



San Diego Unified School District
Financial Planning and Development
Financial Planning, Monitoring and Accountability

2016-17 SCHOOL SITE COUNCIL/DISTRICT ADVISORY COUNCIL TIMELINE GUIDE

August/September	October	November	December	January
<p style="text-align: center;"><u>DAC Meeting: 9/21/2016</u> Executive Meeting: 9/7/2016</p> <ul style="list-style-type: none"> • State Assessments Overview (2016) • District Initiative Updates • Administrative Circulars: <ul style="list-style-type: none"> – <i>SSC Training/Rosters</i> – <i>Categorical Expenditures</i> – <i>Site Title 1 Requirements</i> • Consolidated Application-CARS Spring Data Reporting, Collection & Application for Funding <p>Training: SSC Elections (August), SSC Nuts and Bolts for Administrators, What to Expect at School and How to Navigate Sandi.net</p>	<p style="text-align: center;"><u>DAC Meeting: 10/19/2016</u> Executive Meeting: 10/5/16</p> <ul style="list-style-type: none"> • 2016-17 DAC Election Committee • Accountability Progress Report • Title I Programs • Carryover Report • LCAP Update/Consultation • LCFF Data Collection from Provision 2 Schools Report • Consolidated Application -- CARS Spring Data Reporting Collection & Application for Funding <p>Training: SSC/DAC Timeline Conference Registration</p>	<p style="text-align: center;"><u>DAC Meeting: 11/16/2016</u> Executive Meeting: 11/2/16</p> <ul style="list-style-type: none"> • 2016-17 DAC Executive Board Nominations • DAC Bylaws • Title I Budget Balances 2014-16 • Consultation of Title I Ranking/Budget • LEA Plan Update and Review • LCAP Update/Consultation <p>Training: What is the LEA Plan? What is the LCAP? SSC Responsibilities by Cluster</p>	<p style="text-align: center;"><u>DAC Meeting: 12/14/2016</u> Executive Meeting: 12/7/16</p> <ul style="list-style-type: none"> • 2016-17 DAC Executive Board Elections • Consultation of Title I Ranking/Budget Continues • District Projects Updates • LCAP Update/Consultation <p>Training: SPSA and Budget Updates</p>	<p style="text-align: center;"><u>DAC Meeting: 1/18/2017</u> Executive Meeting: 1/4/17</p> <ul style="list-style-type: none"> • Site Safety Plans • Consultation of Title I Ranking/Budget Continues • State of the Budget • LCAP Update/Consultation. • Consolidated Application-CARS Winter Data Collection & Reporting <p>Training: Categorical Budget Review</p>
<p style="text-align: center;"><u>SSC</u></p> <ul style="list-style-type: none"> • <u>Monitor SPSA implementation*</u> <ul style="list-style-type: none"> ❖ <i>Modify or eliminate ineffective activities</i> ❖ <i>Identify obstacles</i> ❖ <i>Examining categorical budget expenditures</i> ❖ <i>Review Assessment Data</i> • Call for nominations/ SSC Elections • Prepare for SSC review: <ul style="list-style-type: none"> ❖ <i>Bylaws</i> ❖ <i>Site Title 1 Parent Involvement Policy</i> ❖ <i>Home/School Compact</i> • Conduct Annual Title I Parent Meeting • Conduct SSC Elections 	<p style="text-align: center;"><u>SSC</u></p> <ul style="list-style-type: none"> • <u>Monitor SPSA implementation*</u> <ul style="list-style-type: none"> ❖ <i>Modify or eliminate ineffective activities</i> ❖ <i>Identify obstacles</i> ❖ <i>Examining categorical budget expenditures</i> ❖ <i>Review Assessment Data</i> ❖ <i>Review and revise SPSA as necessary</i> <p style="text-align: center;">Due 10/28/16</p> <ol style="list-style-type: none"> 1. SSC Membership Roster (identify DAC representative) 2. SSC Bylaws (review, revise or develop and approve) 3. SSC Minutes (documenting election results and new member introductions) 4. SSC Bylaws and TI Parent Meeting Verification form 	<p style="text-align: center;"><u>SSC</u></p> <ul style="list-style-type: none"> • <u>Monitor SPSA implementation*</u> <ul style="list-style-type: none"> ❖ <i>Modify or eliminate ineffective activities</i> ❖ <i>Identify obstacles</i> ❖ <i>Examining categorical budget expenditures</i> ❖ <i>Review Assessment Data</i> ❖ <i>Review and revise SPSA as necessary</i> <p style="text-align: center;">SSC Legal Responsibilities & Best Practices</p>	<p style="text-align: center;"><u>SSC</u></p> <ul style="list-style-type: none"> • <u>Monitor SPSA implementation*</u> <ul style="list-style-type: none"> ❖ <i>Modify or eliminate ineffective activities</i> ❖ <i>Identify obstacles</i> ❖ <i>Examining categorical budget expenditures</i> ❖ <i>Review Assessment Data</i> ❖ <i>Review and revise SPSA as necessary</i> <p style="text-align: center;">Begin checking status of salary transfers and make budget adjustments if necessary</p>	<p style="text-align: center;"><u>SSC</u></p> <ul style="list-style-type: none"> • <u>SPSA 2017-18 Development</u> <ul style="list-style-type: none"> ❖ <i>Identify priorities, meet with community groups</i> ❖ <i>Discuss and prioritize changes for next year</i> ❖ <i>Review tentative budget allocations for next year</i> <p style="text-align: center;">Check status of salary transfers and make budget adjustments, if necessary</p> <p style="text-align: center;">Revising your SPSA</p> <p style="text-align: center;">(Spanish Translation and childcare is available)</p>



