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** |
| --- | --- |
| [x]  SPSA Evaluation and communication distributed | January 18, 2019 |
| [x]  2019-20 Budgets, Labs and Finalization Meetings complete | February 7, 2019 |
| [x]  SPSA documentation due:[x]  SPSA Evaluation[x]  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, 2019September 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, 2019October 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  | AugustSeptember 6, 2019September 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 distributedSubmit 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.