

# Single Plan for Student Achievement (SPSA) & School Site Council (SSC)



## Support Handbook 2017-2018

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For Support Contact: State & Federal Programs Department

# Single Plan for Student Achievement Process



## Title I Schoolwide Program

Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA) supports reforms and innovations to improve educational opportunities for low achieving students. Title I is designed to provide **all children** significant opportunities to receive a fair, equitable, and high quality education, and to close educational achievement gaps. A Title I schoolwide program is a comprehensive reform strategy to upgrade the entire education program in a Title I school in order to improve achievement of the lowest-achieving students. A school may operate a schoolwide program with 40 percent or more of its students living in poverty.

## Implementing a Schoolwide Program

Under the Every Student Succeeds Act (ESSA), the Department of Education released new Non-Regulatory Guidance on supporting school reform by leveraging federal funds in a schoolwide program. Per the Department of Education:

There are three required components of a Schoolwide Title I Program are essential to effective implementation: conducting a comprehensive needs assessment, preparing a comprehensive schoolwide plan, and annually reviewing and revising the Single Plan for Student Achievement.

- Conducting a **comprehensive needs assessment**. To ensure that a school's comprehensive plan best serves the needs of those children who are failing, or are at-risk of failing, to meet the challenging State academic standards, the school must conduct a comprehensive needs assessment. (ESEA section 1114(b)(6)). **Through the needs assessment, a school must consult with a broad range of stakeholders, including parents, school staff, and others in the community, and examine relevant academic**

**achievement data to understand students' most pressing needs and their root causes.** (ESEA section 1114(b)(2); 34 C.F.R. § 200.26(a)). Where necessary, a school should attempt to engage in interviews, focus groups, or surveys, as well as review data on students, educators, and schools to gain a better understanding of the root causes of the identified needs.

- Preparing a **comprehensive schoolwide plan** that describes how the school will improve academic achievement throughout the school, but particularly for the lowest-achieving students, by addressing the needs identified in the comprehensive needs assessment. (ESEA section 1114(b)(7)). The schoolwide plan must include a description of how the strategies the school will be implementing will provide opportunities and address the learning needs of all students in the school, particularly the needs of the lowest-achieving students. (ESEA section 1114(b)(7)(A)(i), (iii)). **The plan must also contain descriptions of how the methods and instructional strategies that the school intends to use will strengthen the academic program in the school, increase the amount and quality of learning time, and help provide an enriched and accelerated curriculum, including programs and activities necessary to provide a well-rounded education.** (ESEA section 1114(b)(7)(A)(ii)). To ensure that the plan results in progress toward addressing the needs of the school, the plan should include benchmarks for the evaluation of program results. This plan may be integrated into an existing improvement plan.
- Annually **evaluating the schoolwide plan**, using data from the State's assessments, other student performance data, and perception data to determine if the schoolwide program has been effective in addressing the major problem areas and, in turn, increasing student achievement, particularly for the lowest-achieving students. **Schools must annually revise the plan, as necessary, based on student needs and the results of the evaluation to ensure continuous improvement.** (ESEA section 1114(b)(3); 34 C.F.R. § 200.26(c)).

In the Bakersfield City School District, the SPSA aligns to the District's Local Control Accountability Plan (LCAP) and Local Educational Agency Plan (LEAP).

Annually School Site Council (SSC)

- Develops the SPSA and recommend it annually to the local governing board
- Monitors the implementation of the SPSA through SSC Site Reports
- Evaluates the effectiveness of the planned activities

Department of Education. *Supporting School Reform by Leveraging Federal Funds in a Schoolwide Program Non-Regulatory Guidance*. September 2016.

