





#### **Enhancing LCAP Monitoring & Evaluation**

Insights from the Riverside County Office of Education and Lake Elsinore Unified School District







#### Welcome



**Melissa Hodson** Senior Program Specialist

- Recording & slides will be posted on <u>CCEE's website</u>
- Slides will be linked in the chat
- Questions/Comments: Please use the Q&A or "Raise Hand" features







#### **Presenters**



Melissa Bazanos Hutton, Ed.D Executive Director Riverside County Office of Education



Alisha Morff
Administrator
Riverside County Office of Education



**Lisa Winberg**Administrator
Riverside County Office of Education



Elizabeth Atkinson
Director
Lake Elsinore Unified School District







#### **Today's Topics**

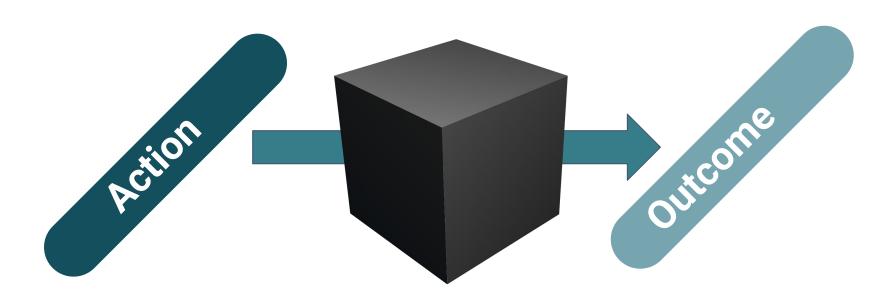
- Why monitor Local Control and Accountability Plan (LCAP) and School Plan for Student Achievement (SPSA) actions?
- History of developing a tool to monitor actions in strategic plans
- Overview of monitoring tool
- District implementation of processes to monitor actions in strategic plans







## **Why Monitor Planned Actions?**









#### **Why Monitor Planned Actions?**









## **Why Monitor Planned Actions?**

- Ensure implementation of actions
- Determine effectiveness of actions
- Assess the return on investment
- Prioritize support to schools, students, and educational partners









#### **Monitoring Requirements**

- Local Control and Accountability Plan (LCAP)
  - Annual Update Goal Analysis
  - Midyear Report to the board
- School Plan for Student Achievement (SPSA)
  - Annual evaluation
- Compliance and Improvement Monitoring (CIM)
- Additional district and school plans







#### **Developing a Monitoring Tool**

 In 2019, CDE presented a Title I monitoring tool at the FPM in-person workshop:

			Achievement (SPS) ed Program Evalu	A Contract of the Contract of
	Samp	ole Evidence-Based E	valuation Template	
Goal	Actions/Activities (Strategies)	What is working and why? (Effective indicators)	What is not working and why? (Ineffective indicators)	Modification(s) based on evaluation results
From: SPSA (SWP), LCAP (SSD & Charters) Federal Planning Documents (TAS).	From: SPSA (SWP), LCAP (SSD & Charters), Federal Planning Documents (TAS).	Specific evidence/indicators of success/effectiveness in implementing this activity or strategy, including:  Quantitative Data  1) Number of students served and achieved 2) Pretest/Post-test data 3) Benchmark results 4) Curriculum embedded assessments 5) Standardized tests  Qualitative Data 1. Feedback/Survey 2. Notes and minutes 3. Observations	Specific evidence/indicators showing that this activity or strategy is not working, including:  Quantitative Data  1) Number of students served and didn't do well 2) Pretest/Post-test data 3) Benchmark results 4) Curriculum embedded assessments 5) Standardized tests  Qualitative Data 1. Feedback/Survey 2. Notes and minutes 3. Observations	Continue or discontinue and why?







