



**SBB &
Student-Centered Scheduling
Workshop
12.11.2023**

The Purpose of Today

1. Uninterrupted thinking time
2. Strategic planning and dialoguing with colleagues
3. Collective Design
4. Anticipation of potential issues and problem solving
5. Review of revised timelines

Learning Intentions

Leaders will know their anticipated enrollment and certificated staffing for 2024-2025.

Leaders will have access to district office staff to answer questions and support in decisions that will impact the 2024-2025 staffing and budget.

Leaders will have opportunities to collaborate and anticipate needs for SBB opening in January 2024.

Success Criteria

Leaders will have preliminary information to begin strategically planning for SBB development in January 2024.

District Office staff will have more information about the ways in which to support leaders through the SBB process.

Leaders will have some colleagues to support them through the accelerated SBB process for the 2024-2025 school year.

Agenda

<p>8:00-8:30 a.m. Welcome</p>	<ul style="list-style-type: none">● Orientation to Resources● Structure of the Day
<p>8:30-10:15 a.m. Work/Think Time at Cluster Tables</p>	<ul style="list-style-type: none">● Planning and Dialogue with Colleagues● Q&A with District Personnel: <u>Jamboard</u>● Problem-Solving and Anticipating Challenges
<p>10:15-10:35 a.m. Triad Workshopping with leveled colleagues</p>	<ul style="list-style-type: none">● What did I accomplish today?● What do I need to think through to have a successful budget development?● What barriers am I anticipating in the coming months?
<p>10:35-11:00 a.m. Share out</p>	<ul style="list-style-type: none">● Anticipated Challenges● Determine Needed Supports for Success in January

SBB/Student Schedule Timeline

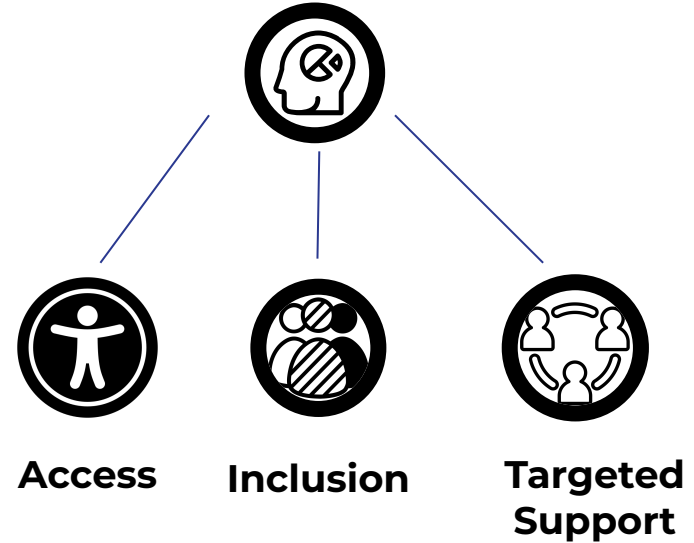
January 10, 2024	SBB released
January 22-26, 2024	SBB finalization meetings with school sites. School schedules and excess/vacancy forms due at these meetings.
February 5-9, 2024	Finance creates allocation sheets for 24-25 enrollment that reflects assigned and unassigned FTE by site.
February 12, 2024	Allocation sheets shared with Area Superintendent for 24-25 to review.
February 19-March 1, 2024	Area Superintendents and Principals review Allocation sheet data to confirm accuracy
March 1, 2024	CHOICE list released to sites.
March 1-22, 2024	All sites ensure enrollment packets are complete for ALL students; review enrollment numbers and clean up course requests.
March 25-29, 2024	Area Superintendents and Principals review Allocation sheet data again and identify adjustments based on updated 24-25 enrollment information for both general education and special education staffing.
March 29, 2024	Data to HR from Area Superintendents; update any unassigned positions and credentials (if needed)
July 29-Aug 2, 2024	Area Superintendents and Principals revisit general education and special education enrollment numbers again to identify any necessary adjustments.
Aug 2, 2024	Updated enrollment data shared with SPED division, HR and Finance for staffing adjustments and placements for 24-25.
3rd Friday FALL 2024	Site receive updated allocation based on 3rd Friday enrollment. If sites 'held' back the 1.0 FTE, and the FTE is not needed then sites would return the FTE and the FTE would be redistributed.

Student-Centered Scheduling

Designing and Supporting Differently....

- Data Dives into site schedules and transcripts
 - What is currently offered?
 - Analysis of enrollment
- Building site schedule strategically
 - Student-centered
- Learning Recovery & Acceleration during academic year & summer
- In-person tutoring
- Professional learning with site teams focused on systems of support

Guiding Principles



Allocations

Sites can access enrollment and allocation sheets in the within the folder links below:

- [Elementary Enrollment/Allocation Folder](#)
- [Middle School Enrollment/Allocation Folder](#)
- [High School Enrollment/Allocation Folder](#)

Sites can also use the allocation calculator link below as a tool:

[Allocation Calculator](#)

Planning Resources

SBB Finalization Process - [Roles & Responsibilities](#)

- Prior to finalization meeting, leaders should have met with their HRO, SPSA resource teacher, finance analyst and area superintendent.
- *At the finalization meeting*, the expectation is that the site controlled budgets are balanced (“zeroed out” in step 5, 6, 7, and 8 with the validation report cleared).