## 2017-2018 School Site Council Election Timeline and SPSA Key Dates

Notes/Reminders	Monday	Tuesday	Wednesday	Thursday	Friday
			<b>August 16</b> First Day of School	17	1
<i>Begin 17-18 SSC Election Process &amp; complete by Friday 9/8</i>	21 Send SSC nomination forms home to parents/  Conduct teacher/other SSC election process	22 <b>8-11 PDC APL/ SF Clerk PD SSC, SPSA, &amp; Time Accounting Principals always welcome</b>	23	24	25  SSC Parent Nominations returned – call to confirm interest
	28  Create SSC Ballots – send home	29 <b>8-11 PDC APL &amp; SF Clerk PD “101” SFP Basics</b>	30	31	<b>September 1</b>  SSC ballots returned
<i>**Keep all election forms and tally records of votes counted for FPM file</i>	4  <b>Holiday Labor Day</b>	5  Notify new SSC members of selection & first SSC meeting.	6	7	8  Submit updated SSC Composition Form & SSC dates to S&FP
<i>Complete elections and update SSC composition form  Publish SSC election results in school newsletter</i>	11	12  Elem. Back to School Night	13	14  JH/MS Back to School Night	15
<i>Prepare for Title I Annual Meeting(s):<a href="http://bc.sd.com/categorical">http://bc.sd.com/categorical</a> (PowerPoint link)</i>	18	19	20	21  SSC Training for Teachers & “Other” Staff members 3:30-4:30 in Board Room	22  <b>17-18 SPSA Updates DUE in DTS with SSC vote</b>  SSC Training Parent Members 9-11 in PDC
	25	26	27	28	29  Title I Job descriptions aligned to student need & SPSA due

# Important SSC and SPSA Dates

## SCHOOL SITE COUNCIL (SSC)

### SSC Elections

- SSC nominations- week of **August 21<sup>st</sup>**
- SSC elections-week of **August 28<sup>th</sup>**
- SSC composition & election documentation due to AIA- **Friday, September 8<sup>th</sup>**

### SSC Trainings

- SSC Teacher/ "Other" Staff Member Training- **Thursday, September 21<sup>st</sup> 3:30-4:30 pm in Board Room**
- SSC Parent Member Training- **Friday, September 22<sup>nd</sup> 9:00 -11:00 am in PDC**

## SINGLE PLAN FOR STUDENT ACHIEVEMENT (SPSA)

### SPSA Trainings

- **August 22<sup>nd</sup>** – APL & SFC training (SPSA, SSC, Time Accounting)
- **September 12<sup>th</sup>** – Administrative Leadership Institute (ALI)

### 2017-2018 SINGLE PLAN FOR STUDENT ACHIEVMENT (SPSA) Update

- Schedule at least one SSC meeting prior to **September 22<sup>nd</sup>**
- Must have quorum for SSC vote to approve SPSA updates
- **ELAC Input**
  - Prior to SSC's review of SPSA revisions, share SPSA with ELAC and document ELAC's recommendations in SSC minutes.
- **SSC Agenda Item**
  - New Business Item – requires SSC vote
  - *6.1 2017-2018 Single Plan for Student Achievement updated with SBAC Analysis*

## SPSA Deadline- SPSA and SSC approval due Friday, September 22, 2017

### Submit to State & Federal Programs:

- One (1) hard copy of SPSA (printed landscape with original signatures {blue ink})
- If fiscal changes were made, hard copy Excel for Title I & LCFF with SPSA (Excels and SPSA Budget Matrix must match)

## Mark your calendars...

### 2018-2019 SPSA Timeline

- January 2018 – Supplemental Staffing Aligned to SPSA Goals
- February & March 2018 – Begin Evaluation of planned activities in SPSA
- March & April 2018- SPSA current reality, needs assessment, goals, and action updates with 2018-2019 proposed budget
- **Friday, April 20, 2018**- SPSA due with updated Title I and LCFF excels

# Single Plan for Student Achievement template

## DTS-Document Tracking System

<http://www.doc-tracking.com>

*Email Debby Shannon @ [Shannond@bcisd.com](mailto:Shannond@bcisd.com) for passwords and DTS support.*

**Bakersfield City School District - State & Federal Programs  
Single Plan for Student Achievement (SPSA)**

**Checklist**

School: \_\_\_\_\_ SSC Date \_\_\_\_\_

**\*Required 2017-2018 SPSA Updates**

Due by September 22, 2017

**Academic Achievement – Current Reality and Needs Assessment**

- \*ELA/ ELD Analysis of SBAC data
- \*Math/ELD Analysis of SBAC data

*\*If SBAC was the measure in 16-17 SPSA Goal(s), update SPSA Annual Evaluation*

- Results of 16-17 SPSA Goal(s) (check one: Met or Not Met)
- 16-17 SPSA Goal Analysis