### **Developing a Monitoring Tool**

- RCOE began incorporating the tool into district support opportunities in 2019-20.
- The tool has evolved to make it more user friendly, streamlined, and adaptable to different funding streams/programs
  - Transitioned to a spreadsheet
  - Added fields for metrics and data collection
  - Integrated budget monitoring



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Date: July 1, 2024

#### DESCRIPTION

We are excited to introduce our LCAP Monitoring & Evaluation Tracking Tool, a powerful resource designed in partnership with Riverside County Office of Education to help school and district leaders effectively track the implementation and impact of their Local Control and Accountability Plan (LCAP) actions. This tool is crafted to support the continuous improvement efforts within educational organizations, ensuring that every action taken leads to meaningful and measurable outcomes.

Explore the full potential of the LCAP Monitoring & Evaluation Tracking Tool by accessing the resources below. Watch the comprehensive tutorial video to see the tool in action, download the tool to get started, and review an example to understand its practical application.

Check out the Tool here bit.ly/3xGAsSo

#### Watch the Tutorial Video



#### Resources

 Download the Tool View an Example

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#### **Overview of Monitoring Tool**

	Monitoring and Evaluation Template										
				Monitoring	and Evalua	ition Tem	plate				
Copy from your LCAP/SPSA/CIM (Any LEA/site plan); Create tabs per goal, priority area,				Select/develop metics with those responsible action. Metrics and monitoring timeline launching the a	s must be determin		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 developmen		
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?		
				Implementation metrics			Implementation				
				Effectiveness metrics			Effectiveness		20		
				Implementation metrics			Implementation				
				Effectiveness metrics			Effectiveness				
				Implementation metrics			Implementation				
				Effectiveness metrics			Effectiveness				

Copied from plan

Developed with team

Updated periodically

End-of-Year







## **Sample LCAP Action**

Teams All sites will have increased monitoring and support for Foster  Youth, Homeless Youth, and Students with Disabilities. Disaggregated attendance data will be reviewed at Principals meetings to determine successful strategies as well as additional	Action #	Title	Description	Total Funds	Contributing
Metric 3.5 (attendance rates) and metric 3.3 (chronic absenteeism rates) and actions documented in schools' SPSAs and School  Attendance Teams meeting agenda/notes.	3.4	Attendance	priority will be to focus on monitoring attendance outcomes for students, determining opportunities and strategies to support students, and intervening with students who are chronically absent or at-risk of being chronically absent. School Attendance Teams will meet, at minimum, once per month. Schedules of each team's meetings will be submitted to XYZ USD's Child Welfare and Attendance (CWA) office by September 1, 2024.  All sites will have increased monitoring and support for Foster Youth, Homeless Youth, and Students with Disabilities.  Disaggregated attendance data will be reviewed at Principals meetings to determine successful strategies as well as additional opportunities for improvement. This action will be monitored with Metric 3.5 (attendance rates) and metric 3.3 (chronic absenteeism rates) and actions documented in schools' SPSAs and School	\$60,000	Y





#### **Copy LCAP Action Name**

#### Copy from LCAP/SPSA/CIM (Any LEA/site plan);

Goal and Action #	Actions	Budgeted Amount	Funding Source
	Action Title and Description	\$ allocated in LCAP/SPSA	LCFF, TItle I-IV, Other state resources
LCAP Goal 3, Action 4	Site Attendance Teams*	\$60,000	LCFF







#### **Identify Monitoring**

Select/develop metics with those responsible for executing/implementing each action. Metrics and monitoring timelines must be determined prior to launching the action

Metric(s) and Monitoring Timelines	Frequency of data collection	Responsible Party
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?
Implementation: Site attendance team schedules, meeting attendance, agendas and notes	Implementation: -Agenda/minutes submitted after each meeting	Site admins send to CWA
Effectiveness: Daily attendance rates; Weekly Chronic Absenteeism rates	Effectiveness: -Daily attendance -Weekly Chronic Abs.	District will send attendance/chronic abs. data to sites.

