Department Name: Planning, Innovation, Accountability, & Special Projects

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Department Purpose
What does the department do?

This department provides support and coordinating services to schools and district departments to ensure compliance with Federal and State funding requirements and guidance. To that end, much of the support and coordinating services are provided in the form of planning supports, documentation of plan development, monitoring alignment between planning documents and implementation of actions, and building the capacity of stakeholder groups. These stakeholder groups include local school site councils, school leadership teams, and parent advisory groups.

Department Services
What is a general list of services that your department provides?

a) monitoring the allowability of expenditures related to Title I, Title II, Title IV, and CSI grant activities

b) training and guidance with respect to the role of local school site councils' purpose in developing, monitoring, and evaluating school plans for student achievement

c) coordinate equitable services for eligible private schools under the Title I, Title II, Title III, and Title IV programs

d) coordinate the development and updating of the district's Local Control and Accountability Plan (LCAP)

e) coordinate the reporting and submission of School Accountability Report Cards (SARCs)

f) capacity building for plan monitoring and reporting

Total Department Budget

What is your department's total budget?

The total department budget is See attachment .

Prior Year Reflection

> *This section of the department plan reviews the intent of prior department plans and the successes/challenges encountered while implementing the planned actions. This portion of the plan summarizes key learnings that inform the planning for the current year.*

Prior Year Intended Outcomes

What did your department plan set out to achieve during the prior year?

-Improved capacity of SSC to strengthen site-level planning, monitoring, and evaluation
-Ongoing communication of LCAP progress and goals with educational partners
- Aligning continuous improvement cycles of campuses and departments

Prior Year Achievement

Did the department achieve what it had outlined? How do you know?

We had 34 members of various SSC attend trainings, and evaluation and monitoring tool was provided to campuses to evaluate SPSA strategies and actions. LCAP updates were provided to the LCAP PAC on montly basis and BOE had updates in February, April, May, and June. Efforts were made to sync department and school plans in the 22-23 SY.

Prior Year Successes, Challenges, and Learnings

What successes, challenges, and learnings should be highlighted from the prior year?

We successfully had 100% of department plans completed and 100% of SPSA plans with all funds allocated for the 2023-2024 school year. We are still challenged with alignment of school and department plans. Additionally, greater planning needs to occur with educational partner updates and feedback in the development of the LCAP, namely parents and students. There also is a desire to improve monitoring and evaluation of SPSA, department plans, and the LCAP.

Current Year Priorities

> *This section of the department plan provides a summary of the identified needs that are prioritized for informing the department plan's actions for the current year.*

Data and Information Used for Plan Development

What data did you consider when developing this plan?

SSC composition and participation in trainings; completion of SPSA and department plans by given deadline; meeting agendas and notes from LCAP PAC, LCAP Task Force, and other ed partner meetings; feedback from Superintendent, Deputy Superintendent, and BOE.

Stakeholder Engagement/Input

What stakeholder engagement or information was used to inform this plan?

We utilized feedback from the LCAP survey, DELAC and LCAP PAC recommendations, BOE, and department/site leaders.

Key Data Findings/Information for This Plan

Based on data analysis and stakeholder information, what key data findings are considered in the development of this plan?

We are considering increasing opportunities for engagement and input from educational partner groups on a frequent, predictable basis. We are also going to align deadlines for school sites and departments evaluation and progress of respective actions. Implement cycle of continuous improvement in PDSA cycles.

Current Plan Priorities

Based on the key data findings, what needs emerged from your Department's root cause analysis, and which of these needs are given priority for this planning cycle?

The following needs emerged:
1) Increased opportunities to inform, build knowledge, and provide tools for School SIte Council members to utilize in monitoring, evaluationg, and developing school plans.
2) Provide quarterly updates on LCAP progress and consultations with educational partner groups in modifying, monitoring, and making recommendations toward actions to improve student acheivement.
3) Build capacity of data collection, analysis, and action based upon various data sets available to sites and departments.

The plan is prioritizing all three as district level practices and 1 emphasizing campus action.

Current Year Planned Actions and Metrics

> *This section of the department plan provides a summary of the planned actions that address the identified priorities based on data analysis and stakeholder input. Metrics associated with monitoring and/or evaluating the effectiveness of the planned actions are summarized in this section.*

What action could you take to address the identified needs of your department?

What would you be able to monitor throughout the year (quarterly or more than twice per year) to know that your actions are creating a change?

Theory Of Action

If we...	Provide protocols and use meetings to "practice" protocols and analyze data with suggested actions based upon analysis
then...	educational partner leaders will be able to lead structured discussions that identify student needs and develop solutions
which will...	Building data awareness, analysis, and action

If we...	Provide learning opportunities for site leaders to utilize tool to monitor and evaluate effectiveness of actions
then...	leaders will be able to become familiar and ask questions to be prepared
which will...	Department/School Site monitoring of actions

If we...	Provide monthly learning opportunities for SSC members in utilizing tools for measuring, monitoring, and evaluating actions; knowledge of SSC responsibilities
then...	SSC members will be equipped with the knowledge and tools to assist school personnel and administration in monitoring and evaluating actions
which will...	Increase School Site Council monitoring, evaluation, &

development of planning

If we... Provide quarterly updates on progress of LCAP goals and actions to educational partner groups

then... educational partner groups will be informed on progress

which will... Increased communication of LCAP progress

If we... Provide quarterly opportunities for consultation by ed partner groups on LCAP actions/strategies (successes, challenges, modifications) through meetings and surveys

then... district personnel will be better able to respond to concerns, questions, and suggestions brought forth by educational partner groups

which will... Increased opportunities for consultation by educational partners

Priority 1: Building data awareness, analysis, and action

[Action 1]

Provide protocols and use meetings to "practice" protocols and analyze data with suggested actions based upon analysis

Metrics

   a. Evidence in SPSA monitoring, department plan monitoring, LCAP update presentations

Priority 2: Department/School Site monitoring of actions

[Action 1]

Provide learning opportunities for site leaders to utilize tool to monitor and evaluate effectiveness of actions

Metrics

   a. Evidence of evaluation and monitoring in SPSAs, Department plans

Priority 3: Increase School Site Council monitoring, evaluation, & development of planning

[Action 1]

Provide monthly learning opportunities for SSC members in utilizing tools for measuring, monitoring, and evaluating actions; knowledge of SSC responsibilities

Metrics

   a. Attendance of trainings
   b. usage of tools/protocols

Priority 4: Increased communication of LCAP progress

[Action 1]

Provide quarterly updates on progress of LCAP goals and actions to educational partner groups

Metrics

   a. Presentations that demonstrate progress as related to metrics in LCAP

<u>Priority 5: Increased opportunities for consultation by educational partners</u>

[Action 1]

Provide quarterly opportunities for consultation by ed partner groups on LCAP actions/strategies (successes, challenges, modifications) through meetings and surveys

Metrics

    a. Notes, minutes of discussion
    b. modifications (if necessary)