

**ESSER III Expenditure Plan**

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
PUC EXCEL CHARTER ACADEMY	GLORIA GASCA, PRINCIPAL	<a href="mailto:G.GASCA@PUCSCHOOLS.ORG">G.GASCA@PUCSCHOOLS.ORG</a> 323-222-5010

School districts, county offices of education, or charter schools, collectively known as LEAs, that receive Elementary and Secondary School Emergency Relief (ESSER) funds under the American Rescue Plan Act, referred to as ESSER III funds, are required to develop a plan for how they will use their ESSER III funds. **In the plan, an LEA must explain how it intends to use its ESSER III funds to address students’ academic, social, emotional, and mental health needs, as well as any opportunity gaps that existed before, and were worsened by, the COVID-19 pandemic.** An LEA may also use its ESSER III funds in other ways, as detailed in the Fiscal Requirements section of the Instructions. In developing the plan, the LEA has flexibility to include community input and/or actions included in other planning documents, such as the Local Control and Accountability Plan (LCAP), provided that the input and actions are relevant to the LEA’s Plan to support students.

For more information please see the Instructions.

**Other LEA Plans Referenced in this Plan**

Plan Title	Where the Plan May Be Accessed
LCAP/ELO	<a href="https://www.pucschools.org/excel/lcap/">https://www.pucschools.org/excel/lcap/</a>

**Summary of Planned ESSER III Expenditures**

Below is a summary of the ESSER III funds received by the LEA and how the LEA intends to expend these funds in support of students.

**Total ESSER III funds received by the LEA**

\$952,832	
Plan Section	Total Planned ESSER III Expenditures
Strategies for Continuous and Safe In-Person Learning	\$271,117
Addressing Lost Instructional Time (a minimum of 20 percent of the LEAs ESSER III funds)	\$630,950.24
Use of Any Remaining Funds	\$50,764.76

**Total ESSER III funds included in this plan**

\$952,832

### Community Engagement

An LEA's decisions about how to use its ESSER III funds will directly impact the students, families, and the local community. The following is a description of how the LEA meaningfully consulted with its community members in determining the prevention and mitigation strategies, strategies to address the academic impact of lost instructional time, and any other strategies or activities to be implemented by the LEA. In developing the plan, the LEA has flexibility to include input received from community members during the development of other LEA Plans, such as the LCAP, provided that the input is relevant to the development of the LEA's ESSER III Expenditure Plan.

For specific requirements, including a list of the community members that an LEA is required to consult with, please see the Community Engagement section of the Instructions.

A description of the efforts made by the LEA to meaningfully consult with its required community members and the opportunities provided by the LEA for public input in the development of the plan.

At PUC Excel stakeholder feedback is an important core practice to our work with our parents, teachers, students, and school staff. Throughout the 2020-2021 school year, PUC Excel, collected feedback from parents, teachers, students, and school staff related to student needs and use of supplemental funding using the following platforms: online surveys, virtual meetings, and one-to-one virtual meetings to support our school's response to the school year under COVID-19. Our parents, teachers, students, and school staff are surveyed at various times throughout a school year allowing us at PUC Excel to continuously gather stakeholder feedback related to our school's response, supports, and services. Our stakeholder feedback structure and yearlong survey cadence has allowed us at PUC Excel to remain responsible, relational, responsive, and adaptive to the ever-changing demands caused by COVID-19 on our students, school staff, families, and communities throughout the academic school year.

At PUC Excel the school used the following platforms to gather continuous feedback from school community members in support of the school's ESSER III Expenditure Plan. The school gathered feedback from school community members around the following 1) prevention and mitigation strategies to continuously and safely operate the school for in-person learning 2) strategies to address the academic impact of lost instructional time through evidence-based interventions 3) any additional strategies to support the holistic needs of students & 4) progress monitoring to ensure interventions address the academic and social-emotional needs of all students particularly those disproportionately impacted by COVID-19. The school used the following platforms to collect school community member input, suggestions, and feedback, to best support the use of ESSER III funds for all students at PUC Excel.

The school engaged school community members through its School Advisory Committee (SAC) and English Learning Advisory Committee (ELAC) to gather school community member feedback (i.e. parents, school staff, students, and community members) related to the school's use of ESSER III funds. The school also used scheduled professional development with school staff to gather school staff feedback, input, and suggestions to further the school's collective planning for the ESSER III Expenditure Plan. Lastly, the school also engaged students, community members, and the public at large through the use of focus groups hosted by the school to further gather feedback, input, suggestions and also **via Instagram, Facebook, and Twitter**. The ongoing engagement with school community members described above allowed the school to create an ESSER III Expenditure Plan that

is responsible and responsive to the various and unique needs of all students, particularly those disproportionately impacted by COVID-19, at PUC Excel.

Specifically, the school presented each school community group with the following opportunities:

**Parents & Guardians: (including parents/guardians of English Learner, Homeless, Low-Income, Foster Youth, and Special Education):**

- The school's ESSER III Expenditure Plan was presented to parents/guardians and school community members at the School Advisory Committee (SAC) and English Learning Advisory Committee (ELAC) to have them learn about the plan and gather ongoing feedback, input, and suggestions from parents/guardians and school community members. We also presented during the coffee with the principal and back to school night.
- The school shared its School Success Plan, LCAP, & use of Supplemental Funds [i.e. ESSER III] for 2021-22 SY during a general parent meeting at the start of the year. This meeting was open to all parents/guardians, related to the school's success, where feedback, input, and suggestions were gathered related to the use of Supplemental Funds [i.e. ESSER III]. The meeting was held in both English and Spanish to meet the language needs of the parents/guardians at the school site. Documents being reviewed were provided online and shared on screen during the meeting.

