Finance Division

**Strategic Planning for Student Achievement Department**

**2021-22 School Site Council-School Plan for Student Achievement Checklist and Timeline for FY22 and FY23**

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

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| **Activity** | **Due Dates** |
| **Establish a School Site Council*** Call for nominations: *Each group has a separate call for nomination* *form*
* SSC elections: *Each peer group votes for their corresponding peer group on separate ballots*
 | September 2021 |
| **Establish an English Learner Advisory Committee (ELAC)*** 21 or more English Learners; Site is required to establish an ELAC
* ELAC may vote to delegate responsibilities to the SSC (follow Office of Language Acquisition (OLA) procedures)
 | September 2021 |
| **FY22 School Plan for Student Achievement (SPSA) Training for Principals*** New principal training – 9/14/2021 @1:00 pm
* All principal training – 9/15/2021 @8:00 am
 | September 2021 |
| **Title l Parent Involvement Meeting** * Conduct Title I parent meeting early in the year
* Distribute Title I LEA Level Parent and Family Engagement Policy
* Distribute 21-22 Title I Site Parent & Family Engagement Policy
* Distribute 21-22 Title I Site School-Parent Compact
 | September 2021 |
| **SSC Meeting Approving the 2021-22 School Plan for Student Achievement** (Agenda items-record bullet points in the minutes)* Review, revise and approve Parent and Family Engagement Policy and School-Parent Compact
* Review needs assessment and data
* Complete the SPSA Evaluation if not Completed (Title l and LCFF)
* Review budget plan
* Co-create smart Goals and Strategies/Activities connected to budget plan
* Approve 2021-22 SPSA
 | Prior to October 4, 2021 |
| **2021-2022 School Plan for Student Achievement*** Submit: SPSA electronically via SBB
* Submit **electronically:** Parent & Family Engagement Policy
* Submit **electronically:** School-Parent Compact
* Submit **original:** SPSA Recommendations and Assurance Form
* Submit **electronically** to step 3 of SBB**:** SPSA Evaluation of Title I Funded Activities and Actions
* Submit **electronically** to step 3 of SBB**:** SPSA Evaluation of LCFF Funded Activities and Actions
 | October 4, 2021 |
| **Next SSC Meetings** (Agenda items-record bullet points in the minutes)* **Report election results and introduce ALL members of the SSC**
* **Establish SSC offices (Chairperson, Secretary, DAC Rep and Alternate)**
* Review, revise and approve 2021-22 SSC Bylaws
* Share Uniform Complaint Policy (UCP) with SSC

*The documentation of the above may take more than one meeting.* | **Prior to October 5, 2021**Prior to October 29, 2021 |
| **2021-2022 School Site Roster*** Submit **original:** SSC roster to the SPSA Department
 | October 5, 2021 |
| **2021-2022 Compliance Documentation** * Submit **electronically:** SSC agenda and minutes documenting
	+ SSC election results
	+ Introduction of 2021-22 SSC members
	+ Election of SSC offices
	+ Approval of the SSC Bylaws
	+ Sharing of the Uniform Complaint Procedures
	+ Approval of Parent & Family Engagement Policy
	+ Approval of School Parent Compact
	+ Approval of the 2021-22 School Plan for Student Achievement
* Submit **original:** Title I Meeting Verification Form
* Submit **electronically:** Current SSC Bylaws
* Submit **electronically:** \*\*NEW SSC Election Verification Form
* Submit **electronically:** Documentation ofNeeds Assessment

**2021-2022 Compliance Documentation Continued*** Submit **electronically: \*\*NEW** Job Duty Statements
	+ Required for all Title l fully & partially funded positions

*The documentation of the above may take more than one meeting. Submit all meeting agendas and minutes, which include the above.* | October 29, 2021October 29, 2021 |
| **Monitoring the 2021-22 SPSA and budgets*** Review a SPSA goal(s) on a monthly basis with the SSC
* Review data and effectiveness of strategies/activities
* Review and revise (as applicable) current budget with SSC
* All SSC agendas and minutes must be linked or uploaded to the school website

*Recommendation: Record data conversation related to SPSA goals in one document or folder. This will help when completing the 2021-22 SPSA evaluation(s)* | Ongoing on a monthly basis |
| **2022-2023 School Year** |
| **Establishing the 2022-23 Budget*** Conduct needs assessment and surveys to monitor current programs and the possible gaps in the schoolwide program
* Complete a rough draft of the 2021-22 SPSA evaluation
* Engage stakeholders for feedback on the 2022-23 LCFF and Title I budgets
* SSC approval of the 2022-23 Title I budget
 | January-March 2022 |
| **Developing the 2022-23 School Plan for Student Achievement (SPSA)*** Develop and approve 2022-23 Parent & Family Engagement Policy
* Develop and approve 2022-23 School-Parent Compact
* Review current student academic and parent engagement data
* Engage stakeholders for feedback on Goals and Strategies/Activities for the 2022-23 SPSA
* Co-create the 2022-23 SPSA with stakeholders and SSC
* SSC approves the 2022-23 SPSA
 | April-May 2022(tentative) |
| **2022-2023 Compliance Documentation** * Submit **original** Recommendations and Assurance Form
* Submit **electronically:** Parent & Family Engagement Policy
* Submit **electronically:** School-Parent Compact
* Submit **electronically:** Documentation ofNeeds Assessment
* Submit **electronically:** Title l SPSA Evaluation
* Submit **electronically:** LCFF SPSA Evaluation
* Submit **electronically:** Job Duty Statements
	+ Title l fully funded and partially funded positions
* Submit **electronically:** SSC agenda and minutes documenting
	+ Approval of the Title l Budget and stakeholder input
	+ Approval of the Parent & Family Engagement Policy and the School-Parent Compact
	+ Approval of the School Plan for Student Achievement

*The documentation of the above may take more than one meeting. Submit all meeting agendas and minutes, which include the above.* | TBD |