

***2019-20* School Site Council Timeline/Checklist**

**(Revised August 20, 2019)**

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| **Month** | **Title I and LCFF School Site Council Activities**  |
| **Meeting 1****September** | 🞏 School Site Council Elections (if needed; ideally occur in Spring)🞏 School Site Council Roster🞏 First SSC meeting (by September 30)🞏 SSC Training, if needed (every 2 years)🞏 Develop meeting calendar (turn meeting calendar into State and Federal programs) |
| **Meeting 2****Oct.- Dec.** | 🞏 Monitoring of 2019-20 SPSA with discussion/approval of revisions to plan/budget🞏 SSC approves 2019-20 School Parent & Family Engagement Policy and Compact, based on new ESSA templates, if this has not been completed.  |
| **Meeting 3** **Nov./Dec.** | 🞏 Monitoring of 2019-20 SPSA with discussion/approval of revisions to plan/budget🞏 Annual Evaluation of 2019-20 SPSA - Mid-year check of goals and strategies – complete Annual Review |
| **Meeting 4****Jan.- Mar.** | 🞏 Monitoring of 2019-20 SPSA with discussion/approval of revisions to plan/budget🞏 Add final Title I allocation and carryover to budget and SPSA  |
| **Meeting 5****Mar. – Apr.** | 🞏 SSC approves 2020-21 School Parent & Family Engagement Policy and Compact for distribution in 2020-21🞏 Share district draft LCAP with SSC/Community🞏 Hold SSC Election for 2020-21 school year, if needed |
| **Additional Meeting****May-June**  | 🞏 Adjustment to SSC by-laws if needed |

\*The following documents must be submitted to State and Federal Programs:

 Lisa-Torres@scusd.edu and Kelley Odipo at Kelley-Odipo@scusd.edu:

* School Site Council meeting schedule for the school year
* All School Site Council agendas and minutes