**Teachers & School Staff: (Principal, School Leaders, Paraprofessionals, Inclusion of Specialist-SPED Administration):**

- The school's ESSER III Expenditure Plan was presented to school teachers and staff at scheduled professional development. This time allowed them to learn about the plan and gather feedback, input, and suggestions from the teachers and school staff.
- The school shared its School Success Plan, LCAP, & use of Supplemental Funds [i.e. ESSER III] for 2021-22 SY during professional development at the start of the year. This meeting was open to all teachers and staff, related to the school's success, where feedback, input, and suggestions were gathered related to the use of Supplemental Funds [i.e. ESSER III].
- The school reviewed its student data related to student academics, behavioral, and social emotional needs by paying close attention to student groups that were disproportionately impacted by COVID-19, in support of the holistic supports and interventions for all students at the school.

**Students & Community: (including Individuals representing children with disabilities, English Learners, Homeless Students, Foster Youth):**

- The school's ESSER III Expenditure Plan was presented to student and school community focus groups. This time allowed them to learn about the plan and the school to gather feedback, input, and suggestions from students and school community members.
- The school shared its School Success Plan, LCAP, & use of Supplemental Funds [i.e. ESSER III] for 2021-22 SY at scheduled focus group sessions at the start of the year.

A description of how the development of the plan was influenced by community input.

The school community **and public at large** input, gathered from the platforms described above, influenced the school's response and development of the ESSER III Expenditure Plan. The school also incorporated stakeholder feedback, gathered throughout the previous academic school year

related to supplemental fund use, to further its planning and use of supplemental funds in support of all students. Stakeholder feedback from previous stakeholder meetings supported the focus on student success through student outcomes, engagement, and conditions of learning as outlined in the school's LCAP and Expanded Learning Opportunities Grant. The stakeholder feedback from the previous academic school year highlighted strong support of the school to further its efforts and use of supplemental funds for all students and each significant subgroup. Specifically, community input influenced the development of the LCAP & Expanded Learning Opportunities Grant by highlighting the following: 1) Academics are important, especially mitigating learning loss caused by lost instructional time during virtual learning, 2) Children need more social emotional interactions with peers and adults, 3) Mental health education is important, and 4) Ensuring the school operates safely as students return to in-person instruction for the 2021-22 SY.

The ESSER III Plan includes the following based on community input gathered by the school site:

**1. Continuous and safe in-person learning that reduces and prevents COVID-19:** This includes following the PUC COVID-19 Containment, Response, and Control Plan. The plan requires routine cleaning of all buildings will occur daily. Additional campus personnel will be hired to ensure this is followed as prescribed in the plan. Standard public health and hygiene practices will be followed. The school will provide adequate supplies such as hand sanitizer, hand-washing stations, disposable gloves, and disposable masks. We decided to extend school cleaning/maintenance to include cleaning of high touch areas during the academic day. We have also created a temporary outdoor eating area for students to eat outdoors during their designated times. Due to the shifts of staggering breaks, lunches and supper we have hired additional staff to supervise students. We have provided masks for students to have available to them throughout the day and afterschool when they are in need of an extra mask. Play equipment has been purchased for grade levels independently as well as student service coordinators' personal use items for students, such as microphones, speakers for music.

**2. Strategies to address the academic impact of lost instructional time through evidence-based interventions.** The school provides extended day programming, data driven student intervention, and supports and services for the school's significant subgroups. At PUC Excel we have embarked on new curriculum at each content and grade level. Teachers have received training and time for which to better understand their curriculum, the groupings they need to create based on the data and the time for which to collaborate with their teacher's assistant and/or inclusion team member. Adults appreciate the time for which they are given to collaborate with each other. We will have release days for teachers to receive coaching and content refinement in order to better prepare for student groupings and in class intervention. In our exploration of the curriculums we chose programs that included intervention lessons that complimented the current grade level standards. We are also finding that a large amount of students came to us as non readers and/or having very little number sense. We will be working with a reading intervention program as well as tailoring our intervention to build on number sense and place values. We will need additional technology in the form of student technology in the form of chromebooks, headsets and online portal access of each of the curriculum that we have purchased. We will be using the second adult to create a small group instruction which will be differentiated and the technology support will be important to make this differentiation happen. Our independent level instruction via our online platforms are necessary for our student personalized support. Some of the individualized support will be in the form of iReady, reading intervention and partnerships as well as second adults to support in small group instruction. There will also be additional time for teacher and administrators' training to continue to learn how to personalize instruction for our students.]

