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.

|  |  |
| --- | --- |
| **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, 2021  October 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 |