



Procedure to Ensure Categorical Expenditures are Aligned to Continuous Improvement Plans

Alignment of all school-level categorically funded programs and expenditures to the District and building level continuous improvement plans is supported and monitored by the Department of Improvement and Innovation's State and Federal Grants Manager and Executive Director of School Improvement as a part of the continuous improvement and budgeting processes.

The Executive Director of School Improvement develops the DIP at-a-Glance and improvement process timeline prior to the start of each academic year and provides this information to principals and School Improvement Team (SIT) members in the early fall. Buildings are required to submit evidence documenting their continuous improvement process throughout the year. All evidence, reports, and diagnostics related to this process are reviewed by the Executive Director of School Improvement. Important needs and plan information is noted.

When school or program budget narratives are submitted in the spring the narratives are reviewed by various DII staff, including the State and Federal Grants Manager as well as the Executive Director of School Improvement to ensure they are for allowable items and activities. Budgets not meeting these criteria are returned for revision and technical assistance is provided. Once a budget narrative is determined to be in alignment with improvement needs, they are submitted to Finance for input into MEGS+ (except 31a which is approved at the District level by DII staff and forwarded to Finance). Final budgets are provided to principals and program directors and are also placed in the department's L:// drive. Upon receipt of School Improvement Plans (SIPs), the Executive Director of School Improvement compares the final school budgets to the budget items in the activities of the school's SIP to ensure alignment between the SIP and the categorical budgets of each school. If there are places where alignment is unclear, the Executive Director of School Improvement emails the Principal and SIT chair so they may review their SIP and budget to make sure all activities are accounted for in the school's budget.

Expenditures are monitored throughout the year by DII staff and modifications to budget narratives are made in the winter based on needs identified through on-going analysis of data to identify needs at both the district and school levels.