**3) Additional strategies to support the holistic needs of students.** The school provides mental health counseling, restorative practices for behavior, and school and college counseling to further support the unique needs of all students, particularly those disproportionately impacted by COVID-19. At PUC Excel we have added a full time Marriage, Family, Therapist (MFT) Associate to support with student trauma. She has a caseload of 25+ students who are dealing with anxiety, depression and other debilitating experiences that they did not receive support with during the early stages of pandemic. Several of these students did not feel comfortable with expressing their counseling needs in their full household without any privacy. We have partnered with the Plus Me leadership development to have our students begin to express their story. This partnership was seen at each grade level during advisory classes. Each student experienced the initial stages of narrative creation. We furthered this by offering the leadership series to our student council. We will also continue to partner with CCEJ once they are back to in person collaboration. CCEJ supports our restorative justice approach and team building culture and PUC Excel. We have also wanted to address the trauma of being an educator. In this area of concern, we have partnered with Meaning Makers to offer an educator's perspective at dealing with trauma and how it manifests in our classrooms. Meaning Makers is intended for the adults to address their own trauma, help identify the behavioral manifestation of our student's trauma in our classrooms.

**4) Progress monitoring to ensure interventions address the academic and social emotional needs of all students particularly those disproportionately impacted by COVID-19.** The school will progress monitor the school-based interventions for the academic and social emotional needs of all students tied to the ESSER III Expenditure Plan throughout the academic school year at quarterly check points. The school's targeted interventions will use baseline assessment, along with additional student data points gathered by the school site, to determine the student's areas of growth and achievement. The school will use baseline data to then progress monitor the interventions and make adjustments to those interventions as needed throughout the year based on internal progress monitoring of student success. This will be done through site-level quarterly data analysis (academic, social emotional, & behavioral), ongoing data collection and tracking, & quarterly School Advisory Committee (SAC) & English Learning Advisory Committee (ELAC) throughout the school year. In addition to what was stated above, we have social work and MFT interns to help us with students that need less frequent check-ins or have an outside private counselor and need the onsite support. Our social work interns have a caseload of students that have attendance issues or external support that is needed. Our MFT Interns work with students that need less frequent check-ins and also run group counseling. Group counseling groups that are currently run are grief group, girl group, boy group, aggression/de-escalation group and parent support groups. We also partner with GRYD / Alma Services to provide services for our students that show at risk for violence or gang behaviors.

### **Actions and Expenditures to Address Student Needs**

The following is the LEA's plan for using its ESSER III funds to meet students' academic, social, emotional, and mental health needs, as well as how the LEA will address the opportunity gaps that existed before, and were exacerbated by, the COVID-19 pandemic. In developing the plan, the LEA has the flexibility to include actions described in existing plans, including the LCAP and/or Expanded Learning Opportunity (ELO) Grant Plan, to the extent that the action(s) address the requirements of the ESSER III Expenditure Plan.

For specific requirements, please refer to the Actions and Expenditures to Address Student Needs section of the Instructions.

### Strategies for Continuous and Safe In-Person Learning

A description of how the LEA will use funds to continuously and safely operate schools for in-person learning in a way that reduces or prevents the spread of the COVID-19 virus.

The school will continue to support the health and safety of all students, school staff, and families by following the science, governance, and stakeholder feedback related to the school's response to COVID-19. This includes following the PUC COVID-19 Containment, Response, and Control Plan and having a School COVID-19 Task Force to further support a collective effort to health and safety. The School COVID-19 Task Force will progress monitor the school's COVID-19 data, implementation of safety mitigation strategies, and provide ongoing training and development to students, families, and staff [as needed] to help prevent the spread of COVID-19. This is a comprehensive plan that ensures that all federal, state, county, and local guidance is adhered to by the school in support of health and safety. The COVID-19 Containment Plan covers academics, operations, food services, response to positive COVID-19 cases, human resources for employees, and other aspects of COVID-19 Containment, Response, & Control. In support of cleaning and disinfecting high touch areas the school will hire additional campus personnel to further support health and safety. The school will follow standard public health mitigation strategies with all students and school staff to further support health and safety during in-person instruction. The school will provide adequate supplies such as hand sanitizer, outdoor hand-washing stations, disposable gloves, and disposable masks for instructional day and afterschool use. The school will provide a daily COVID-19 screening application for all to use prior to entering the school building as well as routine COVID-19 testing for all students and staff. Lastly, the school will work closely with the governing agencies in the county to report and contact trace all positive COVID-19 student and staff cases to further prevent the spread of COVID-19.

### Total ESSER III funds being used to implement strategies for continuous and safe in-person learning

\$271,117

Plan Alignment (if applicable)	Action Title	Action Description	Planned ESSER III Funded Expenditures
[LCAP Plan, Goal #2, Action #1]	Custodial Staff	Custodial staff to ensure campus is cleaned on a regular basis and that health and safety protocols are followed.	\$5,000
[LCAP Plan, Goal #2, Action #1]	Campus aides & Supervision staff	Campus aides and supervision staff positions are adequately staff to ensure health and safety procedures are followed.	\$63,557

[ELO Plan & COVID-19 Containment Plan]	Cleaning and PPE Equipment	Hand sanitizer, soap, paper towels, disposable face coverings, gloves, hand-washing stations, etc.	\$5,000
Not Applicable	Substitutes	Resident Substitute to assist with safe-in person learning	\$76,200
Not Applicable	Furniture	Furniture to assist with safe in person learning	\$35,000
Not Applicable	MFT	MFT for Safe in person learning	\$86,360

### Addressing the Impact of Lost Instructional Time

A description of how the LEA will use funds to address the academic impact of lost instructional time.