#### **Record Progress**







Update as evidence is collected; Important for LCAP mid-year report (or School Site Council meetings for SPSA)

### Monitoring What is/is not working and why?

Specific evidence of impact (or lack thereof) of this action. Data should be specific, accurate, and should clearly represent **implementation** and **effectiveness**.

**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 Absenteeism declined at 8 of 12 sites.









Important for LCAP mid-year report (or School Site Council meetings for SPSA) and end of year estimated actuals

**Expenditures to Date** 

From Financial System
(Collaborate with fiscal team for expenditure data)

\$38,487.00

#### **Evaluate Effectiveness**







For use in evaluating effectiveness of actions for subsequent plan development

#### **Evaluation**

(Modification(s) based on monitoring results)

Based on implementation and impact data, should the action continue or discontinue? Any modifications?

This action will be **continued** due to **increased attendance rates** and **decreased chronic absenteeism**. Additional district support will be provided to assist sites with identifying Evidence-Based Practices to include in School Plan for Student Achievement (SPSA) to spend site allocation.







#### **In Summary**

	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 action. Metrics and monitoring timeline launching the a	es must be determine		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												
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SAMPLE LCAP Goal 3,	Site Attendance Teams (See LCAP Throughline Sample - Slides	\$60,000.00	\$20,000,00	\$20,000,00	*** ***	*********	****	****	\$20,000,00	\$20,000,00	*** ***	\$20,000,00	\$20,000,00	\$80,000,00	LCFF	Implementation: Site attendance team schedules, meeting attendance, agendas and notes	Implementation: -Agenda/minutes submitted after each meeting	Site admins send to CWA	Implementation: 100% of sites submitted meeting schedules; 9 of 12 sites regularly submit minutes.	\$38,487.00	This action will be continued due to increased attendance rates and decreased chronic absenteeism. Additional district
Action 4	170 and 33 for details should this		LCFF	Effectiveness: Daily attendance rates; Weekly Chronic Absenteeism rates	Effectiveness: -Daily attendance -Weekly Chronic Abs.	District will send attendance/chronic abs. data to sites.	Effectiveness: Attendance rates increased at 10 of 12 sites (Aug-Dec) and 8 of 12 sites (Aug-Apr); Chronic Abs declined at 8 of 12 sites.	330,407.00	support will be provided to assist sites with identifying EBP to include in SPSA to spend site allocation.												
SAMPLE SPSA Goal 1, Action 2	Phonics lessons from (Ready 30 185 000 00		5,000.00 Title 1	Implementation: Student attendance, teacher observation	Implementation: -Daily attendance -Weekly observation	Teachers & AP	Implementation: 20/30 students attended all sessions; 4/5 teachers used iReady lessons as intendend.	\$3,085.00	This action will be continued due to 23/30 demonstrating growth. This action will be spread to include 60 students in second												
Coai 1, Action 2	students, 5 teachers 3x a week for 45 minutes for 6 weeks.		90,000.00 Title 1	Tide I		Effectiveness: Basic Phonics Skills Test (BPST)	Effectiveness: -Pre- and post tutoring	Teachers	Effectiveness: 18/30 students tested out of BPST, 23/30 students advanced 3 or more levels on BPST.		spread to include 60 students in second grade next year.										

Copied from plan

Developed with team

Updated periodically

End-of-Year







#### **Lake Elsinore Unified School**





- 24 school sites (TK-12), Preschool, Adult
- 2,000+ employees
- 20,000+ students
- Educate, Equip and Empower Every Student Every Day

A Balanced Approach to the LCAP







#### **Lake Elsinore Unified School**





 Site teams, district teams, parents, community and students as well as Program (ISS) and Fiscal working together to ensure positive student outcomes for all students in the Lake Elsinore Unified School District. A Balanced Approach to the LCAP







## The 2021-2024 LCAP Cycle

- Day 1 January 1, 2021
- Superintendent Retired
- Assistant Superintendent (Fiscal) Retired
- Assistant Superintendent (ISS) Retired
- Director Fiscal (private sector)
- Systems for progress monitoring Few

"How do you become better? There is only one way – The way of discipline."

