Finance Division

Financial Planning, Monitoring and Accountability Department

**SSC – SPSA Responsibilities Checklist**

The timeline and checklist below highlights important dates for managing SSC business.

| **Activity** | **Dates** |
| --- | --- |
| SPSA Evaluation and communication distributed | January 18, 2019 |
| 2019-20 Budgets, Labs and Finalization Meetings complete | February 7, 2019 |
| SPSA documentation due:  SPSA Evaluation  SSC Agenda, Minutes and Sign-in Sheets documenting  approval of budget | **March 20, 2019** |
| Data Available: California Assessment of Student Performance and Progress (CAASPP), California Dashboard and School Site Data | August/September 2019 |
| SPSA Training for principals (Training is conducted between the hours of 8:30am – 12:00pm and 1:00pm – 4:00pm) | August 19, 20, 2019  September 5, 10, 12, 2019 |
| SPSA Open Labs for principals (Labs are open from 8:30am – 12:00pm and 1:00pm – 4:00pm) | September 19, 20, 23, 24, 25, 26, 27, 30, 2019  October 1, 2, 3, 2019 |
| School starts | August 26, 2019 |
| School Site Council -  Call for Nominations  Elections (SSC and ELAC) completed  First meeting conducted\*\*\*:  Review election result/ Introduce new members  Distribute Uniform Complaint Procedure (UCP) with SSC  Review SSC Bylaws  2019-20 SSC Chair identified  Parent and Family Engagement Policy (2019-20 template)  School Parent Compact (2019-20 template only)  Review data in preparation for SMART goal development  Review SPSA Evaluation completed in spring 2019  Review/complete Resource Inequity Study  Complete 2019-20 SMART Goals (1st or 2nd meeting)  Submit SSC Roster (with original signatures) to FPMA  Seek school committees’ input. Document in SSC minutes.  (ELAC needs to provide feedback on the SPSA Draft. ELAC  ELAC members may be invited to the SSC meeting for efficiency. The SSC minutes must reflect that they attended as guests.)  Second meeting conducted:  Review SPSA draft and feedback from ELAC as well as other committees  Smart Goals not completed in the first SSC meeting. Complete Smart Goals Study  Approve and document in the SSC minutes | August  September 6, 2019  September 13, 2019    September 16-20, 2019  **October 4, 2019**  September 27, 2019 |
| SPSA Due to FPMA (includes):  Parent and Family Engagement Policy  School Parent Compact  WASC Action Plan – secondary schools  SPSA Assessment and Evaluation Summary  Resource Inequity Study  SPSA Recommendations and Assurances due to Area Superintendents | **October 4, 2019**  **October 4, 2019** |
| Conduct Title I Parent Involvement Meeting  Distribute: Guidelines for Implementation of the San Diego Unified School District Parent Involvement Policy, Parent and Family Engagement Policy, and School Parent Compact | October 25, 2019 |
| Submit SSC Documents ***Electronically*** to your FPMA Resource Teacher:  SSC Bylaws  SSC agenda and minutes documenting election and introductions  SSC agenda and minutes documenting ELAC feedback to the SPSA  SSC agenda and minutes documenting approval of 2019-20 SPSA  SSC agenda and minutes documenting the Uniform Compliance Procedures were distributed  Submit SSC Documents ***Originals Only:***  Title I Parent Meeting Verification Form | **By October 25, 2019**  **By October 25, 2019** |

\*\*\* This meeting will take more than an hour. Plan accordingly. You need to end this meeting with an SPSA DRAFT.