The school will continue to focus on the academic needs of the student population in an effort to close achievement gaps and accelerate growth given the impact of the global pandemic. Schools will target funds into the following areas 1). Assessment and/or data collection to support with understanding where each student is on their pathway toward mastery. 2) Professional development focused on the analysis of data and responding to data as well as a focus on effective teaching strategies to accelerate learning 3) Systems of Intervention - embedding school-wide interventions to support student growth given the school's data analysis. 4) Professional development and/or coaching to support the growth of special populations (SWD, ELs, SED, Latinx) We have built into our professional development scope and sequence that we will allow for release days for which our staff will analyze student data, both anecdotal and MAP, iReady Data in order to create groupings and in class intervention lessons that will support our struggling students. We have added a second adult in the classroom through our supplemental funding for them to support with small group structures and reteach lessons or scaffold the lessons as needed. The staffing also supports with student stamina during the change of our schedule to provide more instructionally focused time. We currently have a block schedule where we are able to spend more focused time in our contents to get deeper into the math skill, reading and writing and analytical skills needed to grow and be addressed as a result of learning loss. We will continue with the training for our teachers around their new curriculum throughout the year in addition to training with project-based learning. Our new curriculum compliments project-based learning and is a way that we have the content support and skills addressed of project-based instruction.

**Total ESSER III funds being used to address the academic impact of lost instructional time**

\$630,950.24

Plan Alignment (if applicable)	Action Title	Action Description	Planned ESSER III Funded Expenditures
[LCAP Plan, Goal #3, Action #7]	Resources to accelerate learning	Resources to accelerate learning will be purchased to be used for targeted subgroups such as English Learners, Low-income, Homeless, Foster Youth, and Students with disabilities.	\$105,000
[LCAP Plan, Goal #3, Action #9]	Individual Academic Plan	Teachers will be provided time to provide each student with an Individual Academic Plan that will support any area of need due to learning loss.	\$30,000
[LCAP Plan, Goal #6, Action 1]	Intervention Programs for ELA and Math	English Language Arts and Math Intervention programs for Low-income, Foster Youth, English Learners.	\$190,000
Not Applicable	EL Achieve	EL Achieve initiative that has been implemented to provide additional support to principals, teachers, and support staff who work with the English Learner population.	\$31,715
[ELO Plan]	Personnel for Extended Day	Frontline staff, campus aides, and Instructional personnel will be hired to support the Extended Day Program.	\$198,035.24
Not Applicable	Personnel to Support Learning & Engagement	Support the school's subgroups/priority populations based on the academic, social-emotional, and behavioral data provided by the school site through the schools multi-tiered system of supports and the School Success Plan/LCAP Goals.	\$76,200

### Use of Any Remaining Funds

A description of the how the LEA will use any remaining ESSER III funds, as applicable.

The school will use any remaining ESSER III funds, as applicable, to further support independent study tied to both parent/guardian choice and COVID-19 needed quarantine, in-person instruction/daily in-person attendance tracking, and additional staffing for all site-based alternative planning in support of all students and significant subgroups. Edgenuity is the virtual instruction program that will be used for those students who will have independent study. It provides flexible online courses and personalized learning. In-person instruction will be Monday through Friday with a regular bell schedule. The school will continue to track and engage students that are considered chronically absent from in-person school to further support their needs to fully engage in daily in-person instruction. ESSER III funds will be used to further provide Extended Day programs. Independent Study will be offered to those students who will need to be quarantined for a period of time due to COVID-19. Edgenuity

will also be used to support these students while in quarantine. The school may use ESSER III funds to provide additional staff for alternative programming, independent study requirements under AB 130 in support of all students and each significant subgroup. We are providing additional tutoring services into the afterschool program as a way of extending day learning concepts to be reinforced. Our teacher’s assistants are implementing small group in class intervention lessons and are able to support our subgroup learning needs. Due to the need to limit the exchange of students we also increased the art class size which required an additional assistant in those classes as well for PE. We intend to use the local park for students to be able to run in the grass area and play full court games as our change from indoor eating to outdoor eating has limited our outdoor play area. We would also like to add supplemental arts consultation and instruction into the afterschool program to provide students more time to be creative and explore technical systems in different way.

**Total ESSER III funds being used to implement additional actions**

\$50,764.76

Plan Alignment (if applicable)	Action Title	Action Description	Planned ESSER III Funded Expenditures
[LCAP Plan, Goal #6, Action #6 ]	Social-emotional Support	Increased social-emotional support through increased Clinical counseling staff and hours at each school site.	\$15,000
Not Applicable	Behavioral Support	Addition of a Director of Behavior in support of student behavioral needs.	\$17,264.76
Not Applicable	Edgenuity for Independent Study	Edgenuity is the virtual instruction program used for those students who will have independent study. It provides flexible online courses and personalized learning.	\$15,000
ESSER III	Independent Study Stipend	Supporting short-term independent study (\$3500)	\$3,500

**Ensuring Interventions are Addressing Student Needs**

The LEA is required to ensure its interventions will respond to the academic, social, emotional, and mental health needs of all students, and particularly those students most impacted by the COVID–19 pandemic. The following is the LEA’s plan for ensuring that the actions and expenditures in the plan are addressing the identified academic, social, emotional, and mental health needs of its students, and particularly those students most impacted by the COVID–19 pandemic.

