



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
<input checked="" type="checkbox"/> SPSA Evaluation and communication distributed	December 12, 2019
<input checked="" type="checkbox"/> 2020-21 Budgets, Labs and Finalization Meetings complete	February 13, 2020
<input checked="" type="checkbox"/> Budget development documentation due: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> SPSA Evaluation <input checked="" type="checkbox"/> SSC Agenda, Minutes and Sign-in Sheets documenting approval of budget 	February 13, 2020
<input type="checkbox"/> Data Available: California Assessment of Student Performance and Progress (CAASPP), California Dashboard and School Site Data	TBD
<input type="checkbox"/> School starts	August 31, 2020
<input type="checkbox"/> Establishing School Site Council for 2020-21 school year: <ul style="list-style-type: none"> <input type="checkbox"/> Call for Nominations <input type="checkbox"/> Elections (SSC and ELAC) completed <input type="checkbox"/> Establish an ELAC (roll into SSC if applicable) 	September 2020
<input type="checkbox"/> SPSA Training for principals <ul style="list-style-type: none"> • NEW Principals Training Tuesday September 15, 1-4pm • All Principals Training Wednesday September 16, 1-3pm OR Thursday September 17, 8:30-11:30 • CSI Principals only Wednesday September 16, 3:15-4pm OR Thursday September 17, 10:45-11:30am 	Various days and times from September 15 to September 17, 2020
<input type="checkbox"/> SPSA Open Labs for principals <ul style="list-style-type: none"> • Monday, September 21, 7pm-9pm • Tuesday, September 22, 8:30am-12pm & 1:00-4pm • Wednesday, September 23, 7pm-9pm • Thursday, September 24, 8:30am-12pm & 1:00-4pm • Monday, September 28, 8:30am-12pm & 1:00-4pm • Tuesday, September 29, 7pm-9pm • Wednesday, September 30, 8:30am-12pm & 1:00-4pm • Thursday, October 1, 7pm-9pm • Friday, October 2, 8:30am-12pm & 1:00-4pm 	Various days and times from September 21, 2020 to October 2, 2020



ACTIVITY	DATES
<p><input type="checkbox"/> First SSC meeting (agenda items):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Report election result and introduce new members (call out in minutes) <p><i>Note: You will identify the SSC Chair at the first SSC meeting after the elections have been completed. Make sure to give yourself enough time to complete the elections and conduct the first meeting at which point you will identify the SSC Chair. The SSC Chair will sign the SSC roster prior to it being submitted to FPMA for approval.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Distribute Uniform Complaint Procedure (UCP) with SSC <input type="checkbox"/> Review SSC Bylaws, Parent and Family Engagement Policy, and School Parent Compact <input type="checkbox"/> 2020-21 SSC Chair identified <p><input type="checkbox"/> Submit SSC Roster to FPMA (<i>electronically</i>)</p> <p><input type="checkbox"/> Approval of 2020-21 SPSA</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review data, budget information and SPSA Evaluation(s) in preparation for SMART goal development <input type="checkbox"/> Review/complete Resource Inequity Study <input type="checkbox"/> Complete 2020-21 SMART Goals (1st or 2nd meeting) <input type="checkbox"/> Seek school committees' input prior to approval <p><i>Note: The ELAC needs to provide feedback on the SPSA Draft. ELAC meeting must take place before the SSC meeting (different times and agendas)</i></p>	<p>October 5, 2020</p>
<ul style="list-style-type: none"> <input type="checkbox"/> SPSA completed online with the following uploaded documents: <ul style="list-style-type: none"> <input type="checkbox"/> Parent and Family Engagement Policy for 2020-21 <input type="checkbox"/> School Parent Compact for 2020-21 <input type="checkbox"/> WASC Action Plan (secondary schools only) <input type="checkbox"/> SPSA Assessment and Evaluation Summary for LCFF and Title I Funded Actions/Activities when applicable (review of 2019-20 SPSA) <input type="checkbox"/> Resource Inequity Study <input type="checkbox"/> Submit the completed SPSA Recommendations and Assurances Form (<i>electronically</i>) to your Area Superintendent for their signature 	<p>October 5, 2020</p>



ACTIVITY	DATES
<p>Submit the following SSC Documents <i>electronically</i> to your FPMA Resource Teacher:</p> <ul style="list-style-type: none"><input type="checkbox"/> SSC Bylaws<input type="checkbox"/> SSC agenda and minutes documenting election and introductions<input type="checkbox"/> SSC agenda and minutes documenting approval of 2020-2021 SPSA<input type="checkbox"/> SSC agenda and minutes documenting the distribution of the Uniform Compliance Procedures<input type="checkbox"/> SSC agenda and minutes documenting approval of Parent & Family Engagement Policy and School Parent Compacts for 2020-21	<p>October 30, 2020</p>
<ul style="list-style-type: none"><input type="checkbox"/> Conduct Title I Parent Involvement Meeting<input type="checkbox"/> Distribute Guidelines for Implementation of the San Diego Unified School District Parent Involvement Policy, Parent and Family Engagement Policy, and School Parent Compact<input type="checkbox"/> Submit the completed Title I Parent Meeting Verification Form (<i>electronically</i>) to your FPMA Resource Teacher	<p>October 30, 2020</p>