*\*If parent survey was the measure for FACE goal(s)...*

- Result of FACE goal with parent survey metric (if applicable)

**\*Take revisions to SSC and then submit Revised SPSA and supporting items:**

- Printed copy of SPSA with signed assurance page (original signatures; printed landscape)
- Copy of this form signed by Principal
- If fiscal changes were made, printed copy of updated Title I and LCFF Excels to match SPSA Matrix (\*Fiscal will update KEA after SPSA Board approvals)

***-Optional SPSA Updates-***

✓ *check each item updated*

Academic Achievement	Social-Emotional Learning	FACE	Supplemental Support Staff	Budgets
✓	✓	✓	✓	✓
<input type="checkbox"/> ELA Current Reality <input type="checkbox"/> ELA Identified Needs <input type="checkbox"/> Math Current Reality <input type="checkbox"/> Math Identified Needs <input type="checkbox"/> Designated/Integrated ELD/ALD	<input type="checkbox"/> Current Reality/ Identified Needs	<input type="checkbox"/> Current Reality/ Identified Needs	<input type="checkbox"/> Salary adjustments for staff hired after June plan approval	<input type="checkbox"/> Title I *Update DTS and Excel
<input type="checkbox"/> Updated Goal(s) Goal # _____	<input type="checkbox"/> Updated Goal(s) Goal # _____	<input type="checkbox"/> Updated Goal(s) Goal # _____	<input type="checkbox"/> New Support staff- not included in June SPSA	<input type="checkbox"/> LCFF *Update DTS and Excel
<input type="checkbox"/> Actions and/or proposed expenditures  Revised Action #'s _____	<input type="checkbox"/> Actions and/or proposed expenditures  Revised Action #'s _____	<input type="checkbox"/> Actions and/or proposed expenditures  Revised Action #'s _____	*No staff surplus at this time. If your site has unfilled positions work with HR to fill position or drop via memo to HR Staff  Salary questions: Raquel Perez x14681 SPSA support: Diane x14695; Debby x14630	

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SPSA Updates due to State & Federal Programs by Friday, September 22, 2017

SSC Approval	SSC Approval & BCSD Board Approval
<ul style="list-style-type: none"> <li>• SBAC Data Analysis</li> <li>• Adjustment to salary (unfilled when SPSA went to board in June)</li> <li>• Fiscal change(s) under \$5,000</li> </ul>	<ul style="list-style-type: none"> <li>• New Staff Member</li> <li>• Single Expenditure change(s) over \$5,000</li> <li>• Updated Goal(s)</li> </ul>

**Annual Title I Schoolwide Meeting - Presentation Notes**  
Presentation Notes and PowerPoint posted in AIA English & Spanish  
on State and Federal Program Web Site  
<http://bcsd.com/categorical/>

**What is the Title 1 Program?**

On December 10, 2015, President Obama signed the Every Student Succeeds Act (ESSA), reauthorizing the federal Elementary and Secondary Education Act (ESEA) and replacing the No Child Left Behind Act (NCLB), the 2001 reauthorization of ESEA. Title I is one part of the Every Student Succeed Act (ESSA). It is a federally funded program that provides support for students and groups of students who at risk of not mastering Common Core State Standards.

Information regarding the ESSA and the development of California's plan to implement the new federal education act can be found on the California Department of Education website  
<http://www.cde.ca.gov/re/es/index.asp>.

**What is a Title I Schoolwide (SWP) Program?**

A Title I Schoolwide Program allows funds in the School's Plan to be used to provide services and support instructional needs for all students not yet demonstrating proficiency on the Common Core State Standards.

