



Resource Allocation Review Process Summary

Designed for Single-Building Districts Identified for CSI and/or ATS

- Phase: 1 View the forty-minute summary [video](#) to gain an understanding of the Resource Allocation Review (RAR).
- a. The [Resources for Schools Identified for CSI, ATS, or TSI](#) provides additional information.
- Phase: 2 The district reviews high-level financial data such as the [school-level expenditure report](#), district/school budget, and consolidated application to reflect upon how resources are allocated and expended. (An estimated meeting time of 90- minutes is based upon all suggested personnel being present and actively participating.)
- a. Who: District and school leader (when filled by different individuals), continuous improvement team, state & federal grants and finance office representative, ISD/RESA partner, and any other district partner(s).
 - b. The following questions and others will guide the team in identifying an inequity or determining a need to seek further information regarding the allocation and use of funds within the school:
 - i. What was discovered when analyzing multiple years of financial data?
 - ii. Were funds budgeted that were not expended? If so, why? What is the impact of student's outcomes? What students are most impacted by this occurrence? What might need to be adjusted to address the difference in allocation and expenditure (use)?
 - iii. What additional questions were generated by the team that require additional information?
 - iv. Which of the additional questions would bring greater clarity to resourcing efforts for continuous improvement?
 - c. Based upon the responses to the questions above and current MICIP goals guiding the focus for improvement, the team will determine if further study is necessary and select a method from the list below.
 - i. For further review of allocations and expenditures supporting the school's primary focus area(s), select one of the following options, or variation of an option, provided in the [Resource Allocation Review Process Guide](#):
 1. Centered on the needs of a specific student group
 2. Centered on a MICIP strategy
 3. Financial resource distribution and utilization
 4. Comprehensive resource review by exploring some or all the dimensions within the [Equitable Resource Diagnostic](#)



Phase: 3 Complete the Resource Allocation Inquiry as part of the needs assessment process (Estimated time of eight to twelve hours depending upon previous discussions and district processes.)

- a. Who: Continuous improvement team (e.g., school leader, continuous improvement team, finance office representative, ISD/RESA partner, and any other district partner(s)).
- b. Depending on which of the four options, selected in Phase one, the team will determine what data needs to be gathered for analysis.
- c. Complete a study of the information utilizing the district data analysis protocol to inform the modifications to the MICIP data story.
- d. The district designee will add the data object(s) used by the team into the MICIP platform.
 - i. The data objects are placed within the corresponding area of inquiry.
 1. Sample file naming convention
RAR_Name of Data Set_YYYY.MM.DD
Or
YYYY.MM.DD_ RAR_Name of Data Set

Phase: 4 Resource equity determination.

- a. The team determines if something needs to be addressed to ensure that equitable resources are provided such that each student receives the necessary resources to meet or exceed state academic standards.
 - i. Modify the data story within the MICIP platform to reflect the equity findings.
- b. The team develops a plan to address any inequity.
- c. The designated district team member enters the equity determination (inequity or equity) and the plan to address the determination within the MICIP platform as a “task” or “activity” under an aligned goal area. Sample language:
 - i. “To address the inequity () determined by the Resource Allocation Review ...”
 - ii. If an inequity is not determined, the designated district team member may create a task called “Resource Allocation Review” under a MICIP goal and in the description write, “A resource allocation review of () resulted in determining that an inequity does not currently exist.”