Additional Strategies / Tools

- [SPSA goal/strategy/expenditure prototype](#) sample 1 (make a copy)
- [Budget Schedule Development Timeline](#) sample 2 (make a copy)

Multilingual Education

Elementary

- Dual Immersion Schools
 - Elementary- No program allocation will be loaded- consult with MED for support
- Designated ELD instruction
 - Daily dELD required for all EL's

Secondary

- Middle School Dual Immersion allocations
 - Middle Schools- FTE equivalent of .2 for each SLIM course
 - K-8- No program allocation will be loaded- consult with MED for support
- LOTE
 - New assessment tool will be used
- Designated ELD Placement
- Newcomer Tiers of Support
 - Sample Newcomer Placement High school

ELAC must be consulted for all LCFF and Title 1 expenditures prior to SSC approval

Special Education

Elementary

- [ECSE HUB](#)
 - [ECSE Locations](#)
- [Low Incidence \(LI\) Division](#)
 - [LI Locations](#)
 - [LI Initial Contact Form](#)
- Related Services
 - [Site Assignment Information](#)
 - [23-24 Special Education Integrated Services Staffing \(Updates in Process\)](#)
- Link to PowerSchool Job Aide: [School Admin Access to Update Case Manager](#)
- [Special Ed Teacher Calculator - All Levels](#)

Secondary

- [Co-teaching, SAI - Integrated Model Presentation-edupd2020 slides](#)
- [Low Incidence Division](#)
 - [LI Locations](#)
- [Site Assignment Information](#)
[23-24 Special Education Integrated Services Staffing \(Updates in Process\)](#)
- PowerSchool reports for tracking # of students & needs - [Link to Job Aid: School Admin Access to Update Case Manager](#)
- [Special Ed Teacher Calculator - All Levels](#)

VAPA

Elementary

Arts Education Project (AEP)

- VAPA Visiting teachers for PLC release

VAPA Enrichment

- ½ year = Media and Visual Arts Teacher
- ½ year = Performing Arts Teacher

4th/5th Grade Music Program

- Full Grade Level, Grades 4-5
- Intro to Music, Grade 5

Cluster alignment & Pathways:

- Mr. Holland's Opus Foundation Report

Secondary

Secondary Prop 28 Guidance

Cluster Alignment & Pathways:

- Mr. Holland's Opus Foundation Report (see pages 13-30 for findings/recommendations)

Ethnic Studies (ES)

Is your site's current pathway and approach working?

Ethnic Studies Graduation Requirement (ESGR)

- [List of courses](#)
 - Supporting curriculum
 - Identity and Agency in US History ([GVC](#))
 - Power and Identity Around the World ([GVC](#))
 - ELA 1,2: Identity & Relationships ([GVC](#))

Ethnic Studies Liaison Program ([description](#))

- General Info
 - 2023/24 Selection [form](#)
 - 2024/25 hours TBD
 - Site Prep [Support](#)
 - Planning to expand to middle school next year

Public-facing website:
sdusdethnicstudies.org

Professional Learning

- **ES MicroCredentials**
 - Available during the school year and the summer ([Website](#) & [FAQ](#))
- **Site-based PD is available**
 - High school - contact your liaison
 - Middle School - contact Brian Batugo
 - Elementary School - contact Ratha Kelly
- **3-day Summer Opportunities for Elementary**
 - Site funded
 - Covers how to weave in Ethnic Studies
- **1-day ES Capacity Builders**
 - Site funded
 - Or PL can be embedded into the school day

Health & Wellness

Counselors

See Article 13 of SDEA contract for 24-25 allocations based on enrollment

Mental Health Providers

Continued partnerships for 24-25 school year:

- **ALL Students:** Elementary clinician assigned by cluster. Middle and High School clinicians assigned 1-5 days per week based on enrollment and need
- **Medi-Cal:** Existing School Link providers will continue at current school sites
- **MRHS:** Clinicians assigned based on student IEP needs.