**What does the Title I Program look like at our school?**

Structures are in place to support at-risk students and monitor student learning:

- *List structures here...*

- 

Title I funds support improved student academic achievement by:

- *List Title I funded staff, SPSA actions that are applicable...*

- 

**How are parents involved in the Single Plan for Student Achievement (SPSA)?**

Elected parents participate in the School Site Council (SSC). The SSC is involved in the development of the Single Plan for Student Achievement (SPSA), as well as the annual evaluation of the SPSA and monitoring the implementation of the SPSA actions toward achieving the School goals. The SPSA describes the Title I Program at our school.

**Parent Engagement – Family & Community Engagement (FACE) Opportunities**

- Introduce site staff that support FACE
- Provide calendar of events

Suggested topics for discussion:

*How will you provide parents information about the Common Core State Standards, the assessments used to measure student progress, and the expected levels of proficiency for students? You may describe the school's instructional programs. You may also present data results and provide support on how parents may help at home.*

**Title I Parent Involvement Policy & Home-School Compact**

The Parent Policy and Home-School Compact are jointly developed with parents, reviewed by the School Site Council and distributed to all parents. The Policy includes how the site will implement the Title I required components of parent involvement. The Compact describes the parents', student's and school's responsibility for the education of the each student.



# School Site Council Support Items

## School Site Council Agenda Timeline and Monthly Business List SSC Responsibilities / SPSA Alignment

SSC Contacts: Kathy Holloway #14668, Debby Shannon #14630

ELAC Contact is Adriana Dotson #14682

<b>August</b>	<p><b>SSC:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Begin election process for new SSC members</li> <li><input type="checkbox"/> Assure SSC is compliant with requirements of ELAC (i.e. memberships and training on role of ELAC)</li> </ul>
<b>September</b>	<p><b>SSC Basic Business:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule-SSC meetings – submit master list to SFP by 9/8/17 (Send electronically)</li> <li><input type="checkbox"/> Complete SSC Election. Announce SSC membership in school newsletter and document new members in the first SSC minutes)</li> <li><input type="checkbox"/> Submit completed SSC Composition Form to SFP by 9/8/17 (Send electronically)</li> <li><input type="checkbox"/> Assure SSC election process is described and documented in SSC minutes (FPM item)</li> <li><input type="checkbox"/> Train SSC members on roles and responsibilities</li> <li><input type="checkbox"/> Elect SSC officers/Document in SSC minutes</li> <li><input type="checkbox"/> Review English Learner Advisory Committee(ELAC) responsibilities (if delegated to SSC)</li> <li><input type="checkbox"/> Present last SSC minutes from last spring at the first SSC meeting</li> <li><input type="checkbox"/> Review bylaws (2/3 vote to amend with proper notice to SSC members. <u>Always</u> date revised Bylaws)</li> <li><input type="checkbox"/> Explain Title I Schoolwide status</li> <li><input type="checkbox"/> Attend SSC trainings provided by SFP – distribute training invitations to members</li> <li><input type="checkbox"/> Announce date(s) of Annual Title I meetings</li> <li><input type="checkbox"/> Review, approve and distribute <u>Home/School/Parent Compact</u> and <u>Parent Policy</u> Document distribution to parents via email or bulletin to teachers for FPM purposes</li> <li><input type="checkbox"/> <u>Elect</u> DELAC and <u>Select</u> DAC representatives as needed-contact English Learner and Family And Community Engagement Departments for assistance)</li> <li><input type="checkbox"/> Provide Teacher Advisory Committee (TAC) Member a master list of SSC meetings – and invite them to report at monthly</li> </ul> <p><b>SSC / SPSA Development:</b></p> <ul style="list-style-type: none"> <li>• <i>Complete SPSA updates, share with SSC, and present for SSC vote (Complete in DTS by September 22, 2017)</i></li> <li>• <i>Seek input from ELAC, if ELAC not delegated to SSC. Document in SSC minutes</i></li> <li>• <i>Present SPSA updates for SSC vote (document motion, second, and vote in minutes)</i></li> </ul> <p><b><u>Submit a hard copy of approved SPSA with original signatures to State and Federal Programs by September 22, 2017</u></b></p>
<b>October</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Present Site Reports aligned to SPSA implementation and progress. Include current data reflective of progress made toward current school goals</li> </ul>
<b>November</b>	<p><b>SPSA Monitoring</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Site Reports align to SPSA implementation:             <ul style="list-style-type: none"> <li>o Present any current data reflective of progress made toward current school goals (academic results, CELDT results for initials and annual testing, other academic data, ELD, attendance, behavior, professional development, etc.)</li> <li>o Progress monitoring of SPSA actions – may include personnel presenting their role and alignment to SPSA goals, demonstration of instruction practices, curriculum overviews, PLC process, Social-Emotional Learning, FACE, and other structures aligned to achieving SPSA goals, etc.</li> </ul> </li> </ul>