IOCKO WILLINK

# LCAP Rewrite Process w/Cabinet

- Analyze the required metrics
- Align actions with the required metrics
- New actions? Assign a metric!
- How will we monitor the implementation and effectiveness of these actions? Who is responsible for progress monitoring?















## Aligning actions and metrics in the LCAP











# Superintendent Dr. Ryan Lewis

"The LCAP isn't one more thing... it's THE thing!"

"The LCAP writer is the quarterback. Their job is to guide the team. In the end, it's a team effort."



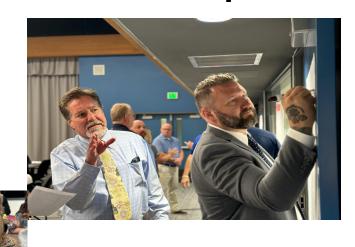






## LCAP Rewrite Process w/Principals











## Fill the LCAP Bucket

- Liz and Julie take over an admin team meeting
- All school sites and all departments receive an LCAP bucket poster
- What works well in LEUSD? What does each site/department need to ensure the best outcomes for our students in LEUSD?









# **LCAP Community Forums**

- Five sessions (trustee areas)
- What works well in LEUSD?
- What can we improve in LEUSD?
- Tell us more, Lake Elsinore!





Join us for an input session on the re-write of LEUSD's Local Control & Accountability Plan (LCAP). Your voice matters!



NOVEMBER 02, 2023 HOSTED BY: TRUSTEE DODD LOCATION: LAKESIDE HS TIME: 6 PM



NOVEMBER 16, 2023 HOSTED BY: TRUSTEE PURKISS LOCATION: DAVID BROWN MS TIME: 6 PM



DECEMBER 04, 2023 HOSTED BY: TRUSTEE LEONARD LOCATION: LUISENO SCHOOL TIME: 6 PM



DECEMBER 06, 2023
HOSTED BY: PRESIDENT SAUCEDO
LOCATION: TEMESCAL CANYON HS
TIME: 6 PM



DECEMBER 07, 2023 HOSTED BY: TRUSTEE VANDERPOOL LOCATION: CANYON LAKE MS TIME: 6 PM



Share with us your thoughts and input on ways to achieve success over the next three years in LEUSD. Come to an LCAP community forum and let your voice be heard!

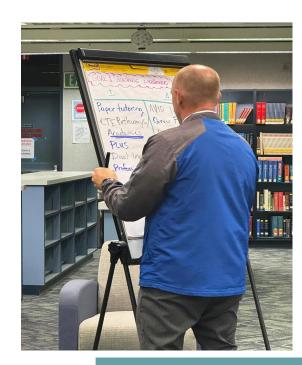






## **LCAP Community Forums**

- Facilitated by site principals
- Meaningful engagement
- Trustees, Executive Cabinet at each forum
- Parents, students and community members
- Tell us more, Lake Elsinore!









#### **LCAP Student Forums**

- Six sessions (w/OHS)
- Cabinet led discussions
- What works well in LEUSD?
- What can we improve in LEUSD?
- Tell us more, Lake Elsinore!









# Superintendent's Advisory Council

- Student Voice
- Quarterly meetings
- Rotation schedule each comprehensive high school + continuation high school
- What works well for students?
- How can we be consistent to ensure all students are successful?









# LCAP Annual Survey

- 5,565 Responses
- Tier I First Best Instruction
- Mental Health Supports
  - School Safety & Security
  - Professional Development
  - Improve Communication













- A thorough analysis of regularly tracking student achievement against goals and benchmarks.
- Gathering relevant information to assess progress by interpreting collected data to identify trends, strengths, weaknesses and areas of improvement.

