California Department of Education

June 2024

# School Support and Improvement 2024–25 Program Instrument Checklist

This document is not intended to be used in place of the School Support and Improvement (SSI) program instrument and may not reflect every requirement contained within the instrument. Instead, it is intended to be used as a tool alongside the SSI program instrument to assist local educational agencies (LEAs) in compiling and reviewing evidence in preparation for federal program monitoring reviews.

## SSI 01: School Site Activities

### Required Evidence

* LEA notifications to schools identified for Additional Targeted Support and Improvement (ATSI)
* School improvement plan (Comprehensive Support and Improvement [CSI] or Targeted/Additional Targeted Support and Improvement [TSI]/[ATSI]) may be located in the School Plan for Student Achievement (SPSA) or Local Control and Accountability Plan (LCAP) for Single School Districts and Charter Schools or in another format, for each reviewed school
* Schoolsite Council (SSC) or other meeting minutes indicating educational partner involvement in developing the school improvement plan (CSI or TSI/ATSI) located in the SPSA, LCAP, or in another format for each reviewed school

### Evidence Review

* School improvement plans for CSI or TSI/ATSI are:
	+ informed by all State indicators, including student performance against State-determined long-term goals
	+ based on a school-level needs assessment (CSI only)
	+ included evidence-based interventions
	+ identified resource inequities (CSI/ATSI only)
	+ approved by the school and LEA
* Meeting minutes indicate educational partner participation in development and implementation of the school improvement plan (CSI or TSI/ATSI)
* Schools identified for ATSI were notified of their identification status, including which student subgroups were underperforming

## SSI 02: Allocations and Reporting

### Required Evidence

* General ledger of CSI-funded expenditures at the LEA level and each reviewed school that was identified for CSI

### Evidence Review

* General ledger and school improvement plan for CSI indicate each school receiving CSI funds has received the allocation of CSI funds as reported in CSI Funding Plan within the Grant Management and Reporting Tool (GMART)

## SSI 03: Allowable Use of Funds

### Required Evidence

* Individual duty statements for employees funded in whole or in part with CSI funds at the LEA level and at each reviewed school that was identified for CSI
* General ledger of CSI-funded expenditures
* Position control report of employees funded in whole or in part with CSI funds at the LEA level and at each reviewed school that was identified for CSI
* School improvement plan for CSI located in the SPSA or LCAP for each reviewed school that was identified for CSI
* Time and effort records for employees funded in whole or in part with CSI funds at the LEA level and at each reviewed school that was identified for CSI

### Evidence Review

* Evidence indicates CSI funds were only used to support CSI-eligible schools
* Evidence indicates CSI expenditures supported evidence-based interventions/strategies/activities related to the following school improvement plan activities:
	+ Building capacity
	+ Partnering with educational partners
	+ Conducting needs assessments and root cause analysis
	+ Selecting and implementing evidence-based interventions/strategies/activities
	+ Using data and outcomes to monitor and evaluate improvement efforts
	+ Reviewing/identifying and addressing, through implementation of the CSI plan, resource inequities, which may include a review of LEA- and school-level budgeting
* Evidence indicates CSI expenditures were reasonable, necessary, and allocable
* CSI expenditures are included in the school improvement plan for CSI located in the SPSA or LCAP
* CSI funds were not expended to hire permanent staff
* CSI funds were expended as reported in the GMART

## SSI 04: Supplement Not Supplant with School Improvement Funds

### Required Evidence

* Narrative and/or spreadsheet explaining the LEA’s methodology for allocating state and local funds

### Evidence Review

* Methodology indicates state and local funds are allocated to schools to ensure each school receives all of the state and local funds it would otherwise receive if it were not a CSI school

## SSI 05: Local Educational Agency Administrative Charges; Time and Effort

### Required Evidence

* Individual duty statements for employees funded in whole or in part with CSI funds at the LEA level and at each reviewed school that was identified for CSI
* Position control report of employees funded in whole or in part with CSI funds at the LEA level and at each reviewed school that was identified for CSI
* Written policy/procedure for documenting employee time and effort
* Time and effort records for employees funded in whole or in part with CSI funds at the LEA level and at each reviewed school that was identified for CSI

### Evidence Review

* Employee duty statements detail the specific employee’s responsibilities and work activities and identify which of these are funded with CSI funds
* Time and effort policy/procedure includes the LEA’s specific processes for the completion, review, approval, and reconciliation of time and effort documents that provides sufficient detail to permit an understanding of how the system will operate from the point of time worked to the point the time is recorded in the accounting records and charged to the CSI program
* Time and effort documents are aligned with the LEA’s written policy/procedures
* Time and effort documents accurately represent all of the employee’s activities and all funding sources
* Time and effort documents reflect an after the fact reporting of the employee’s activities and are not based solely on budgeted percentages

## SSI 06: Local Educational Agency Equipment Inventory

### Required Evidence

* Title I CSI Capital Outlay Expenditures Request Form which indicates approval of Capital Outlay expenditures of $5000 or more
* Historical inventory of equipment purchased for $500 or more, including purchases made in previous years

### Evidence Review

* The LEA has received prior written approval from the California Department of Education for Capital Outlay expenditures of $5000 or more
* Inventory of equipment includes all required elements (a) through (m) under SSI 6.0
* A physical check has been conducted for each item on the inventory list in the previous two years.

## IMPORTANT REMINDERS

* Evidence will be reviewed for the 2024–25 school year.
* If an item is not applicable (i.e. the LEA has not purchased equipment with CSI funds), please indicate the reason in a comment in CMT.
* Contact your reviewer with any questions.