<p><b>December</b></p>	<p><b>Supplemental Staffing Review</b></p> <ul style="list-style-type: none"> <li>○ Review current supplemental staffing alignment to SPSA goals and discuss <u>needs for next year</u> <i>Prepare supplemental staffing presentation for January SSC</i></li> <li>□ Present Site Reports aligned to SPSA implementation &amp; progress monitoring of SPSA actions</li> </ul>
<p><b>January</b></p> <p><b>Begin 2018-2019 SPSA Process</b></p>	<p><b>Supplemental Staffing Vote:</b></p> <ul style="list-style-type: none"> <li>○ Upon receipt of 18-19 projected allocations, present supplemental staffing recommendations for next school year to include surpluses, additions, or retention of current supplemental staffing aligned to meet school goals. (Title I positions require SSC vote)</li> </ul> <p><b>SPSA Monitoring</b></p> <ul style="list-style-type: none"> <li>□ Present Site Reports aligned to SPSA implementation &amp; Progress monitoring of SPSA actions</li> <li>□ Site Representatives attend Safety Plan Training</li> </ul>
<p><b>February</b></p>	<p><b>SPSA Development continues</b></p> <p>School Safety Plan review and approval process (Safety Plan due to Student Services)</p>
<p><b>March</b></p>	<p><b>SPSA Development continues</b></p> <p><b>SPSA Monitoring</b></p> <ul style="list-style-type: none"> <li>□ Present Site Reports aligned to SPSA implementation &amp; progress monitoring of SPSA actions</li> <li>□ Present second ARS Report to SSC</li> </ul>
<p><b>April</b></p>	<p><b>2018-2019 SPSA due Friday, April 20<sup>th</sup></b></p> <ul style="list-style-type: none"> <li>• <b>Signed hard copy</b></li> <li>• <b>Completed in DTS</b></li> <li>• <b>Completed LCFF &amp; Title I Excels</b></li> </ul>
<p><b>May</b></p>	<p><b>SPSA Monitoring</b></p>

School \_\_\_\_\_  
**School Site Council Meeting Agenda**  
 Date / Time / Location

AGENDA ITEMS	PERSON RESPONSIBLE
1.0 Opening/Roll Call	Name, Chairperson
2.0 Minutes	Name, Chairperson
3.0 Open Forum	Name, Chairperson
4.0 Site Report	Name, Principal Name, Designee/APL
5.0 Unfinished Business	Name, Principal Name, Designee/APL
6.0 New Business	Name, Principal Name, Designee/APL
7.0 District Reports	Name, Principal
7.1 DAC	Name, Committee
7.2 DELAC	Representative
7.3 DAAPAC	
7.4 RAC (Migrant)	
7.5 FACE	
7.6 TAC (Teacher Advisory Committee)	
8.0 Announcements	Name, Principal
8.1 List dates of upcoming events	Name, Designee
8.2 List next SSC meeting date/time/location	
9.0 Adjournment	Name, Chairperson

Date and Time Agenda was posted: \_\_\_\_\_ *Reference: CA Ed Code 35147*

SSC Templates posted on SFP Web Site  
<http://bcsd.com/categorical/school-site-council/>

School \_\_\_\_\_  
**School Site Council Minutes**  
Date / Time / Location

1.0 Opening/Roll Call:  
Meeting called to order at \_\_\_\_\_(time)  
The meeting was held in the \_\_\_\_\_(location)

Members/Officers present:  
(**list names and titles** i.e., Principal, parent, teacher, etc. of those present)

Members/Officers absent:  
(**list names and titles** i.e., Principal, parent, teacher, etc. of those absent)

Visitors: Names listed here

Quorum

Yes     No

2.0 Minutes  
The minutes from the \_\_\_\_\_ meeting were read and approved. \_\_\_\_\_ moved to approve the minutes. \_\_\_\_\_ seconded the motion. Motion carried.

