

BSC Planning Checklist

What information should your principal be sharing during the BSC process?

Balanced Score Card (BSC)

This is SFUSD's name for the *School Site Plan* required of all schools by the CA Dept. of Ed. This multi-page document explains each school's plan to meet the academic, behavioral, and socio-emotional needs of students. It is long and written in "education-ese", but read it anyway because it determines staffing, budgeting, and programming decisions at your site. *Don't be afraid to ask questions or request help to understand what it says!*

Parent Compact and/or Family Engagement Plan

Title I Schools (those serving a high number of students that meet requirements for extra funding) are required to create a Parent Compact and Family Engagement Plan which states how staff plan to engage with families.

Preliminary Funding Allocations for your site

This is the actual projected school budget given to your principal. It is calculated using the **Weighted Student Formula (WSF)** which is based on enrollment and student demographic factors (e.g. Low-income and/or English-Learner population, etc.).

Additional funding and staffing

This includes district staffing and outside funding from grants, etc. In SFUSD this can include district-provided staff such as nurses or librarians, as well as extra money from grants (e.g. middle school Salesforce grant, district computer technology grants) and parent fundraising through the school Parent Teacher Association (PTA).

Breakouts of current and proposed spending by category

This includes basic categories such as staffing, professional development, supplies, parent engagement, etc.

Student demographic data

Who are your students? This includes enrollment data usually broken down by **subgroup** including the following: 1) race/ethnicity, 2) language and 3) program (eg. Special Education or low-income students.)

Academic data for students

SFUSD looks at data in three main categories: 1) **Academic**, 2) **Behavioral**, and 3) **Culture/Climate**. (Remember: your ABCs!) SFUSD has a district goal prioritizing Black, English Learner (esp. Latino), and students receiving Special Education services. Schools list these or other **focal groups** in their BSC. Your principal should share data showing student performance on academic measures (e.g. tests, grades) over time, and by subgroup comparing performance by race/ethnicity, language group, etc.

Behavioral data for students

Look for **disproportionality** between subgroups (e.g. one group performs better or worse as compared to students as a whole.) For example: At some sites suspension rates for Black students can be 2-3x higher as compared to White or Asian students. Look for data in the following categories, broken out by subgroup: 1.) attendance (e.g. absences and tardies); 2.) suspensions, expulsions, and referrals.

Culture/climate data for students, teachers and families

Our district conducts surveys on students, teachers and families and produces publicly viewable reports. It is best if this is broken down by race, but requires enough respondents to show "statistical significance" to report.

Teacher, student or parent input

Throughout the year, parents, students and staff should have multiple opportunities to share basic input on school programs in the form of meeting feedback or surveys (e.g. "What do you like?, What do you want?") Additionally, specific input related to current or proposed programs at the school can be gathered via site-created surveys or feedback captured (in meeting minutes) from informal conversations with groups of parents, students or staff.