

2024-2025

SPSA Checklist-FACE

SPSA Components	
TAB	Requirements
Recommendations and Assurances	☐ ELAC Date of Recommendation ☐ Typed name of ELAC Chairperson ☐ Checked N/A for ELAC if school has less than 21 English Learners ☐ Date SPSA was adopted by SSC ☐ Typed SSC Chairperson name and date ☐ Selected SSC Chairperson e-signature or SSC Chair-person declined to sign ☐ School Principal name and date ☐ School Principal e-signature
Comprehensive Needs Assessment	☐ ELAC self-review process reflects SPSA recommendations to SSC (if applicable) ☐ SSC self-review Process reflects approval of SPSA and Budget
Resource Inequities and Evidence-Based Interventions	
TAB	Requirements
SPSA Pillar Pages	
Component	Requirements
Key findings Root Cause Analysis	☐ Listed Key findings based on objective, factual data ☐ Identified root cause(s)/underlying issue(s) related to key findings
CA School Dashboard Indicators	☐ Selected the CA Dashboard Indicator(s) for each required Pillar page ☐ Selected the student groups that will be the primary focus of progress monitoring
Component	Requirements
SPSA Measurable Objectives	☐ School wrote a minimum of one Implementation Objective for each required Pillar page ☐ School wrote a minimum of one Improvement Objective for each required Pillar page ☐ Each Implementation Objective is listed in a separate objective box ☐ Each Improvement Objective is listed in a separate objective box ☐ If a measurable objective is replicated in multiple Pillar pages, it is differentiated for the specific Pillar page ☐ Measurable objective growth target, baseline score, and end goal are accurate ☐ Implementation Objectives written as a SMART* Goal ☐ Implementation Objectives are aligned to a strategy within the plan ☐ Improvement Objectives written as a SMART* Goal ☐ Improvement Objectives are aligned to a measurable student outcome (or parent engagement outcome for Engagement and Collaboration Pillar page) *SMART = Specific, Measurable, Attainable, Results-Based, Time Bound
District Priority	☐ Selected a minimum of one District Priority from each Pillar
District Strategy	☐ Selected a minimum of one District Strategy aligned to a District Priority in each Pillar
School Strategy	☐ Strategy is evidence or research-based, would require multiple steps to implement effectively, includes: ☐ A description of the approach to be implemented at the school (What) ☐ What needs are being addressed (Why) ☐ Which students will directly benefit (Who)
School Action	☐ Actions outline the needed steps to: ☐ Plan or build capacity to implement the strategy effectively ☐ Purchase items or complete activities needed to prepare for implementation

	☐ Implement the strategy with students ☐ Monitor/adjust and evaluate the strategy ☐ When read together, the actions demonstrate a comprehensive approach to implementing the strategy that is likely to lead to impact on student achievement including: PD/Planning, Implementation, Monitoring/Evaluation.
Budget Item	Budgeted Actions to Support School Strategy
Clerical X/Z Time	☐ Description of activities performed to support school strategy ☐ If employee works 8 hours, activities occur on unassigned days ☐ If funded in 7E046, supports parent engagement activities ☐ Cost: Number of hours x hourly rate = Total cost
Community Representative	☐ Description of activities performed to support school strategy ☐ If multi-funded with categorical funds, the total percentage = 100% ☐ If multi-funded, correctly budgeted either Community Rep. A or C under both funding programs. ☐ Unit G Health and Welfare Benefits included if applicable
General Supplies Technology	☐ Description of equipment ☐ Equipment supports classroom instruction or direct student services ☐ Cost of equipment is less than \$500 per unit
Instructional Contracts	☐ Description of Contracted Instructional Services to support school strategy (including vendor name) ☐ Contracts up to \$25,000 budgeted under budget item # 50002 ☐ Contracts with a single vendor beyond \$25,000, budgeted amount beyond \$25,000 under budget item 50255
Mileage	☐ Description for Mileage reimbursement for employees who participate in Title I Program activities (e.g., Title I funded workshops and meetings) that support school strategy ☐ Description for Mileage reimbursement for parents attending workshops related to school strategy ☐ Mileage for Itinerants not charged to Title I budget
Non-Capitalized Equipment Other (Non-Classroom) for Parent Center	☐ Description of equipment that supports school strategy ☐ Equipment supports work of out of classroom support staff or parent center ☐ Cost of equipment is between \$500-\$4,999 per unit
Parent Conference Attendance	☐ Description of conference(s) and how it supports parent engagement strategy ☐ Conference(s) listed
Parent Resource Liaison	☐ Description of responsibilities/activities to support school strategy
Parent Resource Assistant	☐ Description of responsibilities/activities to support school strategy
Parent Training Allowance	☐ Pay for childcare of parent attending conference or workshop that supports school strategy ☐ Budgeted in 7E046 only
Phone Expense- Title I Office/Parent Center	☐ Description of how the phone installation supports school strategy ☐ Used Actual Cost for current year, projected for the entire year on existing phones ☐ Budgeted \$620 for installation and the basic service fee for a new/continuing telephone in the Title I Office and/or Parent Center ☐ Program 7E046 funds used for phone expenses in the Parent and Family Center only.
Supplemental Instructional Materials (SIM)	☐ Description of Supplemental Instructional Materials for parent engagement activities
Teacher Parent Activity Differential	☐ Description of teacher parent engagement activities to support school strategy ☐ Budgeted in 7E046 only
Professional Expert (Certificated)	☐ Description of responsibilities/activities to support school strategy for Parent Engagement Activities

Title I Schoolwide Program**TAB****Requirements****Title I Parent and Family Engagement Policy****TAB****Requirements**Title I Parent and
Family Engagement
Policy

- ☐ Parent Engagement Policy is attached
- ☐ Parent-School Compact is attached

Local District Monitoring**TAB****Requirements****Upload Attachments and Submit Plan****TAB****Requirements**

SSC Approval of SPSA

- ☐ SSC agenda
- ☐ SSC Minutes
- ☐ SSC Sign-Ins