3.0 Open Forum

4.0 Site Report

4.1

5.0 Unfinished Business

5.1

6.0 New Business

6.1

7.0 District Reports

7.1 DAC

- No Report
- Attended DAC & Reported...
- Did not attend DAC & Reported...

7.2 DELAC

- No Report
- Attended DELAC & Reported...
- Did not attend DELAC & Reported...

7.3 DAAPAC

7.4 RAC (Migrant)

7.5 FACE

7.6 TAC (Teacher Advisory Committee)

8.0 Announcements

8.1 List dates of upcoming events

8.2 List next SSC meeting date/time/location

9.0 Adjournment

Meeting adjourned at \_\_\_\_\_. Motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_.

Respectfully submitted,  
SSC Secretary \_\_\_\_\_

Principal \_\_\_\_\_

SSC Templates posted on AIA – Categorical  
Support Web Site  
<http://bcscd.com/categorical/school-site-council/>

# SSC Monthly Site Reports for SPSA Monitoring

	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May
ELA									
Math									
ELL									
Social- Emotional Learning									
FACE									

**Justification Form for SPSA Title I Expenditures**

**Complete this Justification Form and submit for the following Title I expenditures:**

- Personnel** (Submit Electronic Request to Human Resources AND submit Justification Form to Fiscal Services)
- Agreement for Consultant/Contract Services** (Submit forms with Justification Form to Chief Business Office)
- Conference and Travel** (Submit Request to Attend and Justification Form to Fiscal Services)
- Field Trips** (Submit Field Trip Request Form with copy of Requisition or Revolving Fund to Instructional Support Services Division)
- Transfer of Title I Funds exceeding \$5000** requires a Justification Form (SSC Chairperson signature; agenda item and explanation/vote in SSC minutes)

School Name: \_\_\_\_\_ Site Number: \_\_\_\_\_

Funding Source: Title I (3150) Requisition #: \_\_\_\_\_

Alignment to SPSA Goal # \_\_\_\_\_ and Action # \_\_\_\_\_

*Describe the proposed Title I expenditure/action:*

**Key Questions:**

*How was this need identified?*

*How will this (researched-based) action close the achievement gap for identified student groups?*

*How will this Title I action be monitored/evaluated?*

***Signing of this document indicates:***

- FPM III-CE 12.5: This Title I request is supplemental.
- FPM III-CE 8 & 12: The SSC discussed and approved this expenditure aligned to the SPSA.  
(Date of SSC Meeting: \_\_\_\_\_)

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson's Signature (SSC)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assist. Supt., Educational Services Designee's Signature

\_\_\_\_\_  
Date

**Title I Justification Form for Equipment Expenditures**

School Name: \_\_\_\_\_ Site Number: \_\_\_\_\_

Requisition # \_\_\_\_\_

**Funding Source: Title I (3150)**

- ✓ Equipment costing \$500 or more per item requires a justification form.
- ✓ Equipment inventories will be updated annually and documentation kept in the FPM files.

Itemized Equipment	Cost per unit	# of units

1. Describe the proposed Title I expenditure/action:

*Key Questions:*

2. How was this need identified?

3. How will this (researched-based) action close the achievement gap for identified student groups?

4. How will this Title I action be monitored/evaluated?

*Signing of this document indicates:*

FPM III-CE 12.5: This Title I request is supplemental.

FPM III-CE 8 & 12: The SSC discussed and approved this expenditure aligned to the SPSA.

(Date of SSC Meeting: \_\_\_\_\_)

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson's Signature (SSC)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assist. Supt., Educational Services Designee's Signature

\_\_\_\_\_  
Date

**Submit Justification Form to Fiscal Services / Attention: Title I**



**School Site Stakeholders  
Flow Chart for SPSA Evaluation and Development**