Action Title(s)	How Progress will be Monitored	Frequency of Progress Monitoring
Custodial Staff	<p>Who Monitors: Operations Managers and/or Office Manager at the site-level monitor campus cleanliness and that health and safety protocols are followed.</p> <p>How Monitored: Custodial Staff fills out Bathroom Log each time they clean bathrooms.</p> <p>Who Monitors: This is filled out by the Operations Manager and Site Leader.</p> <p>How monitored: Quality Assurance Operations Review (QAR) checklist.</p>	<p>Frequency of Campus Cleanliness: Daily Basis</p> <p>Frequency of Safety protocols: Monthly</p>
Campus aides & Supervision staff	<p>Who Monitors: This is monitored by HR staff, Operations Managers and/or Office Manager</p> <p>How Monitored: Site Leader uses job duty statement to monitor staff and check-ins with HR to inform HR of needed positions. Time &amp; Effort Report is also generated. Site Leader fills out a Personnel Action Form (PAF) and submits to HR if additional staff is needed.</p>	Frequency: Monthly
Cleaning and PPE Equipment	<p>Who Monitors: Site level: Custodial staff/ Office Manager and/or Ops Manager and District level: Finance</p> <p>How Monitored: Check purchase orders and GL Report to ensure proper purchase protocols are being followed.</p>	Frequency: Monthly
Substitutes	<p>Who Monitors: This is monitored by HR staff, Operations Managers and/or Office Manager</p> <p>How Monitored: Site Leader uses job duty statement to monitor substitutes and check-ins with HR to inform</p>	Frequency: Monthly

	HR of needed positions. Time & Effort Report is also generated. Site Leader fills out a Personnel Action Form (PAF) and submits to HR if additional staff is needed.	
Furniture	Who Monitors: Site level: Custodial staff/ Office Manager and/or Ops Manager and District level: Finance  How Monitored: Check purchase orders and GL Report to ensure proper purchase protocols are being followed.	Frequency: Monthly
MFT	Who Monitors: Director of Clinical Services and Clinical Supervisors  How Monitored: The Clinical Supervisors monitor and approve additional hours for MFT for group and individual counseling sessions.	Frequency: Weekly
Resources to accelerate learning	Who Monitors: Site level: Site Leader, District level: Chief Financial Officer and Finance Dept.  How Monitored: Check purchase orders and GL Report to ensure proper resources are being purchased.	Frequency: Monthly
Individual Academic Plan	Who Monitors: Site Leader and teachers.  How Monitored: During data analysis days, site leaders and teachers will review the Individual Academic Plan of each student.	Frequency: Quarterly
Intervention Programs for ELA and Math	Who Monitors: Site Leader and teachers  How Monitored: During data analysis days, site leaders and teachers will review iReady ELA and Math data to gauge academic progress for each subgroup.	Frequency: Quarterly
EL Achieve	Who Monitors: Director of Language and Literacy and Site Leader and Teachers	Frequency: Various

	How Monitored: EL Achieve Lesson Observations/Self-reflection tool	
Personnel for Extended Day	<p>Who Monitors: This is monitored by HR staff and Site Leader, and Operations Managers and/or Office Manager</p> <p>How Monitored: Site Leader uses job duty statement to monitor staff and check-ins with HR to inform HR of needed positions. Time &amp; Effort Report is also generated. Site Leader fills out a Personnel Action Form (PAF) and submits to HR if additional staff is needed.</p>	Frequency: Monthly
Personnel to Support Learning & Engagement	<p>Who Monitors: Director of Student and Parent Engagement and Parent Engagement Coordinator</p> <p>How Monitored: Monitor parent engagement data, such as referrals . Additional supports are then determined, such as additional outreach and parent groups based on need. Additional questionnaires are provided on a monthly basis and data analyzed and future needs determined.</p>	Frequency: Weekly & Monthly
Social-emotional Support	<p>Who Monitors: Director of Clinical Services and Clinical Supervisors</p> <p>How Monitored: The Clinical Supervisors monitor and approve additional hours for clinical counselors for group and individual counseling sessions.</p>	Frequency: Weekly
Behavioral Support	<p>Who Monitors: Director of Behavior Intervention and Site Leader</p> <p>How Monitored: Site level behavior data is. placed in Power School for site leader revie. Use Behavior Growth plans and monitor and debrief with admin at various times during check-ins or observations.</p>	Frequency: Daily and On-going

Edgenuity for Independent Study	<p>Who Monitors: Site Leader, Office Manager, and Learning and Engagement Coordinator</p> <p>How Monitored: Schoolzilla School-level Dashboard that tracks independent study data.</p>	Frequency: Daily
Independent Study Stipend	<p>Who Monitors: Site Leader, Office Manager, and Chief Financial Officer and Finance Dept.</p> <p>How Monitored: GL Report is generated.</p>	Frequency: Monthly

## ESSER III Expenditure Plan Instructions

### Introduction

School districts, county offices of education (COEs), or charter schools, collectively known as local educational agencies (LEAs), that receive Elementary and Secondary School Emergency Relief (ESSER) funds under the American Rescue Plan (ARP) Act, referred to as ESSER III funds, are required to develop a plan for how they will use ESSER III funds to, at a minimum, address students' academic, social, emotional, and mental health needs, as well as the opportunity gaps that existed before, and were exacerbated by, the COVID-19 pandemic.

