submit minutes. **Effectiveness**: Attendance rates increased at 10 of 12 sites (Aug-Dec) and 8 of 12 sites (Aug-Apr); Chronic Abs declined at 9 of 12 sites.	$28,487.00	This action will be continued due to increased attendance rates and decreased chronic absenteeism. Additional district support is needed to assist sites with training on ESRP to include in SPSA to speed site allocation.
SAMPLE SPSA Goal 1, Action 2	**After school intervention** Grade 2: phonics instruction using Phonics lessons from iReady. 30 students, 5 teachers; 3x a week for 45 minutes for 6 weeks.	$5,000.00	Title 1	**Implementation**: Student attendance, teacher observation **Effectiveness**: Basic Phonics Skills Test (BPST)	**Implementation**: -Daily attendance -Weekly observation **Effectiveness**: -Pre- and post tutoring	Teachers & AP Teachers	**Implementation**: 20/30 students attended all sessions; 4/5 teachers used iReady lessons as intended. **Effectiveness**: 18/30 students tested out of BPST; 23/30 students advanced 3 or more levels on BPST.	$3,065.00	This action will be continued due to 23/30 demonstrating growth. This action will be continued because 30 students is second grade next year.
ACTION NAME				**Implementation**: **Effectiveness**:	**Implementation**: **Effectiveness**:		**Implementation**: **Effectiveness**:		
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ADD ROWS AS NEEDED