Health Office

Most comprehensive sites will receive 5 days a week of health office coverage:

- Formula based on Total Enrollment AND Title 1 OR Mod./Severe OR Military enrollment (max 1 day added)
- Nursing allocations are based on contract language and above enrollment factors
- IF a school site's enrollment has decreased over the last 3 years, sites may see a reduction in Nurse allocation per the contract

School Site Council, LCFF, and Title I Funds

- Verify you have calendared SSC meetings to discuss topics related to the SBB process.
 - The SSC must approve Title I funding and provide feedback towards LCFF funding PRIOR to your scheduled finalization meeting as documented in both an SSC agenda and minutes.
 - Educational Partners such as ELAC must be consulted and their recommendations shared PRIOR to the SSC meeting where the SSC votes on the Title I budget.
- Title I schools and their preliminary funding allocations will be released to school board on December 12th. [Click to view document.](#)
- Secondary teachers funded using Title I funds must be scheduled into intervention / support classes or **additional** sections for core classes. Credit recovery courses do not meet the funding requirement. Use this [allowable sections calculator](#) to determine if the section is allowable in Title I.
- Preliminary [Title I Guidelines](#) & [LCFF Guidelines](#)
- Title I positions will require a duty statement.

Curricular Resources

Physical Education

Please refer to this [Physical Education K-12 Bulletin/Circular](#) for information on instructional minute requirements, exemptions, “core” PE classes, class cap sizes, prep period teachers, aquatics, Adapted PE, etc. [District PE & Health Website](#)

Educators are invited to join our PE Canvas page that includes a plethora of curricular resources, here’s how to join: <https://sandiegounified.instructure.com/enroll/KJK6JD>

Other curricular resources (ELA, Math, Science, etc.) that will continue to be District-funded will be shared out in the **Principal Update** once Central Office SBB closes this later month.

SEL Resources - **UPDATED**

SEL Options:

- **Second Step and Harmony UTK-5**
 - [No cost options via Second Step and Harmony available](#)
- **Leader in Me UTK-12**
 - Centralized funding covers these **Current 74 Sites**: site license, coaching, online platform per school
 - **(SBB) Site Budget for:**
 - Consumable curriculum (Student companions/student \$6.30/student)
 - Release time for staff (Hourly, SAMs, etc.)

Summer Bridging : ELOG funds previously used for summer bridging have been fully expended. Sites may continue to plan and fund summer bridging for Elementary, Middle or High School.

Secondary ONLY

Restorative Justice

Schools will continue to receive the same amount of release time to support Restorative Justice Practices at their sites:

- Comprehensive Middle Schools will receive TWO release periods
- K-8, K-12, and comprehensive High Schools will receive ONE release period

Educators who are identified for the release are expected to attend monthly PLC meetings and summer trainings. Compensation for visiting teacher coverage and/or workshop hourly rate will be provided in addition to the release time.

If an educator is unable to use the provided release time due to scheduling constraints, they may be compensated at an hourly rate for preparation or support provided outside their work day.

Athletic Information

Athletic Release

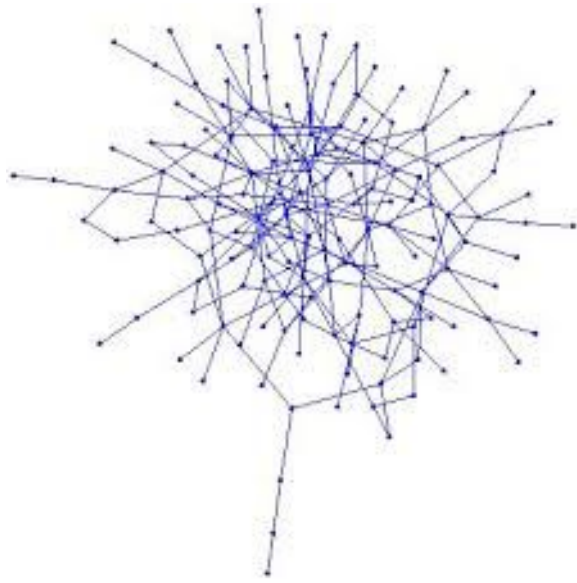
The Principals of the 6 schools that qualify for 2023-24 were notified via email on 11/30, details of qualification can be found [here](#)

Last Period of the Day Athletics

This [PE Athletics Period Google Doc](#) was put together to assist with implementation

4x4

College impacts on 4x4 schedules with regards to student athletics eligibility can be found [here](#)



Workshopping

- Facilitates collaboration between a group of participants
 - Allows teams to promote communication and find collaborative solutions to solve a specific problem
 - Seeks to create actionable change based on a given activity
-

Workshopping: Accomplishments and Barriers

In triads, Partner A, in three (3) minutes answer the following questions:

- **What did I accomplish today?**
- **What leadership actions must I take to have a successful budget development process?**
- **What barriers am I anticipating in the coming months and what strategies will I employ?**

Partners B and C respond to Partner A's response two (2) minutes. Partner A only listens as Partners B and C discuss.

Partner A has the last words one (1) minute.

REPEAT with Partners B and C

Feedback and Supports

Next Steps:

- Meet with your schedule development team to share adjustments to timelines and identify necessary modifications to meet your site needs
 - [Sample Slide Deck](#) to use with your staff, educational partners.
- [Attend School Schedule workshops](#) and [SBB Open Labs](#) in January
- REMINDER - SBB opens January 10

Need a Thought-Partner?

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