Resource Allocation Review Process Summary

This summary outlines the process detailed in the *Resource Allocation Review Process Guide (Second edition)* and is designed for **single-building districts** serving schools identified for CSI and/or ATS. Although the resource allocation review (RAR) is currently required for schools identified for CSI and ATS, it is also good practice for all schools to consider.

Phase 1: Setting the Stage

a. A review team is formed.

b. All team members are trained and have a working knowledge of the RAR purpose and process.

c. Materials are available on the MDE website in addition to technical assistance from the MDE and the district ISD/RESA partner.

Estimated Time

- Team leader preparation: 2 hours
- Team collaboration (training & questions): 1.5 hours

Phase 2: Initiating the Inquiry

a. District- and building-level teams complete an inquiry on district-wide financial allocations and per-pupil expenditures using tools such as:
   - School-level Expenditure Report
   - Spending vs. Outcomes by School
   - School Funding Questionnaire

b. Team leader preparation
   - Review the School Funding Questionnaire before gathering any data to present.
   - Collect data from the school-level expenditure report, spending vs. outcomes website, and any other helpful district and school data.

Estimated Time

- Team leader preparation: 2–4 hours
- Team collaboration (data protocol): 1.5–2 hours

Phase 3: Narrowing the Focus

a. Using the responses from the School Funding Questionnaire, continuous improvement data, information recorded in the MICIP platform, and assessment data associated with identification for additional supports, select the following:
   - A perspective by which the remainder of the RAR will take place.
     1. Centered on the needs of a specific student group.
     2. Centered on a MICIP strategy.
     3. Systems framework supporting initiatives intended to improve student outcomes.
   - A focus area to study resource equity. The *Resource Allocation Review Process Guide (Second edition)* provides information to assist the team. This includes a list of available resource equity questionnaires designed to guide the team through the inquiry process.

Estimated Time

- Team leader preparation: 2 hours
- Team collaboration (training & questions): 1.5 hours

Phase 4: Collaborative Inquiry

a. Complete the RAR as part of the needs assessment process.
b. The team leader:
    - Review the questions found in the selected resource equity questionnaire.
        - Applying the Equity Lens to Understanding Resource Planning & Usage
    - Collect data the team may need to have for analysis.
c. The team:
    - Utilizes the district data protocol to review data and respond to the questions provided.
    - Identifies resource inequity.
    - Completes a root cause analysis.

Estimated Time

- Team leader preparation: 2–6 hours
- Team collaboration (training & completion of questionnaire): 2–6 hours

Phase 5: Addressing the Inequity

a. Develop a plan to address the identified inequity.
b. Compose a statement that both identifies the inequity and summarizes how the inequity will be addressed.

Estimated Time

- Team leader preparation: 1–2 hours
- Team collaboration (training & engagement in task): 2–6 hours

Phase 6: MICIP Platform Documentation

a. Upload resource allocation review data into the appropriate data story of the MICIP platform.
b. Enter resource allocation review summary statement into the MICIP platform.
c. Enter activities to resolve the resource inequity into the MICIP platform.

Estimated Time

- Designated staff member preparation: 1–2 hours