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February	March	April	May	June/July
<p style="text-align: center;"><u>DAC Meeting: 2/15/2017</u> Executive Meeting: 2/1/17</p> <ul style="list-style-type: none"> • Board Approval of Title I Ranking/Budget • 2016-17 CARS- Winter Data Collection/ Allocations and Reservations. (TBD) • Title I Programs • LEA Plan Timeline • LEA Plan Revisions • LCAP Update/Consultation • Categorical/Spending Deadlines <p>Training: Purpose of the PIP</p>	<p style="text-align: center;"><u>DAC Meeting: 3/15/2017</u> Executive Meeting: 3/1/17</p> <ul style="list-style-type: none"> • DAC Budget Update • Testing Information • District Projects Update • Annual Parent Involvement Policy review begins • LCAP Update/Consultation <p>Training: TBD</p>	<p style="text-align: center;"><u>DAC Meeting: 4/19/2017</u> Executive Meeting: 4/5/17</p> <ul style="list-style-type: none"> • LEA Plan revisions to Board of Education • Title I Parent Involvement Policy review begins • CARS Spring Data Collection/Reporting and requisition funds (TBD) • LCAP Update/Consultation <p>Training: TBD</p>	<p style="text-align: center;"><u>DAC Meeting: 5/17/2017</u> Executive Meeting: 5/3/17</p> <ul style="list-style-type: none"> • Title I Parent Involvement Policy review begins. Due October 2017 • End of Year Awards: School Achievement and Attendance • LCAP Update/Consultation <p>Training: TBD</p>	<p style="text-align: center;"><u>DAC Meeting: None</u> Executive Meeting: 6/7/17</p> <ul style="list-style-type: none"> • District Projects Update
<p style="text-align: center;"><u>SSC</u></p> <ul style="list-style-type: none"> • <u>Monitor SPSA implementation*</u> <ul style="list-style-type: none"> ❖ <i>Modify or eliminate ineffective activities</i> ❖ <i>Identify obstacles</i> ❖ <i>Review Assessment Data</i> ❖ Review 2016-17 categorical balances and ramp up spending in preparation for year- end deadlines • <u>SPSA 2017-18 Development</u> <ul style="list-style-type: none"> ❖ <i>Identify priorities, meet with community groups</i> ❖ <i>Discuss and prioritize changes for next year</i> ❖ <i>Review tentative budget allocations for next year</i> ❖ <i>Set goals based on student data</i> ❖ Complete Categorical Budgets and SPSA 	<p style="text-align: center;"><u>SSC</u></p> <ul style="list-style-type: none"> • <u>Monitor SPSA implementation*</u> <ul style="list-style-type: none"> ❖ <i>Modify or eliminate ineffective activities</i> ❖ <i>Identify obstacles</i> ❖ <i>Examining categorical budget expenditures</i> ❖ <i>Review Assessment Data</i> ❖ Review 2016-17 categorical balances and ramp up spending in preparation for year- end deadlines 	<p style="text-align: center;"><u>SSC</u></p> <ul style="list-style-type: none"> • <u>Monitor SPSA implementation*</u> <ul style="list-style-type: none"> ❖ <i>Modify or eliminate ineffective activities</i> ❖ <i>Identify obstacles</i> ❖ <i>Examining categorical budget expenditures</i> ❖ <i>Review Assessment Data</i> ❖ Review 2016-17 categorical balances and ramp up spending in preparation for year- end deadlines ❖ <i>Review possible carryover balances and address possible carryover plans for next year if allowable</i> 	<p style="text-align: center;"><u>SSC</u></p> <ul style="list-style-type: none"> • <u>Monitor SPSA implementation*</u> <ul style="list-style-type: none"> ❖ <i>Modify or eliminate ineffective activities</i> ❖ <i>Identify obstacles</i> ❖ <i>Examining categorical budget expenditures</i> ❖ <i>Review Assessment Data</i> ❖ Review 2016-17 categorical balances and ramp up spending in preparation for year- end deadlines ❖ <i>Review possible carryover balances and address possible carryover plans for next year if allowable</i> ❖ Optional - Call for nominations for next year's SSC elections 	<p style="text-align: center;"><u>SSC</u></p> <ul style="list-style-type: none"> • <u>Monitor SPSA implementation*</u> <ul style="list-style-type: none"> ❖ <i>Modify or eliminate ineffective activities</i> ❖ <i>Identify obstacles</i> ❖ <i>Examining categorical budget expenditures</i> ❖ <i>Review Assessment Data</i> ❖ Review 2016-17 categorical balances and ramp up spending in preparation for year- end deadlines ❖ <i>Review possible carryover balances and address possible carryover plans for next year, if allowable</i>