

***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:

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