# Establishing the Through Line

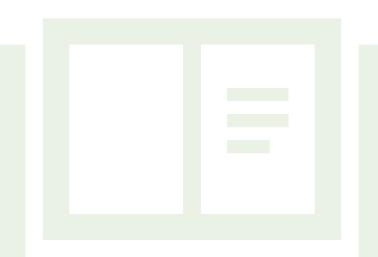








- Reflections: Annual Performance Engaging Educational Partners
- Explanation of Goal Development
- Goal Analysis (2024-2025)
- Required Descriptions (I/IS)













	2024-2025 LEUSD LCAP Progress Monitoring Tool									
Copy from your LCAP Create tabs per goal, priority area, or department					Select/develop metics with those responsible for			Update as evidence is collected	For LCAP mid-year report and EOY estimated actuals (FISCAL INPUT ONLY)	For use in evaluating effectiveness of actions for subsequent plan development (EOY)
Goal and Action #	23/24 LCAP Reference	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 (FISCAL INPUT ONLY)	Evaluation Modification(s) based on monitoring results
Instructions >	Goals and Actions from 23/24 LCAP	Action Title and Description	\$ allocated in LCAP	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 <b>impact</b> (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	SAMPLE	SAMPLE ACTION	\$61,368 (SAMPLE)	LCFF (SAMPLE)	Sample Implementation: Meeting agendas, meeting notes. Sample Effectiveness: Daily attendance rates, weekly attendance rates	Sample Mid Year: Attendance rates from August - December Sample EOY: Attendance rates for August - April	CWA (SAMPLE)	Sample Implementation: 100% of sites conducted weekly attendance meetings Sample Effectiveness: Attendance rates increased at 19 out of 24 schools (Aug - Dec) and 22 out of 24 schools (Aug - April). Chronic absenteeism declined at 24 out of 24 school sites.	Sample Mid-Year: \$32,487 Sample Estimated Actual: \$58,736	Sample Evaluation: This action will continue due to increased attendance rates and decreased chronic absenteeism. District support will be provided to assist sites with identifying EBP to include in SPSA to spend site
Goal 1	Goal 2 Action Leadership in literacy		A.F. 400.00		Implementation:	Mid Year Report: December 4, 2024	Amanda Klopp	Implementation:		
Action 1.1A		development utilizing ELA Assistant Director	\$158,403.00	LCFF	Effectiveness:	End of Year: March 19, 2025	PD Team	Effectiveness:		







Goal 1 Action 1.1C					lievel pullout days documented in SCHED)	Mid Year Report: December 4, 2024	Amanda & Matt	Implementation:
					Effectiveness: Coach Support Data 40 SPSA data/planning days held at elementary sites			
						End of Year: March 19, 2025		Effectiveness:
					adoption materials, Coaches reported 165 demo	(30 <b>6</b> (30 (30 )		
		Classroom support through			lessons, 92 co-taught lessons, 84 PLC support			
	N/A	Instructional Coaches	\$1,215,000.00	Title I	sessions, 20 site base PD sessions		PD Team	







# Yellow Rows - Evidence of **Implementation**

List the evidence that will be collected to monitor implementation and effectiveness of each action.







## Yellow Rows - Evidence of **Implementation**

Last Year (2023-2024)

**Implementation** - Meeting agendas and notes

**Effectiveness** - Sign in sheets and payroll records







# Yellow Rows - Evidence of **Implementation**

This Year (2024-2025)

**Implementation**: Development of a early literacy plan. PD Sessions related to structured literacy, training in 95% supplemental phonics curriculum, and training for how to administer acadience literacy assessments and read the data (sessions posted in SCHED).