The plan must be adopted by the local governing board or body of the LEA at a public meeting on or before October 29, 2021 and must be submitted for review and approval within five days of adoption. A school district must submit its ESSER III Expenditure Plan to its COE for review and approval; a COE must submit its plan to the California Department of Education for review and approval. A charter school must submit its plan to its chartering authority for review and to the COE of the county in which the charter school operates for review and approval.

In addition, consistent with the requirements of the ARP, Volume 86, *Federal Register*, page 21201, April 22, 2021, the ESSER III Expenditure Plan must be:

- Written in an understandable and uniform format;
- Written in a language that parents can understand, to the extent practicable;
  - If it is not practicable to provide written translations to a parent with limited English proficiency, the plan must be orally translated for parents
- Provided in an alternative format to a parent who is an individual with a disability as defined by the Americans with Disabilities Act, upon request; and
- Be made publicly available on the LEA's website.

For additional information regarding ESSER III funding please see the ARP Act Funding web page at <https://www.cde.ca.gov/fg/cr/arpact.asp>.

*For technical assistance related to the ESSER III Expenditure Plan template and instructions, please contact [LCFF@cde.ca.gov](mailto:LCFF@cde.ca.gov). For all other questions related to ESSER III, please contact [EDReliefFunds@cde.ca.gov](mailto:EDReliefFunds@cde.ca.gov).*

### Fiscal Requirements

- The LEA must use at least 20 percent (20%) of its ESSER III apportionment for expenditures related to addressing the academic impact of lost instructional time through the implementation of evidence-based interventions, such as summer learning or summer enrichment, extended day, comprehensive afterschool programs, or extended school year programs.
  - For purposes of this requirement, "evidence-based interventions" include practices or programs that have evidence to show that they are effective at producing results and improving outcomes when implemented. This kind of evidence has generally been produced through formal studies and research. There are four tiers, or levels, of evidence:
    - **Tier 1 – Strong Evidence:** the effectiveness of the practices or programs is supported by one or more well-designed and well-implemented randomized control experimental studies.
    - **Tier 2 – Moderate Evidence:** the effectiveness of the practices or programs is supported by one or more well-designed and well-implemented quasi-experimental studies.

- **Tier 3 – Promising Evidence:** the effectiveness of the practices or programs is supported by one or more well-designed and well-implemented correlational studies (with statistical controls for selection bias).
    - **Tier 4 – Demonstrates a Rationale:** practices that have a well-defined logic model or theory of action, are supported by research, and have some effort underway by a State Educational Agency, LEA, or outside research organization to determine their effectiveness.
  - For additional information please see the Evidence-Based Interventions Under the ESSA web page at <https://www.cde.ca.gov/re/es/evidence.asp>.
- The LEA must use the remaining ESSER III funds consistent with section 2001(e)(2) of the ARP Act, including for:
  - Any activity authorized by the Elementary and Secondary Education Act (ESEA) of 1965;
  - Any activity authorized by the Individuals with Disabilities Education Act (IDEA);
  - Any activity authorized by the Adult Education and Family Literacy Act;
  - Any activity authorized by the Carl D. Perkins Career and Technical Education Act of 2006;
  - Coordination of preparedness and response efforts of LEAs with State, local, Tribal, and territorial public health departments, and other relevant agencies, to improve coordinated responses among such entities to prevent, prepare for, and respond to COVID-19;
  - Activities to address the unique needs of low-income students, students with disabilities, English learners, racial and ethnic minorities, homeless students, and foster youth, including how outreach and service delivery will meet the needs of each population;
  - Developing and implementing procedures and systems to improve the preparedness and response efforts of LEAs;
  - Training and professional development for staff of the LEA on sanitation and minimizing the spread of infectious diseases;
  - Purchasing supplies to sanitize and clean the facilities of an LEA, including buildings operated by such agency;
  - Planning for, coordinating, and implementing activities during long-term closures, including providing meals to eligible students, providing technology for online learning to all students, providing guidance for carrying out requirements under IDEA, and ensuring other educational services can continue to be provided consistent with all Federal, State, and local requirements;
  - Purchasing education technology (including hardware, software, and connectivity) for students who are served by the LEA that aids in regular and substantive educational interaction between students and their classroom instructors, including low-income students and children with disabilities, which may include assistive technology or adaptive equipment;
  - Providing mental health services and supports, including through the implementation of evidence-based full-service community schools;
  - Planning and implementing activities related to summer learning and supplemental after school programs, including providing classroom instruction or online learning during the summer months and addressing the needs of underserved students;
  - Addressing learning loss among students, including underserved students, by:
    - Administering and using high-quality assessments that are valid and reliable, to accurately assess students’ academic progress and assist educators in meeting students’ academic needs, including through differentiated instruction,
    - Implementing evidence-based activities to meet the comprehensive needs of students,

- Providing information and assistance to parents and families of how they can effectively support students, including in a distance learning environment, and
- Tracking student attendance and improving student engagement in distance education;

**Note:** A definition of “underserved students” is provided in the Community Engagement section of the instructions.

- School facility repairs and improvements to enable operation of schools to reduce risks of virus transmission and exposure to environmental health hazards, and to support student health needs;
- Inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, including mechanical and nonmechanical heating, ventilation, and air conditioning systems, filtering, purification and other air cleaning, fans, control systems, and window and door replacement;
- Developing strategies and implementing public health protocols including, to the greatest extent practicable, policies in line with guidance from the Centers for Disease Control and Prevention (CDC) for the reopening and operation of school facilities to effectively maintain the health and safety of students, educators, and other staff;
- Other activities that are necessary to maintain the operation of and continuity of services in LEAs and continuing to employ existing staff of the LEA.

