

## Appendix B

### Planning Template

Districts are required to plan for implementation of Disadvantaged Pupil Impact Aid fund and remaining Student Wellness and Success fund in collaboration with one or more community partners who align with those listed in the guidance document. Though not required, it is recommended that districts include the Base Cost Student Wellness and Success Component in the planning process. It is recommended that districts and partners utilize a template, like the one below, to document the activities chosen to address the critical needs. Teams may have several goals they wish to address.

<b>Needs and Gaps:</b>						
<b>SMART Goal:</b>						
<b>Activities, Services, Programs and Strategies</b>	<b>Responsible Parties</b>	<b>Partners' Roles</b>	<b>Process Measures</b>	<b>Progress Monitoring</b>	<b>Benchmark Goals (Short term)</b>	<b>Desired Outcomes (Long term)</b>

**Glossary of Terms:**

**Activities, Services, Programs and Strategies** – Resources, programs, services, and strategies that districts plan to implement to achieve their SMART goal(s); districts are required to develop their plans in collaboration with at least one allowable community partner.

**Needs and Gaps** – Final prioritized needs and gaps identified through the gap analysis are listed in the needs and gaps section. See Gap Analysis from the Needs Assessment and Environmental Scan Template [Appendix A](#).

**SMART Goal** – A goal that is **S**pecific, **M**easurable, **A**ttainable and Achievable, **R**ealistic and Relevant, and **T**imely.

**Responsible Parties** – Individuals or teams that are accountable for completing the task(s).

**Partners' Roles** – Ways partners can support the plan and task(s).

**Process Measures** – The specific tasks that will lead to the benchmark goals and desired outcomes that can be used in progress monitoring.

**Progress Monitoring** – Used to assess progress toward a goal and evaluate the effectiveness of an intervention.

**Benchmark Goals** – Specific, short-term goals that may be used to assess progress toward a desired outcome.

**Desired Outcomes** – Define what the team wants to achieve through the plan. Helps the team define how it will know when the goals are met.