**Effectiveness:** 286 teachers trained in 95% curriculum (12,169 logins to the online resources since the start of the school year), 180 teachers trained in Acadience administration, 86 teachers signed up for upcoming data training (2,008 students assessed in Acadience in BOY)







### **Green Rows - Evidence of Impact**

Annual Update (End of Year)

Specific evidence of impact (or lack thereof) of this action. Data should be specific, accurate, and should clearly represent **implementation** and **effectiveness**.







#### **Green Rows - Evidence of Impact**

Annual Update (End of Year)

Last Year (2023-2024)

Implementation - Access to College and Career Readiness

**Effectiveness** - Continue







### **Green Rows - Evidence of Impact**

Annual Update (End of Year)

Last Year (2023-2024) - NO EVIDENCE yet for 2024-2025 year

**Implementation** - Kate Kinsella Academic Vocabulary Toolkit workbooks 16 teachers received a 1.50-hour training on March 10, 2022.

**Effectiveness** - What is working that workbooks are available and teachers want to be trained. What is not working is there is not a clear understanding when and how workbooks are being used and there is no progress monitoring in place to determine effectiveness.









### Evaluating the LCAP



	2024-2025 LEUSD LCAP Progress Monitoring Tool										
C	Copy from your LCAP Create tabs per goal, priority area, or department				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 and EOY estimated actuals (FISCAL INPUT ONLY)	For use in evaluating effectiveness of actions for subsequent plan development (EOY)	
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Goal 1	Goal 2 Action	Leadership in literacy development utilizing ELA Assistant Director	\$158,403.00		Implementation:	Mid Year Report: December 4, 2024	Amanda Klopp	Implementation:			
Action 1.1A					Effectiveness:	End of Year: March 19, 2025	PD Team	Effectiveness:			







#### **Purple Rows - Evaluation**

Annual Update (End of Year)

Last Year (2023-2024)

What is working? - AVID membership (3HS, 6 MS and 2ES)

Continue / discontinue and why? - Continue this action







#### **Purple Rows - Evaluation**

Annual Update (End of Year)

Last Year (2023-2024) - NO EVIDENCE yet for 2024-2025 year

**What is working?** - Continue to ACTIVELY seek feedback and consultation on the types of sessions, but also conduct a needs assessment with leadership on desired outcomes.

**Continue/discontinue and why?** - Continue and create designation of specific professional development in Infinite Campus and metrics based and student achievement as a result (attribution).







### School Plan for Student Achievement (SRSA): monitoring for all schools

Create	Copy from your tabs per goal, priority o		partment	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 SSC meetings and end of year estimated actuals	For use in evaluating effectiveness of actions for subsequent plan development
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Instructions>	Action Title and Description	\$ allocated in SPSA	Title 1	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.	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?
Goal 1, Action 1	Benchmark Data Analysis: Provide 3 half day release days for benchmark data analysis (3x9x\$215/certificate d sub)		Title 1	Implementation: Attendance Records, notes from meeting	Implementation: -3 times per year	Instructiona	Implementation:		
				Effectiveness: Observation of lesson planning/ instructional groupings in response to data analysis	Effectiveness: 6 week data cycles	Teachers	Effectiveness: 1		







#### **School Plan for Student Achievement**

#### (SPSA) chool site evaluation of program effectiveness

Copy from your SPSA Create tabs per goal, priority area, or department				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 SSC meetings and end of year estimated actuals	For use in evaluating effectiveness of actions for subsequent plan development
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#### The 2024-2027 LCAP Cycle

- Day 1,758 February 27, 2025
- Superintendent Dr. Ryan Lewis
- Assistant Superintendent (Fiscal) Julie Edmunds
- Assistant Superintendent (ISS) Dr. Sarah Ragusa
- Director (Fiscal) Patrick McGee
- Systems for progress monitoring Many!
- 1) Monitoring/evaluation spreadsheet
- 2) Student/Community Forums
- 3) 1:1 visits/ monthly check-ins











#### **Thank You**

#### **Contact**



Melissa Bazanos, Ed.D

Executive Director, Riverside COE

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