#### **Other LEA Plans Referenced in this Plan**

In developing the plan, the LEA has flexibility to include community input and/or actions included in other planning documents, such as the Local Control and Accountability Plan (LCAP) and/or the Expanded Learning Opportunities (ELO) Grant Plan, provided that the input and/or actions address the requirements of the ESSER III Expenditure Plan.

An LEA that chooses to utilize community input and/or actions from other planning documents must provide the name of the plan(s) referenced by the LEA and a description of where the plan(s) may be accessed by the public (such as a link to a web page or the street address of where the plan(s) are available) in the table. The LEA may add or delete rows from the table as necessary.

An LEA that chooses not to utilize community input and/or actions from other planning documents may provide a response of “Not Applicable” in the table.

#### **Summary of Expenditures**

The Summary of Expenditures table provides an overview of the ESSER III funding received by the LEA and how the LEA plans to use its ESSER III funds to support the strategies and interventions being implemented by the LEA.

#### **Instructions**

For the ‘Total ESSER III funds received by the LEA,’ provide the total amount of ESSER III funds received by the LEA.

In the Total Planned ESSER III Expenditures column of the table, provide the amount of ESSER III funds being used to implement the actions identified in the applicable plan sections.

For the ‘Total ESSER III funds included in this plan,’ provide the total amount of ESSER III funds being used to implement actions in the plan.

## Community Engagement

### Purpose and Requirements

An LEA's decisions about how to use its ESSER III funds will directly impact the students, families, and the local community, and thus the LEA's plan must be tailored to the specific needs faced by students and schools. These community members will have significant insight into what prevention and mitigation strategies should be pursued to keep students and staff safe, as well as how the various COVID-19 prevention and mitigation strategies impact teaching, learning, and day-to-day school experiences.

An LEA must engage in meaningful consultation with the following community members, as applicable to the LEA:

- Students;
- Families, including families that speak languages other than English;
- School and district administrators, including special education administrators;
- Teachers, principals, school leaders, other educators, school staff, and local bargaining units, as applicable.

"Meaningful consultation" with the community includes considering the perspectives and insights of each of the required community members in identifying the unique needs of the LEA, especially related to the effects of the COVID-19 pandemic. Comprehensive strategic planning will utilize these perspectives and insights to determine the most effective strategies and interventions to address these needs through the programs and services the LEA implements with its ESSER III funds.

Additionally, an LEA must engage in meaningful consultation with the following groups to the extent that they are present or served in the LEA:

- Tribes;
- Civil rights organizations, including disability rights organizations (e.g. the American Association of People with Disabilities, the American Civil Liberties Union, National Association for the Advancement of Colored People, etc.); and
- Individuals or advocates representing the interests of children with disabilities, English learners, homeless students, foster youth, migratory students, children who are incarcerated, and other underserved students.
  - For purposes of this requirement "underserved students" include:
    - Students who are low-income;
    - Students who are English learners;
    - Students of color;
    - Students who are foster youth;
    - Homeless students;
    - Students with disabilities; and
    - Migratory students.

LEAs are also encouraged to engage with community partners, expanded learning providers, and other community organizations in developing the plan.

Information and resources that support effective community engagement may be found under *Resources* on the following web page of the CDE's website: <https://www.cde.ca.gov/re/lc>.

## **Instructions**

In responding to the following prompts, the LEA may reference or include input provided by community members during the development of existing plans, including the LCAP and/or the ELO Grant Plan, to the extent that the input is applicable to the requirements of the ESSER III Expenditure Plan. Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broad understanding among the LEA's local community.

### **A description of the efforts made by the LEA to meaningfully consult with its required community members and the opportunities provided by the LEA for public input in the development of the plan.**

A sufficient response to this prompt will describe how the LEA sought to meaningfully consult with its required community members in the development of the plan, how the LEA promoted the opportunities for community engagement, and the opportunities that the LEA provided for input from the public at large into the development of the plan.

As noted above, a description of "meaningful consultation" with the community will include an explanation of how the LEA has considered the perspectives and insights of each of the required community members in identifying the unique needs of the LEA, especially related to the effects of the COVID-19 pandemic.

### **A description of the how the development of the plan was influenced by community input.**

A sufficient response to this prompt will provide clear, specific information about how input from community members and the public at large was considered in the development of the LEA's plan for its use of ESSER III funds. This response must describe aspects of the ESSER III Expenditure Plan that were influenced by or developed in response to input from community members.

- For the purposes of this prompt, "aspects" may include:
  - Prevention and mitigation strategies to continuously and safely operate schools for in-person learning;
  - Strategies to address the academic impact of lost instructional time through implementation of evidence-based interventions (e.g. summer learning or summer enrichment, extended day, comprehensive afterschool programs, or extended school year programs);
  - Any other strategies or activities implemented with the LEA's ESSER III fund apportionment consistent with section 2001(e)(2) of the ARP Act; and
  - Progress monitoring to ensure interventions address the academic, social, emotional, and mental health needs for all students, especially those students disproportionately impacted by COVID-19

For additional information and guidance, please see the U.S. Department of Education's Roadmap to Reopening Safely and Meeting All Students' Needs Document, available here: <https://www2.ed.gov/documents/coronavirus/reopening-2.pdf>.

## **Planned Actions and Expenditures**

### **Purpose and Requirements**

As noted in the Introduction, an LEA receiving ESSER III funds is required to develop a plan to use its ESSER III funds to, at a minimum, address students' academic, social, emotional, and mental health needs, as well as the opportunity gaps that existed before, and were exacerbated by, the COVID-19 pandemic.

## **Instructions**

An LEA has the flexibility to include actions described in existing plans, including the LCAP and/or ELO Grant Plan, to the extent that the action(s) address the requirements of the ESSER III Expenditure Plan. When including action(s) from other plans, the LEA must describe how the action(s) included in the ESSER III Expenditure Plan supplement the work described in the plan being referenced. The LEA must specify the amount of ESSER III funds that it intends to use to implement the action(s); these ESSER III funds must be in addition to any funding for those action(s) already included in the plan(s) referenced by the LEA. Descriptions of actions provided should include sufficient detail yet be sufficiently succinct to promote a broad understanding among the LEA's local community.

### **Strategies for Continuous and Safe In-Person Learning**

Provide the total amount of funds being used to implement actions related to Continuous and Safe In-Person Learning, then complete the table as follows:

- If the action(s) are included in another plan, identify the plan and provide the applicable goal and/or action number from the plan. If the action(s) are not included in another plan, write "N/A".
- Provide a short title for the action(s).
- Provide a description of the action(s) the LEA will implement using ESSER III funds for prevention and mitigation strategies that are, to the greatest extent practicable, in line with the most recent CDC guidance, in order to continuously and safely operate schools for in-person learning.
- Specify the amount of ESSER III funds the LEA plans to expend to implement the action(s); these ESSER III funds must be in addition to any funding for those action(s) already included in the plan(s) referenced by the LEA.

### **Addressing the Impact of Lost Instructional Time**

As a reminder, the LEA must use not less than 20 percent of its ESSER III funds to address the academic impact of lost instructional time. Provide the total amount of funds being used to implement actions related to addressing the impact of lost instructional time, then complete the table as follows:

- If the action(s) are included in another plan, identify the plan and provide the applicable goal and/or action number from the plan. If the action(s) are not included in another plan, write "N/A".
- Provide a short title for the action(s).
- Provide a description of the action(s) the LEA will implement using ESSER III funds to address the academic impact of lost instructional time through the implementation of evidence-based interventions, such as summer learning or summer enrichment, extended day, comprehensive afterschool programs, or extended school year programs.
- Specify the amount of ESSER III funds the LEA plans to expend to implement the action(s); these ESSER III funds must be in addition to any funding for those action(s) already included in the plan(s) referenced by the LEA.

### **Use of Any Remaining Funds**

After completing the Strategies for Continuous and Safe In-Person Learning and the Addressing the Impact of Lost Instructional Time portions of the plan, the LEA may use any remaining ESSER III funds to implement additional actions to address students' academic, social, emotional, and mental health needs, as well as to address opportunity gaps, consistent with the allowable uses identified above in the Fiscal Requirements section

of the Instructions. LEAs choosing to use ESSER III funds in this manner must provide the total amount of funds being used to implement actions with any remaining ESSER III funds, then complete the table as follows:

- If the action(s) are included in another plan, identify the plan and provide the applicable goal and/or action number from the plan. If the action(s) are not included in another plan, write “N/A”.
- Provide a short title for the action(s).
- Provide a description of any additional action(s) the LEA will implement to address students’ academic, social, emotional, and mental health needs, as well as to address opportunity gaps, consistent with the allowable uses identified above in the Fiscal Requirements section of the Instructions. If an LEA has allocated its entire apportionment of ESSER III funds to strategies for continuous and safe in-person learning and/or to addressing the impact of lost instructional time, the LEA may indicate that it is not implementing additional actions.
- Specify the amount of ESSER III funds the LEA plans to expend to implement the action(s); these ESSER III funds must be in addition to any funding for those action(s) already included in the plan(s) referenced by the LEA. If the LEA it is not implementing additional actions the LEA must indicate “\$0”.

### **Ensuring Interventions are Addressing Student Needs**

The LEA is required to ensure its interventions will respond to the academic, social, emotional, and mental health needs of all students, and particularly those students most impacted by the COVID–19 pandemic, including students from low-income families, students of color, English learners, children with disabilities, students experiencing homelessness, children in foster care, and migratory students.

The LEA may group actions together based on how the LEA plans to monitor the actions’ progress. For example, if an LEA plans to monitor the progress of two actions in the same way and with the same frequency, the LEA may list both actions within the same row of the table. Each action included in the ESSER III Expenditure Plan must be addressed within the table, either individually or as part of a group of actions.

Complete the table as follows:

- Provide the action title(s) of the actions being measured.
- Provide a description of how the LEA will monitor progress of the action(s) to ensure that they are addressing the needs of students.
- Specify how frequently progress will be monitored (e.g. daily, weekly, monthly, every 6 weeks, etc.).

California Department of Education

June 2021